

## NOTICE OF MEETING

# GENERAL PURPOSES COMMITTEE

**Thursday, 3rd April, 2025, 7.00 pm - George Meehan House 294  
High Road Wood Green N22 8JZ (watch the [live meeting](#) or watch  
the recording [here](#))**

**Councillors:** Amin (Vice-Chair), Carroll, Cressida Johnson (Chair), Dawn Barnes  
and Erdal Dogan

**Quorum:** 3

### 1. FILMING AT MEETINGS

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

### 2. APOLOGIES FOR ABSENCE

To receive any apologies for absence and substitutions.

### 3. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business. (Late items of Urgent Business will be considered under the agenda item where they appear. New items of Urgent Business will be dealt with under agenda item 9 below.

### 4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is

considered:

(i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and

(ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct

## **5. DEPUTATIONS/PETITIONS/QUESTIONS**

To consider any requests received in accordance with Part 4, Section B, paragraph 29 of the Council's constitution.

## **6. MINUTES (PAGES 1 - 6)**

To agree the minutes of the previous meeting held on 16 January 2025 as a correct record.

## **7. PEOPLE REPORT (PAGES 7 - 12)**

## **8. HR POLICIES (PAGES 13 - 48)**

## **9. ORGANISATIONAL CHANGE POLICY - AMENDMENT (PAGES 49 - 56)**

## **10. OTHER PANELS - MINUTES OF MEETINGS (PAGES 57 - 72)**

The General Purposes Committee receives the minutes of the Appointments Panels and Disciplinary, Grievance and Dismissal Panel, in keeping with their responsibility and oversight for staffing functions of the Council.

Appointments Panels have taken place on:

- 24 October 2024
- 12 December 2024
- 16 December 2024
- 17 December 2024

Meetings of the Disciplinary, Grievance and Dismissal Panel have taken place.

11<sup>th</sup> of December 2024

## **11. NEW ITEMS OF URGENT BUSINESS**

## **12. EXCLUSION OF THE PRESS AND PUBLIC**

Item 13 contains exempt information as defined under paragraph 1, Part 1, Schedule 12A of the Local Government Act 1972. The Committee is asked to consider that the press and public be excluded from the remainder of the meeting.

**13. EXEMPT MINUTES OF OTHER BODIES (PAGES 73 - 88)**

**14. DATE OF NEXT MEETING**

The date of the next meeting is scheduled for 1 July 2025.

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Fiona Alderman  
Assistant Director of Legal & Governance (Monitoring Officer)  
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Wednesday, 26 March 2025

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**MINUTES OF THE MEETING General Purposes Committee HELD ON  
Thursday, 16th January, 2025, 7.00 - 8.05 pm**

**PRESENT:**

**Councillors: Amin (Vice-Chair), Carroll, Cressida Johnson (Chair),  
Dawn Barnes and Erdal Dogan**

**ALSO ATTENDING:**

**11. FILMING AT MEETINGS**

The Chair referred to the filming at meetings notice, and attendees noted this information.

**RESOLVED:**

To note the filming procedure

**12. APOLOGIES FOR ABSENCE**

There were none.

**13. URGENT BUSINESS**

There were none.

**14. DECLARATIONS OF INTEREST**

There were none.

**15. DEPUTATIONS/PETITIONS/QUESTIONS**

There were none.

**16. MINUTES**

The minutes of the previous meeting, 14 October 2024, were discussed.

**RESOLVED:**

The minutes of the previous meeting, 14 October 2024, were agreed as a true and accurate record of proceedings.

## **17. PAY POLICY STATEMENT 2025/26**

The Chief People Officer introduced the report. He explained that this was a statutory report and contained no substantial changes from the previous year's report.

Following questions from Members it was noted that:

- Members asked that Pay Policy Statement on point 3.5 be clarified to make it obvious that those payments made under contracts for services in excess of £500 per day are made to those who are engaged under contracted services.
- The market allowance criteria and the suitability of their utilisation. It was stressed by Members that it would be a low bar to meet one of the criteria for market allowance. Officers explained that the meeting of the first criteria of the post being advertised on more than one occasion and a suitable applicant could not be recruited, would be the first stage and that the other criteria would need to be met to meet with market allowance criteria. Officers offered to amend the criteria in the Pay Policy Statement at 9.3 to reflect this.
- That there was a requirement for a business case for senior posts and benchmarking of similar roles across other local authorities and the private sector.
- There were difficulties understanding what individual motivations for working at Haringey were, and it was explained that the authority would at least try to recruit at the standard grade before recruiting with a market supplement. It was explained that it was difficult to justify market supplement, with good reason, to ensure that this would only be met in exceptional circumstances.

### **RESOLVED:**

1. That the Committee approved the draft Pay Policy Statement 2025/26.
2. That the Chief People Officer was authorised, in consultation with the Chair of the Committee, to make such amendments to the Pay Policy Statement as considered minor.
3. That the Committee agrees the Pay Policy Statement for endorsement by Full Council on 24 March 2025.

4. That 3.5 of the Pay Policy Statement be amended to be clearer that this is in relation to those who are engaged under contracted services and not employees.
5. That 9.3 of the Pay Policy Statement be amended to accurately reflect the process of engaging market allowances.

## **18. PEOPLE REPORT**

The Chief People Officer introduced the report. It was explained that this was a standing item for the Committee and that there were few significant changes to the report from its previous iteration.

It was noted that there had been a steady increase in the number of permanent employees at Haringey since September 2024. It was additionally highlighted that agency staff numbers were decreasing, because of the significant efforts to reduce the number of agency staff by management. It was explained that it was expected that this reduction in agency staff numbers would continue.

It was noted by officers that there had been a reduction in the number of sickness absences from staff.

It was stressed that the financial situation of the Council was considered to be difficult and that officers would not expect significant staffing number increases.

Following questions from Members it was noted that:

- Members questioned the number of apprentices and the fluctuation of these opportunities within the Council. Officers explained that the majority of apprenticeships in the figures reflected a significant number of current staff undertaking apprenticeships as part of their role, that it was expected that, as staff completed their apprenticeship at differing times, that numbers would fluctuate. Officers explained that employees generally undertake internal apprenticeships to improve career development. Officers explained that they would like to review entry level apprenticeships and improve the numbers of them across the Council. Members questioned whether it would be possible to monitor a cohort of apprentices within the Council to monitor outcomes. Officers expressed some concerns with how to undertake this, particularly with self-selection and bias. However, they would review possibilities of this and the possibility to introduce case-studies of apprenticeships.
- Officers explained that the recruitment of apprentices in future would be used as a means to “grow our own” staff and ensure that agency staff were less relied upon. It was noted that this would be part of the development of the

future Workforce Strategy.

- That the number of external consultants employed at a rate of more than £500 per day was 68.
- Officers noted that apprentices employed by the Council tended to be more local people, and that the team often worked to recruit from the local area.
- Officers explained that the service was working to engage more with local colleges to offer some work experience opportunities that were managed well.

**RESOLVED:**

1. The Committee noted the report

**19. HR POLICIES**

The Head of Employment, Reward and Transformation introduced the report. She explained that the processes that were in the report were developed in line with the Advisory, Conciliation and Arbitration Service's (ACAS) best practice. It was noted that policies were being developed to be simpler to ensure ease of access.

Officers explained the rationale for the development of the Probation, Purchasing Annual Leave and Organisational Change policies.

Following questions from Members it was noted that:

- Officers explained that they had strengthened the probation policy to allow for final review meetings to take place on time.
- Officers explained the development of the "closed ringfence" which had been developed during restructures, to ensure that those that were experienced in any similar role would be prioritised during any role restructure.
- Officers noted that, in the case of purchase of additional annual leave, the cost saving from the purchase offset the potential reduction of resource. Officers explained that the purchase of leave was an application process, and not a right, which would not be approved if there would be significant loss of resource to the Council. Officers explained that, on exception, there was a method to modify annual leave, but stressed that upon the approval of annual leave and purchase of annual leave, that this had been completed. It was stressed that officers would communicate very clearly to those purchasing annual leave what expectations and requirements were.



- Officers explained that there was an application window to purchase annual leave which was set to ensure a smooth administrative process.
- Members asked for a report in mid-2026 to understand take up of the purchasing of annual leave with a year's worth of data.

**RESOLVED:**

1. That the Committee approved the proposed changes to the Probation, Purchasing Annual Leave and Organisational Change policies.
2. That a report be developed in mid-2026 to understand the impact of the HR policies on the organisation.

**20. NEW ITEMS OF URGENT BUSINESS**

There were none.

**21. DATE OF NEXT MEETING**

The date of the next meeting was noted as 3 April 2025

CHAIR: Councillor Cressida Johnson

Signed by Chair .....

Date .....

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**Report for:** General Purposes Committee - 3 April 2025

**Item number:** 7

**Title:** People Report December 2024

**Report authorised by:** Dan Paul, Chief People Officer

**Lead Officer:** Tanya Patchett, Head of Employee Relations, Business Partners and Reward

**Ward(s) affected:** N/A

**Report for Key/  
Non Key Decision:** Non-key

**1. Describe the issue under consideration**

The People Report is designed to give Officers and Members relevant workforce data in an easy to understand format in order to support informed strategic decision making.

**2. Cabinet Member Introduction**

Not applicable.

**3. Recommendations**

The report is for information and for the Committee to note.

**4. Reason for Decision**

Not applicable.

**5. Alternative Options Considered**

Not applicable.

**6. Background information**

The People Report combines key workforce data and analysis including headcount, the cost of both the permanent workforce and off payroll arrangements, starters/leavers, sickness absence and Apprentices as shown in Appendix A.

## 6.1 People Report Headlines

- 6.1.1 As at the end of this reporting quarter, the established workforce has grown by an additional 2.9% since September 2024. The Council's pay bill has risen by 6.1%, which is primarily as a result of processing the agreed NJC pay award in November 2024, as well as the increase in headcount.
- 6.1.2 Between September and December 2024, the number of agency workers reduced by 58, resulting in a 17.1% cost saving. This change decreased the proportion of agency staff within the overall workforce from 12.8% to 10.8%. Although the Council aims to minimise reliance on agency workers, they remain necessary for addressing short-term gaps or imbalances in staffing, workload or during ongoing recruitment processes. This ensures the Council can maintain the delivery of critical services to its residents. The two-week rule, whereby agency workers did not work in December, played a key role in achieving the cost savings this quarter. Additionally, a further reduction in costs is anticipated for March/ April 2025, as the Corporate Leadership Team has instructed all 'non-essential' agency staff to take another two-week holiday during this period with the aim of reducing spending in the final weeks of the financial year and the early weeks of 2025/26.
- 6.1.3 As of December 2024, the Council employed 63 'off payroll' workers with a daily rate exceeding £500, reflecting a decrease of 5 in headcount and a 12.2% reduction in costs compared to the previous quarter. The top three directorates with the highest usage of these workers are Culture, Strategy & Engagement, Placemaking & Housing and Finance.
- 6.1.4 The total workforce has seen a 1% increase overall, representing a very slight change.
- 6.1.5 Over the past rolling year, 54% of new starters were under the age of 40, marking a 1% increase compared to the previous rolling year. Similarly, 36% of leavers belonged to this age group, reflecting a 3% rise from the previous rolling year period.
- 6.1.6 Overall sickness rates have improved across the board. During the last rolling year, the top three recorded reasons for sickness have been: stress/mental health, anxiety/ depression and back related. Strategic HR and OD Business Partners continue to actively work with Directors to tackle sickness rates throughout the Council.
- 6.1.7 The Council has a total of 128 apprenticeships, with the top three directorates being Placemaking & Housing, Adults, Health & Communities and Children's Services. The most popular apprenticeship standards/frameworks at the moment include Operations or Departmental Manager (Level 5), Data Technician (Level 3), and Senior Leader (Level 7). Since April 2024, the Council has welcomed 39 new apprentices and seen 19 completions.

