

TRAFFORD COUNCIL

Report to: Employment Committee
Date: 5 September 2022
Report for: Information and approval
Report of: Angela Beadsworth, Interim Director of Human Resources

Report Title

Cadet Leaders Leave

Summary

This report proposes that we provide staff who undertake the Voluntary role of Cadet Leader with 10 days of paid special leave per annum

Recommendations

Note the contents of this report and support the provision of 10 days of special leave for staff who are Cadet Leaders.

Relationship to Corporate Priorities	This report doesn't directly align with one of the council's Corporate Priorities
Relationship to GM Policy or Strategy Framework	Supports the Armed Forces Covenant.
Financial	Additional paid leave for employees who are cadet leaders as outlined in the body of the report.
Legal Implications	None.
Equality/Diversity Implications	None.
Sustainability Implications	None.
Carbon Reduction	None.
Staffing/E-Government/Asset Management Implications	Being a supportive employer offering leave for more types of public commitments, will make us more attractive and may improve retention rates.
Risk Management Implications	None.
Health & Wellbeing Implications	Volunteering is one of the ways to enhance well-being and providing paid leave supports staff to balance their commitments.
Health and Safety Implications	None.

Summary of key stakeholders involved in report production:

Name: Vicky Davidson and Kate Sturman

Extension: x 1291

1. Background

- 1.1 Trafford has a Special Leave for Public Duties policy, which has been in place for many years - it gives provision for staff to take paid leave for the following activities: Magisterial duties; Member of another Local Authority or Health Authority; School/College Governing Body, and attending court. Most recently as part of the work of the Trafford Armed Forces Community Covenant, the Council introduced a Reservist policy.
- 1.2 In more recent years we added to our offer around support for our Armed Forces and Policing partners. As a result of this it includes provision for Reservists and Special Constables to take up to 10 days' special leave for duties and training activity.

2. Commitment to support the Armed Forces

- 2.1 We have a proud history of working with the Armed Forces Community and we show our commitment to support via the Armed Forces Covenant. In 2019 we submitted for and were successful in achieving the Defence Employer Recognition Scheme's Gold Award which is the highest level.
- 2.2 There are various criteria for the award and one area which we agreed to explore was providing paid leave to any employees who volunteer as a Cadet Leader. Since we achieved the award in 2019, the criteria for the Gold award has increased, together with a variety of new criteria - Adult Cadet Leaders paid leave is now an essential part of the application.
- 2.3 As an existing Gold award holder we can expect to be monitored on our Armed Forces Covenant pledges by the Ministry of Defence account holder for the North West without prior notice by 2023. Also, we will be reapplying for the award in 2023 and so we will need to be able to meet this criterion for our application to be successful.

3.0 Cadet Leaders

- 3.1 Cadet forces are voluntary youth organisations which offer challenging and enjoyable activities for young people and prepare them to play an active part in the community while developing valuable life skills. The cadet forces are based on the traditions, values, and standards of their parent Service but they are not part of the Armed Forces.
- 3.2 The cadet forces comprise of the:
 - Sea Cadet Corps
 - Volunteer Cadet Corps
 - Combined Cadet Force
 - Army Cadet Force

- Air Training Corps

- 3.3 The cadet forces could not exist without the support of adult volunteers who help train cadets, run meetings, activities, and events. Like cadets, adult volunteers can also gain nationally recognised qualifications up to the equivalent of a Master's degree. So developmentally it is great for our employees as staff undertaking this role will have enhanced skills.
- 3.4 Cadet Leaders are expected to undertake 25 volunteer days a year in total - this is the minimum and many do more. They tend to support 1 or 2 nights a week. They also have 2 camps each year - the Annual Camp which can be 10-14 days and Easter Camp which can be 4-5.
- 3.5 Within Trafford we have Sea, Army and Air Training Cadet groups. We are not aware that we currently have any staff who are Cadet Leaders from intelligence provided by our Armed Forces Lead Officer. However, that may change over time.

4.0 Special leave

- 4.1 In order to meet the revised criteria for the Gold award we must offer a minimum of 5 days' paid leave to staff who are Cadet Leaders.
- 4.2 Consideration has been given to an appropriate level of leave. The level of volunteering commitment for this role is comparable with that of Reservists and Special Constables. So, it is suggested that we offer 10 days of leave.
- 4.3 We will amend our Special Leave for Public Duties Policy to incorporate this change and add in an additional leave code in the HR System - ITrent so that staff could request leave using the same process for other Public Duty leave.

5. Recommendations

- 5.1 It is recommended that Employment Committee support the introduction of 10 days of paid leave for any staff who are Cadet Leaders.