



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

HUMAN RESOURCES COMMITTEE

Date: Wednesday, 26 July 2023

Democratic Services

Edwina Adefehinti
Chief Officer Legal and Governance
Monitoring Officer

09:00 AM

72 Market Street
Ely
Cambridgeshire
CB7 4LS

**Civic Suite, Pathfinder House, St Mary's Street, Huntingdon
PE29 3TN
[Venue Address]**

AGENDA

Open to Public and Press

1 Apologies for Absence

2 Declarations of Interest

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests.

3 Chair Announcements

4 Minutes of the Previous Meeting

- a) to approve the minutes of the meeting held on 14th March 2023.
b) to approve the minutes of the meeting held on the 20th March 2023.

Minutes - 14th March 2023 **3 - 5**

Minutes - 20th March 2023 **6 - 7**

5 Human Resources Policies **8 - 139**

6 Trade Unions Report **140 - 151**

7 Date of next meeting:

Wednesday 4th October 2023 at Huntingdonshire District Council at 10am.

The Human Resources Committee comprises the following members:

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

The Combined Authority is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens.

Mayor Dr Nik Johnson

Councillor Lucy Nethsingha

Councillor Oliver Sainsbury

Councillor Anna Smith

Clerk Name:	Anne Gardiner
Clerk Telephone:	
Clerk Email:	anne.gardiner@cambridgeshirepeterborough-ca.gov.uk

Employment Committee Minutes

Meeting: Tuesday 14 March 2023

Time: 10:00 a.m. – XXX

Venue: Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN

Present: Statutory Deputy Mayor Anna Smith (Chair), Councillor Jackie Allen, Councillor Lara Davenport-Ray, Councillor Lucy Nethsingha, and Councillor Bridget Smith

1. Apologies for Absence and Declarations of Interest

Apologies for absence were received from Mayor Dr Nik Johnson, Councillor Anna Bailey, Councillor Sarah Conboy (substituted by Councillor Davenport-Ray) and Councillor Kim French.

The Chair welcomed Councillor Jackie Allen as the new representative for Peterborough City Council, and Councillor Lara Davenport-Ray as the new substitute representative for Huntingdonshire District Council.

No declarations of interest were received.

2. Minutes – 8 February 2023

The minutes of the meeting held on 8 February 2023 were agreed as a correct record and signed by the Chair.

3. Human Resources Policies

The committee received a report which included a range of proposed Human Resources policies, some of which were revisions of previous versions, and some of which were new policies. Two further sets of policies would be presented to the Committee later in 2023, and they would subsequently all be reviewed on an annual basis. The review had been carried out to ensure the policies aligned with current legislation and best practice, as well as the Combined Authority's wider strategies.

The Chair noted that an amended version of the Pay Policy (Appendix 11 of the report), had been published following the initial publication of the agenda, and that this amended version superseded the original version that had been published.

While discussing the report, Members:

- Suggested that the Family Leave Policy should allow employees whose baby was born prematurely additional maternity leave and pay to those whose baby was born at full term. Members were informed that a more in-depth review of the leave entitlements would be carried out throughout the year following a consultation, and it was confirmed that the review would consider such matters as miscarriages and premature births.
- Observed that the proposed policies did not include any provisions for those providing general care, although it was acknowledged that officers had discussed a framework on caring responsibilities with Caring Together, which would be developed and incorporated into the appropriate policy in the future.
- Paid tribute to officers for preparing such an extensive range of new and revised policies, and sought clarification on how the Combined Authority's staff would be consulted on them. Members were informed that the policies would support the ongoing strengthening of employee relations in the organisation, and that a regular flow of staff surveys would provide officers with opportunities to engage and express opinions or concerns, alongside a number of further engagement activities.
- Established that a draft recognition agreement had been developed with trade unions and was scheduled to be presented to the Committee at its first meeting of the 2023/24 municipal year.
- Noted that not all whistleblowers were anonymous, and sought clarification on the process for ensuring such people did not have a conflict of interest, while highlighting the importance of fostering and supporting informal networks among staff to provide them with spaces to express grievances, while also improving diversity and their general wellbeing. Although it was acknowledged that Section 8 of the proposed Whistleblowing Policy deliberately afforded lead managers a level of discretion on dealing with reported concerns under alternative procedures, Members argued that it could be made more explicit by including Internal Audit in the list of options to which employees could raise a concern, in Section 6 of the Whistleblowing Policy. It was also suggested that the 'via email' phrase be removed from that list.

It was proposed by Councillor Davenport-Ray, seconded by Councillor Nethsingha and resolved by majority to add 'Head of Internal Audit' to the bullet point list in Section 6 of the Whistleblowing Policy, indicating to whom employees could raise their concerns with.

It was proposed by the Statutory Deputy Mayor, seconded by Councillor Smith and resolved unanimously to:

Approve the Human Resources policies listed in Paragraph 2.1 of this report.

4. Exclusion of the Press and Public

It was proposed by the Chair, seconded by Councillor Smith and resolved unanimously to:

Exclude the press and public from the discussion of Agenda Item 5 (Shortlisting for the Role of Chief Executive), on the basis that this would involve the discussion of exempt information relating to the employment status of individuals as defined by Paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972.

5. Shortlisting for the Role of Chief Executive

The committee considered a report that outlined the shortlisting for the role of Chief Executive.

It was resolved to:

Recommend the shortlisting of one candidate to go forward to interview for the role of Chief Executive.

Employment Committee Minutes

Meeting: Monday 20 March 2023

Time: 2:00 p.m. – XXX

Venue: XXX, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN

Present: Mayor Dr Nik Johnson (Chair), Councillor Jackie Allen,
Councillor Lara Davenport-Ray, Councillor Lucy Nethsingha,
Councillor Anna Smith and Councillor Bridget Smith

1. Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Anna Bailey, Councillor Sarah Conboy (substituted by Councillor Davenport-Ray) and Councillor Kim French.

No declarations of interest were received.

2. Minutes – 14 March 2023

This item was deferred to the next meeting.

3. Exclusion of the Press and Public

It was proposed by the Chair, seconded by Councillor B Smith and resolved unanimously to:

Exclude the press and public from the discussion of Agenda Item 5 (Shortlisting for the Role of Chief Executive), on the basis that this would involve the discussion of exempt information relating to the employment status of individuals as defined by Paragraph 1 of Schedule 12A of Part 1 of the Local Government Act 1972.

5. Interviews for the Role of Chief Executive

The committee interviewed a candidate for the role of Chief Executive.

It was resolved unanimously to:

Recommend the preferred candidate to the Combined Authority Board for appointment to the role of Chief Executive..



Human Resources Committee		Agenda Item
26 July 2023		5
Title:	HR Policies	
Report of:	Paul Lowes	
Lead Member:	Mayor	
Public Report:	Yes	
Key Decision:	No	
Voting Arrangements:	Majority of those present and voting.	

Recommendations:

A	Approve the 13 HR Policies set out in the table at paragraph 3.4 below.
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Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):

	Achieving best value and high performance
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1. Purpose

1.1	The purpose of the paper is to ask the Employment Committee to review and agree the HR Policies listed in paragraph 3.4 below.
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2. Proposal

2.1	We are submitting a range of new HR Policies and some updates to existing Policies.
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3. Background

3.1	We submitted 16 HR Policies in March 2023. Today we are submitting 7 new Policies, and 4 updates to existing Policies.
3.2	HR have authored these Policies. Some have been in conjunction with an HR Consultant. Some Policies are based on Policies from Constituent Councils (Pregnancy Loss Policy, Neo-natal Leave within the Family Leave Update). Trade Unions are not formally recognised at this stage. Policies have been approved by the Corporate Management Team.
3.3	When these Policies have been signed off at HR Committee, we will communicate the changes to staff in the following ways: <ul style="list-style-type: none"> • Comms via Happenings once sign off is confirmed. • All Staff Email – include links (to Citrus HR/Teams) & sign off. • Use the Ask HR! “drop-in” sessions in the weeks following the roll out where any employee or manager can join the call. • Run a Manager briefing session following the roll out which will be available on the HR Hub.
3.4	Please see summary table below outlining details and changes (where applicable).

Policy Title	New/Update	Details
Equality & Diversity Policy	New	Policy is based on a standard framework
Flexible Working Policy	New	Policy is based on statutory requirements
Menopause at Work	New	Policy is adapted from Constituent Council
Pay Policy	Update	Updated in line with 2023 scales. Notes this takes increment changes into account but as the pay award has not been agreed yet, data is based on current pay figures.
Pregnancy Loss Policy	New	Policy is adapted from Constituent Council & Miscarriage Association
Retirement/Flexi Retirement	New	Policy based on a standard framework
Use of social media Policy	New	Policy is based on a standard framework
Professional Development Policy	New	Policy is based on a standard framework
Pensions Discretionary Policy	New	Policy based on an EELGA template and external advice
Recruitment Policy & Procedure: Update	Update	Adding detail around Acting Up and Secondments, following custom and practice at CPCA (Cambridgeshire and Peterborough Combined Authority).
Time Off Policy: Update	Update	1. Change to Annual Leave entitlements in line with agreements as

			part of 2022 Pay Award, effective from 1 st April 2023 2. Removal of table in Compassionate Leave and flexibility of additional time off with the approval of the Director
	Family Leave Policy: Update		1. To reflect new Pregnancy Loss Policy. 2. Added in section on Neonatal Leave. Based on South Cambridgeshire District Council's Policy.
	Travel Subsistence and Expenses: Policy		Wording amended to reflect expenses claims are made on Citrus and must have a receipt. Reference included as to when the use of the Organisation Credit Card is permitted, by Finance, following approval from the relevant Budget Holder.
3.5	<p>We currently offer support to Care Leavers through the Covenant (see here). As part of this, we provide a bursary for care leavers enrolled on our courses as well as work experience, apprenticeship opportunities and carers advice.</p> <p>In addition to this, we will be adopting the Employer's Charter element of the Care Leaver's Covenant.</p> <p>We will come back to the next Committee to provide an update on this.</p>		

4. Appendices

4.1	1 Equality, Diversity and Inclusion Policy 2 Flexible Working Request Policy 3 Menopause at Work Policy 4 Pregnancy Loss Policy 5 Retirement 6 CPCA Professional Development Policy 7 Use of Social Media Policy 8 Pensions Discretionary Policy 9 Update Family Leave Policy 10 Update Pay Policy 11 Update Recruitment Policy and Procedure 12 Update Time Off Policy 13 Update Travel Subsistence and Expenses Policy
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5. Implications

Financial Implications	
5.1	There is an increase in paid time off, under the Pregnancy Loss, Neo-natal Leave within Family Leave and Compassionate Leave under the Time Off Policy.
Legal Implications	
6.1	The Flexible Working Policy is a statutory Policy.
Public Health Implications	

7.1	None.	Item 5
Environmental & Climate Change Implications		
8.1	None.	
Other Significant Implications		
9.1	None	
Background Papers		
10.1	None	

Equality, Diversity and Inclusion Policy

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1. Aim

Everyone that works for Cambridgeshire and Peterborough Combined Authority is unique, whether in terms of our background, personal characteristics, experience, skills or motivations. We value our people for the differences they bring to the table. These differences - this diversity - is powerful.

Fostering an inclusive culture helps each of us to benefit from a wider range of these different perspectives, experiences and skills. We believe that this creates a happier, more productive working environment for us all.

Equality, Diversity and Inclusion Policy

2. Principles

To support this inclusive culture, this policy:

- outlines our commitment throughout the employment lifecycle to equality, diversity and inclusion and sets out how we put this commitment into practice;
- sets out the key steps we take to make our culture as inclusive as possible, including our diversity and inclusion framework and how we ensure equality of opportunity throughout the employment lifecycle.

3. Scope

This policy applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices. The policy also relates to job applicants and is relevant to all stages of the employment relationship. The policy also relates to job applicants and is relevant to all stages of the employment relationship.

The policy accompanies our Dignity at Work and other EDI policies, including the **Menopause Policy, Premature and Neo-natal Policy and Pregnancy Loss Policy**.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

5. Our commitment to you

We believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.

We ensure that our recruitment, promotion and retention procedures do not treat people less favourably because of their:

Equality, Diversity and Inclusion Policy

- disability;
- gender, gender identity or gender reassignment status;
- marital status;
- race, racial group, ethnic or national origin, or nationality;
- religion or belief;
- sexual orientation;
- age;
- civil partnership status;
- pregnancy or maternity;
- paternity;
- educational background;
- socio-economic background;
- caring responsibilities;
- part-time status; or
- fixed-term status.

6. What we expect from you

We expect you, and every one of our people, to take personal responsibility for observing, upholding, promoting and applying this policy. Our culture is made in the day-to-day working interactions between us so creating the right environment is a responsibility that we all share.

Cultivating this culture does not happen by accident but requires ongoing commitment and nurturing. The reality is that we live in a world where areas of difference (whether gender, sexual orientation, ethnicity or others) often translate to biases, challenges and barriers that may not be faced by others. And the more areas of difference a person brings, the more this effect can be compounded. In this way, the experiences of a black woman with a disability may be very different to the experiences of a black woman without a disability and very different from the experiences of a white woman. This way of looking at diversity and inclusion is known as "intersectionality".

We expect you to treat your colleagues and third parties (including customers, suppliers, contractors, agency staff and consultants) fairly and with dignity, trust and respect. Sometimes, this may mean allowing for different views and viewpoints and making space for others to contribute.

By embedding such values and constructively challenging inappropriate comments or ways of working, you can help us achieve and maintain a truly inclusive workplace culture.

Any dealings that you have with colleagues or third parties must be free from any form of discrimination, harassment, victimisation or bullying.

If any of our people is found to have committed, authorised or condoned an act of discrimination, harassment, victimisation or bullying, we will take action against them including (for those to whom it applies) under our **Disciplinary Policy and Procedure**.

Equality, Diversity and Inclusion Policy

You should be aware that you can be personally liable for discrimination and harassment.

7. Definitions

These definitions mirror the language used in the Dignity at Work Policy.

Bullying: Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means which undermine, humiliate, belittle, or injure the individual or group of employees. This kind of conduct is usually repeated.

Bullying might:

- be a regular pattern of behaviour or a one-off incident
- happen face-to-face, on social media, in emails or calls
- happen at work or in other work-related situations
- not always be obvious or noticed by others

Discrimination: Less favourable treatment on the grounds of their sex, age, marital status race, religion/belief, disability, pregnancy and maternity or sexual orientation or gender reassignment.

A person can be a victim of direct, indirect, perceived discrimination or discrimination by association.

Harassment: Behaviour which is unwanted and offensive to the recipient irrespective of whether it is intended. Harassment can be a single act or numerous acts which are ongoing and therefore employees should think carefully about behaviour which makes anyone feel uncomfortable, degraded or upset.

By law (Equality Act 2010), there are 3 types of harassment:

- sexual harassment, which is unwanted behaviour of a sexual nature
- harassment related to certain 'protected characteristics' under the Equality Act 2010
- less favourable treatment as a result of harassment related to sex, sexual harassment or gender reassignment.

Victimisation: When someone is treated unfairly because they made or supported a complaint to do with a 'protected characteristic', or someone thinks they did or might do.

Unacceptable Behaviour: may include actions, or suggestions which could create a stressful working environment, displaying offensive material, excluding or ignoring someone, telling inappropriate jokes, inappropriate physical contact or assuming a threatening or intimidating management style (this list is not exhaustive and not all incidents that may occur will be covered by this list).

Equality, Diversity and Inclusion Policy

8. Discrimination

Discrimination is not always obvious and can be subtle and unconscious. This stems from a person's general assumptions about the abilities, interests and characteristics of a particular group that influences how they treat those people (known as "unconscious bias"). Such assumptions or prejudices may cause them to apply requirements or conditions that put those in particular groups at a disadvantage. Examples include:

- steering employees into particular types of work on the basis of stereotypical assumptions without considering the particular attributes and abilities of individuals;
- recruiting or promoting individuals into particular roles because of assumptions about the reactions or preferences of other employees or clients; and
- using different standards for different groups of employees to judge performance.

Different types of discrimination under the Equality Act 2010

- **Direct discrimination:** Treating someone less favourably because of a protected characteristic compared with someone who does not have that characteristic (for example choosing not to recruit someone because they are disabled and you think they "wouldn't fit in" to the team).
- **Indirect discrimination:** Where a policy, procedure or way of working that applies to everyone puts people with a particular protected characteristic at a disadvantage, compared with people who do not have that characteristic, unless there is a good reason to justify it. An example is introducing a requirement for all staff to finish work at 6pm. It is arguable that female employees, who statistically bear the larger share of childcare responsibilities could be at a disadvantage if the new working hours prevent them from collecting their children from school or nursery.
- **Associative discrimination:** Treating someone less favourably because they are associated with someone who has a protected characteristic, for example because their partner is transgender.
- **Discrimination by perception:** Treating someone less favourably because you perceive them to have a protected characteristic even if they do not, for example choosing not to promote someone because you mistakenly perceive them to be gay.
- **Discrimination arising from disability:** Treating someone unfavourably because of something connected with that person's disability and where such treatment is not justified. Examples include:
 - dismissing or failing to pay a bonus to someone because of their disability-related absence; or
 - disciplining someone for losing their temper where such loss of temper was out of character and was due to severe pain caused by them having cancer.
- **Failing to make reasonable adjustments:** Employers are legally obliged to make reasonable adjustments to ensure that aspects of employment, or the employer's premises, do not put a disabled person at a substantial disadvantage. Failing to comply with this duty is unlawful. Examples of reasonable adjustments might include:

Equality, Diversity and Inclusion Policy

- allocating some of the disabled person's duties to a colleague;
- changing their working hours or place of work;
- adjusting procedures for assessing job candidates; and
- modifying disciplinary and grievance procedures.

9. Harassment and sexual harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of:

- violating someone else's dignity; or
- creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Sexual harassment is:

- conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and
- less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

You should refer to our Dignity at Work for further information on our procedure for reporting harassment.

10. Our equality, diversity and inclusion framework

Employee resource groups/workstreams/support groups

We are proud to have an employee forum (EDI Forum) to provide an opportunity for people who have a passion for, or a connection with, a particular aspect of equality, diversity and inclusion. We are currently identifying whether there is any demand for support groups at the Combined Authority.

The aim is to:

- provide networking opportunities and community support;
- organise events to raise awareness and provide education; and
- contribute ideas and suggestions for ways the organisation can be more diverse and inclusive.

Equality, Diversity and Inclusion Policy

11. Equality of opportunity

Recruitment

We take reasonable and appropriate steps to encourage job applications from as diverse a range of people as possible.

We are currently rolling out diversity and inclusion training for anyone making a decision about recruitment to enable them to not discriminate in any way.

Every decision-maker should challenge themselves, and other members of the recruitment selection panel, to make sure that any stereotypes, unconscious bias or prejudice do not play any part in recruitment decisions.

Career development

Any decision you make relating to a person's promotion or career development must be free from discrimination.

We ensure that selection criteria and processes for recruitment and promotion are reviewed on a regular basis so that there is no discriminatory impact on a certain group.

12. Disability inclusion

Recruiting people with a disability

The recruitment team will consider disability in advance of a recruitment campaign so that advertising, application forms and assessments, arrangements for interviews, job descriptions and employee specifications, and selection criteria are appropriate and as inclusive as possible.

We will ask applicants at the outset if they require any reasonable adjustments to be made to the recruitment process. These may include providing an alternative to a telephone interview for a deaf candidate, or providing a suitable chair for an interview with a candidate suffering from back problems.

If you are involved in the interview process, you must not ask job applicants about their health or disability except with prior approval from the HR team. Such approval is given only in exceptional circumstances and where there are specific legal grounds for doing so.

Talking about disability

We understand that some people find it hard to discuss their disabilities and that disability can be invisible.

Equality, Diversity and Inclusion Policy

Psychological safety, where people feel able to speak up about their experiences without fear of negative consequences, is paramount to ensuring disability inclusion.

However, this is only possible if we treat people with dignity, trust and respect and we expect everyone to uphold these values.

We do not tolerate ableist language in our organisation. Ableist language is language that is negative, inappropriate or offensive towards people with a disability and may take the form of jokes or "banter". If you adopt such language, we will take action against you including (for those to whom it applies) under our **Disciplinary procedure**.

Reasonable adjustments

If you have a disability, you do not have to tell us. However, we would encourage you to let us know so that we can support you, for example by making reasonable adjustments to our premises or to aspects of your role, or to our working practices.

If you are experiencing difficulties at work because of your disability, please contact your line manager/the HR team to discuss potential reasonable adjustments that may alleviate or minimise such difficulties. We may need to discuss your needs with you and your medical adviser to help us get the right support in place.

For colleagues who are returning from long-term disability-related absence, we have a return-to-work support programme in place. For further information, please contact your line manager/the HR team.

13. Support

If you have a disability, or you care for someone with a disability, and need emotional support or help with practical issues, please contact our employee assistance programme for free, confidential advice. Details of how to access this service are on the HR Hub.

We also encourage you to join our EDI Forum to speak with others who also have experience of disability and who understand the associated workplace challenges. You can make your voice heard and make a difference by helping raise disability awareness and understanding across the wider organisation.

14. Accessibility

Accessibility tours enable our organisation to gain a better insight into accessibility issues from the perspective of the person with a disability. If you experience accessibility issues due to your disability, for example because of aspects of our premises or because you do not have adaptive equipment to help you perform your role, please contact your line manager/the HR team to arrange an accessibility tour.



Equality, Diversity and Inclusion Policy

15. Training

If you are involved with making decisions about a person's employment, you must attend appropriate equality, diversity and inclusion training.

We are rolling out equality, diversity and inclusion training for all employees.

Every current employee must attend regular equality, diversity and inclusion training on at least a regular basis.

We expect all our people to proactively support our equality, diversity and inclusion initiatives by attending events and workshops organised by the EDI Forum to educate themselves on the challenges faced by others and how to help alleviate these in the workplace.



Equality, Diversity and Inclusion Policy

Governance – Equality, Diversity and Inclusion Policy

References:

Menopause Policy, Premature and Neo-natal Policy and Pregnancy Loss Policy
Dignity at Work Policy
Disciplinary Policy and Procedure

Issue date:	2023
Version number:	1
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy is designed to ensure that staff are treated with dignity and respect and that there is a consistent approach when matters are raised under this Policy.
Type of document:	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Team
Why is this document being reviewed?	N/A – new Policy
Mandatory read	Yes

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved



Flexible Working Policy and Procedure

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1. Aims

We believe that flexible working can increase staff motivation, promote work-life balance, enrich employee wellbeing and improve performance and productivity.

This policy sets out our approach to flexible working requests under the statutory procedure.

2. Scope

All employees who have a minimum of 26 weeks' continuous service have the statutory right to request flexible working. Under the statutory procedure, you can make one request in every 12-month period.

However, we recognise the importance of providing flexible working for all employees. Therefore, if you are not eligible to make a formal request for flexible working under the statutory procedure, you may submit an informal request and we will consider this on an informal basis.

3. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.



Flexible Working Policy and Procedure

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Types of flexible working

Examples of flexible working include:

- moving to hybrid working (sometimes referred to as "blended working" or "agile working"), which allows you to split your time between attending the workplace and working remotely [see our separate Policy for];
- reducing the number of hours that you are working;
- changing your start and finish times;
- compressing your working hours into fewer days (for example moving to a nine-day fortnight); and
- working flexitime.

5. Hybrid/Agile working

We have a separate Policy, which sets out our approach to hybrid working. Hybrid working is already available across the organisation.

6. Making a request for flexible working

All requests must be made in emailing a copy of a completed form for submitting a flexible working request, which is available via the HR Hub. This should be submitted to your line manager, with the HR Team copied in.

Any request made under this policy must include:

- the date of the application;
- the changes that you are seeking to your terms and conditions of employment;
- the date on which you would like the terms and conditions to come into effect;
- what effect you think the requested change would have on our organisation;
- how, in your opinion, any such effect might be dealt with;
- a statement that this is a statutory request;
- whether or not you have made a previous application for flexible working; and
- if you have made a previous request, when you made that application.



