

**Body:** CABINET

**Date:** 19 October 2016

**Subject:** SHARED PARENTAL LEAVE and SOCIAL MEDIA – NEW POLICIES

**Report of:** Becky Cooke, Assistant Director of Human Resources and Organisational Development

**Ward(s):** ALL

**Purpose:** To seek Cabinet approval to implement two new HR policies regarding Shared Parental Leave and Social Media.

**Contact:** Helen Knight, Human Resources Manager  
Telephone 01323 415063 or internally on Extension 5063

**Recommendations:** That Cabinet: Approve the implementation of these policies for recommendation to full Council.

## **1.0 Overview**

1.1 Eastbourne Borough Council (EBC) is committed to regularly reviewing Human Resource (HR) policies to ensure they comply with current legislation, are based on ACAS best practice and are clear and concise for consistent application throughout the organisation. HR has been a Shared Service since 1 April 2015 and as part of the 'Stronger Together' Joint Transformation Programme we will be looking to align all HR policies across Eastbourne Borough and Lewes District Councils in the coming years. Lewes District Council already has both of these policies in place so we are now seeking to do the same at EBC.

## **2.0 Shared Parental Leave Policy**

2.1 The Government introduced new legislation regarding Shared Parental leave in April 2016. HR have been providing advice on this to our employees who are expectant parents but, given it is a very complex piece of legislation this policy will hopefully provide further information and clarity to managers and staff.

## **3.0 Social Media Policy**

3.1 The Council already has an IT Acceptable Use Policy and guidelines have been published on the Intranet regarding the use of Social Media. Given the increased use of Social Media, both for personal and professional purposes, it is recommended by employment law advisors and ACAS that every organisation has a social media policy to clarify the acceptable use of it and expectations for all.

#### **4.0 Joint Staff**

Members of Joint Staff discussed these policies at a meeting in September 2016. They were approved and recommended for implementation by Full Council. As they are brand new policies they are coming to Cabinet for approval first.

#### **5.0 Cabinet is asked to:**

Endorse the Shared Parental Leave and Social Media policies and recommend that Full Council agree to implementation.

**Becky Cooke**  
**Assistant Director of Human Resources and Organisational**  
**Development**