## 7. Contribution to strategic outcomes

In order to streamline the production of timely workforce data the People Report will act as a single source of people data for the use of both officers and members.

The production of this report will complement the reports produced by Finance to give officers and members a set of management controls that will help track the reduction in the workforce, both on and off payroll; and the associated spend across the Council.

It will enable officers and members to track the progress of HR related initiatives controlling recruitment, establishment numbers, and performance management exercises.

**8. Statutory Officers' comments (Chief Finance Officer (including procurement), Head of Legal and Governance, Equalities**

**8.1 Chief Finance Officer**

This report recommends Committee to note the changes in the workforce from September 2024 to December 2024. The impact of these changes has already been considered as part of the regular budget monitoring process and would have been reported accordingly. There are no other financial implications arising from this report.

**8.2 Head of Legal and Governance**

There are no legal implications arising from this report. The report is for information only.

**9. Use of Appendices**

Appendix A - People Report (December 2024)

**10. Local Government (Access to Information) Act 1985**

Not applicable.

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## People Report

December 2024

## Appendix A



Measure		Reporting Period					% Change
		Mar 2024	Jun 2024	Sep 2024	Dec 2024	Status	Sep 2024 to Dec 2024
<b>Established Workforce</b>							
Headcount	M	3374	3413	3461	3563	↑	2.9
FTE	M	3130.9	3170.9	3209.6	3261.1	↑	1.6
Cost base pay - monthly (£000)	M	£11,216,824	£11,328,864	£11,504,364	£12,205,390	↑	6.1
Cost base pay - annualised (£000)	M	£134,601,890	£135,946,369	£138,052,368	£146,464,677	↑	6.1
Average cost per FTE (£000)	M	£42,991.4	£42,873.1	£43,012.3	£44,912.7	↑	4.4
<b>Off Payroll Workforce - Agency (from June 2023 excludes £500+)</b>							
Headcount	M	608	550	527	469	↓	-11.0
FTE	M	474.7	441.0	416.4	349.7	↓	-16.0
Cost - monthly (£000)	M	£3,136,708	£2,951,482	£2,739,819	£2,270,894	↓	-17.1
Cost - annualised (£000)	M	£37,640,499	£35,417,784	£32,877,828	£27,250,723	↓	-17.1
% Agency of total workforce	M	14.4	13.5	12.8	10.8	↓	-15.0
<b>Off Payroll Workforce - Interims &amp; Consultants (£500+)</b>							
Headcount	M	67	66	68	63	↓	-7.4
FTE	M	53.1	52.1	52.8	47.0	↓	-11.1
Cost - monthly (£000)	M	£834	£805	£832	£730	↓	-12.2
Cost - annualised (£000)	M	£10,003,683	£9,659,688	£9,988	£8,766	↓	-12.2
<b>Total Workforce (Established + Agency/Consultants/Interims)</b>							
Headcount	M	4049	4029	4056	4095	↑	1.0
FTE	M	3658.7	3664.0	3678.8	3657.8	↓	-0.6
Cost - monthly (£000)	M	£15,187,173	£15,085,320	£15,076,553	£15,206,770	↑	0.9
Cost - annualised (£000)	M	£182,246,071	£181,023,841	£180,918,636	£182,481,244	↑	0.9
<b>Leavers</b>							
Headcount	RY	416	415	412	412	→	
FTE	RY	364.7	368.9	372.7	374.0	↑	
% Resignation/ Retirement	RY	76	78	77	78	↑	
% TUPE	RY	0	0	0	0	→	
% Redundancy	RY	6	7	9	8	↓	
% Other	RY	17	15	14	13	↓	
No. Leavers Aged <40	RY	135	144	136	147	↑	
<b>Starters</b>							
Headcount	RY	468	486	498	627	↑	
FTE	RY	448.3	471.1	486.3	602.1	↑	
% Permanent appointments	RY	68	67	36	63	↑	
% Fixed term appointments	RY	31	33	37	36	↓	
% Temporary appointments	RY	0	0	0	0	→	
No. New Starters Aged <40	RY	253	266	266	338	↑	

Data Period = Period the data relates to:

M = Month (based on snapshot within the month)

RY = Rolling Year (based on 12 rolling months)

People Report  
December 2024  
Appendix A



Measure	Data Period	Reporting Period	% Change
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Sickness Absence

		Mar 2024	Jun 2024	Sep 2024	Dec 2024	Status
Sickness rate (average days)	RY	11.2	11.3	10.6	10.2	↓
Long term sickness rate (20+ days)	RY	9.2	8.5	8.6	8.3	↓
Short term sickness rate (<20 days)	RY	2.0	2.9	2.0	1.9	↓
Sickness cost (£000)	RY	£4,431	£4,889	£4,732	£4,971	↑

Apprentices

Adults, Health & Communities	M	20	33	29	24	↓
Children's Services	M	19	25	20	21	↑
Culture, Strategy & Engagement	M	13	35	19	14	↓
Director of Finance	M	10	18	16	15	↓
Environment & Resident Experience	M	15	19	24	20	↓
Placemaking & Housing	M	30	39	40	34	↓
No. Apprentices	M	107	169	148	128	↓

Data Period = Period the data relates to:  
M = Month (based on snapshot within the month)  
RY = Rolling Year (based on 12 rolling months)



**Report for:** General Purposes Committee - 3 April 2025

**Item number:** 8

**Title:** HR Policies

**Report authorised by:** Dan Paul, Chief People Officer

**Lead Officer:** Tanya Patchett, Head of Employee Relations, Business Partners and Reward

**Ward(s) affected:** N/A

**Report for Key/  
Non Key Decision:** Non-key

**1. Describe the issue under consideration**

The report sets out the changes to the Ill Health Retirement and Parental Leave policies to ensure that they are in line with ACAS best practice, any legal/ statutory requirements and the Council's local requirements.

**2. Cabinet Member Introduction**

Not applicable.

**3. Recommendations**

That Committee consider and approve the changes to the Ill Health Retirement and Parental Leave policies.

**4. Reason for Decision**

Review of policies is done on a cycle basis however priority has been given this year to reviewing the key policies in most frequent use as part of our improvement to managing employee relations cases and simplifying the policies for all managers and employees. The change to policies is to make the management of people more effective.

**5. Alternative Options Considered**

Not applicable.

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**6. Background information**

- 6.1 Human Resources (HR) has consulted/ engaged with Trade Unions, Staff Networks and other stakeholders via our policy collaboration process to ensure the Council has fit for purpose and legally compliant policies.
- 6.2 The new Ill Health Retirement and Parental Leave Policies have been drafted in line with ACAS best practice (with reference to Brightmine, formerly known as XpertHR), any legal/ statutory requirements and the Council's local requirements.
- 6.3 The Ill Health Retirement Policy has been updated as follows:
  - 6.3.1 Merging of Purpose and Scope under the heading "Introduction", in line with other policies.
  - 6.3.2 The principles section has been updated in line with other Council policies and a link has been included to the Sickness Absence Policy.
  - 6.3.3 The reference to practice notes has been removed and contents has been amalgamated into the policy.
  - 6.3.4 Definition of Ill Health Retirement and eligibility criteria has been added at sections 3 and 4.
  - 6.3.5 The wording for the stage one appeal has been clarified and a stage two appeal process, which involves a review by the pension fund, has been introduced.
  - 6.3.6 Details regarding confidentiality have been included.
  - 6.3.7 Support options for employees have been incorporated to offer guidance and assistance during periods of ill health.
  - 6.3.8 The process for Ill Health Retirement detailed at Appendix A.
  - 6.3.9 Summary of Ill Health Tiers added, which includes detail on criteria, entitlement and pension information is outlined at Appendix B.
- 6.4 The Parental Leave Policy has been updated as follows:
  - 6.4.1 Revised wording has been introduced concerning Neonatal Pay and Leave, reflecting the changes effective from 6th April.
  - 6.4.2 Added guidance on maintaining effective communication while an employee is on parental leave and ensuring a smooth transition back to work.

## **7. Contribution to strategic outcomes**

The review and amendments to policies are done in order to ensure we are operating within best practice for Human Resources and in supporting the organisation to achieve its' objectives. Policies under review are also done so in order to maximise the efficiency of workforce management.

## **8. Statutory Officers' comments (Chief Finance Officer (including procurement), Head of Legal and Governance, Equalities**

### **8.1 Chief Finance Officer**

The introduction of Neonatal Pay and Leave from 6<sup>th</sup> April 2025 is not expected to have a significant financial impact and will be managed through existing staffing budgets where applicable. There are no other financial implications arising from this review of the Ill Health Retirement and Parental Leave policies.

### **8.2 Head of Legal and Governance**

The General Purposes Committee Terms of Reference include approval of all human resources policies including pay and grading structures, and changes to employees' terms and conditions of employment and to approve policies on how the Council exercises its functions under the Local Government Pension Scheme and the Teachers' Pension Scheme.

The review of HR policies will ensure that Haringey is meeting its legal and legislative obligations to all employees.

### **9. Use of Appendices**

Appendix A - Ill Health Retirement Policy

Appendix B - Parental Leave Policy

### **10. Local Government (Access to Information) Act 1985**

Not applicable.

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## **III Health Retirement Policy**

Version 1  
March 2025

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<b>Ill Health Retirement Policy and Procedure</b>
---

## **1 Introduction**

- 1.1 The purpose of this policy is to provide clear guidance and a fair process for employees who are unable to continue carrying out their role due to a long-term illness or disability.
- 1.2 The policy ensures compliance with employment law and occupational pension scheme regulations while offering a structured approach to ill health retirement.
- 1.3 This policy applies to all employees and former employees of the Council who meet the eligibility criteria for ill health retirement under the terms of the local government pension scheme or statutory requirements.
- 1.4 The development of this policy is in compliance with the following UK employment and pension law:
  - 1.4.1 The Equality Act 2010: Protects employees from discrimination due to disability and ensures the obligation to make reasonable adjustments.
  - 1.4.2 The Employment Rights Act 1996: Provides the right to terminate employment due to incapacity after a prolonged period of ill health.
  - 1.4.3 The Pensions Act 1995 (and amendments): Governs the terms of occupational pension schemes, including provisions for ill health retirement.
  - 1.4.4 The Health and Safety at Work Act 1974: Requires employers to ensure the health, safety and welfare of employees which may include considering ill health retirement for employees whose health affects their ability to work safely.
- 1.5 Retiring an employee on the grounds of permanent ill health is a significant decision with substantial implications for both the Council and the employee.
- 1.6 Retirement on the grounds of ill health should only be considered as a last resort after all other options have been thoroughly assessed. It is not a substitute for redundancy, capability, flexible retirement or a means for addressing budget reductions.

## **2 Principles**

- 2.1 The Manager must ensure that all reasonable efforts have been made to assist the employee in carrying out the duties of their substantive post, which may include making reasonable adjustments or modifications and exploring redeployment opportunities before making a referral to Occupational Health for ill health retirement.
- 2.2 The role of Occupational Health is advisory only. A second assessment of the recommendation from Occupational Health must be determined by an Independent Occupational Health Doctor.
- 2.3 The Head of Service will make the final decision in conjunction with HR after considering the medical report from the Independent Occupational Health Doctor.