Flexible Working Policy and Procedure

Where a request for flexible working does not contain all the required information, you will be asked to resubmit your request with the necessary additional information. Requests that are incomplete or contain errors will not be automatically rejected.

7. Timescales

Once you submit your flexible working request, it will be dealt with as soon as possible. However, all requests will be dealt with within three months, from receipt of the request to notification of any appeal decision.

The timescales within this policy may be extended where this is mutually agreed.

If you fail to attend a meeting to discuss your flexible working request, including an appeal meeting, and then fail to attend a rearranged meeting without good reason, your application will be deemed to have been withdrawn.

8. Meeting to discuss a flexible working request

Your line manager will usually arrange a meeting to discuss your request. The aim of the meeting is to find out more about your proposed working arrangements and how they could be of benefit to both you and the organisation.

Your line manager should aim to hold the meeting to discuss your request within 10 business days of receiving it. Exceptional circumstances where this deadline may be extended include where either party has annual leave or sickness absence. This will be communicated to the individual which includes a new deadline.

Where a request can, without further discussion, be approved in the terms set out in your written application, a meeting will not be necessary.

Considering your request

After the meeting, your line manager will consider your proposed flexible working arrangements carefully, weighing up:

- the potential benefits to both you and the organisation; and
- any adverse impact of implementing the changes.

Each request will be considered on a case-by-case basis - agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working patterns.



Flexible Working Policy and Procedure

9. Notifying you of the decision

Your line manager should aim to notify you of the decision as soon as possible and no later than 14 days after the meeting.

Your request may be granted in full or in part. For example:

- we may propose a modified version of your request;
- your request may be granted on a temporary basis; or
- you may be asked to try the flexible working arrangement for a trial period.

Reasons for rejecting a request

Your request for flexible working will be rejected only because of:

- the burden of additional costs;
- an inability to reorganise work among existing staff;
- an inability to recruit additional staff;
- a detrimental impact on quality;
- a detrimental impact on performance;
- a detrimental effect on ability to meet customer demand;
- insufficient work for the periods the employee proposes to work; and
- a planned structural change to the business.

Your request will not be rejected for any other reason.

10. Your right to appeal

You have the right to appeal if your request for flexible working is rejected or only agreed in part in accordance with the Appeals Policy and Appeals Procedure.

11. Flexible working requests that are granted

If your request is upheld, you and your line manager should discuss how and when the changes will take effect.

Any changes to your terms and conditions of employment, whether permanent or temporary, will be put in writing and sent to you as an amendment to your contract of employment.



Flexible Working Policy and Procedure

Governance: Flexible Working Policy and Procedure

References:

Appeals Policy and Procedure
Agile Working Policy

Issue date:	2023
Version number:	1
Review due date:	2026
<u>Document Control Sheet</u>	
Purpose of document:	This policy is designed to ensure that there is a consistent approach towards flexible working requests across the Organisation.
Type of document:	Policy and Procedure
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	The HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Documents listed in the Procedure
Who will review the document (job title):	The HR Team
Why is this document being reviewed?	Review of existing Policies and Procedures
Mandatory Read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved

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1. Aim

The Combined Authority is committed to the well-being of its workforce. This Policy is designed to support employees who are or think they are experiencing Menopause. This Policy may also be used by Line Managers and colleagues across the organisation, as a source of information.

2. Principles

Our policy outlines the impact that the menopause can have on your experience at work and details how we will support you to manage your symptoms. We want you to feel able to talk about the menopause with your manager and colleagues and ask for the help that you need.

3. Scope

This policy applies to all Cambridgeshire and Peterborough Combined Authority employees. There is no qualifying period.

This policy does not form part of any employee's contract of employment, and it may be amended at any time. It does not apply to Agency Worker or Contractors. This does not apply to Casual or Agency Workers.

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Note that this policy refers to 'women' throughout, but the principles equally apply to trans employees with menopausal symptoms.

4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

5. What is the menopause?

The menopause is a natural event that happens in most women's lives during which they stop having periods, and experience hormonal changes such as a decrease in oestrogen levels. The menopause usually occurs between 45 and 55 years of age and typically lasts for several years. Some women experience menopause before 40 years of age which can be as a result of natural early menopause or medically induced due to essential surgery or treatments such as chemotherapy. Perimenopause, or menopause transition, begins several years before menopause. Women may start to experience symptoms during the final two years of perimenopause.

The menopause can cause both physical and psychological side effects. Every woman's experience will be very different, and not every woman will experience every symptom. We recognise that your symptoms are likely to affect how you feel and perform at work. The support that you need will be particular to your individual situation.

Physical symptoms of the menopause can include the following:

- hot flushes
- insomnia
- Nights sweats
- fatigue
- reduce concentration
- heavy periods
- headaches
- joint stiffness, aches and pains
- urinary problems

As a result of the above, or as a consequence of hormone changes, some women can also experience psychological effects, including:

- anxiety
- Depression
- panic attacks
- Mood swings
- Irritability
- Problems with memory
- Loss of confidence

For some people the menopause can make existing health conditions worse, triggering or coinciding with a flare up of symptoms. Alternatively, an existing health condition may also worsen menopausal symptoms.

More information can be found in the Menopause Handbook available on Citrus.

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6. Support available

We all need to be supported in the workplace to do our best work and feel valued. Menopause symptoms can affect your comfort and performance at work so we are committed to making any reasonable adjustments that we can to help you manage the symptoms you are experiencing.

We encourage you to tell your line manager that you are experiencing menopausal symptoms at an early stage. This will ensure that symptoms are treated as an ongoing health issue and will help your line manager to agree how best to support you.

If you do not feel able to discuss your symptoms with your direct line manager you may find it helpful to have an initial discussion with a trusted colleague (perhaps someone that you know has experienced the menopause), another manager or an HR Advisor or one of our workplace menopause champions.

7. Respect at Work

We expect all CPCA employees to conduct themselves in a helpful and open-minded manner, as defined in our Code of Conduct. It is not acceptable for you to experience negative behaviour because of symptoms that you are experiencing or because adjustments have been made to help you at work. If you experience unacceptable behaviour, you should raise these concerns using our Dignity at Work policy.

8. Managers Responsibilities

Good day-to-day management and open communication with your team members is the first step to being supportive and will ensure that individuals are comfortable to speak to you and ask for the help that they need.

Managers should

- a. Read this Guidance alongside the Menopause Handbook. Use the questions in Appendix 1 as a starting point for a 1-2-1 conversation.
- b. Talk to your team about the support that is available to manage their health conditions, including menopause.
- c. Be approachable and willing to have sensitive discussions with your team members.
- d. Conduct these conversations in private. Face to face conversation during regular one-to-one meetings are most suitable. Remember that some individuals may find it challenging to talk about the menopause, allow enough time for a proper discussion.
- e. Do not make assumptions about how the menopause is affecting the individual.
- f. Discuss and agree the reasonable adjustments and put these in place.
- g. Review adjustments that are in place periodically and make changes where needed, menopause lasts an average of 4 years and the adjustments that are needed are likely to change over this time.
- h. Agree how information is shared with colleagues – an individual may wish to disclose to their colleagues that they are experiencing menopausal symptoms if they feel able to do so.
- i. Give reassurance that there won't be any effect upon other aspects of work, for

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example development opportunities and allocation of work tasks.

9. How you can help yourself

There are some things that you can do to help manage your experience of the menopause

- a. Look after your health and wellbeing.
- b. Be as open as you feel able to be with your line manager about your symptoms.
- c. Talk to your line manager about any practical measures that may help you at work, remember even small changes can improve your experience at work.

10. Workplace Adjustments

Menopause is a personal experience and the reasonable adjustments that you need will depend on your individual situation.

You need to discuss and agree any workplace adjustment with your line manager.

Together you should complete the Workplace Adjustment Agreement form – this will help you and your manager put in place appropriate reasonable adjustments.

Some suggested measures to consider are given below. However, you will have insight into what will best help you.

Symptom/Difficulty	Examples of support and adjustments that may help
Hot flushes Hot flushes can start in the face, neck or chest, before spreading upwards and downward. Most only last a few minutes. The heart rate can also become quicker or stronger. High workplace temperatures can cause or exacerbate this.	<ul style="list-style-type: none"> – Temperature control for the work area, for example a fan on the desk, or a move nearer to a window or away from a heat source. – Easy access to drinking water. – Adaptions to Dress code or prescribed uniform (where worn) e.g., if the style and material of the uniform is exacerbating symptoms, allow the employee to wear alternative clothes. – Time away from the workstation to manage a severe hot flush and freshen up when needed. – Provide a place to store spare clothes or personal supplies.

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<p>Sleep disturbance/Insomnia Sleep disturbance, sometimes caused by night sweats, can also be caused by the anxiety some women feel during the menopause. Sleep loss can cause fatigue, irritability or lack of concentration at work.</p>	<p>Allow an individual to work flexibly for example varying when they start and finish work or to take a number of short breaks throughout the working day if fatigue is an issue.</p>
<p>Heavy/ Irregular periods Heavy periods are common, and some periods may last longer. Most women will also experience irregular periods, which make it harder to prepare for them.</p>	<ul style="list-style-type: none"> – Easy access to appropriate toilet facilities and where available shower facilities. – Provide storage space for personal supplies and spare clothes. – Consider whether any adjustments to the working day or pattern may help. – Provide an extra uniform (where worn).
<p>Difficulties concentrating and memory loss</p>	<ul style="list-style-type: none"> – Discuss if there are times of the day when concentration is better or worse and if possible. – If the individual is affected at particular times of the day allow them to schedule their work to take account for this where possible. – Review task allocation and workload. – Provide books for lists, action boards or other memory-assisting equipment. – Offer a quiet space to work if possible. – Offer noise-reducing headphones to wear in open offices.

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	<ul style="list-style-type: none"> – Agree protected time to catch up on work which may be done in a different location to help concentration.
Anxiety or depression	<ul style="list-style-type: none"> – Contact CPCA Employee Assistance Programme. – Consider a referral to Occupational Health. – Be flexible with the work pattern where possible to enable the person to take time away from work if needed. – Discuss whether extra support is needed, particularly when dealing with certain tasks that could increase levels of anxiety.
Headaches	<ul style="list-style-type: none"> · Easy access to drinking water. · Offer a quiet space to work if possible. · Offer noise-reducing headphones to wear in open offices.
Low mood	<ul style="list-style-type: none"> · If appropriate, identify a colleague to talk to; this may be outside of the work area. · Contact CPCA - Employee Assistance Programme.
Urinary Problems	<ul style="list-style-type: none"> - Easy access to a toilet/rest room.
Loss of confidence	<ul style="list-style-type: none"> - Ensure regular Supervisions to discuss any issues and to offer support at a frequency agreed with the individual.

Make brief notes of the reasonable adjustments agreed so that you can periodically review if the arrangements in place are helping or if these need to be revisited.

Further information about practical measures to manage symptoms is available from the Menopause Handbook.

11. Impact of the menopause on others

An individual can be indirectly affected by the menopause if their partner, family member or dependent is experiencing menopause symptoms. For example, a person may also be experiencing disturbed sleep and fatigue if they are living with someone going through the menopause. An individual in this situation may also need support for example by varying the time that they start working, taking regular breaks during the working day and managers should be open to discussing and considering these requests.

12. Other Support Available

- **Our Employee assistance programme** is through Vivup. It provides free and confidential support service for all employees. This can be accessed 24 hours a day, 7 days a week. Please see the HR Hub for details.
- **Occupational Health** – Our occupational health adviser can provide advice to managers on the

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potential impact of the menopause on other health conditions.

- **Employee Wellbeing** – The wellbeing programme offers a range of opportunities to support physical health.
- **Workplace Menopause Champions** – If you feel unable to talk to your line manager you can seek the support of one of our Workplace Champions
- **Unison Menopause Support Group** – This group is open to all employees, including non-Unison members. For information, please contact our union rep, Bess Sayers
bess.sayers@cambridgeshirepeterborough-ca.gov.uk

13. External Sources of information

- [Henpicked Menopause Hub](#)
- [Menopause Matters](#)
- www.nhs.uk/conditions/menopause
- www.menopause.org.uk
- www.womens-health-concern.org/help-and-advice/factsheets/menopause/
- [NICE Guidance from the National Institute for Health and Care Excellence](#)
- [British Menopause Society](#)
- [The Daisy Network](#)
- www.rcog.org.uk/en/patients/menopause
- [Menopause Swings and Roundabouts](#)
- [The Menopause Exchange](#)
- [Women's Health Concern](#)
- [Healthtalk.org: menopause experiences](#)

14. Further assistance

As a manager if you feel you need further assistance to be as supported as you can speak to a member of the HR Team.

15. Acknowledgement

We hope that this Policy will help to end the stigma around the menopause and encouraging a

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more open work environment where you can ask for the help that you need.

The information on the appendixes is based on that produced by NHS Ipswich and East Suffolk CCG and NHS West Suffolk CCG who worked with Cambridgeshire County Council to produce this policy. We have also used information from Henpicked. Cambridgeshire County kindly gave their permission to the Combined Authority to use its policy.

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Appendix 1

Menopause Good Practice Questions

The following section offers practical guidance for your discussion– it tells you about some support that you might want to consider. However, you might have other suggestions which can be considered to help manage symptoms of the menopause.

Health and Safety	Yes/No	Comments
Does the employee have access to information on the menopause?		
Has a referral to Occupational Health been considered in relation to the menopause?		
Sanitary and Health Issues	Yes/No	Comments
Are private washing and changing facilities available?		
Does the employee have easy access to a locker or appropriate place to store sanitary products or spare clothing/uniform?		
Is there easy access to drinking water?		
Is there easy access to a breakout room/rest area away from the workstation e.g., to manage a severe hot flush?		
Other Considerations	Yes/No	Comments
Is the ventilation adequate?		
Is additional ventilation available? for example USB fan, or by opening a window		
Has the employee had a recent workstation assessment? Does the employee need to have a new one taking into account menopause symptoms?		
If anxiety is presenting as a significant symptom, are there opportunities to switch to lighter duties or extra support particularly when dealing with certain tasks that could increase levels of anxiety?		
Is additional flexibility required in relation to working hours, location and breaks?		
Where driving is required, is fatigue presenting as an issue and if so what consideration has been given to this?		

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Do manual handling assessments need to be carried out / reviewed?		
Is an employee able to sit near a window that can be opened?		
Are medical treatments or appointments required? If that's the case please see the Time Office Policy		
Does your role require you to undertake a lot of travel during your working day? If that's the case consider any practical adjustments that may be needed when traveling to different work locations, meetings or appointments e.g., taking more frequent breaks to rest or freshen up.		



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Appendix 2

Menopause Advice Sheet – How to talk to your GP about the menopause

If you are experiencing menopausal symptoms to the point they are getting in the way of you enjoying life, it is time to talk to your GP.

We it can sometimes be difficult to get a GP appointment, and then it is often only ten minutes. In addition, talking about symptoms can be hard, let alone if you feel rushed or unprepared. So, what can you do? We have put together some helpful, straightforward tips to help you get the best from your appointment.

Don't wait. It is all too common for women to feel they must simply 'put up' with menopausal symptoms as a part of life, but if they are affecting you, there are things you can do, and support available. There is no need to wait until symptoms feel unbearable.

Read the [NICE guidelines](#). This stands for National Institute for Health and Care Excellence and these guidelines are what your doctor will use to determine the type of conversations to have with you and treatments to offer. There are guidelines for patients, which are useful to read before you see your GP, so you know what to expect.

Prepare for your appointment. It is easier for your doctor to understand what is going on if you provide them with all the information. That may sound obvious, but blood tests to say where you are on the menopause transition are not always available or accurate - your hormones can fluctuate daily during this time. So, your doctor will be thinking about what to recommend for you, based on your symptoms.

Keep a list of your symptoms. Your menstrual cycle, hot flushes, how you are feeling, and any changes you may have noticed. Write them down and take them to your appointment. Your doctor will thank you for it and it is more likely that together, you will find the right solution faster. And, if you have any preferences about how you manage your symptoms, tell them that too - for example, if you'd like to try hormone replacement therapy (HRT), or not. You may wish to use the checklist below.

Ask the receptionist which doctor is best to talk to about menopause. They are often the font of all knowledge at a surgery and can help you find the best person to speak to - it might not be your usual GP; it could be someone who has had special training in the subject.

Ask for a longer appointment. If you do not think your standard appointment will be long enough, try to book a double appointment, as some surgeries do offer this.

Do not be afraid to ask for a second opinion. If you do not feel you have received the help you need, ask to speak to someone else. Do not be put off; you know how you are feeling, and how it is affecting you.



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Ask if there is a menopause clinic in your area. Occasionally, there are regional clinics, specifically devoted to menopause. If there is one in your area, and you think this would be helpful, ask for a referral.

Take your partner or a friend with you. The chances are, you spend your life supporting others and, during menopause, it is your turn to ask them for support. Your partner, or a friend, will know how the symptoms are affecting you. They could support you at the appointment and find out how they can continue supporting you.

What to expect from your doctor

There are certain things a GP should - and should not - do during your appointment.

They should:

- Talk to you about your lifestyle, and how to manage both your symptoms, and your longer-term health.
- Offer advice on hormone replacement therapy and other non-medical options; Talk to you about the safety and effectiveness of any treatment.

They should not:

- Tell you that it is just that time of your life. Yes, menopause is a natural stage, but please do not feel that means you should have to put up with every symptom without help.
- Tell you they do not prescribe HRT. It is up to you what you want to try, and for them to say whether it could be right for you, depending on your medical history.
- Impose unnecessary time restrictions, such as they will only prescribe this once, or for a year or two. This is an ongoing conversation, and if your symptoms persist, you will still need help to manage them.

Remember, your GP is there to help and support you, and you should feel comfortable and confident in talking to them about your symptoms, and any help you need. Do not think you have to struggle through menopause when there is help and support available.



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Checklist of symptoms

SYMPTOMS				
0 = NO PROBLEM 1 = MILD SYMPTOMS 2 = SEVERE SYMPTOMS 3 = EXTREMELY SEVERE SYMPTOMS				
PHYSICAL SYMPTOMS	0	1	2	3
Hot flushes/Night sweats	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sleep problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skin (dryness, itching or acne)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aching joints	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weight gain or bloating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fatigue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Heart palpitations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Changes in periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Breast tenderness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
UTI, urinary frequency & leakage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PSYCHOLOGICAL SYMPTOMS				
Worry or anxiety	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower self confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mood swings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Memory problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low mood or depression	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Panic attacks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Easily tearful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Decreased ability to concentrate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brain fog	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inability to multi task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Menopause at Work Policy

Appendix 3

Menopause Workplace Champions

Alison Playle: alison.playle@cambridgeshirepeterborough-ca.gov.uk

Bess Sayers: bess.sayers@cambridgehshirepeterborough-ca.gov.uk

Donya Taylor: donya.taylor@cambridgeshirepeterborough-ca.gov.uk

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Governance – Menopause at Work Policy

References:

Time Off Policy

Issue date:	2023
Version number:	1
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy is designed to ensure that staff are treated with dignity and respect and that there is a consistent approach when matters are raised under this Policy.
Type of document:	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Team
Why is this document being reviewed?	N/A – new Policy
Mandatory read	Yes

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved

Pregnancy Loss Policy & Procedure

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Pregnancy Loss Policy & Procedure

Part 1 – Pregnancy Loss Policy

Please note: This guidance covers topics and issues that some readers may find difficult or upsetting. You may be someone that is currently experiencing loss, or a manager or colleague with your own experience of loss, or you may be an expectant parent managing someone that has experienced a loss.

If this is the case, you may want to speak to your own line manager or HR for advice or to direct you to the relevant part of the guidance.

1. Aim

The Authority is committed to the well-being of its workforce. This Policy is designed to support employees experiencing Pregnancy Loss.

2. Principles

Our policy is based on the following key principles:

All types of pregnancy loss can be a frightening, lonely and traumatic experience for both women and men. It is often both physically and emotionally painful, with effects that can last for a very long time.

Everyone's needs will be different. For example, some people may feel that they can continue to work as normal. Others may need more support. You may have your own experiences or opinions about the impact of pregnancy loss. Everyone will experience their loss differently. It's important not to make any assumptions about how they feel or how they want to be treated.

Partners, as well as grandparents and other close relatives, might be affected by the miscarriage. Those who are either primary carers or partners of the primary carers in surrogacy arrangements, who have acquired or intend to acquire legal parenthood for the child are also covered in this Policy.

CPCA will support them all as much as possible.

You may find it helpful to read the Miscarriage Association's information on [supporting employees before, during and after a loss](#).

3. Scope

This policy applies to all Cambridgeshire and Peterborough Combined Authority employees as far as possible, except where there is a specific local agreement, or a clause within the contract of employment, which is at variance with the provisions as contained within the NJC agreement. There is no qualifying period.

This policy does not form part of any employee's contract of employment, and it may be amended at any time. It does not apply to Agency Worker or Contractors. Vision and Values Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for

Pregnancy Loss Policy & Procedure

an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Information for employees who experience any pregnancy loss

- We're very sorry for your loss. We understand work may be the last thing on your mind right now, but we have put together this information to help you understand your rights. It is based on guidance supplied by the Miscarriage Association.
- We've included links to charities and support groups you may find helpful at the end of this document.
- Time off during and after pregnancy loss is protected as 'pregnancy-related' leave. If you have personally suffered an early or late miscarriage, any sick leave should be recorded as sickness absence in the 'pregnancy-related' category. Any period of sick leave will not count towards sickness absence trigger points.

Stillbirth or miscarriage

If you have a stillbirth on or after the 25th week of your pregnancy you will still be eligible for SMP in the usual way and Occupational Maternity Pay if you qualify for this. You will also still be entitled to the full maternity leave allowance.

Live birth before the 25th week of pregnancy onwards

If you give birth to a live child even if the child later dies, at any point in your pregnancy, you will be entitled to SMP in the usual way and Occupational Maternity Pay if you qualify for this.

For more details, please speak with a HR Team member.

5. Guidance for all staff

Everyone's experience is different. You can discuss bespoke arrangements with your line manager and HR if needed, based on your circumstances.

This applies to you whether you have experienced a physical loss, or if you are the partner of someone who has. You can use up to 2 weeks paid Compassionate Leave (full pay). Often this may be at the time of the loss, but it can be taken within 6 months of the loss.

If after this 2-week Compassionate Leave, you still do not feel well enough to work, then you can self-certify as unfit for work for up to 7 calendar days. After this point, if you still do not feel well, then you will need to get a fit note from a medical professional.

Any sickness absence after the 2-week compassionate leave will be paid according to your sick pay entitlement. If you are unsure about your entitlement, please speak to your line manager or HR.

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For partners

If you are unable to work, this may be because your partner needs extra support or because you do not feel well enough to work.

If you are not well enough to work after the 2 weeks Compassionate Leave, you can initially self-certify (up to 7 calendar days), and then get a Fit Note, if you are still unwell. Sickness absence from work in relation to this loss would be excluded from absence triggers.

Part 2 - Pregnancy Loss Procedure

1. Guidance for all staff

Please follow your usual absence reporting procedures, contacting your line manager on the first day of absence from work, or as soon as is reasonable.

If you are unable to make contact (for example, if you have been admitted to hospital), then your next of kin/emergency contact should contact your line manager or HR as soon as possible.

If you do not feel comfortable enough to talk to your line manager, you can contact HR advising that you have a personal matter to discuss urgently, and someone will get back to you as quickly as possible during working hours.

This initial contact will be different for every individual. We recommend that the employee and the line manager arrange a follow up call in the second week, so support can be discussed. Contact can be more frequent; but it should be led by what the employee wants.

2. Guidance for managers

Please note that this guidance is intended to help managers provide appropriate practical and emotional support to an employee affected by all types of pregnancy loss, including miscarriage, ectopic or molar pregnancy (loss of a pregnancy before 24 weeks gestation) and termination of a pregnancy. It is based on a policy template supplied by the Miscarriage Association.

