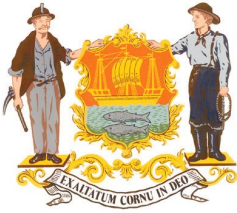


# TRURO CITY COUNCIL



CITY OF TRURO

Town Clerk's  
Department  
Municipal Buildings  
Boscawen Street  
Truro TR1 2NE  
Tel. (01872) 274766  
www.truro.gov.uk  
email: [info@truro.gov.uk](mailto:info@truro.gov.uk)

4 April 2025

To: Chairman and members of the **STAFFING COMMITTEE**  
Councillors Biscoe, Green, Rich, Roby and Roden  
and all other Members of **TRURO CITY COUNCIL** *for information*

*Before the meeting the Chairman will read out the Library Building Fire Procedures*

Dear Councillor

## A G E N D A

NOTICE IS HEREBY GIVEN that the meeting of the **STAFFING COMMITTEE** will be held at **THE LARGE COMMUNITY ROOM, TRURO COMMUNITY LIBRARY (SECOND FLOOR), UNION PLACE** on **THURSDAY 10 APRIL 2025 at 7.00 pm** for the transaction of the under mentioned business: -

- 1 **COUNCILLORS IN ATTENDANCE AND APOLOGIES**  
To **note** apologies.
- 2 **DECLARATIONS OF INTEREST**
- 3 **OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS AGENDA VERBAL QUESTIONS** (5 minutes only)
- 4 **MINUTES** (*Appendix A*)  
To resolve to approve and sign the minutes of the Staffing Committee meeting held on 13 February 2025.
- 5 **DEPUTY TOWN CLERK REPORT**  
Verbal report including Southwest Council's template policies and HR Consultant.
- 6 **CHAIRMAN'S REPORT**  
Verbal report.
- 7 **CORRESPONDENCE**  
None.
- 8 **STANDING ITEMS**
  - a. Health and Safety Issues  
Verbal report from Deputy Town Clerk
  - b. Training - E-learning.
  - c. HR Report (*Appendix B*)  
To **note** the contents of this report.
  - d. Recruitment

## AGENDA ITEMS

- 9 a. **TO REVIEW JOB DESCRIPTION FOR MAINTENANCE TECHNICIAN** (Appendix C)  
To **resolve** to approve the job description for the Maintenance Technician.
- b. **TO APPROVE JOB DESCRIPTION FOR MAYORAL SECRETARY AND TO REVIEW AND APPROVE AMENDED JOB DESCRIPTION FOR THE SUSTAINABILITY AND ASSET OFFICER (FROM ZERO CARBON OFFICER)** (Appendix D)
1. To resolve to approve the amended job description for the Mayoral Secretary.
  2. To review and resolve to approve the amended job description for the Sustainability and Asset Officer (from Zero Carbon Officer).

### Recommendations to Full Council

1. To earmark a reserve for the Mayoral Secretary post £16,000.
2. That it investigates employing a specialist contractor to undertake carbon audits.

c. **MATERNITY, NEONATAL, ADOPTION AND PATERNITY POLICY** (Appendix E)

1. To note the contents of this report.
2. To recommend that Full Council adopt the Maternity, Paternity, Neonatal, and Adoption Policy following the implementation of new legislation on 6th April 2025.

d. **PAY POLICY STATEMENT 2025** (Appendix F)

To recommend to full council the pay policy statement 2025.

10 **EXCLUSION OF THE PRESS AND PUBLIC**

In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public will be excluded from the meeting during consideration of the following items by reason of its confidential or special nature: staffing.

11 **CONFIDENTIAL AGENDA ITEMS**

a. **TO REVIEW AN EXISTING JOB DESCRIPTION AND GRADE** (Appendix G)

b. **DISCIPLINARIES AND GRIEVANCES**

Verbal report from Deputy Town Clerk.

12 **READMITTANCE OF THE PRESS AND PUBLIC**

Press and public will be permitted to rejoin the meeting following the conclusion of the confidential items.

13 **DATE OF NEXT MEETING**

14 **ITEMS FOR FUTURE MEETINGS**



David Rodda MBE  
TOWN CLERK



CITY OF TRURO  
Town Clerk

Town Clerk's Department  
Municipal Buildings  
Boscawen Street  
Truro TR1 2NE  
Tel. (01872) 274766  
www.truro.gov.uk  
email: info@truro.gov.uk

**MEETING OF STAFFING COMMITTEE HELD ON  
MONDAY 13 FEBRUARY 2025 at 7.00 pm  
in the Training Room, first floor, Truro Public Library, Union Place, Truro**

**PRESENT:** Councillors Roden (Chairman), Biscoe and Green.

**APOLOGIES:** Apologies of absence were received from Councillors Rich and Roby (both personal).

Also in Attendance: Esther Greig, Deputy Town Clerk  
Cheryl Simpson, Committee Clerk

**1 COUNCILLORS IN ATTENDANCE AND APOLOGIES**

Attendance of those councillors present was noted. S/24/1221

**2 DISCLOSURES OR DECLARATIONS OF INTERESTS**

None (both personal). S/24/1222

**3 OPEN SESSION FOR ELECTORS OF TRURO RELATING TO ITEMS ON THIS  
AGENDA VERBAL QUESTIONS**

There were none. S/24/1223

**4 MINUTES**

It was proposed by Councillor Biscoe, seconded by Councillor Green, and

**RESOLVED** that the Minutes of the Staffing Committee Meeting held on 18 November 2024 were considered a correct record.

**S/24/1224**

**5 DEPUTY TOWN CLERK REPORT**

The Deputy Town Clerk updated the Committee as follows. Together with the Town Clerk she was working on finalising the details of the new HR contract with the new contractor CommissioningHR. The new contractor would be attending an induction on 1 April, and it was planned that they would be on site two days a week 10:00 – 16:00. The contractor had a lot of experience with single status projects and working with trades unions. The current contractor, Tamar HR had been advised it was unsuccessful in the tendering process and appropriate feedback had been given. The report was **noted**.

S/24/1225

**6 CHAIRMAN'S REPORT**

This area was covered in the Deputy Town Clerk's report.

S/24/1226

**7 CORRESPONDENCE**

i. A copy of NJC Trade Unions 2025 pay claim for local government services ('Green book') employees – provided by SW Councils was **noted**. The Chair clarified that the Council adopted the National Joint Council (NJC) as

recommended by NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) pay rates, but it was not party to any pay negotiations. S/24/1227

## 8 **STANDING ITEMS**

### a. Accidents

The Deputy Town Clerk reported that there had been no accidents since the last meeting. The report was **noted**. S/24/1228

### b. Training - Harassment Training, E-learning

It was reported by the Deputy Town Clerk that the HR and Compliance Officer that work was ongoing to incorporate the reporting of accidents and near misses into the Council's staff learning portal. Core training modules were being developed using the Work Nest System which was considered a better fit than Cornwall Council's e-learning offer. It was planned that over the next year staff would be gradually migrated from the Breathe system (covering sickness reporting and leave booking), and from Cornwall Council's e-learning system, to the more comprehensive Work Nest system. The report was **noted**.

S/24/1229

### c. HR Report

The Deputy Town Clerk reported that since the last meeting she had reviewed the information available and presented some data differently to the last report to provide more meaningful information. There had been some teething issues e.g. the recording of TOIL (time off in lieu) and sickness. In response to a query about staff being able to record their ethnicity as Cornish, the Deputy Town Clerk took this on board subject to the capacity of the software. The report was **noted**.

It was proposed by the Chairman, seconded by Councillor Green, and

**RECOMMENDED THAT FULL COUNCIL** give the Town Clerk dispensation to decide if staff can roll over more than 5 days holiday or time off in lieu; in the exceptional circumstances of 2024-25. S/24/1230

### d. Recruitment

The Deputy Town Clerk stated interviews for the position of Café Manager had taken place, and a job offer had been accepted; the new starter would take up their position following a handover with the current Temporary Manager. On 18 February there would be 7 interviews for the post of Assistant Café Manager. The Deputy Town Clerk also reported the Zero Carbon Officer had recently handed in their notice and would be leaving the Council's employment in a month's time. She was currently reviewing how to fill the vacancy and increase committee clerk capacity. The report was **noted**.

S/24/1231

## 9 **EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by the Chairman, seconded by Councillor Green, and

**RESOLVED** that in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of the following items by reason of their confidential or special nature: staffing matters.

S/24/1232

## 10 **CONFIDENTIAL AGENDA ITEMS**

### a. Deputy Town Clerk's Verbal Report

The Deputy Town Clerk reported that work was ongoing to stream-line the Council's pay and grading system for 2026-27. Secondly the Deputy Town Clerk updated the Committee on equality issues. Thirdly she highlighted a capability issue. Questions were asked and answers given. The report was **noted**. S/24/1233

b. Union Meeting Minutes

The Minutes of meetings held on 20 September 2024 and 31 January 2025 were **noted**. S/24/1234

c. Town Clerk's Probation

It was proposed by Councillors Biscoe, seconded by Councillor Green, and **RECOMMENDED TO FULL COUNCIL** that the Town Clerk pass probation following the review held 10 December 2024. S/24/1235

**11 READMITTANCE OF THE PRESS AND PUBLIC**

It was proposed by the Chairman, seconded by Councillor Biscoe, and

**RESOLVED** that the meeting be re-opened for press and public access. S/24/1236

**12 DATE OF NEXT MEETING**

The date of the next meeting would be sent once the Chairman had advised the Deputy Town Clerk of his availability.

[The date of the next meeting was Thursday 10 April.] S/24/1237

**13 ITEMS FOR FUTURE MEETINGS**

None. S/24/1238

The meeting closed at 20:19 pm

----- CHAIRMAN

Report to:	<b>Staffing Committee</b>	
Date:	<b>Thursday 10<sup>th</sup> April 2025</b>	
Title:	<b>Quarterly HR Report</b>	
Authors, Roles and Contact Details:	<b>Mica Crook, HR Officer</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

**Recommendation(s):**

To **note** the contents of this report.

**1 Executive Summary**

- 1.1 Q4 HR Report showing the most recent data and analytics on Truro City Council staff over the past 12 months. TCC has 71 employees with 62% being full time. 48% of the work force are female.

**2 Purpose of Report and key information**

- 2.1 To provide key data obtained by the HR Department on numbers, gender and sickness absence.

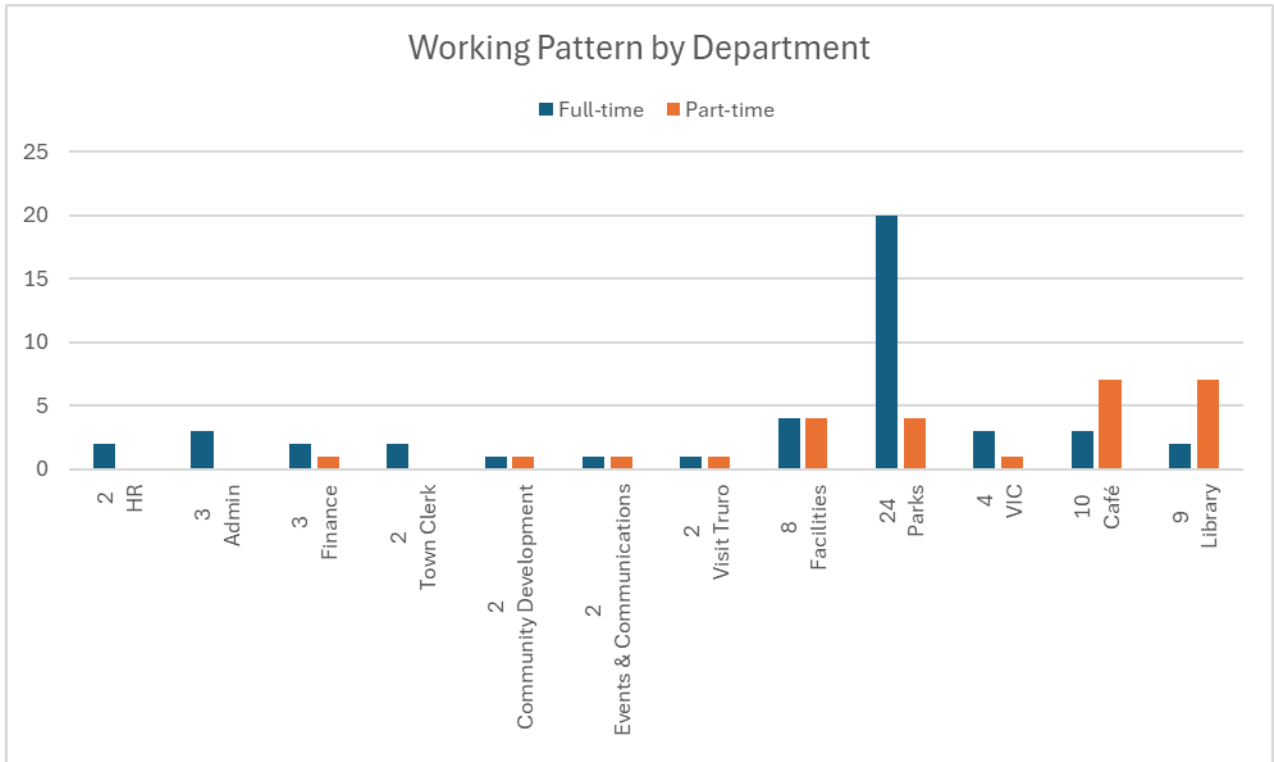
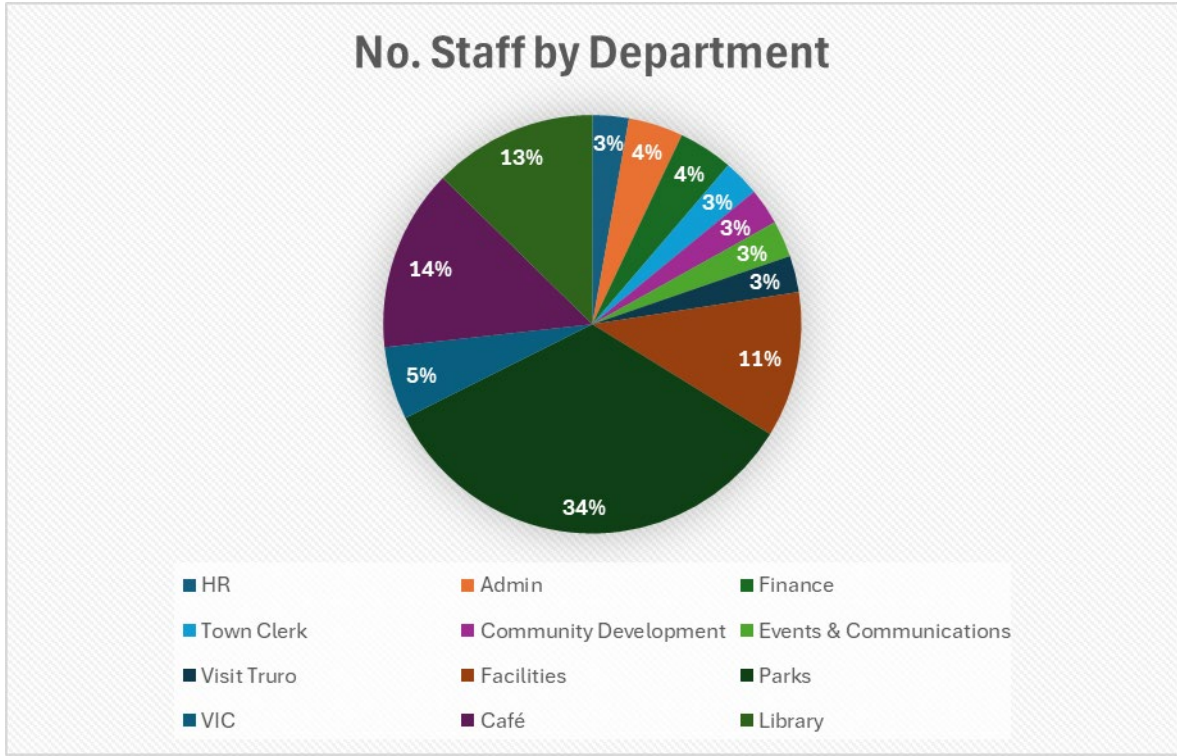
**2.2 Current Personnel Information**