- 2.4 The employee has the right to appeal a decision not to grant retirement on the grounds of ill health, as well as decisions made at either Tier 2 or Tier 3. It should be noted that there is no right of appeal at Tier 1. Details of ill health retirement tiers are provided in Appendix B.
- 2.5 Before ill health retirement benefits can commence, a final meeting, as specified in the [Sickness Absence Policy](#), must be held to dismiss the employee on ill health grounds.

### **3 Definition of Ill Health Retirement**

- 3.1 Ill Health Retirement refers to the termination of employment on the grounds of an employee's inability to continue in their job due to illness or disability. This process may involve an application for pension benefits due to the employee's long term incapacity.

### **4 Eligibility**

- 4.1 To be eligible for ill health retirement, the employee must meet the following criteria:
  - 4.1.1 Long-term illness or disability: The employee must be suffering from a long-term illness or disability, typically lasting at least 12 months, which impedes their ability to perform their current role.
  - 4.1.2 Medical evidence: The employee must provide medical evidence confirming that they are unfit to continue working. This may include reports from the employee's GP, specialist or the Council's Occupational Health service.
  - 4.1.3 Inability to perform duties: The employee must demonstrate that they cannot perform their current role, or any suitable alternative role, even with reasonable adjustments.
  - 4.1.4 Membership in the pension scheme: The employee must be a member of the Council's occupational pension scheme or be entitled to other statutory benefits where applicable.

### **5 Process for Ill Health Retirement**

- 5.1 The key steps required to be taken as part of Ill Health Retirement process by all relevant stakeholders are outlined at Appendix A of this policy.

### **6 Ill Health Retirement Tiers**

- 6.1 Ill Health Retirement benefits are generally organised in tiers reflecting the severity of the employee's condition and their potential to work in the future. The tiers for ill health retirement, along with an outline of entitlement levels based on the Council's Occupational Health service and pension scheme provisions can be found in Appendix B.



## **7 Appeal Process**

- 7.1 Initial Outcome Appeal Process as follows:
- 7.2 The appeal must be made on the appropriate form and submitted to the Head of Service who made the decision within six months from the date of the letter confirming the decision. Where there are special circumstances, the six month time limit can be extended for a reasonable period with the approval of the Head of Service.
- 7.3 Stage One Appeal Process as follows:
- 7.4 Upon receiving the appeal, the Head of Service will forward the documentation to the Employee Relations Manager (as the Specified Person under the LGPS Regulations) and simultaneously notify the Employee Relations team that an appeal under Stage One of the Internal Disputes Resolution Procedure (IDRP) has been lodged, which must be reviewed by a Head of Service. This must be a Head of Service who has not been involved in the initial outcome.
- 7.5 If a review of the recommendation is required, the Head of Service will refer the case to Occupational Health. Occupational Health will then arrange for the documentation to be reviewed by a new Independent Occupational Health Doctor for a second opinion. This second opinion will follow the process outlined in Appendix A and include a review of the documentation submitted with the appeal. The Independent Doctor will then provide the outcome of the appeal in writing to the Head of Service.
- 7.6 If an employee is dissatisfied with the stage one outcome or the failure to make a decision they can escalate this as a Stage Two by submitting a further appeal to the Pension Fund for review.
- 7.7 Stage Two Appeal Process as follows:
- 7.8 If you are dissatisfied with the outcome of the stage one decision the Pension Fund will independently review the stage one appeal and original decision. If applicable Pensions may refer to and Independent Occupational Health Doctor for a third review. Appeals are to be submitted to the Employee Relations Manager who will notify Pensions.
- 7.9 If the appeal is upheld, the process outlined in Appendix A of this policy will be implemented.
- 7.10 If the appeal is not upheld, the employee must choose either to accept the panel's decision or to proceed with the formal sickness management process or capability process.
- 7.11 The employee cannot dispute the decision to award Tier 1 ill health retirement, as this grants full retirement benefits based on the expectation that there is no reasonable prospect of the employee securing employment before their normal retirement date.
- 7.12 There is a right to appeal against the decision not to award ill health retirement, as well as a right to dispute the decision to award it at either Tier 2 or Tier 3. A dispute can only be made on the grounds that:

7.12.1 Medical evidence that was available to the OH doctors was not considered when making the recommendation, or

7.12.2 New medical evidence has come to light since the recommendation was made.

## **8 Review of Tier 3 Benefit**

8.1 In this section, "member" refers to employee in the pension scheme.

8.2 There is no requirement for a review of payments for benefits paid at Tier 1 or Tier 2. However, a Tier 3 benefit is awarded as an interim pension because the employee is considered capable of returning to gainful employment within three years of the start of the payments.

8.3 Gainful employment is defined as "paid employment for not less than 30 hours each week for a period of not less than twelve (12) months." Former employees who retire with Tier 3 benefits must inform the Pensions Team as soon as they find work so that the continuation of payments can be reviewed. Pension payments will stop if the work is considered to be gainful employment as defined in the Regulations. If the Pensions Team is not informed when employment is found and pension payments continue, they may be recovered as overpayments.

8.4 After eighteen (18) months of pension payments, the Pensions Team will contact the former employee to confirm their employment status. If the former employee is not in gainful employment at the review, a referral will be made to Occupational Health to determine whether the medical situation remains the same.

8.4.1 The recommendation of the Pensions Team may be either:

8.4.2 To continue paying Tier 3 benefits until the end of the original three-year period after the date of termination of employment, or

8.4.3 If a new certificate is issued by the Independent Occupational Health Doctor recommending the benefit be amended to Tier 1 or 2 from the date of the review decision, the Pensions Team will make the necessary changes.

8.5 At a Tier 3 review Occupational Health can recommend the following:

8.5.1 That the member is fit to return to work, Tier 3 ceases.

8.5.2 The member is still unable to return to work but is expected to be able to after the next 18 month period. Tier 3 continues.

8.5.3 The members condition has gotten worse so they are to be uplifted. This can be to a tier 1 or 2.

## **9 Former Employees Requesting Ill Health Retirement**

9.1 In the event that a previous employee of the Council requests ill health retirement then the following must be followed:

- 9.1.1 If a former employee is currently working for another local authority and has a certificate from an Occupational Health Practitioner indicating that their health condition qualifies them for ill health retirement, the Council may accept this certificate without requiring an additional referral to Occupational Health.
- 9.1.2 The certificate must be sent to the Employee Relations team, who will verify the length of service and the number of years of payment into the pension scheme. The verified details will then be passed to the Pensions team to initiate the payment of pensions.
- 9.1.3 If the former employee is not employed by another local authority and does not have a certificate, the Employee Relations team will verify eligibility by confirming the length of service with Haringey and the number of years in the pension scheme. Once verified, a referral will be made to Occupational Health.

## **10 Confidentiality**

- 10.1 All medical information related to ill health retirement will be treated in strict confidence, in line with the Council's data protection policy and the General Data Protection Regulation (GDPR). Access to medical records will be restricted to those involved in the decision-making process.

## **11 Support for employees**

- 11.1 The following resources are available to an employee to access for support / advice.
- 11.2 **Trade Union**  
The employee can contact their trade union representative for support and advice. The trade union representative can attend formal meetings to accompany the employee. Further information can be found [here](#).
- 11.3 **Employee Assistance Programme (EAP)**  
This is a telephone service which offers counselling services covering a variety of topics related to personal, work -related, health or legal issues. This is a confidential service; an employee will only need to declare which directorate they work and can be accessed 365 days a year. This service is available to employees who are on a permanent, fixed term and temporary contract. Further information can be found [here](#).
- 11.4 **Occupational Health (OH)**  
A manager can refer the employee to Occupational Health for further support in managing any physical or mental health during this process subject to an employee's consent. In addition, the manager can conduct a [stress risk assessment](#) to ensure that any risk related to stress can be managed.
- 11.5 **Mental Health First Aiders (MHFA)**  
These are colleagues across the Council that have been trained to identify, understand and support employees. Further help can be found here (insert link).
- 11.6 **Virtual Meeting or Hearing**  
For employees requesting a virtual meeting or hearing support can be found on the [intranet](#) on how to use Microsoft teams and additional training can be provided.

## **12 Further References**

Organisational Change Policy  
Sickness Absence Policy  
Capability Policy

## Appendix A - Process for Ill Health Retirement

<b>Step One</b> Line Manager	<b>Step Two</b> Occupational Health	<b>Step Three</b> Independent Occupational Health Practitioner	<b>Step Four</b> Head of Service
<p><b>Consider Other Options</b></p> <p>Explore all other options to support an employee back into work by making reasonable adjustments that may help. Further information can be found <a href="#">here</a>, via Occupational Health or the Equality, Diversity and Inclusion Lead.</p> <p>Explore the possibility of medical redeployment to other work which may be more suitable to the employee's capabilities, skills and experience. Medical redeployment is conducted the same way as redeployment and full details can be found in the <a href="#">Organisational Change Policy</a> and <a href="#">Sickness Absence Policy</a>.</p> <p>Consider reducing the employee's working hours in order to make the working week more manageable.</p> <p>In the event that other options have either been tried and been unsuccessful or are not a viable</p>	<p><b>Initial Recommendation</b></p> <p>Responsible for collating the medical information necessary to enable a recommendation to be made based on all medical information available and by speaking with the employee. Additional medical information may include a report from the employee's GP, hospital consultant or other medical practitioner.</p> <p>Following the initial assessment, a recommendation will be made and then an independent Occupational Health Doctor will be approached to provide a second opinion by the Occupational Health team.</p> <p>The Head of Service can only agree to ill health retirement once the independent medical practitioner has confirmed that the employee meets the pension criteria (Regulation 36 of the LGPS Regulations 2013).</p>	<p>The Independent Medical Practitioner will certify whether or not, in their professional opinion and on the balance of probabilities, the pensions criteria for satisfying the entitlement to an ill health retirement benefit has been met. In reaching a decision, the doctor will consider the ill health statutory guidance and consider whether the employee is permanently incapable of "discharging efficiently the duties of the relevant local government employment because of ill health or infirmity of mind or body".</p> <p>The following factors will be taken into consideration by the Independent Doctor in making the final recommendation will include:</p> <ul style="list-style-type: none"> <li>• The rate and degree of any recovery</li> <li>• An assessment of the employee's level of ability</li> <li>• The tasks which are necessary to be done in order to carry out the job role</li> </ul>	<p>Upon receipt of the Occupational Health report the manager must arrange to discuss the report and recommendation with the Head of Service and Employee Relations team to decide whether or not to accept the medical recommendation and to offer ill health retirement at the suggested level.</p> <p>The manager must then arrange to formally meet with the employee and their Trade Union or workplace colleague (as applicable) to discuss the Occupational Health recommendation, the decision of the Head of Service and the next steps.</p> <p>Following this meeting, the Head of Service will confirm the decision in writing giving the last day of service and pension details. On receipt of the signed acceptance by the employee, a copy of all documentation is sent by the manager to the Pensions team to</p>

<p>alternative given the employee's specific circumstances, it may be necessary for the manager to consider ill health retirement.</p>	<p>The Independent Medical Practitioner will also make a recommendation as to which level of ill health retirement the employee is eligible for and returns a certificate confirming this.</p> <p>Once the certificate is received the Head of Service will work with HR to make the decision on whether to accept the recommendation stated on the certificate and the tier of retirement award.</p>	<ul style="list-style-type: none"> <li>• Access to the site of the employment</li> <li>• Whether any modifications or adaptations could be made which would allow for the job tasks to be performed effectively</li> <li>• Whether a relocation or redeployment could be carried out in order to enable the employee's abilities to be utilised elsewhere</li> <li>• Whether all treatment options have been exhausted</li> </ul> <p>If the decision is to recommend ill health retirement, a certificate will be issued which states which tier of ill health retirement is recommended. The certificate will be sent to Occupational Health for it to be sent to the manager along with any medical evidence. It should be noted that the report is advisory only, the decision whether or not to offer ill health retirement and the level of benefit to offer rests with the employee's Head of Service.</p> <p>If the Independent Doctor decides that the criteria for ill health retirement has not been met, the case will be referred back to</p>	<p>enable them to begin the process for payments. A copy of the documents should be sent to the Employee Relations team and HR Operations team.</p>
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		Occupational Health who will send an Occupational Health report to the manager to this effect.	
<b>Occupational Health Referral for Ill Health Assessment</b>  Manager to submit referral to the Council's Occupational Health provider completing and submitting the required paperwork such as Job Description, Referral and Consent Forms. Further information can be found <a href="#">here</a> .  The referral must clearly state that advice is needed regarding the possibility of ill health retirement and if applicable details regarding any adjustments to working practices, additional equipment or working hours that have already been made to help support the employee.			

