

Committee(s)	Dated:
Establishment Committee	5/12/2017
Subject: Work-Life Balance and Time Off	Public
Report of: Chrissie Morgan, Director of Human Resources	For Information
Report author: Aniki Applewhite, Town Clerk's Department	

Summary

This report updates Members on the review of the various types of leave and time off from work available that enable staff to balance their work and home life.

Recommendation

Members are asked to note the report.

Main Report

Background

1. Questions have been raised as to what policies the City of London Corporation had in place to help staff with children; those with other caring responsibilities; those who needed to work different patterns to suit their personal needs and those who needed take time off for a variety of reasons. Specific questions have also been raised by the Women's Inclusive Networks (WIN) and others as to what policies are in place as it was felt that staff are sometimes unclear.
2. A review of the provisions available has been undertaken and a wide range of provisions do exist. However it was felt that staff might not be aware or might need to be reminded about policies that are available to them. The feedback has been that to improve transparency, it would be useful to capture the various provisions in one document to help employees and managers understand which policies and provisions are available.

Current Position

3. The City of London Corporation has a range of policies which aim to support employees wishing to have a work life balance as well as meeting our statutory and business requirements.
4. The review identified that there are a wide range of policies and provisions available to staff at the City Corporation but there was not one place where employees could easily see what was available.

5. The various provisions have now been collated which has led to the production of a document entitled “Work-Life Balance for All.” Some policies can be used by all employees meeting the criteria e.g. compassionate leave, other policies will be of benefit to specific groups of employees e.g. paternity leave. The document has a brief outline of the policy and users can click on a link taking them directly to each of the policies in the Employee Handbook.
6. In addition, as part of the consultation process, the questions raised by employees via the Staff Networks have been incorporated into a Work-Life Balance and time off FAQ document. This covers various scenarios that employees might encounter and provides suggestions as to how their needs might be met with management support and / or by using the City Corporation policies.
7. Consultation took place and input and feedback was sought from the Staff Networks, Trade Unions and the HR Community. Comments were incorporated into the various documents. Articles appeared on the Intranet and in eleader raising awareness of the Work-Life Balance for All guide and FAQs.
8. An image with the wording “See our guide to Work-Life Balance” now appears on the related HR pages of the Intranet (on the Work Life Balance, New Starter Resource page, Family Friendly and Caring Responsibilities Topic pages). The FAQs also appear on each of the topic pages.
9. The Work-life Balance for All guide appeared in the winners booklet of the Celebrating our People Awards for 2017 and also features on the refreshed jobs and careers page on the internet.
10. The various trainers who deliver training courses for the policies that are shown in the guide and those who deliver the range of management courses available have been sent details about the guide.

Conclusion

The production of the Work-Life Balance for All guide and FAQs pull together the ranges of policies and provision that are available to staff. The review of our policies has identified that we have a full range of provisions that support staff and by advertising these to job seekers this can also attract a more diverse range of candidates for employment and aid recruitment and retention.

Appendices

Appendix 1 – Work-Life Balance for All guide

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