



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE MEETING OF THE ESTABLISHMENT COMMITTEE

**Wednesday 9<sup>th</sup> July 2025 at 7pm in The Harlington – Music Room**

All members are summoned to attend

**To Councillors:** P. Einchcomb, L. Holt, E. May, R. Schofield, S. Tilley,  
P. Wildsmith, G. Woods

Rita Tong, Executive Officer  
2<sup>nd</sup> July 2025

### AGENDA

1.	<b>ELECTION OF CHAIRMAN</b> To receive nominations for and to elect a Chairman of the Establishment Committee for the local government year 2025/2026.
2.	<b>ELECTION OF VICE CHAIRMAN</b> To receive nominations for and to elect a Vice Chairman of the Establishment Committee for the local government year 2025/2026.
3.	<b>APOLOGIES</b> Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
4.	<b>DECLARATIONS OF INTEREST</b> Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.  Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
5.	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	<b>MINUTES OF PREVIOUS MEETING</b> To approve and sign as a correct record the main minutes and the confidential minutes of the last meeting held on 12 <sup>th</sup> March 2025 ( <i>copies attached</i> ).

## Part 1 – ITEMS FOR DECISION

### 7. **ANCELLS FARM COMMUNITY CENTRE**

To consider and approve both the temporary and long-term arrangements for managing bookings at Ancells Farm Community Centre, following the retirement of the Ancells Supervisor. This includes consideration of appropriate remuneration for any revised responsibilities.

#### **RECOMMENDATION**

To agree the proposed temporary and long-term arrangements for covering bookings at Ancells Farm Community Centre and approve the associated remuneration.

### 8. **NEONATAL CARE LEAVE PROCEDURE**

To consider the revised Neonatal Care Leave procedure (*Copies attached*)

#### **RECOMMENDATION**

To approve the revised Neonatal Care Leave procedure.

## Part 2 – ITEMS TO NOTE

### 9. **TRAINING UPDATE**

Members to note training received by Officers since the last Establishment Committee meeting.

### 10. **STAFF APPRAISALS**

Following feedback from several staff who found last year's appraisal process demoralising and demotivating, a new appraisal form has been developed (*copy attached*). Staff were invited to contribute to its development.

The appraisal process for 2024/25 is now underway.

### 11. **STAFFING UPDATES**

Members to note staffing updates since the previous Establishment Committee meeting.

### 12. **DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 12<sup>th</sup> November 2025 at 7pm in The Harlington (Music Room).

## Part 3 – CONFIDENTIAL ITEMS FOR DECISION

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting.

The following types of business will be treated as confidential:

- a. **Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees**
- b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c. Receipt of professional legal advice and preparation of cases in legal proceedings
- d. The early stages of any dispute
- e. Matters of a commercial nature

### 13. **REVIEW OF DISCIPLINARY PROCESS**

To receive a report in response to a request for a review of the Council's disciplinary process, following concerns raised by a staff member.

#### **RECOMMENDATION**

To consider the report and determine whether any action or response is required.



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 12<sup>th</sup> March 2025 at 7pm**

\* Councillor Woods (Chairman)

\* Councillor Einchcomb (Vice Chairman)

\* Councillor Holt

0 Councillor May

0 Councillor Robinson

\* Councillor Schofield

\* Councillor Tilley

# Councillor Wildsmith

\* Present    # Absent & No Apology Received    0 Apology for Absence    L Late

#### **Also in attendance:**

Rita Tong – Executive Officer

#### **EST MARCH 2025 ITEM 1**

#### **APOLOGIES**

Members received and accepted the apologies as noted above.

#### **EST MARCH 2025 ITEM 2**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **EST MARCH 2025 ITEM 3**

#### **QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

#### **EST MARCH 2025 ITEM 4**

#### **MINUTES OF PREVIOUS MEETING**

The minutes of the Establishment Committee meeting held on 13<sup>th</sup> November 2024 were approved and signed by the Chairman.

#### **EST MARCH 2025 ITEM 5**

#### **DISCIPLINARY PROCEDURE**

Members reviewed the draft Disciplinary Policy, the draft Disciplinary Procedures and the amended Standing Orders.

#### **RESOLVED**

Members approved the draft Disciplinary Policy, the draft Disciplinary Procedures and the amended Standing Orders.

#### **EST MARCH 2025 ITEM 6**

#### **TRAINING UPDATE**

Members noted training received by Officers since the last Establishment Committee meeting.

**EST MARCH 2025 ITEM 7****STAFFING UPDATES**

Members noted staffing updates since the previous Establishment Committee meeting.

**EST MARCH 2025 ITEM 8****DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 9<sup>th</sup> July 2025 at 7pm in The Harlington (Music Room).

**Part 3 CONFIDENTIAL ITEMS**

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

**RESOLVED**

That subject to the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting.

**EST MARCH 2025 ITEM 9****STAFF SALARY RECOMMENDATIONS FOR 2025/26**

Members received a report from the Executive Officer containing recommendations for staff salary increases to take effect from 1 April 2025.

Members noted that the National Living Wage increases from £11.44 per hour to £12.21 per hour with effect from 1<sup>st</sup> April 2025. The National Living Wage rate for over 21s is applied to all casual staff positions at the Council, regardless of age.

Members requested that in future offer letters and contracts include a statement regarding their first salary review.

**RESOLVED**

Members agreed the recommendations for staff salary increases to take effect from 1 April 2025.

**EST MARCH 2025 ITEM 10****STAFF ASSISTANCE**

Members received a report on what a Council could do to help a staff member requiring assistance.

**RESOLVED**

Members agreed the steps the Executive Officer should take regarding this matter.

The meeting closed at 8.37pm.

**Signed:** ..... **Date**.....

**Chairman**



# Neonatal Care Leave Procedure

Establishment Committee Approved: July 2025  
Due for Next Review: July 2028

## Introduction

Employees have a statutory right to neonatal care leave from day one of employment where they are responsible for a child receiving neonatal care, subject to eligibility requirements.

It is recognised that this can be a difficult and worrying time, both physically and mentally. Employment rights are protected whilst taking neonatal care leave.

This procedure sets out how Fleet Town Council will manage requests for Neonatal Care Leave, in line with statutory entitlements, and provides a clear internal process for managers and employees.

For a detailed understanding of the Neonatal Care (Leave and Pay) Act 2023, refer to the [ACAS Guidance](#) (see attached).

## Responsibilities

- *Employees* are responsible for notifying their Line Manager and submitting required documentation.
- *Line Managers* are responsible for receiving and recording requests, ensuring timely HR notification, and supporting the employee during their leave.
- *Finance & Administration Manager* will verify eligibility, maintain records, ensure pay is processed correctly, and update personnel files.

## Neonatal Care Leave – Step-by-Step Process

This process should be followed when an employee wishes to take neonatal care leave.

### 1. Employee Notification

- The employee must inform their **Line Manager** of their intention to take neonatal care leave.
- For Tier 1 leave: Verbal notice before their shift begins (or as soon as reasonably practicable).
- For Tier 2 leave: Written notice submitted 15–28 days in advance, depending on the length of leave.

### 2. Completion of Leave Request Form

- The employee must complete the **Neonatal Care Leave Request Form** (attached) and submit it to their Line Manager.
- Supporting medical documentation should be attached, if available.

### 3. Manager Actions

- Line Manager reviews the request and checks the employee's eligibility based on initial information.
- Forwards the completed form and documents to the **Finance & Administration Manager** within 2 working days.

### 4. Finance & Administration Manager Actions

- To confirm legal eligibility and entitlement to statutory neonatal care pay.
- Ensure pay and leave records are updated.
- Issue a formal **confirmation letter** to the employee, including:
  - Leave start and end dates
  - Confirmation of pay (if applicable)
  - Contact for support during leave

### 5. During Leave

- Line Manager to maintain regular but sensitive contact as agreed with the employee (e.g., wellbeing check-ins or updates).
- Employee must inform the council of any changes in the child's neonatal care status (i.e., care ending or restarting).

### 6. Return to Work

- The employee to notify their Line Manager of their intended return date if it differs from the expected date.
- A return-to-work meeting may be arranged to ensure appropriate support is in place.

# Neonatal Care Leave Request Form

## Fleet Town Council – Neonatal Care Leave Request Form

Please complete this form if you wish to apply for statutory neonatal care leave.

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### Employee Details

- Full Name:
- Job Title:
- Line Manager:

### Child Details

- Child's Date of Birth / Placement:
- Date neonatal care began:
- Is neonatal care still ongoing? ☐ Yes ☐ No
- If ended, date care ended:

### Leave Request

- Tier of leave requested: ☐ Tier 1 ☐ Tier 2
- Number of weeks requested:
- Proposed start date of leave:
- Will the leave be taken consecutively? ☐ Yes ☐ No

### Declarations

- ☐ I declare I meet the eligibility requirements for neonatal care leave.
- ☐ I am taking this leave to care for a child receiving neonatal care.
- ☐ I understand I must inform the council of any changes in care status.

### Supporting Documents Attached:

- ☐ Hospital letter ☐ Other (please specify): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Neonatal care leave and pay

## 1 . What the law says

A baby might get neonatal care if they:

- are born early
- are ill or injured when they are born
- have a low birth weight
- the delivery was difficult

Neonatal care leave allows parents to have additional time off to be with a baby who is receiving neonatal care. The law is the Neonatal Care (Leave and Pay) Act 2023. It comes into effect on 6 April 2025.

The right to take neonatal care leave applies from the first day of work. Eligible parents can take neonatal care leave once their child has been in neonatal care for at least 7 consecutive days.

Parents who have a baby admitted to neonatal care up to the age of 28 days might be eligible for up to 12 weeks of leave. This includes fathers and partners of birth parents.

## What neonatal care includes

Neonatal care could include:

- medical care received in a hospital
- care given to the baby after leaving hospital, under the direction of a consultant
- ongoing monitoring and visits by healthcare professionals arranged by the hospital
- palliative or end-of-life care

Neonatal care might not take place in a neonatal unit. If a baby under 28 days starts receiving neonatal care, parents will be eligible to take neonatal care leave.

## Eligible parents

Parents who have shared or sole responsibility for a child are eligible. This includes if they are:

- the mother or birth parent
- the father
- married to, the civil partner of or partner of the mother or birth parent – this includes same-sex partners
- adopting a child, including fostering to adopt
- intended parents in a surrogacy

Each eligible parent will be entitled to a separate amount of leave. This includes parents who work for the same employer.



This is additional to other types of parental leave and pay.

## How much leave employees can take

Parents will be able to take a minimum of 1 week, and a maximum of 12 weeks leave. This will depend on how long their baby is getting neonatal care.

Parents will get 1 week of leave for each week the baby is in care, up to a maximum of 12 weeks.

The baby must be in care for at least 7 consecutive days. If a parent has already booked statutory parental leave, neonatal care leave can be added to the end of this.

### Example of calculating neonatal care leave entitlement

Im's baby is born on 7 April and needs neonatal care straight away. Their baby is in neonatal care until 22 April.

The 7 consecutive days starts on 8 April and ends on 15 April. The baby has been in neonatal care 2 complete weeks including the first qualifying days. Im has accrued 2 weeks of neonatal care leave in total.

### If parents have not already booked family or carer's leave

Parents are not eligible for neonatal care leave until their baby has been receiving care for 7 days or more. Each week of leave is taken in arrears.

Parents who are not already on leave might need to take another form of leave for the first 7 days. For example, time off for dependants, annual leave or special leave.

For example, Sam has booked 2 weeks of paternity leave at the end of May. Sam's baby was born early and taken into neonatal care on 14 April. The baby is in care until 2 May. Sam cannot take neonatal care leave until 22 April. Sam's neonatal leave will last until 6 May. Sam takes the first 7 days as [time off for dependants](#).

## 2 tiers of leave and pay

Leave and pay can be taken in 2 tiers:

- tier 1 is for the period when the child is still receiving neonatal care, and including 1 week after the care has ended
- tier 2 is for the period outside tier 1 and before the end of 68 weeks from the date of the child's birth

### Example of tier 1 leave

Pat's baby is born early and is in neonatal care for 4 weeks in total from birth. Pat takes 2 weeks of paternity leave straight after the birth. They then take a further 2 consecutive weeks of neonatal care leave when their paternity leave ends. Pat has 2 more weeks neonatal care leave accrued to take at a later time.

### Example of tier 2 leave

Pat's baby is now at home after 4 weeks in total in neonatal care. Pat gives notice to take the remaining 2 weeks of neonatal care in 1 month's time. This allows Pat to take time off as soon as they can to continue the baby's at home care.

## 2. Checking eligibility for leave

A parent with the [legal status of employee](#) has the right to up to 12 weeks of neonatal care leave.

