

**Family Leave Guidance for Councillors****Report by Gary Fairley, Chief Officer Corporate Solutions****Report for Decision****1 Recommendations**

Council is asked to consider the Family Leave Guidance for Councillors endorsed by COSLA Council Leaders in September 2019 for circulation to Scottish Councils for adoption on a voluntary basis. Subsequently guidance was updated in April 2020 to reflect amendments to the Local Government (Scotland) Act 1973. Council is asked to determine whether it wishes to voluntarily adopt and implement the guidance for Councillors.

**2 Purpose of Report/Executive Summary**

The purpose of this report is to provide a high level summary of the Special Leave Guidance for Councillors.

The full detailed guidance can be found using the link below and is also contained at Appendix B:

[https://www.cosla.gov.uk/\\_data/assets/pdf\\_file/0027/17838/Family-Leave-Guidance-May-2020.pdf](https://www.cosla.gov.uk/_data/assets/pdf_file/0027/17838/Family-Leave-Guidance-May-2020.pdf)

**Date: 11 September 2020****Report Contact:**

Dawn Farquhar Tel No: 0131 271 3610

[Dawn.Farquhar@midlothian.gov.uk](mailto:Dawn.Farquhar@midlothian.gov.uk)

### **3 Background/Main Body of Report**

- 3.1** Whilst there is no legal right to family leave of any kind for people in elected public office, the objective of this guidance is to ensure that insofar as is possible, Elected Members can take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

The rights as set out in the guidance extend to (1) maternity, paternity, shared parental and adoption leave and (2) pay during maternity, paternity, shared parental and adoption related leave only.

This guidance is to be implemented on a voluntary basis and confers no contractual, nor worker / employment status. The guidance can be amended or withdrawn at any time. Councillors continue to retain their status as office holders.

Individuals who are employees or workers of the Local Authority will be entitled to any additional rights associated with family leave by virtue of their employment status and associated policies. No such additional rights, over and above what is set out in the guidance, shall apply to Elected Members and nothing in the guidance shall render Elected Members as employees or workers.

#### **3.2 Periods of Leave**

The key points to note are as follows:

- Members giving birth are entitled to up to 6 months maternity leave from 28 days before their due date.
- In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period.
- Members shall be entitled to take a maximum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

Further information is contained within the detailed guidance contained at Appendix B.

#### **3.3 Basic Allowance**

If the guidance is adopted all Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

#### **3.4 Special Responsibility Allowances**

The payment of SRA, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date when the Member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six-month period.

Should a Member appointed to replace the Member on maternity, paternity, shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one SRA shall apply.

Unless the Member taking leave is removed from their post whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

### **3.5 Resigning from Office and Elections**

If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

If an election is held during the Member's maternity, paternity, shared parental or adoption 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.

## **4 Report Implications (Resource, Digital, Risk and Equalities)**

### **4.1 Resource**

All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.

Members entitled to a Special Responsibility Allowance (SRA) shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.

### **4.2 Digital**

There are no direct IT implications as a result of this report.

### **4.3 Risk**

Whilst there are no direct risks associated with this report, adopting this guidance should in turn encourage the retention of Councillors, particularly women, and making public office more accessible to individuals who might otherwise feel excluded from it.

### **4.4 Ensuring Equalities**

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of Local Authority councillors and making public office more accessible to individuals who might otherwise feel excluded from it.

#### **4.5 Additional Report Implications (See Appendix A)**

##### **Appendices**

**Appendix A – Additional Report Implications**

**Appendix B – Background Information/Links**

Additional Appendices - Insert as appropriate

## **APPENDIX A – Additional Report Implications**

### **A.1 Key Priorities within the Single Midlothian Plan**

Midlothian Council and its Community Planning Partners have made a commitment to treat the following areas as key priorities under the Single Midlothian Plan:-

- Reducing the gap in economic circumstances
- Reducing the gap in learning outcomes
- Reducing the gap in health outcomes
- Reducing the impact of climate change

Adopting the COSLA approved guidance will contribute to reducing the gap in health outcomes and represents a further welcomed development which may encourage greater interest in citizens putting themselves forward to be elected as Councillors.

### **A.2 Key Drivers for Change**

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☒ Modern
- ☐ Sustainable
- ☐ Transformational
- ☒ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☒ One size fits one
- ☐ None of the above

### **A.3 Key Delivery Streams**

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☒ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious

### **A.4 Delivering Best Value**

The guidance does not directly relate to the delivery of best value.

