

Decision under Delegated Powers

Officer Making the Decision

Chief Executive (Head of Paid Service)

Recommendation

That one additional day of annual leave be granted to all staff (pro-rated for part-time staff) employed by the Council on 31st May 2022, for the 2022/23 leave year only on a one-off basis.

Reason

To recognise the commitment of the Council's workforce during two years of the Covid-19 pandemic and to support their health and wellbeing.

Authority for Decision

The Chief Executive, as head of paid service, has the following delegated authority within the Constitution:

Subject to the Officer Employment Procedure Rules and to any right of appeal which may be applicable, to undertake staff management, disciplinary and capability matters and dismissal, including the application of staffing related policies, the exercise of discretion in the application of those policies and the settlement of employee claims against the Council, except insurance claims.

Decision and Date



Robert Mitchell (he, him, his)
Chief Executive

10th May 2022

Background

The Council's Senior Leadership Team consider that to recognise the hard work and support given by the Council's workforce during the Covid-19 pandemic it would be appropriate to grant staff an additional day of annual leave on a one-off basis for the 2022/23 leave year. The proposal also

supports our work to be an employer of choice and our health and wellbeing agenda. This will be pro-rated for part-time staff.

The Leader and Deputy-Leader have been consulted and support the proposal.

For clarification, there will be no change to the carry-forward arrangements at the end of the year - the additional leave will need to be taken in the 2022/23 leave year.

Comments from HR

HR Adviser: Anna Cairns (6/5/22)

This is a Chief Executive decision which is outside of any CBC Policies and Procedures. This will require iTrent adjustments to ensure it is added to the system and pro-rata for part-time staff.

Financial Implications

There will be no significant budgetary effect on the Council as staff will not be receiving any additional salary payments.

Risk Management

No specific risks have been identified with this decision.

It is anticipated that there will be no significant impact on service provision as the leave will need to be approved by managers in the normal way, including ensuring that service delivery is not affected.

Key Decision: No

Background Papers: None