Someone is not likely to be an employee if they're:

- an agency worker
- a casual worker
- on a zero-hours contract

Someone with the [legal status of worker](#) may be entitled to neonatal pay.

[Find out more about neonatal care pay](#)

## Entitlement to leave

Employees have the right to neonatal care leave from their first day of starting a job.

They can take up to 12 weeks leave and pay depending on how long their baby needs neonatal care for.

Some employers may have enhanced neonatal care leave entitlement. For example, some employers might allow employees to take neonatal care leave from the first day the baby is in care.

## Criteria for neonatal care leave

To be eligible for neonatal care leave, an employee's baby must begin receiving neonatal care within 28 days of their birth. This will start from the day after birth.

The care must be for at least 7 consecutive days.

## Multiple births

Parents can take the same amount of neonatal leave even if more than 1 baby is taken into neonatal care. For example, twins taken into neonatal care at the same time.

If there are multiple but separate births, then leave can be taken for each child.

### Example of multiple births and neonatal care leave

For example, Adi has given birth to triplets. 2 of the triplets are taken into neonatal care immediately for 2 weeks. This means Adi will be able to take 2 weeks of neonatal care.

3 weeks after their birth, the third baby is taken into neonatal care for a week. Adi is now eligible for 3 weeks of neonatal care. Adi gives notice for all 3 weeks to be added onto the end of their maternity leave.

## Adoption

Both primary and secondary adopters or single adopters are eligible for neonatal care leave.

The first 7 days of neonatal care need to start after the adoption placement date.

Parents need to take the leave before the end of 68 weeks from the date the child is placed with the adopter.

## Overseas adoptions

For overseas adoptions, the leave needs to be taken before the end of 68 weeks from the date the child enters Great Britain.

## Adopting more than 1 child

Parents can take the same amount of neonatal leave even if they adopt more than 1 baby in the same placement who is taken into neonatal care. For example, twins taken into neonatal care at the same time.

If there are multiple but separate adoption placements, then leave can be taken for each child up to a maximum of 12 weeks.

## Surrogacy

Intended parents in a surrogacy will be eligible for neonatal care leave if they:

- have applied for a parental order
- intend to apply for a parental order within 6 months of the child's birth

Both intended parents are eligible for neonatal care leave.

The first 7 days will start from the date of birth. Parents need to take the leave before the end of 68 weeks from the date of birth.

[Find out more about surrogacy rights at work](#)

## 3. Telling an employer

Any parent with the [legal status of employee](#) can ask for neonatal care leave.

Someone is not likely to be an employee if they're:

- an agency worker
- a casual worker
- on a zero-hours contract

People with the [legal status of worker](#) can still stop working to care for their child. They will need to tell the employer or the agency but won't need to provide the same information.

## Who can tell the employer

When a baby needs care it can be upsetting and stressful for parents, especially in the first few weeks.

Employers should be flexible when employees are giving notice. They could allow for someone other than the employee to tell them, such as the employee's friend or family member.

## When parents must give notice

When employees must give notice to the employer depends on the tier of leave they are taking:

- tier 1 leave is for the period when the baby is still receiving care, including 1 week after the care has ended
- tier 2 leave is for the period outside the time the baby is receiving care and before the end of 68 weeks from the date of birth

## Tier 1

For tier 1 leave, employees need to tell their employer before they are due to start work on the first day of leave. This will be after the child has already had 7 consecutive days of neonatal care.

Tier 1 leave notice does not have to be in writing.

For example, an employee's baby goes into care on 6 April. The employee should inform their employer before their first day of leave, which will be on 14 April.

## Tier 2

For tier 2 leave, if employees are taking 1 week off, they need to tell their employer at least 15 days before the start date. This week would be after the child has already had 7 consecutive days of neonatal care.

If they are taking 2 or more weeks leave, the employee must tell the employer 28 days before the leave starts.

Tier 2 leave notice must be in writing. Some employers might allow employees to give notice without putting it in writing.

Employees should check contracts or policies when giving notice.

Tier 2 leave must be taken as consecutive weeks. This means the time off must be taken in one block and cannot be split.

