

Reference no.: 16-013

4 August 2016

REQUEST FOR INFORMATION – *Information relating to shared parental leave*

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 25 July 2016, in which you asked for the following information:

Can tell me since April 2015 how many employees have requested/taken Shared Parental Leave within your organisation. This includes those who have requested but are yet to take the period of leave.

In your follow-up email of 29 July 2016 you asked:

Is it possible to expand my request?

Last year I was provided with copies of your maternity, adoption and shared parental leave policies. Having reviewed those you were offering enhanced pay for qualifying staff for maternity and adoption leave but only statutory pay for shared parental leave. Is that still the case? Or has your shared parental leave policy been revised since last year?

Response

Please find below the Museum's response to your request.

Between 01 April 2015 and 30 June 2016 we received three requests for Shared Parental Leave.

No amendments have been made to the Museum's Maternity, Adoption, or Shared Parental Leave policies in the last twelve months.

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to the Director Finance and Corporate Resources at the following address:

Mr. Neil Wicks

Director of Finance and Corporate Resources
Amgueddfa Cymru – National Museum Wales
Cathays Park
Cardiff
CF10 3NP

When dealing with any concerns, we will follow the principles of the National Museum of Wales's Code of Practice on Complaints, which is available on our website at <https://museum.wales/freedom-of-information/publications-scheme/>

Internal review requests should be submitted within two months of the date of receipt of the response to your original letter.

You also have the right to complain to the Information Commissioner's Office (ICO) if you are not content with the outcome of your complaint or review. Generally, the ICO will not make a decision unless you have exhausted the complaints procedure provided by the Museum.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine Cabuts
Museum Secretary