## Appendix B - Summary of Ill Health Retirement Tiers

Tier	Criteria	Entitlement	Pension
<b>Tier 1</b>	An employee qualifies for Tier 1 if they are unlikely to be capable of gainful employment before your Normal Pension Age.	<p>The ill health benefits an employee would receive are:</p> <ul style="list-style-type: none"> <li>the pension they have already built up on date of leaving</li> <li>no reduction for early payment</li> <li>plus the pension the employee would have built up in the main section of the LGPS from your leaving date to your Normal Pension Age.</li> </ul>	A Tier 1 pension is paid for the rest of the employee's life. The increase to the employee's pension under Tier 1 is based on their Assumed Pensionable Pay.
<b>Tier 2</b>	An employee qualifies for Tier 2 if they are unlikely to be capable of gainful employment within three years of leaving but are likely to be capable of gainful employment before your Normal Pension Age.	<p>The ill health benefits an employee would receive are:</p> <ul style="list-style-type: none"> <li>the pension they have already built up on date of leaving</li> <li>no reduction for early payment</li> <li>plus 25% of the pension they would have built up in the main section of the LGPS from leaving date to their Normal Pension Age.</li> </ul>	A Tier 2 pension is paid for the rest of the employee's life. The increase to the employee's pension under Tier 2 is based on their Assumed Pensionable Pay.
<b>Tier 3</b>	An employee qualifies for Tier 3 if they are likely to be capable of gainful employment within three years of leaving or before their Normal Pension Age, if this is earlier. The employee would receive the pension they have built up on date of leaving. It would not be reduced for early payment.	<p>The employee's Tier 3 pension is paid temporarily. It will stop when the first of these events happens:</p> <ul style="list-style-type: none"> <li>the Tier 3 pension has been paid for three years</li> <li>the employee starts gainful employment</li> <li>the employee becomes capable of gainful employment.</li> </ul>	<p>If the employee reaches Normal Pension Age while Tier 3 pension is being paid, it will not stop. The Council must assess whether the employee is capable of undertaking gainful employment.</p> <p>After Tier 3 pension is stopped, it will normally become payable again from the employee's Normal Pension Age. The employee may take it earlier. The pension fund will provide the employee with information about their options when Tier 3 pension stops.</p>



## Appendix C - Ill Health Retirement Appeal Form

ILL HEALTH RETIREMENT POLICY: APPEAL SUBMISSION FORM			
<p>You have the right to appeal the decision not to be retired on the grounds of permanent ill health. The appeal must be made on this form and sent to the Employee Relations Manager within six months of the receipt of the letter from the Head of Service which confirms the decision to refuse ill health retirement.</p> <p>The form must be completed in full, outlining the reasons for the appeal.</p>			
Name		Service / Dept.	
Job Title		Contact Tel. No.	
Line Manager		Union Rep.	
Confirm your grounds for making the appeal (please tick one)			
<p>1. The decision not to be retired on the grounds of permanent ill health <input type="checkbox"/></p> <p>2. The entitlement level of 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> tier pension. <input type="checkbox"/></p>			
Please outline your appeal, giving as much detail as you can (including any evidence you have to substantiate your appeal). Please include your name on any supplementary sheet submitted?			
<i>Please continue on a separate sheet if necessary.</i>			
Please confirm the outcome you are seeking to resolve this issue?			
Sign.		Date	
<p>The completed form must be returned to the Head of Service within your team using the following email address <b>(insert email address for Head of service area)</b>.</p>			

## Document Control

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Key Information	
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Contact	Employment Practice Manager
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Revision History			
Version	Date	Summary of Changes	Name
V 1.0	March 2025	New policy, using agreed process for policy revision.	YN

# **Parental Leave Policy**

Version 1  
March 2025

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<b>Parental Leave Policy and Procedure</b>
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## **1 Introduction**

- 1.1 The purpose of this policy is to outline the Council's leave and benefit provision for each type of parental leave. Appendix A gives details of the entitlements and the associated qualifying service period for each type of benefit.
- 1.2 This policy applies to all Council employees including teachers directly employed by the Council excluding all employees and teachers operating under local management of schools, which have their own policy. The policy does not apply to agency workers or contractors working in the Council.

## **2 Principles**

- 2.1 Parental leave is a period of planned absence to support employees during significant family events such as pregnancy, adoption, shared care for a new baby, those undergoing fertility or IVF treatment and employees facing miscarriage, premature birth or the loss of a child.
- 2.2 In addition to the statutory entitlement to pay and/or leave, the Council offers enhanced benefits which are dependent on the qualifying service of the employee. Full details can be found at Appendix A.

## **3 Parental Leave Options**

### **3.1 Maternity Leave and Shared Parental Leave**

- 3.1.1 All employees who become pregnant are entitled to 52 weeks maternity leave, made up of 26 weeks of ordinary maternity leave and 26 weeks additional maternity leave.
- 3.1.2 Depending on the amount of qualifying service that the employee has, the leave may be paid at an enhanced rate, whilst retaining the entitlement to receive statutory maternity pay. Full entitlement details can be found in Appendix A.
- 3.1.3 If parents or nominated carers wish to share maternity leave, they may be eligible for Shared Parental Leave, which offers greater flexibility for both parents to spend time with their child.
- 3.1.4 Shared Parental Leave is available if the parent taking on their partner's maternity leave has been continuously employed by the Council for at least one year by the start of the 11th week before the expected birth week. Full entitlement details can be found at Appendix A.

### **3.2 Adoption Leave**

- 3.2.1 Employees who are adopting a child are entitled to 52 weeks of statutory adoption leave, consisting of 26 weeks of ordinary adoption leave and an additional 26 weeks of extended adoption leave.
- 3.2.2 Depending on the amount of service the employee has, the leave may be paid at an enhanced rate, in addition to the entitlement to receive statutory adoption pay. Full entitlement details can be found at Appendix A.
- 3.2.3 You do not qualify for Statutory Adoption Leave or Pay if you arrange a private adoption, become a special guardian or kinship carer, adopt a stepchild or adopt a family member.

### **3.3 Nominated Carers Leave**

- 3.3.1 This leave is available to employees who have, or expect to have, responsibility for the child's upbringing and are either the baby's biological father, the mother's spouse or partner or the spouse or partner of a primary adopter matched with a child.
- 3.3.2 Eligibility and entitlements are based on the nominated carer's length of service. Full entitlement details can be found at Appendix A.

### **3.4 Neonatal Leave and Pay**

- 3.4.1 If an employee's newborn baby (aged 28 days or younger) is admitted to the hospital for 7 or more consecutive days, they are entitled to take up to a maximum of 12 weeks of paid Neonatal Leave. The length of leave will be based on how many complete weeks the baby receives neonatal care, up to 12 weeks.
- 3.4.2 Neonatal leave is to be taken in one block at the end of the Parental Leave (such as Maternity, Adoption or Shared Parental Leave). Full entitlement details can be found at Appendix A.

### **3.5 Premature Birth (Special Leave)**

- 3.5.1 A premature birth is defined as a birth that occurs before the 37th week of pregnancy, this can be a worrying time for parents if their baby is born either at, or before, 37 weeks of pregnancy, especially when their baby is in hospital. Since maternity leave begins when the baby is born, additional time may be necessary for birth mothers and their nominated carer. To support this, birth mothers and nominated carers are able to claim one additional week of full pay for each week the baby remains in the hospital before the original due date, or until the baby is discharged, whichever occurs first.
- 3.5.2 This additional paid leave must be taken as a single block at the end of the parental leave. Full entitlement details can be found at Appendix A.

### **3.6 Ordinary Parental Leave**

- 3.6.1 Parents or nominated carers can take up to 18 weeks of unpaid leave for each child once they have completed one year's continuous service. This can be used up to the child's 18th birthday.
- 3.6.2 The leave must be taken in a block of one week (unless the child is disabled), up to a maximum of 4 weeks in a leave year, subject to agreement by the line manager. Full entitlement details can be found at Appendix A.

### **3.7 Parental Leave Bereavement**

- 3.7.1 In the tragic event of the death of a child under the age of 18, employees are entitled to two weeks of parental bereavement leave. This leave can be taken flexibly, either as two separate weeks or as one continuous period, to meet the needs of the parent.
- 3.7.2 The two weeks can be paid if employees have at least 26 weeks of service with the council before the week of bereavement and who are:
- birth parent (regardless of gender)
  - adoptive parent (regardless of gender) if the child was living with them
  - a person who lived with the child and had responsibility for them, for at least four weeks before they died
  - 'Intended parent'-due to become the legal parent through surrogacy (regardless of gender).
  - partner of the child's parent, if they live with the child and the child's parent (regardless of gender) in an enduring family relationship.
- 3.7.3 Leave can be taken within 56 weeks of the date of bereavement and may be taken in addition to any special leave granted. Full entitlement details can be found at Appendix A.
- 3.7.4 Managers should refer to the [Annual Leave and Time Off Policy](#) and discuss with the Employee Relations team as needed in respect of leave.

### **3.8 Miscarriage**

- 3.8.1 Pregnant employees who are unfortunate in experiencing a miscarriage before 24 weeks of pregnancy are likely to need time to come to terms with their experience. The Employee Assistance Programme is available for support, guidance or counselling if needed.
- 3.8.2 Managers should ensure that employees are reminded of the support that is available to them should they wish to use it. If sickness absence is taken following a miscarriage, it is pregnancy related and therefore it will not impact on sickness absence trigger levels. In some cases, if it would be beneficial to the employee to take a period of special leave, this is at the discretion of the line manager and to be agreed by the Head of Service. Full entitlement details can be found at

## Appendix A.

## **4 Managing Parental Leave**

### **4.1 Keeping In Touch (KIT) Days**

- 4.1.1 The purpose of KIT days is to support employees on parental leave. These voluntary workdays allow new parents to stay updated with work, maintain contact with colleagues and ease the transition back to the workplace after parental leave. KIT days facilitate communication and continuity between the employer and the employee. They can be used for various work-related activities such as: training, meetings or staying informed about changes at work.
- 4.1.2 Employees on maternity or adoption leave are entitled to take up to 10 KIT days. Employees who share their maternity leave are also entitled to up to 20 Shared Parental Leave in Touch (SPLIT ) days, which can be used in addition to the 10 KIT days. All KIT and SPLIT days must be agreed with the manager.
- 4.1.3 KIT days can be taken as a block or as individual days.
- 4.1.4 Both KIT and SPLIT days are paid at full pay if taken during a period of unpaid leave. If taken during a period of half pay, the employee will receive top-up pay to bring them to full pay for the hours worked. No additional pay will be provided if taken during a period of full paid leave.
- 4.1.5 Managers need to notify HR Operations team of KIT days via HALO to ensure the employee receives the correct pay.

