

DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

Report by Assessor & Electoral Registration Officer

Valuation Joint Board –14th June 2013

Subject: Personnel Policies – Attendance Management and Parental Leave

1.0 Purpose

- 1.1 To seek members approval of a new Attendance Management Policy for implementation in the Valuation Joint Board.
- 1.2 To seek members approval of a Parental Leave Scheme for implementation in the Valuation Joint Board.

2.0 Background

- 2.1 Valuation Joint Board normally aligns its Personnel Policies with those of West Dunbartonshire Council.
- 2.2 West Dunbartonshire Council replaced its Maximising Attendance Policy with an Attendance Management Policy in 2011, though this was subject to review after one year in operation.
- 2.3 To provide clarity of entitlement and the process to be followed, West Dunbartonshire Council introduced a Parental Leave Scheme in 2011.

3.0 Progress

- 3.1 West Dunbartonshire Council completed its review of the Attendance Management Policy in February 2013.
- 3.2 A similar Attendance Management Policy for the Joint Board has now been drafted and approved by the Board's Management Team and is attached (Appendix 1) for members' consideration.
- 3.3 A Parental Leave Scheme which takes account of changes to the statutory entitlement for parental leave introduced in March 2013 and the changes in the UK benefits systems in April 2013 has been approved by the Board's Management Team and is attached for members' consideration (Appendix 2)
- 3.4 Following approval by the Board's Management Team comments on the Attendance Management Policy and the Parental Leave Scheme were sought from the employee's main union, Unison.
- 3.5 Unison has not given its approval of the Attendance Management Policy but we will continue to work with them to ensure acceptable application of the policy.

4.0 Recommendations

4.1 The Valuation Joint Board is asked to:

(a) Approve the Attendance Management Policy for implementation.

(b) Approve the Parental Leave Scheme

Person to contact:

David Thomson (Assessor and ERO)

Tel: 0141 562 1260

E-mail: david.thomson@dab-vjb.gov.uk