TCC currently have 71 staff employed at Truro City Council, this is the figure that is being used for software and insurance purposes

Current Departments & Staff in each:

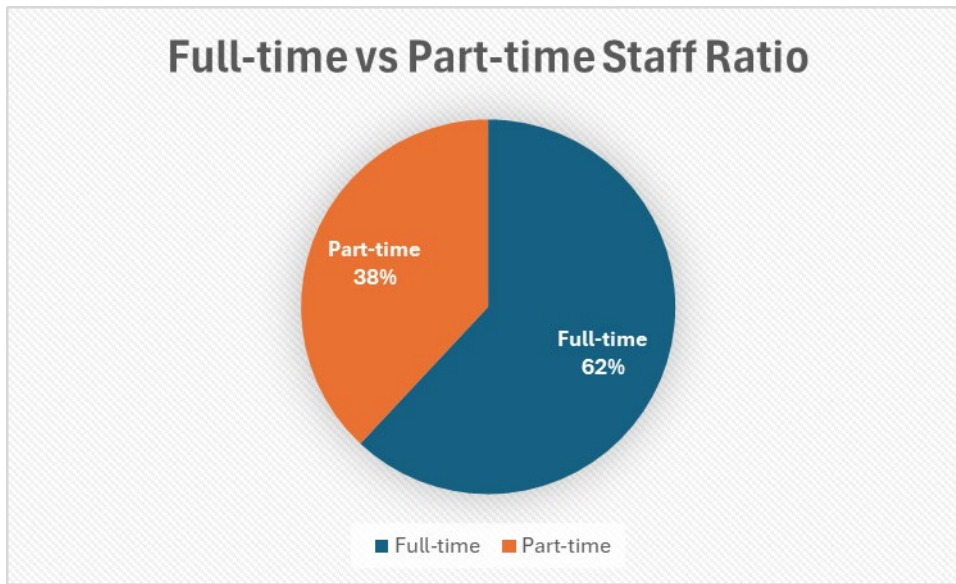
- HR – 2
- Admin – 3
- Finance – 3
- Town Clerk – 2
- Community Development – 2
- Events & Communications – 2
- Visit Truro – 2
- Facilities – 8
- Parks – 24
- VIC – 4
- Café – 10
- Library – 9

The below pie chart clearly shows staff ratio department by percentage (%).



The above bar chart shows the breakdown of full-time vs part-time working pattern by department within the Council.

### 2.3 Full-time & Part-time Staff ratio



The above Pie Chart shows the ratio of Full-Time and Part-time staff employed at Truro City Council as of March 2025.

Number of staff for each category:

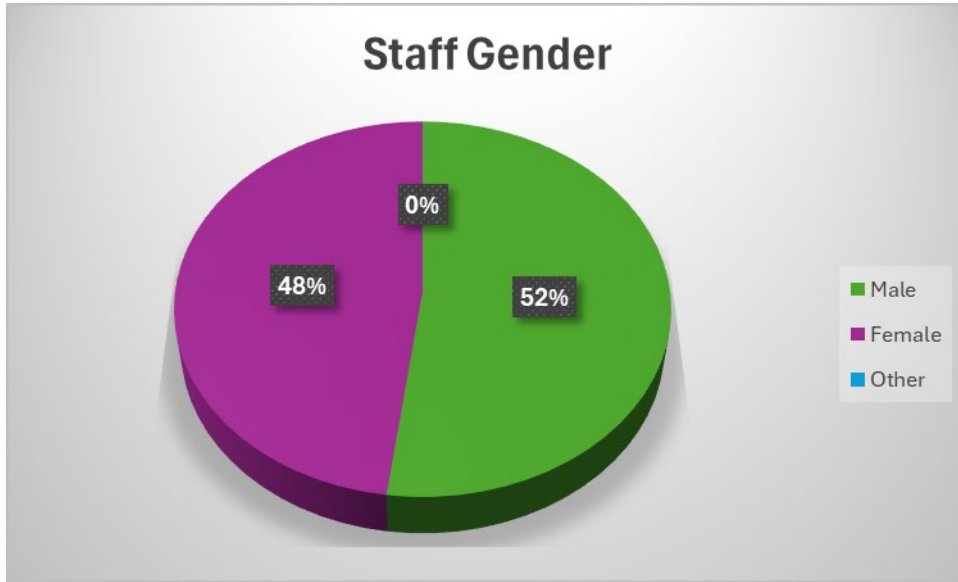
Full-time – 44

Part-time – 27



## 2.4 Equal Opportunities Data

### 2.4.1 Gender



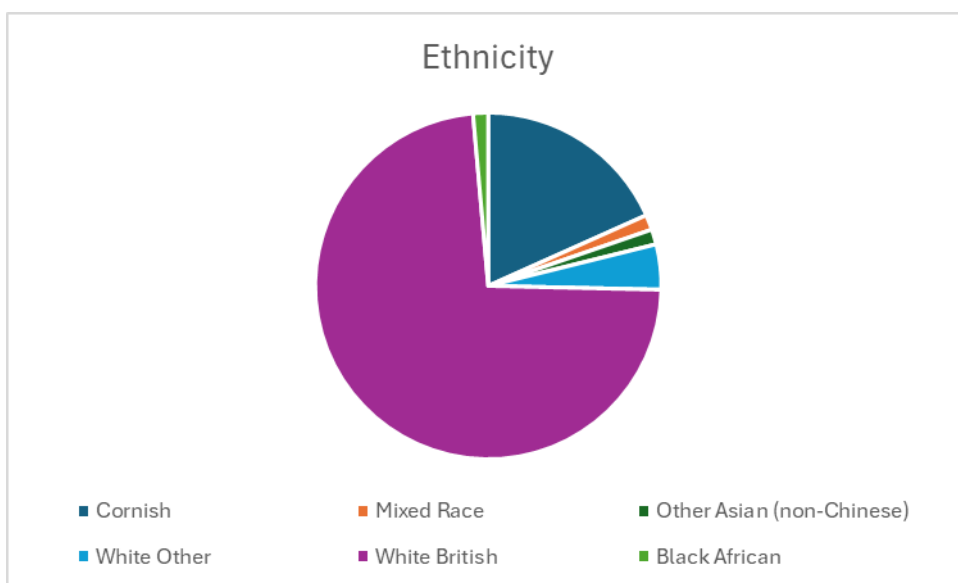
The Pie Chart shows the current split of genders employed at Truro City Council.

Number of staff for each category:

Female – 34

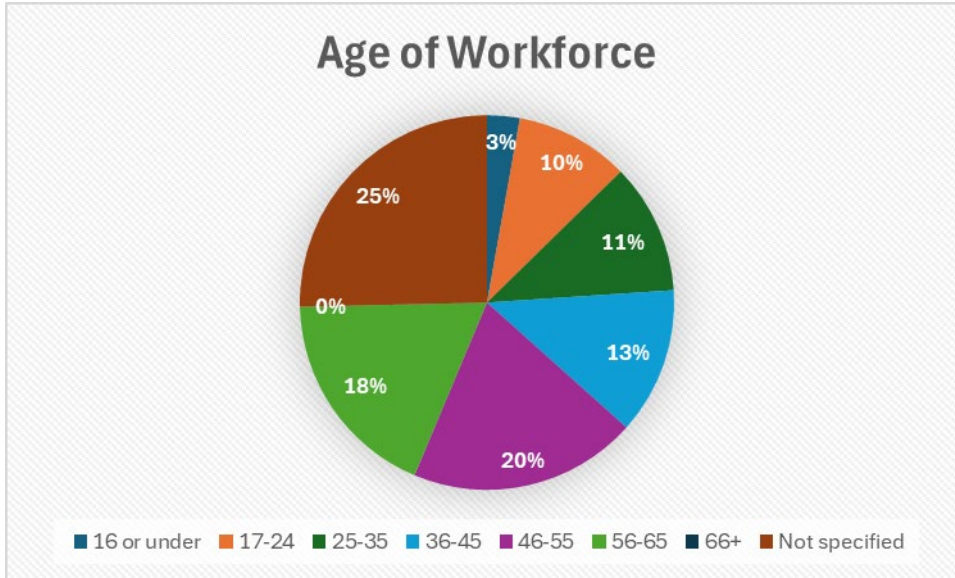
Male – 37

### 2.4.2 Ethnicity



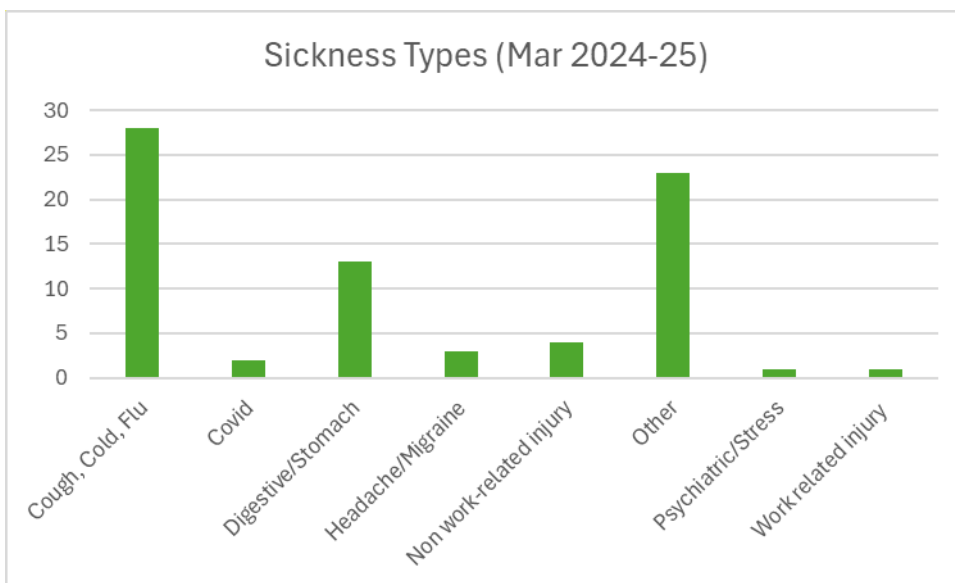
The above chart shows the ratio of Ethnicity within the Council. Since enabling the option of Cornish staff have chosen to collect this identifying category. This shows that adding this category has been beneficial in terms of identifying more specific ethnicity choices.

### 2.4.3 Age of Workforce



The above pie chart shows the diversity of the workforce in terms of age group. As shown 25% are listed as not specified and the HR Department is working on this information being completed to ensure more accurate data for the next report.