### **4.2 Maintaining Contact**

- 4.2.1 The council reserves the right to maintain contact with the employee outside of the agreed KIT days in order to provide updates as necessary such as during organisational change.

## **5 Returning to Work**

### **5.5 Notification of return date**

- 5.5.1 Unless the employee states otherwise, it is assumed that they wish to take the full 52 week period of maternity or adoption leave. If the employee has requested to take less, or would like to shorten their leave, they must give at least 8 weeks written notice of their intended date of return to work following maternity or adoption leave.
- 5.5.2 Nominated carers leave will automatically end at the end of the two-week period or on the date that the employee has specified if they have opted to take less than their entitlement.
- 5.5.3 Once notified, managers must write to the employee to confirm date of return, start and end of any annual leave to be taken following return, details of any agreed



adjustments (if returning on reduced hours) and completion of 'notification to change terms and conditions' Eform if applicable.

## **5.6 Return to Work Meeting**

- 5.6.1 Returning to work following a period of extended leave can be daunting. It is important that line managers arrange a return to work meeting in advance of their return or at least in their first day, in the first few days to help and support employees back to work.
- 5.6.2 The purpose of the return to work meeting is designed to prompt a proactive conversation that will facilitate a smooth and well-supported transition back to work following parental leave. This discussion provides an opportunity to address any questions, provide team or organisational updates that took place, prompt proactive conversations around returning to work, thinking about when, how and what support the employee may need.
- 5.6.3 It is encouraged that during this discussion, managers and employees think about creating a 'back to work plan' that focuses on reintroducing and building up responsibilities in order to support a gradual transition.

## **5.7 Annual Leave after Parental Leave**

- 5.7.1 Annual leave will continue to accrue during maternity or adoption leave, whether paid or unpaid. However, annual leave will not accrue for any additional unpaid leave taken beyond 52 weeks after the baby's birth or the placement of a child with adoptive parents.
- 5.7.2 Any accrued annual leave should be taken at the end of the parental leave period. This can be taken in one block before returning or used to support a phased return to work, such as splitting a week into work and leave days.
- 5.7.3 Public holidays that occur during parental leave will be added to the employee's annual leave entitlement. These must be taken by the end of the leave year in which the employee returns to work.
- 5.7.4 Employees must discuss how they would like to manage their annual leave with their manager, and any requests must be agreed upon in advance. It is recommended that employees consider their leave plans and have this discussion prior to their return to work.

## **5.8 Reduced Hours**

- 5.8.1 In the event an employee wishes to return on reduced hours, the flexible working procedure must be followed
- 5.8.2 Written notification of this request must be made at least 8 weeks before the intended date of return to enable the necessary changes to be made to payroll.

- 5.8.3 Any changes to the working hours of the post must be confirmed by the manager submitting a 'notification to change terms and conditions' eform.
- 5.8.4 If the employee returns to work on reduced hours, any annual leave accrued at their previous working hours must be used before the new reduced hours begin.

## **5.9 Sickness after Parental Leave**

- 5.9.1 If an employee is not well enough to return to work after maternity or adoption leave, they must inform their line manager on the first and fourth day of absence and provide a fit note after seven days.
- 5.9.2 Sickness taken at the end of parental leave will count towards sickness trigger levels. The line manager will follow the Council's Sickness Monitoring procedure to support the employee's return to work as soon as possible.

## **5.10 Special Unpaid Leave**

- 5.10.1 Consideration will be given to approve a further period of unpaid leave (up to 52 weeks) in exceptional circumstances. In this circumstance, this period of leave will be classed as Special Unpaid Leave and must be claimed using the Special Leave form on HALO. No annual leave will accrue during this period. The Council cannot guarantee the right to return to the employee's original job if any extension of parental leave is taken.

## **5.11 Not Returning to Work**

- 5.11.1 If following a period of maternity or adoption leave, the employee decides not to return to work, an element of the enhanced maternity / adoption pay must be repaid.
- 5.11.2 However, if the employee returns to work for at least 3 months there is no requirement to repay maternity / adoption pay. Part time working, absence on a phased return, annual leave, public and privilege holidays or sickness at full or half pay count towards the return period.
- 5.11.3 If the employee decides to resign from the Council to take up continuous employment with another Council or with another public sector employer (identified on the Redundancy Modification Order) during the maternity / adoption leave, there will be no requirement to repay any pay received.

## **6 IVF/ Fertility Treatment**

- 6.1 It is recognised that employees who are undergoing fertility or IVF treatment are likely to need time off to attend appointments. To support prospective mothers or nominated carers, an additional 3 days paid leave per rolling calendar year will be given which may be taken in either half or full days to attend these appointments.
- 6.2 Appointments should be managed locally between the manager and the employee,

ensuring flexibility and mutual agreement.

- 6.3 Any additional leave required may be taken as annual leave, unpaid leave or with the agreement of the line manager the time may be made up at a later date.

## **7 Temporary and Fixed Term Employees**

- 7.1 If an employee is employed on a temporary contract or fixed term contract which is due to end during their parental leave and it is not renewed, this is considered as a dismissal.
- 7.2 A discussion should be held with the pregnant employee to discuss the reasons for the decision not to renew. A temporary employee with over 51 weeks continuous service with Haringey whose contract ends, should wherever possible, be redeployed into a suitable alternative post. The Organisational Change policy gives further details.
- 7.3 The eligibility of temporary employees for statutory maternity pay (SMP) is dependent on the date of the ending and non-renewal of the contract. For example:
- If the contract ends and is not renewed before the 15<sup>th</sup> week before the expected week of birth, then there is no eligibility for SMP
  - If the contract ends and is not renewed during the 15<sup>th</sup> week before the expected week of birth and the employee worked during that week, they remain eligible for SMP
  - If the contract ends and is not renewed after the 15<sup>th</sup> week before the expected week of birth, they remain eligible for SMP

## **8 Organisational Change During Parental Leave**

- 8.1 If organisational changes occur during an employee's parental leave, they must be kept fully informed. This includes receiving the same documents and information as those directly affected, sent to their home address or personal email. Employees on extended parental leave must also have the same opportunity as other employees to comment on the proposals.
- 8.2 If an employee is pregnant, on parental leave or has returned from parental leave

within the last six months, and their substantive role is at risk of redundancy, the Council has a statutory obligation under the Maternity & Parental Leave Regulations 1999 and the Protection from Redundancy (Pregnancy & Family Leave) Act 2023 to offer any suitable alternative vacancies within the new structure.

- 8.3 During the consultation period, employees in these circumstances must be offered a suitable role, if available, on equivalent terms and conditions. They will not need to apply or undergo a competitive interview process, although they will still be considered as part of the overall selection process. Further details can be found in the Organisational Change Policy.

## **9 Pension Contributions**

- 9.1 If you are paying into the Local Government Pension Scheme (LGPS), your pensionable pay is calculated using an assumed amount (if this would be higher than the pay that you are actually receiving). This assumed amount is a notional figure that is used to make sure your pension is not affected by the reduction in pay. This means that you will continue to build up a pension in the LGPS as if you were working normally and receiving pay. During the first 26 weeks of parental leave if the employee goes onto no pay they will automatically continue to build up pension full pension benefits in the LGPS even though they are not paying pension contributions.
- 9.2 However, any period of unpaid parental leave (usually during weeks 26 – 39) will not count for pension purposes unless the employee elects to pay Additional Pension Contributions (APCs) to purchase the amount of pension lost during that period of unpaid absence.
- 9.3 To find out more about APCs and how to arrange them, visit the website [www.lgpsmembers.org](http://www.lgpsmembers.org) to access an online calculator and download an application form. If you make an election pay APCs to purchase the amount of pension lost within 30 days of returning to work (or a longer period if your employer allows it), the cost will be split between you and employer. Further details about how your pension contributions will be affected by taking parental leave should be raised with the Pensions Team.

## **10 Roles and Responsibilities**

### **10.1 Employees**

- Must notify their line manager, in writing, at the appropriate time, of their intention to take each type of parental leave by completing the relevant claim forms.
- Pregnant employees must provide their line manager with a copy of the MatB1 form as soon as practicable which will then be sent to HR Operations via HALO.
- Employees intending to take adoption leave must provide written notification and a copy of the Matching Certificate once the match is confirmed.
- When requesting parental leave (including adoption leave), the employee will

have indicated a return to work date. In the event they wish to return on a different date, they must give a minimum of 21 days notice of this. If there is a request to return on reduced hours, this must be requested using the flexible working policy, a minimum of 8 weeks before their amended intended return date. Parental leave can be extended by adding accrued annual leave to the end. If an employee is returning on reduced hours, all holiday hours accrued under the previous contracted hours must be taken before returning on the new agreed hours.

## 10.2 Manager

- Provide advice and guidance on the implementation of this policy
- Will confirm, in writing, receipt of documents giving the employee's intention to take parental leave or to return from parental leave.

## 10.3 Human Resources

- Provide advice and guidance on the implementation of this policy
- Will confirm, in writing, receipt of documents giving the employee's intention to take parental leave or to return from parental leave.

## 11 Further References

Sickness Absence Policy  
Organisational Change Policy  
Annual Leave and Time Off Policy

## APPENDIX A - Summary of Entitlements

Type of Leave	Qualifying Service	Entitlement
Maternity Option 1	Employed continuously for 1 year at the beginning of the 11th week before the expected week of birth	14 weeks full pay, entitled to 25 weeks or Entitled to Statutory Maternity Pay (SMP)  8 weeks full & 12 weeks half pay Entitled to 19 weeks Statutory Maternity Pay (SMP)

Maternity Option 2a)	One year's continuous Local Government service at start of 11th week before the expected week of birth <b>AND</b> 26 weeks continuous service with Haringey at the start of 15th week before the expected week of birth	6 weeks at 9/10ths of one weeks' pay plus 12 weeks at half pay Entitled to 21 weeks SMP
Maternity Option 2b)	One year's continuous Local Govt. service at start of 11th week before the expected week of birth <b>BUT</b> without 26 weeks continuous service with Haringey at the start of 15th week before the expected week of birth	6 weeks at 9/10ths of one weeks' pay, and 12 weeks half pay No entitlement to SMP
Maternity Option 3	Completed 26 weeks of continuous Haringey service by the end of the 15th week before the expected week of birth	6 weeks at 9/10ths of one weeks' pay plus 33 weeks SMP (Statutory Maternity Pay entitlement)
Maternity Option 4	Have less than 26 weeks continuous local government service by the end of the 15th week before the expected week of birth	No entitlement to SMP. Maybe eligible to claim Maternity allowance from DWP
Adoption Option 1	Employed continuously for 1 year at the beginning of the 11th week before the expected week of matching	14 weeks full pay Entitlement to 25 weeks Statutory Adoption Pay or 8 weeks full & 12 weeks half pay Entitlement to 19 weeks Statutory Adoption Pay (SAP)
Adoption Option 2	Between 26 weeks - 1 year continuous Haringey service by the week of matching with the child	6 weeks at 9/10ths of one weeks' pay plus 33 weeks SAP (Statutory Adoption Pay)
Adoption Option 3	Less than 26 weeks Haringey Service ending with the week the individual is matched with a child	No entitlement to SAP. Entitlement to unpaid adoption leave

