

**Report for:** Standards Committee - 4 March 2019

**Title:** Members' Allowances Scheme 2019/2020

**Report**

**Authorised by:** Ayshe Simsek, Acting Democratic Service and Scrutiny Manager

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

**Report for Key/**

**Non Key Decision: Non-Key**

**1. Describe the issue under consideration**

This report requests that the Standards Committee formally agree to recommend the amended Members' Allowances Scheme to Full Council for agreement. The amendments to the scheme for 2019/20 include explicit provision for maternity, paternity and sickness leave as agreed by the Committee at their meeting in January. It also contains express provision for adoption and shared parental leave. The report further proposes a 1% or 2% uplift to the all Members' basic allowance in line with the pay settlement increase expected for staff. The Leader has indicated his intention to continue to appoint 2 Assistant Cabinet Members and the report further proposes consideration of an additional 2 Special Responsibility Allowances for these two posts and includes information on the activity of the post holder for Women and Equalities for 2018/19.

**2. Cabinet Member Introduction**

N/A.

**3. Recommendations**

The Committee is asked to:

- 3.1 Agree on an amended Members' Allowances Scheme from the options set out at Appendices A, B and C, and recommend the preferred option to Full Council for agreement and adoption.

**4. Reasons for decision**

- 4.1 The Council has a legal duty under the Local Authorities (Members Allowances) (England) Regulations 2003 to adopt a Members' Allowances Scheme before the end of each municipal year running from 1<sup>st</sup> April to 31<sup>st</sup> March to cover the following municipal year. The Council can amend a scheme any time during the year but can only revoke a scheme with effect from the beginning of the year. The scheme must make provision for basic allowances and, if they are to be paid, special responsibility, dependants' carers', travelling and subsistence and co-optees' allowances.

## **5. Alternative options considered**

- 5.1 To not amend the scheme, and recommend that Full Council agree to re-approve the current scheme.
- 5.2 To not agree a scheme for 2019/20 which would be contrary to the legal duty of the Council.

## **6. Background information**

- 6.1 This Committee has responsibility for considering and recommending changes to the Members' Allowances scheme to full Council for adoption. The Committee have considered minor amendments to the Scheme at each of its meetings since the start of the Municipal Year in May 2018. This report asks Standards Committee to consider the scheme proposed for 2019-20, and recommend it for approval by Full Council, in accordance with Article 14.03 of the Council's Constitution. The amendments to the Scheme for 2019-20 are shown at Appendix A, B and C.

### **Assistant Cabinet Members**

- 6.2 The Leader of the Council has indicated that it would be his intention to continue with the appointment of 2 Assistant Cabinet Member posts in May 2019. These will be an Assistant Cabinet Member for Women and Equalities, Cllr Gunes, and an Assistant Cabinet Member for Broadwater Farm & Northumberland Park Housing Standards, Cllr Chandwani.
- 6.3 The definition of the Assistant Cabinet Members from the Constitution (Part 3, Section C, section 1 paragraph 4 – advises that:

4.1 The Council may appoint Assistant Cabinet Members to provide an effective link between the Cabinet and other Councillors and to assist Cabinet Members generally and with specific roles within their portfolio.

4.2 The Assistant Cabinet Members:-

- (a) May not take Cabinet decisions
- (b) May have specific areas of focus within the relevant portfolio area
- (c) Will be able to substitute in certain circumstances for the Cabinet Members but not if a decision is to be made as part of the Cabinet arrangements
- (d) Can attend and participate in the absence of the relevant Cabinet Member at meetings of the Cabinet with the permission of the Leader but cannot vote
- (e) Cannot participate in a Scrutiny Panel or Review that is examining an area of policy within the relevant Cabinet Member portfolio responsibilities
- (f) May put questions to Cabinet Members at Council Question time but not in respect of the portfolio to which they have responsibility as an Assistant Cabinet Member
- (g) Assistant Cabinet Members may not take part in Cabinet decision-making in any way.

