



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

HUMAN RESOURCES COMMITTEE

Date: Friday, 08 March 2024

Democratic Services

Edwina Adefehinti
Interim Chief Officer Legal and Governance
Monitoring Officer

10:00 AM

2nd floor, Pathfinder House
St Mary's Street
Huntingdon
Cambs
PE29 3TN72

**Meeting Room, 2nd Floor, Huntingdonshire District
Council**

AGENDA

Open to Public and Press

- 1 Apologies for Absence, Declarations of Interest & Announcements**

- 2 Minutes of the Previous Meeting**
To approve the minutes of the meetings held on 16th November 2023
 - a) HR Committee (AM) Draft Minutes 161123 4 - 5**

 - b) HR Committee (PM) Draft Minutes 161123 6 - 7**

4 Exclusion of Press & Public

To resolve that the press and public should be excluded from the meeting on the grounds that the following report contains exempt information under Part 1 of Schedule 12A of the Local Government Act 1972, as amended, and that it would not be in the public interest for this information to be disclosed: information relating to an individual; information which is likely to reveal the identity of an individual and the financial or business affairs of any particular person (including the authority holding that information). The public interest in maintaining the exemption must be deemed to outweigh the public interest in its publication.

5 Shortlisting for the Role of Executive Director for Resources & Performance

A confidential report pack will be circulated separately (to follow) and should be treated as confidential by those members and officers entitled to receive this pack. This means that the contents should not be discussed with others, and no copies should be made

6 Shortlisting for the Role of Director for Legal, Governance and Monitoring Officer

A confidential report pack will be circulated separately (to follow) and should be treated as confidential by those members and officers entitled to receive this pack. This means that the contents should not be discussed with others, and no copies should be made.

7 Date of Next Meeting

Wednesday 13th March for the Interviews for the role of Executive Director for Resources and Performance

COVID-19

The legal provision for virtual meetings no longer exists and meetings of the Combined Authority therefore take place physically and are open to the public. Public access to meetings is managed in accordance with current COVID-19 regulations and therefore if you wish to attend a meeting of the Combined Authority, please contact the Committee Clerk who will be able to advise you further.

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

Mayor Dr Nik Johnson

Councillor Jackie Allen

Councillor John Howard

Councillor Lucy Nethsingha

Councillor Anna Smith

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



Human Resources Committee – Public Draft Minutes

Thursday 16th November 2023

Venue:	Civic Suite, Pathfinder House, Huntingdonshire District Council	
Time:	9:00 – 12:30	
Present:	Mayor Dr Nik Johnson Councillor Anna Smith Councillor Jackie Allen Councillor Lucy Nethsingha Councillor John Howard	Chair and CPCA Mayor Cambridge City Council Peterborough City Council Cambridgeshire County Council Peterborough First

Minutes:

1	Apologies for Absence and Declarations of Interest
1.1	No apologies received.
1.2	No declarations were made.
1.3	No announcements were made.
2	Minutes of the Previous Meetings.
2.1	The minutes of the Human Resources Committee meeting held on 10 November 2023 were approved as an accurate record.
3.	Date of the Next Meeting
3.1	Date of next meeting is the 5th February 2024 at Huntingdonshire District Council
4.	Exclusion of the Press and Public
4.1	In accordance with Standing Orders, Members were asked to determine whether item 5 on the agenda, 'Interviews for the Role of Executive Director for Place and Connectivity which contains 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, should be exempt and the press and public excluded from the meeting when they are discussed, and that the public interest in maintaining the exemption outweighs the public interest in its disclosure.
4.2	It was resolved unanimously to: Exclude the Press and Public from the discussion of Agenda Item 5 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 Executive Director for Place and Connectivity.

5.1	Interviews were undertaken with each candidate.
5.2	RESOLVED (UNANIMOUS) Recommend the preferred candidate for the role of Executive Director for Place and Connectivity to the CA Board for noting on the 29th Nov 2023.



Human Resources Committee – Public Draft Minutes

Thursday 16th November 2023

Venue:	Civic Suite, Pathfinder House, Huntingdonshire District Council	
Time:	13:30 – 17:00pm	
Present:	Councillor Anna Smith Councillor Neil Shailer Councillor Jackie Allen Councillor Edna Murphy Councillor John Howard	Cambridge City Council Cambridge City Council Peterborough City Council Cambridgeshire County Council Peterborough First

Minutes:

1	Election of Chair
1.1	Cllr Anna Smith was elected as the Chair for the meeting in the absence of the Mayor
2	Apologies for Absence and Declarations of Interest and Announcements
2.1	Apologies received from Mayor Nik Johnson and Cllr Lucy Nethsingha, substituted by Cllr Edna Murphy
2.2	No declarations were made.
2.3	No announcements were made.
3.	Exclusion of the Press and Public
3.1	In accordance with Standing Orders, Members were asked to determine whether item 4 on the agenda, 'Interviews for the Role of Director for Governance, Legal and Monitoring Officer which contained 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, should be exempt and the press and public excluded from the meeting when they are discussed, and that the public interest in maintaining the exemption outweighs the public interest in its disclosure.
3.2	It was resolved unanimously to: Exclude the Press and Public from the discussion of Agenda Item 4 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.
4.	Interviews for the Role of Director for Governance, Legal and Monitoring Officer
4.1	Interviews were undertaken with each candidate.
4.2	RESOLVED (UNANIMOUS)

Recommend the preferred candidate for the Role of Director for Governance, Legal and Monitoring Officer to the CA Board for approval on the 29th Nov 2023.

**To note that the recruitment for the position of Director of Legal and Governance led to no appointment being made*



Human Resources Committee	Agenda Item
8th March 2024	3

Title:	HR Policies
Report of:	Nicky McLoughlin
Lead Member:	Mayor
Public Report:	Yes
Key Decision:	No
Voting Arrangements:	

Recommendations:	
A	Approve the amendments to the HR Policies set out in paragraph 3.5 and 3.6 below.
B	Approve the proposed new HR Policy set out in paragraph 3.7 below

Strategic Objective(s):	
The proposals within this report fit under the following strategic objective(s):	
Y	Achieving Best Value and High Performance
Introducing these Policies align with our Corporate Strategy, Values & Behaviours and our Business Plan.	

1. Purpose	
1.1	The purpose of the paper is to ask the HR Committee to review and agree the amendments to HR Policies listed in paragraph 3.5 and 3.6 below and to approve the new policy proposed in paragraph 3.7.

2. Proposal	
2.1	<p>There are a number of minor amendments being proposed to some existing HR policies. The policies have been in existence over the past year and have been reviewed to ensure that they are working as intended. The small changes are being proposed to reflect best practise, statutory changes and audit recommendations. The organisational change policy has been expanded to ensure a clear process for staff as well as to clarify pay protection arrangements.</p> <p>It is proposed that a new Fertility treatment policy is introduced following specific feedback from employees.</p>

3. Background	
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3.1	Previous HR and Employment Committees in March and July 2023 approved the introduction of new HR Policies.								
3.2	The changes are being proposed following a standard review of policies to ensure that they are in line with best practise, taking into account audit recommendations as well as specific employee feedback.								
3.2	It is proposed to update the following Policies: <ol style="list-style-type: none"> 1. Attendance and Absence Management Policy 2. Family Leave Policy 3. Time Off Policy 4. Travel, Subsistence & Expenses Policy 5. Pay Policy 6. Organisational Change Policy & Procedure – it is proposed to remove the TUPE section from this policy 								
3.2	It is proposed to introduce a Fertility Leave Policy, and to remove the TUPE Policy from the organisational change policy to sit as a standalone policy.								
3.3	Since the last approval of HR Policies in July 2023, the CPCA has signed a recognition agreement with the Trade Unions. The Trade Unions have been fully consulted over the proposed changes and new policy and their feedback has been incorporated into the final versions. The Corporate Management Team have been consulted with regards to these changes.								
3.4	Subject to approval by this committee, the changes to the policies will be communicated to staff in the following ways: <ul style="list-style-type: none"> • Comms via Happenings newsletter • All staff email – including links to documents. • Ask HR sessions • Manager Induction 								
3.5	<p>Please see table below outlining proposed changes to Policies. The changes to the Organisational Change Policy can be found at paragraph 3.6. The changes are highlighted in yellow in the attached policies for ease.</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Policy</th> <th>Overview of update</th> </tr> </thead> <tbody> <tr> <td>Attendance & Absence Management</td> <td> <ul style="list-style-type: none"> • Clarified ways to contact manager and clarity over hospital appointments and triggers Included reference to informal absence meeting needing to take place before a formal meeting. This is best practise and reflects the current process. • Highlighted the right for a companion (colleague or Trade Union representative) as part of the Formal Absence process. This is best practise and reflects the current process. </td> </tr> <tr> <td>Family Leave</td> <td> <ul style="list-style-type: none"> • Updated reference to proposed new Fertility Treatment Policy. • Updated time off for antenatal care, to reflect additional support for partner. Partner will be entitled to paid time off for up to 2 appointments, with further time off unpaid, if required. </td> </tr> <tr> <td>Time Off Policy</td> <td> <ul style="list-style-type: none"> • Clarified the guidance around Special Leave by combining the special leave for dependants and special leave for emergencies into one section – up to 5 days paid leave </td> </tr> </tbody> </table>	Policy	Overview of update	Attendance & Absence Management	<ul style="list-style-type: none"> • Clarified ways to contact manager and clarity over hospital appointments and triggers Included reference to informal absence meeting needing to take place before a formal meeting. This is best practise and reflects the current process. • Highlighted the right for a companion (colleague or Trade Union representative) as part of the Formal Absence process. This is best practise and reflects the current process. 	Family Leave	<ul style="list-style-type: none"> • Updated reference to proposed new Fertility Treatment Policy. • Updated time off for antenatal care, to reflect additional support for partner. Partner will be entitled to paid time off for up to 2 appointments, with further time off unpaid, if required. 	Time Off Policy	<ul style="list-style-type: none"> • Clarified the guidance around Special Leave by combining the special leave for dependants and special leave for emergencies into one section – up to 5 days paid leave
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Time Off Policy	<ul style="list-style-type: none"> • Clarified the guidance around Special Leave by combining the special leave for dependants and special leave for emergencies into one section – up to 5 days paid leave 								

	Travel, Subsistence & Expenses Policy	Amendments following audit recommendations <ul style="list-style-type: none"> • Added requirement for retaining VAT receipts (except where it is an electric car) • Added additional approval step when employee puts in a claim which may benefit their manager, who is approving the claim • Reiterated line manager and employee responsibility • Added requirement to provide as much detail as possible on the travel • Added rate for employees with hybrid and electric cars (same mileage rate as petrol or diesel) • Clarified accommodation bookings from generic 3 star rating to the most cost efficient requirement • Clarified position on not claiming office equipment through expenses 	
	TUPE Policy	Removed information from Organisational Change Policy that relate to TUPE and introduced a separate Policy. No change to process	
	Pay Policy	The pay policy has been updated for 2024. It has been amended to confirm that there is now a Trade Union recognition in place. The Living Wage figure has been updated and the difference between the lowest and the highest paid employee recalculated. Salary banding for senior staff (Assistant Directors and above) have been added.	

3.6 The Organisational change policy has been reordered to ensure a clear process for employees. Please see detail below outlining details and changes to the Organisational Change Policy

- Overall rearrangement of policy, so it follows process of redundancy situation.
- **Reduction of TUPE detailed section (6)** as will be covered by a separate TUPE policy.
- **Tightening up of the business case approval by CMT and HR** in the 'Establishing the Need for Change' & 'Approving the Business Case' **(7 & 8)**
- **Clarification around stages of consultation (9)**– announcement, minimum consultation period, relevant documentation & how absent staff will be consulted with.
- **Addition of 'Staff on Family Leave' section (9.4)** - Update in line with [Protection from Redundancy \(Pregnancy and Family Leave\) Act 2023](#) (effective 6th April 2024) whereby redundancy protection applies from the point the employee informs of pregnancy. For employees returning from maternity leave, adoption leave or shared parental leave, redundancy protection lasts until 18 months after the expected week of childbirth, date of the child's birth, or date of the adoption placement.
- **Trial period for suitable alternative employment (10.4)** – Addition of consideration of extension of trial period, for retraining. However, any extension will only be for the length of the training.
- **Selection Criteria for Redundancy (10.10)** – Added to support understanding of selection criteria for redundancy & that this information may be considered in written format or via interview.
- **Clarification on how redundancy pay is calculated (11.3)** – Removal of duplicate mention of a further 1.5 weeks for those over 41 (already included in statutory calculations), clarification on actual weekly pay (no statutory cap), and confirmation on CPCA

	<p>redundancy pay calculations (statutory weeks' entitlement x by actual weekly pay = total x 1.5)</p> <ul style="list-style-type: none"> • Pay Protection (12) – Pay protection will extend to any employee who has been re-deployed to a role one grade lower than their current post; protection has been extended to 18 months total. Full protection will last for 12 months from the date of the change, followed by 6 months with 50% protection of previous salary. Pay protection will not be subject to cost of living or pay award increases during the period of protection. This reflects what is happening in practice. • Support/Assistance available (14) – More information added on support/assistance available for those under notice of redundancy, support services listed & information on redeployment.
3.7	It is proposed to introduce a new Fertility policy following specific feedback from employees. The policy is intended to provide guidance for employees and commits to support the individual undergoing fertility treatment and the partner of the individual – paid leave for up to 6 appointments in a 12 month period.