Paternity & Nominated Carers Leave Option 1	26 weeks continuous service before the 15th week before either the expected week of birth, or week of matching	Two weeks full pay (inclusive of Statutory Paternity Pay)
Paternity & Nominated Carers Leave Option 2	Less than 26 weeks continuous service before the 15th week before either the expected week of birth, or week of matching	1 week full pay and 1 week unpaid (inclusive of Statutory Paternity Pay)

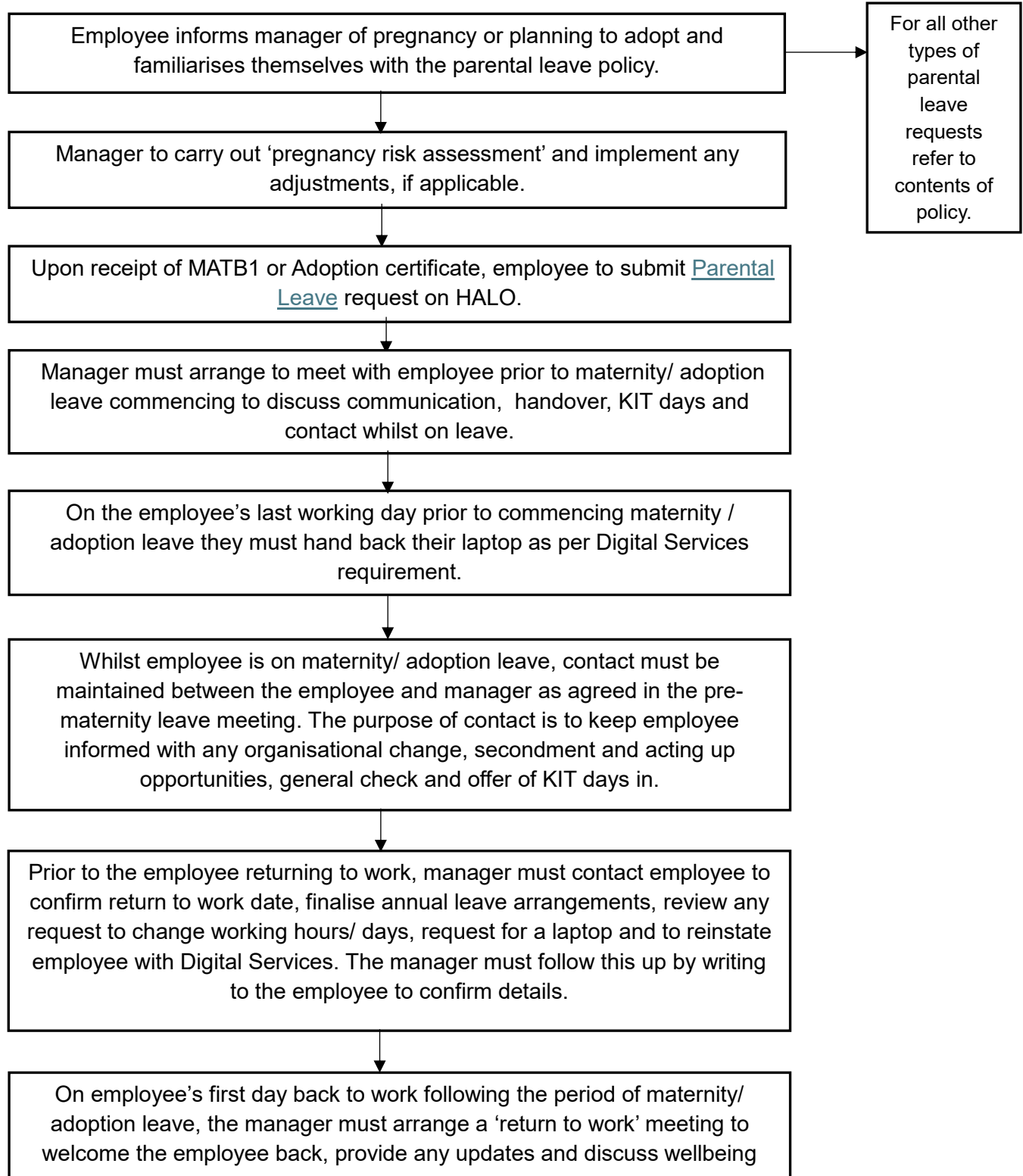
Nominated Carers Leave Option 3	Eligible from day one of employment. Anyone who applies for this paid leave may be required to provide eligibility.	5 days paid leave (Maternity Support Leave) plus one-week unpaid leave
Ordinary Leave      Parental Leave	Employed continuously by Haringey for 1 year.	Up to 18 weeks unpaid leave per child. Leave may be taken in blocks of one week up to a maximum of 4 weeks in one year. If child is disabled leave can be taken in days.

<p>Shared Parental Leave Option 1</p>	<p>If both parents want to share the Statutory Parental Leave (SPL) and Statutory Shared Parental Pay (ShPP):</p> <ul style="list-style-type: none"> <li>* Employed continuously by same employer for at least 26 weeks by the end of the 15th week before the expected week of birth</li> </ul> <p>If the birth parent's partner wants to take the SPL and ShPP:</p> <ul style="list-style-type: none"> <li>* The birth parent must have been working for at least 26 weeks of the 66 weeks before the expected week of birth (the 26 weeks do not need to be continuous) and</li> <li>* The nominated carer must have been employed continuously for at least 26 weeks by the end of the 15th week before the expected week of birth</li> </ul> <p>If the birth parent wants to take the SPL and ShPP:</p> <ul style="list-style-type: none"> <li>* The birth parent's partner must have been working for at for at least 26 weeks of the 66 weeks before the expected week of birth (the 26 weeks do not need to be continuous) and</li> <li>* The birth parent must have been employed continuously for at least 26 weeks by the end of the 15th week before the expected week of birth</li> </ul> <p>NB: For adoption the service requirement is by the end of the week your child was placed with your family.</p>	<p>If you're eligible and you or your partner end maternity or adoption leave and pay (or Maternity Allowance) early, then you can:</p> <ul style="list-style-type: none"> <li>• take the rest of the 52 weeks of maternity or adoption leave as Shared Parental Leave (SPL)</li> <li>• take the rest of the 39 weeks of maternity or adoption pay (or Maternity Allowance) as Statutory Shared Parental Pay (ShPP)</li> </ul>
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Shared Parental Leave Option 2	Less than 26 weeks continuous service by the end of the 15th week before the expected week of birth	No entitlement to Shared Parental Leave or Pay
Premature Baby Leave	No qualifying service	For babies born at or before 37 weeks, both birth mothers and partners entitled to one additional week on full pay (as Special Leave) for every week their premature baby spends in hospital before the expected due date or until hospital discharge whichever is earliest. Leave claimed is added to end of normal maternity leave period or to the end of the nominated carers leave
Parental Bereavement Leave	No qualifying service	Two weeks full pay (inclusive of statutory parental bereavement pay)
IVF treatment	No qualifying service	Prospective pregnant employees and nominated carers can claim up to 3 days paid leave per rolling calendar year which may be taken in half days. Any additional leave may either be taken as annual leave, unpaid leave or with the agreement of the line manager, the time taken may be made up later
Miscarriage - before 24 weeks of pregnancy		Each case will be specific to the parent concerned and will be considered as such. If sick leave is taken following the miscarriage, it would be pregnancy related so would not impact on sickness monitoring triggers. Special leave can be granted by manager.
Neonatal Leave and pay	No qualifying service for the leave, however for the pay staff will be required to be working continuously for 26 weeks to be entitled to pay leave. To be applied at the end of parental leave.	Up to 12 weeks of full paid leave if the baby aged 28 days or less stays in hospital for 7 or more consecutive days.

## Appendix A – Maternity/ Adoption Leave Overview



## Document Control

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Key Information	
<b>Title</b>	Parental Leave Policy
<b>Document Type</b>	Policy
<b>Document Status</b>	New
<b>Author</b>	Wellbeing and Engagement Coordinator
<b>Owner</b>	Head of Employee Relations, Business Partners & Reward
<b>Contact</b>	Employment Practice Manager
<b>Approval Body</b>	General Purpose Committee
<b>Date of Publication</b>	
<b>Date for review</b>	

Revision History			
Version	Date	Summary of Changes	Name
V 1.0	March 2025	New policy, using agreed process for policy revision.	YN

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**Report for:** General Purposes Committee

**Item number:**

**Title:** Organisational Change Policy - Amendment

**Report**

**authorised by:** Dan Paul, Chief People Officer

**Lead Officer:** Dan Paul, Chief People Officer

**Ward(s) affected:** N/A

**Report for Key/**

**Non Key Decision:** Non Key

**1. Describe the issue under consideration**

This report recommends a change to the wording of Appendix 1 of the Organisational Change Policy. This appendix deals with the calculation of redundancy payments.

**2. Cabinet Member Introduction**

Not required for the General Purposes Committee.

**3. Recommendations**

3.1 That the Committee approve the following change in Appendix 1 of the Organisational Change Policy. The current wording and proposed new wording is set out below:

**3.1.1 Current wording (to be deleted):**

**How a Statutory Redundancy Payment is calculated:**

The payment will be using the employee's actual weekly rate of pay (rather than the statutory minimum) to calculate redundancy payments. The Statutory number of weeks used to calculate a redundancy payment is shown below: -

- 0.5 week's pay for each complete year of service where the employee's age was under 22
- 1 week's pay for each complete year of service where the employee's age was 22 or above, but under 41
- 1.5 week's pay for each complete year of service where the employee's age was 41 or above

In addition to the statutory provision, the Council will pay:

- 1 week's pay for each complete year of continuous local government service

The maximum number of years payable is limited to 20.

**3.1.2 New wording (to be inserted):**

### **How a Redundancy Payment is calculated:**

The Statutory number of weeks used to calculate a redundancy payment is shown below:

-

- 0.5 week's pay for each complete year of service where the employee's age was under 22
- 1 week's pay for each complete year of service where the employee's age was 22 or above, but under 41
- 1.5 week's pay for each complete year of service where the employee's age was 41 or above.

The maximum number of years payable is limited to 20.

The Council enhances the above statutory redundancy entitlements in two ways:

1. An additional weeks' pay is given for each complete year of local government service up to 20 years.
2. The cap used for the calculation of a week's pay is set at £950 rather than the statutory cap. From 2026, this amount will be increased every year on 1 April by the percentage increase in the consumer prices index in the previous September, rounded up to the nearest pound.

Where the Employer is required to pay an amount to a pension fund upon redundancy as part of pension scheme regulations, the enhancement in 1. above will be offset against that payment until it is fully offset (with the employee being paid any amount of enhancement that remains).

- 3.2 Amendments will be made to the Redundancy payments scheme for Teachers to apply the £950 weekly pay cap.

#### **4. Reason for decision**

- 4.1 To ensure that the Council has a redundancy payment scheme that compensates employees fairly for the loss of their employment, whilst managing costs to the Council and protecting the lower paid.

