

CAREER BREAK POLICY**REPORT OF THE CHIEF FIRE OFFICER****For Approval****1. PURPOSE OF REPORT**

- 1.1 To seek approval of the Authority's Career Break Policy which has been reviewed and updated to reflect changes in legislation.

2. RECOMMENDATION

- 2.1 To approve the changes to the Authority's Career Break Policy as appended.

3. BACKGROUND

- 3.1 This document is part of a suite of policies and procedures which are in place to support staff in achieving a good-work life balance.
- 3.2 As part of the Brigade's Key Document Framework the Career Break Policy was reviewed as part of the three yearly refresh. This resulted in minor changes to make the document 'gender neutral' and to ensure that roles reflect the current organisational structure.
- 3.3 To ensure that staff consider any pension implications, paragraph 3.5.7 in the procedure note states that employees are advised to seek advice regarding their pension prior to making decisions on a career break.
- 3.4 As a result of this review work, a revised Career Break Policy is appended for members' consideration and approval.
- 3.5 The Policy has been equality impact assessed in accordance with the Brigade's procedure. The findings of the impact assessments concluded that there were no detrimental impact on any group of staff, including those with one or more protected characteristics.

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