- 6.4 Whilst the Assistant Cabinet Members will not be taking decisions, they will likely take forward joint working with partners and communities, have an increased number of meetings to attend, and provide support for specific major projects which fall within their remit. The roles will likely involve the designated Councillors going above and beyond the back bench Councillor remit, assisting the Cabinet in matters of significant strategic importance to the Council, requiring remuneration for specific responsibilities.
- 6.5 To assess whether the specific responsibilities of the Assistant Cabinet Members warrant a Special Responsibility Allowance, the Council has a duty to consider the recommendations of an Independent Remuneration Panel in relation to the payment of Members' Allowances.
- 6.6 The Local Authorities (Members Allowances) (England) Regulations 2003 allow London Boroughs to use an independent remuneration panel [IRP] set up for the purpose of making recommendations across London. London Councils set up a panel for this purpose in 2001 and its most recent report was published in January 2018 and is attached as Appendix D. Although the IRP makes recommendations, it is for each individual Council to decide the level of remuneration and for which roles. The 2018 recommendations have been considered in the preparation of the proposals at Appendices A, B and C.
- 6.7 Should an SRA be approved for the two Assistant Cabinet Member posts, the number of Members that receive an allowance would increase from 26 to 28. Although the IRP guidance advises that no more than 50% of Members should receive an SRA, the Mayor and Deputy Mayor are excluded from this calculation as they are not provided with an SRA, but rather an allowance to reflect the expenditure incurred in the course of their mayoral duties. This is set out at page 6 of the guidance (under "Allowances for Mayor or Civic Head"). Therefore, if the Committee are minded to recommend the amendment for approval by full Council, this would still be in line with the guidance.
- 6.8 There were two roles appointed by the Leader in July 2018, however one of the roles became vacant during the year. The work covered by the Assistant Cabinet Member is included below and the position of Assistant Cabinet Member for Broadwater Farm & Northumberland Park Housing Standards is expected to cover the same level of activity and involve leadership of a strategic major topic and major project, conforming with the requirements of band one posts set out in the IRP report at page 8[Appendix D]
- 6.9 The Leader's Office have reported that the Deputy Cabinet Member for Women and Equalities has played a significant leadership role in the establishment of the Council's inaugural Women's History Month, taking place in March 2019. Haringey will be hosting and supporting a range of events throughout March in venues across the borough to promote women's history and celebrate the contribution women have made to the borough. The Deputy Cabinet Member for Women and Equalities has been particularly keen to highlight the influence that women from BAME communities have made to Haringey and has been influential in ensuring that officers promote a varied programme of activities celebrating all Haringey's women.

- 6.10 The Deputy Cabinet Member for Women and Equalities has also been involved, through regular meetings with the Leader, in helping to shape the equalities principles that underpin the Council's draft borough plan. The Deputy Cabinet Member for Women and Equalities will have an important role in continuing to monitor and assess the equalities impact of our strategies, policies, programmes, and projects across the range of Council services. Furthermore, the Deputy Cabinet Member for Women and Equalities will play a leadership role in ensuring that the requirements of the Equality Act are well communicated within the Council.
- 6.11 At a member level, the Deputy Cabinet Member for Women and Equalities organised the hosting of a briefing session for all Councillors on the subject of Violence against Women and Girls (VAWG) in September 2018. The key focus of the session was VAWG in Haringey and the services Haringey is currently providing to VAWG survivors locally as well as our approach to prevention with boys and young men. The Deputy Cabinet Member for Women and Equalities is keen to further improve our overarching VAWG strategy and has been working with the relevant officers to achieve this. She has also taken a lead in bringing Haringey's female Councillors together to discuss their shared experiences and to discuss issues around sexism in the work place more generally. In September 2018 the Deputy Cabinet Member for Women and Equalities also organised a Haringey Labour Women's Walk to help support the mayor's charity.
- 6.12 In order to fulfil the responsibilities set out above, the Deputy Cabinet Member for Women and Equalities has typically spent one day per week in River Park House.
- 6.13 In considering this proposal, the Committee are asked to note that there are five London Boroughs with Assistant Cabinet Members, paying an average SRA of £6545 per post.