#### **5. Background**

- 5.1 Haringey Council always tries to minimise redundancies, as is our legal duty. An effective organisational change policy is one of the ways in which this is done.
- 5.2 The current policy wording has been in place for some considerable time. There is no difference between voluntary and compulsory redundancy.
- 5.3 The Council's financial position means that all costs must be reviewed. The Council spent £1,341,429 on termination payments in 2023/24 and expects to have no choice but to spend considerably more in future years if no changes are made.
- 5.4 The redundancy schemes operated by London Boroughs vary. A significant number of other London Boroughs (at least 14) operate a scheme where actual pay is used for the calculation, but there is no additional week's payment. At least 8 Boroughs (including Haringey) currently operate a scheme which is further enhanced.

- 5.5 The proposed scheme would continue to provide an additional 1 week pay per year up to 20 years local government service, but would cap the salary used for the calculation at £950 per week (index linked increases in future years). £950 per week is above the median weekly pay at Haringey, and equates to the upper end of grade PO4; and is just over the top of the main pay scale for Teachers. This would mean that officers made redundant above this cap would see a reduction in redundancy pay when compared to the current scheme. This would be modest initially, with larger proportional reductions for the higher paid. Assistant Directors, for example, would receive a redundancy payment approximately 60% lower than under the current policy.
- 5.6 The recommendations in this report would mean that the maximum possible redundancy pay as at the date of this report would be £47,500 (50 weeks at £950 per week). This compares to the highest current entitlement as at the date of writing this report of £163,000.
- 5.7 The maximum statutory redundancy payment as at the date of writing this report is £21,000 (30 weeks at £700 per week). The Government typically increases this annually.
- 5.8 Pension strain costs would be paid to the pension fund separately where the pension regulations require it.
- 5.9 The proposed scheme would also operate a “claw-back” mechanism for employees where an additional payment is required to a pension scheme upon redundancy. The additional weeks enhancement would be clawed back to fund (or part fund) this payment to the pension scheme. If the enhancement due were higher than the payment required to the pension scheme, the employee would receive the difference.
- 5.10 The revised scheme would apply to all employees where consultation on the proposed redundancy commences on or after 4 April 2025. Where no consultation is required, it will apply where notice is given on or after 4 April 2025.
- 5.11 This report and the recommendations have been negotiated with the Employee Side Secretaries for the recognised trade unions for both corporate employees and schools employees. Some corporate trade unions have balloted their membership. The result of this is not known as at the date for publishing this report, and will be reported verbally at the meeting. The National Association of Headteachers (NAHT) has submitted an individual response, which is at Appendix 1.
- 5.12 The Council and Trade Unions recognise the value of working together to avoid redundancy. Strong and detailed business cases are required for restructuring, and stringent efforts must be made to redeploy displaced employees to avoid redundancy wherever possible.

## **6. Alternative options considered**

A significant number of alternative options were considered in the drafting of this report. Some of the more significant options are shown below, but this list is not exhaustive.

- 6.1 Alternative Option 1 – Make no change. This was discounted as no savings would be achieved.
- 6.2 Alternative Option 2 – Maintain an enhancement, but on a different basis, such as keeping the calculation based on actual pay but either remove the additional week paid or reduce it to a smaller proportion, such as 0.5 or 0.25 weeks’ additional pay per year. This option was discussed in detail with the Trade Unions, but discounted as it would not achieve the aim of protecting lower paid employees.

- 6.3 Alternative Option 3 – Maintain an enhancement, but on a different basis. Some employers use a “multiplier” – for instance multiplying the statutory table number of weeks by 1.25 or 1.5. This option was discounted because it provides little to no difference on the existing arrangements or other options; and also does not achieve the aim of protecting the lower paid.
- 6.4 Alternative Option 4 – Maintain the additional week per year pay as an enhancement, but apply the statutory weekly pay cap (currently £700 per week), rather than the higher cap proposed in this report. This was considered but discounted as it would have an impact on a larger proportion of the workforce, with a cap of £950 per week being considered more appropriate at this point.
- 6.5 Alternative Option 5 – Remove the additional week pay year, and also apply the statutory weekly pay cap (currently £700 per week), rather than the higher cap proposed in this report. Given the potential savings, this option merited serious consideration. However, it was ultimately discounted as Haringey would be the first London Borough to take such an approach and would not protect the lower paid.

If the Committee were minded to take forward any of the alternative options at 6.1-6.5 above instead of the recommendations at section 3, a decision could not be taken at this meeting because formal consultation with Trade Unions would be required.

## **7. Contribution to strategic outcomes**

- 7.1 A redundancy payment scheme which is fair, whilst at the same time managing the cost of redundancies, will assist in delivering all strategic outcomes.

## **8. Carbon and Climate Change Impact**

None

## **9. Statutory Officers’ comments (Chief Finance Officer (including procurement), Head of Legal and Governance, Equalities)**

### **9.1 Head of Legal & Governance Comments**

The Assistant Director of Legal and Governance has been consulted in the preparation of this report.

Under the Employment Rights Act 1996 ‘ERA’, a local authority may alter its redundancy policy to pay employees less. The ERA establishes the statutory minimum redundancy pay which a local authority cannot reduce. The minimum is based on the employees age, length of service capped at 20 years and weekly earnings capped at a statutory maximum. A local authority can reduce redundancy pay if it currently offers enhanced payments beyond the statutory minimum.

The ERA provides that where 20 or more employees are affected by the proposed changes, the local authority must consult with trade unions or employee representatives, provide reasons for the changes and explore alternatives.

The Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 requires Councils who decide to change their discretionary policy, publish a statement of the amended policy and may not give effect to any policy change until one month after the date of publication.



The local authority has a statutory duty to ensure financial sustainability. The proposed changes revising the redundancy policy assists with the reduction of costs to the council.

## 9.2 Chief Finance Officer Comments

The proposed changes to the calculation of redundancy payments will inevitably save the Council money through a combination of lower redundancy payments for those staff earning above the weekly pay cap and a clawback of the additional weeks enhancement in respect of pension strain costs. It is not possible to predict how much of a saving will be made as this depends on the numbers and grades of staff being made redundant.

It is reasonable to assume, given the £29.5m of proposed savings included in the 2025-26 Budget and 2025-2030 MTFS Report (a large proportion of which target staffing reductions) that redundancies will be more likely going forward than in the past. Therefore the need to mitigate the financial impact of this whilst protecting the lower paid is imperative in order to protect the Council's financial position, not least given the Council's application for Exceptional Financial Support of £37m.

## 9.3 Equalities Comments

The Council has a public sector equality duty under the Equality Act 2010 to have due regard to the need to:

Eliminate discrimination, harassment and victimisation and any other conduct prohibited by or under the Act.

Advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it;

Foster good relations between people who share a relevant protected characteristic and people who do not share it;

A "relevant protected characteristic" is age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The recommendations in this report would have the following impacts:

- a. **Reduce redundancy payments to employees who are made redundant and where pension scheme regulations require a payment to be made to the pension scheme.**

These employees are exclusively over the age of 55 and therefore it has been considered whether this constitutes age discrimination. It has been concluded that it does not, because whilst the redundancy payment would reduce if the employee were in an employer pension scheme, it would not if they were not. It is not therefore the age that is the critical factor. The payment reduction is made because currently, this group are proportionally more advantaged by the current policy than those that are under 55. This proposed change goes some way to advancing equality by reducing the preferential treatment given. The Council has no option not to pay the pension strain in these circumstances as it is required by the Local Government Pension Scheme Regulations.

- b. **Cap the pay used in the redundancy calculation.**

The proposed cap is broadly equal to the higher end of PO4 grade. At higher grades, our employees are proportionally more likely to be older and more likely to be of white

ethnicity and full time. It has therefore been considered whether there are any negative equality impacts. It is considered that there are unlikely to be, and if there are that they are objectively justified by the need to make financial savings whilst protecting the lower paid wherever reasonably possible. It is important to note that the cap proposed is significantly above the statutory cap (which could be used), there is an additional enhancement of a (capped) weeks' pay per year (or pension strain equivalent as a minimum) and also that the impact of this change will be that higher paid employees receive a lower overall redundancy amount than currently, rather than the lower paid receiving a preferential calculation to the higher paid. All employees will be paid redundancy payments according to the same calculation.

## **10 Use of Appendices**

1. NAHT response

## **11 Local Government (Access to Information) Act 1985**

Background paper used – Draft Statement of Accounts, Haringey Council 2023/24.  
[Haringey Council Draft Statement of Accounts 2023/24 – 28 June 2024](#)

## **Appendix 1**

I am writing on behalf of NAHT to lodge a formal objection to the proposal to place a cap on the weekly amount payable to employees who are being made redundant. Clearly

these plans will have a negative impact on our members most of whom will earn in excess of the weekly cap of £950 that is currently being proposed.

Whilst we would hope that the borough would do all it can to avoid the need to make school leaders redundant, we are also currently dealing with a very challenging financial settlement for schools which is resulting or will result in a number of SLT restructures. Likewise, we are also seeing a considerable drop in pupil numbers which is already resulting in school closures. Those losing jobs as a result of the funding crisis and drop in birth rate will see a double hit in that they lose their work and they also lose the compensation to which they are currently entitled.

Please can you register NAHT's formal rejection of the proposals as part of the consultation exercise.

Please can you also confirm whether the council is prepared to review the weekly cap and increase it so as to reduce the losses that will be suffered by school leaders who find themselves in a redundancy situation.

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## **MINUTES OF THE MEETING Appointments Panel HELD ON Thursday, 24th October, 2024, 12.30pm**

### **PRESENT:**

**Councillors: Marsha Isilar-Gosling, Cressida Johnson (Vice-Chair) and Sarah Williams**

**ALSO ATTENDING: Ayshe Simsek (Democratic Services and Scrutiny Manager)  
Jahedur Rahman (Operational Director-Hsg & Build Safety)  
Sunny Rana ( HR Business partner)**

### **1. FILMING AT MEETINGS NOTICE**

The Chair referred those present to the notice of filming at meetings and it was noted that the public part of the meeting was not live streamed.

### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Ahmet, Cllr Carlin, and Cllr Amin. Cllr Williams was present as a substitute.

Cllr Johnson, Vice Chair of the Appointments Panel, chaired the meeting.

### **3. URGENT BUSINESS**

There were no items of urgent business to be considered.

### **4. DECLARATION OF INTEREST**

None

### **5. APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR FOR ASSET MANAGEMENT IN OPERATIONAL HOUSING AND BUILDING SERVICES**

The Panel considered the report of the Chief Executive on the appointment to the position of the Assistant Director for Asset Management in Operational Housing and Building Services. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution applicable at the time of advertisement, the Appointments Panel is required to discharge the Council's functions in respect of the appointment of a suitable candidate to the post the Assistant Director for Asset Management in Operational Housing and Building Services.

### **RESOLVED**

3.1 To appoint Christian Carlisle to the post of Assistant Director of Asset Management subject to the objections process of the Cabinet whereby the Appointments Panel may only make the offer of appointment of the Assistant Director of Asset Management when:

- (a) no objection has been made by any member of the Cabinet, or
- (b) if any objection is made, the Appointments Panel has declared itself satisfied that the objection is not material or well-founded.

3.2 Subject to (3.1) above, to agree that the appointment of the candidate to the post of Assistant Director of Asset Management be on the salary that is proposed to the Appointments Panel by the Member Panel. This will be HB1 in the range of £112,202 - £130,185 as set out in the Council's Pay Policy Statement.

3.3 Subject to (3.1) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to him/her by the Council.

3.4 To agree that, if the successful candidate decides not to accept the role for any reason that no alternative appointable candidate recommended by the Member Panel.

**Reason for decision**

To fill a senior post in the Council's organisation structure which is responsible for leading the delivery of services within the accountabilities of the role.

