

Maternity, Paternity, Adoption and Sickness Pay

13. (1) A Councillor shall continue to receive in full a basic allowance as set out in Schedule 1 of this Scheme during any period of maternity, paternity, adoption and sickness leave.
- (2) Councillors giving birth are entitled to up to six months maternity leave with the option to extend up to 52 weeks with the approval of the Chief Executive, following consultation with the Chief Whip, where applicable. Maternity leave can begin:
 - (a) When the councillor chooses but no earlier than 11 weeks before the expected week of childbirth, or
 - (b) from the day following childbirth if the baby is born earlier
- (3) A Councillor entitled to a Special Responsibility Allowance shall continue to receive their allowance during any period of maternity, paternity, adoption and sickness following the same policies as the Council's employees.
- (4) If another Councillor is appointed to cover the period of absence, the replacement will be entitled to receive the Special Responsibility Allowance for the role. In accordance with paragraph 3.3 of this scheme, no Councillor shall receive more than one Special Responsibility Allowance.
- (5) Councillors shall inform the **Deputy Director, Democratic Services of their pregnancy or a relevant adoption, as soon as is reasonably practicable and at least 15 weeks before the week the baby is due or the adoption is due to take place.**
- (6) Councillors shall be entitled to take up to 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth or adoption of their child(ren). **This must be agreed ahead of time with Deputy Director, Democratic Services**
- (7) Councillors wanting to take paternity leave must offer a declaration in writing that specifies the start day or date of the period of leave and its duration. If the child(ren) is born/adopted on a different date, the Council must be given notice of the changed period of paternity leave as soon as possible.
- (8) Paternity leave can be taken as either:
 - (a) a single period of leave of either one week or two weeks, or
 - (b) two non-consecutive periods of leave of a week each
- (9) Councillors can take their paternity leave any time in the 52 weeks after the birth or adoption of their child(ren).
- (10) A Councillor who has made Shared Parental Leave arrangements is requested to advise the Council of these at the earliest possible opportunity. Every effort will be made to replicate the Council's staff policy in terms of leave as far as practicable with the approval of the Chief Executive following consultation with the Chief Whip, where applicable.
- (11) Where both parents are Councillors, leave may be shared up to a maximum of

24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be made in cases of prematurity with the approval of the Chief Executive following consultation with the Chief Whip, where applicable.

- (12) In line with the provisions for employees, if a Councillor's baby survives only for a short period following 24 weeks' gestation this will be treated as a live birth, and maternity and paternity leave as specified previously would continue to apply.
- (13) If a Councillor suffers a miscarriage up to and including 24 weeks gestation, time off can be agreed after discussion with the Party Whip and the Deputy Director, Democratic Services.
- (14) If an election is held during the Member's maternity, paternity, shared parental or adoption leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.
- 15) Non-attendance at meetings during maternity leave
On the [] full Council agreed to recognise absence on approved maternity leave as an approved reason for absence from meetings for the purposes of s85(1) of the Local Government Act 1972.

*Where adoption has taken place through an approved (domestic or overseas) adoption agency.