



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:	16 October 2024
Decision Maker (Officer):	Anastasia Simpson, Assistant Director (Partnerships)
Authority for Delegated Decision (Cabinet/Committee Decision or Scheme of Delegation – provide reference):	<p>Part 3, Schedule 3 – Delegation of Executive Functions delegated to Officers 4.4 (1) – the Assistant Director has delegated authority to discharge executive functions within their respective service areas.</p> <p>The Assistant Director (Partnerships) has delegated authority to discharge executive functions within their respective service areas (Part 3.39).</p>
Identify which Portfolio Holder(s)/Committee Chairman consulted?	N/A
Ward Member(s) consulted?	N/A
Is it a Key Decision?	No
Is it subject to call-in?	No
Decision Made:	<p>To continue to offer to staff reimbursement (<i>to offer eligible staff*</i>) for the costs for the flu vaccination, in line with our employee well-being programme.</p> <p>Staff will arrange their own vaccination via their provider and then submit a request for reimbursement. The current cost for the vaccination is around £21.95.</p> <p><i>*This benefit is only available to permanent and temporary staff, including apprentices, who do not currently receive a free NHS flu vaccination from their health care provider.</i></p>

Reason for Decision (if a report was produced to support the Decision, refer to or attach it):	This supports and forms part of the employee wellbeing programme we offer to our staff.
Highlight any associated risks/finance/legal/equality considerations:	Having staff vaccinated will work in keeping short-term sickness at a lower level over the winter months.
Details of any Alternative Options Considered and rejected (together with reasons):	In previous years clinics have been set up at Town Hall for staff to receive their vaccination directly from a vaccination team. Due to officers now working in a more hybrid manner it has been necessary to change the approach; and this has again been considered the best option.
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>	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:
	<ul style="list-style-type: none"> • Relates to an individual
	<ul style="list-style-type: none"> • Likely to reveal the identity of an individual
<ul style="list-style-type: none"> • Relating to financial or business affairs of a person or organisation 	
<ul style="list-style-type: none"> • Relates to a claim for legal professional privilege in legal proceedings 	
<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 	

		<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>

Officers

Signed: *A Simpson*

Title: Assistant Director, Partnerships

Date: 18/10/2024

In consultation with:

Signed: **Portfolio Holder For Housing**

Signed: **Section 151 Officer (if required)**

Signed: **Monitoring Officer (if required)**

Dated:

