

Record of Officer's Decision

The Openness of Local Government Bodies Regulations 2014 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Date of Decision:	28 June 2021
Decision Maker (Officer):	Anastasia Simpson
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>Part 3.16-8 of the Council's Constitution sets out the delegated powers to and from the Human Resources and Council Tax Committee:</p> <p>The discharge of the following Part II – miscellaneous functions as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended), and as detailed in Appendix 1 to Part 3 of the Constitution includes the power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal), delegated to the Human Resources and Council Tax Committee.</p> <p>Further delegation (Part 3.18) Assistant Director for Partnerships) in consultation with the Chief Executive to authorise minor amendments to Human Resources Policies and Procedures necessary as a result of legislation, national guidance or best practice.</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	Not Applicable
Ward Member(s) consulted?	Not Applicable
Is it a Key Decision?	Not Applicable as this decision relates to a Non-Executive Function.
Is it subject to call-in?	Not Applicable as this decision relates to a Non-Executive Function.
Decision Made:	That the Assistant Director of Partnerships in consultation with the Chief Executive approves for adoption with immediate effect :-

	<ul style="list-style-type: none"> • Updated Sickness Absence Management Policy & Procedures, with consequential updates to relevant sections of other Council Policies and Procedures in relation to Sickness Absence Management, including the Staff Handbook.
<p>Reason for Decision (if a report was produced to support the Decision, refer to or attach it):</p>	<p>The purpose of the review of the Council’s Sickness Absence Management Policy and Procedures is principally to reflect changes of procedure in accordance with ACAS, employment legislation and the TDC Constitution (regarding delegated powers).</p> <p>The revised Sickness Absence Management Policy and associated Procedures provide both employees and managers with a robust framework for managing sickness absence.</p>
<p>Highlight any associated risks/finance/legal/equality considerations:</p>	<p>This update to the Sickness Absence Management Policy and Procedures contributes to upholding the values as outlined in our Corporate Plan 2020-2024, as follows:-</p> <ul style="list-style-type: none"> • Innovative, flexible, professional staff committed to delivering excellence; • Recognising and supporting the diversity and equality of individuals. <p>Following the draft report being agreed at the HR and Council Tax Committee Meeting on 21st October 2020, the union (Unison) has requested a minor amendment as follows:-</p> <p>3 or more episodes of absence in a rolling 12 month period and/or (to be removed)</p> <p>The Trigger Points will now read as follows:-</p> <ul style="list-style-type: none"> • Absences in a short period warranting immediate action, e.g. 3 episodes or 6 working days in 6 months, and or • 10 working days of absence in a rolling 12 month period. <p>No other objections were raised to these changes.</p> <p>The Council has a duty to ensure its Sickness Absence Management Policy and Procedures are compliant in accordance with employment law and</p>

	best practice in line with ACAS guidance, to avoid possible legal challenge.
Details of any Alternative Options Considered and rejected (together with reasons):	N/A
Details of any declarations of interest (by Portfolio Holder/Committee Chairman who was consulted by the officer, which related to the decision) If relevant, a note of the dispensation granted by the Monitoring Officer:	N/A
Reason Decision, or supporting Report, is not published: <i>Tick one or more of the specific exemptions,</i> <u>and</u> <i>Give more information in the final box with regards to why the exemption applies and outweighs the public interest test (which is in favour of disclosure).</i>	<input type="checkbox"/> Not applicable – Decision [and report] to be published
	<input type="checkbox"/> If Report is not to be published – tick one of the following boxes:
	<input type="checkbox"/> The report supporting the Decision contains confidential information
	<input type="checkbox"/> The Report supporting the Decision falls within an exemption pursuant to Schedule 12A of the Local Government Act 1972 Information:
	<input type="checkbox"/> <ul style="list-style-type: none"> • Relates to an individual
	<input type="checkbox"/> <ul style="list-style-type: none"> • Likely to reveal the identity of an individual
	<input type="checkbox"/> <ul style="list-style-type: none"> • Relating to financial or business affairs of a person or organisation
	<input type="checkbox"/> <ul style="list-style-type: none"> • Relates to a claim for legal professional privilege in legal proceedings
	<input type="checkbox"/> <ul style="list-style-type: none"> • Reveals that the Council proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or to make an order or direction under any enactment
	<input type="checkbox"/> <ul style="list-style-type: none"> • Relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
<u>And</u> is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the	

	exemption outweighs the public interest in disclosing the information Reasons:
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Officers

Signed: *Anastasia Supsa*

Title: Assistant Director, Partnerships

Date: 28 June 2021