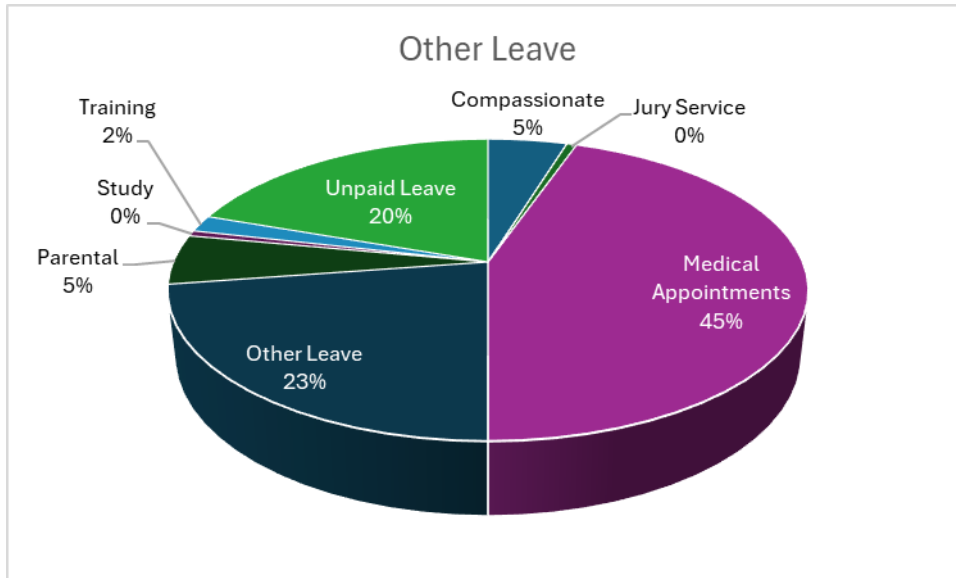
### 2.5 Sickiness Types over the past 12 months



The Chart shows the various types of sickness types taken over the past 9 months. The most used selection was Cough, Other following closely behind this. The HR Department is looking into ways in which sickness is reported

through BreatheHR to provide more accurate data. As you can see – the categories are very broad; when staff have a specific problem, they tend to put other and identify the exact nature of their issue. The general consensus is that most types are listed as other due to the lack of choices available that do not apply when logging sickness type.

## 2.6 Other Leave over the past 12 months



Other leave is a category the Council uses to establish absences from work that do not correlate with annual leave. As shown above the most prominent uses of this are for Medical Appointments, Other Leave and Unpaid Leave.

The use of medical appointments is monitored closely by the individuals line manager and HR (when required). This is particularly reviewed during the Appraisal process which gives the line manager a chance to request further information and if a new or existing health condition could be causing issues or impact future workload and attendance. It is the HR Departments intention during the personnel file audit to obtain updated medical information from all staff to ensure any pre-existing and current medical issues need to be noted and/or reasonable adjustments be added to files. This includes updating First Aiders (with the permission of the employee) with medical conditions should a member of staff have a medical episode at work and how best to support them.

The use of Other Leave and Unpaid Leave are usual used by the zero-hour contracted staff to book in time off as they are not allotted an annual leave allowance but paid this on an accrued basis. It is being considered by the HR Department whether an additional category can be created for this use alone as the Other Leave category is not the intended use.

## 2.7 Company Holiday Usage

As we have just entered the first quarter and new financial year in which annual leave entitlement resets, leave entitlement usage has not yet

processed. However, staff have started booking their entitlement for the 2025-26 period. More data will be available in the next HR Data Report.

As per the Single Status and Employee Handbook any carried over annual leave from the 2024-25 period approved by the Town Clerk will be used by 31<sup>st</sup> May 2025.

## **2.8 Time off in Lieu (TOIL)**

TOIL is an important way that TCC manages additional working hours that are accrued for Council Committee meetings, Full Council and other operational activities. However, having reviewed these figures, there is a lack of consistency on how these are being logged when taken in Breathe. This is being addressed.

## **3 Benefits for Customers/Residents**

- 3.1 Low levels of staff absence due to sickness helps to improve the productivity of Truro City Council which helps to deliver value for money for residents. Diversity within teams can also aid productivity and engagement.

## **4 Relevant Previous Decisions**

- 4.1 N/A

## **5 Consultation and Engagement**

Consultation will take place with the Trade Unions over the levels of sickness absence and what can be done to reduce them.

## **6 Financial Implications of the proposed course of action/decision**

Reducing sickness absence and increasing staff retention and productivity will deliver improved value for money. Conversely high levels of sickness absence carry a significant cost and are often an indicator of poor morale and can cause low productivity.

## **7 Legal/Governance Implications of the proposed course of action/decision**

Sickness Data Collection is necessary to enable compliance with Truro City Council's legal obligations, for example to prevent breaching health and safety regulations, anti-discrimination rules.

- Truro City Council should distinguish between different forms of sickness absence.
- Authorised short-term absences may include attending medical appointments and sickness absence.
- Truro City Council should investigate the cause of unauthorised absences and respond appropriately.

- 7.1 Authorised absences should be managed in accordance with Truro City Council's policies.

**8 Risk Implications of the proposed course of action/decision**

Monitoring of staff sickness and absence will enable HR to identify and analyse trends. This analysis will reduce the risk to TCC of individual problems going unnoticed and not being addressed. It will reduce the likelihood of issues reoccurring if issues are identified and addressed. Monitoring of equality and diversity statistics will enable TCC to positively effect change and reduce the risk of falling foul of the law. Identifying issues will enable TCC to implement reasonable adjustments as required and make changes to working practices.

**9 Options available**

9.1 **Do nothing** – Do not monitor or analyse data on sickness levels.

9.2 **Other options** –Monitor sickness levels for information only

9.3 **Chosen option** –Monitor sickness levels on a regular basis and consult with line managers and employees on next best steps etc.

**10 Supporting Information (Appendices)**

**11 Approval and clearance**

**All reports:**

<b>Final report sign offs</b>	<b>This report has been cleared by (or mark not required if appropriate)</b>	<b>Date</b>
Town Clerk (Required for <b>all</b> reports)	Yes	02.04.25
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)	Yes	02.04.25

Report to:	<b>Staffing Committee</b>	
Date:	<b>10<sup>th</sup> April 2025</b>	
Title:	<b>Facilities department – Maintenance Technician</b>	
Authors, Roles	<b>Esther Greig Deputy Clerk and Responsible Financial Officer</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	
<b>Recommendation(s):</b> 1. To <b>resolve</b> to approve the job description for the Maintenance Technician		

## 1 Executive Summary

- 1.1 There is a need to recruit a maintenance technician to the Facilities Team as noted in the November Staffing Committee Meeting. As this is a new post, a job description is required.

## 2 Purpose of Report and key information

- 2.1 In the 2025-26 financial year, there is an agreed budget for a Grade 7 maintenance/supervisory post to assist with undertaking routine maintenance and statutory testing procedures (e.g. PAT testing, Legionella, etc) in Truro City Council buildings and public conveniences. The inclusion of the testing element in the role will save the need for external contractors to undertake these duties. Also included are meter readings, which will give the Council greater control over utilities and some bargaining power during contractual negotiations.
- 2.2 The existing maintenance staff are fully employed for tasks within the Parks department and cemetery. These staff often have to move equipment to site to undertake their work, and as this cannot be left unattended if they are called up to fix a broken lock or a leaking cistern in the toilets it results in loss of productivity and delays. This is one reason why some of the larger tasks on their task list are taking a long time to resolve as they cannot dedicate a block of time to complete it due to interruptions.
- 2.3 The Facilities department therefore must either rely on contractors in these circumstances and the Facilities Supervisor's availability to complete basic tasks.
- 2.4 This role also includes covering sickness, absence and holidays within the facilities team, reducing the reliance on cleaning contractors and using the Facilities Supervisor's availability to cover these shifts.

### 3 Relevant Previous Decisions

- 3.1 Staffing Committee 18.11.24. min ref: S/24/868. It was resolved that under the budget line for Public Conveniences X1 maintenance /caretaker position be recruited, savings to be made elsewhere in the budget.

### 4 Consultation and Engagement

- 4.1 Current work capacity has been discussed within the facilities and maintenance teams. The organisational needs have been discussed by the senior management team and discussed both at Staffing Committee and by Full Council in the budget setting process.

### 5 Financial Implications of the proposed course of action/decision

- 5.1 None. This position is within the approved budget for 2025-26.

### 6 Legal/Governance Implications of the proposed course of action/decision

None

### 7 Risk Implications of the proposed course of action/decision

- 7.1 None

### 8 Options available

- 8.1 **Do nothing** – The Council will continue to pay contractors for Legionella testing, holiday, sickness and absence cover, basic emergency maintenance resolutions etc.
- 8.2 **Other options** – Two posts were initially discussed during the budget process due to the volume of work created by vandalism and the age and condition of the public conveniences. Budget constraints limited other options.
- 8.3 **Chosen option** – The option of one post is a compromise but savings can be made elsewhere which will go some way to covering the cost of this post.

### 9 Supporting Information (Appendices)

- 9.1 Job descriptions – Maintenance Technician

### 10 Approval and clearance

#### All reports:

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)	Yes	3.4.25
Deputy Town Clerk (Required for <b>all</b> reports)	Yes	3.4.25

## **Job description**

### Maintenance Technician

<b>Department:</b>	Facilities
<b>Salary scale:</b>	Grade 7 (£27,711 to £29,903 gross per annum)
<b>Pension scheme:</b>	Local Government Pension Scheme (LGPS)
<b>Responsible to</b>	Facilities Manager
<b>Hours:</b>	37 hours per week <i>(The job holder must be available to work on weekends and may be required to work on evenings occasionally.)</i>
<b>Workplace:</b>	Truro Library, Union Place, Truro, TR1 1EP

---

*The Job Description outlined below indicates the general nature and level of the work undertaken and is not intended to be a detailed list of all duties and tasks. Responsibilities may be periodically updated to meet organisational needs in consultation with the jobholder.*

#### **Job purpose**

Truro City Council seeks a multi-skilled, proactive Maintenance Technician to ensure the upkeep, safety, and functionality of council buildings and public facilities. The successful candidate will carry out routine maintenance, repairs, and cleaning duties to support the smooth operation of council services and maintain a safe, welcoming environment for residents and visitors.

#### **Key Responsibilities**

##### **Maintenance Duties:**

- Carry out general building maintenance and repair tasks across council properties and public facilities. This includes minor plumbing, painting, basic electrical repairs, carpentry (e.g., doors, locks, fixtures), plastering, tiling, and decorating.
- Conduct preventative maintenance to identify and resolve potential issues early. This includes undertaking regular checks and flushing of water systems to control the risk of Legionella bacteria, in line with HSE guidance and internal procedures, as well as ensuring compliance with statutory checks such as emergency lighting tests, fire alarm testing, fire extinguisher inspections, and lift maintenance where applicable.
- Record and monitor utility meter readings (including water, gas, and electricity) to identify anomalies or leaks, support energy efficiency efforts, and ensure accurate utility reporting.
- Keep accurate records of maintenance tasks and repairs undertaken, using either manual logs or digital systems as appropriate.
- Report significant maintenance issues and liaise with contractors when required.

### **Cleaning Duties:**

- Assist in the cleaning of council-owned buildings and public conveniences to a high standard when required.
- Assist in regular cleaning routines, including mopping, sanitising, and replenishing supplies when required.

### **Facilities Support:**

- Assist with setting up rooms for council meetings, events, and community activities. This includes arranging tables and chairs to specific layouts, setting up audio-visual equipment, ensuring heating/lighting is appropriate, and providing on-site support before, during, and after meetings where necessary.
- Assist with asset management by supporting the tracking, labelling, and basic condition checks of equipment, furniture, and fixtures across council properties. Report damaged or missing items and assist in maintaining an accurate inventory register.
- Respond promptly to urgent maintenance issues or facility-related requests.
- Ensure safe storage of tools, equipment, and cleaning supplies.

### **Customer Service:**

- Deliver a professional and friendly service to all users of council facilities.
- Address complaints or concerns efficiently and courteously to maintain customer satisfaction.

### **Health & Safety Compliance:**

- Adhere to all health and safety procedures and guidelines.
- Use appropriate tools, equipment, and personal protective equipment (PPE).
- Conduct regular checks to ensure buildings are safe and secure.
- Report any hazards, incidents, or safety concerns to management.
- Maintain up-to-date knowledge of health and safety best practices.

### **Other:**

- According to business need and with mutual agreement, there may be a requirement to undertake other duties that are commensurate with the level of responsibility for this post and to undertake work outside normal times of work to assist Truro City Council in delivering its wider service delivery.
- To be responsible for continuing self-development and undertaking training as required, including eLearning.
- To attend various evening meetings as and when required.
- To represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.
- To work positively with other staff members at the Council in a supportive manner.

- To actively and positively contribute to the appraisal process and follow up on agreed actions.
- To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all City Council procedures and guidelines which assist this.
- To work at all times with the Council's Dignity, Diversity & Respect Policy.
- To undertake other duties that may be required within the general scope of the job. There may be a requirement to undertake other duties and/or times of work commensurate with the grade/level of responsibility to ensure the effective delivery of the service.

*All employees are required to commit to Truro City Council's Equality, Diversity and Inclusivity policies and values, treating colleagues and customers with dignity and respect. This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service.*

## **Person specification**

### **Essential:**

- Experience in general building maintenance, repairs, or similar roles.
- Strong practical skills, including proficiency with hand and power tools.
- Strong interpersonal and communication skills.
- Ability to carry out physically demanding tasks and work indoors and outdoors.
- Basic understanding of health and safety regulations.
- A proactive and responsible approach to work, with good attention to detail.
- A valid UK driving licence.

### **Desirable:**

- NVQ or relevant qualification in maintenance, building services, or a related field.
- Experience with plumbing, electrical, or carpentry tasks.
- Familiarity with cleaning machinery and maintenance equipment.
- Knowledge of Truro and its local community.
- Ability to undertake multiple tasks and prioritise in a dynamic environment.
- Strong organisational and time-management abilities.
- Excellent problem-solving skills.
- A passion for delivering excellent customer service.
- Flexibility to work evenings, weekends, and holidays as required.