4. Appendices	
4.1	<p><i>List of Policies:</i></p> <ol style="list-style-type: none"> 1. Attendance and Absence Management Policy 2. Family Leave Policy 3. Time Off Policy 4. Travel Subsistence and Expenses Policy 5. TUPE Policy 6. Pay Policy 2024 7. Organisational Change Policy 8. Fertility Treatment Policy

5. Implications	
Financial Implications	
5.1	There is an increase in paid time off in the Time Off Policy, and Fertility Leave Policy.
Legal Implications	
6.1	<p>The changes proposed exceed statutory time off.</p> <p>Certain employment policies and procedures are specifically needed to comply with legal requirements, for example, a written health and safety policy. Even where a policy or procedure is not specifically required by law, employers often find it helpful to have a policy in place to provide clear guidance that reflects the legal framework for handling the issue in question and it also helps employees to be clear about the organisation's stance on a particular subject. The proposed policies presented in this review reflect current employment law and ACAS Codes of Practice and/or guidance where relevant.</p> <p>The Combined Authority's Constitution confirms that this Committee is responsible for determining the terms and conditions on which staff hold office.</p> <p>It is important that our HR policies are monitored and reviewed on a regular basis to ensure that they comply with employment legislation and good practice to ensure equality is maintained</p>
Public Health Implications	

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

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Attendance and Absence Management Policy & Procedure

Section A

1. Aims

The Combined Authority is committed to the well-being of its workforce. Employee attendance is a vital factor in delivering the level of service required by our stakeholders and community. This policy aims to provide guidance and support in both managing absence and in supporting the return-to-work process. We aim to ensure the efficiency and effectiveness of the Cambridgeshire and Peterborough Combined Authority (CPCA) is maintained at all times.

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, locum, honorary staff or students.

Line managers will apply this policy to only sickness related absences with the support from HR and Occupational Health.

2. Principles

Our policy is based on the following key principles:

- Employees will always be treated with sympathy, understanding and compassion.
- We recognise the importance of managing absence through good employment practice and effective return to work interviews.
- It is very important that employees and their managers have regular contact during periods of sickness absence. Support will be provided to help employee's return to work following a period of long-term sickness.
- When dealing with cases of sickness absence which involve the issue of an individual's physical or mental capability to undertake their duties, it is advisable to involve the HR Representative and Occupational Health at the earliest possible stage.
- Employees who are unfit for work, should be classed as absent due to sickness, annual leave days should not 'cover' the sickness

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

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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. Responsibilities of the employee

- To attend work unless unfit or unable to do so, regardless of working style
- To report each absence promptly and in line with the notification process detailed in this document; to keep in regular contact with their manager during the absence
- At all times to follow medical advice to support a return to work at the appropriate time
- Not to undertake activities that may compromise their health, or their return to work following sickness.
- To attend Occupational Health Appointments if referred. For further support Staff are encouraged to access the Employee Assistance Programme which offers advice, information and counselling 24 hours service which is both free of charge and confidential.

6. Responsibilities of the line manager

- To ensure that The Combined Authority fulfils its duty of care to employees according to The Combined Authority's Health & Safety Policy
- To create a supportive climate in which good attendance prevails
- To ensure that all employees are aware of the sickness reporting procedures and the importance of adhering to them
- To carry out return to work interviews after all absences
- To maintain accurate, up to date records of each employee's attendance daily.
- To complete Sickness/Absence Notification forms where applicable as soon as possible.
- To treat information regarding medical conditions sensitively and with due regard to confidentiality
- To refer employee's where necessary to Occupational health for support when appropriate.
- To maintain responsibility for the employee regardless of whether they are office based, flexible or agile workers
- To ensure that disability related issues are carefully considered when applying this policy and seek advice as appropriate.
- To give due regard to health promotion and ensure employees are aware of what support and help is available to them (e.g., EAP).
- To inform HR Team of employee's absence in line with the absence procedure
- To keep HR and Payroll teams up to date with ongoing sickness of team member to ensure full support and guidance is given to line manager with regards to phased return to work plans and Occupational Health Advice.

7. Management of workplace stress

The Combined Authority is committed to protecting the health, safety, and welfare of our employees. The Combined Authority recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and alleviating workplace stress. We will provide appropriate support through the Employee Assistance Programme. Referral to

Attendance and Absence Management Policy & Procedure

Occupational Health will be considered as soon as the line manager has been informed that an employee is absent with a stress related condition.

8. Procedure for notification of sickness absence

If an employee is absent from work due to any illness or injury which incapacitates them and prevents them from doing the work they are employed to do, the following rules must be observed in order to qualify for sickness absence and payment for the absence. All staff need to contact their line manager before normal start time to let them know they won't be able to work and advise on their expected date of return. **Usually, this can be over a Teams call, by email or by phone.** For every subsequent day after the first day of illness team members must call each day to report their absence if appropriate (e.g., when fit note expires and employee is fit enough to do so) and advise line manager anticipated return date.

On the first and every subsequent day of absence (unless agreed with manager a different time frequency), the employee must inform their line manager of their absence by normal start time. The telephone call should be made by the employee themselves – only in extenuating circumstances will a call be accepted by another party. The employee should give details of the nature of their illness/incapacity (i.e. migraine; chest infection etc.); whether they will be seeking medical attention and some indication of when they will be able to return to work. Any delay in notification or failure to notify will require further explanation. Should the reason be deemed unacceptable, this may result in loss of entitlement to sick pay and or disciplinary action. Communication will be maintained with the employee throughout the absence, which may be in the form of telephone conversations or face to face meetings, whichever is most appropriate, unless medical evidence prevents this from happening. Up to 7 days a self-certification certificate will be required.

9. Fit Notes Day Eight and onwards

If an employee is still unfit for work on account of ill health on the eighth calendar day, they should obtain a Fit Note from their GP or other medical professional in line with Government guidance. The original Fit Note should be forwarded to the HR Department within two days of the Fit Note being signed by a qualified medical practitioner. It is the employee's responsibility to ensure that dates on subsequent Fit Notes follow on with no breaks in between, and that all notes are submitted within two days of the note being signed by the qualified medical practitioner if they are to be paid sick pay for the whole period.

When the employee has submitted a Fit Note, the manager and employee should agree the intervals at which communication will take place. In normal circumstances, there should be contact at least once per week.

10. Reporting of Workplace Disease/Accident or Assault

Where Workplace Disease/Accident or Assault is alleged, the employee:

- must inform their line manager that they believe their medical condition arises from their work with The Combined Authority, and state how they believe their work caused the condition
- report this within 3 days of the incident happening.

11. Trigger Points

The Sickness Management Procedure will be followed when an employee reaches one or more of the following points during any rolling twelve-month period:

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- Three or more occasions of sickness absence
- 10 working days absence over 2 occasions
- Unacceptable patterns of absence.

Each occasion of absence should be followed by Return-to-Work meeting where an informal discussion will take place before the trigger point is reached and a formal attendance management meeting arranged.

If someone is absent due to a pre-planned operation, time off for recuperation purposes will not be counted towards the triggers. See 25.

Where an employee has two or more posts the sickness absence will only count against the role that would have been worked on the day of the absence.

The unacceptable patterns may cover a period of more than one year if there is evidence to confirm the absence or the absence pattern occurs annually, bi-annually etc.

The trigger points for employees that work fewer than 5 days in a week will be pro rata to the average number of days worked per week, as detailed below:

Working days per week	Trigger Point
1 Day	2 days absence
2 Days	4 days absence
3 Days	6 days absence
4 Days	8 days absence
5 Days	10 days absence

There will not be an adjustment to the number of occasions.

If employees work on an annualised hours' contract, managers will need to apply an average working week and make adjustments during the year if needed.

12. Return to Work Interview

It is the Combined Authority's policy that a return-to-work interview is carried out with all employees on the first day of their return from any sickness absence. The line manager or supervisor should complete a Return-to-Work Form during the return-to-work interview, with the employee. This meeting is to determine the reasons for the absence, to ensure that the employee is fit to have returned to work and to consider any support required to ensure a successful return to work. The Line Manager/Supervisor may decide to refer employees to Occupational Health for support and guidance on how to support the employee in achieving satisfactory attendance.

If the employee fails to complete a Sickness Self Certification and Return to Work form on the first day of their return, or knowingly completes it inaccurately, then the entitlement to contractual sick pay may be lost. This may also be dealt with as a disciplinary matter.

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13. Risk Assessment

Risk Assessments applicable to the reasons for absence, will be carried out before any reasonable adjustments are agreed, and will usually inform part of the decision-making process when determining the suitability of a return to work and subsequent reasonable adjustments.

14. Reasonable Adjustments

Before any reasonable adjustment is made for an employee. It is important that line managers seek advice and support from Occupational Health and HR.

Occupational Health will provide advice and support to managers and employees on individual cases of sickness absence, how to support and if employees require any reasonable adjustments. Managers **must** seek support from their HR Representative on how to implement any suggested reasonable adjustments.

It may be the case that an employee could return to work if adjustments were made to either the role they carry out, or to their working pattern on a permanent basis. The Combined Authority will endeavour to accommodate the needs of employees in line with the requirements of the Equality Act. With guidance from Occupational Health and the employee's GP, we may agree to a phased return to work. This will be reviewed after 4 weeks. Where this is the case, the employee will be paid normal pay whilst at work and sick pay (which may be no pay) when they are not at work.

15. Sick Pay scheme

Statutory Sick Pay and Contractual Sick Pay will be paid for periods of sickness absence only providing the notification process has been followed. Any unauthorised absence may result in disciplinary action being taken.

The payment of sick pay operates on trust. Employees are expected to act with integrity and honesty in complying with the spirit of the scheme. All employees must comply fully with the requirements of this policy to retain their eligibility to sickness pay.

If the absence is for less than half a day/shift, then the absence will be classed as a half-day sick absence. If the absence is for more than half a day/shift, then the absence will be classed as a full day's sickness absence.

16. Details of the scheme

If the employee has complied fully with this policy, The Combined Authority will provide contractual sick pay at the levels and for the periods outlined in the table below. Statutory payments will be offset against this and not paid in addition.

LENGTH OF SERVICE	SICK PAY PERIOD
Less than four months' service	One month's full pay
Between four months and one year's service	One month's full pay and two month's half pay
During second year of service	Two months' full pay and two months' half pay

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During third year of service	Four months' full pay and four months' half pay
During fourth and fifth year of service	Five months' full pay and five months' half pay
After five years' service	Six months' full pay and six months' half pay

Sick pay is calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

17. Loss of entitlement to sickness pay and conduct during sickness absence

There are circumstances where the Combined Authority may consider suspending contractual and/or statutory sickness payments. The Combined Authority would advise the employee of the grounds for the suspension of pay and the employee would have the right of appeal against the suspension of pay. If The Combined Authority decides that the grounds for suspension were justified, then the right to any further payment in respect of that period of absence would be forfeited.

Circumstances of sickness pay suspension may include, but is not limited to:

- If an employee refuses to meet with their manager to discuss their absence (unless medical evidence has been submitted to state that the employee is too unwell to meet with their employer or manager)
- If an employee is absent on account of sickness which is as a result of deliberate conduct that does not help their recovery or makes it worse,
- The employee's own misconduct or neglect
- An injury sustained while working in the employee's own time on their own account for their own private gain or for another employer
- If COMBINED AUTHORITY have any reason to doubt the validity of an employee's illness or injury or the reason given for absence.
- If an employee does not comply with their obligations under this policy

Disciplinary action may be taken against an employee for fraudulent sickness pay claims.

In all cases of sickness absence that necessitates taking time off work, it is expected that the employee will do their utmost to facilitate a speedy return to fitness and to work. In this regard, employees are expected to act sensibly and honestly. COMBINED AUTHORITY reserves the right to fully investigate the reasons why an employee refuses treatment that would expedite their recovery.

It is the responsibility of the employee to ensure that their return to work is not compromised by their actions outside of work.

18. Annual Leave instead of sickness absence

An employee can ask to take their paid holiday for the time they're off work sick. They might do this if they do not qualify for sick pay, for example. Any rules relating to sick leave will still apply. This must be approved by the Director and HR department.

