

MATERNITY, PATERNITY AND ADOPTION POLICY AND PROCEDURE



REPORT OF THE CHIEF FIRE OFFICER

For Approval

1. PURPOSE OF REPORT

- 1.1 To seek approval for the Authority's Maternity, Paternity and Adoption Policy and Procedure (formerly 'Family Friendly Policy and Procedure') attached as Appendix 1.

2. RECOMMENDATION

- 2.1 To approve the Authority's Maternity, Paternity and Adoption Policy and Procedure attached as Appendix 1.

3. BACKGROUND

- 3.1 In light of statutory changes to the 'Paternity Leave (Amendment) Regulations 2024' which came into effect on 6 April 2024, the Brigade has reviewed its existing arrangements in relation to Maternity, Paternity and Adoption Policy and Procedure.
- 3.2 Specifically, the Act now provides:
- Two weeks paternity leave which previously had to be taken as either one or two consecutive weeks, employees can now request the leave to be taken in two separate one-week blocks
 - Currently employees have to take Paternity Leave within 56 days of the birth or adoption; they can take it anytime in the 52 weeks after the birth or adoption
 - Employees now only need to give 28 days' notice of their intention to take paternity Leave; previously this was no later than 15 weeks before the expected week of childbirth or the week the main adopter is notified of having been matched with the child

4. MATERNITY, PATERNITY, ADOPTION POLICY AND PROCEDURE

- 4.1 The revised Maternity, Paternity and Adoption Policy and Procedure is attached as Appendix 1.

- 4.2 Section 3 sets out the scope of the policy in terms of the Authority's recognition of its duty of care and responsibilities to support all staff in accordance with statutory entitlements, and that this policy will apply to all staff employed on a substantive, fixed term, and temporary basis.
- 4.3 Section 4 defines the provisions within the policy with reference to:
- legal responsibility for a dependent
 - pregnancy and maternity
 - paternity leave
 - adoption
 - IVF
 - other circumstances in which time away from work may be sought to support an employee to manage their responsibilities
- 4.4 The Authority's role is presented at Section 6.
- 4.5 Communications to employees regarding the changes to the Maternity, Paternity and Adoption policy and procedure will be communicated via the usual routes which include Communications Forum and publication on the Key Document Framework located on 'The Bridge'.
- 4.6 The Fire Brigade's Union and UNISON have been consulted on this Policy and Procedure and to date no issues have been raised.
- 4.7 An Equality Impact Assessment has been undertaken on the implementation of this and no issues have been identified that would negatively impact any protected characteristic group.

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