For ease, we have used the word 'miscarriage' to refer to all these types of loss in this document. When referring to the person experiencing miscarriage, we use 'person', 'they', 'their' or 'employee'. Further information, guidance and support can be found on the Miscarriage Association's website:

<https://www.miscarriageassociation.org.uk/information/miscarriage-and-the-workplace/>.

3. How to help

If the loss occurs at work:

- A pregnancy loss may happen at work. You may not be aware that an employee is pregnant: they are not obliged to tell their manager of their pregnancy until 15 weeks

Pregnancy Loss Policy & Procedure

before their estimated due date, or as soon as is reasonably practicable after then (approximately 6 months pregnant).¹

- If an employee suspects that they have started to lose their baby they may have bleeding, severe abdominal pain, and may be faint or collapse. They may be very distressed and panicked, embarrassed and frightened.
- You can help by ensuring that they have very quick access to a toilet, and you may need to help them by calling their preferred contact or colleague to assist them in getting home or to hospital or a first aid room. In severe cases you may need to call an ambulance.
- If a pregnant person's partner, relative or close friend is told of the loss while at work, they may need to leave at short notice to provide practical and emotional support.

How can I talk about miscarriage?

You should acknowledge the loss rather than ignore it, unless the person requests otherwise. You should not make light of it. The Miscarriage Association has more information on [talking about miscarriage in the workplace](#).

They may be very confused and upset. They might find it difficult to contact you to tell you what has happened, and to discuss what happens next with work. They may find [this page from the Miscarriage Association](#) helpful.

When appropriate, someone should speak to them about what they would like colleagues to know about their loss. This could be their manager or another trusted colleague. If they do not wish to share this information, you should respect their wishes. They should not feel pressured either way. This contact can help your colleagues to understand what has happened, what the effects might be on the team member, and how to be supportive. It can also make it easier for the team member to speak to colleagues when they return to work. Here are links to the Miscarriage Association's [information for colleagues](#) and the leaflet [Supporting someone you know](#).

Communicating the news

You will need to consider carefully how to explain the sudden absence of your employee to respect their privacy, especially as they might not want others to know the details.

Recording leave and absence

- Time off during and after a miscarriage is protected as 'pregnancy-related' leave.
- If an employee has suffered an early or late miscarriage, any sickness absence should be recorded as such, choosing the 'pregnancy-related' category. Any such period of sickness absence will not count towards sickness absence trigger points.
- For the employee, where they are the partner of the pregnant person, treat absence as "pregnancy related" and exclude from sickness triggers.
- For periods of absence longer than seven days, the team member will need to get a Fitness for Work statement from her doctor or health professional at hospital. [This section of the Miscarriage Association's website has more information on an employee's rights.](#)

Future leave

- The pregnant person who has had a miscarriage, and perhaps their partner, may need time off in the future to attend appointments related to their loss.

¹ <https://www.gov.uk/working-when-pregnant-your-rights>

Pregnancy Loss Policy & Procedure

- In any future pregnancy, extra scans and monitoring may be required. This should always be accommodated. Employees have a right to take reasonable time off for antenatal care². Partners of pregnant people have a statutory right to time off to attend two antenatal appointments. Please see the Family Policy for more information.
- Requests by partners for more time off to attend further scans or other antenatal appointments should also be accommodated wherever possible, allowing employees to work flexibly or take annual leave or flexitime to attend.

4. Facilitating a return to work

- When an employee is ready to return to work their manager should offer them a meeting where any specific needs can be discussed.
- This might include a temporary workplace adjustment, which is aimed at enabling a person to remain at work rather than taking sick leave – for example more working from home, or a phased return to work. This can be particularly important if an employee has ongoing hospital appointments to attend. It might also be very difficult for someone who has suffered a miscarriage to work closely with or near to a colleague who is pregnant or has recently given birth. If this is the case, it may also be worth exploring whether working in a different location within the office would be possible and helpful.
- **The Miscarriage Association has [more information on ways you can support your team member's return to work and supporting an employee before, during and after a loss](#).**
- A Wellness Action Plan may be useful for the employee to complete, which will help to highlight what support they may need. Please see the HR Hub Links below for more information. HR or Mental Health First Aiders can provide support with this.

You have a right to keep your miscarriage private if you choose. Your manager will ask you what, if anything, you would like other people at work to know.

You may find it helpful to look at the Miscarriage Association's [information for employees](#) here. This includes information on [going back to work after a miscarriage](#).

5. Helpful Links

[HR Hub](#)

Other CPCA Policies:

Attendance and Absence Management Policy
Flexible Working Policy

Links:

Please contact the HR Team or speak to your line manager for links to the Employee Assistance Programme.

[Wellness Action Plans: You might find this helpful when planning to return to work.](#)

Mental Health First Aiders

² <https://maternityaction.org.uk/advice/time-off-for-antenatal-care/>

Pregnancy Loss Policy & Procedure

6. Further information

Miscarriage Association

www.miscarriageassociation.org.uk

01924 200799, info@miscarriageassociation.org.uk

Information and support to help you through a miscarriage, ectopic pregnancy, or molar pregnancy.

Citizens Advice Bureau

citizensadvice.org.uk (search for your local office on this link)

Free and confidential advice on benefits, work, and family

Ectopic Pregnancy Trust

www.ectopic.org.uk 020 7733 2653

Information and support for ectopic pregnancy

Maternity Action

www.maternityaction.org.uk

Information on rights and benefits around pregnancy, pregnancy loss and maternity

Mind

www.mind.org.uk

Information on mental health support including Wellness Action Plans and reducing stress at work

Sands

www.sands.org.uk

0808 164 3332, helpline@sands.org.uk

Information and support for stillbirth and neonatal death

Working families

www.workingfamilies.org.uk

0300 012 0312, advice@workingfamilies.org.uk

Advice for working families via website and helpline

Miscarriage Association leaflets

- [Why Me?](#)
- [Recurrent Miscarriage](#)
- [Management of Miscarriage](#)
- [Your feelings after miscarriage](#)
- [Thinking about another pregnancy](#)
- [Partners Too](#)
- [Men and miscarriage](#)
- [Pregnancy after Loss](#)
- [Looking after your mental health during and after pregnancy loss](#)
- [Supporting someone you know](#)
- [Your miscarriage](#)
- [Miscarriage: The facts and your feelings](#)
- [Targeted advertising and how to stop it](#)
- [Contact Card – Miscarriage Association](#)

Pregnancy Loss Policy & Procedure

Miscarriage Association Case Studies

- [Talking about miscarriage in the workplace](#)

Leanne and Mark talk about how they've spoken out about pregnancy loss in their workplace following their experience of miscarriage.

[Continue reading »](#)

- [Faye's story](#)

Faye talks about her experience of having a miscarriage at work and the support she would have liked.

[Continue reading »](#)

- [My partner's early miscarriage](#)

Peter shares his feelings of shock, distress and helplessness after the diagnosis of early miscarriage.

[Continue reading »](#)

More Case Studies (written and videos) can be found [here](#).

Pregnancy Loss Policy & Procedure

Governance: Pregnancy Loss Policy & Procedure

References:
Attendance and Absence Management Policy
Family Policy
Flexible Working Policy

Document Control Sheet

Purpose of document:	This Policy is designed to support employees experiencing Pregnancy Loss.
Type of document:	Policy & Procedure
Checked by Legal	
Document lead and author:	The HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	The HR Team
Why is this document being reviewed?	New Policy & Procedure
Mandatory read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved

Retirement and Flexible Retirement Policy

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1. Aim

Cambridgeshire and Peterborough Combined Authority does not have a normal retirement age for its employees. This is in accordance with legislative changes which came into effect from 03 April 2011.

However, employees from the age of 55+ years have some options they may consider if they no longer want to work full time, in terms of the pension benefits they may be eligible to receive.

2. Scope

This policy applies to all CPCA employees regardless of their length of service and should be read in conjunction with the Pension Discretionary Policy.

3. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Retirement

Employees wishing to fully retire from work must resign from their employment, giving the appropriate contractual notice. They will be expected to take all accrued annual leave prior to their leaving date.

Retirement and Flexible Retirement Policy

5. Early Retirement

Any CPCA employee with at least 2 years membership of the Local Government Pension Scheme can choose to retire voluntarily from the age of 55 without the employer consent.

They will be able to receive the associated benefits immediately. It is important to note that pension payment is likely to be significantly reduced for being paid early.

Any employee who wishes to take an early retirement must give CPCA the required contractual notice period to do so.

6. Flexible Retirement

In accordance with the terms and conditions of the Local Government Pension Scheme an employee who is aged 55 or over can request for Flexible Retirement. With CPCA's agreement, this option will allow the employee to retire flexibly i.e., by reducing their contractual hours or/and grade whilst receiving their pensions benefit.

Flexible Retirement is an employer's discretion; therefore, an employee would only be allowed to retire flexibly if the organisation gave its consent to a reduction in hours or grade and agreed to the release of all or part of the accrued pension benefits. Employees, therefore, do not have a contractual right to flexible retirement.

For employees under the age of 60, the CPCA will be liable to meet additional charges and the employee's pension will be paid at a reduced rate unless the 85 year rule is satisfied (the age of the applicant when added to their period of membership totals 85 years or more). For employees over the age of 60 there will be no additional charge to CPCA, however, the employee's pension scheme benefits may be subject to a penalty, unless they satisfy the 85-year rule.

To qualify for flexible retirement, an employee may request to reduce their hours of work or apply for a lower graded position to continue working whilst also receiving their pension benefits. The reduction in hours will be at least one contractual day less per week. They can transition from full time working to reduced hour without need for break in service.

The employee may wish to continue contributing to the pension scheme, this will be based on their new annual salary. However, the employee can opt out of the scheme.

Applying for Flexible Retirement

To apply for flexible retirement the employee must first obtain written permission from their Head of Service by putting their request in writing.

Next Steps

Where the flexible retirement application involves a cost to the authority, the Assistant Director must consult with the HR Business Partner, prior to processing the application. They must also consider the impact the application has on the business and service delivery.

If the flexible retirement application is approved, the Line Manager must contact HR to complete a Change to Establishment Form. A variation of contract will then be produced for the employee.

Retirement and Flexible Retirement Policy

On receipt of the above notification, the employee will be asked to complete a 'Retirement Declaration and Options Form' and return this to Human Resources as soon as possible. HR/Payroll will ensure that Pension Services are notified of the employee's flexible retirement.

7. Appeals Procedure

If the request for flexible retirement is rejected the employee may appeal. This must be done in accordance to the organisation's appeal procedure.

8. Ill Health Retirement

An employee may be eligible to receive their pension benefits immediately if they have at least 2 years total membership in the scheme and an independent doctor (qualified in occupational health) declares them unable to do their job, or any other comparable job, efficiently due to ill health. This medical assessment is made in accordance with the LGPS tiered system.

To reflect the fact that the employee has to retire early they may receive additional membership, and this will be calculated based on the length of your total membership of the pension scheme.

9. Further Guidance

It is important to note that this document is not designed to provide pensions advice. If you have a specific query in relation to your own personal circumstances, you must contact CPCA's Pensions Services team.

Retirement and Flexible Retirement Policy

Governance

Retirement/Flexible Retirement Policy

References:

Pensions Discretionary Policy

Issue date:	2023
Version number:	1
Review due date:	2026

Document control sheet

Purpose of document	This document provides useful information on the Retirement and Flexible Retirement Process
Type of document	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact assessment (EIA) been completed?	
Document Lead and Author	HR Team
Dissemination	
What other documents should be read in conjunction with	Document listed in this guidance
Who will review the document (job title)	HR Team
Why is this document being reviewed	First version of Policy, q not applicable

Revisions

None.

Professional Development Policy and Procedure

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Policy

1. Aim

We are fully committed to staff training and development. We recognise that creating an environment in which employees are encouraged to learn and develop through study or training will benefit both us and our staff.

This policy and procedure sets out our approach to requests in relation to study or training made under the statutory procedure.

The policy and procedure does not form part of your contract of employment and we reserve the right to amend it at any time.

2. Scope

This policy and its procedures apply to all fixed-term and substantive staff directly employed by the Authority. This policy does not apply to Agency workers or contractors.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

All employees who have a minimum of 26 weeks of continuous service have the statutory right

to request study or training. Under the statutory procedure, you can make one request in every 12-month period. However, we recognise the importance of learning and development for all our employees. Therefore, if you are not eligible to make a formal request in relation to study or training under the statutory procedure, you may submit an informal request and we will consider this on an informal basis.

3. Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Types of study or training that can be requested

We will consider requests for any type of study or training, as long as the study or training is likely to develop specific skills relevant to your role and help the performance of our business.

The training can be formal or informal. It may be undertaken at any location, at any time, and can be supervised or unsupervised.

Procedure

5. Making a request in relation to study or training

All requests must be made in writing by email or letter/by completing our Training Request Form. This should be submitted to your line manager and the HR department.

Any request made under this policy must include:

- the date of your request;
- the subject matter of the study or training;
- where and when it would take place;
- who will be providing or supervising the training;
- what qualifications (if any) would be awarded;
- how you think the study or training is likely to improve your effectiveness at work;
- how you think the study or training is likely to improve our performance;
- a statement that this is a statutory request; and
- if you have made a previous request, the date of that request.

If your request does not contain all the required information, you will be asked to resubmit it

with the necessary additional information.

6. Meeting to discuss your request

Once you submit your request, your line manager will write to you within 28 days to either:

- confirm that your request can be approved; or
- invite you to a meeting to discuss your request further.

Your line manager will hold the meeting within 28 days of receiving your request.

The purpose of the meeting is to give you a chance to explain how the study or training would benefit you and the organisation and, if appropriate, explore any alternatives.

You may, if you wish, ask a work colleague to attend the meeting with you.

If you fail on more than one occasion (without good reason) to attend a meeting set up to discuss your request in relation to study or training, we will treat your application as withdrawn.

7. Considering a request

Each request will be considered individually, taking into account the nature of the request and any likely effects of granting it. Agreeing to one employee's request will not mean that other employees requests in relation to study or training will be granted.

8. Notifying you of a decision

Your line manager will notify you of the decision in writing within 14 days of the meeting.

9. Where your request is agreed

Where your request is agreed, you will need to sign a training agreement.

This will include the following details:

- the subject matter of the study or the training;
- where and when it will take place;
- who will provide or supervise the training;
- what qualification (if any) will be awarded;
- whether you will be paid for any time spent engaged in the study or training;
- any changes to your working hours to allow you to take part in the study or training;
- and
- how the direct costs of the agreed study or training will be met.

You are not automatically entitled to be paid for any time off granted for study or training.

For professional qualifications which last over a number of months or years, we may agree a day off each term or for individual modules. Depending on the complexity of the qualification, the amount of time off may vary. The Director or Assistant Director may agree additional time off on an exceptional basis. We will outline what time off we have agreed in Training Agreement.

If you are completing a professional qualification that lasts days or weeks, you will be given time to attend the relevant training workshops or courses but won't get additional time off. If you have a part-time working pattern, you must agree with your manager if training falls on a non-working day whether you will work TOIL (time off in lieu) or work alternate days on those specific weeks.

Any changes to your terms and conditions of employment, whether temporary or permanent, as a result of granting your request, will be confirmed to you in writing.

You must inform your line manager if you subsequently fail either to start or complete the agreed study or training, or you decide to undertake a programme of study or training that differs from what we have agreed.

10. Where your request is refused or part of it is refused

We encourage staff training and development. However, it will not always be possible to grant a request in relation to study or training.

We may refuse a request for one or more of the following reasons:

- the proposed study or training would not improve your effectiveness at work, or the performance of the business;
- the burden of additional costs;
- the detrimental effect on our ability to meet customer demand;
- the inability to reorganise work among existing staff;
- the inability to recruit additional staff;
- the insufficiency of work during the periods that you propose to work;
- the detrimental impact on quality or performance; or
- due to any planned structural changes.

If we refuse your request in full or in part, HR or your Line Manager will write to you explaining which of the reasons set out above applies and why.

11. Your right to appeal

You have the right to appeal if your request is rejected or only agreed in part. Please see the Appeals Policies and Procedure for details.

12. Timescales

The timescales within this policy may be extended where this is mutually agreed. Any such agreement will be confirmed in writing.

Page 4 of 5

Professional Development Policy

Last Updated May 2023

Governance Professional Development policy and procedure

References:

Appeals Policy and Procedure

Issue date:	2023
Version number:	1
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy is designed to ensure that there is a consistent approach across the authority in relation to professional development.
Type of document:	Policy
Checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Team
Why is this document being reviewed?	As part of an annual review.
Mandatory read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved

Use of Social Media Policy

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Section A

1. Aim

This policy sets out our organisation's expectations on the workforce's use of social media and reminds staff of the standards of behaviour expected of them when they are posting on social media, as well as the consequences of falling below those standards.

2. Scope

This policy applies to all Cambridgeshire and Peterborough Combined Authority employees as far as possible, except where there is a specific local agreement, or a clause within the contract of employment, which is at variance with the provisions as contained within the NJC agreement. This policy does not form part of any employee's contract of employment, and it may be amended at any time. This Policy may apply to Agency Workers or Contractors.

3. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

Use of Social Media Policy

4. What do we mean by Social Media?

For the purposes of this policy, social media is any online platform or app that allows parties to communicate instantly with each other or to share data in a public forum. This includes social forums such as Twitter, Facebook and LinkedIn. Social media also covers blogs and video and image-sharing websites such as YouTube.

Employees should be aware that there are many more examples of social media than can be listed here and this is a constantly changing area. Employees should follow these guidelines in relation to any social media that they use.

5. Use of Social Media at work

Our organisation encourages employees to make reasonable and appropriate use of social media as part of their work. It is an important part of how we communicate with our stakeholders/promote our services/communicate with our audience/allow communication between staff.

Employees may contribute to our organisation's social media activities, for example by writing for our blogs/managing a social media account for our organisation.

Employees must be aware at all times that, while contributing to our social media activities, they are representing our organisation. Staff who use social media as part of their job must adhere to the following rules.

Employees should use the same safeguards as they would with any other form of communication about our organisation in the public sphere. These safeguards include:

- making sure that the communication has a purpose and a benefit for our organisation;
- obtaining permission from a manager before embarking on a public campaign using social media; and
- getting a colleague to check the content before it is published.
- Speaking to the Communications Digital Team.

Any communications that employees make in a professional capacity through social media must not:

- bring our organisation into disrepute, for example by:
 - criticising or arguing with customers, colleagues or rivals;
 - making defamatory comments about individuals or other organisations or groups; or
 - posting images that are inappropriate or links to inappropriate content;
- breach confidentiality, for example by:
 - revealing information owned by our organisation;
 - giving away confidential information about an individual (such as a colleague or customer contact) or organisation (such as another organisation); or

Use of Social Media Policy

- discussing our organisation's internal workings (such as deals that it is doing with a customer or its future business plans that have not been communicated to the public);
- breach copyright, for example by:
 - using someone else's images or written content without permission;
 - failing to give acknowledgment where permission has been given to reproduce something; or
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
 - using social media to bully another individual (such as an employee of our organisation); or
 - posting images that are discriminatory or offensive, or links to such content.

6. Excessive use of social media at work

Employees should not spend an excessive amount of time while at work engaged in personal/non-work related social media. This is likely to have a detrimental effect on employees' productivity. They should ensure that use of social media does not interfere with their other duties.

7. Monitoring use of social media during work time

Our organisation reserves the right to monitor employees' social media usage. We consider that valid reasons for checking an employee's internet usage include suspicions that the employee has:

- been using social media for personal/non-work related reasons when they should be working; or
- acted in a way that is in breach of the rules set out in this policy.

Our organisation has a data protection officer.

Workers have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in our organisation's data protection policy. If workers believe that our organisation has not complied with their data protection rights, they can complain to the Information Commissioner.

Access to particular social media may be withdrawn in any case of misuse.

Use of Social Media Policy

8. Social media in your personal life

Our organisation recognises that many employees make use of social media in a personal capacity. While they are not acting on behalf of our organisation, employees must be aware that they can damage our organisation if they are recognised as being one of our employees.

Employees are allowed to say that they work for our organisation, which recognises that it is natural for its staff sometimes to want to discuss their work on social media.

If employees do discuss their work on social media (for example, giving opinions on their specialism or the sector in which our organisation operates), they must include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of my employer."

Any communications that employees make in a personal capacity through social media must not:

- bring our organisation into disrepute, for example by:
 - criticising or arguing with customers, colleagues or rivals;
 - making defamatory comments about individuals or other organisations or groups; or
 - posting images that are inappropriate or links to inappropriate content;
- breach confidentiality, for example by:
 - revealing trade secrets or information owned by our organisation;
 - giving away confidential information about an individual (such as a colleague or customer contact) or organisation;
 - discussing our organisation's internal workings (such as deals that it is doing with a stakeholder or its future business plans that have not been communicated to the public);
- breach copyright, for example by:
 - using someone else's images or written content without permission;
 - failing to give acknowledgment where permission has been given to reproduce something; or
- do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age;
 - using social media to bully another individual (such as an employee of our organisation); or
 - posting images that are discriminatory or offensive [or links to such content].

9. Use of social media in the recruitment process

Unless it is in relation to finding candidates (for example, if an individual has put their details on social media websites for the purpose of attracting prospective



Use of Social Media Policy

employers), the HR department and managers should not conduct searches, either themselves or through a third party.

All employees are required to adhere to this policy. Employees should note that any breaches of this policy may lead to disciplinary action. Serious breaches of this policy, for example incidents of bullying of colleagues or social media activity that might cause serious damage to our organisation, may constitute gross misconduct and lead to summary dismissal. Please see the Disciplinary Policy and Procedure for more information.

Use of Social Media Policy

Governance – Use of Social Media Policy

References:
Equality, Diversity and Inclusion Policy
Disciplinary Policy and Procedure

Issue date:	2023
Version number:	1
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy sets out our organisation's expectations on the workforce's use of social media and reminds staff of the standards of behaviour expected of them when they are posting on social media, as well as the consequences of falling below those standards.
Type of document:	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Team
Why is this document being reviewed?	N/A – new Policy
Mandatory read	Yes

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved

Pensions discretionary policy

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1. Introduction

As a result of the changes to the Local Government Pension Scheme (Administration) regulations 2013 (as amended), the Authority, as an employing authority is required to formulate and publish its policy regarding how it will apply certain pension discretions. This is in accordance with amended Regulation 60 (5) of the LGPS regulations 2013.

The Authority is also required to publish and keep under review a Statement of Policy on certain discretions relating to injury allowances under the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011.

2. Purpose

The stated discretions in this policy statement apply to all eligible members of the Local Government Pension Scheme. The statements have been written to balance financial, business, employee needs and public interest as well as taking account the general principle that no policy statement can unduly restrain the employer's ability to make decisions.

This Policy Statement supports the Council's Discretionary Compensation Payments on Cessation of Employment.

3. Scope

This policy applies to all Cambridgeshire and Peterborough Combined Authority employees as far as possible, except where there is a specific local agreement, or a clause within the contract of employment, which is at variance with the provisions as contained within the NJC agreement.