Attendance and Absence Management Policy & Procedure

19. Sickness during Annual Leave

Where an employee falls sick or is injured while on holiday, within or outside of the UK, the Combined Authority will allow the employee to transfer to sick leave and take replacement holiday at a later time. This is subject to the following conditions:

- The total period of absence must be fully certificated by a qualified medical practitioner
- The employee must contact the organisation (by telephone) as soon as he/she knows that there will be a period of incapacity during a holiday.
- Where the employee is overseas when he/she falls ill or is injured, evidence must be produced that the employee was ill by way of either a medical certificate or proof of a claim on an insurance policy for medical treatment received.

Where the employee fulfils all of the above conditions, the organisation will grant the employee the same number of days' replacement holiday leave as the number of holiday days lost due to sickness or injury.

If an employee is ill or is injured before the start of a period of planned holiday, and consequently unable to take the holiday, the Combined Authority will agree to the employee postponing the holiday dates to another mutually agreed time. Any period of sickness absence will then be treated in accordance with the Combined Authority's normal policy on sickness absence, providing medical certificates are in place to cover the absence.

The employee must submit a written request to postpone the planned holiday, and this must be accompanied by a letter from his/her doctor confirming that he/she is unfit, or is still likely to be unfit, to take the holiday.

If an employee wishes to take the pre-booked period of leave as leave, then they must provide a medical statement which states that the period of sickness is as at an end before the holiday starts.

20. Sickness during a period of suspension

If an employee falls sick during a period of suspension, he/she must notify the Investigating Officer or HR Representative by normal start time on the first day of incapacity. The employee should be regarded as being on sick leave from the date of the medical statement. A medical certificate must cover all sickness during a period of suspension as there will be no entitlement to self-certified absence during a period of suspension.

The suspended employee may still be required to attend meetings with the investigating officer whilst off sick, but this will only be done following medical advice. They will also be expected to follow the agreed absence reporting procedure in their team.

21. Absence relating to disability or ill Health

If an employee considers that he or she is affected by a disability or any medical condition which affects their ability to undertake their work, they should inform their line manager or the HR department.

The Combined Authority will always endeavour to support and will comply with all relevant legislation relating to disabled employees. We would work closely with our independent

Attendance and Absence Management Policy & Procedure

medical experts to establish any reasonable adjustments that need to be made to enable the employee carry out their role satisfactorily. Absences not related to employee's disability will be managed under the normal absence procedure. However, if a disabled employee has been given all the relevant support and all options have been explored, but their absence or ability to carry out their role is a cause for concern, then Section B or C of this policy will be followed.

22. Access to medical records

In operating this policy, the Combined Authority may, at any time, ask an employee to consent to a medical examination carried out by an external medical practitioner nominated by the Combined Authority.

If such a request is made, the employee will be asked to agree that any report produced in connection with any such examination may be disclosed to the Combined Authority, and that the Combined Authority may discuss the contents of the report with our advisers and the relevant doctor.

If an employee refuses to attend appointments or allow access to their medical records, then they will be informed that the Combined Authority will take decisions based on the information it has to hand.

23. General information about absence meetings

Absence meetings should, wherever possible, be carried out in private and conducted face to face. The meetings will normally be conducted by an employee's line manager, a more senior manager or nominated deputy; a representative of the HR Department may be in attendance at any of these meetings.

An employee is entitled to bring a companion with them to formal meetings. A companion may make representations, ask questions, and sum up an employee's position, but will not be allowed to answer questions on an employee's behalf.

An employee must take all reasonable steps to attend a meeting. If an employee continues to be unable to attend scheduled meetings, the meeting may take place in their absence and a decision will be made on the evidence available.

Confirmation of any decision made at a meeting, the reasons for it, and the right of appeal will be given to an employee, in writing, usually within 1 week of an absence meeting (unless this time scale is not practicable, in which case it will be provided as soon as is practicable).

24. Right to be Accompanied

Employees may bring a companion to any formal attendance meeting under this procedure. The companion may be a trade union representative or a work colleague.

Companions may make representations and ask questions but should not answer questions on the employee's behalf.

Acting as a companion is voluntary and no employee is required to fulfil this role unless they are happy to do so.

Attendance and Absence Management Policy & Procedure

If the employee's choice of companion is unreasonable, they may be asked to choose someone else for example:

- If there is a conflict of interest or the companion's attendance may prejudice process; or
- If the companion's unavailability will cause unnecessary delays within the prescribed timeframes unless exceptional circumstances exist.

Attendance and Absence Management Policy & Procedure

SECTION B: SHORT TERM SICKNESS ABSENCE MANAGEMENT PROCEDURE

25. Management of Short-Term Sickness Absence

An employee whose level of sickness absence has reached a defined trigger point (as outlined in Section A paragraph 11), will be invited to attend an informal absence meeting (absence review meeting). An absence review is an opportunity to look into the cause of an employee's absence, check on employee's wellbeing and see what support can be offered.. These meetings should take place as soon as is reasonably practicable after the trigger point has been reached.

26. Absences that may be taken into account

In most cases all sickness reasons will be taken into account. However, those wholly attributable to an employee's pregnancy, will be discounted. The absence will be recorded and discussed at the return-to-work interview, but not used to take further action against the employee. Please refer to Maternity policy for management of employee's absence from 4th week before the EWC.

Any absence of a pregnant employee that is not pregnancy related will be managed in accordance with this policy.

The Combined Authority will always endeavour to support and will comply with all relevant legislation relating to its disabled employees. Absences due to a disability will not be discounted, however, following support and guidance from Occupational Health, the triggers may be amended to take the disability into account.

Should an employee's sickness absence immediately follow a pre-planned operation, be wholly related to the operation and be for recuperation purposes, the absence will be recorded and discussed at the return-to-work interview, but not used to take further action against the employee.

However, should further related absences occur after the employee has returned to work, they may not be discounted.

27. Stage 1 Formal Attendance Management Meeting

In circumstances where an employee had failed to achieve the attendance targets set in the informal meeting or has reached a defined trigger point (as outlined in Section A paragraph 11 of this policy), they will be invited to a Stage 1 Formal Attendance Management Meeting. The purpose of the meeting is to:

- Review the concerns as highlighted in any informal meetings and in return-to-work interviews
- Review and discuss the success of any measures made and consider what, if any, further strategies / support might improve the employees' health and attendance
- Provide the employee an opportunity to fully explain the circumstances of their absences
- Agree a timescale for review over which the employee's attendance will continue to be monitored.

Attendance and Absence Management Policy & Procedure

Please see Section 24 – Right to be accompanied,

Possible Outcomes

The Stage 1 formal attendance management meeting may result in an attendance monitoring period set for the employee. This could be from 3- 6 months from the date of the meeting. A First Written warning may also be issued.

Should a first written warning be issued, this will be held on the employees' file and be considered live for a period of 12 months. The employee will have the right to appeal against a first written warning by following the Combined Authority's Appeals Policy and Procedure.

28. Stage 2 Formal Attendance Management Meeting

In circumstances where an employee had failed to achieve the attendance targets set in the Stage 1 meeting or has reached a defined trigger point (as outlined in Section A paragraph 11 of this policy), they will be invited to a Stage 2 Formal Attendance Management Meeting.

The purpose of the meeting will be to:

- Review the concerns as highlighted in the Stage 1 meeting, in subsequent return to work interviews and in any informal meetings that may have taken place
- Review and discuss the success of any measures made and consider what, if any, further strategies / support might improve the employees' health and attendance
- Remind the employee of the need for immediate sustained improvement in attendance
- Provide the employee an opportunity to fully explain the circumstances of their absences
- Consider the employees ability to remain in their current role in view of their capabilities and business needs and possible redeployment opportunities
- Consider whether any formal action is required
- To remind the employee of the importance of regular attendance at work and that if the appropriate improvement in attendance has not taken place by the review date, that a further formal meeting in line with Stage 3 of the procedure will be arranged and may result in termination of their employment.

Please see Section 24 – Right to be accompanied.

Possible Outcomes

The Stage 2 formal attendance management meeting may result a further review period to be determined according to the circumstances of the case, but usually a 3–6-month period from the date of the meeting

A Final Written Warning may also be issued. Should a final written warning be issued, this will be held on the employees file and be considered live for a period of 12 months. The employee will have the right to appeal against a final written warning by following the Combined Authority's Appeals Policy and Procedure.

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29. Stage 3 Formal Attendance Management Hearing

In circumstances where an employee has failed to achieve the attendance targets set in the Formal Stage 2 Attendance Management Meeting or has reached a defined trigger point (as outlined in Section A of this policy), the employee will be invited to a Stage 3 Formal Attendance Management Meeting.

The meeting will be chaired by the Head of Department (or their nominee) and a representative from the HR Department will be present.

The purpose of the meeting will be to:

- Review the concerns as in the Stage 2 Meeting and in subsequent return to work interviews
- Review and discuss the success of any measures made and consider what, if any, further strategies / support might improve the employees' health and attendance
- Provide the employee an opportunity to fully explain the circumstances of their absences
- Consider the employees ability to remain in their current role in view of their capabilities and business needs and possible redeployment opportunities
- Consider whether any formal action is required.

Please see Section 24 – Right to be accompanied.

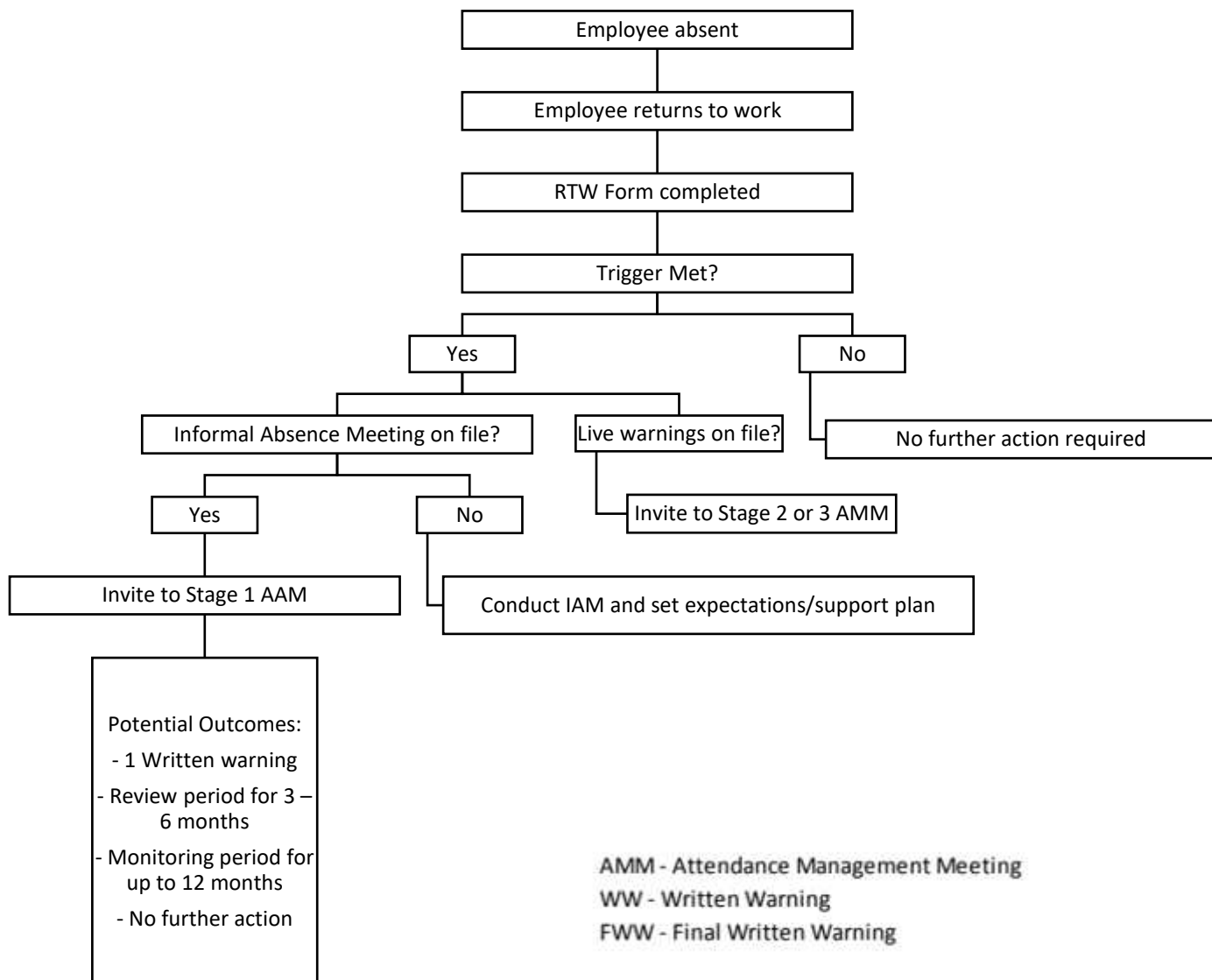
Possible Outcomes

The Stage 3 formal attendance management meeting may result in an extended review and attendance monitoring period. The employee may also be dismissed, usually with notice. Should the employee be dismissed, they shall have the right to appeal against the dismissal by following the Combined Authority's Appeals Policy and Procedure.