---

Signed(postholder)\_\_\_\_\_Date\_\_\_\_\_

Report to:	<b>Staffing Committee</b>	
Date:	<b>10<sup>th</sup> April 2025</b>	
Title:	<b>Administration department - Job descriptions/vacancies</b>	
Authors, Roles	<b>Esther Greig Deputy Clerk and Responsible Financial Officer</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

**Recommendation(s):**

1. To resolve to approve the amended job description for the Mayoral Secretary
2. To review and resolve to approve the amended job description for the Sustainability and Asset Officer (from Zero Carbon Officer).

**Recommendations to Full Council**

1. To earmark a reserve for the Mayoral Secretary post £16,000.
2. That it investigates employing a specialist contractor to undertake carbon audits.

**1 Executive Summary**

- 1.1 There is a requirement to recruit a Mayoral secretary/Administrator to fill a vacancy that has been run since 2023. Over the past 2 years this role has been fulfilled by other staff who have now moved on to other duties.
- 1.2 There is also a requirement to recruit a Zero Carbon Officer to fill a vacant post. However, after considering lessons learned from the previous role and to meet business need the job title and role has been amended to encompass sustainability more broadly, asset management, and carbon audit monitoring to meet other objectives noted in the Zero Carbon Outline Strategy published June 2022.
- 1.3 That Carbon Audits are undertaken by specialist contractors to ensure independence. These experts provide guidance on carbon accounting, emissions reduction strategies, and regulatory compliance, ensuring companies align with sustainability goals while maintaining operational efficiency. Given the breadth of activity undertaken by Council this approach will also ensure that the contractor with the requisite skills can be brought in for each task as the person undertaking the audit for a building may need a different skills set to the one carrying out the audit for the vehicle fleet.
- 1.4 That in order to make the greatest impact building audits will be undertaken first as they are Councils largest energy users.

**2 Purpose of Report and key information**

- 2.1 In the 2023-24 financial year, the Council had a full-time Mayoral secretary/Committee Clerk and a part-time Zero Carbon Officer – **1.5 posts**.
- 2.2 In the 2024-25 financial year this was combined with the Zero Carbon Officer post to create a full-time position – ZCO/Parks Committee Clerk. The Mayoral Secretary tasks had been picked up by human resources due to staff sickness, followed by resignations in the 2023-25 period. Rather than 1.5 posts, the

administration department ran with **1 post and 0.5 vacancy** in order to enable a slight underspend on budget and to be able to effectively train and support new staff in the 2024-25 administrative year.

- 2.3 In the 2025-26 financial year, the ZCO/Parks Committee Clerk has been budgeted for as a part-time post due to the incumbent reducing their hours in order to undertake professional development. However, they have since left the Council's employ. **In total 0.5 post.**
- 2.4 Council cannot recruit to both the ZCO and Mayoral Secretary post within 2025-26 budget.
- 2.5 These roles do not work well in a combined part-time post; they are very different in skills and experience requirements, and the work load would be excessive for the hours allocated to the roles.
- 2.6 There is no further capacity in human resources to carry on with the mayoral secretary role – due to the pressure of ensuring that health and safety compliance and training of 71 staff to meet statutory requirements.
- 2.7 For the 2026-27 financial year, the 1.5 posts have already been considered and sits within the forecasts noted in January 2025 precept resolutions by Council.

### **3 Relevant Previous Decisions**

- 3.1 The Mayoral Secretary and Zero-Carbon Officer posts are existing posts which have been agreed previously by Council.

### **4 Consultation and Engagement**

- 4.1 Current work capacity has been discussed within the administration team and the organisational needs have been discussed by the senior management team.

### **5 Financial Implications of the proposed course of action/decision**

- 5.1 Rather than just 0.5 posts as noted in the 25-26 budget, a further 0.5 posts can be funded from underspend in 24-25 (against revised predictions in the budget process). £16,000 has been identified from a review of end of year expenditure in the training and staff budget lines that have not been previously accounted for in 2024-25 part-year review. This could be earmarked for staff budget in 25-26 to cover this additional 0.5 post requirement.
- 5.2 That Carbon Audits are undertaken by specialist contractors to ensure independence and best use of limited Council resources. There is a budget for legal and professional fees within the 25-26 budget that can be utilised for this work.

### **6 Legal/Governance Implications of the proposed course of action/decision**

- 6.1 None

### **7 Risk Implications of the proposed course of action/decision**

- 7.1 None

**8 Options available**

- 8.1 **Do nothing** – Solely recruiting a replace for the ZCO role with no change to the job description to reflect current council needs will not help the Council fulfil its ambitions for the achievement of being carbon neutral by 2030. Not recruiting a mayoral secretary will result in further overwhelm and pressure within the Human Resources department.
- 8.2 **Other options** – Fund the 1.5 posts in their entirety. Unless Council is willing to allocate existing reserves to these posts, these cannot be filled in the 25-26 financial year.
- 8.3 **Chosen option** – To recommend the funding for the post – Mayoral Secretary/Administrator - Grade 4, 18.5hours per week, funded from underspend to budget in 2024-25.

**9 Supporting Information (Appendices)**

- 9.1 Job descriptions – Mayoral Secretary, Sustainability and Asset Officer

**10 Approval and clearance**

**All reports:**

<b>Final report sign offs</b>	<b>This report has been cleared by (or mark not required if appropriate)</b>	<b>Date</b>
Town Clerk (Required for <b>all</b> reports)	Yes	2.4.25
Deputy Town Clerk (Required for <b>all</b> reports)	Yes	2.4.25

## Job Description

### Mayor's Secretary & Administrator

<b>Department:</b>	Town Clerk
<b>Salary scale:</b>	Grade 4 (£24,404 - £24,790 gross per annum pro rata)
<b>Pension scheme:</b>	Local Government Pension Scheme (LGPS)
<b>Responsible to:</b>	Deputy Town Clerk
<b>Supervisory Responsibility:</b>	N/A
<b>Hours:</b>	18.5 hours per week <i>(The jobholder must be available to work on occasional weekends and evenings)</i>
<b>Workplace:</b>	Truro City Council Offices (but may be required to work from other sites). The postholder may be required to work from various locations (within Truro Parish) in accordance with the needs of the role.
<b>Functional Links:</b>	Members of the public, The Mayor, Deputy Mayor, Town Clerk and Deputy Town Clerk and all staff of the Council. Other Local Authorities and Partner Organisations, Contactors & Supplier.

---

The Job Description outlined below indicates the general nature and level of the work undertaken and is not intended to be a detailed list of all duties and tasks. Responsibilities may be periodically updated to meet organisational needs in consultation with the jobholder.

#### Job purpose

As part of the Town Clerk's Department, the jobholder will act as an assistant and administrator to The Mayor, Deputy Mayor the Town Clerk and senior managers.

#### Key responsibilities

##### Mayor's Secretary

- To be responsible in supporting the Mayor and Deputy Mayor in serving the people of Truro at events and functions of the City Council.
- Receive and respond to all Mayoral and Town Crier engagement requests. To keep the Mayoral diary.
- To be willing to help at specific, calendared events in the year of the Council, such as Mayor Making, Civic Sunday and Remembrance Day.
- To provide additional secretarial support to the Mayor, Town Clerk, Deputy Town Clerk, Parks and Amenities Manager, and Facilities Manager including general administration tasks such as but not limited to filing; photocopying; typing letters, reports, diary management and other forms of record-keeping, taking calls from public and welcoming visitors to the City Council.

- Liaising with various departments as and when necessary to ensure the requests of the Mayor are met. Including but not limited to liaising with the Communications team to ensure website and social media coverage of various Mayoral events.
- Prepare rooms for meetings and events for the Mayor and Council as required and to be responsible for room bookings to the Mayor's Parlour.

#### **General Administration:**

- To provide an efficient and courteous reception service for visitors, callers on the phone or those emailing the Council. To respond to, forward or signpost enquiries so that their enquiries are resolved.
- To undertake general office duties such as processing incoming and outgoing post, providing refreshments, filing, scanning and photocopying in liaison with the other Administrators, as required.
- To cover other staff with the ability to organise, attend and prepare minutes and agendas for meetings as required.

#### **Other:**

- According to business need and with mutual agreement there may be a requirement to undertake other duties that are commensurate with the level of responsibility for this post and to undertake work outside normal times of work to assist Truro City Council to deliver its wider service delivery.
- To be responsible for continuing self-development and undertaking training as required including eLearning.
- To attend various evening meetings as and when required.
- To represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.
- To work positively with other members of staff at the Council in a supportive manner.
- To actively and positively contribute to the appraisal process and follow up on agreed actions.
- To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all City Council procedures and guidelines which assist with this.
- To work at all times with the Council's Dignity, Diversity & Respect Policy.
- To undertake such other duties as may be required within the general scope of the job. There may be a requirement to undertake other duties and / or times of work as required that commensurate with the grade / level of responsibility to ensure the effective delivery of the service.

*All employees are required to commit to Truro City Council's Equality, Diversity and Inclusivity policies and values, treating colleagues and customers with dignity and respect. This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service.*

### **Person specification**

- Strong communication and interpersonal skills.
- Ability to use your own initiative and manage your own time effectively.
- Excellent customer services skills.
- Experience in working in an administrative related field.
- Excellent working knowledge of Microsoft packages.
- Knowledge and experience with meeting minutes and agendas.
- Excellent organisational and time management skills.



*making Truro a great place to live, work and visit.*

Signed(postholder)\_\_\_\_\_Date\_\_\_\_\_

## **Job description**

### Sustainability & Asset Officer

<b>Department:</b>	Facilities
<b>Salary scale:</b>	Grade 7 (£27,711 to £29,093 gross per annum pro rata)
<b>Pension scheme:</b>	Local Government Pension Scheme (LGPS)
<b>Responsible to:</b>	Facilities Manager
<b>Hours:</b>	18.5 hours per week (The job holder may be required to work occasional evenings and weekends.)
<b>Workplace:</b>	Truro City Council Offices & various other locations within Truro Parish in accordance with the needs of the role.

---

The Job Description outlined below indicates the general nature and level of the work undertaken and is not intended to be a detailed list of all duties and tasks. Responsibilities may be periodically updated to meet organisational needs in consultation with the jobholder.

### **Job purpose**

Truro City Council is committed to creating a sustainable, resilient, thriving community supporting people and the environment. With a focus on reducing carbon emissions, enhancing biodiversity, and promoting sustainable practices, the Council seeks a passionate and dedicated Sustainability and Asset Officer to lead environmental initiatives and assist with the effective management of Council assets.

The Sustainability & Asset Officer will assist in developing, implementing, and maintaining sustainability strategies, policies, and initiatives while supporting the effective management and optimisation of Council assets. The role involves auditing the environmental performance of assets, coordinating projects designed to improve their performance, engaging with stakeholders, and aiding compliance with local and national policies.

### **Key Responsibilities**

#### **Strategic Support:**

- Assist in developing, implementing, and maintaining long-term sustainability strategies aligned with the Council's vision and objectives. Presenting reports and recommendations to senior management and Council members.
- Contribute to action plans supporting the climate emergency declaration and net-zero targets.
- Conduct research and benchmarking to identify sustainability best practice. Collaborate

with internal departments to integrate sustainability principles into all Council operations.

### **Asset Support:**

- Under the direction of the Facilities Manager to undertake, update and maintain Carbon Audits for Council operations and assets.
- Identify opportunities for energy efficiency and sustainability improvements within Council facilities and develop business cases and/or grant applications to secure the investment required to facilitate delivery.
- Support the Facilities Manager to maintain the Fixed Assets register

### **Project Coordination:**

- Coordinate sustainability projects from conception to completion, ensuring objectives, budgets, and timelines are met.
- Develop initiatives to reduce the Council's environmental footprint (e.g., carbon reduction planning, energy efficiency projects, sustainable transport, and renewable energy installations).
- Liaise with external consultants to support the development and delivery of carbon footprint assessments, carbon reduction plans, and carbon offsetting strategies in alignment with organisational sustainability objectives.

### **Community Engagement and Partnership Working:**

- Work with local businesses, community groups, and schools to promote sustainable practices.
- Working with the Council's Parks and Amenities Manager, Events Officer, Community Development Team, Ranger Team and other colleagues as necessary to organise workshops, campaigns, and events to raise sustainability and climate change awareness within the community.
- Develop partnerships with local organisations and agencies to enhance project outcomes.

### **Monitoring, Reporting, and Evaluation:**

- Collect and analyse data to monitor the effectiveness of sustainability initiatives and asset performance.
- Prepare reports and presentations for Council meetings and public consultations.
- Provide recommendations for continuous improvement and policy adjustments.

### **Customer Service:**

- Ensure a high standard of customer service and engagement with residents, businesses, and stakeholders.
- Address customer complaints or concerns promptly and effectively.
- Engage with the public in a professional and friendly manner.

**Health & Safety Compliance:**

- Adhere to all health and safety procedures and guidelines, ensuring compliance with the Health & Safety at Work Act 1974.
- Use appropriate tools, equipment, and personal protective equipment (PPE).
- Report any hazards, incidents, or safety concerns to management.

**Other:**

- Undertake other duties within the general scope of the job as required to ensure service delivery.
- Take responsibility for continuing self-development and undertaking training as needed, including e-learning.
- Attend evening meetings as required.
- Represent the Council in a calm, non-confrontational, and courteous manner.
- Work collaboratively with other Council staff members in a supportive manner.
- Positively contribute to the appraisal process and follow up on agreed actions.
- Work in accordance with the Council's Equality, Diversity, and Inclusivity policies and values.