4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

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Last Updated July 2023

Pensions Discretionary Policy



Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

Regulation and Employer Discretion	Policy Statement
<p>Regulation 31</p> <p>Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £7,352 p.a - figure at 1 April 2022)</p>	<p>The Cambridgeshire and Peterborough Combined Authority do not award additional pension.</p>
<p>R16(2)(e) R16(4)(d) R16(5) R17(1) Definition of SCAVC in RSch 1</p> <p>Whether, how much, and in what circumstances to contribute to a shared cost Additional Pension Contribution scheme.</p> <p>Whether, where an active Scheme member wishes to purchase extra annual pension of up to £7,352 (figure at 1 April 2022) by making Additional Pension Contributions (APCs), to (voluntarily) contribute towards the cost of purchasing that extra pension via a Shared Cost Additional Pension Contribution (SCAPC).</p> <p>Whether to extend 30 day deadline for member to elect for a shared cost APC upon return from a period of absence from work with permission with no pensionable pay (otherwise than because of illness or injury, relevant child-related leave or reserve forces service leave).</p> <p>Whether, how much, and in what circumstances to contribute to shared cost AVC arrangements entered into on or after 1/4/14.</p> <p>Whether, how much, and in what circumstances to continue to contribute to a shared cost AVC arrangement entered into before</p>	<p>The Cambridgeshire and Peterborough Combined Authority do not make such voluntary contributions.</p>

1/4/14.	
R30(6), and TP11(2) Flexible Retirement Whether all or some benefits can be paid if an active member aged 55 or over and with at least 2 years qualifying service reduces their hours or grade (flexible retirement).	The CPCA reserves the right to exercise this discretion and consider on a case by case basis on its merits whether the discretion should apply, taking into account the financial and service delivery implications affecting the employer.
R30(8) Flexible Retirement Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement.	The Cambridgeshire and Peterborough Combined Authority will not waive in whole or in part any actuarial reduction paid on flexible retirement except where it is considered in its financial or other beneficial interest to do so
R30(8) Flexible Retirement Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31 March 2014 membership).	The Cambridgeshire and Peterborough Combined Authority will not waive in whole or in part any actuarial reduction for active members who wish to retire before normal pension age except where it is considered in its financial or other beneficial interests to do so.
TPSch2, paras 1(1)(c),1(2) and 2(2) 85 Year Rule Whether to “switch on” the 85 Year Rule for an employee voluntarily drawing benefits on or after age 55 and before age 60.	The CPCA reserves the right to exercise this discretion and consider on a case by case basis on its merits whether the discretion should apply, taking into account the financial, operational and service delivery implications affecting the employer.
TP3(1), TPSch2, paras2(1) and 2(2) B30(5), B30A(5) Waive reductions Whether to waive any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1/4/14 and post 31/3/14 membership) on: a) compassionate grounds (pre 1/4/14 membership) and in whole or	The CPCA reserves the right to exercise this discretion and consider on a case by case basis whether the discretion should apply, taking into account the financial and service delivery implications affecting the employer as well as the parameters already set out.

<p>in part on any grounds (post 31/3/14 membership) if the member was not in the Scheme before 1/10/06,</p> <p>b) compassionate grounds (pre 1/4/14 membership) and in whole or in part on any grounds (post 31/3/14 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will not attain 60 between 1/4/16 and 31/3/20</p> <p>c) compassionate grounds (pre 1/4/16 membership) and in whole or in part on any grounds (post 31/3/16 membership) if the member was in the Scheme before 1/10/06 and will be 60 by 31/3/16</p> <p>d) compassionate grounds (pre 1/4/20 membership) and in whole or in part on any grounds (post 31/3/20 membership) if the member was in the Scheme before 1/10/06, will not be 60 by 31/3/16 and will attain 60 between 1/4/16 and 31/3/20.</p>	
<p>R100(6) Transferring in non-LGPS pension rights Extend normal time limit for acceptance of a transfer value beyond 12 months from joining the LGPS</p>	The Cambridgeshire and Peterborough Combined Authority do not extend the normal time limits.
<p>R22(8)(b) Joining LGPS Membership Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with a new employment</p>	The Cambridgeshire and Peterborough Combined Authority do not extend the normal time limits.
<p>R22(7)(b) Joining LGPS Membership Whether to extend the 12 month option period for a member to elect that post 31 March 2014 deferred benefits should not be aggregated with an ongoing concurrent employment</p>	The Cambridgeshire and Peterborough Combined Authority do not extend the normal time limits.
R9(1) & R9(3)	Employee contribution rate is the percentage of pay, which an employee

<p>Determine the rate of employees contributions How the pension contribution band to which an employee is to be allocated on joining the Scheme, and at each subsequent April, will be determined and the circumstances in which the employer will, in addition to the review each April, review the pension contribution band to which an employee has been allocated following a material change which affects the member's pensionable pay in the course of a Scheme year (1 April to 31 March)</p>	<p>pays into the LGPS - this is deducted from pay each month. From 1 April 2014 pension contributions will be payable on all non-contractual over time and additional hours payments. Pension contributions are not payable on travel and subsistence payments or pay in lieu of notice. There are 9 employee contribution bands. The bands can be found here: <u>Your contributions :: LGPS (lgpsmember.org)</u></p>
<p>R21(5) Assumed Pensionable Pay</p>	<p>CPCA reserves the right to exercise this discretion and will review it on a case-by-case basis taking into consideration any financial and/or operational implications.</p>
<p>R21(5A) and R21(5B) Possible further discretion</p>	<p>The CPCA reserves the right to exercise this discretion and consider on a case by case basis whether the discretion should apply, taking into account the financial and service delivery implications affecting the employer.</p>
<p>TP10(6) Deferred benefits Whether to extend the 12 month option period for a member (who did not become a member of the 2014 Scheme by virtue of TP5(1)) to elect that pre 1 April 2014 deferred benefits should be aggregated with a new employment</p>	<p>The Cambridgeshire and Peterborough Combined Authority will not extend the 12 month option period for a member.</p>
<p>R5 Redundancy and Lump Sum Compensation To base redundancy payments on an actual week's pay where this exceeds the statutory week's pay limit.</p>	<p>The Cambridgeshire and Peterborough combined authority will base redundancy payments on an actual week's pay where this exceeds the statutory week pay cap.</p>
<p>R6 Redundancy and Lump Sum Compensation To award lump sum compensation of up to 104 week's pay in cases of redundancy, termination of employment on efficiency grounds, or</p>	<p>The Cambridgeshire and Peterborough combined authority does not award any lump sum payment.</p>

cessation of a joint appointment	
B30 Employer Consent Retirement Whether to grant application for early payment of deferred benefits on or after age 55 and before age 60 for former members.	The Cambridgeshire and Peterborough combined authority will not allow any applications, and therefore there is no need to waive any actuarial reductions on benefits paid early."
B30A Employer consent retirement following Tier 3 ill health award	The Cambridgeshire and Peterborough combined authority will not allow any applications and therefore there is no need to waive any actuarial reductions on benefits paid early.
B30A(3) and A(5)	The Cambridgeshire and Peterborough combined authority will not allow any applications and therefore there is no need to waive any actuarial reductions on benefits paid early.
R3(1), R3(4) and 8, R3(2), R4(1) Injury allowances Whether to grant an injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job. Amount of injury allowance following reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job. Determine whether person continues to be entitled to an injury allowance awarded under regulation 3(1) (reduction in remuneration as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job). Whether to grant an injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job.	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance.
R4(3) & 8	The Cambridgeshire and Peterborough combined authority does not grant

Amount of injury allowance following cessation of employment as a result of permanent incapacity caused by sustaining an injury or contracting a disease in the course of carrying out duties of the job. R4(2) Determine whether person continues to be entitled to an injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity).	any injury allowance, so an amount cannot be determined. The Cambridgeshire and Peterborough combined authority does not grant any injury allowance, so an amount cannot be determined.
R 4(5) Whether to suspend or discontinue injury allowance awarded under regulation 4(1) (loss of employment through permanent incapacity) if person secures paid employment for not less than 30 hours per week for a period of not less than 12 months.	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance.
R 6(1) Whether to grant an injury allowance following cessation of employment with entitlement to immediate LGPS pension where a reg. 3 payment was being made at date of cessation of employment but reg. 4 does not apply.	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance.
R 6(1) Determine amount of any injury allowance to be paid under regulation 6(1) (payment of injury allowance following the cessation of employment).	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance, so an amount cannot be determined.
R 6(2) Determine whether and when to cease payment of an injury allowance payable under regulation 6(1) (payment of injury allowance following the cessation of employment).	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance, so an amount cannot be determined.
R 7(1) Whether to grant an injury allowance to the spouse, civil partner, nominated co-habiting partner or dependent of an employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job.	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance.
R 7(2) and 8 Determine amount of any injury allowance to be paid to the spouse, civil partner, nominated co-habiting partner (for awards made on or after 1 April 2008 the requirement to nominate a co-	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance, so an amount cannot be determined.

habiting partner has ceased due to the outcome of the Elmes v Essex high court judgement) or dependent of an employee under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).	
R 7(3) Determine whether and when to cease payment of an injury allowance payable under regulation 7(1) (employee who dies as a result of sustaining an injury or contracting a disease in the course of carrying out duties of the job).	The Cambridgeshire and Peterborough combined authority does not grant any injury allowance, so an amount cannot be determined.
R 31(2) Discretion to grant application for early payment of deferred benefits on or after age 50 and before age 55.	The CPCA reserves the right to exercise this discretion and consider on a case by case basis on its merits whether the discretion should apply, taking into account the financial, operational and service delivery implications affecting the employer.
TPSch 2, para 1(2) & 1(1)(f) & R60 Whether to “switch on” the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.	The CPCA reserves the right to exercise this discretion and consider on a case by case basis on its merits whether the discretion should apply, taking into account the financial, operational and service delivery implications affecting the employer.
31(5) & TPsCh 2, para 2(1) Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early.	The Cambridgeshire and Peterborough Combined Authority will not allow any applications, and therefore there is no need to waive any actuarial reductions on benefits paid early.
R 31(7A) Optants out only to get benefits paid from Normal Retirement Date if employer agrees.	The Cambridgeshire and Peterborough Combined Authority does not pay benefits for those who opted out.
Discretions under the LGPS Regulations 1995 (as amended) D11(2)(c) Grant an application for early payment of deferred benefits on or after age 50 on compassionate grounds.	The CPCA reserves the right to exercise this discretion and consider on a case by case basis whether the discretion should apply, taking into account the financial and service delivery implications affecting the employer and any exceptional circumstances of the member.



Governance

Pensions Discretionary Policy

References:

N/A

Issue date:	2023
Version number:	1
Review due date:	2026

Document Control Sheet

Purpose of document:	This document provides useful information on the Pensions.
Type of document:	Procedure
Document checked by Legal	External Legal Advice sought
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	Citrus and Online
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document:	HR Team
Why is this document being reviewed?	N/A
Mandatory read	No

Pay Policy



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1. Purpose and Scope

Under the provisions of the Localism Act 2011 Section 38 (1), the Authority is required to publish a pay policy statement.

The report seeks the Committee's agreement to the Authority's Pay Policy Statement for 2023/2024.

The policy statement will meet the Authority's obligations under the Localism Act 2011 Section 38 (1) and the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance and Supplementary Guidance under section 40 of the Localism Act (February 2012 & 2013) together with the Local Government Transparency Code 2015 (February 2015) from the Department for Communities and Local Government.

The Authority's pay arrangements will reflect the need to recruit, retain and motivate skilled employees to ensure high levels of performance balanced with accountability on the public purse. The policy will be underpinned by principles of fairness and equality and will need to recognise the flexibility which is essential in delivering a range of services.

The policy articulates the Authority's policies towards a range of issues relating to the pay of its direct workforce its Chief Officers, as defined by the Local Government and Housing Act 1989 and all other employees (in accordance with provisions in the Localism Act).

The statement will be reviewed annually in advance of the financial year to which it relates, to reflect any statutory changes and will be considered at a meeting of the Combined Authority. Its approval and any subsequent amendments will be published on the Authority's public website.

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The policy is intended to give sufficient flexibility to develop the pay structures necessary to attract and retain staff with the required skills and expertise whilst establishing general principles in respect of pay strategy.

The Accounts and Audit Regulations 2015 require the disclosure of certain details relating to employees whose remuneration was £50,000 or more. Additional disclosures are required relating to the organisation's Senior Employees. These requirements only apply to directly employed staff.

Senior employees whose salary is £50,000 or more, but less than £150,000, are required to be listed individually by way of job title. Employees whose salary is £150,000 or more must also be identified by name.

In this context, a senior employee is identified as follows:

- the designated head of paid service, a statutory chief officer or a non-statutory chief officer of a relevant body, as defined under the Local Government and Housing Act 1989;
- any person having responsibility for the management of the relevant body, to the extent that the person has power to direct or control the major activities of the body, in particular activities involving the expenditure of money, whether solely or collectively with others.

The authority publishes senior salaries in its annual accounts.

2. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

3. Consultation

The Combined Authority does not currently recognise Trades Unions, however if any trades union(s) are recognised at a future date, consultation on future pay policy may take place.

4. Definitions

For the purposes of this Pay Policy Statement the following definitions apply:

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- **‘Pay’** in addition to base salary includes charges, fees, allowances, benefits in kind, increases in/enhancement to pension entitlements and termination payments where applicable.
- **‘Chief Officers’** refers to the Chief Executive, as ‘Head of Paid Service’ and posts reporting to that postholder, excluding administrative support functions
- **Lowest paid employee’** refers to those employees in substantive full-time employment at the lowest scale point of the Authority’s pay scale.

5. General Principles & Practice

The Combined Authority’s employment practice will be governed generally by the relevant national legislation and, where relevant, specific local government legislation and regulation.

Principles: The Authority values all its employees and aims to apply a consistent and fair approach to pay and benefits, in line with the following principles:

- To work within financial constraints using those limited funds in the most effective way to support the Authority in the provision of quality cost effective services.
- To take account of affordability in the introduction and maintenance of any changes to pay structure.
- To support a flexible approach to the acceptance of changes to tasks, duties and responsibilities by employees and allow for flexibility between posts.
- To be mindful of the market in making decisions about pay and benefits enabling the Authority to attract and retain its employees and to respond to situations where market forces dictate the necessity to apply supplements to established salaries.
- To actively work towards reducing any unjustified gender pay gaps and promote an equal pay agenda ensuring that transparent and accessible pay and job evaluation systems, processes and systems meet legislative requirements.
- To be clear about the recognition and reward of performance, whether at whole organisation, service, team or individual level.
- To manage pay and benefits processes appropriate to service delivery in a fair and consistent way, and in line with a commitment to remaining within the framework of the relevant national pay and conditions agreements where these apply to its staff.
- To aim to retain a core set of benefits for all employees.

Practice: Basic pay will be determined through:

- The job role and its accountability in the overall context of the Authority’s services and responsibilities using a job evaluation process based on objective criteria and free from discriminatory bias.
- Ensuring that all employees are dealt with on this basis with no distinction being made for senior management appointments, including Chief Officers, their Deputies, and staff generally.
- The terms of the relevant national agreements on pay and conditions of service where they apply to our staff.

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- The amount available for the annual pay review process is also impacted by what the Authorities which are party to the national agreements can collectively afford.
- A comprehensive pay and grading structure will be adopted that must be affordable and offer recruitment and retention incentive.
- The outcome of reviews into the local pay and grading structures are determined within the terms of this policy and the Authority's governance arrangements.

Note: The pay rate for apprentices, interns and trainees, will reflect the degree of training and development required in the roles.

Equal pay: The Authority is committed to the principle of equal pay for all posts of the same size and value.

To put its commitment to equal pay into practice, it will:

- Regularly review its pay grade and rates for all current staff and starting pay for new staff in line with Equality and Human Rights Commission guidance to ensure a robust and consistent approach.
- Provide training and guidance for managers and supervisory staff involved in decisions about pay and benefits.
- Regularly monitor pay and grading data and statistics and will publish pay equality data as statutorily required.

6. Senior Pay

The remuneration of the Chief Executive and other senior management appointments in the Authority is undertaken by using the Hay Job Evaluation process.

The pay structure for Chief Officers takes account of clearly defined 'statutory responsibilities'. Pay bands will be available for senior officers.

Senior staff will not be differentiated from other members of staff in terms of remuneration on resignation or termination. The Authority's general arrangements for severance and scheme for discretionary payments will align with Government Guidance.

If proposed severance packages are likely to in exceed £99,999 (this threshold includes [but is not limited to] any proposals in respect of salary to be paid in lieu, redundancy compensation, pension entitlements and holiday pay as appropriate) will be considered in accordance with agreed Authority governance arrangements [and relevant law and guidance](#). This provision will be reviewed to comply with any legislative changes made during the year.

7. Pay of the lowest-paid employees

The Authority has resolved that no employee will be paid less than the UK Living Wage.

For 2023/24, the UK Living Wage is £10.42 per hour, which equates to a minimum salary of £20,048.08 (based on a full-time week of 37 hours).

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Apprentices and interns are normally exempt from the provisions of the Living Wage.

8. Relationship between Senior Pay and the 'Lowest Paid Authority Employee'

At the time of this Policy, the Pay Award has yet to be agreed.

Given the maximum salary for the Chief Executive Officer is £209,416 and the lowest paid member of staff will never receive less than the Living Wage as defined by the Living Wage Foundation (£20,086)), the maximum possible pay ratio from the highest to the lowest paid employee would be 10.44 to 1 based on a 37-hour working week.

The lowest-paid current employee at the Authority receives a salary of greater than the Living Wage, (£22,777) such that the actual ratio of highest to lowest-paid employee is in fact less than the theoretical maximum stated in above. The ratio from the highest paid to the lowest paid is 9.19.

9. Incremental Progression

Progress through the grade will be awarded in increments for all staff on 1 April each year unless the employee is subject to performance management in accordance with the Authority's policy. In which case the incremental progression may be withheld.

The above rule is subject to the completion of 6 months satisfactory service within the grade by the employee. Employees with less than 6 months service as of 1st of April will not receive an incremental progression during that Financial year.

Once the maximum of the grade is reached, employees will only receive any nationally agreed increase to the pay scale.

10. Additional Payments

The Authority may make payments in addition to base pay in certain circumstances. These may include.

- Special responsibility payments
- Acting up payments
- Market forces supplements
- Recruitment and retention payments
- Other payments

Special responsibility payments

Where an employee has been asked to take on additional work of a higher grade than the current salary an additional payment of 12% of their current salary may be awarded as a special responsibility payment (SRP). This payment will be made monthly for up to 6 months. After 5 months the payment must be reviewed by the Line Manager. If there is a continued need for the additional responsibility's approval **must** be sought from the Director and completion of the Change to Establishment form. The payment can be made for not more than a further 6 months.

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Acting up payments

Where an employee is required to undertake the **full responsibility** for a higher graded post the employee will be paid at the bottom point of the pay scale for the higher graded post. This payment will be made monthly for up to 6 months. After 5 months the payment must be reviewed by the Line Manager. If there is a continued need for the additional responsibility's approval **must** be sought from the Director after completion of the Change to Establishment form. The payment can be made for not more than a further 6 months.

Market forces supplements

It is generally acknowledged that pressures and pay restraint have impacted on the competitive position of public sector organisations as employers. Where organisations find it difficult to recruit to specific posts and / or retain employees in those posts, the payment of a market supplement to base salary may be necessary.

Typically, a market supplement may be paid where the 'going rate' for a specific job or specialism is higher than that offered by the Authority, and it has been unable to recruit / retain post-holders as a result.

A market supplement, paid separately from base pay should not compromise the pay and grading structure. However, where there are tensions between market pricing and job evaluated grading and pay structures which call for a carefully managed approach to the use of market supplements.

The Authority can minimise the risk of equal pay (and other legal challenges) relating to market supplements by having systematic, clear, consistent, and documented processes for dealing with market supplements at every stage, from proposal to review.

The rationale and business need for market supplements for the specified post[s] must be evidenced.

Management of the process for paying the market supplement and associated legal considerations are particularly important, the authority's policy on market forces payments is as follows.

- Payment of market supplements should only be considered where it can be shown that the problem cannot be resolved using the organisation's job evaluation and grading processes.
- Objective justification-If the pay of a particular job is to be enhanced to reflect market conditions it is necessary to demonstrate that there are 'objectively justified grounds' i.e., that recruitment and retention difficulties exist in relation to the job concerned which would result in organisational or operational problems.
Equal pay considerations should be taken into account, and the possibility of an equal pay challenge assessed.
- Evidence the business case for supplements must provide 'objective justification' with supporting evidence.

Types of evidence include-

- Salary benchmark data, what is the 'going rate' for the job?



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- Evidence of any recent (unsuccessful) recruitment processes, e.g. How has the post been advertised in the past? Has the correct media been used? What is the response rate to adverts? What is the turnover rate for the post?
- The level and overall cost of the recommended supplements,
- Any alternative measures that have been, or could be, considered e.g., could the post be remodelled to deliver the service required?
- The operational and/or reputational risks
- Details of any perceived detrimental impact on service delivery of failure to recruit (or retain) the right calibre of employee.
- Details of any potential knock-on effects and how they might be resolved e.g., maintenance of pay relativities between posts within a team/business area or work group
- Market supplements should be paid as a separate and clearly identifiable addition to basic pay and should be paid to all in the relevant post.
- Market supplements should be time-limited payments. Prior to the expiry date, or if circumstances change the payment of the supplement should be reviewed.

Approval must be sought from the Director and completion of the Change to Establishment form before Market supplements can be made.

Recruitment and retention payments (RRP)

RRPs are additions to the pay of a post or group of similar posts where market pressures would otherwise prevent the employer from being able to recruit or retain staff in sufficient numbers at the normal salary for jobs of that weight.

Short-term RRP – will apply where the labour market conditions giving rise to recruitment and retention problems are expected to be short-term and where the need for the premium is expected to disappear or reduce in the foreseeable future.

Long-term RRP – will apply where the relevant labour market conditions are deeper rooted and the need for the premium is not expected to vary significantly in the foreseeable future.

In common with MFS the authority will need to demonstrate that evidence is available to support the rationale for paying RRP and this evidence should be robust and regularly reviewed. MFS OR RRPS may be made but not both together.

Any approval for RRP **must** be obtained by completing the Change to Establishment form and seeking approval from the appropriate Director.

Honoraria

The Authority is committed to providing development opportunities for its staff including the opportunity to work in cross cutting areas of the authority, supporting projects or undertaking specific tasks to develop skills and knowledge. It will not normally be necessary to make additional payments to recognise this development opportunity.

In **exceptional circumstances and with explicit permission from the Director**, a small payment of not more than 5% of current salary or £1000 (whichever is the lowest figure) may be paid as an honorarium, in recognition of a specific piece of work. The honoraria should be agreed in advance based on the specific outcomes/objectives being delivered in time and on

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budget. The work must be significant, in addition to the postholder's current role and all objectives being met. No other additional payments can be made for the same piece of work.

Any Honoraria approval **must** be obtained by completing the Change to Establishment form and seeking approval from the appropriate Director.

Other payments

The Authority recognises previous service with other public sector bodies specified in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 for employment purposes including redundancy, annual leave and sickness pay.

The Authority may introduce other policies which impact on pay, in each case these will be referenced in the pay policy at the annual review of the pay policy.

Separate policies on Change Management and Pensions may also impact on employee terms and conditions and pay related matters, these will also be referenced in the annual review of pay policy.

11. Pensions

Subject to the provisions of the relevant scheme, all directly employed staff will be enrolled into the Local Government Pension Scheme, a statutory contributory scheme. They may choose to opt out of membership. In accordance with the statutory requirement, the Authority will determine its policy in respect of discretionary provisions available within the scheme prior to publication of its next annual statement.

The Authority will not seek to make arrangements for its employees in respect of any other pension scheme.

The Authority will develop a policy for flexible retirement which is specifically authorised by statute whereby individual staff, with employer approval, may draw their pension and continue in employment at a lower pay grade/ working shorter hours.

12. Use of consultants, contractors, and temporary 'Agency' staff

Ordinarily staff will be engaged directly by the Authority as employees but on an exceptional basis, if circumstances deem it necessary, people may be engaged under 'contracts for services' as consultants or contractors or on an 'agency-basis'. When this situation arises, the Authority will give detailed prior consideration to the benefit of doing so and that the overriding need to ensure value for money is achieved. Such arrangements must be in accordance with the Authority's Codes of Practice and Financial Regulations.

13. Publication

The Authority's approach to the publication of and access to information on the remuneration of Chief Officers is to include it on its public website as part of its requirements within the

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Accounts and Audit (England) Regulations 2011 and in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. A copy of the Pay Policy Statement will be published on the Authority's website.

Pay Policy



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References:

None

Issue date:	2023
Version number:	3
Review due date:	2024

Document Control Sheet

Purpose of document:	This policy provides the Pay Policy statement for this year.
Type of document:	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Team
Why is this document being reviewed?	New/ Review of existing Policies and Procedures
Mandatory read	Yes

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
2		Changes made in line with updated figures.	2023 (March)
3		Changes made in line with updated figures.	2023 (July)

Recruitment and Selection Policy and Procedure

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1. Aim

This document sets out Cambridgeshire and Peterborough Combined Authority's (CPCA) policy on recruitment and selection. CPCA is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the grounds of age, disability, gender reassignment, marital or civil partner

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status, pregnancy or maternity, race, religion or belief, sex or sexual orientation (protected characteristics).