<b>Council</b>	<b>Number of Assistant Cabinet Members</b>	<b>Special Responsibility Allowance (per post)</b>
Enfield	Three Associate Cabinet Members	£7,608
Waltham Forest	Three Cabinet Juniors	£10,000
Croydon	Nine Deputy Cabinet Members	£10,132
Lambeth	Three Deputy Cabinet Members	£10,905
Richmond	Nine Assistant Cabinet Members	Unpaid

The previous report to the Standards Committee in July 2018 recommended an SRA of £5000. The IRP report at appendix D page 8 recommends a band 1 SRA's should be on a sliding scale of between 20-30% of the remuneration package of the Leader. Therefore, 20% of the Leader's SRA would be £6700.

#### Vice-Chair of the Regulatory Committee

- 6.10 At its meeting in January 2019, the Committee requested that information be provided on the role of the Vice-Chair of the Regulatory Committee, given that this had been a new SRA introduced in the 2018/19 scheme.

- 6.11 Since May 2018, there were five scheduled meetings of the Licensing Sub Committee B (of which the Vice-Chair of the Regulatory Committee is Chair ), and only one of these meetings has gone ahead. The Vice-Chair of the Regulatory Committee also chaired one Special Licensing Sub Committee meeting. The Chair of the Regulatory Committee has chaired two scheduled meetings of Licensing Sub Committee A (three of the scheduled meetings were cancelled), and one Special Licensing Sub Committee.
- 6.12 Should Members be minded to continue with the SRA for the Vice-Chair of the Regulatory Committee , they may wish to consider the set -up of the Licensing Sub-Committee meetings .A stipulation of the SRA could be that the Vice-Chair of Regulatory be the Chair of all Licensing Sub Committees and Special Licensing Sub Committees (where possible). This could be achieved by changing the current set up of the Sub Committees, and reducing them from two to one, with the Vice-Chair of the Regulatory Committee as Chair, and the remaining Members taken from a pool of trained Members from the Regulatory Committee.

#### Increasing the Members' Allowances Scheme

- 6.13 At its meeting in January 2019, the Committee agreed that further discussion would take place at the March meeting to explore a 1%, 2% or no uplift to Member Allowances. Appendices A, B and C set out the options with these amendments. The IRP report indicates that pegging an annual increase to staff pay awards will ensure that Councillors can receive annual increases which are in line with those received by staff. The IRP recommends [page 6 – appendix D] that for a period of four years the allowances should be updated annually in accordance with the headline figure in the annual local government pay settlement. They also recommend that the Basic Allowance be set at £11,045.
- 6.14 In summary,
- A 1% uplift would include mean an additional budget allocation of £15,417.
  - A 2% uplift would mean an additional budget allocation of £30, 834.
  - If there is no uplift, and agreement to 2 additional SRAs, this would require an additional £13,400k allocation.
  - A 1% uplift and inclusion of 2 additional 2 SRAs for Assistant Cabinet members would require £28,817.
  - A 2 % uplift and funding of 2 SRAs for Assistant Cabinet members would require £44,234.
- 6.15 Taking forward a 2% increase to the basic allowance would still keep the Council just under the IRP recommended basic allowance figure.

#### **Explicit provision in the Member's Allowance Scheme for maternity, adoption, shared parental, paternity and sickness leave**

- 6.16 At the January meeting, the Committee considered proposals to include explicit provision in the Member's Allowance Scheme for maternity, paternity and

sickness leave. The Committee agreed that this should include parental leave being taken following the birth of children through surrogacy, with 'primary and secondary parent' term used in the scheme instead of 'adopter'. The text has been amended to conform to the statutory policy wording. These changes would reflect the Council's fairness objectives and meet equalities objectives, recognising that the demographic of Councillors has changed over the years, and that there was a need for the Council to openly provide support to Councillors that become parents, or needed to take a prolonged leave of absence due to ill health, and not be discouraged from doing so.