All employees are required to commit to Truro City Council's Equality, Diversity and Inclusivity policies and values, treating colleagues and customers with dignity and respect. This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service.

## Person specification

### Essential Skills and Experience:

- Knowledge of environmental legislation, climate action strategies, and sustainable development goals.
- Experience in coordinating sustainability or asset-related projects.
- Strong project management skills, including budgeting, reporting, and stakeholder engagement.
- Excellent communication and presentation skills.
- Ability to analyse data and prepare reports.
- A valid UK driving licence.

### Desirable Skills and Experience:

- Experience in asset management, including maintaining asset registers and conducting condition surveys.
- Knowledge of environmental legislation, climate action strategies, and sustainable development goals.
- Experience in coordinating sustainability or asset-related projects.

### Qualifications:

- NVQ or relevant qualification in Environmental Studies, Sustainability, Facilities Management, Asset Management, or a related field (or equivalent experience).

### Personal Attributes:

- Passionate about environmental sustainability and effective resource management.
- Self-motivated and capable of working independently or as part of a team.
- Creative problem-solving skills and a proactive approach to challenges.
- Strong organisational skills and attention to detail.

---

Signed(postholder)\_\_\_\_\_Date\_\_\_\_\_

Report to:	<b>Staffing Committee</b>	
Date:	<b>Thursday 10<sup>th</sup> April 2025</b>	
Title:	<b>Maternity, Paternity, Neonatal, and Adoption Policy</b>	
Authors, Roles and Contact Details:	<b>Mica Crook, HR Officer</b>	
Approval and clearance obtained from chair of committee:	<b>Y / N</b>	
Urgency Procedure(s) used? If yes include rationale.	<b>N</b>	

**Recommendation(s):**

1. To **note** the contents of this report.
2. To **recommend** that Full Council adopt the Maternity, Paternity, Neonatal, and Adoption Policy following the implementation of new legislation on 6<sup>th</sup> April 2025.

**1 Executive Summary**

- 1.1 New legislation and policy on Neonatal Care Leave was implemented on 6<sup>th</sup> April 2025.

South West Council have produced a Maternity, Paternity, Neo-natal and Adoption Policy. This will be included in TCC Employee Handbook, and the Single Status in due course.

**2 Purpose of Report and key information**

- 2.1 To provide a summary of the new legislation and a copy of the proposed policy for implementation.

**3 Benefits for Customers/Residents**

- 3.1 The implementation of this policy will provide staff with support should this be required which in turn will improve the productivity of Truro City Council which helps to deliver value for money for residents. Care of staff's wellbeing and providing support within teams can also aid productivity and engagement.

**4 Relevant Previous Decisions**

- 4.1 N/A

**5 Consultation and Engagement**

Consultation will take place with the Trade Unions over the proposed new policy and what can be done to help staff should they need to use this policy.

**6 Financial Implications of the proposed course of action/decision**

This policy does incur a cost to the Council should a staff member utilise its purpose. The additional extra support offered to staff during difficult personal circumstance will boost morale and result in staff retention due to the increased care and wellbeing to its employees.

**7 Legal/Governance Implications of the proposed course of action/decision**

As this is new legislation introduced by the current Government, the Council is legally obliged to provide this support and minimum payment during use of Neonatal Care.

The Council is not required to provide additional monetary support when an employee is utilising this policy and allowance.

Neonatal Care Leave should be managed in accordance with this new Truro City Council policy.

**8 Risk Implications of the proposed course of action/decision**

Monitoring of staff sickness and absence will enable HR to identify and analyse trends. This analysis will reduce the risk to TCC of individual problems going unnoticed and not being addressed. It will reduce the likelihood of issues reoccurring if issues are identified and addressed. Monitoring of equality and diversity statistics will enable TCC to positively effect change and reduce the risk of falling foul of the law. Identifying issues will enable TCC to implement reasonable adjustments as required and make changes to working practices.

**9 Options available**

9.1 **Do nothing** – Do not monitor or implement the proposed Neonatal Care Leave Policy. This is contrary to legal requirements.

9.2 **Other options** – Use a standard non-specific Neonatal Care Leave as and when required.

9.3 **Chosen option** – Implement the proposed Neonatal Care Leave policy as drafted by the South West Councils.

**10 Supporting Information (Appendices)**

10.1 Maternity, Paternity, Neo-natal and Adoption Policy

**11 Approval and clearance**

**All reports:**

Final report sign offs	This report has been cleared by (or mark not required if appropriate)	Date
Town Clerk (Required for <b>all</b> reports)		
Deputy Town Clerk (Finance and HR) (Required for <b>all</b> reports)	Yes	4.4.25

	<h1 style="text-align: center;">Maternity, Paternity, Neo-Natal and Adoption Policy</h1> <p style="text-align: center;">Truro City Council</p>
---	--

## 1 Definitions

The following definitions are used in this policy:

- "Expected week of childbirth" (EWC) means the week, starting on a Sunday, during which the employee's doctor or midwife expects them to give birth; and
- "Qualifying week" means the fifteenth week before the expected week of childbirth.

## 2 To Whom This Policy Applies

The occupational maternity scheme shall apply to all pregnant employees regardless of the number of hours worked per week.

## 3 Notification Requirements

An employee shall notify the Town Clerk in writing at least 28 days before their absence begins or as soon as is reasonably practical:

- That they are pregnant;
- Of the EWC, providing a copy of form MATB1 as supplied by a registered medical practitioner; and
- The date on which they intend to start their maternity leave.

The employee may vary the date on which they intend to start their maternity leave provided that they notify their employer of the revised start date. To start the leave sooner, the employee must tell the employer at least 28 days before the **new** start date. To start the leave later, the employee must tell the employer at least 28 days before the **old** start date. If either of these are not reasonably practicable, the employee must tell the employer as soon as is reasonably practicable.

## 4 Health and Safety

On receipt of written notification from an employee that they are pregnant, the Town Clerk should carry out a risk assessment. The employee and relevant manager should be fully informed of any risks identified. The manager and employee have an ongoing responsibility to monitor any potential risks that may be present.

## **5 Ante-Natal Care**

Any pregnant employee has the right to a reasonable amount of paid time off to attend ante-natal appointments made on the advice of a registered medical practitioner, which may include relaxation classes and parent-craft classes. Employees must produce evidence of appointments if requested to do so.

## **6 Maternity Leave**

### **6.1 Ordinary and Additional Maternity Leave**

All pregnant employees, regardless of their length of service, are entitled to 26 weeks' ordinary maternity leave (OML) and 26 weeks' additional maternity leave (AML) providing a right to one year's maternity leave in total.

Maternity leave shall commence no earlier than 11 weeks before the EWC or from the time of childbirth if that is earlier.

From the beginning of the fourth week before the EWC, an employee's maternity leave may be triggered if they are absent due to a pregnancy-related illness.

## **7 Maternity Pay**

### **7.1 Less Than One Year's Continuous Service**

Payments for employees who have less than 1 year's continuous local government service at the beginning of the eleventh week before the EWC shall be the employee's entitlement to Statutory Maternity Pay (SMP) or Maternity Allowance (MA).

Statutory maternity pay (SMP) will be payable if the employee has been employed continuously for at least 26 weeks ending with the 15th week before the EWC, and has an average weekly earnings at least equal to the lower earnings limit for National Insurance contributions.

SMP is payable for 39 weeks. For the first six weeks it is paid at 90 percent of the average weekly earnings. The following 33 weeks will be paid at the lower SMP rate or 90 per cent of the average weekly earnings whichever is the lower.

Employees who do not qualify for Statutory Maternity Pay may be entitled to Maternity Allowance, for up to 39 weeks. To qualify, they must have been employed or self-employed for 26 weeks out of the 66 weeks before the expected week of childbirth.

Details of the current rates of Statutory Maternity Pay and Maternity Allowance may be found on the government's website [www.gov.uk](http://www.gov.uk)

## 7.2 More Than One Year's Continuous Service

Payments for employees who have completed 1 year's continuous service with a body listed on the Redundancy Modification Order (which includes local government) at the 11th week before the EWC shall be as follows:

First six weeks of absence:

The employee will be entitled to nine-tenths of a week's pay. This will be offset against payments made by way of SMP (or Maternity Allowance [MA] for employees not eligible for SMP). This means that any SMP or MA payments will not be paid in addition to the nine-tenths of a week's pay; instead the higher of these amounts will be paid.

Weeks 7 – 52 of absence:

**An employee who declares in writing that they intend to return to work** will, for the subsequent 12 weeks' absence, receive half a week's pay. They will also receive SMP (or MA and any dependent's allowances if the employee is not eligible for SMP), if eligible to do so. The only reason that any deduction will be made is if the combined pay and SMP (or MA and any dependent's allowances if the employee is not eligible for SMP) exceeds their contractual full pay.

As an alternative to the twelve weeks' half pay the equivalent amount (i.e. 6 weeks' pay) may be paid over any other mutually agreed distribution.

The twelve weeks' half pay (or equivalent payment) made by the employer during maternity leave is made on the understanding that the employee will return to local authority employment for a period of at least three months. In the event that they do not do so, they will be required to refund the monies paid. This may be varied at the discretion of the employer if there is good reason to do so. Payments made to the employee by way of SMP are not refundable.

For the remainder of the maternity leave period the employee will receive their entitlement to SMP (which currently ends after 39 weeks in total), where eligible. Once the SMP payments have ended any remaining maternity period will be unpaid.

**For employees not intending to return to work**, payments during their maternity leave period following the first 6 weeks will only be their entitlement to SMP (currently ending after week 39), where eligible.

## 8 Pension

The following information relates to employees who are members of the Local Government Pension Scheme.

### **Employee Contributions During Maternity Leave**

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employees will not pay pension contributions during any period of unpaid leave. However, there is a distinction between the following:

Periods of unpaid Ordinary Maternity Leave when the employer continues to make pension contributions.

Periods of unpaid Additional Maternity Leave and Additional Adoption Leave, when the employer does not make any pension contributions.

In the latter case the employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount 'lost' during the unpaid leave. Information about this is set out in the employer's information below.

### **Employer Contributions During Maternity Leave**

The Town Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employee's pay during their leave is higher than APP, the Town Council will pay contributions based on this higher amount.

APP does not apply during any unpaid period of Additional Maternity Leave. The employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC then:

- The employee will pay 1/3 of the cost of the APC
- The employer will pay 2/3 of the cost of the APC.

If the employee notifies the Town Clerk of this decision later than 30 days after returning to work then the whole cost will be borne by the employee, unless the Town Council voluntarily agrees to contribute to the APC.

## **9 Continuous Service**

Maternity leave counts as continuous service for statutory and contractual purposes.

## **10 Leave During Maternity Leave**

### **10.1 Annual Leave**

Annual leave continues to accrue during maternity leave.

## **10.2 Bank/Public Holidays**

Bank/public holidays continue to accrue during maternity leave.

## **10.3 Carry Forward of Annual Leave**

The employee and their line manager should review annual leave arrangements prior to maternity leave being taken. Where taking maternity leave means that the employee is unable to take their full annual leave entitlement in the current annual leave year, the outstanding leave (including any days in lieu of bank/public holidays) can be carried over to the next annual leave year.

## **10.4 Treatment of Leave Where an Employee Changes Their Hours after Maternity Leave**

If an employee changes their hours after taking maternity leave, all leave accrued up to the agreed date when their hours change is calculated based on their original hours and any leave accrued subsequently is calculated on their new hours.

For an example of calculating this, see Appendix A.

# **11 Returning To Work**

## **11.1 Notification requirements**

Managers must assume that an employee will return after 52 weeks. An employee need only notify their employer that they are returning to work if they are going to do so before the end of their maternity leave. Otherwise, the employee simply returns at the end of their maternity leave. However, as the return to work impacts on the half pay element of the Green Book maternity pay, a manager can ask the employee to inform them if they intend to return to work. Please note that an employee can change their mind up to the point when they actually give notice and resign. If an employee can let their manager know when they are likely to return as soon as possible that would be appreciated.

## **11.2 Early return**

If an employee wishes to return early or on a different date than they had previously notified, they must give 21 days' notice.

## **11.3 Keeping In Touch**

An employee can work up to 10 days' during their maternity leave, in agreement with their manager, without bringing their maternity leave to an end. Working for part of a day will count as one day and the employee will not lose any SMP (Statutory Maternity Pay) for working up to 10 days.

Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace.

Managers need to ensure that they keep in touch with their employees whilst they are on maternity leave. If the employee does not wish to be contacted, then they should notify their line manager. Newsletters and any other relevant correspondence will be sent to all employees whilst they are on maternity leave.

DRAFT

## 12 What is Neonatal Care?

Babies may receive neonatal care for a variety of reasons. This can include because they have been born prematurely (before 37 weeks of pregnancy), they have a low birth weight, they are born with, or develop shortly after birth, a medical condition which needs treatment, or they experience a difficult birth.

## 13 Definitions

For the purposes of this policy, the term 'neonatal care' includes:

- medical care that a child receives in a hospital;
- medical care that a child receives in any other place providing:
  - the child was previously admitted to a hospital as an inpatient and needs continuing care after leaving the hospital;
  - the care is under the direction of a consultant; and
  - the care involves ongoing monitoring and visits from healthcare professionals arranged by the hospital where the child was an inpatient; or
- palliative or end-of-life care.

