

BEREAVEMENT LEAVE UPDATE	
CORPORATE COMMITTEE MEETING DATE 2019/20 11 September 2019	CLASSIFICATION: Open If exempt, the reason will be listed in the main body of this report.
WARD(S) AFFECTED All Wards	
GROUP DIRECTOR Tim Shields, Chief Executive	

1. INTRODUCTION

Bereavement is a fact of life. It is a stressful experience and the Council has a policy in place to provide additional paid leave to employees who have experienced a bereavement and/or have responsibility for making funeral arrangements and dealing with the estate of the deceased.

It is important that the organisation acknowledges the bereavement and approaches all conversations regarding the situation with compassion and sensitivity.

In July 2018, Corporate Committee agreed the following changes to the bereavement leave policy:

- i) Number of days leave for the death of a close relative increases from up to 3 days to up to 10 days
- ii) Number of days leave for the death of a person who is not a close relative increases from 1 day to up to 3 days
- iii) Number of days leave for the death of a person who is not a close relative where the employee has responsibility for arranging the funeral and dealing with the estate increases from up to 3 days to up to 5 days

At the meeting, the Committee requested an update in 2019/20 as to the number of days taken under this new policy as compared to the old policy.

2. RECOMMENDATION(S)

2.1 To note the report.

3. UPDATE

Following the implementation of the Council's increased bereavement leave policies in July 2018, a review has been undertaken as requested by the Committee of the number of days taken.

In 2017/18, a total of 900 days of bereavement leave were reported as taken by employees. In the 12 months since the changes have been made, a total of 950 days were reported as being taken.

In implementing more generous arrangements, it was expected that the number of days taken would increase. It should be noted however that this type of leave is subject to natural variation in any case.

Officers consider the increase to be reasonable bearing in mind the policy changes.

4. OTHER ISSUES

4.1 Policy Context

Bereavement leave is a common policy offered by many organisations.

4.2 Equality Impact Assessment

No adverse impact on protected groups.

4.3 Sustainability

Not applicable

4.4 Consultations

This is an update and therefore no consultations have been undertaken.

4.5 Risk Assessment

There is no appreciable risk to the recommendations in this report.

5. COMMENTS OF THE GROUP DIRECTOR OF FINANCE AND CORPORATE RESOURCES

The additional costs of this policy change are insignificant.

6. COMMENTS OF THE DIRECTOR, LEGAL AND GOVERNANCE

In accordance with the Councils constitution, full Council established the Corporate Committee to help it perform its functions. The Corporate Committee is responsible for maintaining an oversight of Human Resources functions which include Bereavement leave policies and procedures.

APPENDICES

None

BACKGROUND PAPERS

Report to Corporate Committee 10 July 2018 – Bereavement Leave Policy

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