- 6.17 The changes would ensure that the Council policies on maternity, paternity, adoption, shared parental and sick leave were applied consistently between staff and Councillors, and would bring the Council in line with neighbouring borough policies. They would further meet the IRP recommendation to allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave on the same terms that the Council's employees enjoy such benefits.
- 6.18 Section 85 of the Local Government Act 1972 provides that if a member fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority. This provision enables full Council to approve an absence of a member beyond 6 months, where he would otherwise be disqualified. The reason would need to be approved by the authority before expiry of the 6 month period.
- 6.19 At their meeting in January, Members agreed to the deletion of section 3.02 – Telephones and IT in Appendices A, B and C subject to there no longer being Council wide provision of separate landlines and broadband provision.

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

Members of the Council are directly responsible for the setting and oversight of all strategic priorities.

## **8. Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)**

### **Finance**

The proposals contained in this paper are contained within the available budget.

### **Legal**

Legal implications are contained within the body of this report.

### **Equality**

The decision to approve allowances to members does not have a direct impact on the equality duty of the Council, other than that the scheme includes provision for payment for parent/carers allowances to facilitate the attendance of parents and carers at meetings and in relation to carrying out the general responsibilities of Councillors.



The inclusion of an Assistant Cabinet Member for Women and Equalities will provide for specific democratic oversight of equalities considerations taken by the Council in policy and decision making. This will provide protected groups in the borough with assurance and a point of contact in the heart of the Council.

**9. Use of Appendices**

Appendix A: Amended Draft Members' Allowances Scheme 2019-20 – including Assistant Cabinet Members, and no uplift

Appendix B: Amended Draft Members' Allowances Scheme 2019-20 – including Assistant Cabinet Members, and a 1% uplift

Appendix C: Amended Draft Members' Allowances Scheme 2019-20 – including Assistant Cabinet Members, and a 2% uplift

Appendix D: 2018 report of the Independent Panel on the Remuneration of Councillors in London

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

N/A

# Part 6

## Members' Allowances Scheme

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### 1. SCHEME FOR THE PAYMENT OF MEMBERS' ALLOWANCES

- 1.01 Made in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 and in force for the municipal year 2019/20 1 April 2019 to 31 March 2020).

### 2. BASIC ALLOWANCE

- 2.01 Each Councillor will be entitled to receive the sum of ~~£10,810~~ £11,026 by way of Basic Allowance.
- 2.02 If a Councillor does not serve as such for the whole 12-month period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor. This principle also applies to education representatives on scrutiny bodies and employee and employer representatives on the Combined Pensions Committee and Board (co-optees).

### 3. INCLUDED EXPENSES

- ~~3.01 Telephones and I.T.~~  
~~The Basic Allowance includes Councillors' telephone call charges, both mobile and landline, for which Councillors are billed individually. The Council meets the rental for apparatus, including broadband, and all data charges.~~
- 3.01 Travel Expenses.  
The Basic Allowance includes all travel within the M25. Councillors are not entitled to any form of concession or special permit as Councillors for parking in the Borough.

### 4. MAYORAL ALLOWANCES

- 4.01 The additional allowances for the Mayor and Deputy Mayor are:
- (a) The Mayor is entitled to an additional allowance of £16,965.
  - (b) The Deputy Mayor is entitled to an additional allowance of £4,238.



## 5. SPECIAL RESPONSIBILITY ALLOWANCES

5.01 For the period 1 April 2019 to 31 March 2020, Haringey Council will allocate Special Responsibility Allowances in six bands, to Councillors who take on certain additional roles, in accordance with Table A below. If a Councillor does not serve as such for the whole period or becomes suspended or partially suspended, he/she will only be entitled to receive pro-rata payment for the period(s) during which he/she actually was a serving Councillor and had the special responsibilities .