In this policy, the term 'partner of the child' can include someone, of whatever sex, who lives with the mother or the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

## 14 To Whom This Policy Applies

This policy applies to employees employed by Truro City Council. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

## 15 Neonatal Care Leave (NCL)

### 15.1 Entitlement to NCL (birth)

An employee has a statutory right from day one of their employment to take neonatal care leave if at the date of the child's birth:

- they are the child's parent and have responsibility for the upbringing of the child;

- they are the intended parent; or
- they are the partner of the child's mother and have main responsibility for the upbringing of the child (apart from the mother).

Additionally, the following conditions must be satisfied:

- the child was born on or after 6 April 2025;
- the child started receiving neonatal care within 28 days after the date on which they were born (the 28 days are counted from the day after the child is born);
- the neonatal care has lasted seven days or longer without interruption (the seven days are counted from the day after the neonatal care started);
- the employee is taking the leave to care for the child; and
- the employee has complied with the relevant notice and declaration requirements set out in this policy.

## **15.2 Entitlement to NCL (adoption)**

In cases specifically related to adoption, an employee's entitlement begins either after the child has been placed for adoption (for adoptions within the UK) or after the child has entered Great Britain (for adoptions from overseas).

An employee has a statutory right from day one of their employment to take neonatal care leave if at the date the child is placed for adoption:

- They are the child's adopter and have or expect to have responsibility for the upbringing of the child;
- They are the child's prospective adopter (in a 'foster to adopt' arrangement) and have, or expect to have, responsibility for the upbringing of the child; or
- They are the partner of the child's adopter or prospective adopter and have main responsibility for the upbringing of the child (apart from your partner).

For adoptions from overseas, employees are entitled to neonatal care leave if at the date the child enters Great Britain:

- They are the child's overseas adopter and have or expect to have responsibility for the upbringing of the child; or
- They are the partner of the child's overseas adopter and have or expect to have main responsibility for the upbringing of the child (apart from their partner).

If the employee is having a child through a surrogacy arrangement, they are entitled to neonatal care leave if at the date of the child's birth:

- they have applied or intend to apply for a parental order within a period of six months;
- they expect the parental order to be granted; and
- they have or expect to have responsibility for the upbringing of the child.

Additionally, the following conditions must be satisfied:

the child was born on or after 6 April 2025;

- the child started receiving neonatal care within 28 days after the date on which they were born (the 28 days are counted from the day after the child is born);
- the neonatal care has lasted seven days or longer without interruption (the seven days are counted from the day after the neonatal care started);
- they are taking the leave to care for the child; and
- they have complied with the relevant notice and declaration requirements set out in this policy.

### **15.3 Amount of NCL**

Employees are entitled to one week of neonatal care leave for each qualifying period of one week that a child spends in neonatal care without interruption.

A 'week' is defined as a period of seven days.

The first qualifying period starts the day after the day on which neonatal care begins. For example, if the child started receiving neonatal care on 7 April, the seven-day count begins on 8 April. This means that the employee can start their neonatal care leave on any day from 15 April.

Subsequent qualifying periods start the day after the end of the preceding qualifying period. For example, if a child went into neonatal care on day one, the first qualifying period would start on day two and end on day eight, and the next qualifying period would start on day nine.

The minimum number of weeks that an employee can take as neonatal care leave is one week and the maximum number of weeks that an employee can take as neonatal care leave is capped at 12 weeks.

Employees can take only up to 12 weeks' neonatal care leave, even if multiple children from the same pregnancy require neonatal care.

Both parents of a child are entitled to neonatal care leave, including if they both work for Truro City Council.

### **15.4 How and When NCL Can Be Taken**

Neonatal care leave is available to take in two tiers:

#### **Tier 1**

The tier 1 period runs from when the child starts receiving neonatal care until the seventh day after the day the baby stops receiving neonatal care.

Tier 1 NCL can therefore be taken from any point after the first week that the child has been in neonatal care until the seventh day after the neonatal care ends.

Tier 1 NCL can be taken in one continuous block or a number of non-continuous blocks of a minimum of one week at a time during this period. A maximum of 12 weeks in total can be taken.

## **Tier 2**

The tier 2 period starts from the eighth day after the neonatal care ends and must end within 68 weeks of the child's date of birth.

Tier 2 NCL, consists of any remaining NCL that was not taken during the tier 1 period.

Tier 2 NCL must be taken in one continuous block.  
For examples of tier 1 and tier 2 leave, see Appendix D.

## **15.5 Notice to Take NCL**

Truro City Council understands that having a child in neonatal care is an incredibly difficult time for parents. Please be assured that if it is not possible to meet the timeframes for giving or withdrawing notice as set out in this policy, the organisation will accept later notice than this and, in some cases, we may waive the requirement to give notice altogether.

### **15.5.1 Notice during the tier 1 period**

The employee must notify the Town Clerk for each week of tier 1 NCL that they wish to take. This can be done verbally or in writing.

Preferably the Town Clerk should be notified before the first day of absence in that week or as soon as is reasonably practicable to do so.

Following the initial request, the employee should then complete the Intention and Entitlement to Take Neonatal Care Leave form, which can be found in Appendix B (birth) or Appendix C (adoption).

There is no expectation that an employee should complete this form straight away while the child is receiving neonatal care. However, the organisation does request that the form is sent to the Town Clerk within 28 days of the first day of neonatal care leave, or if this is not possible, as soon as reasonably practicable.

### **15.5.2 Notice during the tier 2 period**

The employee must notify the Town Clerk if they wish to take any remaining NCL not taken during the tier 1 period. This must be done in writing, using the Neonatal Care Leave form, which can be found in Appendix B (birth) or Appendix C (adoption).

If the employee wishes to take only a single week of neonatal care leave, then their notice should be received by the Town Clerk at least 15 days before the

first date that they have chosen for their leave to start, or if this is not possible, as soon as it is reasonably practicable.

If the employee wishes to take two or more consecutive weeks of neonatal care leave, their notice should be received by the Town Clerk at least 28 days before the first date that they have chosen for their leave to start, or if this is not possible, as soon as reasonably practicable.

### **15.5.3 Amending notice to take NCL**

If an employee has submitted a notice of intention and entitlement to take neonatal care leave during the tier 2 period but wish to cancel their leave, they must inform the Town Clerk as soon as reasonably practicable.

## **16 Neonatal Care Leave and Other Types of Parental Leave**

Parents will have 68 weeks to take their neonatal care leave entitlement from the baby's date of birth, which means that they will be able to take their full entitlement to neonatal care leave in addition to other types of parental leave.

If an employee has already started a period of statutory leave, but subsequently becomes eligible for neonatal care leave, they can take their neonatal care leave after completing the other statutory leave, provided that their neonatal care leave is taken within 68 weeks of the child's birth date.

If the employee has already started a period of neonatal care leave during the tier 1 period but needs to begin another type of statutory leave (e.g. shared parental leave), their neonatal care leave will be temporarily paused immediately before the other statutory leave begins. They can then resume the remaining weeks of their neonatal care leave in one of two ways:

- if they are still within the tier 1 period - immediately after the end of the other period of statutory leave; or
- if they have transitioned into the tier 2 period - immediately after any other neonatal care leave taken during the tier 2 period.

Employees cannot take neonatal care leave in the tier 2 period if, at the time of giving notice, they are aware that the leave will overlap with another type of statutory leave.

### **16.1 Maternity Leave**

Employees who qualify for maternity leave will need to take their neonatal care leave after their maternity leave ends, as maternity leave will be automatically triggered by the birth of the baby or babies and cannot be paused and restarted.

### **16.2 Adoption Leave**

Employees who qualify for adoption leave will need to take their neonatal care leave once adoption leave has ended. Adoption Leave cannot be paused and restarted.

### **16.3 Shared Parental Leave**

If an employee wishes to take shared parental leave then they can choose to take neonatal care leave either:

- straight after their maternity or adoption leave ends but before their shared parental leave starts; or
- in between/after periods of shared parental leave

provided that their neonatal care leave is taken within 68 weeks of the child's birth date.

### **16.4 Paternity Leave**

Employees who qualify for paternity leave can be take their neonatal care leave either before or after their paternity leave, provided that their neonatal care leave is taken within 68 weeks of the child's birth date.

## **17 Adoption Placement Disrupted**

Employees who have accrued entitlement to neonatal care leave may still be entitled to take their neonatal care leave if their adoption placement is disrupted.

A placement is disrupted where:

- the child is returned after having been placed for adoption,
- ceases to live with the overseas adopter, or
- in the case of a surrogacy arrangement, the parental order does not proceed.

Employees should refer to the Adoption Policy and seek advice from the Town Clerk regarding entitlement to leave and other support that may be available.

## **18 Bereavement**

Employees who have accrued entitlement to neonatal care leave can still take the neonatal care leave that they have accrued if their child passes away.

Employees may also be entitled to parental bereavement leave in these circumstances as set out in the organisation's Leave Policy.

In such cases, employees should speak to the Town Clerk so that their entitlement to leave and other support can be discussed.

## **19 Neonatal Care Pay (NCP)**

The maximum number of weeks for which an employee can receive neonatal care pay is capped at 12 weeks.

Any periods of NCL taken will be paid at the current Statutory Neonatal Care (SNC) rate or at 90% of the employee's average weekly earnings (whichever is lower).

Employees may be eligible to receive Statutory Neonatal Care Pay if:

- They are entitled to take neonatal care leave;
- They have at least 26 weeks' continuous employment with the organisation at the end of the relevant week;

They are still employed at the time of taking NCL

- Their average weekly earnings are not less than the lower earnings limit for national insurance contributions;
- they have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy; and
- they have confirmed when they wish to start receiving statutory neonatal care pay using the appropriate paperwork.

In this policy "relevant week" means the 15th week before the expected week of childbirth if you are entitled to statutory maternity or paternity pay. In all other cases, it means the week before the neonatal care begins.

## **20 Keeping In Touch and Returning To Work**

Employees should refer to the relevant parental leave policy (maternity, paternity, shared parental, adoption, and parental bereavement leave) for further details on keeping in touch days and returning to work.

## **21 Pension**

The following information relates to employees who are members of the Local Government Pension Scheme.

### **Employee Contributions During NCL**

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employees will not pay pension contributions during any period of unpaid leave. However, the employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount 'lost' during the unpaid leave. Information about this is set out in the employer's information below.

### **Employer Contributions During NCL**

The Town Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employee's pay

during their leave is higher than APP, the Town Council will pay contributions based on this higher amount.

APP does not apply during any unpaid period of NCL. The employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC then:

- The employee will pay 1/3 of the cost of the APC
- The employer will pay 2/3 of the cost of the APC.

If the employee notifies the Town Clerk of this decision later than 30 days after returning to work then the whole cost will be borne by the employee, unless the Town Council voluntarily agrees to contribute to the APC.

## **22 Continuous Service**

Neonatal care leave counts as continuous service for statutory and contractual purposes.

## **23 Leave During Neonatal Care Leave**

### **23.1 Annual Leave**

Annual leave continues to accrue during neonatal care leave.

### **23.2 Bank/Public Holidays**

Bank/public holidays continue to accrue during neonatal care leave.

## **24 Requesting Support**

Employees finding it difficult to cope at work because their child is in neonatal care, are encouraged to speak to the Town Clerk.

Truro City Council realise that this may not be an easy subject to talk about. However, we urge you to be as open as possible about any particular issues that you are experiencing to ensure that you are provided with the right level of support.

Any information disclosed by you during discussions will be treated sensitively and in strict confidence.

## 25 To Whom This Policy Applies

An employee has a statutory entitlement to take paternity leave for the purpose of caring for a child or supporting the child's mother.

## 26 Paternity Leave (PL)

### 26.1 Eligibility Criteria

To qualify for paternity leave an employee must satisfy the following:

- In the case of a birth child, the employee must be:
  - the biological father of the child; or
  - the mother's spouse, civil partner or partner.
- In the case of an adopted child, the employee must be:
  - the spouse, civil partner or partner of an individual who has adopted a child.
  - Where a couple adopt a child jointly, one may take adoption leave and the other paternity leave.
- The employee must have or expect to have responsibility for the upbringing of the child.
- The employee must have complied with the relevant notification requirements and, where requested, have produced evidence to support their claim for paternity leave.
- The employee must have 26 weeks' continuous service with their current employer.

For the purposes of this policy, continuous service is calculated as follows:

- In the case of a birth child, the employee must have 26 weeks' continuous service with their current employer by the end of the 15th week before the week in which the child is expected to be born.
- In the case of a child adopted within the UK, the employee must have 26 weeks' continuous service with their current employer by the end of the week in which the adoption agency formally notifies the adopter that they have been matched with the child.
- In the case of a child adopted from overseas, the employee must have 26 weeks' continuous service with their current employer by the end of the week in which the adopter receives the official adoption notification from the relevant domestic authority, or starting with the week in which the employee's employment began. The latter option allows for the possibility that the official notification may be received a year or more

before the child enters the UK, and the employee may have changed employer in this time.

## **26.2 Paternity Leave (PL)**

An employee who meets the qualifying criteria is entitled to two weeks' paternity leave. The entitlement is up to two weeks' leave even where more than one child is born.

An employee can take either two separate blocks of one week or two consecutive weeks. An employee cannot choose to take odd days of paternity leave and paternity leave cannot be used before the birth.

An employee is not entitled to take paternity leave if they have already taken any shared parental leave in respect of the child.

Paternity leave must be taken within 52 weeks of the birth or placement with their adoptive parent, or in the case of a child adopted from overseas, within the period of 52 weeks beginning with the date the child entered Great Britain.

If the child is born prematurely, paternity leave must be taken during the period that begins with the birth of the child and ends 52 weeks after the week in which the child was expected to be born.