## What employees need to tell their employer.

Employees must tell their employer:

- their name
- the date of the child's birth
- the date the child started to receive neonatal care, or each date if the child received neonatal care on 2 or more separate occasions
- the date that the care ended if the child is no longer receiving neonatal care
- if applicable, the date of the child's placement with the adopter or prospective adopter
- if applicable, the date of the child's entry into Great Britain to live with the overseas adopter
- if it is the first time they're requesting neonatal care leave, a declaration that the employee meets the parental relationship criteria
- that during the time the child was in neonatal care, they have cared for or intend to care for the child

For tier 1 leave, employees can tell their employer this information in writing or verbally. If notice is given verbally, employers might want to confirm this in writing. For example, in a letter or email.

For tier 2 leave, notice must be given in writing.

Employers should make the process for requesting neonatal care leave clear in contracts or policies.

## When parents can take leave

Neonatal care leave is in addition to other time off and pay. Parents must take leave before the end of 68 weeks from the date of birth.

Neonatal leave is in addition to other types of time off such as statutory:

- maternity leave

- paternity leave
- adoption leave
- shared parental leave

Employees are not able to take 2 types of leave at the same time.

For example, an employee has requested 2 weeks of paternity leave when their child is born. Their child is taken into neonatal care immediately. The employee can still take neonatal care leave, but it will be added to the end of the paternity leave.

### If neonatal care leave interrupts other statutory leave

If parents take tier 1 leave which interrupts another statutory leave the neonatal care leave will end straight away. The neonatal leave which has not been taken will be added to the end of the leave it interrupted. This will only be if it's still in the tier 1 period.

If the baby has not been receiving care for a week or more at the end of the interrupted leave, the leave period is now in tier 2. Any remaining neonatal care leave plus the interrupted leave must be taken together.

If notice has been given for tier 1 leave, no extra notice is needed for the remaining amount that will be used as tier 2. Employees must avoid giving notice to take neonatal leave if they already know they have other leave booked.

## 4. Managing leave

When parents are on neonatal care leave, managers should make sure they:

- keep in touch
- keep information shared confidential
- provide support during neonatal care leave

Any parent with the [legal status of employee](#) might be entitled to neonatal care leave.

Someone is not likely to be an employee if they're:

- an agency worker
- a casual worker
- on a zero-hours contract

People with the [legal status of worker](#) are not eligible to take statutory neonatal care leave. They can still stop working to care for their child.

Workers should still talk to their employer during any time off. This could include what to share with people they work with.

## Requesting leave

Employers should make clear what the process for requesting neonatal leave is.

[Find out more about telling an employer](#)

## Keeping in touch

When an employee is caring for a sick child, keeping in touch with their employer might not be the main priority.

With permission from the parent, employers may find talking to a close friend or family member easier. The employer should organise to talk to their employee directly when it is appropriate.

Employers might find it helpful to share links with an employee to support their mental health.

For example:

- your organisation's employee assistance programme (EAP), if there's one available
- [Bliss](#) for support and information for parents with a baby in neonatal care
- [Mind](#) for mental health information and support

[Find out about supporting mental health at work](#)

## Confidentiality

Employers must keep information shared about a baby needing neonatal care confidential. They should only tell others if the parent makes it clear they can share with other employees, clients or customers.

In some situations, an employee might want their employer to tell other people they work with. This might help others respond sensitively to the situation. Employers must agree with the parent when it's appropriate to share the information.

This conversation will probably not take place immediately. But employers should find an appropriate time to talk about this.

## The first 7 days

For the first 7 days of neonatal care, a parent isn't entitled to neonatal leave. Employers should be flexible and understanding during this time.

Employers could allow paid time off as special leave. Alternatively, a parent might ask to take the time off unpaid.

## If parents are not eligible for neonatal care leave

Some parents might not be eligible for neonatal care leave. For example, if a baby needs neonatal care for less than 7 consecutive days.

Employees might instead ask for unpaid time off work to care for this child. This is called ordinary parental leave.

Employers should be flexible and caring towards any parent who has a young child needing hospital care.

[Find out more about ordinary parental leave](#)

## If the baby dies after being in neonatal care

If an employee's child dies, they might still be eligible to take neonatal care leave.

They would be eligible if:

- their child was in neonatal care for 7 consecutive days or more
- they provided notice for neonatal care leave

The neonatal care leave can start the day after the child dies. If other leave has already been booked, for example maternity, adoption or paternity leave, that must be taken first.

This will be in addition to [parental bereavement leave](#).