The policy includes information about the process, job descriptions and employee specifications, assessment criteria, interviews (both remote and onsite), management responsibilities, employing people from abroad, equality and diversity, and data protection.

2. Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- Selection tests, when used, should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- Selection tests should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- Interviews will assess candidates against job-related criteria only.
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the workplace/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

3. Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for CPCA, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment, and recruitment that occurs as part of organisational change (for example, restructures).

4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

5. Recruitment Process

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We always aim to recruit the person who is most suited to the advertised role. We recruit solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience, and skills are assessed at the level that is relevant to the job.

The recruitment process should be followed in accordance with the following steps:

Authority to recruit

A line manager who wishes to recruit someone must first complete a Change to Establishment Pro-Forma which should be approved by the Head of Department and finance and forwarded to HR. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. Another example may include restructures approved by CMT.

If the line manager wishes to upgrade a role, or create a new role, they must provide HR with justification, focusing on organisational needs.

Job Descriptions and Person Specifications

Job description should be produced with full details of the position, reporting line, duties and responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications, and competencies of the jobholder should be laid out in the person specification. This should also include whether they are essential or desirable.

Political Restrictions

The post should be assessed as to whether it should be politically restricted before the advertisement is placed and agreed by the hiring manager. Please see Annex 2 from the [Constitution](#) – “Protocol on Political Restriction”.

Job Advertisements

Hiring managers should send their proposed advertisement based on the job and person specifications and/or competency profile through to the HR Team. Internal vacancies will be posted on the website. For external positions, a variety of advertising mediums will be used. Positions may be simultaneously advertised internally and externally.

Applications

Applicants are encouraged to apply via the electronic application process.

Shortlisting

All applications will be pre-screened by the HR Team and applicants that meet the specified criteria will be sent to the relevant recruiting manager. Internal applicants' details will automatically be sent to the recruiting manager.

Interviews

Prior to the interview, candidates will be provided with information about the organisation, role, and responsibilities.

The CPCA standard Behavioural questions template will be adapted by the recruiting manager and the HR Team based on the job description and person specification/competency profile, and the outcome recorded on the template scoring sheet.

In some cases, interviews may be held remotely via online video call. Video interviews are conducted

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using Zoom/Microsoft Teams/Teams/another video conferencing platform. The responsible line manager should in advance provide the interviewee with details of how the interview will be conducted.

Line managers must make a record of every recruitment interview using the form. All interview documentation must be returned to the HR Team for secure storage where it will be retained for six months. Only those that require access for specific and authorised purposes will be able to access this information.

Induction

HR will send out a copy of the employment terms and conditions and all related documents that need to be completed to the new joiners. All new starters will receive a timetable for their successful induction into the organisation. It is mandatory for all employees new to the CPCA to attend the induction within the first week of employment.

Timeframe – 48 hours from Hiring Manager confirming to HR.

6. Right to Work/Pre-employment checks

Upon selection of a suitable candidate the recruiting manager will consult with the HR Team to identify the appropriate starting salary within the agreed grade range.

The HR Team will manage all offers to successful candidates. The Team and AD HR must approve all offers made to successful candidates. Under no circumstances should recruiting managers infer to a candidate the outcome of the selection process.

All offers are subject to two satisfactory references, a check on relevant qualifications and eligibility to work in the UK and other relevant checks where applicable i.e. DBS, rehabilitation of offenders.

The organisation will not employ an individual unless they have a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required original documents or the organisation being able to carry out a check on the Home Office online right to work service confirming their right to do the work in question. For the organisation to be able to conduct an online check, the candidate must have shared their right to work details with the employer using the Home Office prove your right to work to an employer online service.

All pre-employment checks will be carried out by the HR Team before the employee starts employment with the CPCA.

In the event that an individual has time-limited permission to live and work in the UK, they will be required to provide evidence of their renewed right to live and work in the UK prior to the expiry of that time-limited permission. Alternatively, if applicable, the organisation will carry out a check via the Home Office online right to work service, on or before the expiry date of the relevant current permission.

If a successful job candidate is unable to provide evidence of their right to do the work in question, and a Home Office online check, if applicable, fails to confirm the right to do the work in question, the organisation will withdraw the job offer.

If it appears to the organisation during the course of an employee's employment that they do not have the right to work in the UK, the organisation will conduct an investigation into the circumstances. If it is established that the employee does not, or does not appear to, have the right to work in the UK, the

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organisation may terminate the employee's contract of employment.

Points-based system

The organisation will comply with the requirements of the Home Office's points-based system for employing foreign workers. Where a worker who is subject to immigration control and who does not already have the right to work in the UK, is to be recruited, the HR Team will take steps to assess whether or not sponsorship is appropriate.

In relation to eligible foreign workers who are to be recruited into the organisation; the organisation will issue a certificate of sponsorship to such workers.

7. Line Management Responsibilities

Line managers are responsible for recruitment in conjunction with the HR Team. Line Managers who wish to recruit must first complete the **Change Pro-forma** with sign-off from HR and Finance. Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically but approval must still be sought. If the line manager wishes to upgrade a role or create a new role, they must complete Change Pro-forma with justification focusing on organisational needs.

In the event that a Team manager becomes concerned that an employee in their Team is in the UK illegally, they should report the matter to the HR Team the concern. The HR Team will investigate further.

8. Acting Up and Secondments

Cambridgeshire and Peterborough Combined Authority, recognises the need for individuals to temporarily cover a post of another member of staff who is absent, temporary cover for vacant posts or posts which need to be covered for a limited duration.

Acting up arrangements and secondment opportunities offer managers the flexibility to make short term adjustments to their team, to assist with short term projects or to cover the absence of another employee e.g., sickness, sabbatical etc. Also, it benefits employees by offering the opportunity to experience developing new skills and experience and expand their knowledge. Both arrangements are regarded as an opportunity for personal development, allowing employees to take on new challenges, as well as responding to business needs whilst undertaking temporary work.

CPCA actively encourages individuals to have opportunities to undertake secondments and will aim to ensure that all staff who wish to undertake a secondment will have the appropriate support in doing so. However, release of an individual by their line manager to undertake a secondment must be weighed up against the needs of the service and in some instances an individual's secondment to another post may not be approved.

Secondments

A secondment is defined as: 'The temporary transfer of an employee from their substantive post to a different post. This takes place over a predetermined period, at the end of which the employee returns

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to their substantive post.' This can be internal or external.

Secondment opportunities may be available in different forms:

- **Internal Secondment**

In this situation, an employee gets the opportunity to work in another area of the organisation for a temporary period. This arrangement is made with the mutual consent of the manager and the employee.

- **External Secondment**

With the mutual agreement of the manager and employee **and** approval of Assistant Director, the Combined Authority allows an employee under agreed arrangements to work with another employer (usually another government body) for a set time. During this time, the employee will continue to be employed by the Authority and will retain the main conditions of their employment excluding salary which will be based on the seconded role being undertaken.

- **Inward Secondment**

In this situation, CPCA acts as host to a Seconded from an external organisation. The Seconded will continue to be employed by their substantive employer but will work under the direction and control of the CPCA for a specified period.

- **Reciprocal Secondment**

This occurs when CPCA and an external organisation or two Services within the organisation agree to the 'exchange' of two employees. The exchange will be for the purpose of developing the employees and bringing mutual benefit to the services/organisation involved.

Acting Up

Acting Up occurs where an employee temporarily covers part or all of a more senior post within their own team or service area for a limited period of time only.

Length of Secondment and Acting Up

The length of the Secondment **must** be defined from the outset and should not usually last more than 12 months. Where the period is known to be longer than 12 months approval must be obtained from the Director of the Service. In this instance, the secondment will not be extended beyond 2 years.

The commencement date will be agreed with the line manager, the employee and the line manager with the responsibility for the secondment within the host Team or organisation (host manager).

A period of acting-up should not exceed 12 months.

The proposed extension can include a variety of reasons the list below is not exhaustive:

- The acting-up extension is to cover a notice period on behalf of the successful applicant of the vacant position.

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- The planned return of the substantive post holder has been unavoidable delayed.
- The service area is undergoing organisational change and it would not be appropriate to recruit substantively until the change process is completed.

If an acting-up opportunity is likely to be for a period of longer than over 6 months, then the position should be advertised as a Fixed Term Contract/Secondment opportunity.

The Human Resources Team and Recruiting managers will be responsible for ensuring that the length of time for acting-up is applied as stated above ensuring the process in keeping records of all acting up posts is monitored regularly.

Advertising and Selection

When there is a need to fill a vacant post on an interim basis, the recruiting manager, following discussions with the Human Resources Team, may wish to consider:

- redistributing the duties within the existing team.
- advertising the vacancy as a fixed term post or secondment opportunity.
- looking for an appropriate member of staff to act-up into the post by undertaking an expression of interest exercise and interview process.
- Use interim external resource if funding allows and agreed.

To ensure that the 'acting-up' or secondment process is completed consistently, fairly, the internal secondment or the acting-up opportunity must be advertised in accordance with the CPCA's Recruitment Process.

Acting Up Appointments

Once an acting up opportunity is available, the recruiting manager must ensure the right internal process is followed and all suitable employees are considered for the role. All suitable employees should be made aware of the acting up opportunity, every effort should be made to ensure they all have an opportunity to express their interest and be considered for the role.

In some circumstances, there may be a "natural" acting up arrangement identified where there is only one suitable employee. In this instance, the recruiting manager should seek guidance from their HR Manager before proceeding with appointment.

Acting up arrangements will be confirmed in writing by the HR Team and any changes to the employee's terms and conditions must be recorded on a change of details form and sent to HR Team along with copies of all relevant paperwork.

In exceptional instances, a management decision can be made for an immediate acting up arrangement. There must be a clear rationale and approval from the relevant Service Director and HR. The acting up should not be longer than 4 weeks. However, if at any point it emerges that the acting up role will last for longer than 4 weeks; the normal process for appointing to acting up posts should be run as a parallel process.

Internal Secondments

- Secondments should be used where there is a need to complete a specific task/ project or to provide cover for a vacant post which it is not proposed to permanently recruit to.

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- All internal Secondment should be advertised on the intranet. The advertisement should state that the post is a secondment and the duration of the appointment. Applicants would be expected to submit an expression of interest.
- All external Secondment opportunities should be advertised through the regular channel. The application process should be same as a regular recruitment process.
- The secondment period will not be less than 3 months and should not last beyond one year. If the secondment is extended beyond one year or is advertised for a longer period than one year thought should be given to whether the post may be needed on a permanent basis.
- Any extensions beyond the agreed period will only be considered in exceptional circumstances and with the full agreement of the original (releasing) line manager, current line manager and individual. Managers should contact their relevant HR Manager.
- For internal secondments, the successful candidate is not required to give notice in accordance with their contract of employment. They should be allowed to take up the post as soon as is reasonably possible and no later than one month after the offer of appointment.
- There is no automatic right for a secondment to be granted by the employee's own Directorate as this will depend on operational requirements. If an applicant feels that they have been unfairly denied the opportunity to apply for a secondment, they should firstly raise their concern with their Assistant Director.

Terms and Conditions during External Secondment

During Secondments, it is important the employee, their substantive line manager and the host manager keep in contact regularly. The frequency of the contact should be agreed by all parties. Part of the communication may form the substantive role, the line manager will be to cascade important information within the Team/organisation.

The seconding Directorate should agree with the host Directorate have responsibility for any expenses incurred i.e.

- Reimbursement of travelling expenses should only be made if the difference from the secondees normal place of work to that of the host organisation is excessive. It is not necessary to reimburse normal travel costs to and from work.

The seconded has a responsibility for notifying both their line manager and the host manager of any pre-arranged leave which may affect the secondment programme.

Secondees wishing to terminate their employment with their employer i.e., CPCA during the period of secondment, should give notice as required by their permanent contract of employment.

Performance and Attendance

The host manager is responsible for ensuring that the successful candidate is properly inducted into the new post and ensure regular management supervision is in place to support the employee's success in their new role.

Training is an important and essential part of the Scheme and every Seconded should have an agreed training plan and ongoing discussions about progress and issues. The secondment contract will include

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a Personal Learning / Development agreement. Training, whether planned or unplanned, makes a vital contribution in the success of a secondment. This could consist of formal, informal and a variety of other learning opportunities.

The host manager will be responsible for appraisals and any performance management. However, any formal appraisal/performance review procedures will be carried out by the employer/manager, with the help of the host as necessary.

In cases where there may be concerns about the secondees ability to perform in the role. When this occurs, an action plan will be put in place to improve the situation. Where no positive improvement can be made, the manager can issue notice – usually 1 weeks' notice for internal secondments and 2-4 weeks' notice for external secondments.

Leave and Sickness

The secondee should get approval from host manager for all annual leave request.

In the case of external secondments, the individual's substantive terms and conditions apply. This includes the Sickness Absence Policy and Procedure. They should communicate with their host manager on a regular basis. The secondee should also comply with the host's sickness absence reporting arrangements.

In cases where attendance is an issue and has an impact on the success of the role, advice should be sought from Human Resources and discussed with the employee. In some circumstances it may be appropriate to consider whether or not it is viable for the acting-up/secondment post to continue e.g. in cases of long-term sickness.

In situations where a secondee goes on maternity leave during the secondment, their maternity pay will be calculated based on their substantive post.

The entitlements for all types of absence should not be less favourable than that of CPCA in the case of external secondments.

Appraisal

If the appraisal cycle falls whilst the employee is in an Acting-Up position or on secondment, then there should be discussions between both managers to discuss how and when to conduct the appraisal. Consideration may include considering the appraisal window and length of secondment.

For an individual who has been seconded outside of the organisation the substantive manager should try to establish if CPCA's Appraisal process can still be applied. If this is not possible the manager should try to ensure that the appraisal process used at the host organisation and information obtained throughout this process can be linked into CPCA's procedures.

Ending Secondments and Acting Up Appointments

Upon completion of the opportunity, the employee's salary and duties will return to the level that it would have been had they remained in their original position for the duration of the secondment. Their pay and conditions will be no less favourable than they would have received had the Secondment opportunity not taken place. Continuity of employment will be preserved for those who are seconded externally.

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CPCA reserves the right to end any acting up arrangements with immediate effect in exceptional circumstances (e.g. due to capability or conduct reasons). This will be done in accordance with our disciplinary and capability policies.

To ensure smooth transition for employees who are returning from external secondments, the seconding Team must ensure that secondees are made aware of any changes in the organisation that may have taken place throughout the course of the secondment period. In addition, the secondees must report back any developments they have gained as a part of the secondment.

Their pay and conditions on their return to their substantive post must not be less favourable than they would have received had the Secondment opportunity not taken place. Continuity of employment will be preserved for those who are seconded externally.

Organisational Change affecting the Substantive post

In the event of a TUPE transfer when in the host organisation/service area, the employee will not be subject to transfer as their employment with the host is temporary. Also, if there is an organisational restructure when there is a risk of the employee's substantive post becoming redundant whilst on secondment, the employee will be advised of the process taking place, and will be fully involved in the Consultation process. Please see the Organisational Change Policy.

Guidelines for Pay

Acting-Up Positions

In certain circumstances remuneration for the acting-up post will vary, this is dependent on the following instances:

- As part of an agreed development plan (Personal Development Plan), acting-up may be considered as an appropriate development area for members of staff, which will not warrant a financial reward. This will usually occur when an employee does not take on the **full** responsibilities of a higher graded post for a specified period.
- Where there is an increment to the employee's salary, the pay should be set at the minimum of the new pay band.
- In some instances, the acting-up pay may equate to the same value. Consideration should be given as to whether this provides any incentive to the employee, and whether an increase of an additional scale point is needed. Authorisation should be sought from the relevant Director.

The start date for the increase in pay becomes the date that the acting-up began.

On return to the substantive post the employee will revert back to their substantive pay point except where an increment would have occurred on the scale; in this case any incremental progression will be applied as usual.

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Secondment Positions

Internal Secondments:

Where individuals are seconded to higher level roles, they will receive the higher rate and any enhancements for the role they are undertaking for the duration of the secondment period.

External Secondments:

- Prior to the start of secondment, the seconding organisation must agree who will be responsible for the secondees terms and conditions of employment in relation to pay, annual leave, car mileage and any incidental expenses which a secondees may incur during the period of secondment.
- Managers must ensure that secondees are not unfairly under compensated for the period of the opportunity.

Subsequent promotion following the Secondment or Acting Up period

A period of secondment or acting-up will not result in an individual automatically moving into the post substantively. Following the appropriate reviews should the post become permanent or fixed term it will be advertised in line with CPCA's Recruitment and Selection Policy.

9. Data Protection

We process all personal data collected during the recruitment process in accordance with our Data protection policy.

We do not collect unnecessary personal data from applicants during the recruitment process. For example, we will only request bank account details and next-of-kin contact details from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Staff should report immediately any inappropriate access or disclosure of job applicant data in accordance with the organisation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the organisation's Disciplinary procedure.

The organisation will ensure that individuals' personal data collected during the recruitment process, including information about racial or ethnic origin, is managed in accordance with the CPCA's Data Protection policy.

10. Appeals Procedure

Employees who have concerns about any aspect of this policy or its operation should use CPCA's Grievance Policy and Procedure.

11. Monitoring and Review

The CPCA HR team will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy, and effectiveness. Any improvements identified will be made as soon as possible.

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All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved.

Comments, suggestions, and queries should be addressed to the CPCA HR Team.

This policy does not form part of any employee's contract of employment, and it may be amended from time to time.

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Governance

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References:

Data Protection Act 2018
Immigration, Asylum and Nationality Act 2006.
Equality & Diversity Policy
Data Protection Policy
Organisational Change Policy

Issue date:	2023
Version number:	5
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy has been formulated to provide general guidance and policy advice to staff and managers about Recruitment and selection policy and procedure
Type of document:	Policy & Procedure
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document? (Job title):	HR Team
Why is this document being reviewed?	Review of existing Policies and Procedures
Mandatory Read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
4		Changes made in line with legislative references	2023
5	5 to 11	Nothing removed, added section on Acting Up and Secondments	2023

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Time Off Policy

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1. Aim

Cambridgeshire & Peterborough Combined Authority is committed to being an employer of choice. We will strive through our HR policies to be a consistently fair and caring employer. This policy covers time off in a wide variety of situations to support employees in working towards a healthy work-life balance.

2. Principles

The CPCA will ensure that the leave granted is always equivalent to or better than the statutory entitlements.

You should refer to this document for full details about each of the time off options listed above.

3. Scope

This policy applies to all employees. It covers both statutory and contractual leave. All entitlements within this policy will be applied on a pro rata basis for those who work less than 37 hours per week.

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4. Vision and Values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

5. Further advice

Any employee with concerns about the application of this policy should discuss this in the first instance with their line manager. Full details are available from HR.

6. Annual Leave

The annual leave entitlement is based on the employee's contracted weekly hours. The entitlement is based on a 37-hour, 5-day week. Employees who work their hours in any other way will have their leave entitlement expressed in hours. The standard entitlement is as follows:

Terms and Conditions type	Annual Holiday Entitlement
National Joint Council	<p>New starter and those with less than five years' service – 26 days plus public and bank holidays</p> <p>At least 5 years but less than 10 years' service – 30 days plus public and bank holidays</p> <p>At least 10 years but less than 15 years' service – 31 days plus public and bank holidays</p> <p>15 years' service and above – 32 days plus public and bank holidays</p>
Chief Officers	Annual Leave and holiday arrangements are at the discretion of the local authority to a minimum entitlement of 32 working days including annual and long service leave, extra statutory and local holidays.

The leave year will run from 1st April to 31st March.

All annual leave will be subject to prior approval of the appropriate manager. This should be approved on our HR System (Citrus HR) by the manager in advance of the leave being taken.

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7. Bank Holiday

For Full Time Workers (37 hours, 5 days per week), 8 Bank Holidays are given annually. For part-time workers, bank holiday allowance is calculated on a pro-rata basis. Please speak to HR for more details.

8. Bereavement/Compassionate Leave

The CPCA recognises the need to allow employees reasonable time off when a death of a dependant or member of the employee's immediate family occurs. Employees need time to deal with the consequences of the death, making funeral arrangements and/or attending the funeral.

The Assistant Director can authorise up to 5 days compassionate (paid) leave. Up to 5 days further leave may be granted with the authorisation of the Executive Director.

This section does not apply where either Parental Bereavement or Pregnancy Loss Policies apply.

9. Special Leave – Time off for Dependents

Time off for Dependants entitles employees to take a reasonable amount of unpaid time off work to deal with certain unexpected or sudden emergencies involving a dependant of the employee.

A dependant is defined as a partner, child or parent of the employee, or someone who lives with the employee as part of their family. A dependant does not include tenants or boarders living in the family home, or someone who lives in the household as an employee, for example a live-in housekeeper.

In cases of illness, injury or where care arrangements break down, a dependant may also be someone who reasonably relies on the employee for assistance. This may be where the employee is the primary carer or is the only person who can help in an emergency.

10. Special Leave – Emergency Situations

An employee may be granted up to 5 days paid leave (pro-rata for part time staff) in any rolling twelve-month period and reasonable unpaid leave of absence.

Such leave, whether paid or unpaid, is at the discretion and authorisation of the Director in conjunction with the Assistant Director Human Resources and will be granted subject to the needs of the service. CPCA shall give particular consideration to granting reasonable paid time-off for dependants under the Employment Relations Act 1999.

Special leave (unpaid) will not normally be granted until the employee has exhausted their entitlement to annual leave.

Special leave may be authorised where an employee requires time off to care for a dependant person in a genuine emergency situation, whether child or adult, or where an employee has used all their entitlement to annual leave, but extenuating circumstances exist, e.g., family crisis. Special leave does not cover domestic difficulties, e.g., delivery of household goods, fire or flooding. It is difficult to define every eventuality but, each period of special leave will be authorised on an individual basis and will not apply where there are other existing policies in force.

Time Off Policy

11. Time Off for Public Duties

The definition of public service is as follows:

- A Justice of the Peace
- A Member of a local authority*
- A member of a Police authority
- A member of any statutory tribunal
- A member of a relevant health body**
- A member of the managing or governing body of an educational establishment maintained by a local education authority or a further or higher education corporation
- A member of the General Teaching Council for England & Wales
- A member of the Environment Agency
- A member of the board of prison visitors
- A member of the service authority for the National Criminal Intelligence Service or the service authority for the National Crime Squad
- A member of Scottish Water or a Water Customer Consultative Panel.

The duties that are covered are as follows: -

- All duties of a Justice of the Peace
- Attendance at meetings of the body or any of its committees or sub-committees
- Performance of duties approved by the body for the purpose of discharging its functions or those of any of its committees or sub-committees

In the case of local authorities operating executive arrangements:

- attendance at meetings of the executive or its committees
- performance by a member of the executive of duties for the purpose of discharging the functions of the executive.

In addition, if you choose to work in a polling station or work as a counting assistant on an Elections Day, you will be given the time off to do so. Please speak to your line manager, giving them as much notice as possible.

Eligibility Criteria

These provisions apply to all employees other than those where the public duties are connected with certain political or other activities, i.e., designated as Politically Restricted Posts under the Local Government & Housing Act 1989. If an employee does hold a politically restricted post, then this will be detailed clearly in their employment details.

12. Jury Service

Jury Service is paid. Employees absent on jury service or as a witness, will be paid full pay but this is offset by an allowance from the court. Employees must forward to their manager for Payroll purposes notification of the amount of allowance paid as soon as the notification is received.

13. Time Off for Reservists



Time Off Policy

Time off for reservist duty, either as a volunteer or regular, may be permitted. Please speak to HR.