**Table A**

<b>Band</b>	<b>Position</b>	<b>Special Allowance</b>	<b>Total Allowance(including Basic Allowance)</b>
Band 4	<ul style="list-style-type: none"> <li>• Leader</li> </ul>	£33,926	<del>£44,736</del> <u>£44,952</u>
Band 3B	<ul style="list-style-type: none"> <li>• 9 or fewer x Cabinet Members</li> </ul>	£25,443	<del>£36,253</del> <u>£36,469</u>
Band 3A	<ul style="list-style-type: none"> <li>• Chair of Overview and Scrutiny Committee</li> </ul>	£23,134	<del>£33,944</del> <u>£34,160</u>
Band 2B	<ul style="list-style-type: none"> <li>• Chief Whip</li> <li>• Chair of Regulatory Committee</li> <li>• Chair of Alexandra Palace and Park Board</li> <li>• Leader of the Principal Opposition</li> </ul>	£16,965	<del>£27,775</del> <u>£27,991</u>
Band 2A	4 x Councillors serving on Overview and Scrutiny Committee	£15,421	<del>£26,231</del> <u>£26,447</u>
Band 1B	<ul style="list-style-type: none"> <li>• Chair of Combined Pensions Committee and Board</li> <li>• Chair of Staffing and Remuneration Committee</li> <li>• Chair of Standards Committee</li> <li>• Chair of Corporate Committee</li> <li>• Vice Chair of Regulatory Committee</li> <li>• Leader of the second</li> </ul>	£8,482	<del>£19,292</del> <u>£19,508</u>

	Opposition Group or Deputy Leader of the Principal Opposition <ul style="list-style-type: none"> <li>• Chief Whip of the Principal Opposition</li> </ul>		
<u>Band 1a</u>	<ul style="list-style-type: none"> <li>• <u>2 or fewer Assistant Cabinet Members</u></li> </ul>	<u>£6700</u>	<u>£17,726</u>

## 6. MULTIPLE RESPONSIBILITIES

- 6.01 Where a Councillor holds more than one post of special responsibility, he/she may only receive one Special Responsibility Allowance. Where a Councillor holds more than one post of special responsibility and the posts have Special Responsibility Allowances of different monetary values, the Councillor would receive the higher one. For the purposes of this paragraph, the Mayor and Deputy Mayor count as posts of special responsibility.

## 7. CO-OPTES' ALLOWANCES

- 7.01 Each education representative on scrutiny bodies, and each employee and employer representative on the Combined Pensions Committee and Board, is entitled to an allowance of £154 per meeting attended, to a maximum of £616. No allowances are payable to others who are not elected Councillors.

## 8. BABYSITTING AND DEPENDANTS ALLOWANCE

- 8.01 Councillors and non-elected members can claim this allowance based on the following:
- (a) That reimbursement be made at the London Living Wage. The period of payment should include the time of the meeting, together with reasonable travelling time of the member, plus any necessary travelling expenses of the carer to and from their home.
  - (b) Children over the age of 16 must not be claimed for, unless suffering from an illness or disability making constant care essential.

## 9. TRAVELLING AND SUBSISTENCE ALLOWANCE

- 9.01 Councillors can claim this allowance for attending approved meetings, training and conferences etc. only to the extent that it involves travel outside the M25. Claims must be based on the following:
- (a) The mileage rate for travel by private car is 34.6 pence per mile. An extra 3 pence per mile is payable for each passenger for whom a travelling allowance would otherwise be payable. The cost of tolls, ferries and parking charges can be claimed.

(b) The mileage rate for travel by solo motor cycle is :

Not exceeding	150 cc	8.5 pence per mile
Over	150 cc but not over 500 cc	12.3 pence per mile
Over	500 cc	16.5 pence per mile

(c) On public transport only the ordinary or cheaper fare can be claimed where more than one class is available.

(d) The cost of a taxi, including a reasonable tip, can be claimed only in case of urgency or where public transport is not practicable or reasonably available.

(e) The maximum rates for subsistence allowance on approved duties are as follows:

For an absence of more than 4 hours before 11.00	£4.92
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For an absence of more than 4 hours including lunchtime between 12.00 and 14.00	£6.77
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For an absence of more than 4 hours including the period 15.00 to 18.00	£2.67
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For an absence of more than 4 hours ending after 19.00	£8.38
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## **10. CLAIMS AND PAYMENTS**

10.01 Where a Councillor is also a Councillor of another authority, that Councillor may not receive allowances from more than one authority in respect of the same duties.

10.02 The Basic Allowance and Special Responsibility Allowances will be paid in equal monthly instalments.

10.03 The Co-optees' Allowance must be claimed by, and will be paid at, the end of the municipal year, subject to paragraphs 2.02 above and 10.05 below.