## Help and support

If employees need support at work, it can help to:

- talk to their manager to see what support or adjustments might be possible
- use their organisation's employee assistance programme (EAP), if there's one available

Employees can also get help and support from the following organisations:

- [Bliss](#) for support and information for parents with a baby in neonatal care, including information on bereavement support
- [Child Bereavement UK](#) if their child or baby dies
- [Cruse Bereavement Support](#) for advice on coping with a death
- [Hospice UK](#) for help talking about dying, death and bereavement
- [Mind](#) for mental health information and support
- [Sands](#) for support following the death of a baby before, during or shortly after birth
- [Sue Ryder](#) for advice on coping with a death

[Find out more about if an employee's child dies](#)

## If an employee has a disrupted adoption

If an employee has a disrupted adoption, they might still be eligible to take neonatal care leave.

They would be eligible if:

- their child was in neonatal care for 7 consecutive days or more
- notice for neonatal care leave was provided

## If an employee's application for a parental order fails

If an employee's application for a parental order fails, they might still be eligible to take neonatal care leave.

They would be eligible if:

- their child was in neonatal care for 7 days or more
- notice for neonatal care leave was provided

## Contact the Acas helpline

If you have questions about neonatal care leave, [contact the Acas helpline](#).

## 5. Pay

Parents who have a baby in neonatal care might be eligible for up to 12 weeks of neonatal care pay. Pay cannot be for less than a full week.

## Entitlement to pay

To be eligible for neonatal care pay, parents must have 26 weeks of continuous service. The 26 weeks must be completed before the 'relevant week'. They must still be in employment in the week before neonatal care starts.

Parents must have earned at least £125 a week on average for 8 weeks before the relevant week.

## Relevant week

The relevant week depends on any other pay a parent qualifies for.

If a parent is also taking statutory maternity or paternity pay, the relevant week is the 15th week before the week the baby is due.

For statutory adoption pay or paternity pay for adoption, the relevant week is when they are notified of being matched with the child.

For any other pay for family leave, the relevant week is the one immediately before the week that neonatal care starts.

## Workers who are not eligible for leave

Someone with the [legal status of worker](#) who is not eligible for neonatal care leave may be eligible for neonatal care pay.

Someone is likely to be legally classed as a worker if most of these things apply:

- their work for the organisation is more casual, for example work is less structured or they do not have a regular working pattern
- they're usually required to personally do the work
- they're not offered regular or guaranteed hours by the employer
- they have very little obligation to make themselves available for work, but should do work they've agreed to
- they're not carrying out work for a client or customer of their own

If most of these do not apply, someone is more likely to be an [employee](#) or [self-employed](#).

Workers who are not eligible for leave could be eligible for neonatal care pay. They should talk to their employer or agency about what they might be eligible for.

## Telling the employer

Parents must provide employers with notice to receive neonatal care pay. When employees tell the employer depends on the tier of leave they are taking.

### Tier 1

For tier 1 leave, pay notice must be given within 28 days starting with the first day that the neonatal care pay is being claimed.

This means parents do not have to give notice for pay at the same time they take leave. This might be helpful for parents who are not sure how long neonatal care will be for.

Parents might give notice for both pay and leave at the same time.

For example, an employee's baby goes into care on 6 April. The first day of the week neonatal care pay is being claimed would be 14 April. The employee should give notice for pay before 12 May.

### Tier 2

Giving notice for tier 2 pay depends on how long the pay is for.



Pay notice for 1 week's leave must be given at least 15 days before the first day.

Pay notice for 2 weeks or more of leave must be given at least 28 days before the first day.

## What employees need to tell their employer

Employees must tell their employer:

- their name
- the date of the child's birth
- the date the child started to receive neonatal care, or each date if the child received neonatal care on 2 or more separate occasions
- the date that the care ended if the child is no longer receiving neonatal care
- if applicable, the date of the child's placement with the adopter or prospective adopter
- if applicable, the date of the child's entry into Great Britain to live with the overseas adopter
- if it is the first time they're requesting neonatal care leave, a declaration that the employee meets the parental relationship criteria
- that during the time the child was in neonatal care, they have cared for or intend to care for the child

Employers should make the process for requesting neonatal care pay clear in contracts or policies.

An employer can make a policy with less complicated requirements for notice.

## 6. Rights during and after leave

By law, anyone with the [legal status of employee](#) is protected whilst on neonatal care leave and when returning to work.

