

# Y Bwrdd Gweithredol

## Dyddiad: 26<sup>ain</sup> Gorffennaf 2016

<b>Pwnc a Pwrpas:</b>  Model Polisi Amser i Ffwrdd Ar Gyfer Ysgolion
<b>Yr Argymhellion / Penderfyniadau Allweddol sydd eu Hangen:</b>  I gefnogi mabwysiadu 'Model Polisi Amser i Ffwrdd Ar Gyfer Ysgolion'.
<b>Y Rhesymau:</b>  Does dim polisi Amser i Ffwrdd ar gael ar gyfer ysgolion ar hyn o bryd, felly mae'r polisi Amser i Ffwrdd corfforaethol wedi ei addasu ar gyfer ysgolion. Bydd y polisi hwn yn darparu gwybodaeth i reolwyr a staff yr ysgol am yr holl opsiynau amser i ffwrdd, statudol a chytundebol, sydd ar gael.
Angen i'r Bwrdd Gwentredol Wneud Penderfyniad      Oes Angen i'r Cyngor Wneud Penderfyniad                      Na

YR AELOD O'R BWRDD GWEITHREDOL SY'N GYFRIFOL AM Y PORTFFOLIO: Cyng. Mair Stephens; Cyng. Gareth Jones		
<b>Cyfarwyddiaeth:</b> Prif Weithredwr / Rheoli Pobl a Pherfformiad; Addysg a Gwasanaethau'r Plant		
<b>Enw Pennaeth y Wasanaeth:</b>  Paul R. Thomas  Robert Sully  <b>Awdur yr Adroddiad:</b> Julie Stuart	<b>Swyddi:</b>  Prif Weithredwr Cynorthwyol (Rheoli Pobl a Pherfformiad)  Cyfarwyddwr Adran Addysg a Gwasanaethau'r Plant  Pen Swyddog AD	<b>Rhifau ffôn:</b> <b>Cyfeiriadau E-bost:</b>  01267 246123 <a href="mailto:PRThomas@sirgar.gov.uk">PRThomas@sirgar.gov.uk</a>  01267 224888 <a href="mailto:RASully@sirgar.gov.uk">RASully@sirgar.gov.uk</a>  01267 246375 <a href="mailto:JStuart@sirgar.gov.uk">JStuart@sirgar.gov.uk</a>

**EXECUTIVE SUMMARY  
EXECUTIVE BOARD MEETING  
26<sup>TH</sup> JULY 2016**

**SUBJECT**

Model Time Off Policy for Schools

**1. Background**


The Authority has a range of time off policies and procedures detailing the statutory and contractual time off that employees may request for authorisation via their line managers.

Currently, each of these policies is listed separately in the HR policies and guidance A to Z on BRIAN and managers may need to check a number of documents to find the policy which applies to their situation. Whilst schools are able to access these documents, schools' governing bodies would need to adopt each of these policies individually. The Model Time Off Policy for Schools, which is an adaptation of the Corporate Time Off Policy, has been designed as an easy reference document to navigate through the range of time off that employees may request.

Detailed report attached: No

**IMPLICATIONS**

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report:

Signed:   
**ASSISTANT CHIEF EXECUTIVE (PEOPLE MANAGEMENT & PERFORMANCE)**

Policy, Crime & Disorder & Equalities	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NO</b>	<b>NO</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>

**1. Policy, Crime & Disorder**

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

## 2. Legal

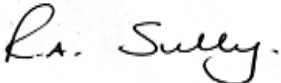
The Revised Time Off Policy is in line with the statutory rights to time off covered by employment legislation.

## 6. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Model Time Off Policy.

## CONSULTATIONS

I confirm that the appropriate consultations have taken place and the outcomes are as detailed below:

Signed:   
\_\_\_\_\_  
**DIRECTOR OF EDUCATION & CHILDREN'S SERVICES**

### 1. Scrutiny Committee

None

### 2. Local Member(s)

None

### 3. Community / Town Council

None

### 4. Relevant Partners

None

### 5. Staff Side Representatives and other Organisations

Education & Children's Services Employee Relations Forum - 11<sup>th</sup> February 2016

### Section 100D Local Government Act, 1972 - Access to information

#### List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection