

Adur and Worthing Councils

Child Care Subsidy

Purpose of the scheme

To provide financial help to those employees with pre-school age children (up to age 3) who might otherwise not be able to continue/return to work because of child care responsibilities.

Scale of allowances

A maximum of **£41.41** per week, or if there are two children up to a maximum of **£78.68** per employee is payable based on a 37 hours week. Payment will be calculated against either the actual hours worked or the hours the child is in childcare whichever is the lesser amount. The calculation is as follows:

$$\frac{\text{Total hours worked OR in childcare} \times \text{£weekly rate } (\mathbf{£41.41} \text{ as at } 01.04.12)}{37 \text{ hours}}$$

If employees take any holidays or have sick leave the subsidy will be paid for the hours the child would usually be in childcare.

The subsidy will be paid for bank holidays, where the payment is required by the child care provider. The employee will be required to provide proof.

The level of allowances will be reviewed annually to reflect inflation. Allowances are only payable until the child reaches 3 years of age.

Who can apply?

Both women and men in receipt of a salary not exceeding spinal column point 28.

The determination of applications for the childcare subsidy, which is at the Council's discretion, will be decided jointly by the relevant Executive Head of Service and the Human Resources Manager.

Each case will be judged on its merits, having regard to the criteria below. Where there is uncertainty about an employee's eligibility, the case may be submitted to the Human Resources Manager who may seek advice from the Human Resources Working Group.

Criteria

Must be spinal column point 28 or under and the following factors will also be taken into consideration:

- a. Whether the employee has sole or main responsibility for his/her children
- b. The employee's salary
- c. Whether the employee comes within the categories of people who are underrepresented within the Council's workforce.
- d. Budgetary constraints

How is the subsidy claimed?

Employees should apply to Human Resources for approval to claim the subsidy using Form CS1. Forms must be accompanied by proof of payment to a registered childminder or a registered nursery. Employees must keep proof of payments made e.g. receipts, which will be examined on a quarterly basis or at any time Human Resources require.

Employees must notify Human Resources as soon as possible if their circumstances alter, which may affect their eligibility. Failure to do so will render an employee liable to appropriate action which may include immediate cessation of the subsidy, repayment of the subsidy and disciplinary action.

How is the subsidy paid?

The subsidy is included in the monthly salary payment. Childcare subsidies are currently subject to Income Tax and National Insurance deductions, but not currently pensions. The allowance will continue to be payable for periods of absence due to sickness and will be linked to the period of paid sickness entitlement, with the Management Team reserving the right to review each case on its individual merits, if appropriate.

Reservation of a nursery place

Where it is necessary for an employee (on spinal column point 28 or under) to reserve a place in a nursery (pending an employee's return from maternity leave) by paying a proportion of the fees until the place is taken up the employee may request financial assistance from the Council.

The Council will pay the necessary reservation fees up to a maximum of **£41.41** per week or if two children **£78.68** per week subject to the following conditions:

- a. The employee will repay the Council in full all reservation fees if the place is not taken up.
- b. Where the place is taken up but the employee leaves the Council or ceases to use the place within 15 months of the return to work the employee will repay to the Council the whole amount subject to the sum being reduced by 1/12th for each completed calendar months service beyond three months.
- c. Employees will be required to sign an undertaking to this effect which will authorise the Council to deduct an amount equal to the sum due from any salary payments or as a lump sum prior to the employee leaving the Council's service.

General

The Council reserves the right to review the provisions of the scheme, amend the criteria for eligibility and method of payment as necessary.

Claimants will be given reasonable notice (at least three months) of any changes to the scheme which would result in a financial detriment.

Employees with any queries regarding the scheme should contact
Human Resources

Revised April 2012