



**POLICY AND RESOURCES SCRUTINY COMMITTEE –
1ST OCTOBER 2013**

SUBJECT: TIME OFF FOR RESERVISTS POLICY

**REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES & SECTION 151
OFFICER**

1. PURPOSE OF REPORT

- 1.1 To seek the views of the Committee on the amended Time Off For Reservists Policy prior to submission to Cabinet for approval.

2. SUMMARY

- 2.1 The Council introduced a revised Time Off For Reservists Policy on 1st September 2012 to reflect the changes that have been made in legislation in recent years. Since the introduction of the policy a request has been made to improve the aftercare that is available to Reservists when they return to work after a period of deployment. The policy has been updated to improve the aftercare section providing advice and guidance to Managers and colleagues on what reactions that a Reservist may experience. Sources of support are included in the policy so that Managers can encourage employees to access the support available externally and internally through the facilities that the Council can provide.

3. LINKS TO STRATEGY

- 3.1 The new Scheme links to the People Management Strategy and therefore to all other strategies, including all equality strategies, policies and procedures, that relies on employees to deliver the strategy and service provision.

4. THE REPORT

- 4.1 The Council introduced a revised Time Off For Reservists Policy on 1st September 2012 to reflect the changes that have been made in legislation in recent years. Since the introduction of the policy a request has been made to improve the aftercare that is available to Reservists when they come back to work after a period of deployment. The policy has been updated to improve the aftercare section providing advice and guidance to Managers and colleagues on what reactions that a Reservist may experience. The amended policy is attached at Appendix 1. Sources of support are included in the policy so that Managers can encourage employees to access the support available externally and internally through the facilities that the Council can provide.

- 4.2 The services that the Council are able to provide include: -

- Referrals to and the provision of advice by, Occupational Health.
- Access to physiotherapy services.

- Access to an Employee Assistance Programme (Care First).
- Workplace adaptations and access to the services of an external specialist on workplace adaptations.
- Amended duties as directed by Occupational Health or an employee's GP.
- Phased returns to work as directed by Occupational Health or an employee's GP.
- Rehabilitation management.
- Healthy living initiatives as provided under the Welsh Government's Corporate Health Standard.
- Voluntary use of annual leave, particularly to alleviate any financial burden of taking time off.
- Flexible working
- Working from home, if appropriate to the post. (Please see the Council's Home Working Scheme).
- Career Break Scheme.
- Reduced or condensed hours. Taking time off in lieu, if appropriate.

4.3 The individual services that are provided will depend on the needs of each individual Reservist and the experiences that they have during their deployment.

4.4 The Council does not employ a large number of Reservists so the impact of introducing this revised policy will be negligible.

5. EQUALITIES IMPLICATIONS

5.1 The draft Scheme was sent to be equality impact assessed in July 2013 and no issues have been identified.

6. FINANCIAL IMPLICATIONS

6.1 The financial implications of introducing this policy are unknown as it is dependent on the number of employees who are called up for Reservist duty and the support they require on their return from deployment. However, as the Council does not employ large number of Reservist employees, any financial implications that are incurred will be very low.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications of introducing this policy.

8. CONSULTATIONS

8.1 The Report reflects the views of the Consultees.

9. RECOMMENDATIONS

9.1 That the Committee consider the proposed amendments to the Time Off For Reservists Policy, and make any relevant recommendations prior to the consideration of the Policy by Cabinet.

10. REASONS FOR THE RECOMMENDATIONS

10.1 It will improve the benefits available to employees who are reservists as they will be provided with much improved aftercare after they have been deployed for a period of time thus allowing them to settle back into the workplace much quicker and with less stress for the employee and their colleagues.

11. STATUTORY POWER

11.1 Local Government Act 1972
Local Government Act 2000
Employment Act 2008

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Appendices:
Appendix 1 Draft Time off for Reservist Policy