10.04 All claims for Travelling and Subsistence Allowance and Babysitting and Dependents Allowance must be made within two months of the relevant meeting or the costs being incurred by the Councillor or non-elected member, subject to paragraph 10.05 below.

10.05 If any Allowance under paragraphs 10.03 or 10.04 is not claimed within the prescribed time limit, the Democratic Services Manager shall have a discretion to make the payment nonetheless.

10.06 Any Councillor or non-elected member may elect to forego his/her entitlement to all or part of any allowance by giving written notice at any time to the Democratic Services Manager.

## **11 MATERNITY, ADOPTION, SHARED PARENTAL, PATERNITY AND SICKNESS PAY**

11.01 Subject to this paragraph 11, all Members shall continue to receive their Basic Allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave, as long as they remain a Councillor. This includes Members becoming parents through surrogacy arrangements.

11.02 Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, adoption, shared parental, paternity and sickness leave for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek approval from full Council before the point of the 6 months' leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act.  
The Council (or Leader in case of Cabinet Members) may, depending on the circumstances, appoint a replacement to cover the period of absence who will be entitled to the SRA pro rata for the period of the temporary appointment.

11.03 The Democratic and Scrutiny Services Manager will write to the Member to confirm the continuation of allowances and until what date they will continue.

11.04 Leave arrangements are unaffected by the number of children born from a single pregnancy or placed as part of a single adoption.

### **Maternity Leave**

11.05 A Member is entitled to take up to 52 weeks' maternity leave starting no earlier than the 11th week before the expected week of childbirth, except following a premature birth, and no later than the day following the actual date of birth.

11.06 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take maternity leave in writing no later than 4 weeks before the date they wish the period of maternity leave to start and:

- i) Confirm the expected week of childbirth;
- ii) Provide a copy of the MATB1 (available from a doctor or midwife);
- iii) Confirm the date on which the Member intends her maternity leave to start.

### **Adoption Leave**

11.07 A Member is entitled to take up to 52 weeks of adoption leave starting no earlier than 14 days before the child is expected to be placed and no later than the expected placement date, or if the child is adopted from overseas, no later than 28 days after the date on which the child enters Great Britain,

11.08 The Member must notify the Democratic Services and Scrutiny Manager in the case of a UK adoption of their intention to take adoption leave in writing no more than seven days after the date on which the Member is notified of having been matched with the child for adoption or, where that is not reasonably practicable, as soon as is reasonably practicable thereafter . In the case of an overseas adoption, the Member must notify the Democratic Services and Scrutiny Manager of their intention to take adoption leave in writing , no more than 28 days after s/he received the official notification and:

- i) Confirm the date the child is expected to be placed with him/her for adoption (UK Adoption) or the date on which the Member received an official notification and the date on which the child is expected to enter Great Britain (overseas adoption);
- ii) Provide a copy of the matching certificate/official notification. The matching certificate must be issued by the adoption agency that matched the Member to the child and must contain the name and address of the agency, the date on which the Member was notified that s/he had been matched to the child, and the date on which the agency expects to place the child with the Member.;
- (iii) in the case of an overseas adoption, the date of entry of the child into Great Britain
- iv) Confirm the date which the Member has chosen his or adoption leave to start.

### **Shared Parental Leave**

11.09 A Member is entitled to Shared Parental Leave if they are :-

- (i) the mother, or expectant mother, of a child, or the father of the child, or at the date of the child's birth the spouse, civil partner or partner of the mother/expectant mother, and at the date of birth the mother and the father/spouse/civil partner/partner share the main caring responsibility for the child ; or
- (ii) the adopter of a child, or at the date that the child is placed for adoption the person who is the spouse, civil partner or partner of the adopter, and at the date of the placement of the child for adoption the adopter and the spouse/civil partner/partner share the main caring responsibility for the child. Where two people have been matched jointly, the adopter is whoever has elected to be the child's adopter.

11.10 A Member may share up to 50 weeks' leave if the mother/ adopter curtails their maternity/adoption leave before using their full entitlement of 52 weeks. The number of weeks available as Shared Parental Leave will be reduced by the number of weeks maternity or adoption leave that has already been taken by the mother or adopter.

