

Executive Board Meeting

Date: 26^{ain} July 2016

Subject and Purpose:

Model Time Off Policy for Schools

Recommendations / Key Decisions Required:

To endorse the adoption of the Model Time Off Policy for Schools.

Reasons:

In the absence of an existing Time Off Policy for Schools, the corporate Time Off Policy has been adapted to suit schools, and will provide school management and staff with an A-Z guide to all statutory and contractual time off work.

Executive Board Decision Required YES

Council Decision Required NO

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Cllr. Mair Stephens; Cllr. Gareth Jones

Directorate: Chief Executive's / People Management & Performance; Education & Children's Services

Name of Head of Service:

Paul R. Thomas

Robert Sully

Report Author:

Julie Stuart

Designations:

Assistant Chief Executive (People Management & Performance)

Director of Education & Children's Services

Principal HR Officer

Tel Nos.:

E-Mail Addresses:

01267 246123

PRThomas@sirgar.gov.uk

01267 224888

RASully@sirgar.gov.uk

01267 246375

JStuart@sirgar.gov.uk

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEETING
26TH JULY 2016

SUBJECT

Model Time Off Policy for Schools

1. Background

The Authority has a range of time off policies and procedures detailing the statutory and contractual time off that employees may request for authorisation via their line managers.

Currently, each of these policies is listed separately in the HR policies and guidance A to Z on BRIAN and managers may need to check a number of documents to find the policy which applies to their situation. Whilst schools are able to access these documents, schools' governing bodies would need to adopt each of these policies individually. The Model Time Off Policy for Schools, which is an adaptation of the Corporate Time Off Policy, has been designed as an easy reference document to navigate through the range of time off that employees may request.

Detailed report attached: No

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed: _____



ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
YES	YES	NO	NO	NO	YES	NO

1. Policy, Crime & Disorder

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

2. Legal

The Revised Time Off Policy is in line with the statutory rights to time off covered by employment legislation.

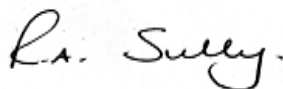
6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Time Off Policy.

CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed: _____



DIRECTOR OF EDUCATION & CHILDREN'S SERVICES

1. Scrutiny Committee

None

2. Local Member(s)

None

3. Community / Town Council

None

4. Relevant Partners

None

5. Staff Side Representatives and other Organisations

Education & Children's Services Employee Relations Forum - 11th February 2016

Section 100D Local Government Act, 1972 - Access to information

List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection