

# OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



## TO BE UPLOADED TO THE E-MEETINGS MANAGER

<b>Date:</b> 23 <sup>rd</sup> April 2020	<b>Ref No:</b> LR045
<b>Type of Operational Decision:</b>	
<b>Executive Decision</b> <input type="checkbox"/>	<b>Council Decision</b> <input type="checkbox"/>
<b>Status:</b>	
<b>Title/Subject matter:</b>	
The Working Time (Coronavirus) (Amendment) Regulations 2020 and subsequent changes to annual leave arrangements/banking leave scheme.	
<b>Budget/Strategy/Policy/Compliance</b> – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Suspension of Banking Leave arrangements
(iii) not raising new issues of Policy	As above
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	
<b>Details of Operational Decision Taken</b> <i>[with reasons]</i> :	
<b>Decision taken:</b>	
<ol style="list-style-type: none"> <li>1. That employees from priority 1 services (or those redeployed into priority 1 services), who have been unable to take leave due to the need to remain in the workplace to provide essential services due to the coronavirus pandemic, to be able to carry over up to 20 days untaken annual leave to be used across the next two annual leave years (2020/2021 and 2021/2022).</li> <li>2. That 3 days of this leave can be carried over in the normal way in accordance with our local arrangements, with up to 17 more additional days recorded separately to ensure that leave is taken within the 2 year period specified.</li> <li>3. That the Banking of Leave scheme be 'suspended' in order to avoid uncontrollable amounts of stored up leave for longer than the 2 years in these regulations. Employees</li> </ol>	

who currently have 'banked leave' will still be able to book and use this leave in the usual way until it is all used.

4. If an employee leaves the Council and has leave carried over due to the coronavirus, this leave be paid for upon termination of employment.

More detail in the attached report:



Coronavirus and  
Annual Leave - Temp

<b>Decision taken by:</b>	<b>Signature:</b>	<b>Date:</b>
Director or Chief/Senior Officer		23.04.2020
<b>Members Consulted [see note 1 below]</b>		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

**Notes**

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**