Where the child is born late, the 52-week period runs from the date of the actual birth. An employee cannot start a period of paternity leave before the child is born.

## **27 Paternity Leave Pay**

Any periods of Paternity Leave taken will be paid at the current Statutory Paternity Pay (SPP) rate.

Employees may be eligible to receive Statutory Paternity Pay if they:

- have 26 weeks' continuous service with their current employer by the end of the 15th week before the child is due. In the case of adoption, it is at least 26 weeks by the relevant or matching week;
- have average weekly earnings of over the lower limit for National Insurance contributions;
- are still employed at the time of taking paternity leave.

## **28 Notification Requirements for Paternity Leave**

### **Before Paternity Leave starts**

In the case of a birth child, the employee must provide the following in writing by the end of the fifteenth week before the expected week of childbirth. If this is not possible, notice must be provided as soon as is reasonably practical:

- Confirmation that they are planning to take paternity leave in order to care for the child and/or the child's birth parent (and the date(s) they wish to take their leave, as discussed with their manager, if known);
- The expected week of childbirth (EWC);
- Confirmation that the employee is the biological father of the child or the mother's spouse, civil partner or partner;
- Confirmation that the employee will be responsible for the child's upbringing and will take time off work to support the mother or care for the child;
- If requested, the employee must also provide a copy of the mother's MATB1.

In the case of an adopted child from within the UK, the employee must provide the following in writing no more than seven days after the date on which the adopter is notified by an approved adoption agency. If this is not possible, notice must be provided as soon as is reasonably practical:

- Confirmation that they are planning to take paternity leave in order to care for the child (and the date(s) they wish to take their leave, as discussed with their manager, if known);
- they have been matched with a child for adoption;
- the date on which the adopter was notified of having been matched with the child;
- the date when the child is expected to be placed with the adopter (or, if placement has already occurred, the date of the placement);
- a declaration that they are married to or the civil partner or partner of the child's adopter and that they expect to have main responsibility for the child's upbringing apart from any responsibility of the adopter.

In the case of an adopted child from overseas, the employee must provide the following in writing no more than seven days after the date on which the adopter is notified by an approved adoption agency. If this is not possible, notice must be provided as soon as is reasonably practical:

- Confirmation that they are planning to take paternity leave in order to care for the child (and the date(s) they wish to take their leave, as discussed with their manager, if known);
- the date on which the child's adopter received the "official notification";
- the date on which the child is expected to enter Great Britain (or the date on which the child entered Great Britain where this has already occurred); and
- a declaration that they are married to or the civil partner or partner of the child's adopter and have or expect to have main responsibility for the child's upbringing apart from any responsibility of the child's adopter.

### **Notice to take Paternity Leave**

An employee must give at least 28 days' notice before any period of paternity leave. If this is not possible, notice must be provided as soon as is reasonably practical.

An employee must put their notice to take paternity leave in writing, if requested.

### **After the birth or adoption**

The employee must also inform the employer of the date the child was born or placed for adoption, as soon as is reasonably practical after the child's birth or placement.

### **Varying dates of Paternity Leave**

If an employee wants to cancel a period of paternity leave or they change their mind about the date on which they intend to start a period of paternity leave, then they must inform the employer of the cancellation or revised start date at least 28 days before the earlier of the original or revised date (or as soon as is reasonably practicable, if not in a position to do so within the prescribed period, e.g. if the child is born prematurely).

If an employee wants to start their paternity leave on a predetermined date and the child has not been born or placed with the adopter by then, the employee must give their employer a notice of variation selecting a later date as soon as reasonably practicable.

An employee must put their notice of a cancellation or variation of leave in writing, if requested.

## **29 Maternity Support Leave (MSL)**

Paragraph 7.6 of Part Two of the Green Book provides a right to Maternity Support Leave (MSL) of one week.

Maternity Support Leave is provided, for the child's father or the partner or nominated carer of an expectant mother, to be used at or around the time of the birth.

To be eligible for Maternity Support leave, the employee must therefore be the child's father, or the partner or nominated carer of an expectant mother. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth. There is no qualifying service requirement for this right.

Maternity Support Leave replaces one week of Statutory Paternity Leave; during this time any SPP is topped up to full pay. Therefore, an employee who would otherwise have been entitled to two weeks' Statutory Paternity Leave will be entitled to one week's Maternity Support Leave (during which Statutory Paternity Pay will be topped up to full pay) and one week's Statutory Paternity Leave (during which they will receive Statutory Paternity Pay).

An employee who wishes to request or vary a period of MSL must provide the same notification requirements as set out in section 15 above.

## **30 Ante-natal Care Appointments**

Expectant fathers, or spouses, civil partners or the partner of the child's mother have the right to unpaid time off to attend two antenatal appointments with the expectant mother, with a maximum statutory entitlement of 6 ½ hours' time off for each appointment. They must produce evidence of appointments if requested to do so.

## **31 Adoption Appointments**

In accordance with the Adoption Policy, the main adopter has the right to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

## **32 Pension**

The following information relates to employees who are members of the Local Government Pension Scheme.

### **Employee Contributions During Paternity Leave**

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employees will not pay pension contributions during any period of unpaid leave. However, the employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount 'lost' during the unpaid leave. Information about this is set out in the employer's information below.

### **Employer Contributions During Paternity Leave**

The Town Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employees' pay during their leave is higher than APP, the Town Council will pay contributions based on this higher amount.

APP does not apply during any unpaid period of NCL. The employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC then:

- The employee will pay 1/3 of the cost of the APC.
- The employer will pay 2/3 of the cost of the APC.

If the employee notifies the Town Clerk of this decision later than 30 days after returning to work then the whole cost will be borne by the employee, unless the Town Council voluntarily agrees to contribute to the APC.

### **33 Continuous Service**

Paternity leave and Maternity Support leave will count as continuous service for statutory and contractual purposes.

### **34 Annual Leave and Bank/Public Holidays**

Annual leave and Bank/Public holidays will continue to accrue during paternity leave and Maternity Support leave.

### **35 To Whom This Policy Applies**

This policy applies to all Council employees seeking to adopt a child from approved Adoption Agencies.

The right to adoption leave is available to employees (whether married or single) who adopt a child through an approved adoption agency. Where a couple jointly adopts a child, only one of them (known as the primary adopter) will be entitled to take adoption leave (the couple can choose which). The other adoptive parent (known as the secondary adopter) will normally be entitled to take Statutory Paternity Leave, provided that they meet the relevant statutory criteria.

### **36 Adoption Leave**

All employees, regardless of their length of service, are entitled to 26 weeks of Ordinary Adoption Leave and 26 weeks of Additional Adoption Leave (subject to providing the sufficient evidence as per below).

Adoption leave can start:

- up to 14 days before the date the child starts living with the adopter (UK adoptions)
- when the child arrives in the UK or within 28 days of this date (overseas adoptions)
- the day the child's born or the day after (if the employee has used a surrogate to have a child)

An employee can change their mind about when they start their leave, provided they give sufficient notice. They must inform their manager of the new date 28 days before the date they now wish their leave to start, or as soon as is reasonably practical.

### **37 Adoption Pay**

Payments for employees shall be the employee's entitlement to Statutory Adoption Pay (SAP), where eligible.

Statutory Adoption Pay is paid for up to 39 weeks. The weekly amount is:

- 90% of employees average weekly earnings for the first 6 weeks
- SAP or 90% of employees average weekly earnings (whichever is lower) for the next 33 weeks

This provision is the statutory entitlement. Details of the current rates of Adoption Pay may be found on the government's website [www.gov.uk](http://www.gov.uk)

Note (delete this note before finalising this policy): This provision is the statutory entitlement and in line with the current 'Green Book' terms. Councils may wish to consider enhancing this entitlement to mirror the Maternity pay scheme. If this is the case, SW Councils can provide the appropriate wording.

## **38 Eligibility Criteria**

To qualify for adoption pay an employee must:

- Have 26 weeks' service with their employer by the notification week; and
- Be the child's adopter, i.e. have been matched with the child for adoption. A person is matched with a child when an adoption agency decides that they would be a suitable adoptive parent for the child.

The notification week is the week in which the employee is informed by the adoption agency that they have been matched with a child.

The employee needs to have agreed with the adoption agency that the child should be placed with them and the date the placement should occur and provide the Council with the appropriate notice and evidence of entitlement.

## **39 Notification Requirements**

Within 7 days, or as soon as possible after the day the employee receives notification from the adoption agency that they have been matched with a child, an employee must inform the Town Clerk in writing of the following:

- the date the child is expected to be placed with them for adoption;
- the date the employee has chosen to start their leave and pay.

### **39.1 Evidence**

In order to receive adoption pay and leave, the employee must provide the Town Clerk with either a matching certificate and/or a letter from the adoption agency which shows the following:

- the name and address of the adoption agency;
- the employee's name and address;
- the date the child is expected to be placed for adoption, or where the child has already been placed, the date of placement, and;
- the date the employee was informed that the child would be placed with them.

Where an employee is entitled to Statutory Adoption Pay (SAP) they must provide a signed declaration that they have elected to receive SAP and not statutory paternity pay (SPP).

## **40 Adoption Appointments**

The main adopter has the right to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off for up to two appointments.

## **41 Leave During Adoption Leave**

### **38.1 Annual Leave**

Annual leave continues to accrue during adoption leave.

### **38.2 Bank/Public Holidays**

Bank/public holidays continue to accrue during adoption leave.

### **38.3 Carry Forward of Annual Leave**

The employee and their line manager should review annual leave arrangements prior to adoption leave being taken. Where taking adoption leave means that the employee is unable to take their full annual leave entitlement in the current annual leave year, the outstanding leave (including any days in lieu of bank/public holidays) can be carried over to the next annual leave year.

## **42 Continuous Service**

Adoption leave counts as continuous service for statutory and contractual purposes.

## **43 Pension**

The following information relates to employees who are members of the Local Government Pension Scheme.

### **Employee Contributions During Adoption Leave**

Employees will pay pension contributions at their 'normal' percentage rate during any period of paid leave.

Employees will not pay pension contributions during any period of unpaid leave. However, there is a distinction between the following:

- Periods of unpaid Ordinary Adoption Leave when the employer continues to make pension contributions.
- Periods of unpaid Additional Adoption Leave when the employer does not make any pension contributions.

In the latter case the employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount 'lost' during

the unpaid leave. Information about this is set out in the employer's information below.

### **Employer Contributions During Adoption Leave**

The Town Council will pay employer contributions on the employee's Assumed Pensionable Pay (APP). APP is calculated with reference to the average pensionable pay the employee received in the 3 months immediately preceding the period of reduced or nil pay. If, however, the employee's pay during their leave is higher than APP, the Town Council will pay contributions based on this higher amount.

APP does not apply during any unpaid period of Additional Adoption Leave. The employee can, if they wish, choose to enter into an age-related Additional Pension Contribution (APC) to cover the amount of pension 'lost' during the unpaid leave.

If the employee notifies the Town Clerk in writing within 30 days of returning to work that they wish to enter into an APC then:

- The employee will pay 1/3 of the cost of the APC
- The employer will pay 2/3 of the cost of the APC.

If the employee notifies the Town Clerk of this decision later than 30 days after returning to work then the whole cost will be borne by the employee, unless the Town Council voluntarily agrees to contribute to the APC.

## **44 Returning to Work**

### **41.1 Notification Requirements**

Managers must assume that an employee will return after 52 weeks. An employee need only notify their employer that they are returning to work if they are going to do so before the end of the adoption leave. Otherwise, the employee simply returns at the end of the adoption leave. Please note that an employee can change their mind up to the point when they actually give notice and resign. If an employee can let their manager know when they are likely to return as soon as possible that would be appreciated.

### **41.2 Early Return**

If an employee wishes to return early or on a different date than they had previously notified, they must give 8 weeks' notice.

### **41.3 Keeping in Touch**

An employee can do up to 10 days' work during their adoption leave, in agreement with their manager, without bringing their adoption leave to an end. Working for part of a day will count as one day. An employee will not lose any SAP (Statutory Adoption Pay) for working up to 10 days.

Work is defined as any work done under the contract of employment and may include training or any activity undertaken for the purposes of keeping in touch with the workplace.

Managers need to ensure that they keep in touch with their employee whilst they are on adoption leave. If the employee does not wish to be contacted then they should notify their Line Manager. Newsletters and any other relevant correspondence will be sent to all employees whilst they are on adoption leave.

DRAFT

## Appendix A

### Example:

An employee working full-time (37 hours per week) and entitled to 24 days' annual leave per year takes maternity leave.

They request to reduce their hours to 20 hours per week on their return to work and their employer agrees.

The employer's annual leave year runs from 1 April to 31 March. Although they had used all the previous annual leave year's entitlement before taking maternity leave, they have not taken any of the current annual leave year's entitlement.\*

Their maternity leave ends on 30 June. If their hours are changed with effect from 1 July, their accrued annual leave will be calculated as follows:

1 April to 30 June (when their working day was 7.4 hours)

24 days' annual leave per year = 2 days per month  
Leave accrued 1 April to 30 June (3 months) = 6 days @ 7.4 hours = 44.4 hours

Plus

1 July to 31 March (when their average working day will be 4 hours)

24 days' annual leave per year = 2 days per month  
Leave accrued 1 July to 31 March (9 months) = 18 days @ 4 hours = 72 hours

The employee's total annual leave for the current year will be 116.4 hours. Because they will be reducing the length of their working day to 4 hours, this will equate to 29.1 days on their return to work.

\* For simplicity, this example does not take account of bank/public holidays, although these accrue during maternity leave and would also need to be factored in to any calculations.