11.11 Shared Parental Leave can be taken as one continuous block or in multiples of complete weeks, but must end no later than one year after the birth/placement for adoption of the child.

11.12 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take shared parental leave in writing no later than 8 weeks before the date they wish the period of shared parental leave to start, and must in writing provide the following information

(i) in the case of the birth of a child:-

- the names of the mother and of the father/spouse/civil partner/partner,
- the start and end dates of any period of maternity leave to be taken by the Member,
- the total amount of Shared Parental Leave available,
- the expected week of birth
- the date of birth ( where the child is not yet born ,this information must be provided as soon as reasonably practicable after the birth and, in any event, before the first period of Shared Parental Leave to be taken by the Member)
- how much Shared Parental Leave the mother and the father/spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave :

(ii) in the case of the adoption of a child :-

- the names of the adopter and of the spouse/civil partner/partner,
- the date that the adopter was notified of having been matched for adoption with the child
- the date that the child is expected to be placed for adoption
- the date of the placement ( where the child has yet to be placed for adoption, this information must be provided as soon as reasonably practicable after the placement and, in any event, before the first period of Shared Parental Leave to be taken by the Member)
- the start and end dates of any period of adoption leave to be taken by the adopter,
- the total amount of Shared Parental Leave available,
- how much Shared Parental Leave the adopter and the spouse/civil partner/partner each intend to take
- an indication as to when the Member intends to take Shared Parental Leave. Including the start and end dates for each period of leave :

## **Paternity Leave**

11.13 A Member is entitled to take up to two weeks' paternity leave to help care for the child, or to support the child's mother/adopter, if they are either: the father



of the child (whether or not they are the biological father); the spouse, civil partner or partner of the mother/adopter.

11.14 The Member may take one week or two consecutive weeks of paternity leave, but not single days or less than a week's duration. Paternity leave must be taken within 56 days of the birth or adoption.

11.15 The Member must notify the Democratic Services and Scrutiny Manager of their intention to take paternity leave in writing no later than 4 weeks before they wish the period of paternity leave to start (childbirth) or no more than seven days after the date on which the adopter is notified of having been matched with the child or, where that is not reasonably practicable, as soon as is reasonably practicable; and:

i) Confirm the expected week of childbirth; or the dates on which the adopter was notified that s/he had been matched with the child and on which the child is expected to be placed for adoption with the adopter(UK Adoption); or the dates on which the adopter received official notification and on which the child is expected to enter Great Britain (Overseas Adoption);

ii) or matching certificate/official notification;

iii) Confirm the length of the absence and the date on which the Member has chosen to begin his/her leave

11.16 If the Member wishes to change the start date of a period of leave, they should write to the Democratic Services and Scrutiny Manager no later than 4 weeks before either the original start date 'or' the new start date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.

11.17 If the Member wishes to change the end date of a period of leave they should write to the Democratic Services and Scrutiny Manager at least 4 weeks before either the original end date or the new end date (whichever is earlier). The Democratic Services and Scrutiny Manager will ensure that HR Services are informed within 2 working days of receipt of the details.

11.18 HR Services will provide confirmation that the information on revised dates has been received and that relevant re-instatement or adjustment of any SRA has taken place, with a copy to Democratic Services, within 10 working days.

### **Sickness Leave**

11.19 A Member who is sick will continue to receive the basic allowance as long as they remain a Councillor. They will also continue to receive any SRA for a six month period. Extension of this period of leave will require prior 2 months' written notice to be given to the Political Leader of the respective political group. If the extended leave is agreed by that Political Leader, a report will be compiled to seek approval from full Council, before the point of the 6 months'

leave expiry, for the extension of this leave. This is in accordance with section 85 of the 1972 Local Government Act.

11.20 If a Member decides not to return to office following either during or on their expiry of maternity, adoption, shared parental, paternity or sickness leave , the Chief Executive must be notified. HR Services must then be informed within two working days of receiving notification. Allowances will cease from the effective resignation date.

11.21 If an election is held during the Member's maternity, adoption, shared parental, paternity or sickness leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA, if appropriate will cease from the Monday after the election date when they would technically leave office.