Someone is not likely to be an employee if they're:

- an agency worker
- a casual worker
- on a zero-hours contract

## Protection from dismissal

Employees cannot be dismissed because they:

- planned to take neonatal care leave
- are taking neonatal care leave

## Protection from detriment

An employer must not cause an employee 'detriment' for taking, or planning to take, neonatal care leave.

Detriment means someone experiences one or both of the following:

- being treated worse than before
- having their situation made worse

Examples of detriment could be:

- their employer reduces their hours
- they experience [bullying](#)
- they experience [harassment](#)
- the employer turns down their training requests without good reason
- they are overlooked for promotions or development opportunities

If an employee believes they've experienced detriment because of neonatal care leave, they can raise this with their employer.

It's usually best to first raise the problem informally by [talking with their employer](#).

If this is not possible or it does not resolve the problem, they can [raise a grievance](#). This is where they make a formal complaint to their employer.

If the problem still does not get resolved, they could [make a claim to an employment tribunal](#).

## Returning to the same job

If an employee returns to work after taking only neonatal care leave, they have the right to return to the same job.

Employees might return after taking neonatal care leave with another type of leave. An employee's right to return to the same job as before depends on how much total leave they've taken.

### If an employee has taken 26 weeks or less

An employee has the right to return to the same job if they have taken one of the following:

- 26 or less consecutive weeks of neonatal leave and other periods of statutory leave
- 12 weeks or less of neonatal care and less than 4 weeks of [ordinary parental leave](#)

### If an employee has taken more than 26 weeks

Employees have the right to return to their job on the same terms as before they left if they have taken more than 26 weeks leave. This includes neonatal leave and other periods of statutory leave.

If there have been significant changes to the organisation, they might be offered a similar job. In that case they have the right to return to a job that is suitable, appropriate and on the same terms.

For example, it must have the same:

- pay
- benefits
- holiday entitlement
- seniority
- location

## Getting legal advice

The law on returning to the same job can be complicated. It's important for employers to understand their legal responsibilities. If it is not clear whether employees have the right to return to the same job, it can be a good idea to [get legal advice](#).

## Protection from redundancy

An employee's role is protected while they are on neonatal care leave. A role cannot be selected for redundancy because the person:

- has taken neonatal care leave
- plans to take neonatal care leave

If the employee has taken 6 consecutive weeks of neonatal leave they will have additional protection from redundancy.

This redundancy protected period is for:

- 18 months from birth for birth parents and intended parents in a surrogacy
- 18 months from the day the child is placed for adoption
- 18 months from the day the child enters Great Britain for overseas adoptions

Employees are entitled to be offered suitable alternative roles that are available:

- when they are on a period of neonatal care leave
- during the redundancy protected period if they have taken 6 consecutive weeks or more of neonatal care leave

[Find out more about redundancy protection for pregnancy and new parents](#)

Name	Job	Training	Provider	Completed	Notes	Cost
Alex Robins	General Manager	Equality at work: intro to UK discrimination laws	Bright HR	30/05/2025	3 year renewal	
Alex Robins	General Manager	Health and safety awareness	Bright Safe	09/06/2025	2 year renewal	
Alex Robins	General Manager	How to prevent sexual harassment	Bright hr	30/05/2025	1 year renewal	
Alex Robins	General Manager	Duty to Manage Asbestos	NATAS	10/03/2025		£60
Amy Stanton Hogg	Marketing Manager	How to prevent sexual harassment	Bright HR	14/05/2025	1 year renewal	
Amy Stanton Hogg	Marketing Manager	Lone working	Bright Safe	21/05/2025	3 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Fire resistance in buildings	Bright Safe	12/03/2025	1 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Fire Safety Awareness & Warden Duties	Bright Safe	12/03/2025	1 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Health and safety awareness	Bright Safe	12/03/2025	2 year renewal	
Ben Crane	Facilities and Open Spaces Manager	How to prevent sexual harassment	Bright hr	12/03/2025	1 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Legionella awareness	Bright Safe	12/03/2025	3 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Lone working	Bright Safe	12/03/2025	3 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Understanding GDPR	Bright hr	12/03/2025	3 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Working at height	Bright Safe	12/03/2025	2 year renewal	
Ben Crane	Facilities and Open Spaces Manager	Duty to Manage Asbestos	NATAS	12/03/2025		£60
Rita Tong	Executive Officer	IOSH	IOSH	07/03/2025		£120
Sarah Moore	Admin Manager	Legionella awareness	Bright Safe	23/06/2025	3 year renewal	
Sam Jolliffe	Duty Manager	Food Allergy Awareness	Bright Safe	04/03/2025	3 year renewal	