## Appendix B

### Neonatal care leave: notice of entitlement and intention (birth)

This form is to confirm your notice and entitlement to take neonatal care leave (and pay, where applicable). Once you have completed the form, it should be submitted to the Town Clerk

Name of employee:

Job title:

I hereby give notice of my intention and entitlement to take neonatal care leave as well as the required declarations.

#### Section A: information to be provided by employee

My child was born on:

My child started receiving neonatal care on:

My child's neonatal care has continued without interruption:

My child's neonatal care ended on (if applicable):

I choose to start and end my neonatal care leave on the following dates (leave in tier 1 may be taken in number of non-continuous blocks of a minimum of one week at a time and leave in tier 2 must be taken in one continuous block)

I intend to take neonatal care pay on the following dates (if applicable):

#### Section B: declaration to be completed by employee

I [satisfy/will satisfy] the following eligibility requirements to take neonatal care leave:

I am the child's parent and at the date of the child's birth [I have/expect to have] responsibility for the child's upbringing **OR**

I am the partner of the child's mother and at the date of the child's birth [I have/expect to have] main responsibility for the child's upbringing (apart from the mother)

**AND**

I [am taking/have taken] the leave to care for my child		
I [satisfy/will satisfy] the following eligibility requirements for neonatal care pay (if applicable):		
I [have/will have] 26 weeks' continuous employment by the end of the week immediately before the one in which my neonatal care leave starts <b>OR</b>		
I am entitled to statutory maternity or paternity pay and have 26 weeks' continuous employment ending with the 15th week before the expected week of childbirth		
<b>AND</b>		
I remain in continuous employment from the end of that date (or from the child's date birth if they were born before that date)		
<b>I will immediately inform the organisation of any changes affecting my entitlement to neonatal care leave and pay.</b>		
<b>Signed:</b>		<b>Date:</b>

## Appendix C

### Neonatal care leave: notice of entitlement and intention (adoption)

This form is to confirm your notice and entitlement to take neonatal care leave (and pay, where applicable). Once you have completed the form, it should be submitted to the Town Clerk

Name of employee:

Job title:

I hereby give notice of my intention and entitlement to take neonatal care leave as well as the required declarations.

#### Section A: information to be provided by employee

My child was born on:

My child was placed for adoption on:

My child started receiving neonatal care on:

My child's neonatal care has continued without interruption:

My child's neonatal care ended on (if applicable):

I choose to start and end my neonatal care leave on the following dates (leave in tier 1 may be taken in number of non-continuous blocks of a minimum of one week at a time and leave in tier 2 must be taken in one continuous block)

I intend to take neonatal care pay on the following dates (if applicable):

#### Section B: declaration to be completed by employee

I [satisfy/will satisfy] the following eligibility requirements to take neonatal care leave:

I am the child's adopter and at the date the child was placed for adoption [I have/expect to have] responsibility for the child's upbringing **OR**

I am the child's prospective adopter (in a "foster to adopt" arrangement) and at the date the child was placed for

adoption [I have/expect to have] responsibility for the upbringing of the child <b>OR</b>	
I am the partner of the child's [adopter/prospective adopter] and at the date the child was placed for adoption [I have/expect to have] main responsibility for the child's upbringing (apart from the partner)	
<b>AND</b>	
I [am taking/have taken] the leave to care for my child	
I [satisfy/will satisfy] the following eligibility requirements for neonatal care pay (if applicable):	
I [have/will have] 26 weeks' continuous employment by the end of the week immediately before the one in which my neonatal care leave starts <b>OR</b>	
I am entitled to statutory adoption or paternity pay and have 26 weeks' continuous employment ending with the week in which [I/the adopter] was notified of having been matched for adoption with the child.	
<b>AND</b>	
I remain in continuous employment from the end of that date (or from the child's date birth if they were born before that date)	
<b>I will immediately inform the organisation of any changes affecting my entitlement to neonatal care leave and pay.</b>	
<b>Signed:</b>	<b>Date:</b>

## Appendix D

### **Example 1: Consecutive leave (tier 1)**

A child is born on 12 April 2025 and needs three weeks of neonatal care. The child leaves hospital on 5 May. The child's father takes his first week of leave during week 2 of the child's neonatal care, his second week of leave during week 3 of the child's neonatal care and his third week of leave in the week immediately after the child's discharge.

He notifies his employer that he will be taking a week's leave before he is due to begin work at the start of each working week, on 21 and 28 April and 6 May (as 5 May is a bank holiday).

### **Example 2: Non-consecutive leave (tier 1)**

A child is born on 12 April 2025 and needs four weeks of neonatal care. The child leaves hospital on 12 May. The child's father takes his first and second weeks of leave during weeks 2 and 3 of the child's neonatal care, then returns to work for a week. He takes his third week's leave in the week immediately after the child's discharge. He decides to use his fourth week of leave from 4 August 2025, in the tier 2 period.

He notifies his employer that he will be taking leave before he is due to begin work at the start of each working week in which he will be absent during the tier 1 period, on 21 April, 28 April and 12 May.

He will need to give his employer notice at least 15 days before the first day of his final week of neonatal leave in August, so by 20 July.

### **Example 3: Consecutive leave (tier 2)**

A child is born on 12 April 2025 and needs four weeks of neonatal care. The child's mother is on maternity leave. She wants to take her neonatal care leave at the end of her additional maternity leave on 29 March 2026, before she returns to work.

She needs to give her employer at least 28 days' notice before the first day of her four-week neonatal care leave period, so by 1 March 2026.

If she took only two weeks' neonatal care leave at the end of her maternity leave, she would not be able to take a further two weeks' leave at a later date, because during the tier 2 period any remaining weeks of neonatal care leave must be taken consecutively.



Town Clerk: David Rodda  
Town Clerk's Department  
Municipal Buildings  
Boscawen Street  
Truro TR1 2NE  
01872 274766  
[info@truro.gov.uk](mailto:info@truro.gov.uk)  
[www.truro.gov.uk](http://www.truro.gov.uk)

## Pay Policy Statement 2024-25

### Index

1.	Introduction	1
2.	Purpose and aim of the policy	1
3.	Policy statement	1
4.	Scope	1
5.	Policy details	2
6.	Pay multiple	5
7.	Consultation and engagement	5
8.	Performance and risk management	5
9.	Communicating the policy	5
10.	Information and training	5
11.	Evaluation and review	5

### 1. Introduction

This pay policy statement describes the Council's policies that relate to the pay of its workforce, particularly its senior officers and its lowest paid workers. This will be approved by Full Council at its next meeting in 2025.

### 2. Purpose and aim of the policy statement

This document fulfils the requirement of the Localism Act 2011 that local authorities prepare and publish a pay policy statement for each financial year. The pay policy statement is intended to provide sufficient information about pay policy to enable local taxpayers to reach an informed view about local decisions on all aspects of remuneration for relevant employees. It also sets the context for the numerical information that is published by the Council under Local Government Transparency Code 2015 and by The Accounts and Audit (England) Regulations 2011.

### 3. Policy statement

The Council is committed to transparent, fair and equitable pay and reward arrangements that provide value for money and enable the recruitment and retention of employees with the skills and motivation to deliver high quality services for Truro and its communities. The Council has a single status agreement and recognises trade unions. The policies that support these objectives are summarised in section 5.

#### **4. Scope**

The pay policy statement describes the pay arrangements that apply to the Council's senior and lowest paid employees. The senior employee is the Council's Clerk. The Council's lowest paid employees are those whose terms and conditions of employment are established by the National Joint Council for Local Government Services and amended through local collective agreements from time to time. The Council's lowest paid employees aged over 25 receive a salary equivalent to the minimum of spinal column point 1 on the National Association of Local Council's pay structure. The Council honours the Living Wage Foundation Living Wage as its pay structure minimum and it has committed to being an accredited member of the Living Wage Foundation from 1<sup>st</sup> April 2025. This means that its lowest paid employees will be paid RLW (or SCP 1, whichever is higher) with effect from 1 April 2025.

#### **5. Policy details**

The policies set out below apply to the Council's senior officers and its lowest paid employees unless otherwise stated.

##### **5.1 Pay structure**

The Council's pay structure for the relevant employees consists of 47 job roles with salary point and ranges. Grades are allocated to roles through a process of job evaluation which establishes the relative value of different roles. Employees are appointed to the minimum of the salary range for the job unless there is a substantial reason for making an exception, for example to secure the appointment of a candidate of the right calibre, and progress through the salary points as they become more experienced in the role.

The Council uses the NALC and SLCC recommended salary scales. In exceptional circumstances, for example for retention reasons, employees may be awarded accelerated salary progression at the discretion of the Council.

The Council's Staffing Committee is responsible for, amongst other things, recommending the remuneration of the Clerk. Further details on the responsibilities of Staffing Committee are set out in its terms of reference which are available on the Council's website.

Where an employee is promoted or regraded to a higher grade, they should receive an immediate pay increase.

The Council has agreed that it will implement the outcome of national pay negotiations on pay and make appropriate adjustments to its pay structure. The Council's pay structure creates the foundation for the relationship between the pay of all the roles within the scope of the pay policy statement.

##### **5.2 Job evaluation**

Job evaluation is used to determine the relative value of roles within the Council. Different elements within each role will accrue a number of job evaluation points. The total number of points accrued will determine the relevant grade for each role. The Council uses the National Association of Local Councils (NALC) Scheme and the NJC Green Book.

### **5.3 Market supplements**

In exceptional circumstances, the Council may pay a market supplement in addition to the salary for a role where, in the absence of such a payment, it would not be possible to recruit and retain suitable employees. The value of the market supplement takes into account the labour market pay information for similar jobs. Any market supplements are reviewed on an annual basis and are varied or ceased as necessary according to the labour market evidence for the role in question.

### **5.4 Premium payments**

The standard working week for employees within the scope of this policy statement is 37 hours. For some employees who are required to work outside the normal working week, a premium payment may be due. The premium payments which may be payable are set out below.

#### **5.4.1 Overtime**

Overtime is time worked beyond the standard (37 hours) or contracted working week. Overtime is only paid in circumstances where it is not practicable to grant compensatory time-off in lieu (one hour for one hour). All paid overtime is subject to authorisation in advance by the Senior Management Team. Overtime is subject to the terms and conditions set out in the single status agreement 2018.

#### **5.4.2 Work on public holidays**

Work on public holidays is compensated by time-off in lieu, unless outside of their normal contractual terms and is subject to the terms and conditions set out in the single status agreement 2018.

#### **5.4.3 Honoraria**

TCC may make an honorarium payment for exceptional or special work undertaken on a short-term basis for up to six months. In certain circumstances, TCC may extend this. The Clerk and RFO must approve the honoraria. Final authorisation is given by Finance and General Purposes Committee.

The payment may:

- reward additional hours (where not overtime payments)
- cover tasks involving responsibilities at a higher level

The honorarium payment amount will relate to the work's level and other objective criteria. The manager may refer to similar-graded jobs under the job evaluation system when judging an appropriate payment.

### **5.5 Allowances**

#### **5.5.1 First aid allowances**

Employees designated by the Council as recognised first aiders are entitled to a First Aid payment.

#### **5.5.2 Professional fees**

The Council pays the professional fees of employees where the Council's Staffing Committee determines that membership of a professional body is essential for the continuous professional development of an employee.

## **5.6 Business travel and expenses**

Where employees are required to travel in the course of their duties, they are expected to determine the most appropriate form of transport taking into account the total cost, travel time and carbon emissions. The cheapest form of transport will normally be chosen unless the travel time is unreasonable. If there are two forms of transport with comparable costs, the transport with the lowest carbon emissions must be selected unless the travel time is unreasonable. If public transport is used, the cheapest travelling fare should be chosen, for example a monthly or annual season ticket. It is the Council's policy not to pay for first class travel.

### **5.6.1 Mileage allowances**

Where employees use their own vehicles for business purposes, the following allowances will apply in each tax year 45p per mile for the first 10,000 miles, 25p per mile for each mile thereafter.

### **5.6.2 Subsistence payments**

Employees may claim reimbursement of reasonable additional expenditure actually incurred whilst they are away from their normal place of work and unable to follow their usual arrangements. Such claims will normally be paid only in circumstances where employees are required to travel out of Cornwall and incur an overnight stay. Where it is agreed that the journey will be made in a single day, claims for reasonable reimbursement for lunch and an evening meal will be considered. Reimbursement of all claims will only be paid on submission of a receipt for the expenditure incurred. All subsistence must be agreed by the Clerk for Staff, and by Finance and General Purposes Committee for the Clerk.

## **5.7 Pensions**

The Council's policy is not to grant augmented benefits under the Local Government Pension Scheme except where it is essential to do so in order to facilitate a tangible and specific organisational benefit the Council's policy is not to contribute to any Shared Cost Additional Voluntary Contribution scheme.

## **5.8 Salary and pension payments**

The Council does not exclude a person in receipt of a pension from another public sector organisation from applying for and being appointed to a job with the Council. The Council's primary concern is to appoint the best person for the job utilising an effective and fair recruitment and selection process. The Council's policy is to disregard any previous public sector retirement income as that is a matter for the relevant public sector pension fund and the individual concerned.

## **5.9 Retirement**

Truro City Council's has approved a discretions policy for the Local Government Pension Scheme. The default position is that it will not make additional pension contributions. However, exceptionally, where it is in the financial interests of the Council to do so and there is a tangible and specific organisational benefit, the policy allows for the payment of discretionary benefits in cases of early retirement and the award of additional pension. The policy also provides for early retirement on compassionate grounds in exceptional circumstances and flexible retirement where there are benefits to the Council.