### **A.5 Involving Communities and Other Stakeholders**

This guidance has been developed by COSLA and endorsed by COSLA Council Leaders in September 2019.

**A.6 Impact on Performance and Outcomes**

Adopting and implementing the guidance will positively impact on the working lives of Councillor's during periods of maternity, paternity, shared parental and adoption leave.

**A.7 Adopting a Preventative Approach**

Adopting and implementing the guidance will better support Councillors in fulfilling the duties of their office.

**A.8 Supporting Sustainable Development**

Adopting and implementing this supportive piece of guidance will contribute to our Councillors overall wellbeing and in turn lead to our Councillors being able to better inform sustainable development.

## APPENDIX B

### Background Papers/Resource Links (if applicable)

#### COSLA – Family Leave Guidance for Councils

The Family Leave Guidance outlined below was endorsed by Council Leaders in September 2019 for circulation to Scottish Councils for adoption on a voluntary basis. Subsequently guidance was updated in April 2020 to reflect amendments to the Local Government (Scotland) Act 1973.

The term Special Responsibility Allowances (SRA) is used within the document to describe allowances paid to Council Leaders, Civic Head, Senior Councillors, Conveners and Vice Convener etc. where a Councillor receives a higher remuneration due to a specific role undertaken on behalf of the Council.

#### Introduction

This Guidance sets out some key principles which Local Authorities may wish to adopt to support Elected Members during periods of maternity, paternity, shared parental and adoption leave. **There is no legal right to family leave of any kind for people in elected public office.**

The objective of this guidance is to ensure that insofar as is possible, Elected Members can take appropriate leave at the time of birth or adoption, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken.

This Guidance is to be implemented on a voluntary basis and confers no contractual, nor worker / employment status. The Guidance can be amended or withdrawn at any time.

Councillors continue to retain their status as office holders. The rights as set out in this Guidance extend to (1) maternity, paternity, shared parental and adoption leave and (2) pay during maternity, paternity, shared parental and adoption related leave only. Individuals who are employees or workers of the Local Authority will be entitled to any additional rights associated with family leave by virtue of their employment status and associated policies. No such additional rights, over and above what is set out in this Guidance, shall apply to Elected Members and nothing in this Guidance shall render Elected Members as employees or workers.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of Local Authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

## **Leave Periods**

- Members giving birth are entitled to up to 6 months maternity leave from 28 days before their due date.
- In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period.
- Members shall be entitled to take a maximum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).
- A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate such arrangements in terms of leave from the Council.
- Where both parents are Members leave may be shared up to a maximum of 26 weeks.
- Special and exceptional arrangements may be made in cases of prematurity.
- A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months' adoption leave from the date of placement.
- Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1973 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six- month period.
- Any Member intending to take maternity, paternity, shared parental or adoption leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return. (It is recommended that a minimum of 28 days' notice is provided to take leave. A MatB1 form or an adoption matching certificate should be provided when applying for maternity and adoption leave respectively).
- Any Member taking leave should ensure that they respond to reasonable requests for information from the Council as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.
- In the event of an Elected Member taking family-related leave, Councils are encouraged to consider:
  - how to ensure there is minimal impact on the relevant ward by arranging, where possible, reasonable and appropriate cover to ensure the needs of constituents continue to be met; and
  - providing what additional support may be required to facilitate an Elected Member's return from family related leave to ensure they feel supported and ready to return to the Council.

## **Basic Allowance**

- All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity or adoption leave.



### **Special Responsibility Allowances**

- Members entitled to a Special Responsibility Allowance (SRA) shall continue to receive their allowance in full in the case of maternity, paternity, shared parental or adoption leave.
- The payment of SRA, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental or adoption leave shall continue for a period of six months, or until the date when the Member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six-month period.
- Should a Member appointed to replace the Member on maternity, paternity,
- shared parental or adoption leave already hold a remunerated position, the ordinary rules relating to payment of more than one SRA shall apply.
- Unless the Member taking leave is removed from their post whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

### **Resigning from Office and Elections**

- If a Member decides not to return at the end of their maternity, paternity, shared parental or adoption leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.
- If an election is held during the Member's maternity, paternity, shared parental or adoption 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.