14. Medical Appointments

Hospital Appointments

Paid Time off will usually be given for hospital appointments. It is accepted that it is not always possible to arrange Hospital Medical Appointments outside of working hours, particularly for those working full time office hours. However, wherever possible appointments should be arranged to minimise the time lost. The employee may be asked to produce evidence of the appointment (i.e., patient appointment card).

Prenatal checks, and regular physiotherapy appointments will be treated as hospital appointments where the employee has no discretion over the time of the appointment. Where it is possible these appointments should be made outside of working time. It is expected that the manager will be kept up to date with forthcoming appointments.

Appointments relating to surgery or dentistry for cosmetic purposes should be arranged outside of working hours or taken as annual leave. Time off to attend hospital appointments should not be recorded as sick leave.

The occupational health service may be consulted where it is not clear if an appointment is a normal medical appointment or an appointment for cosmetic purposes.

Fertility Treatment

The CPCA wishes to be supportive of those affected by fertility issues, therefore employees wishing to attend appointments relating to Fertility Treatment (including IVF) will usually be granted reasonable paid time off to attend these.

This section only applies to Hospital Appointments of the employee themselves.

Cancer Screening

Employees will receive paid leave to attend any cancer screening appointments if the appointment cannot be arranged outside of normal working hours. The employee's line manager may request to see written evidence of appointments.

Doctors and Dentists

Paid time off will not be granted to attend appointments with Doctors or Dentists. These should be arranged outside normal working time if possible. If it is not possible to arrange the appointment outside of working time, then prior approval should be sought for the absence. Any time taken during working hours must be made up as soon as possible.

15. Gender Reassignment

Absence as a result of the gender reassignment process should be managed in accordance with the Attendance and Absence Management Policy. Managers should speak to an HR Business Partner for further advice.

Occasional medical appointments may be required for the individual to see their doctor or psychiatrist or to have hormone injections. Such appointments should be treated in exactly the same way as any other medical appointment.

Time Off Policy

If sick leave is required for gender reassignment surgery, this should be treated as any other surgical procedure. A fit note will be required but does not need to state the procedure performed.

16. Maternity/Paternity/Shared Parental and Adoption Leave

The CPCA has separate Family Leave policy that covers these types of leave. Any employee who has a child under a Special Guardianship arrangement should discuss this with their HR Manager. Details about time off for antenatal appointments for the mother/father/partner are specified in the Family Leave Policy.

17. Career Breaks

A career break is special unpaid leave without pay for a specified period. Any permanent employee who has satisfactorily completed their probationary period may apply for special leave without pay for a career break. It does not affect other arrangements for granting unpaid leave.

A Career break may be allowed for various reasons, e.g.:

- for employees who require time outside of the statutory policies to take responsibility for the care of children, or to care for an adult and/or disabled relative.
- for personal development reasons
- to undertake voluntary work.

18. Further advice

Advice and support is available from line managers. Any employee with concerns about the application of this policy should discuss this in the first instance with their manager, or with HR.

Time Off Policy

Governance

References:

LGPS (Regulation 17 of the Local Government Pension Scheme Regulations 1997)

Employment Relations Act 1999. Children Act 1989. Local Government & Housing Act 1989

Other Policies:

Attendance and Absence Management

Family Leave Policy

Issue date:	2023
Version number:	3
Review due date:	2026

Document control sheet

Purpose of document	This policy covers time off in a wide variety of situations to support employees in working towards a healthy work-life balance.
Type of document	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact assessment (EIA) been completed?	Yes
Document Lead and Author	HR Team
Dissemination	
What other documents should be read in conjunction with	Documents listed in this guidance
Who will review the document (job title)	HR Team
Why is this document being reviewed	Review of existing Policies and Procedures

Revisions

Version No.	Page/ Para No.	Description of amendment	Date approved
2	2 15	Removed reference to teachers Removed reference to timesheets	
3	2	Annual Leave entitlements updated to reflect 2023 changes	
3	3	Compassionate Leave – wording changed and specific entitlements removed, changing the process for approval.	



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Family Leave Policy

Section A: Overview

1. Purpose and scope

This policy is to ensure employees are aware of what they are entitled to in relation to maternity, paternity and adoption and parental leave. It is also to ensure all our employees know how to apply the relevant aspects of the policy applicable to them during their employment with the Authority.

As an Organisation, we would ensure the policy is applied with fairness and consistency and compliance with the statutory requirements.

2. Scope

This Policy applies to all employed by the Organisation. This Policy does not apply to non-employees, including self-employed and Agency Workers. Eligibility for Maternity, Paternity, Adoption, Parental and Shared Parental leave are detailed within the specific sections of the policy.

This policy does not form part of any employee's contract of employment and we may amend it at any time

3. Vision and values

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Definitions

This definitions in this paragraph apply in this policy.

A1 Form	Application for Adoption Leave & Pay to be completed by the Employee
AAL	Additional Adoption Leave
AML	Additional Maternity Leave
APL	Additional Paternity Leave
ASPP	Additional Statutory Paternity Pay



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Curtail	Where an eligible mother brings their Maternity / Adoption Leave and, if appropriate, pay or allowance entitlement to an end early
Expected Week of Childbirth	The week, starting on a Sunday, in which your doctor or midwife expects you to give birth
KIT Day	Keep in Touch Day
MA	Maternity Allowance
MAT1 Form	Application for Maternity Leave & Pay completed by employee
MATB1 Form	Maternity Certificate given to a pregnant person by their midwife
OML	Occupational Maternity Leave
OMP	Occupational Maternity Pay
OPL	Ordinary Paternity Leave
OSPP	Ordinary Statutory Paternity Pay
PAT1 Form	Notice of intention to take Paternity Leave completed by employee
Qualifying Week	The fifteenth week before the Expected Week of Childbirth.
SAP	Statutory Adoption Pay
SPL	Shared Parental Leave
ShPP	Statutory Shared Parental Pay
SPLIT day	Shared Parental Leave Pay
SML	Statutory Maternity Leave
SMP	Statutory Maternity Pay

5. Personnel responsible for implementing the Policy

Managers and the HR Department have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.



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Section B: Maternity

All employees regardless of length of service are eligible for maternity leave. Eligibility for Maternity Pay varies.

6. Fertility Treatment

Reasonable time off will be given to employees undergoing fertility treatment. This will be in accordance with the Attendance and Absence Management policy.

7. Notification

Employees are encouraged to tell the Organisation about their pregnancy as soon as they feel comfortable doing so. This is important as there may be health and safety considerations.

Before the end of the Qualifying Week, or as soon as reasonably practical afterwards, you must tell us:

- (a) that you are pregnant.
- (b) the Expected Week of Childbirth; and
- (c) the date on which you would like to start your Maternity Leave (Intended Start Date)

You must provide a certificate from a doctor or midwife (usually on a MAT B1 form) confirming your Expected Week of Childbirth.

8. Time off for antenatal care

If you are pregnant, you may take reasonable paid time off during working hour for antenatal care. Your time off must be agreed with your line manager. We encourage you to give us as much notice as possible of any antenatal appointments and any other pregnancy related appointments.

To get the approval from your line manager you may be asked to provide evidence of your appointment unless it is the first appointment.

An expectant father or the partner (including same sex) of a pregnant woman will be entitled to take unpaid time off work to accompany the woman to up to 2 of her ante-natal appointments. The time off is capped at six and a half hours for each appointment.

“Partner” includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long-term relationship with her. The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions for and intend to apply for a Parental Order for the child born through that arrangement.

This leave is in addition to any time off the partner may ask to take using any of the CPCA’s leave as detailed in the Time Off Policy.

9. MATB1 Form

You should provide your manager with a copy of your MATB1 form once you receive this, this is usually issued between weeks 20-25.



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The MATB1 form will enable you to claim Statutory Maternity Pay (SMP), assuming you meet the relevant criteria, it will also verify the pregnancy and confirm your anticipated due date.

10. Health and Safety

We have a general duty to take care of the health and safety of all employees. We are also required to carry out a risk assessment to assess the workplace risks to women who are pregnant, have given birth within the last six months or are still breastfeeding.

We will provide you with information as to any risks identified in the risk assessment and any preventive and protective measures that have been or will be taken. If we consider that, as a new or expectant mother, you would be exposed to health hazards in carrying out your normal work we will take such steps as are necessary (for as long as they are necessary) to avoid those risks.

This may involve:

- (a) changing your working conditions or hours work.
- (b) offering you suitable alternative work on terms and conditions that are the same or not substantially less favourable; or
- (c) suspending you from duties, which will be on full pay unless you have unreasonably refused suitable alternative work.

11. Miscarriage or Still Birth

Although most pregnancies are healthy, clearly problems can arise. The CPCA acknowledges that the needs of each individual employee will differ as employees handle difficult circumstances in their own way. However, the CPCA will react sympathetically to all employees who experience this. If support or guidance is required, then the employee should contact their HR Department or line manager who may have access to external resources which may help the employee deal with their situation. Line Managers **must** also contact HR for advice on how to support an employee during their recovery period.

Miscarriage

Please see the separate Pregnancy Loss Policy for guidance for both employees that have experienced pregnancy loss, and advice for line managers and colleagues.

Stillbirth

If a child is still born after the 24th week of pregnancy, or dies within the period of Maternity leave, the terms of the maternity policy apply in full in respect of maternity pay, allowances, and maternity leave. If the employee is unfit to return to work at the end of their maternity leave, then the provisions of the Attendance and Absence Management Policy will apply.

12. Pre-term birth

Premature Leave

A premature birth is defined as any birth before the 37th week of pregnancy (including multiple births, e.g. twins).

If an employee, or their partner, gives birth prematurely the employee will be entitled to additional maternity/paternity leave. This leave will be equal to the number of weeks before the Expected Due Date that the birth took place.



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For example, if the birth took place in the 35th week of pregnancy, that would be 5 weeks before the expected due date, so the employee would be entitled to an additional 5 weeks maternity/paternity leave.

Neo-Natal Leave

Neo-natal leave would apply to employees whose baby/babies are unwell when born, and must remain in a neo-natal unit following their birth for 1 week or longer. The employee would be entitled to additional maternity/paternity leave equal to the number of weeks the child/children must remain in the neo-natal unit, or until the 28th day after the Expected Due Date (whichever is earliest).

For example, if a baby was born on their Expected Due Date but remained in the neo-natal unit for a further two weeks, the employee would be entitled to an additional two weeks leave.

Pay

Both types of leave would be paid at full pay, and they can be taken consecutively. The additional pay would be paid at the beginning of the maternity/paternity leave, and would not be required to be repaid under any circumstances.

Notification

The Combined Authority understands that it may not always be possible to notify us immediately of a premature birth, or a neo-natal care situation. However, we ask that the parent or a family member informs us as soon as possible so that we can ensure the correct maternity/paternity pay is received. We also ask that the employees then keep us informed of any changes.

The Combined Authority would require evidence of the premature birth/neo-natal care when possible. This could be in the form of a birth certificate or a copy of a discharge letter.

Additional Support Available

The Combined Authority has a range of support available for all staff, and would encourage employees to access these when necessary.

Counselling

The Combined Authority has a confidential counselling service available through our Employee Assistance Programme. Employees on maternity/paternity leave can access this service. Please contact HR for details of how to do this.

Returning to work

On an employee's return to work we would recommend they meet with their line manager to discuss if any further support is required. This might include temporary adjustments to duties or working hours. Employees are also welcome to meet with HR.

All employees with at least 26 weeks' continuous service also have a legal entitlement to make flexible working requests. For more details please see our Flexible Working Policy.



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Terminology

Premature birth	A premature birth is defined as any birth which takes place before the 37 th week of pregnancy.
Neo-natal	The definition of neo-natal is “relating to new-born children”. A child is classed as a neonate from their birth until the 28 th day after their Expected Due Date.

13. Sickness Absence During Maternity

Periods of pregnancy-related sickness absence shall be paid in accordance with the Attendance and Absence Management Policy in the same manner as any other sickness absence. Any payment in excess of this as a result of the pregnancy-related sickness will be entirely at the CPCA's discretion.

If during the 4th week before EWC, an employee is absent due to an illness wholly or partly related to pregnancy, the maternity leave will start automatically on the day after the first day of absence. This is regardless of the planned maternity leave start date.

If an employee is absent due to a condition not related to the pregnancy, then the sick leave will continue up to the date that was the notified intended date for the maternity leave. The absence will be dealt with in accordance with the CPCA's Attendance Policy.

Periods of pregnancy-related absence from the start of the employee's pregnancy until the end of their maternity leave will be recorded separately from sickness absences and will be disregarded in any future employment-related decisions.

14. Entitlement to Maternity Leave

All employees are entitled to up to 52 weeks' Maternity Leave which is divided into:

- Ordinary Maternity Leave of 26 weeks (OML).
- Additional, Maternity Leave of a further 26 weeks immediately following OML (AML).

15. Starting Maternity Leave

The earliest date you can start Maternity Leave is 11 weeks before the Expected Week of Childbirth (unless your child is born prematurely before that date).

You must notify us of your Intended Start Date in accordance with section 5 of this policy. We will then write to you within 28 days to inform you of the date we will expect you to return to work if you take your full entitlement to Maternity Leave (Expected Return Date).

You can postpone or bring forward your Intended Start Date by informing us in writing at least 28 days before the original Intended Start Date, or if that is not possible, as soon as reasonably practicable.

Maternity leave shall start on the earlier of:



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- (a) your Intended Start Date (if notified to us in accordance with this policy);
- (b) the day after any day on which you are absent for a pregnancy-related reason during the four weeks before the Expected Week of Childbirth; or
- (c) the day after you give birth.

If you give birth before your Maternity Leave was due to start, you must let us know the date of the birth in writing as soon as possible.

The law prohibits you from working during the two weeks following childbirth.

Shortly before your Maternity Leave starts, we will discuss with you the arrangements for covering your work and the opportunities for you to remain in contact, should you wish to do so, during your leave.

16. Statutory Maternity Pay

Statutory maternity pay (SMP) is payable for up to 39 weeks. SMP will stop being payable if you return to work (except where you are simply keeping in touch). You are entitled to SMP if:

- (a) you have been continuously employed for at least 26 weeks at the end of the Qualifying Week and are still employed by us during that week.
- (b) your average weekly earnings during the eight weeks ending with the Qualifying Week (the Relevant Period) are not less than the lower earnings limit set by the Government.
- (c) you provide us with a doctor's or midwife's certificate (MAT B1 form) stating your Expected Week of Childbirth.
- (d) you give at least 28 days' notice (or, if that is not possible, as much notice as you can) of your intention to take Maternity Leave; and
- (e) you are still pregnant 11 weeks before the start of the Expected Week of Childbirth or have already given birth.

SMP is calculated as follows:

- First six weeks: SMP is paid at the Earnings- Related Rate of 90% of your average weekly earnings calculated over the Relevant Period.
- Remaining 33 weeks: SMP is paid at the Prescribed Rate which is set by the Government for the relevant tax year, or the Earnings-Related Rate if this is lower.

SMP accrues from the day on which you commence your OML and thereafter at the end of each complete week of absence. SMP payments shall be made on the next normal payroll date and income tax, National Insurance and pension contributions shall be deducted as appropriate.

You shall still be eligible for SMP if you leave employment for any reason after the start of the Qualifying Week (for example, if you resign or are made redundant). In such cases, if your Maternity Leave has not already begun, SMP shall start to accrue in whichever is the later of:

- the week following the week in which employment ends; or
- the eleventh week before the Expected Week of Childbirth.



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If you become eligible for a pay rise before the end of your Maternity Leave, you will be treated for SMP purposes as if the pay rise had applied throughout the Relevant Period. This means that your SMP will be recalculated and increased retrospectively, or that you may qualify for SMP if you did not previously qualify. We shall pay you a lump sum to make up the difference between any SMP already paid and the amount payable by virtue of the pay rise. Any future SMP payments at the Earnings-Related Rate (if any) will also be increased as necessary.

17. Occupational Maternity Pay (OMP)

Employees who have completed 1 year's continuous local government service at the beginning of the 11th week prior to the EWC are entitled to additional benefits under the CPCA OMP scheme.

The total of SMP and OMP or MA plus any allowances and OMP should not exceed normal full pay, regardless of the option taken below, or when the payment is made.

Employees can choose from one of the following options in addition to their SMP or MA: -

- Option A: 12 weeks at half salary paid during Weeks 7-18; OR
- Option B: 06 weeks full pay paid in a lump sum on return from maternity leave

In order to claim OMP the employee must provide written notification of their intention to return to work at CPCA after their maternity leave. This form will be sent to all qualifying employees by HR Support. Although there is no specified date by which this notification should be given, payment of OMP will only be made when the employee feels able to make an informed decision to return.

OMP shall be paid only on the understanding that the employee will return to employment at the CPCA for a period of at least three months following her maternity leave.

If an employee decides not to return to work, payments during the subsequent 20 weeks will be paid at the SMP rate only and if any OMP was claimed then the total sum of OMP is refundable to the CPCA. In such circumstances, the line manager must be informed immediately, and arrangements made to reimburse the sum in full.

Payments made to the employee by way of SMP are not refundable.

OMP will not be payable to the partner of the mother where shared parental leave is being taken.

Definition of a week's pay:

- A week's pay for employees whose remuneration for normal working hours does not vary with the amount of work done in the period is the normal week's pay.
- Where there are no normal working hours a week's pay is the average remuneration in the period of 12 weeks preceding the date on which the last complete week ended, excluding any week in which no remuneration was earned.

If an employee becomes eligible for a pay rise before the end of their maternity leave, they will be treated for OMP purposes as if the pay rise had applied throughout the relevant



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period. This means that OMP will be recalculated and increased retrospectively. In those circumstances arrangements should be made for the employee to be paid a lump sum to make up the difference between any OMP already paid and the amount payable by virtue of the pay rise. Any future OMP payments at the earnings-related rate (if any) will also be increased as necessary.

Employees who do not qualify for SMP but have one years' continuous service 11 weeks before the EWC

Employees who earn below the lower earnings limit for national insurance at the qualifying week will not be entitled to SMP. However, these employees will be entitled to OMP if they have one year's service at the 29th week of pregnancy. For the first six weeks of absence the employee shall be entitled to 90% of a weeks' pay offset against any MA payable (which should be declared to the employer). An employee who declares in writing that they intend to return to work will for the subsequent 12 weeks receive half a weeks' pay providing that the combined MA, any allowances, plus OMP do not exceed full pay. The 12 weeks half pay can be paid as per the options (A and B) detailed above.

18. Terms and Conditions during OML and AML

All the terms and conditions of your employment remain in force during OML and AML, except for the terms relating to pay. In particular:

- benefits in kind shall continue.
- annual leave entitlement under your contract shall continue to accrue and
- pension benefits shall continue.

19. Annual Leave

During OML and AML, annual leave will accrue at the rate provided under your contract.

Annual leave which is due to carry over from one leave year to the next during your period of maternity leave must be taken immediately before returning to work unless your manager agrees otherwise. You should try to limit carry over to one week's holiday or less. Carry over of more than one week is at your manager's discretion. Please discuss your holiday plans with your manager in good time before starting your Maternity Leave. All holiday dates are subject to approval by your manager.

20. Pensions

During OML and any further period of paid Maternity Leave we shall continue to make any employer contributions that we usually make into the relevant pension scheme applicable to your employment providing that you continue to make contributions based on the SMP you are receiving. During unpaid AML we shall not make any payments into the relevant pension scheme applicable to your employment. You do not have to make any contributions, but you may do so if you wish, or you may make up for missed contributions at a later date.

21. Redundancies during Maternity Leave

In the event that your post is affected by a redundancy situation occurring during your Maternity Leave, we shall write to inform you of any proposals and shall invite you to a meeting before any final decision is reached regarding your continued employment. Employees on Maternity Leave shall be given first refusal on any suitable alternative



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vacancies that are appropriate to their skills.

22. Keeping in touch

We may make reasonable contact with you from time to time during your Maternity Leave.

You may work (including attending training) for up to 10 "keeping in touch" days (KIT days) during Maternity Leave without bringing your Maternity Leave or SMP to an end. KIT days are not compulsory and must be discussed and agreed with your manager. In any case, you must not work in the two weeks following birth (or four weeks if you work in a factory environment).

You will be paid at your normal basic rate of pay for time spent working on a KIT Day and this will be inclusive of any SMP or MA entitlement for that day.

Shortly before you are due to return to work, we may invite you to have a discussion (whether in person or virtually) about the arrangements for your return. This may cover

- ✓ updating you on any changes that have occurred during your absence.
- ✓ any training needs you might have; and
- ✓ any changes to working arrangements (for example if you have made a request to work part-time, Your Rights when you Return, and, Returning to Work Part-time).

23. Expected Return Date

Except for employees on fixed term or temporary contracts of employment which may have ended during maternity leave all employees have the right to return to work.

Once you have notified us in writing of your Intended Start Date, we shall send you a letter within 28 days to inform you of your Expected Return Date. If your start date has been changed (either because you gave us notice to change it, or because Maternity Leave started early due to illness or premature childbirth) we shall write to you within 28 days of the start of Maternity Leave with a revised Expected Return Date.

We will expect you back at work on your Expected Return Date unless you tell us otherwise. It will help us if, during your Maternity Leave, you are able to confirm that you will be returning to work as expected.

On an employee's return from maternity, they have the right to return to the same job. However, if during their time away from the organisation there are organisational changes that may have impacted their substantive role, the Authority will provide the employee with suitable alternative employment in accordance with the Organisational Change policy.

An employee may decide to change their working hours or pattern on return from maternity. The organisation will deal with any change of contractual terms and conditions request made on a case-by-case basis, in accordance with the organisation's Flexible Working Policy. Your line manager will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the business. It is helpful if requests are made as early as possible.



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Section C: Paternity

24. Paternity leave following the birth of a child

You will be eligible for paternity leave and pay if you:

- are the father of the child or the husband or partner of the mother (including same-sex partner)
- have worked for CPCA for a minimum of 26 weeks by the 'notification week' (i.e., the end of the 15th week before the expected week of childbirth (EWC)) or, for adoption paternity leave, by the end of the week in which the child's adopter is notified of matching
- have or expect to have responsibility for the upbringing of the child if you are the father or
- expect to have the main responsibility for the upbringing of the child if you are the mother's husband or partner but not the child's father
- have given the correct notice.

25. Length of paternity leave

You can choose to take either one week or two consecutive weeks' paternity leave (not occasional days or separate weeks) and you can choose to start your leave:

- from the date of the child's birth (whether this is earlier or later than expected) or
- on a chosen day after the date of the child's birth or adoption (whether this is earlier or later than expected) or adoption (whether this is earlier or later than expected) or
- (In the case of birth) from a chosen date which is later than the first day of the EWC.
- (In the case of adoption) on a predetermined date that is later than the date on which the child is expected to be placed with the adopter.

If the child is born before the EWC, paternity leave must be taken within 56 days of the actual date of birth of the child.

Only one period of leave will be available to you even if more than one child is born as the result of the same pregnancy, or you adopt more than one child.

26. Pay

During your paternity leave you may be entitled to statutory paternity pay (SPP) from the Authority. SPP will be at the rate which is in force at the time.

In this paragraph, Relevant Period means:

- In birth cases, the eight-week period ending immediately before the 14th week before the Expected Week of Childbirth.
- In adoption cases, the eight-week period ending immediately before the week in which you or your spouse, civil partner or partner were notified of being matched with the child.
-



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If you take Ordinary Paternity Leave (OPL) in accordance with this policy, you will be entitled to Ordinary Statutory Paternity Pay ("OSPP") if, during the Relevant Period, your average weekly earnings are not less than the lower earnings limit set by the government.

OSPP is paid at a prescribed rate which is set by the government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower. For details of the current prescribed rate, please contact the HR Department.

You should discuss your particular circumstances with your local social security office (Department for Work and Pensions) as you may be eligible for further financial support, such as housing benefit, council tax benefit, tax credits or a Sure Start Maternity Grant.

27. Notice

Paternity leave following the birth of a child

You are required to inform us of your intention to take paternity leave in or before the 15th week before the EWC, unless this is not reasonably practicable. You will need to inform your line manager and HR Department in writing of:

- the week the baby is expected
- whether you wish to take one- or two-weeks' leave
- when you want the leave to start.

You may be required to give HR Department a signed declaration that you wish to take paternity leave to care for a child or support the child's mother and that you satisfy the eligibility criteria as set out at the beginning of this policy.

If you have given notice of your intention to take paternity leave and wish to change the date that your paternity leave begins, you must give written notice 28 days before the new period of leave is due to start.

Paternity leave following the adoption of a child

You must inform us of your intention to take paternity leave no more than seven days after the date on which the adopter is notified of having been matched with the child. If that is not reasonably practicable, you must notify us as soon as possible. You will need to specify:

- the date on which the adopter was notified of having been matched with the child
- the date on which the child is expected to be placed with the adopter
- whether you wish to take one- or two-weeks' leave
- when you want the leave to start.

28. Contractual benefits

You are entitled to your normal terms and conditions of employment, except for terms relating to wages or salary (unless the contract of employment provides otherwise) throughout your paternity leave. You may however be entitled to SPP for this period.



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You will continue to remain bound by any obligations arising under your contract of employment.

29. Return to work after paternity leave

You are entitled to return to the same job following no more than two weeks' paternity leave.

If, however, you take two or more consecutive periods of statutory leave (which could include additional paternity/adoption of more than four weeks), you will be entitled to return to the job in which you were employed before your absence. If that is not reasonably practicable for the company, then you are entitled to return to another job which is both suitable and appropriate in the circumstances.

You have the right to return:

- with your seniority, pension rights and similar rights
- on terms and conditions not less favourable than those which would have applied if you had not been absent.

30. Additional paternity leave

Employees are entitled to take Additional Paternity Leave (APL). In addition, those adopting a child are also entitled to take APL.

To qualify for APL, you must be the father of the baby, or be married to or the common law partner of the mother or adopter of the baby or expect to have responsibility for the child. This includes same sex partners. You must give eight weeks' notice of your intention to take APL.

In addition, to qualify for APL you (in the case of birth) must have worked for CPCA for at least 26 continuous weeks by the 14th week before the baby is due and still be employed by the employer in the week before APL is due to start. Or (in the case of adoption), you must have worked for the Authority for at least 26 continuous weeks by the week in which the couple are notified that they are being matched with a child, and still be in employment with the employer in the week before APL is due to start.

APL can be taken once your partner has returned to work from a period of statutory maternity or statutory adoption leave. APL must be for a minimum of two weeks, and a maximum of 26 weeks. It must not start until 20 weeks have passed since the birth or placement of the child. It must not end later than 12 months after the birth/placement. APL must be taken in multiples of complete weeks. If your partner has not taken their full entitlement to statutory maternity or statutory adoption pay this will transfer to you.

If you wish to take APL, you must inform your line manager. You will be required to complete self-certification forms to confirm your entitlement to take the leave. The employer has the right to check the accuracy of any information that is supplied.

If you take APL in accordance with this policy, you may be entitled to Additional Statutory Paternity Pay ("ASPP"). Whether and, if so, for how long you may be entitled to ASPP will depend on:



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- Your average weekly earnings being not less than the lower earnings limit set by the government during the Relevant Period; and
- The child's mother or your co-adopter, as the case may be, having returned to work without having taken at least two weeks of their maternity allowance, maternity pay, or adoption pay period. Your entitlement to ASPP will equate to the balance of the number of weeks of untaken maternity allowance, maternity pay, or adoption pay that remained when the child's mother or your co-adopter returned to work.

ASPP are paid at a prescribed rate which is set by the government for the relevant tax year, or at 90% of your average weekly earnings calculated over the Relevant Period if this is lower. For details of the current prescribed rate, please contact the HR Department.

All of the terms and conditions of your employment remain in force during APL, except for the terms relating to pay. In particular:

- Benefits in kind such as life insurance, health insurance, and use of Authority's vehicle if applicable shall continue.
- Annual leave entitlement under your contract shall continue to accrue; and
- Pension benefits shall continue.

Your line manager or Human Resources may make reasonable contact with you from time to time during your APL.

You may work (including attending training) for up to ten days during APL without bringing your paternity leave or your ASPP to an end. The arrangements, including pay, would be set by agreement with your line manager. You are not obliged to undertake any such work during APL.

Shortly before you are due to return to work, your line manager or Human Resources may invite you to have a discussion (whether in person or by telephone) about the arrangements on your return.

You are normally entitled to return to work following either OPL or APL to the same position you held before commencing leave. Your terms of employment will be the same as they would have been had you not been absent.

However, if you have combined your OPL or APL with a period of:

- additional adoption leave; or
- parental leave of more than four weeks,

and it is not reasonably practicable for you to return to the same job, the organisation will offer you a suitable and appropriate alternative position.

If you wish to postpone your return from APL, you should either:

- Request unpaid parental leave in accordance with the organisation's Time Off Policy, giving us as much notice as possible but not less than 21 days; or
- Request paid annual leave in accordance with your contract of employment, which will be at the organisation's discretion.



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If you are unable to return to work from APL as expected due to sickness or injury, this will be treated as sickness absence and the organisation's Attendance and Absence Management Policy will apply.

In any other unapproved absence may be treated as unauthorised absence in accordance with the organisation's unauthorised absence policy.

The organisation will deal with any requests by employees to change their working patterns (such as working part-time) after paternity leave on a case-by-case basis, in accordance with the organisation's Flexible Working Policy. Your line manager will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the business. It is helpful if requests are made as early as possible.

If you do not intend to return to work or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return, you should submit your resignation in accordance with your contract of employment. Once you have done so you will be unable to change your mind without our agreement. This does not affect your right to receive SPP.

Section D: Shared Parental Leave

The entitlement to Shared Parental Leave (SPL) is created by the mother ending their maternity leave before they have taken her full entitlement. The remaining period then becomes SPL.

31. Eligibility

- Both parents must meet the eligibility criteria for shared parental leave to apply.
- Both parents must have 26 weeks continuous service by the end of the 15th week before the expected week of childbirth.
- Both parents must meet the statutory employment test (employed for at least 26 weeks out of the 66 weeks preceding the EWC) and earnings test (normal weekly earnings which are not lower than the Maternity Allowance threshold).
- The mother must be entitled to SMP and have chosen to end their SML or have returned to work.
- Both parents must have at the time of the child's birth the main responsibility for the care of the child.

Entitlement – Shared Parental Leave:

Shared parental leave is available for up to 50 weeks and can begin at any time after the two-week period of compulsory maternity leave.

Shared parental leave must be taken in multiples of complete weeks. This may be taken as one continuous period or with breaks of complete weeks in between.

Shared parental leave must not exceed the balance of untaken maternity leave.

Entitlement – Statutory Shared Parental Pay:

The entitlement to Statutory Shared Parental Pay is 39 weeks, less the number of weeks in which SMP or MA has been payable to the mother. SSPP must not exceed the balance of untaken maternity pay or maternity allowance available at the point at which the woman returns or plans to return to work. To be eligible for SSPP the employee should have normal weekly earnings for the 8 weeks ending with the EWC that are not lower than the lower



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earnings limit.

As the mother must take two weeks compulsory maternity leave this means that there is a maximum of 37 weeks SSPP.

An employee can be absent on shared parental leave at the same time as another employee is absent on maternity leave, adoption leave, parental leave, or paternity leave in respect of the same child.

SSPP is not payable after the end of the 52 weeks following the birth of the baby.

If there is a need for the manager to discuss an application for SPL then they can be accompanied by a workplace colleague, trade union representative or a friend or family member.

32. How to apply

The mother can give notice to return to work early. This must be done at least 21 days before the return date. However, if the leave is to be shared then each parent will have to give not less than eight weeks' notice of their entitlement to SPL. This needs to be not less than eight weeks before the start date of the first period of SPL to be taken by each of the parents.

If the parent wants to vary the dates, then a notice form should be provided at least eight weeks before the beginning of the first week of leave to the line manager. This form should also be completed for cancelling leave that has been previously arranged. The employee can give three notices to vary. Notices that are withdrawn by the employee, given because the baby was born earlier or later than the EWC, or given because the employer has requested it, will not count towards the three.

If the leave request is for one continuous period of SPL, then the employee is entitled to take that leave. Where discontinuous periods of leave are requested then (within two weeks of the request) the employer may either agree to it, propose alternative dates, or refuse the leave.

If the mother changes their mind, then they can submit a cancellation notice in accordance with the statutory rules.

On receipt of the forms the employee will be asked to submit a copy of the birth certificate and the name and address of their employer or their partner's employer.

33. Other considerations

The employer can insist that the employee takes agreed SPL if the parent informs their employer that they no longer meet the criteria for SPL less than eight weeks before the leave is due to start.

The employee is entitled to return to work after SPL to the same job provided that the period of SPL when added to any other period of statutory leave taken by the employee in relation to the child is 26 weeks or less. If the time off is more than 26 weeks, then they should either return to the same job or to another job which is suitable for the employee and



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appropriate in the circumstances.

34. Returning Early

If you wish to return to work earlier than the Expected Return Date, you must give us eight weeks' prior notice. It is helpful if you give this notice in writing.

If enough notice is not given, we may postpone your return date until eight weeks after you gave notice, or to the Expected Return Date if sooner.

35. Returning late

If you wish to return later than the Expected Return Date, you should either:

- request Unpaid Parental Leave in accordance with our Unpaid Parental Leave Policy, giving us as much notice as possible but not less than 21 days: or
- request paid annual leave in accordance with your contract, which will be at our discretion.

If you are unable to return to work due to sickness or injury, this will be treated as sickness absence and our Sickness Absence Policy will apply.

In any other case, late return may be treated as unauthorised absence

36. Deciding not to return

If you do not intend to return to work, or are unsure, it is helpful if you discuss this with us as early as possible.

If you decide not to return, you should give notice of resignation in accordance with your contract.

The amount of Maternity/Paternity Leave left to run when you give notice must be at least equal to your contractual notice period, otherwise we may require you to return to work for the remainder of the notice period.

Once you have given notice that you will not be returning to work, you cannot change your mind without our agreement.

This does not affect your right to receive SMP/SPP.

37. Returning to work

You are normally entitled to return to work in the same position as you held before commencing leave. Your terms of employment shall be the same as they would have been had you not been absent.

However, if you have taken any period of AML/APL or more than four weeks' Unpaid Parental Leave, and it is not reasonably practicable for us to allow you to return into the same position, we may give you another suitable and appropriate job on terms and conditions that are not less favorable.



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We will deal with any requests by employees to change their working patterns (such as working part-time) after the SHPP Leave on a case-by-case basis. There is no absolute right to insist on working part-time, but you do have a statutory right to request flexible working and we will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of our business. It is helpful if requests are made as early as possible. The procedure for dealing with such requests is set out in our Flexible Working Policy.

Part E: Adoption

Adoption leave, paid and unpaid, will be available to employees wishing to adopt a child and who have primary care responsibilities for that child.

The maternity provisions of this policy apply to the adoption of a newly matched child, who is below the age of 18, and to the person who has primary care responsibilities for that child. The other parent may be entitled to paternity leave provisions as stated within this policy. Where both parents are employees of the Authority, the period of adoption leave may be shared.

If an employee is adopting a newly placed foster child, they must be matched for adoption by a recognised agency to be eligible for Adoption Leave or Pay. If the foster child is not newly placed and has been under their care for some time, the employee will not be entitled to receive Adoption Pay or Leave. Employees will not be entitled to receive Adoption pay or leave for adopting a stepchild. However, in both cases employees may be entitled to other forms of leave, for official appointments. Appointment cards or letters will need to be provided for approval of any leave.

An employee is entitled to take paid time off for up to five adoption appointments. The employee is required to give their manager as much notice as possible. Proof of appointment is required for any adoption appointment.

38. Eligibility

You will be eligible for adoption leave and pay if you:

- have 26 weeks continuous service with the organisation by the week in which they are
- notified of being newly matched with a child for adoption for Statutory Adoption Leave and Pay
- have 52 weeks continuous service
- are notified of being newly matched with a child
- be identified as the primary carer for the child (be named on their birth/adoption certificate or parental order, for surrogacy)
- be adopting a child who is under eighteen years of age who is newly placed for adoption
- complete an Adoption Leave application and forward to HR with the Matching Certificate before SAP can be paid.



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39. Length of adoption leave

Statutory Adoption Leave lasts for up to 52 weeks. This is the same as for maternity leave.

You have the right to adoption leave from the first day of your employment.

40. Pay

During your adoption leave you may be entitled to Statutory Adoption Pay (SAP) and Additional Adoption Leave (AAL) from the organisation.

41. Notice

The earliest date an employee's adoption leave can begin is 14 days before the expected date of placement. The latest date on which leave can commence is the date the child is placed for adoption.

The employee must notify their manager of their intention to take adoption leave within 28 days of being matched with a child. They must give details of the expected placement date and start date of leave, complete the Application for Adoption Leave form and provide the original matching certificate form a recognised UK adoption agency.

42. Contractual benefits

You are entitled to your normal terms and conditions of employment, except for terms relating to wages or salary (unless the contract of employment provides otherwise) throughout your adoption leave. You may however be entitled to SAP for this period.

You will continue to remain bound by any obligations arising under your contract of employment.

43. Return to work after Adoption Leave

The employee's notification of return to work after adoption leave is as per the maternity requirements.

The organisation will deal with any requests by employees to change their working patterns (such as working part-time) after adoption leave on a case-by-case basis, in accordance with the organisation's Flexible Working Policy. Your line manager will try to accommodate your wishes unless there is a justifiable reason for refusal, bearing in mind the needs of the business. It is helpful if requests are made as early as possible.

If in any unfortunate circumstance, a child does not remain in the care of the employee for the full period of leave or the child dies, the employee must notify the authority. In such circumstances the employee may be allowed to take adoption leave for a maximum of 8 weeks following the breakdown of adoption after which they should make arrangements to return to work.

If you do not intend to return to work or are unsure, it is helpful if you discuss this with us as early as possible. If you decide not to return, you should submit your resignation in accordance with your contract of employment. Once you have done so you will be unable to change your mind without our agreement. This does not affect your right to receive SAP.



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Section F: Surrogacy

An employee who is carrying a baby as a surrogate will receive full entitlement in respect of maternity pay and leave. The entitlements will be based on their service as normal maternity leave.

There are 2 potential surrogacy scenarios:

- where the birth parent is not genetically related to the baby (gestational or host IVF)
- where one parent is genetically related (traditional surrogacy).

In both these circumstances new parents of a surrogate baby will be treated the same as those who have gone through the formal adoption process via an agency. It is recognised however that not all parents of a surrogate baby will go through the formal adoption process.

Section G: Parental Leave

44. Eligibility

An employee is entitled to up to 18 weeks' unpaid parental leave per child if he/she is the birth or adoptive parent of a child who is under 18 years of age. To qualify for parental leave, employees must have completed at least one year's continuous service with the organisation.

Employees must be one of the following: -

- The mother of the child OR
- The father of the child OR
- Anyone who is given parental responsibility under section 5 of the Children Act 1989 OR
- Adoptive parents OR
- Those that have parental responsibilities outside of the legal definition, e.g., foster parents, adoptive parents prior to placement, grand-parents with a significant parenting role, and stepparents.

Basic Entitlement

Qualifying employees will be entitled to a maximum of 18 weeks' ordinary parental leave to be taken up until the child's 18th birthday.

Definition of a Week

Where an employee's working pattern does not vary, a week is the normal 'working week' worked by the individual. If the employee's working pattern does vary from week to week, then a week is the total hours of all periods worked in a year in which s/he works, divided by 52.143.

Parental Leave

Parental leave may be taken:

- from a single block of 18 weeks.
- for parents of disabled children as a number of shorter periods of a minimum of a half-day.
- in patterns which provide a part-time or reduced hour working arrangement for a period of time equivalent to taking 18 weeks leave as a single block.



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Employees are eligible to take a maximum of four weeks Parental Leave per child in any calendar year (Jan to Dec), commencing on the date upon which the employee becomes entitled to the Leave. This will either be the date of the child's birth, date of adoption, or for new employees to the authority, after serving the one-year qualification period.

Every attempt must be made by the employee to give as much notice as possible with a minimum of 21 days' notice in writing before the day on which they propose to take the leave. Applications for Parental Leave should be submitted to the Line Manager, in writing, on the Parental Leave Request Form available on SharePoint. The form allows the Line Manager to agree in principle to the request.

Parental leave may be granted to employees who have not given the required notice in special circumstances at the discretion of the employer. Such discretion shall not be unreasonably withheld.

Postponement of a request for Parental Leave

The employer may postpone a Parental Leave request for up to a maximum period of six months (where the needs of the service warrant this) after the beginning of the period that the employee originally wanted to start their Parental Leave.

The employee will receive written notification within seven working days of the postponement. Such notification will state the reasons for the postponement and specify the date on which the agreed period of leave will begin and end.

The taking of Parental Leave may not be postponed where it is taken in the following circumstances: -

- Immediately following the birth or adoption of a child having previously given 21 days' notice either before the expected week of childbirth or the expected week of placement.

Terms and Conditions during Parental Leave

Employees taking up to four weeks Parental Leave shall have the right to return to the post in which they were employed prior to taking Parental Leave.

Employees will remain employed by the Authority during the Parental Leave period. Contracts of Employment will continue, and all contractual rights, other than salary, will be maintained, including entitlement to accrued paid annual leave in accordance with the CPCA's Annual Leave Arrangements.

Employees who fall sick during a period of Parental Leave should report such sickness, in accordance with the CPCA's Sickness Reporting Procedure and provide a medical statement for the period of sickness. Any period of certified sickness will not count towards the employee's parental leave entitlement.

Employees will have the option of paying pension contributions for any period of unpaid Parental Leave at the standard rate on the pay that would have been received had they been at work during the leave period.



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Governance

References:

Attendance & Absence Management Policy

Issue date:	2023
Version number:	2
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy has been formulated to provide general guidance and policy advice to staff and managers about Maternity, Paternity, Adoption, Surrogacy and Parental policy and procedure.
Type of document:	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	All new and updated policies and procedures are notified to entire workforce and a variation letter.
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document (job title):	HR Team
Why is this document being reviewed?	As part of an annual review.
Mandatory Read	No

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
2		Changes made in line with statutory updates.	March 2023



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1. Aim

- 1.1 This policy covers the rules, entitlements, and obligations in respect of working hours, travel, subsistence allowances and expenses whilst undertaking Cambridgeshire & Peterborough Combined Authority (CPCA) business.
- 1.2 The purpose of this policy is to ensure that employees are properly reimbursed for legitimate business expenses and to comply with rules regarding tax and National Insurance Contributions as defined by Her Majesty's Revenue and Customs.

2. Principles

- Expenses must be reasonable, necessary, and only incurred where required for CPCA activity and individuals should aim to keep the overall cost to the CPCA to a minimum, given that the CPCA income comes from public funding
- All major expenses e.g., hotel/flights will need to be pre- approved by the line manager/director
- Claims should be submitted within 30 days of the expense being incurred if possible, but can be accepted within 3 months of the date of the expense. Claims over 3 months must be signed off by the Departmental Director.
- Itemised VAT receipts must be provided with all claims, unless specified below. Individuals must provide receipts for the spend they have incurred.
- To claim for expenses, individuals must use the organisation's expenses claim forms, available on the online Citrus system for payment and set out the reasons why the



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expense was incurred on the claim form. Once completed, the expenses claims should be forwarded to the line manager with the required supporting evidence who in turn should send them through to Finance.

- f. The organisation will pay claims for authorised expenses by BACS transfer into the same bank account into which the individual's salary is paid.
- g. The Policy aims to support the CPCA's broader environmental objectives by encouraging more sustainable behaviours and discouraging carbon-intensive methods of working and travelling.
- h. It also seeks to meet the CPCA's duty of care in respect of the health and safety of its staff.

3. Scope

- 3.1 This policy applies to all CPCA employees: full time, part time, agency, and casual workers from the day they begin work. It does not apply to contractors, consultants or any self-employed individuals working for the Authority.

4. Vision and Values

- 4.1 Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.
- 4.2 Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

5. Planning Travel

- 5.1 Travel expenses can be claimed for any essential travel which is not to an individual's normal place of work whether for business or training reasons and any subsistence expenditure that is incurred wholly, necessarily, and exclusively in connection with authorised duties that individuals undertake in the course of their employment.
- 5.2 Employees and line managers should consider whether or not travel is necessary to meet business objectives or if there are more appropriate means (for example teleconferencing or videoconferencing).
- 5.3 CPCA business visits must be planned sensibly taking account of safety, cost, convenience, distance, destination, time of day, the number of employees travelling and the place(s) at which the journey commences and ends. Wherever practicable, public transport at the lowest fare should be used.



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6. Travel by Car

6.1 It may be appropriate and cost effective to use an individual's own car when travelling on business. For example, employees travelling to the same place should travel together or where there is limited public transport. The claim for mileage should be made only by the driver of the vehicle and never by the passengers.

6.2 Employees are responsible for:

- holding a full UK driving licence.
- ensuring that their vehicle is roadworthy and fully registered.
- fully insured for CPCA business visits, for carrying passengers, and for third party claims.

Note: Employees may be asked to produce their driving licence.

6.3 Workers with a business address: - Travel to and from the employee's normal place of work from the home address is not CPCA business.

6.4 Workers without a business address: The normal place of work for a permanent home worker will be their home address.

6.5 Claims for payment which are not regarded as appropriate, and/or for which prior approval has not been gained may be refused for payment.

6.6 Any employee who is undertaking training to obtain qualifications that are necessary in the performance of their job must refer to their individual training agreement. Particular HMRC rules apply.

6.7 Employees should report any errors to their line manager in respect of under or overpayment of expenses or mileage payments at the point the error occurs.

7. Mileage

7.1 Mileage rates

Type of Vehicle	Engine Capacity (cc)	Mileage rate First 10,000 business miles in tax year	Mileage rate Each business mile over 10,000 in tax year
Car	All	45p	25p

7.2 Employees who use a motorcycle for business travel can claim up to 24p per mile under HMRC rules.

7.3 The rate for business travel using a bicycle is 20p per mile.

7.4 Employees who claim mileage allowances must:

- Produce at least one VAT receipt to cover the fuel consumed on the CPCA journeys for which the car mileage allowance is paid. The receipt must be dated in the month for which the mileage allowance is claimed. The receipt sent to payroll may be a



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copy.

- Record the actual miles undertaken per journey on each claim
- Deduct the home to work miles per journey on each claim
- Record the miles claimed per journey on each claim
- Provide a full explanation of the purpose for each journey
- Submit the claim in the month following the journey

7.5 Where an official journey starts from and/or finishes at home (which is not the normal work base), home to a normal work base fares must be deducted from any claim; if it is a return journey, home to normal work base fares must be deducted from both legs of the journey.

7.6 Claims not supported by a receipt, and/or not following these criteria will not be paid.

7.7 Claims over three months old must be authorised by the departmental Director.

7.8 It is the responsibility of every manager who signs a claim form to ensure that it:

- is accurate, complete, and signed
- covers a valid journey
- expenses were a valid expense for business reasons
- complies with all relevant CPCA policies

Managers may check distances in order to verify claims (e.g., by using either the RAC or AA web-based route planner). Formal action will be taken against any claimant or manager who completes or signs an invalid claim.

8. Car Parking

8.1 Employees who travel to work by car will be expected to pay for their parking where free parking is not available.

8.2 When travelling on CPCA business and paying for parking the costs can be reclaimed via the Citrus expenses form and must include a copy of the receipt.

9. Travel by Rail, Taxi, Air, Sea

9.1 All bookings must be made with the approval of your line manager. Where possible, bookings should be made by the individual and reclaimed as an Expense. Where the costs are significant, and would put the individual at financial difficulty, approval from the relevant Budget Holder should be sought to use the Organisation Credit Card. Finance will need the relevant form to be completed.

9.2 Rail

9.2.1 You may claim for standard class rail fares only.

9.2.2 Where possible, rail journeys should be booked well in advance to benefit from any discounts for early booking.

9.2.3 You should where applicable use any rail cards or season tickets that have already been paid for as part of your normal commute to the office towards any journey taken on business, where this is more economical.