### Staff Appraisal Form

Employee's name:	
Job title & department:	
Appraiser's name:	
Date of appraisal:	

#### Instructions

- Section A – Employee to complete prior to appraisal
- Section B – Line Manager to complete prior to appraisal
- Section C – Employee and Line Manager to complete at appraisal

The **Council's Vision** for Fleet statement:

*A welcoming, sustainable, inclusive and environmentally ambitious town, looking to the future with a strong, healthy, active and diverse community, which responds positively to change.*

Fleet Town Council can support the Vision for Fleet by:

- Supporting young people.
- Supporting the vulnerable and elderly.
- Providing ambitious opportunities for recreation, culture and wellbeing.
- Being environmentally conscious and promoting green initiatives.
- Developing engagement and information sharing.
- Promoting a safer environment for residents and businesses.
- Generating wider social value for the town through community partnerships.
- Delivering strong governance, effectiveness and improved facilities.

The **Council's Values** are:

Members of Fleet Town Council are committed to:

- Conducting business in an **apolitical** way.
- Making decisions **collectively**.
- **Communicating** openly and **listening**.
- Caring for the **environment**.
- Being **financially responsible**.
- Being **inclusive**.
- Acting with **integrity**.
- Being **transparent**.

## Section A – Employee Form

Please complete the grid below **before your appraisal**. Your self-evaluation will be discussed with your line manager during your appraisal.

### Achievements

*What do you consider to be your main achievements over the past 12 months?*

### Review

*Has the past 12 months been good / bad / satisfactory for you? Why?*

*What do you like and dislike about working for Fleet Town Council?*

*What elements of your job interest you the most? The least?*

<b>Skills and Experience</b>
<i>What skills and experience have you gained over the last 12 months?</i>
<i>What sort of training or experiences would benefit you in the upcoming year?</i>

<b>Feedback for my Line Manager</b>
<i>My Line Manager could help me in my role and career at Fleet Town Council if they would:</i>
Stop
Start
Continue

## Section B – Employer Form

### One Council Focus

*Dedicated to working for the Council as a whole; puts in the effort to help achieve the Council's goals; engages with processes such as 1:1s, team and staff meetings*

### Customer Focus

*Acts with customers in mind, excellent customer service, meets customers' needs, maintains positive relationships*

### Teamwork

*Tactful, supportive, maintains a harmonious workspace and positive relationships with staff and partners, shares information, seeks to collaborate where possible to benefit the organisation overall.*

### Takes Responsibility

*Care is taken to ensure work is accurate and timely, aims for excellence, deals well when things don't go to plan and learns from that.*



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<b>Problem Solving</b>
<i>Explores solutions to problems, acts on own initiative, encourages others to consider options, applies knowledge and best practice to solve problems.</i>

<b>Communication Skills</b>
<i>Communicates effectively, openly and appropriately, relates to people, listens to suggestions, speaks and writes well.</i>

## Section C - Annual Appraisal Meeting

### Job Description

*Are there any major changes required to the current job description?*

### Review of past year's performance

*Discussion on the key areas of the job and a summary of achievements against the appraisal objectives that were agreed last year.*

Objectives	Rating	Comments

#### Rating

- 1 = Not attempted
- 2 = Attempted, not achieved
- 3 = Achieved in part
- 4 = Achieved in full

### Objectives for next year

*Discuss and agree objectives for the following year that:*

- *Link to your job role.*
- *Help achieve the Council's Vision for Fleet.*
- *Contribute to an improvement in the Council's operations, e.g. financial efficiency, better ways of team working, improved communications as a whole organisation*
- *Are Specific, Measurable, Achievable, Relevant and Timely.*

Objective 1:

Objective 2:

Objective 3:

Objective 4:

Objective 5:

**Health, safety and wellbeing**

*This section should record any other points raised at the appraisal meeting regarding health and safety concerns or suggestions, and well-being considerations.*

**Employee Final Comments****Line Manager Final Comments**

Employee's signature:	
Appraiser's signature:	
Date:	
You will be provided with a copy of this completed form.	

Attachment:

- Your Job Description