**Alternative options considered**

To fill this role on a temporary basis. However, this would not have been as cost effective nor offer the service the stability of a permanent appointment

**6. NEW ITEMS OF URGENT BUSINESS**

None

**7. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

That the press and public be excluded from the remainder of the meeting as items 8 to 9 contain exempt information as defined under paragraphs 1 and 2, Part 1, Schedule 12A of the Local Government Act 1972.

**8. EXEMPT APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR FOR ASSET MANAGEMENT IN OPERATIONAL HOUSING AND BUILDING SERVICES**

The Panel considered exempt information.

**9. EXEMPT URGENT BUSINESS**

None

CHAIR:

Signed by Chair .....

Date .....

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## **PUBLIC MINUTES OF THE MEETING Appointments Panel HELD ON Thursday, 12th December, 2024, 2.30pm**

### **PRESENT:**

**Councillors: Peray Ahmet (Chair), Pippa Connor, Lucia das Neves and Cressida Johnson (Vice-Chair) Sarah Williams.**

**ALSO ATTENDING: Sunny Rana( Recruitment Business Manager) Andy Donald(Chief Executive) and Ayshe Simsek(Democratic Services and Scrutiny Manager)**

### **1. FILMING AT MEETINGS NOTICE**

The Chair referred to the filming at meetings notice and attendees noted this information.

### **2. APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Carlin, Cllr Amin, Cllr Isilar – Gosling. Councillor das Neves ( Cabinet Member for Health Social Care and Wellbeing ) Cllr Williams (Cabinet Member for Housing and Planning (Deputy Leader) and Cllr Connor substituted in accordance with the Panel's terms of reference and in accordance with CSO 53 to 56.

### **3. URGENT BUSINESS**

There were no items of urgent business.

### **4. DECLARATION OF INTEREST**

There were no declarations of interest.

### **5. APPOINTMENT TO THE POST OF CORPORATE DIRECTOR OF ADULTS, HOUSING AND HEALTH**

The Panel considered the report on the appointment to the post of Corporate Director of Adults, Housing and Health. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution, the Committee considered the recommendation of an interview panel, which took place prior to the Panel convening.

Following consideration of the exempt information, it was

### **RESOLVED**

1. To appoint the successful candidate to the post of Corporate Director of Adults, Housing and Health subject to the objections process of the Cabinet whereby the Appointments Panel may only make the offer of appointment of the Corporate Director of Adults, Housing and Health when:
  - (a) no objection has been made by any member of the Cabinet, or
  - (b) if any objection is made, the Appointments Panel has declared itself satisfied that the objection is not material or well-founded.
2. Subject to (3.1) above, to agree that the appointment of the candidate to the post of Corporate Director of Adults, Housing and Health be on the salary that is proposed to the Appointments Panel by the Member Panel. This will be HB3 in the range of £159,687 to £185,316 as set out in the Council's Pay Policy.
3. Subject to (3.1) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to him/her by the Council.
4. To agree that, if the successful candidate decides not to accept the role for any reason that no alternative appointable candidate is recommended by the Member Panel.

#### **Reason for decision**

To fill a senior post in the Council's organisation structure which is responsible for leading the delivery of services within the accountabilities of the role.

#### **Alternative options considered**

To fill this role on a temporary basis. However, this would not have been as cost effective nor offer the service the stability of a permanent appointment.

#### **6. NEW ITEMS OF URGENT BUSINESS**

None

#### **7. EXCLUSION OF THE PRESS AND PUBLIC**

##### **RESOLVED**

That the press and public be excluded from the remainder of the meeting as items 8 to 9 contain exempt information as defined under paragraphs 1 and 2, Part 1, Schedule 12A of the Local Government Act 1972:

Information relating to an individual.

Information likely to reveal the identity of an individual.

**8. EXEMPT APPOINTMENT TO THE POST OF CORPORATE DIRECTOR OF  
ADULTS, HOUSING AND HEALTH**

As set out in the exempt minutes.

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## **MINUTES OF THE MEETING Appointments Panel HELD ON Monday, 16th December, 2024, 12.00pm**

### **PRESENT:**

**Councillors: Luke Cawley-Harrison, Cressida Johnson (Vice-Chair) and Sarah Williams**

**ALSO ATTENDING: Ayshe Simsek (Democratic Services and Scrutiny Manager)  
Jahedur Rahman (Operational Director-Hsg & Build Safety)  
Anthony Tamattiris (HR Business partner)**

### **10. FILMING AT MEETINGS NOTICE**

The Chair referred those present to the notice of filming at meetings and it was noted that the public part of the meeting was not live streamed.

### **11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Ahmet, Cllr Carlin, Cllr Amin and Cllr Isilar Gosling

Cllr Cawley - Harrison and Cllr Williams were present as substitutes.

Cllr Johnson, Vice Chair of the Appointments Panel chaired the meeting.

### **12. URGENT BUSINESS**

There were no items of urgent business to be considered.

### **13. DECLARATION OF INTEREST**

There were no declarations of interest.

### **14. APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR OF REPAIRS AND COMPLIANCE**

The Panel considered the report of the Chief Executive on the appointment to the position of the Assistant Director of Repairs and Compliance. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution applicable at the time of advertisement, the Appointments Panel is required to discharge the Council's functions in respect of the appointment of a suitable candidate to the post the Assistant Director of Repairs and Compliance.

### **RESOLVED**

1.To appoint a Scott Kay to the post of Assistant Director of Repairs and Compliance subject to the objections process of the Cabinet whereby the Appointments Panel may only make the offer of appointment of the Assistant Director of Repairs and Compliance when:

- (a) no objection has been made by any member of the Cabinet, or
- (b) if any objection is made, the Appointments Panel has declared itself satisfied that the objection is not material or well-founded.

2.Subject to (3.1) above, to agree that the appointment of the candidate to the post of Assistant Director of Repairs and Compliance be on the salary that is proposed to the Appointments Panel by the Member Panel. This will be HB1 in the range of £112,202 - £130,185 as set out in the Council's Pay Policy Statement.

3.Subject to (3.1) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to him/her by the Council.

4.To agree that, if the successful candidate decides not to accept the role for any reason that there is no alternative appointable candidate recommended by the Member Panel.

#### **Reason for decision**

To fill a senior post in the Council's organisation structure which is responsible for leading the delivery of services within the accountabilities of the role.

#### **Alternative options considered**

To fill this role on a temporary basis. However, this would not have been as cost effective nor offer the service the stability of a permanent appointment.

### **15. NEW ITEMS OF URGENT BUSINESS**

None

### **16. EXCLUSION OF THE PRESS AND PUBLIC**

#### **RESOLVED**

That the press and public be excluded from the remainder of the meeting as items 8 to 9 contain exempt information as defined under paragraphs 1 and 2, Part 1, Schedule 12A of the Local Government Act 1972.

### **17. EXEMPT - APPOINTMENT TO THE POST OF ASSISTANT DIRECTOR OF REPAIRS AND COMPLIANCE**

The Panel considered exempt information.

**18. EXEMPT URGENT BUSINESS**

None

CHAIR:

Signed by Chair .....

Date .....

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## **PUBLIC MINUTES OF THE MEETING Appointments Panel HELD ON Tuesday, 17th December, 2024, 13:35**

### **PRESENT:**

**Councillors: Peray Ahmet (Chair), Pippa Connor, Lucia das Neves and Cressida Johnson (Vice-Chair)**

**ALSO ATTENDING: Philip Slawther(Principal Scrutiny Officer) Sunny Rana (Recruitment Business Manager)**

### **1. FILMING AT MEETINGS NOTICE**

The Chair referred those present to the notice of filming at meetings and it was noted that the public part of the meeting was not live streamed.

### **2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Amin, Cllr Carlin and Cllr Isilar Gosling.

Cllr Das Neves and Cllr Connor were present as substitutes

### **3. URGENT BUSINESS**

There were no items of urgent business to be considered.

### **4. DECLARATION OF INTEREST**

There were no Declarations of Interest.

### **5. APPOINTMENT TO THE POST OF DIRECTOR OF ADULT SOCIAL CARE**

The Panel considered the report of the Chief Executive on the appointment to the position of Director of Adult Social Care. In accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 and Part 4 Section K of the Council's Constitution applicable at the time of advertisement, the Appointments Panel is required to discharge the Council's functions in respect of the appointment of a suitable candidate to the post the Director of Adult Social Care.

### **RESOLVED**

- a. That Jo Baty be appointed to the post of Director of Adult Social Care subject to the objections process of the Cabinet whereby the Appointments Panel may only make the offer of appointment of the Director of Adult Social Care when:
  - (i) no objection has been made by any member of the Cabinet, or

(ii) if any objection is made, the Appointments Panel has declared itself satisfied that the objection is not material or well-founded.

- b. Subject to (a) above, to agree that the appointment of the candidate to the post of Director of Adult Social Care be on the salary that is proposed to the Appointments Panel by the Member Panel. This will be HB1 in the range of £112,203 to £130,185 as set out in the Council's Pay Policy Statement.
- c. Subject to (a) above, any appointment made will take effect when the appointed candidate accepts in writing the contract of employment offered to him/her by the Council.
- d. That the Panel agrees that if the successful candidate decides not to accept the role for any reason that there is no alternative appointable candidate recommended by the Member Panel.

**6. NEW ITEMS OF URGENT BUSINESS**

N/A

**7. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED**

That the press and public be excluded from the remainder of the meeting as items 8 to 9 contain exempt information as defined under paragraphs 1 and 2, Part 1, Schedule 12A of the Local Government Act 1972.

**8. EXEMPT - APPOINTMENT TO THE POST OF DIRECTOR OF ADULT SOCIAL CARE**

The Panel considered exempt information pertaining to item 5 of the agenda.

**9. EXEMPT URGENT BUSINESS**

N/A

CHAIR: Councillor Peray Ahmet

Signed by Chair .....

Date .....

**PUBLIC MINUTES OF THE MEETING Disciplinary, Grievance and Dismissal Panel HELD ON Wednesday, 11th December, 2024, 6.00pm**

**PRESENT:**

**Councillors: Peray Ahmet (Chair), Kaushika Amin, Dawn Barnes and Dana Carlin**

**ALSO ATTENDING: Jess Crowe, Director of Culture, Strategy & Engagement, Nathan Pierce, Chief Digital & Innovation Officer, Christiana Kyriacou (HR partner) Ayshe Simsek - Democratic Services and Scrutiny Manager**

**1. FILMING AT MEETINGS**

The notice of filming at meetings was noted.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence was noted from Cllr Johnson.

**3. URGENT BUSINESS**

There were no items of urgent business.

**4. DECLARATION OF INTEREST**

There were no declarations of interest.

**5. CULTURE, STRATEGY & ENGAGEMENT - PROPOSED REDUNDANCIES**

The public information was noted.

**6. NEW ITEMS OF URGENT BUSINESS**

None

**7. EXCLUSION OF THE PRESS AND PUBLIC**

That the press and public be excluded from the remainder of the meeting as items 8 to 9 contain exempt information as defined under paragraphs 1 and 2, Part 1, Schedule 12A of the Local Government Act 1972.

**8. EXEMPT CULTURE, STRATEGY & ENGAGEMENT - PROPOSED REDUNDANCIES**

As set out in the exempt minutes.

**9. NEW ITEMS OF EXEMPT URGENT BUSINESS**

None

CHAIR: Councillor Peray Ahmet

Signed by Chair .....

Date .....

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of the Local Government Act 1972.

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