Attendance and Absence Management Policy & Procedure

30. Short Term Absence Flowchart

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Attendance and Absence Management Policy & Procedure

SECTION C: LONG TERM SICKNESS ABSENCE MANAGEMENT PROCEDURE

31. Management of Long-Term Sickness Absence

The definition of long-term sickness absence is absences of four weeks or more. Each case will be treated on an individual basis, and in partnership with the employee, their manager and HR Department. It is expected that the manager will already have been in contact with the employee on an informal basis before this process is followed.

The Combined Authority will maintain contact with the employee during periods of long-term sickness absence, unless there is medical evidence that no contact should be made. Contact ensures that the Combined Authority are fully aware of the issues surrounding the absence and the likely return to work date. This may be in the form of telephone conversations or face to face meetings or a combination, whichever is most appropriate.

All employees who are absent (or likely to be absent) for four weeks or more, may be referred to the occupational health service.

If at any stage during this procedure it is considered that the absences from work are not due to sickness and that the employee is abusing the scheme, this will be dealt with under the disciplinary procedure.

32. Returning to work after Long Term Sickness Absence – Light duties/Phased returns

When an employee's GP or Specialist states that the employee is fit to return to work providing that they can work on 'light/reduced duties' or on a 'phased return' then the Combined Authority will endeavour to support this. We will seek guidance from Occupational Health on how best to phase the employee back to work. 'Light duties' may be defined as:

- reduced or altered duties.
- reduced or amended working hours or working pattern
- temporary medical re-deployment to an alternative role.

Light duties are a temporary measure and will usually be for a period of not more than four weeks unless medical advice recommends that a longer period is necessary. This can only be extended after medical consultation and guidance from Occupational Health. During any period of light/reduced duties, the employee must be able to carry out the majority of their job and play a useful role once back at work. If the employee is unlikely to be fully fit within four weeks, then they should obtain a Fit Note and remain absent due to sickness. For employee's working on a phased return basis they will be paid normal pay for the hours that they are at work and sick pay (full, half or none) for the hours that they are not at work.

Attendance and Absence Management Policy & Procedure

33. Stage 1: First Sickness Absence Meeting

The purposes of a first sickness absence meeting will include:

- Discussing the reasons for absence:
- To determine how long the absence is likely to last.
- Where an employee has been absent on a number of occasions lasting 4 weeks or more, determining the likelihood of further absences.
- Considering whether medical advice is required, obtaining the employees permission to write to their doctor if so, and informing the employee that they shall be referred to Occupational Health.
- Considering what, if any, measures might improve the employees' health and/or attendance.
- Agreeing a way forward; any action that will be taken and a timescale for review and a further meeting under the sickness absence procedure.

Please see Section 24 – Right to be accompanied.

Possible Outcomes

The Stage 1: first sickness absence meeting may result in one or more of the following outcomes:

- No further action
- An extended review and monitoring period.

34. Stage 2: Second Sickness Absence Meeting

Depending on the matters discussed at the first stage of the sickness absence procedure, a further meeting or meetings may be necessary under Stage 2.

The purposes of further meeting(s) may include:

- Discussing the reasons for and impact of an employee's ongoing absence.
- If it has not already been obtained, considering whether medical advice is required. If it has been obtained, considering the advice that has been given and whether further advice is required.
- Considering an employee's ability to return to/remain in their job in view both of their capabilities and the Combined Authority business needs and any adjustments that can reasonably be made to the employees' job to enable them to do so.
- Where an employee is able to return from long-term sickness absence, whether to their own job or to a redeployed job, agreeing a return-to-work programme.
- Agreeing a way forward, action that will be taken and a timescale for review and/or a further meeting(s). This may, depending on steps the Combined Authority has already taken, include warning an employee that they are at risk of dismissal.

Please see Section 24 – Right to be accompanied.

Attendance and Absence Management Policy & Procedure

Possible Outcomes

The Stage 2 absence meeting may result in one or more of the following outcomes:

- No further action
- An extended review and monitoring period
- First Written warning

Should a first written warning be issued, this will be held on the employees file and be considered live for a period of 12 months. The employee will have the right to appeal against a first written warning by following the Combined Authority's Appeals Policy and Procedure.

35. Stage 3: Final Sickness Absence Meeting

Where an employee has been warned that they are at risk of dismissal, the Combined Authority may invite them to a meeting under the third stage of the sickness absence procedure. The purposes of a stage 3 meeting will be:

- To review the meetings that have taken place and matters discussed with the employee.
- Where an employee remains on long-term sickness absence, to consider whether there have been any changes since the last meeting; either as regards their possible return to work or opportunities for return or redeployment.
- To consider any further matters that the employee wishes to raise.
- To consider whether there is a reasonable likelihood of the employee returning to work or achieving the desired level of attendance in a reasonable time.
- To consider the possible termination of the employees' employment due to lack of capability to carry out their role.

Please see Section 24 – Right to be accompanied,

Possible Outcomes

- The Stage 3 absence meeting may result in Dismissal. Termination in such circumstances will normally be with full notice or payment in lieu of notice. Should the employee be dismissed the employee will have the right to appeal against this by following the Combined Authority's Appeals Policy and Procedure.

36. Right to be Accompanied

Employees may bring a companion to any formal attendance meeting under this procedure. The companion may be a trade union representative or a work colleague.

Companions may make representations and ask questions but should not answer questions on the employee's behalf.

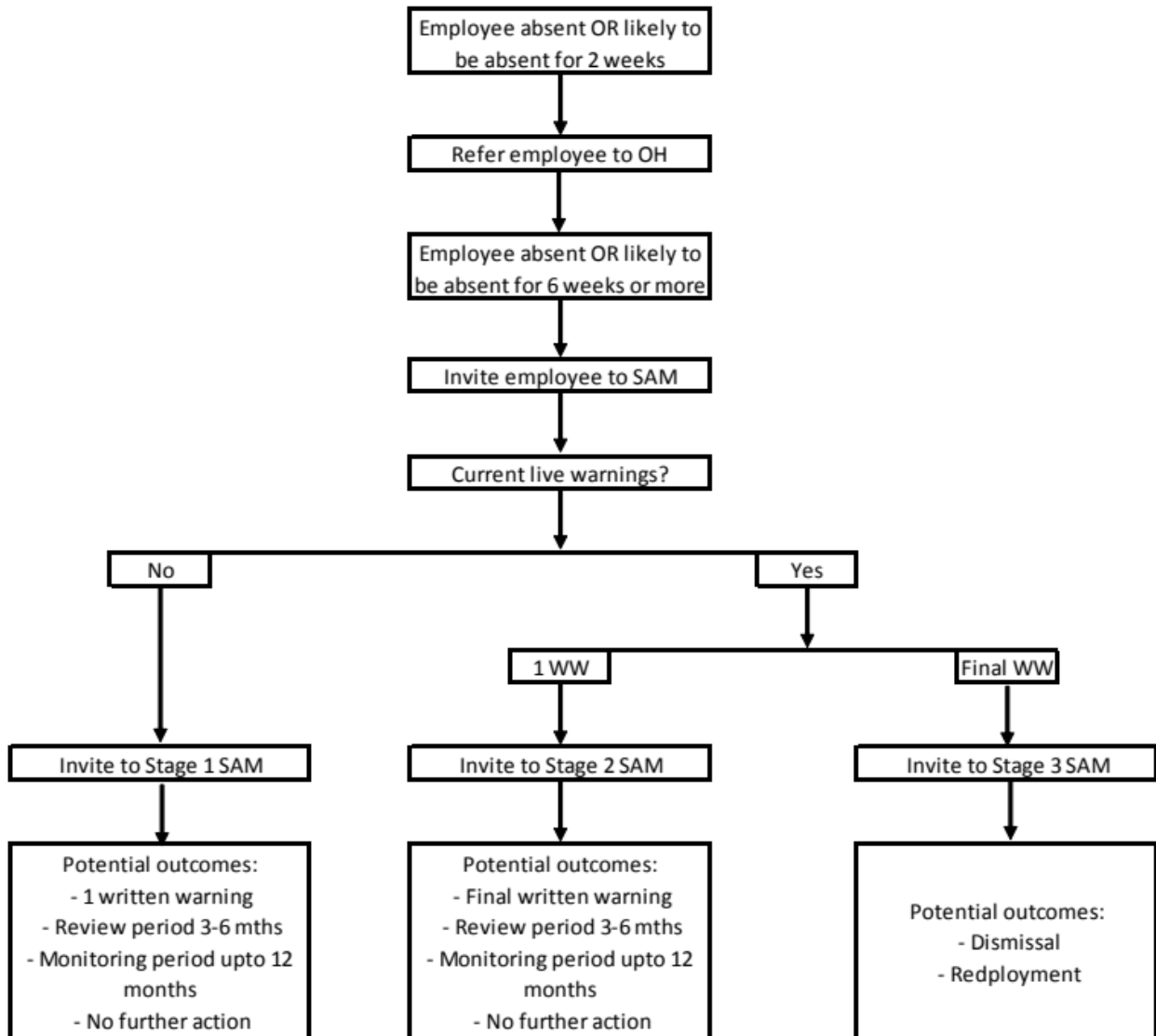
Acting as a companion is voluntary and no employee is required to fulfil this role unless they are happy to do so.

If the employee's choice of companion is unreasonable, they may be asked to choose someone else for example:

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- If there is a conflict of interest or the companion's attendance may prejudice process; or
- If the companion's unavailability will cause unnecessary delays within the prescribed timeframes unless exceptional circumstances exist.

37. Long Term Absence Flow Chart



SAM - Sickness Absence Meeting
WW - Written Warning

Attendance and Absence Management Policy & Procedure

Governance – Attendance and Absence Management Policy & Procedure

References:
Appeals Policy

Issue date:	2023
Version number:	2
Review due date:	2026

Document Control Sheet

Purpose of document:	This policy is designed to support employees and managers to help manage absence from work. It is also designed so that there is a consistent approach when matters are raised under this Policy.
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	Yes

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
2		Changes made in line with statutory updates. Includes reference to fit note from GP – added other medical professional in line with Government guidance.	March 2023
3	24 and 26	Additional step added to a process: informal absence meeting before the formal process is triggered. Moved info around right to be accompanied.	Feb 2024

Family Leave Policy

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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 Fertility Treatment 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 **paid** time off work to accompany the woman to up to 2 of her ante-natal appointments. In exceptional cases where additional antenatal appointments are necessary, employees may request unpaid time off at the discretion of the director. Approval for such additional time off will be evaluated on a case-by-case basis, considering the unique circumstances and necessity of the appointments. Employees are encouraged to communicate their needs in advance and discuss with their manager or HR department to make suitable arrangements.

“Partner” includes the spouse or civil partner of the pregnant woman and a person 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.

Family Leave 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.

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).

Family Leave Policy

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.

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.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Family Leave Policy

Family Leave Policy

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.

If you become eligible for a pay rise before the end of your Maternity Leave, you will be treated

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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 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

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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 vacancies that are appropriate to their skills.

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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.

Section C: Paternity

24. Paternity leave following the birth of a child

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

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- 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.

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.

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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.

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

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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:

- 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,

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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.

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.

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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 earnings limit.

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

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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 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

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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.

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.

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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.

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.

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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.

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).

Family Leave Policy

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.

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.

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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.

Family Leave Policy

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
3		Added Neo Natal Leave; added references to the new Pregnancy Loss Policy.	Jul 2023
4		Update to paid time off for partners to attend antenatal classes. Added reference to fertility policy	March 2024

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.

4. Vision and Values

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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

An employee may be granted up to 5 days paid leave, subject to approval by their line manager, for dealing with sudden emergencies or caring responsibilities. Additional time off, if needed, will be unpaid and requires authorisation from the Director/Executive Director.

This leave is for managing unexpected home emergencies (e.g., floods, fires, burglaries) or to deal with emergency situations involving dependants.

Employees with caring responsibilities for individuals recognised under the Equality Act (2010) with Special Education Needs and/or disabilities can request time off for caregiving and medical appointments under this policy.

This Policy will also apply if the individual is undergoing tests/assessments and does not yet have a diagnosis.

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

10. 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

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- 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.

11. 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.

12. Time Off for Reservists

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

13. 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

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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.

14. 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.

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.