9.3 Taxis

9.3.1 You may claim for a taxi fare only in limited circumstances. These are:

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- where taking a taxi would result in a significantly shorter travel time than using public transport.
- where there are several employees travelling together: or
- where personal security and safety of employees is an issue, for example taxis may be permitted after 9.30pm.
- You must obtain a receipt with details of the date, place of departure and destination of the journey.

9.4 Air/Sea Travel

- 9.4.1 An air/sea travel must be pre-authorised by the individual's line manager in writing before being booked. Where possible, flights should be booked well in advance to benefit from any discounts for early booking.
- 9.4.2 Personal incentives or rewards associated with specific air travel, such as air miles, should not be a factor in determining which flight is purchased for business. The key consideration is whether the flight is the most cost-effective for the organisation unless there is a valid business reason for taking an alternative flight.
- 9.4.3 Individuals will only be permitted to travel in economy class.
- 9.4.4 Wherever possible employees should avoid travelling when major events are occurring which result in increased costs for travel and hotel accommodation.

10. Subsistence (Meals and Accommodation)

- 10.1.1 Employees who incur additional expenditure as a result of CPCA business that takes them away from their normal place of employment and/or home will be reimbursed.
- 10.1.2 As a guideline for business travel, individuals should book accommodation equivalent to three-star standard or less. It is individual's responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

10.2 Subsistence rates

- 10.2.1 Subsistence may be claimed where the following conditions apply. ([See here](#)):

- The expense arises from the proper performance of the claimant's duties
- The expense is incurred whilst away from the claimant's regular place(s) of work or while staying away from home
- The expense incurred is reasonable and additional to the employee's normal expenditure
- The claim is fully supported by itemised receipts submitted with the claim so the nature of the expenditure can be verified
- The claim is within the limit for each category, as set out below.

Employee subsistence rates	Upper limits
One meal (5 hour) ceiling	£5
Two meal (10 hour) ceiling	£10



TRAVEL, SUBSISTENCE AND EXPENSES POLICY

Three meal (12 hour) ceiling	£15
24 hour ceiling	£20

10.2.2 Benchmark scale rates must only be used where all the qualifying conditions are met. The qualifying conditions are:

- the travel must be in the performance of an employee's duties or to a temporary place of work, on a journey that is not substantially ordinary commuting.
- the employee should be absent from his normal place of work or home for a continuous period in excess of five hours or ten hours.
- the employee should have incurred a cost on a meal (food and drink) after starting the journey and retained appropriate evidence of their expenditure

10.2.3 Where a scale rate of £5 or £10 is paid and the qualifying journey in respect of which it is paid lasts beyond 8pm a supplementary rate of £10 can be paid to cover the additional expenses necessarily incurred as a result of working late.

10.2.4 A meal is defined as a combination of food and drink and would take a normal dictionary meaning. Where employees are required to start early or finish late on a regular basis, the over 5 hour and 10 hour rate, whichever is applicable, can be paid provided that all the other qualifying conditions are satisfied.

10.3 Employees who claim subsistence allowances must:

- Produce a VAT receipt to support each separate part of the expenditure if VAT was payable. The receipt sent to payroll must be the original and not a copy.
- Provide a full explanation for each claim
- Submit the claim in the month following the expenditure

10.4 Claims not supported by a receipt, and/or not following the criteria will not be paid.

10.5 Claims over three months old must be authorised by the departmental Director.

Please note that

It is the responsibility of every manager who signs a claim form to ensure that:

- Any expenses claimed were a valid expense
- The claim was for valid business reasons
- The claim complies with all relevant CPCA policies
- The claim is accurate, complete, and signed

Formal action will be taken against any claimant or manager who completes or signs an invalid claim.

11. Eyesight, Glasses & Contact Lenses

Please see separate Eyesight Guidance regarding this.



TRAVEL, SUBSISTENCE AND EXPENSES POLICY

12. Professional Memberships or Subscriptions

- 12.1.1 The CPCA will reimburse the annual membership fees for one professional body or institution which is deemed relevant by the Authority for your role and provided that you have six months service with the Authority. You should agree with your Manager in advance any fees you intend to claim under this arrangement.
- 12.1.2 The Authority must appear on HM Revenue and Customs list of professional bodies and learned societies with tax deductible fees, also known as Professional bodies, approved for tax relief. The current list can be accessed via the gov.uk website at: <https://www.gov.uk/government/publications/professional-bodies-approved-for-tax-relief-list-3/approved-professional-organisations-and-learned-societies>
- a. Claims should be submitted on a Business Expense claim form with relevant supporting documentation to confirm that the membership fees have been paid.

13. Other Incidental Expenses

Expenditure incurred in relation to CPCA business, not covered above, such as equipment, stationary, etc must be approved in line with our purchasing authority levels and receipted and an explanation provided on the claim. Authorisation must be sought from line manager.

14. Monitoring and Review

- 14.1.1 The CPCA HR team will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy, and effectiveness. Any improvements identified will be made as soon as possible.
- 14.1.2 This policy does not form part of any employee's contract of employment, and it may be amended from time to time.



TRAVEL, SUBSISTENCE AND EXPENSES POLICY

Governance - Expenses Policy

References:

Eyesight Guidance

Issue date:	2023 (Previous issues - March 2017, Jan 2020, Jan 2022).
Version number:	4
Review due date:	2025

Document Control Sheet

Purpose of document:	This guidance is to cover entitlements and obligations in respect of working hours, travel, subsistence & expenses allowances whilst undertaking CPCA business.
Type of document:	Policy
Document checked by Legal	No
If applicable, has an initial Equality Impact Assessment (EIA) been completed?	Yes
Document lead and author:	HR Team
Dissemination:	
What other documents should this be read in conjunction with:	Guidance documents listed in policy
Who will review the document? (Job title):	HR Team
Why is this document being reviewed?	As part of an annual review.

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
4		Changed meal rates in line with latest guidance	



Human Resources Committee		Agenda Item
26 July 2023		6
Title:	Trade Unions	
Report of:	Paul Lowes	
Lead Member:	Mayor	
Public Report:	Yes	
Key Decision:		
Voting Arrangements:	Majority of those present and voting.	

Recommendations:

A	That the CPCA voluntarily recognises the following Trade Unions, Unison, GMB and Unite. A recognition agreement has been drafted between the Trade Unions and the CPCA. Please see Appendix 1.
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Strategic Objective(s):

The proposals within this report fit under the following strategic objective(s):	
	Achieving best value and high performance

1. Purpose

1.1	<p>It is recommended that the HR Committee agrees to the CPCA voluntarily recognising the 3 Trade Unions - Unison, GMB and Unite.</p> <p>It is recognised by the CIPD that a constructive approach for organisations is to develop positive working relationships with recognised trade unions. Most respondents (60%) with recognised unions describe the relationship between management and the trade union(s) in their organisations as positive, with just 6% reporting it as negative, although a third (34%) are ambivalent and say it's 'neither positive nor negative' (2022).</p>
1.2	<p>There are a number of legal implications that are listed in this report. It should be noted that this is a list of implications that need to be considered, not an indication as to how likely any of the implications are. Despite the number of legal implications, it is still recommended that the HR Committee agrees to the CPCA voluntarily recognising these 3 Trade Unions.</p>

2. Proposal

2.1	<p>By recognising the 3 Trade Unions (Unison, GMB and Unite), there is likely to be a positive working relationship between the Combined Authority, the Trade Unions and employees.</p>
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3. Background

3.1	<p>Trade Unions have not been recognised prior to this proposal, although there have been discussions in previous years.</p>
3.2	<p>This proposal has been approved by CMT. It is also supported by the Mayor Nik Johnson.</p>
3.3	<p>72% of public sector employers agree with the statement that 'working in partnership with trade unions can benefit the organisation' in the CIPD 2022 research. Furthermore, almost four in ten (39%) respondents say the purpose of their organisation's arrangements for representative participation are 'to support partnership working or collaboration on specific projects'.</p>
3.4	<p>Recognising Trade Unions will introduce an additional layer of scrutiny and review when introducing changes, whether that is changes to Policy or process. The process of agreeing contractual HR Policies is likely to require Trade Union consultation, and indeed we may engage with Trade Unions when reviewing non contractual Policies or changes. Organisational Change (for example Restructures), depending on the number of staff affected, is also likely to require Trade Union consultation.</p>
3.5	<p>We have had positive conversations with Trade Unions to date.</p>

4. Appendices

4.1	<p><i>See Appendix 1 for the Agreement already shared with the 3 Trade Unions.</i></p>
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5. Implications

Financial Implications

5.1	<p>None</p>
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Legal Implications

6.1	<p>Recognising Trade Unions allows for formal Collective Bargaining. Collective Bargaining is the official process by which trade unions negotiate with employers, on behalf of their members. This can include matters such as terms and conditions of employment, conditions of work, allocation of work or duties. Pay Negotiations are undertaken for most local authorities at a national level by the LGA, which is what happens currently. Separately, Trade Union representatives, where a Trade Union is recognised, are regarded as “appropriate representatives” and are therefore entitled to be consulted with in certain scenarios such as collective redundancies or TUPE transfers.</p> <p>If we were not to recognise the Trade Unions in this manner (i.e., voluntarily), then it is anticipated that the Trade Unions may be likely seek statutory recognition. This process is usually invoked after negotiations to secure voluntary recognition have been unsuccessful. It involves a Trade Union making an application for recognition to the Central Arbitration Committee (“CAC”) and a specific procedure is then applied to determine whether statutory recognition is then given. A joint application can be made by two or more Trade Unions; where there are competing applications, only one can be accepted. Where there has been statutory recognition, a similar process would be undertaken to derecognise the Trade Union should trade union membership fall below a specific level.</p>
6.2	<p>The request for voluntary recognition has come from 3 Trade Unions, GMB, Unite and Unison. As all 3 have requested this, and preliminary discussions have taken place with all 3, it would be prudent to recognise all 3, rather than decide to work with only one Trade Union.</p>
6.3	<p>Strikes and industrial action:</p> <p>There would be the potential for Strike or Industrial Action, irrespective of whether a Trade Union is recognised. For there to be lawful industrial action, the Trade Union must comply with strict notification and balloting procedures and the subject matter of the industrial action must fall within the statutory definition of a trade dispute.</p> <p>There is some risk if we recognise Trade Unions, that there may be a potential for Strike Action. The risk of this would be minimised if we have positive working relationships with the relevant Trade Unions, handling negotiations positively and thus avoiding industrial action.</p>
6.4	<p>Representatives:</p> <p>There are nine areas where union (and in some cases non-union) representatives have statutory rights to reasonable paid time off to perform their duties and, in some cases, to be released for training, and be provided with facilities. Trade Union representatives are protected from dismissal or from being subjected to a detriment in carrying out certain trade union duties or in standing for election as representatives (ACAS).</p> <p>These 9 areas where there is a statutory right to reasonable paid time off are:</p> <ul style="list-style-type: none"> • Union representatives in collective bargaining • Union learning representatives • Union environmental representatives • Union equality representatives • Union health and safety representatives • Union representatives dealing with individual grievance and disciplinary matters • Union representatives engaging in ICE and EWC. • Union representatives dealing with time limited consultation and negotiation – such as TUPE, collective redundancy and pensions • Multiple role union representatives.
6.5	<p>We would need to “consider what role the union representative plays in working out what time off and facilities can reasonably be expected and should be granted” (ACAS, Trade Union Representation in the Workplace). There may be different needs for time off, facilities and training depending on what area the representative falls into. Considering our organisation size, it may be that we have a few representatives that play multiple roles. It may also be the case that there is support provided by the Regional Trade Union Teams when needed.</p>
6.6	<p>ACAS guidance doesn’t give a set number of hours regarding the amount of time off which should be permitted for trade union duties – it simply states, “reasonable time off”. There would need to be discussions with Trade Unions to ensure that there is a balance between giving the representatives sufficient time off to enable them to fulfil their duties, alongside doing their “day job”. This should be addressed as part of the JNC negotiations and reviewed regularly.</p>

6.7	Trade Union representatives and members are allowed without pay to take part in union activities, for example the union's annual conference.
6.8	If Trade Unions weren't recognised, then there would be no requirement to paid time off for union activities, unless there were providing the statutory role of accompanying an employee to a Formal HR meeting, for example, a Disciplinary or Grievance hearing.
6.9	As part of the recognition agreement, we may agree with the Trade Unions for the Combined Authority to pay for some Central support.
Public Health Implications	
7.1	None
Environmental & Climate Change Implications	
8.1	None
Other Significant Implications	
9.1	None
Background Papers	
10.1	None

Item 6

TRADE UNION**RECOGNITION and PROCEDURAL AGREEMENT**

between

Cambridgeshire and Peterborough Combined Authority
2nd Floor
Pathfinder House
St Mary's Street
Huntingdon
Cambridgeshire
PE29 3TN

and

GMB
GMB London Region,
2nd Floor Jansel House
Hitchin Road
Stopsley
Luton LU2 7XH

UNISON
UNISON Centre, 130 Euston Road, London NW1 2AY;
UNISON CAMBRIDGESHIRE COUNTY, SHIRE HALL, CB3 0AP.

UNITE
Unite House, 101 Madingley Road, Cambridge, CB3 0EL.

1. DEFINITION OF TERMS

In this Agreement:-

The Organisation - refers to (the organisation)

The Union - refers to the (named) Branches of GMB, UNISON
(Cambridgeshire County) and UNITE

Staff - refers to all employees of the Organisation

2. COMMENCEMENT DATE

This Agreement commences on TBC

3. OBJECTIVES

3.1. In drawing up this agreement, the Organisation and the Union recognise that the Organisation exists to fulfil its aims and objectives.

- 3.2. The purpose of this agreement is to determine trade union recognition and representation within the organisation and establish a framework for consultation and collective bargaining. Item 6
- 3.3. The parties have identified common objectives they wish to pursue and achieve. These are:
- 3.3.1. to ensure that employment practices in the Organisation are conducted to the highest possible standards;
 - 3.3.2. to enhance effective communication with all Staff throughout the organisation;
 - 3.3.3. to achieve greater participation and involvement of all members of staff on the issues to be faced in running and developing the Organisation;
 - 3.3.4. to ensure that equal opportunities are offered to staff or prospective staff and that the treatment of staff will be fair and equitable in all matters of dispute.

4. GENERAL PRINCIPLES

- 4.1 The Organisation and the Union accept that the terms of this agreement are binding in honour upon them but do not constitute a legally enforceable agreement.
- 4.2 The Union recognises the Organisation's responsibility to plan, organise and manage the work of the Organisation in order to achieve the best possible results in pursuing its overall aims and objectives.
- 4.3 The Organisation recognises the Union's responsibility to represent the interests of its Members and to work for improved terms and conditions of employment for them.
- 4.4 The Organisation encourages employees to become and remain members of an appropriate union in accordance with this agreement.
- 4.5 The Organisation and the Union recognise their common interest and joint purpose in furthering the aims and objectives of the Organisation and in achieving reasonable solutions to all matters which concern them. Both parties declare their commitment to maintain good industrial relations.
- 4.6 The Organisation and the Union accept the need for joint consultation and collective bargaining in securing their objectives. They acknowledge the value of up to date information on important changes which effect employees of the Organisation.

5. UNION REPRESENTATION

- 5.1 The Organisation recognises the Union as the trade union with which it will consult and negotiate with in all matters set out in Clause 8.4 of this agreement.

- 5.2 **The Organisation recognises the Union as the body representing Staff for Item 6 the purposes of informing and consulting the workforce. Informing and consulting employees will take place through the union's representatives.**
- 5.3 The Organisation accepts that the Union's members will elect representatives in accordance with their Union rules to act as their spokespersons in representing their interests.
- 5.4 The Union agrees to inform the Organisation of the names of all elected representatives in writing within five working days of their election and to inform the Organisation in writing of any subsequent changes, each time within five working days of the change having taken place. Persons whose names have been notified to the Organisation shall be the sole representatives of the union's membership, **and the representatives of Staff for the purposes of information and consultation.**
- 5.5 The Organisation recognises that Union representatives fulfil an important role and that the discharge of their duties as Union representatives will in no way prejudice their career prospects or employment with the Organisation.
- 5.6 The Organisation will inform all new employees of this agreement and will encourage them to join the union and provide facilities for them to talk to a workplace representative as part of their induction procedure. The Organisation will supply union representatives with new starter details to enable them to contact new employees, with the consent of new starters.
- 5.7 The Organisation will undertake the check -off of trade union subscriptions for any employee requesting this facility.

6. UNION MEETINGS AND OTHER FACILITIES

- 6.1 Meetings of Union members may be held on the Organisation's premises outside working hours ~~and there shall be no restriction on the frequency or duration of such meetings.~~ Such meetings will be open to all staff members who are members of the appropriate union.
- 6.2 **Where necessary for the purposes of informing and consulting the workforce, meeting of Staff may be organised by the Union on the Organisation's premises outside working hours. Such meetings will be open to all employees.**
- 6.3 Union meetings may be held on the Organisation's premises inside working hours provided that prior consent for such meetings shall be obtained from the Organisation by the Union. Such consent shall not unreasonably be withheld. The Union shall provide the Organisation with a timetable of regular Union meetings or give at least three working days' notice of the intention to hold a meeting.
- 6.4 The Organisation agrees to provide defined facilities to the Union representatives to enable them to discharge their duties including: provision of secure office space when required (not permanently due to the size of the organisation); a notice board; access to confidential telephone, internal mail and email; reasonable use of equipment such as telephones, postage when needed, photo-

copiers, and PCs; reasonable accommodation for meetings and trade union education, and reasonable access to administrative support and secretarial services.

- 6.5 Subject to the agreement of the Organisation, Union representatives will be granted a reasonable amount of special leave without loss of pay to attend training courses run by the Union or other appropriate bodies which are relevant to the discharge of their Union duties.
- 6.6 Union representatives will be permitted to take reasonable paid time off during working hours to enable them to carry out their duties under this agreement. Where such duties cannot be carried out as part of the normal working day as much notice as possible will be given of the need to take time off. Any dispute shall be referred to the **Joint Negotiating and Consultation Committee** (as defined in clause 7.1) for agreement.
- 6.7 Subject to reasonable prior notice and the consent of the Organisation, which shall not unreasonably be withheld, Union representatives will be permitted reasonable time off during working hours for the purpose of taking part in Trade Union activity.

7. JOINT NEGOTIATING AND CONSULTATION COMMITTEE

- 7.1 The Organisation and the Union agree to set up a Joint Negotiating **and Consultation** Committee (**JNCC**) consisting of representatives of both sides.
- 7.2 The **JNCC** shall be governed by a written constitution, a copy of which is attached to this Agreement (Appendix 1).
- 7.3 The functions of the **JNCC** shall include:-

7.3.1 Information

The Organisation undertakes to supply the Union with the necessary information for it to carry out effective consultation and negotiation. This shall include the Organisation's employment policies and procedures and proposed amendments and additions.

The organisation will additionally supply appropriate information on recent and probable developments of the organisation and its economic situation.

7.3.2 Consultation

To have proper consultation with Staff to enable feedback and discussion before decisions are taken concerning matters directly affecting the interests of the Staff as set out under Clause 7.4 below.

The organisation will additionally consult as appropriate on the current situation, structure and probable development of employment in the undertaking, especially any threat to employment, and on changes in work organisation or contractual relations, which may include matters such as redundancies and transfers to another employer.

To negotiate and reach agreement on all issues pertaining to the matters set out under Clause 7.4 below.

7.4 The following matters shall be the subject of consultation and where appropriate, negotiation: -

Terms and conditions of employment

Pay awards – subject to matters which are subject to national agreement

Job descriptions

Job grading and job evaluation

Hours of work

Holiday and sickness arrangements

Pensions – subject to matters which are subject to national agreement

Overall salary structure – subject to matters which are subject to national agreement

Health and safety

Equal opportunities policies

New technology

Working practices, new equipment and techniques

Training

Recruitment

Staff amenities

Redundancy and redeployment

Disciplinary, grievance and procedures

Contracting out

Reorganisation of staff and relocation of offices

Any other item which both sides agree to refer

8. GRIEVANCES AND DISCIPLINE

8.1 The Organisation recognises the Union's right to represent the interests of all or any of its members at all stages during grievance and disciplinary procedures and to call in Union representatives who are not employees of the Organisation wherever this is considered appropriate.

8.2 The Organisation undertakes to inform the Union representatives immediately of the name of any union staff member faced with disciplinary action to enable the Union to make appropriate arrangements for representation, with the employee's consent. This information will be limited to the name of the member only.

8.3 Union representatives will be permitted to spend reasonable paid time inside working hours to discuss grievance or disciplinary matters with affected employees, and to prepare their case, in accordance with 8.1 above.

8.4 In order to resolve collective disputes arising from a failure to agree in the negotiating forum, there shall be a timetable of meetings, involving representatives of the management committee, to seek to resolve any dispute. Both the Organisation and the Union will be entitled to have advisors at any dispute meeting, subject to the agreement of both sides.

9. VARIATIONS

9.1 This Agreement may be amended at any time with the consent of both parties. Item 6

10. TERMINATION

10.1 The Agreement shall not terminate except by mutual consent.

SIGNED for (the Organisation)

DATE

SIGNED for GMB

DATE

SIGNED for UNISON

DATE

SIGNED for UNITE

DATE

CONSTITUTION OF THE JOINT NEGOTIATING AND CONSULTATION COMMITTEE

1. TITLE

The Committee shall be known as the Joint Negotiating **and Consultation** Committee, **known as the JNCC**.

2. OBJECT

To establish a workable and effective arrangement for good industrial relations, for the avoidance of any misunderstanding and for the promotion of joint participation in all matters of common interest and concern on a genuine consultative and negotiating basis at Organisation level, as outlined in Clauses 7.3 and 7.4 of the Recognition and Procedural Agreement.

3. MEETINGS

3.1 Meetings of the **JNCC** shall be every month with a prepared agenda which will normally be issued four days before each meeting. The Agenda shall provide for any other business of an urgent nature to be discussed.

3.2 Special meetings may be called by either the Union or the Organisation. Such meetings will normally be convened within fourteen days, unless the side requesting the meeting agrees otherwise, but usually within twenty-eight days.

4. SCOPE OF COMMITTEE

The **JNCC** is authorised to consider and negotiate on all matters specified in Clauses **7.3 and 7.4** of the Recognition and Procedural Agreement.

5. CONSTITUTION

5.1 There shall be an employer's side and a Union side.

5.2 The employer's side shall consist of 3 persons nominated by the Organisation's Executive Team, at least 1 of whom shall be a member of the Executive Team, the Head of HR and AN Other.

5.3 The Union side shall consist of representatives of the different Trade Union who shall be members of staff and elected by the relevant Trade Union membership (from GMB, UNISON or UNITE) within the Organisation.

5.4 Each side shall confirm the names of its representative on an annual basis and inform the other immediately of any changes in the interim period.

5.5 Each side shall make every effort to send its confirmed representatives to each meeting but substitution will be permitted on both sides where it cannot be avoided.

- 5.6 Staff and management will be entitled to have advisors in attendance who will have speaking rights. Except in the case of special meetings each side shall give a minimum of seven days' notice to the other side of its intention to invite such advisors to the meeting.
- 5.7 The Chairperson for each meeting of the **JNCC** shall be nominated alternately by the Union side and the Management side.
- 5.8 The two sides shall jointly appoint a secretary who will be responsible for convening meetings, preparing agenda in consultation with both sides, and taking and circulating minutes. Minutes shall be subject to the agreement of the Committee and will be signed by the Chairperson of the meeting at which they are agreed.
- 5.9 Meetings shall be judged to be quorate if there is at least two trade union representatives (from at least 2 separate Trade Unions) and two Management representatives are present.

6. STATUS OF RESOLUTIONS

Resolutions of the **JNCC** shall not be binding on either side but shall be recommendations only to the respective parties (the Organisation and the Union) whose ratification shall be required before an agreement is deemed to be reached.

7. COMMUNICATIONS

Members of both sides shall be afforded reasonable facilities to visit and communicate with all offices and staff of the Organisation.