

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:	20 th March 2023
Decision Maker (Officer):	Anastasia Simpson
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>Part 3, Schedule 3 – Responsibility for Executive Functions delegated to Officers paragraph 4.3 (1) – the Corporate Director has delegated authority to discharge executive functions within their respective service areas (Part 3.38). All delegations are subject to consultation where considered appropriate in the circumstances (paragraph 4.3 (4)(ii) – Part 3.39).</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?	Agreement of the Chair of the HR and Council Tax Committee will be sought.
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:	To update the 'Leave Arrangements for Employees Policy' and the 'Staff Handbook' in line with the Assistant Director, Partnerships delegated authority (as detailed above) to delete any reference to the Working Time (Coronavirus) (Amendment) Regulations 2020, laid before Parliament on 27 March 2020 introduced a result of the COVID-19 pandemic, whereby, employees who were unable to take their full statutory leave entitlement were able to carry forward the untaken

	amount into the following 2 leave years. The 2-year period has now expired.
Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	To ensure the Council complies with its statutory obligations around working time.
Highlight any associated risks/finance/legal/equality considerations:	No specific risks have been identified.
Details of any Alternative Options Considered and rejected (together with reasons):	Not Applicable
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:	Not Applicable
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>	Not applicable – Decision [and report] to be published
	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"/> • Relates to an individual
	<input type="checkbox"/> • Likely to reveal the identity of an individual
	<input type="checkbox"/> • Relating to financial or business affairs of a person or organisation
	<input type="checkbox"/> • Relates to a claim for legal professional privilege in legal proceedings
<input type="checkbox"/> • 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
		<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
	<p><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</p> <p>Reasons:</p>	

Officer

Signed: *Anastasia Supsa*

Title: Assistant Director, Partnerships

Date: 20th March 2023