15. 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.

16. Career Breaks

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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.

17. 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	Apr 23
3	2	Annual Leave entitlements updated to reflect 2023 changes	Jul 23
3	3	Compassionate Leave – wording changed and specific entitlements removed, changing the process for approval.	Jul 23
4	9/10	New category of leave added – special leave covers emergency situations and dependant care for up to 5	

Time Off Policy

		days paid leave.	
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TRAVEL, SUBSISTENCE AND EXPENSES POLICY

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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.

1.3 In order to protect the public purse, Cambridgeshire and Peterborough Combined Authority must maximise VAT recovery and so all claims should be backed-up with a VAT receipt. Even where VAT may not be recovered, claims should be supported by a receipt where possible to ensure compliance.

1.4 Items that cannot be proved to be business-only expenses and identified by a valid receipt (VAT where applicable) are excluded.

1.5 Individuals who have (for example) paid for their own costs and costs for other individuals, must make separate claims for each individual claim.

1.6 The Line Manager will be the usual approver of expenses via Citrus. If an approver of an expense claim was a direct beneficiary of the cost incurred by the claimant, then the Line

TRAVEL, SUBSISTENCE AND EXPENSES POLICY

Manager's manager should be contacted by email, and approve the request by email for audit trail purposes.

2. Principles

- a. 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
- b. All major expenses e.g., hotel/flights will need to be pre- approved by the line manager/director
- c. 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.
- d. Itemised VAT receipts must be provided with all claims, unless specified below. Individuals must provide receipts for the spend they have incurred.
- e. 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 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.
- i. If you are a line manager, it is your responsibility when approving requests to check that your team have included the relevant information in the claim and attached the required receipts. This also includes checking that no duplicated requests are present and that travel is related to business activities.
- j. It is important that all employees familiarise themselves with this policy and follow the correct procedures as failure to do so could lead to further action. If you have any queries or are unsure on any aspects please speak to your line manager or HR.

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

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Travel, Subsistence and Expenses Policy

TRAVEL, SUBSISTENCE AND EXPENSES POLICY

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.
- 5.4 When claiming for travel, please include as much detail as possible so that the approver can understand the exact locations travelled from and to, and why the travel undertaken is relevant, and that it is in line with 'expenses incurred when undertaking duties'.

TRAVEL, SUBSISTENCE AND EXPENSES POLICY

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

Employees with hybrid and electric cars can claim the same mileage rate as petrol or diesel cars.

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:

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Travel, Subsistence and Expenses Policy

TRAVEL, SUBSISTENCE AND EXPENSES POLICY

- 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 copy. Electric car users are exempt from providing receipt proof for mileage.
- 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.

TRAVEL, SUBSISTENCE AND EXPENSES POLICY

9.3 Taxis

- 9.3.1 You may claim for a taxi fare only in limited circumstances. These are:
- 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 It is individual's responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.
- 10.1.3 Employees should always
- aim to select the cheapest option available to meet their legitimate requirements,
 - keep costs for CPCA to a minimum
 - supply receipts in order to validate claims.

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:

TRAVEL, SUBSISTENCE AND EXPENSES POLICY

Employee subsistence rates	Upper limits
One meal (5 hour) ceiling	£5
Two meal (10 hour) ceiling	£10
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.

TRAVEL, SUBSISTENCE AND EXPENSES POLICY

11. Eyesight, Glasses & Contact Lenses

Please see separate Eyesight Guidance regarding this.

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. Office Equipment

13. 1 Employees can not usually submit expenses claims for office equipment/furniture. Laptop bags and other IT equipment can be ordered through SOCITM. Where employees have specific medical needs/conditions, which may have been highlighted through Occupational Health or Health and Safety Advice, this should be communicated with the line manager and HR so that we can discuss the best ways to support the individual.

14. 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.

15. 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	
5		Updated following audit recommendations	

TUPE Policy

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1. Aim

The Cambridgeshire & Peterborough Combined Authority (CPCA) values its employees and is committed to managing the organisation in a manner which results in secure employment for all employees. This document gives more detail about TUPE.

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.

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. What is TUPE?

Cambridgeshire and Peterborough Combined Authority is committed to applying the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014.

The purpose of the TUPE Regulations is to provide protected employment rights to employees when their employment changes because of a transfer, where services are outsourced, brought in-house, or assigned to a new employer.

Its purpose is to move employees (and any liabilities associated with them) from the existing employer to the new employer, with continuity of service protected and some protection of existing terms and conditions of employment.

HR support and guidance **must** be sought at all times during any TUPE process.

5. Key principles of TUPE

TUPE regulations **may** apply when business transfers and service provision transfers.

For TUPE to apply to a service provision change there must be an organised group of employees whose principal purpose is to carry out the activities in question on behalf of the client; employees must be assigned to the group in question and the activities immediately before and after the transfer should remain primarily the same.

When TUPE applies, the employees of the outgoing employer automatically transfer to the incoming employer at the point the service provisions transfer. Their continuity of service and terms and conditions of employment are preserved (different rules apply to pensions).

The basic principles of TUPE are:

- assigned employees automatically transfer to the transferee and become employees.
- the terms and conditions of employees who transfer must not be unnecessarily changed by the transferee when the work they were doing previously still exists.
- continuity of service and other rights are preserved.
- employers are obliged to inform appropriate representatives of the transfer and relevant information.
- employers are obliged to consult appropriate representatives of any proposed measures.
- a TUPE transfer should have a 'people engagement plan' to ensure those affected are engaged in the process and receive regular communication on progress.
- the transferee must provide to the transferor employee information in advance of the transfer date.

- changes to the terms and conditions of transferred employees can only take place when certain conditions are met.

6. TUPE out of the Authority

When there is a need to TUPE out of the Authority, any potential external service providers will be required to confirm their support and their commitments to protect the terms and conditions of transferring employees.

They will be asked to confirm the pension scheme arrangements they have in place for transferred employees and their plans regarding the staff and assets used in the service when provided by the Authority.

During the initial stage of the proposal to contract-out the service, managers should assess:

- the proportion of time spent by each affected employee on the individual activities which is in scope for transfer.
- the value of the work and proportional cost.
- contractual documents concerning work duties and location.

The relevant HR Rep and legal team advice and support **must** be sought at the beginning of the process where it is proposed to transfer parts of a service as opposed to a whole service, or a whole service is proposed to transfer to several providers, as a minor reorganisation of the service may be needed at an early stage

If TUPE is deemed not to apply, following legal advice, managers may need to declare staff employed in the service redundant. Where there is likely to be a redundancy situation managers should seek advice from HR to effectively manage the organisational change.

7. Consultation

CPCA has a duty to consult all relevant representatives regarding any measures it predicts taking in relation to any affected employees due to the transfer.

The above should be the case whether we are acting as the transferor or transferee.

Managers would consult with employees and trade unions at the earliest possible stage of any such project and communication will be ongoing in line with the Organisational Change policy:

All affected staff should be consulted, even those who will not transfer.

- during consultation employees and trade unions must be informed in writing.
- that a transfer may take place when this might happen and the reason for it.
- the implications of any potential transfer for affected employees on social, legal and economic issues (including at the appropriate time information about the new external provider, where it is based etc., and the potential impact of a transfer on contracts, pensions etc.)

- the measures that CPCA or the external provider propose to take in relation to the transfer.

The consultations will also involve meetings, with the new provider if service provision is to be outsourced.

8. Employees included in a TUPE transfer

In some cases, it is challenging to ascertain who is eligible for transfer when TUPE occurs. Generally, only employees who are:

- Employed by the transferor immediately prior to the transfer; and
- “Assigned” to the relevant grouping of employees who carry out the service activities which are subject to the relevant transfer.

All employees ‘assigned’ to the service will be transferred at the point of the transfer to the new employer (the transferee).

It is imperative to note the ‘assigned’ employee must predominately work in the area that is due to transfer. Though each case will have to be determined individually. In making an assessment the following factors would need to be considered:

- Proportion of time spent on the transferring activities and in other parts of the organisation.
- The amount of value given to each part by the employee.
- Allocation of cost between the different parts (if relevant)
- Contractual documents concerning work duties and location e.g., contract of employment and job description.
- Where an employee has a substantive post elsewhere in CPCA then their temporary contract will cease prior to the transfer date, and they will return to their substantive post.

Generally, if the employee spends less than 66% of their time in the transferring work area, it is unlikely that they will be included on the transfer list.

It is also important to note that if an employee refuses to transfer they will automatically be deemed to have resigned from their current role.

9. TUPE into the Authority

In some instances, CPCA may be receiving employees when services are reorganised. This usually happens when:

- a service which was previously externally provided is brought back in-house
- a service is transferred to the Authority by law
- a service is shared by one or more authorities/statutory bodies and CPCA becomes the employer for "pay and rations" purposes
- the Authority is contracted by another body (e.g., another local authority) to provide a

service already being provided by that body/or another provider.

In the above scenarios, TUPE is most likely to apply and result in the employees transferring to CPCA from an external organisation. In these circumstances, the guidance on assignment and requirements around consultation set out above will still apply, except that CPCA will become the new service provider and, therefore, the new employer.

Employees who transfer to CPCA will be entitled to retain continuity of service and the terms and conditions of employment they enjoyed before the transfer.

10. Disclosure of Information to Potential Contractors at Tender Stage

Where a tenderer submits a TUPE bid, they will need information to enable them to put their bid together. They should receive only as much detail as is necessary for them to be able to prepare their tender. This must not include personal information; therefore, any information listed below should not identify any individuals

- The numbers of staff who are working on the service being outsourced.
- Grade and salary levels and pensions scheme details
- Contracted hours of work (show whether part-time or full-time)
- Percentage of time spent on work included in the tender.
- Length of service and age (not date of birth)
- Notice periods.
- All allowances and contractual overtime
- An example of a specimen contract
- Job descriptions
- Numbers of temporary and permanent staff
- Redundancy entitlement
- Local conditions which would have an impact on the cost of the bid, e.g., maternity arrangements, leave entitlements.

The following information about all Temporary Agency Contractors assigned to the service:

- The total number of agency workers engaged.
- The areas of the business in which they are utilised.
- The type of work they are contracted to undertake.

11. Disclosure of Information to the New Employer After the Award of the Contract

Due diligence is used by the transferee to investigate and evaluate potential costs in relation to employees transferring. As employees transfer on their existing terms and conditions of employment with their service preserved, this has significant cost implications.

There is no statutory minimum information which must be shared at this stage. Information is anonymous and must comply with data protection legislation. Due diligence information is often shared as part of a tendering process.

Governance – TUPE Policy

References:

Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014.

Issue date:	March 2024
Version number:	1
Review due date:	2027

Document Control Sheet

Purpose of document:	This policy is designed to outline the Procedure to be followed as part of TUPE process.
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?	
Mandatory read	Yes

Revisions

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

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 **2024/2025**.

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 recognises Trades Unions and consultation on this policy has taken 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.

Current Pay Banding for Senior staff are as follows (subject to pay award);

Chief Executive HAY Band 1 £177,700 – £216,747

Executive Directors HAY Band 3 £121,210 -£147,704

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Directors HAY Band 4 £102,146 - £122,001

Assistant Directors HAY Band 5 £88,703 -£107,971

7. Pay of the lowest-paid employees

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

For 2024/25, the UK Living Wage is £11.44 per hour, which equates to a minimum salary of £22,011 (based on a full-time week of 37 hours).

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 £216,747 and the lowest paid member of staff will never receive less than the Living Wage as defined by the Living Wage Foundation (£22,011), the maximum possible pay ratio from the highest to the lowest paid employee would be 9.85 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, (£23,500) 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 9.22.

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

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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 **should not usually** be made for more than a further 6 months.

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 **should not usually** be made for 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'

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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?
- 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.

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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 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

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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 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.

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References:
None

Issue date:	2024
Version number:	4
Review due date:	2025

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)
4		Changes made in line with updated figures	2024 (March)

Organisational Change Policy & Procedure

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Policy

1. Aim

The Cambridgeshire & Peterborough Combined Authority (CPCA) values its employees and is committed to managing the organisation in a manner which results in secure employment for all employees, wherever possible.

Change can be triggered either by the external environment or by an internal review of service requirements. Examples of significant organisational change include the reorganisation, relocation, merger, expansion or closure of a service, outsourcing, or a major change in working practices.

To meet changing needs more efficiently, there may be occasions when managers need to implement relatively minor changes. Reasonable minor changes and adjustments to duties and working practices may be implemented without recourse to the formal procedures in this policy although reasonable consultation with staff affected is required. Any change which could lead to a redundancy situation will never be deemed to be a minor change.

HR will complete a formal HR1 notification if the Authority proposes to make 20 or more staff redundant. A copy of the notification form will be sent to the trade union representatives concerned.

The purpose of this policy is to ensure that, whenever reductions in employee numbers become necessary, the CPCA will:

- communicate clearly with all affected employees.
- consult with employees and recognised trade unions.
- try to find ways of avoiding compulsory redundancies; and
- ensure that any selection for compulsory redundancy is undertaken fairly and reasonably.

This policy does not form part of any employee's contract of employment and the CPCA reserve the right to amend it from time to time.

2. Key Principles

The CPCA will always try to avoid the need for compulsory redundancies through open communication to promote good employee relations and equal opportunities practice in line with our current policies and employment law.

Where compulsory redundancy is unavoidable, the CPCA will seek to minimise the effect of redundancies through the steps set out in this policy

This policy will also signpost the help and support available to those affected.

The CPCA will not discriminate directly or indirectly on grounds of any of the protected characteristic.

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Part-time employees and those working under fixed-term contracts will not be treated differently to permanent, full-time comparators.

3. Scope

This policy applies to all employees at all levels and grades.

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. Monitoring and review of the policy

This policy will be reviewed from time to time to ensure that it reflects our legal obligations and our organisational and business needs.

6. Organisational Change: Types of change

6.1 Ongoing Minor Changes

To adapt to changing requirements, the Authority may need to make periodic changes to roles, responsibilities and/or working practices.

Reasonable minor changes and adjustments to duties and working practices may be implemented without recourse to the formal procedures in this policy although reasonable consultation, including liaising with Trade Unions and affected staff will be followed.

Any change which could lead to a redundancy situation will never be deemed to be a minor change.

Examples of this type of change include:

- Changes to shift/work patterns
- Changes to working hours
- Changes to working location

CPCA will ensure it adheres to the Working Time Regulations 1998 when determining working arrangements.

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The Combined Authority will endeavour to ensure short notice changes to working patterns, excessive hours of working, and split shift to a regular shift pattern are avoided as much as possible. In some cases, short notice, reasonable changes may need to be made, which will be discussed with individual employees at the time.

6.2 Change across organisational boundaries

Where organisational changes require staff to be transferred from one employer to another, the Transfer of Undertakings (Protection of Employment) Regulations amended 2014 (TUPE), and subsequent amendments, will apply. Under these arrangements, the employees' continuity of employment will be preserved, along with all their contractual terms and conditions of employment and any collective agreements that apply. Please refer to the TUPE policy.

6.3 Change affecting job security

Changes that may affect job security, resulting in potential job losses or redeployments include:

- Restructuring or mergers
- Reductions in, or discontinuations of, specific areas of work
- Major changes to working practices or contractual terms.

Procedure

7. Procedure Phase 1 – Establishing the Need for Change

The first step is to establish whether change is necessary, including the scale of the change that might be required.

If a need for change is identified, then a lead manager/s for the proposed organisational change must be identified. The lead manager **must** meet with a member of the HR team to carry out a scoping meeting prior to any action being taken. The scoping meeting will include guidance on this policy's application and will cover matters such as the scope and impact of the change, engagement with staff, communication strategy, business case proposal, job description audit, consideration for voluntary redundancy and more.

In assessing the need for change the Combined Authority will wherever possible take all reasonable steps to minimise compulsory redundancy including:

- Restrictions on external recruitment;
- Not filling vacancies to allow natural wastage;
- Seeking applicants for flexible retirement or voluntary redundancy subject to the resourcing needs of the Combined Authority;
- Maximising opportunities for retraining or redeployment to other roles;
- Reducing temporary agency staff, consultants and the use of overtime;

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- Voluntary reductions in working time
- Alternative working patterns.

8. Procedure Phase 2 – Approving the Business Case

Where a need for change is identified, the lead manager will be required to prepare a written business case setting out the rationale of the proposed organisational change for Corporate Management Team & HR approval. Templates and guidance are available from the HR team.

Proposed consultation documents will be shared with Trade Unions in advance of a formal consultation.

9. Procedure Phase 3 - Consultation

The Combined Authority will consult with recognised trade unions and individual employees at the earliest practical opportunity where there is a proposal to make one or more staff redundant.

Consultation will begin in good time prior to the proposed changes taking place. The statutory minimum consultation periods for proposed redundancies will always be observed. These are:

- Where an organisation is proposing to make changes where redundancy may occur and, where these changes affect 20 to 99 employees at one establishment over a period of 90 days or less, consultation will commence at least 30 days before the first dismissal takes effect;

OR

- Where an organisation is proposing to make changes where redundancy may occur and where these changes affect 100 or more employees at one establishment over a period of 90 days or less, consultation will commence at least 45 days before the first dismissal takes effect.

9.1 HR1 Notification form

If there are proposed redundancies of 100 or more employees at one establishment in a 90-day period or less, then HR will complete a Form HR1 at least 45 days before the first dismissal takes place.

Where an employer is proposing to dismiss 20 to 99 employees, HR will complete the HR1 form at least 30 days before the first dismissal takes effect.

For redundancies involving less than 20 employees, the Combined Authority will consult with affected employees and their representatives for a minimum of 30 days. This is not a statutory requirement but is regarded as best practice.

9.2 The consultation meetings

During the consultation period the lead manager or line or delegated manager and a member

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of the HR team may launch the consultation in a team meeting, if appropriate. Where individuals are affected by a change, this would usually be discussed with the individual prior to any team meetings.

In all cases, the lead manager will meet with affected individual employees to discuss the proposed changes and how the proposed changes will affect the individual. The meeting must be a genuine opportunity to hear the views of the employee; to answer questions and to discuss/explore alternatives to redundancy. The employee has the right to be represented by a trade union or accompanied by a work colleague at this meeting.

All staff potentially affected by the proposed change will be communicated to in writing that they are potentially affected by the change.

Individual employees or staff as a group can request to have further opportunities to meet with their line manager and/or HR to discuss their concerns or questions in relation to the organisational change.

The Combined Authority will make reasonable adjustments for employees who are unable to deal with written correspondence and requirements due to disability.

9.3 Absent Staff

If a staff member is absent during the consultation period the staff member should be contacted in line with staff who are in attendance at work; a decision will be made on the best approach to contact employees absent by reason of being on annual leave, parental leave, sickness, maternity, paternity, shared parental leave, sabbatical. If the staff member is absent for a long period of time, then communication may be provided in writing.

9.4 Staff on Maternity leave

Staff who are on maternity leave have additional protection in a redundancy situation and should be offered the right to a suitable alternative vacancy, where available. This includes priority over other employees who may also be at risk of redundancy. From 1st April 2024, this right is extended to 18 months from the child's date of birth (if notified to employer before the end of maternity leave or 18 months from the Expected Week of Childbirth if not notified). This includes any time spent in this period on maternity leave or other statutory leave.

9.5 Close of consultation

The consultation period will usually close at the end of the designated period. Should there be a need to extend consultation, this will be discussed with Trade Unions and affected colleagues.

Where agreement is reached with either the trade unions or a non-represented employee before the end of the statutory period, then this can constitute completion of consultation period.

An outcome report/summary will be published or presented to detail the outcome of the consultation.

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10. Procedure Phase 4 - Implementation Period

The implementation period starts following the conclusion of the formal consultation period upon publication of the outcome report.

The following information explains the various ways in which employees can be matched and allocated to roles that will exist after the change.

10.1 Assimilation

The Combined Authority will identify within the new structure any posts which can be deemed as near equivalent posts via a job matching exercise. Employees will be assimilated **where the job remains at least 80% unchanged**, taking account that the level of responsibility, skills, tasks and terms and conditions of the new post are substantially the same as the current post and there is no other 'at risk' or 'affected by change' member of staff who qualifies for consideration by virtue of holding a broadly similar post. If there are other 'at risk' or 'affected by change' members of staff who can be considered for such a post, this will be considered as a 'restricted competition selection' (section 10.6).

Employees who are assimilated will not be served notice of redundancy and will not have a trial period. The employee is automatically appointed to the role as the role is substantially similar in the new structure as in the old structure therefore there is no assessment process or trial period. If the employee declines the role, then there is no entitlement to redundancy pay.

Employees will not usually be assimilated into a role at a different grade to the current post.

10.2 Ring fenced Competition

Ring fencing applies where there is no change between the role in the old and new structure and there are fewer roles available than employees matched to roles.

Ring fencing can also apply where the new job matches between 50% and 80% of their current substantive post, but is not considered to match through assimilation.

An assessment process will be undertaken to determine which employee(s) should be appointed to the role(s) but there is no requirement for a trial period. If the appointed employee declines the role, there is no entitlement to redundancy pay. If they are unsuccessful in the assessment process, then they may be entitled to redundancy pay, depending on length of service.

10.3 Suitable Alternative Employment (SAE)

SAE applies where the role in the new structure is not fundamentally the same as the employee's current role but sufficiently similar to be considered possible alternative

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employment. These will be identified by the manager as possible alternative roles based on requirements of the employee's current role compared with the duties responsibilities and skills required and grade of the new role. The roles are likely to have:

- similar weekly working hours;
- similar or acceptable duties;
- is within the employee's capability.

Roles that are one grade lower than the employee's current role can be considered with appropriate pay protection (see Section 12).

The Combined Authority will comply with obligations under relevant legislation with respect to the Combined Authority's duty to offer any suitable alternative employment to employees on maternity and other relevant parental leave regulation.

10.4 Offer of Suitable Alternative Employment

The offer of alternative employment will be in writing and it will explain any differences between the original post and the alternative offer. The offer will be made and communicated to the employee prior to the end of their old contract. The alternative job must start no later than four weeks after the end of the old contract. The employee's acceptance of the offer should be in writing to the recruiting manager. A trial period of four weeks will be offered.

Employees with concerns regarding the suitability of the offer should first raise these with their line manager, HR, or lead of the change programme. If the employee still feels that the issue is unresolved the employee has a right to appeal, details for which are in Section 15 of the Procedure. If an employee unreasonably refuses an offer of suitable alternative employment there is no entitlement to redundancy pay.

10.5 Trial periods and re-training

A trial period will be offered where an employee moves to suitable alternative employment. The trial period will be for a period of 4 weeks. The trial period can be extended, by agreement of both parties, to enable re-training. Any extension to the trial would only cover the time taken to retrain. Further training may be necessary to provide the employee with the skills and knowledge to undertake the full range of duties and responsibilities.

If during the trial period, the individual reasonably decides to reject the post, or the Combined Authority feels the employee is unsuitable for the post then the employee will **not** forfeit their right to a redundancy payment.

If during the trial period the individual unreasonably decides to reject the post and, the Combined Authority feels the employee is suitable for the post then the employee could forfeit their redundancy payment.

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10.6 Restricted competition selection

Restricted competition selection applies where the role is not considered suitable alternative employment for any employees in the affected staff group. In these circumstances, employees from the affected staff group will be given an opportunity to apply for the role before it is advertised more widely to mitigate redundancies.

A recruitment exercise will be undertaken to assess an employee's suitability for the role(s).

10.7 Open Competition

Open competition applies after employees from the affected staff group have been given an opportunity to apply for the role. Any remaining vacant roles at this stage can be advertised and filled in line with the Combined Authority's recruitment policy.

Pay protection (Section 12) may be considered for a post one grade lower when the employee is at risk or under notice of redundancy and is successful in securing another post through open competition.

10.8 At Risk of Redundancy

Individuals potentially at risk of redundancy will be advised during the consultation period and a letter will be issued by the HR team to formally advise the employee of this. See glossary (Appendix 1, page 20) for further guidance of definition of at risk.

The employee will be advised that support will be provided, subject to the individual's needs, this may include, but is not limited to, the following:

- Coaching in job application and interview skills
- Regular discussions on current vacancies
- Information about redundancy figures and, where appropriate, pension estimates
- Retirement advice
- Counselling

10.9 Voluntary Redundancy

It is our intention to avoid compulsory redundancies where possible. Therefore, the consultation with the appropriate trade unions will examine whether there is scope to consider requests for voluntary redundancy. In defining the categories of employees from whom it is prepared to accept volunteers, the Combined Authority will apply fair and objective criteria. Applications will then be invited from all relevant employees.

Employees must put their request in writing to their manager with a copy to HR. A closing date for applications will be applied.

If an employee expresses an interest in accepting this option, they will be provided with an estimate of redundancy figures and, where appropriate, pension estimates.

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The Combined Authority has the right to refuse applications from employees whose skills, knowledge and expertise the Combined Authority wishes to retain. Such requests will not be unreasonably refused. Where the request is refused, it will normally relate to the needs of the service or the loss of key skills to the Combined Authority.

Where there are more volunteers than required a selection process will be agreed with the Manager, HR and trade unions.

10.10 Compulsory Redundancy

Where voluntary redundancy or early/flexible retirement has not produced suitable or sufficient volunteers, the Combined Authority, in consultation with the trade unions will consider the criteria to be used for compulsory redundancy selection.

There may be circumstances where selection will not be relevant, such as:

- when there is only one employee or;
- where an entire group of employees are to be declared redundant.

In these cases, suitable alternative employment will be sought, and where this is not possible, then redundancy will apply.

The selection criteria for redundancy may include:

- Specific skills;
- Essential qualifications;
- Experience;
- Work performance/standard of work;
- Attendance record and timekeeping, discounting any disability-related absence;
- Disciplinary record;
- Aptitude for work/ability to undertake the duties and responsibilities of the posts which are retained.

This may be covered in a written form or via an interview process.

The purpose of the criteria is to ensure that employees are fairly selected for redundancy. The Combined Authority will ensure that the aims of selection criteria will:

- Ensure the Combined Authority retains a balanced and appropriately skilled workforce for the future which is able to meet customer and service needs;
- Ensure the Combined Authority manages its resources in the most efficient way taking into account the costs of achieving change.

Care will be taken to ensure that the selection process is not directly or indirectly discriminatory. Records will be kept throughout the selection process.

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11. Procedure Phase 5 – Concluding the Change Period

11.1 Notice of Redundancy

If no suitable alternative employment has been found, then notice of redundancy will be issued in line with the employee's contract of employment. This will confirm the date at which employment with the Combined Authority will cease.

Throughout the notice period, efforts to secure alternative work will continue to avoid the redundancy. The HR team will help the employee to identify any new vacancies or opportunities that may be suitable for them. The employee is also expected to regularly check job vacancies on the Combined Authority's website.

The Head of the Paid Service (normally the Chief Executive), in consultation with the Executive Director/Director must authorise all redundancies prior to the issue of the notice.

No dismissal will take place until the statutory consultation period with the trade unions has been completed unless the unions or a non-represented employee have reached an agreement before the end of the statutory period.

11.2 Pay in Lieu of Notice (PILON)

Pay in Lieu of Notice (PILON) will not normally be paid. However, consideration will be made in exceptional circumstances, and where this is supported by a business case (Appendix 4 – proforma) and, with the authorisation of the Executive Director/Director. PILON is a taxable payment.

11.3 Redundancy Payments

The Combined Authority will make redundancy payments in accordance with the Combined Authority's policy and the Employee Relations Act 1996 as amended from time to time.

Redundancy compensation will be payable to employees who are dismissed by reason of redundancy in line with statutory redundancy payments. To be eligible for a redundancy payment the employee must have been continuously employed in local government for 2 years or more at the effective date of termination.

In the event of redundancy, whether voluntary or compulsory, it is necessary to determine the length of an individual's continuous service in order to establish whether they are entitled to a redundancy payment and the amount of redundancy payment. Service accrued via successive employment contracts, without a break of a statutory week¹ with certain other employers covered by the Modification Order, counts in determining length of continuous service.

Where an individual is declared redundant, and is entitled to a redundancy payment, a statement will be prepared setting out details of the redundancy payments to which they are entitled.

¹ Statutory weeks are counted from Sunday to Saturday

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Service to be taken into account - the amount of any statutory or enhanced redundancy payment will be based on length of continuous (unbroken) service, with an organisation listed on the Modification Order at the date of redundancy, the employee's age and actual weekly pay* see below. Unbroken service is considered successive employment contracts, without a break of statutory week, between employment.

Weekly Pay* - Weekly pay is calculated at actual weekly pay and is not capped at statutory weekly amount.

Where an employee's actual weekly pay is less than the statutory redundancy weekly pay (check with HR for the current amount), then this amount will be used to calculate the redundancy figure.

Employees are entitled to receive a statutory redundancy payment if they have worked for the CPCA for at least two continuous years.

The CPCA calculates redundancy based on an employee's actual week's pay** multiplied by the number of statutory redundancy week's entitlement and multiplied by an enhancement of 1.5.

Contractual pay is used to calculate an employee's actual week's pay i.e.; no account will be taken of any salary sacrifice arrangements in place.

This policy will comply with the Local Government (Early Termination of Employment).

Redundancy pay is not taxable, or subject to national insurance contributions, up to £30,000. After that payments are subject to tax.

Redundancy pay will be payable at the end of the notice period, unless a period of Pay In Lieu of Notice (PILON) has been agreed.

** Employees on a variable hours contract and therefore no mutual obligation established regarding offering or accepting work, will have entitlement calculated on an individual basis over a continuous twelve-week period and in line with the number of hours worked.

11.3.1 Statutory redundancy entitlements

- Half a week's pay for each year of employment in which the employee was aged 21 or under;
- One week's pay for each year of employment in which the employee was aged between 22 and 40; and
- One and a half weeks pay for each year of employment in which the employee was aged 41 or over.

The maximum number of years of employment that can be taken into account is 20.

11.4 Modification Order

Employees who are offered and accept employment with another organisation listed on the Modification Order before the date of redundancy, and where the start date for the new job commences within four weeks of the date of termination, will not be entitled to their redundancy

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payment. Their continuity of service will be preserved.

Employees should check the relevant rules applicable to them if they are seeking or are offered such a job – the exact timescale involved will depend on the day of the week they are made redundant and when that offer is received.

11.5 LGPS redundancy benefits

Eligibility for redundancy benefits from the LGPS is separate to eligibility for a redundancy payment. If the employee is a member of the LGPS, is aged 55 or over, and has the required duration of membership they will be entitled to immediate payment of pension.

12. Pay Protection

Pay protection will apply where an employee's basic pay is reduced as a result of redeployment into a post one grade lower than their current post and where an employee is at risk or under notice of redundancy.

The purpose of pay protection is to reduce the number of staff leaving the Combined Authority by reason of redundancy and to retain the skills and experience of employees who have been identified as redundant by alleviating the immediate salary impact of this and provide a period of time for staff to adjust to their lower salary.

The Combined Authority recognises the need to ensure that pay protection arrangements do not directly or indirectly lead to inequalities in pay in line with current legislation.

All employees on pay protection are responsible to seek and apply for vacancies to enhance their career development. If a vacancy arises on the same grade or one grade lower, and all essential criteria are met by the candidate on pay protection, then the employee will be guaranteed an interview.

12.1 Basic Pay

The pay protected will be the current pay rate for the job as defined by the pay and grading structure at the time of appointment to the new post.

Where an employee applies for and is offered a post as 'redeployment' if the new pay rate is lower than the existing pay rate, 'pay protection' will apply (pay protection is the difference between the old and new pay rates from date of appointment in new post:

- For the first 12 months in post - 100% protection
- For the next 6 months in post (months 13- 18) – 50% protection

Pay not protected includes additional hours worked (over-time), pay-related allowances, non-pay related allowances (e.g. annual leave), adjustments to the hourly rate due to standardisation of the working week, market supplements.

The salary is frozen at the point of protection, meaning there is no annual increment progression on the protected grade or cost of living applied to the salary, during the protection period.

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12.2 Changes to pay protection

If during the 12-month period, the employee voluntarily changes job then the pay protection will normally cease upon appointment to the new post. Consideration may be given on a case-by-case basis for portability of pay protection if it is agreed that the new job is a realistic career opportunity and the same grade as the current grade. On these occasions the pay protection would continue until the original 12-month expiry date – i.e. it cannot be extended past 18 months in total.

Pay protection may end within the 18-month period if the new current grade catches up with the protected basic salary.

At the end of the 18-month pay protected period, salary will be adjusted to the nearest equivalent salary scale point within the current grade according to protected salary.

There is no right to appeal at the end of pay protection.

Where pay protection applies, the additional cost will be funded from the originating area's budget.

Example Pay Protection for Suitable Alternative Employment and Redeployment through open competition.

If the Combined Authority identifies a post as 'suitable alternative employment' and offer the post to the redundant employee, pay protection will be offered. Where the new post is a lower grade and the employee's current spinal column point is higher than the grade maximum, pay will be reduced to the maximum in the new band and the difference paid as 'protection' pay. As follows:

Example: (The salary change takes effect at the end of successful completion of the 4 week trial period).

Employee's current salary is £39,105

New post – grade 5 - Salary range for new post: £28,329 - £32,947

New Salary: £32,947

Pay Protection element:

£6,158* for first 12 months

£3,079** for following 6 months

*The pay protection element will remain at £6,158 for 12 months (assuming no further changes to hours/post)

**The pay protection element will then reduce by 50% for months 13 – 18

13. Re-engagement of ex-Cambridgeshire and Peterborough Combined

Authority Employees

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. The Combined Authority's Pay Policy Statement states;

Chief Executive, Executive Director and Directors; the Combined Authority will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Combined Authority and, on ceasing to be employed, is in receipt of a severance or redundancy payment. Only in exceptional circumstances* will re-engagement be considered.

All other grades of employee; the Combined Authority will not normally re-engage under a contract of services or re-employ any individual who has previously been employed by the Combined Authority and, on ceasing to be employed, is in receipt of a severance or redundancy payment within three years from cessation of employment, this includes casual bank assignments. Only in exceptional circumstances* will earlier reengagement be considered.

Exceptional circumstances. There are very few circumstances in which the Combined Authority will consider re-engagement of former employees who have been previously made redundant as outlined above. Exceptional circumstances are defined as imminent risk of service failure. Consideration of whether a redundancy payment needs to be repaid will be taken on a case by case basis.

14. Support

Support Services are available for all staff during organisational change such as;

- Staff counselling services
- Internal Redeployment support
- ACAS guide – how to manage change

14.1 Assistance for employees under notice of redundancy.

The Combined Authority recognises the anxiety suffered by employees who are under notice of redundancy. The Combined Authority will provide as much support as possible during the formal consultation and notice period.

This will include for staff under notice of redundancy:

- Paid time off to look for work
- Assistance in finding alternative work elsewhere including practical assistance writing CVs, attending interviews etc.
- Redundancy counselling
- Reasonable paid time off work to look for other work or to attend a meeting with the Benefits Agency
- Unpaid time off to undertake training for alternative employment outside the Combined Authority or to consult a *bone fide* financial advisor.

Requests for time off should be made in the first instance to the relevant line manager and will not be unreasonably refused.

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14.2 Redeployment

Employees have a shared responsibility with the Combined Authority in seeking redeployment and should adopt a reasonable and flexible approach when considering alternative jobs.

Where the employee has a diagnosed disability the Combined Authority will take all reasonable steps and consider reasonable adjustments to support the employee in securing redeployment.

14.3 Redeployment List

A record of all staff who have been identified as 'at risk' will be held by the HR Team. Employees should complete a redeployment questionnaire. Appendix 3 – Redeployment Questionnaire & Guidance Notes.

The employee is responsible for submitting the completed form to HR in good time.

14.4 HR Support

The HR team will provide support and advice to individuals and line managers throughout this process. You can discuss any redeployment, re-training, interview skills training or job opportunities queries that you may have. Other redundancy support may also be provided.

14.5 Vacancies

All vacancies in a new organisational structure will be restricted to staff affected by change in the first instance.

Priority and/or guaranteeing interviews for all other vacancies in the Combined Authority whilst at risk or under notice of redundancy will depend on whether the employee meets essential criteria of the advertised post and the similarity of the current and new post.

Vacancies will be advertised on the Combined Authority's Website. Employees, who are 'At Risk', must ensure that they regularly check for job opportunities.

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15 Appeals

Appeals can only take place once the consultation has closed, and implementation period has started.

Stage	When	Who can appeal?	Address appeal to	On what ground	Timescales	Process
Phase 4/5 on notice of redundancy	On issue of notice of redundancy	Employee issued with notice of redundancy	Executive Director/Director Cc HR	Reasonable grounds – not just unhappy with a decision. For example, unfair selection for redundancy or failure to consult him/her about the redundancy situation.	Submitted in writing within 5 working days of the letter issuing notice or dismissing by reason of redundancy	A meeting will then be arranged with the Executive Director/Director who will consider the case and determine whether to confirm the decision. The outcome of the appeal will be communicated to the employee in writing within five days of the meeting. The decision of the appeal hearing will be final.
Phase 4/5 refusal of suitable alternative employment	After raising informally with line manager	Employees deployed to Suitable Alternative Employment post after receiving offer in writing.	Executive Director/Director Cc HR	Reasonable grounds why not accepting the offer. Factors such as pay, hours, location, status, environment and responsibilities will be taken in account by a Service Director.	Submitted in writing within 5 working days of the letter of suitable alternative employment.	As above.
Phase 4 – Voluntary Redundancy	If voluntary redundancy application is refused	Applicants for voluntary redundancy	Executive Director/Director Cc HR	Reasonable grounds as to why believe decision should be reviewed	Submitted in writing within 5 working days of the decision.	As above

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Appendix 1 Glossary of Terms

Term	Definition
At risk	Where a post has been identified as being substantially altered, has disappeared or is one of a number of similar posts which will reduce as a result of organisational change, 'At Risk' will be the term used to describe the employment status of the individual employee.
Under notice	If no suitable alternative employment has been found, then notice of redundancy will be issued in line with the employee's contract of employment.
Redeployment	Appointment to a post in the new structure following a member of staff being at risk of redundancy which may have different terms and conditions to the prior post.
Redeployment List	A list of staff members at risk of redundancy held by the HR team with a view to being given priority to job vacancies dependent on skill suitability.
Assimilation	When a post in the new structure is 80% unchanged compared with the existing post an employee would move into the new post by virtue of the posts being 80% the same. If more than one staff member is in a suitable post the posts will be ring-fenced. This used to be referred to as 'slotting in'.
Restricted Competition	Staff affected by the organisational change /restructuring are given priority for the selection and appointment to posts in the new structure.
Ring-fenced	Ring fencing applies where there is no change between the role in the old and new structure and there are fewer roles available than employees matched to roles.
Expression of Interest	An application form which allows a staff member to apply for a role when on the redeployment list.
Suitable Alternative Employment	A post offered to a member of staff in the new structure which is of similar status, weekly working hours, and duties as the existing post.
Selection Criteria	Criteria used to appoint to posts in the new structure.
Affected by Change	During the consultation process any posts that are affected by the proposed change will be identified. Staff in these posts will be advised in writing how the proposed change affects their post.

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Appendix 2 – Selection Criteria Assessment Form

Selection Criteria Assessment Form

Name	
Section/Service area	
Job title	
Grade	
Start date at SCDC	

	Weighting	Score
Specific skills		
Essential qualifications		
Experience		
Work performance/standard of work		

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Attendance record and timekeeping		
Disciplinary record		
Aptitude for work/ability to undertake the duties and responsibilities of the posts which are retained		

Selection Criteria Assessment Form

Guidance notes

- The proposed selection criteria and weightings will be subject to consultation with the trade unions
- The criteria and their relative weightings will be determined by the current and future needs of the organization. Weightings will take into account the Combined Authority's service delivery requirements and need to maintain a balanced workforce.
- To achieve a total score for each employee, criteria should be weighted by a factor to reflect its relative importance.
- Assessments must be objective and supported by documented and verifiable evidence wherever possible. Managers should not allow preconceived opinions to influence the assessment process.
- Scoring should be carried out independently by two managers who know all the employees in the selection pool.
- Detailed notes should be kept at all stages of the assessment process, in order that they can be referred to in the case of an appeal.

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Appendix 3 – Redeployment Questionnaire

Redeployment Questionnaire – Guidance

These guidance notes have been provided to assist you in the completion of the relevant sections of the Redeployment questionnaire.

You must complete the Redeployment questionnaire to be placed on the Redeployment list.

This is your opportunity to tell us about your skills and experience so take time to complete the form providing examples to demonstrate any skills and experience (what you did, how you did this, the outcome).

This Profile will be used to initially assess whether vacant posts could be suitable alternative/alternative employment for you. It will form part of your application for any alternative posts which you express an interest in so you should include information from your current role but also any transferable skills, training, achievements, knowledge or abilities from previous roles or past experience. There is also the opportunity to add any additional information that you think would be relevant.

You should look on the Combined Authority's Website for details of any new vacancies. The link to this page will be emailed to you on a weekly basis.

Employees have a shared responsibility with the Combined Authority in seeking redeployment and should adopt a reasonable and flexible approach when considering alternative jobs.

Where you wish to be considered for a vacancy which has not been flagged to you as potentially being Suitable Alternative Employment, you will be required to complete a regular application form to indicate your interest. You will need to do this for each specific vacancy that you wish to be considered for. The Redeployment questionnaire will then be used to assess your suitability for the post, particularly in terms of determining similarities between your current role and the redeployment opportunity and also assessing your key skills and experience against the essential criteria.

At the time of application, you may, however, upload additional information such as a supporting statement or CV, along with your application form. This will give you the opportunity to provide information about your skills and experience in relation to the person specification for that particular vacancy which is not already adequately covered within the Skills Profile.

Completing the Skills Profile:

Section A: Personal Details

Please ensure that all fields in Section A are fully completed.

HR will be able to assist you with any details or dates that you are not sure about.

Section B: Transferable skills

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Please think about the main duties and responsibilities for your role, what skills and abilities that you use and how these could be applied to other job roles.

You may also have other skills, knowledge and abilities which do not form part of your current work role, they may have been gained through outside activities, personal interests and responsibilities you have become involved in for personal interest or development.

These may include the skills under headings such as: communication (oral and written), interpersonal, customer service, financial awareness, technical, planning and organising skills, creativity and innovation, initiative and problem-solving, your ability to work for and with others and your knowledge of the Combined Authority's services. These are only examples, and you may categorise your skills base as you consider appropriate.

You may wish to use extracts from your most recent appraisal.

Section C: Qualifications, training, study, personal development

Please tell us about any qualifications, training, study or personal development that you have undertaken. These may have been gained at college, university, home learning or through another organisation or body that you are connected with.

Section D: Experience

Please tell us about any experience that you have had. This may be work related (previous jobs or work experience) or voluntary experience (volunteering, local community groups, school governor, coaching or mentoring).

Section E: This covers the type of job role that you may be interested in

Please describe the type of role that you are interested in being redeployed to. For example, you may wish to move from a back office role to a customer facing position, or you may wish to only be considered for office based roles.

You will need to tell us if there is anything, such as location, hours of work, family care needs or physical restriction that we need to take into account.

It also allows you to confirm whether you would consider changing your work location, altering your working hours, accepting a fixed-term contract, accepting a lower graded post, and/or moving to a different staff category.

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Redeployment Questionnaire

All employees who are at risk of redundancy will need to complete this form to help the Combined Authority to find suitable alternative employment. Please complete the form and return it to Human Resources. Please attach separate sheets if used.

Section A	
First name(s)	Surname
Directorate	Team
Mobile Phone	
Current job title	Grade
Current working hours	Location
Section B	
Transferable skills (skills you use in your current job or outside work, which you could use in a different job)	
Section C	

Qualifications, training, study, personal development (this may be related to your current or past jobs or a hobby, outside interest or voluntary work).	
Qualifications	Date

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Section D

Experience (can include experience gained in your current job, any other job, voluntary work, outside interest, study, etc)

Section E

Describe the kind of job you are interested in:

Describe the kind of job you believe is suitable for you:

Would consider changing your work location, altering your working hours, accepting a fixed-term contract, accepting a lower graded post, and/or move to a different staff category?

Is there anything that we need to take account of in terms of redeployment? (physical restrictions, family needs, location etc)

Do you wish to apply for vacancies on a Job Share basis Yes / No

Signature

Date

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Appendix 4 – PILON business case form

Pay in lieu of notice (PILON)

Name of employee being made redundant	
Job role	
Team	
Directorate	
Date of notice of redundancy	
Contractual notice period	
Business case for recommending PILON	
Business impact including any impact on customer service	
OR	

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Case on Compassionate grounds

Pay in Lieu of Notice (PILON) will not be paid unless authorised by the Executive Director/Director

Signature: _____ **Date:** _____

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Governance Redundancy Policy

References:

Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.

The Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999

Issue date:	2023
Version number:	4
Review due date:	2026

Document control sheet

Purpose of document:	This policy is designed to outline how the Combined Authority deals with Organisational Change 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?	Review of existing Policies and Procedures
Mandatory read	Yes

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved
4		Changes made in line with statutory updates. Added section on TUPE	2023
5		Policy reordered to reflect process order Statutory updates TUPE section removed Redundancy pay clarified Pay protected added	2024

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Fertility Treatment Policy

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1. Aim

This policy sets out the time off that we grant to employees who are undergoing fertility treatment and explains the support available to them.

Under this policy, fertility treatment includes:

- any form of assisted reproduction carried out by a registered medical practitioner or registered nurse (for example in vitro fertilisation (IVF), intrauterine insemination (IUI) and intracytoplasmic sperm injection (ICSI));
- any treatment carried out by a registered medical practitioner or registered nurse for the purpose of preserving fertility (for example freezing eggs, sperm, embryos or reproductive tissue); and
- any medical examination or treatment in connection with the treatment mentioned above (for example blood tests, ultrasound scans, egg collection, sperm collection, embryo transfer).

We are committed to providing an environment where staff feel supported. We recognise the physical and emotional stress that having fertility treatment can have on employees and are genuinely committed to providing support where we can.

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

2. Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3. Vision and Values

Fertility Treatment Policy

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. Requesting support

We understand that working while undergoing fertility treatment can be incredibly challenging. If you are finding it difficult to cope at work while you are undergoing fertility treatment, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to the HR department.

We encourage you to be as open as possible about any particular issues that you are experiencing or adjustments that you need to ensure that you are provided with the right level of support while you are receiving treatment.

Any health-related information disclosed by you during discussions with your line manager or the HR department will be treated sensitively and in strict confidence.

5. Time off if you are receiving fertility treatment

If you are receiving fertility treatment, we will grant you paid leave to attend up to six appointments in any 12-month period.

To make a request for time off to attend a fertility treatment appointment, you should contact your line manager. You should give your line manager as much notice as possible of when you need the time off. Wherever possible, arrange your appointments outside your core hours or as near to the start or end of the working day as possible.

However, we understand that you may need to take time off at short notice to attend your appointments. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that you are receiving and therefore we need to remain flexible.

We may ask you to provide proof of the date and time of your appointment.

If you need additional time off to attend any further appointments, this can be treated in the same way as other medical appointments, or you may take the time off as annual leave or unpaid leave [under our Time Off Policy]. In some cases, we may agree a flexible working arrangement so that you can make up lost time by working additional hours at another time.

6. Time off to accompany a person receiving fertility treatment.

If you have a qualifying relationship as set out below with a person receiving fertility treatment, we will grant you paid time off to accompany that person at up to six appointments.

This could be you if you are the spouse or civil partner of the person receiving fertility treatment. In addition, you will be eligible for the time off if you are the parent of any child born as a result of the treatment, or you expect to become the legal parent of any child which may be born as a result of the treatment under a surrogacy arrangement. It should

Fertility Treatment Policy

also be noted that a partner may be feeling the same stresses through this time as the person undergoing the treatment.

The fertility treatment appointment must be made on the advice of a registered medical practitioner or registered nurse.

To make a request for time off to accompany someone to a fertility treatment appointment, you should contact your line manager. You may be asked for proof of the date and time of the appointment.

You should give your line manager as much notice as possible of when you need the time off and, wherever possible, ensure that any appointments are arranged outside your core hours or near to the start or end of the working day.

However, we understand that you may need to take time off at short notice. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that the person that you are accompanying is receiving and therefore we need to remain flexible.

7. Working flexibly on a temporary basis

We recognise that for individuals receiving fertility treatment, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include working from home or changing your start and finish times. This is not a definitive list.

If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because you are undergoing fertility treatment, you should discuss and agree these with your line manager.

We will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs.

8. Sickness

We understand that there may be times in the course of undergoing fertility treatment when you may be unwell. There is no expectation on you to work if you are unwell because of side effects related to your fertility treatment.

Unless otherwise set out in your contract, if you are sick and unable to work, you should follow the procedure set out in our Attendance And Absence Management Policy.

You do not have to disclose that your absence is connected with fertility treatment if you wish to keep this private. However, we want you to feel that you can be open about the reason for your leave. Sickness absence related to your treatment should not be formally managed through absence policy.

9. Implantation

From the point of implantation of a fertilised ova, an employee is considered pregnant and has a statutory right to paid time off for antenatal appointments. For further information, please refer to our Family Leave Policy.

10. Employee assistance programme

Help and support is also available through our employee assistance programme (EAP). You can use our EAP to speak to an independent adviser on a confidential basis for emotional

Fertility Treatment Policy

support or any issue that is troubling you. To access the EAP website, go to [Vivup | Home \(vivupbenefits.co.uk\)](https://vivupbenefits.co.uk).

11. External sources of help

There are various organisations that provide help and support to those who are undergoing fertility treatment, including:

- [Fertility Network UK](#), which provides a wide range of resources for those affected by infertility;
- [British Infertility Counselling Association](#), which provides information about specialist fertility counsellors; and
- [Fertility Friends Support Forum](#), which is a forum community dedicated to infertility and fertility support.

Governance: Fertility Treatment

References:

Time Off Policy

Attendance And Absence Management Policy

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

Document control sheet

Purpose of document	This document provides useful information on the Fertility Treatment Workplace Support
Type of document	Policy/Procedure
Document checked by Legal	No

Fertility Treatment Policy

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	Documents listed in this guidance
Who will review the document (job title)	HR Team
Why is this document being reviewed	Review of existing Polices and Procedures

Revisions

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