



**Committee:** PERSONNEL COMMITTEE  
**Date:** MONDAY, 6 JULY 2020  
**Venue:** THIS WILL BE A VIRTUAL MEETING  
**Time:** 6.10 P.M.

## A G E N D A

1. **Apologies for absence**

2. **Minutes**

Minutes of meeting held on 3 June 2020 (previously circulated).

3. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **Items of Urgent Business authorised by the Chair**

5. **COVID-19 Crisis - Staff Recognition (Pages 3 - 4)**

Report of the Chief Executive (report published on 2<sup>nd</sup> July 2020).

## ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Oliver Robinson (Chair), Phillip Black (Vice-Chair), June Greenwell, Caroline Jackson, Erica Lewis, Cary Matthews and David Whitworth

**(ii) Substitute Membership**

Councillors Roger Dennison (Substitute), Andrew Gardiner (Substitute), Jake Goodwin (Substitute), Mandy King (Substitute), Joyce Pritchard (Substitute), Jason Wood (Substitute), Peter Yates (Substitute) and Joanna Young (Substitute)

**(iii) Queries regarding this Agenda**

Please contact Stephen Metcalfe, Democratic Services - email [sjmetcalfe@lancaster.gov.uk](mailto:sjmetcalfe@lancaster.gov.uk).

**(iv) Changes to Membership, substitutions or apologies**

Please contact Democratic Support email [democraticsupport@lancaster.gov.uk](mailto:democraticsupport@lancaster.gov.uk).

KIERAN KEANE,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER, LA1 1PJ

Published on Friday 26 June, 2020.

**PERSONNEL COMMITTEE****COVID – 19 Crisis; Staff Recognition****6 July 2020****Report of the Chief Executive****PURPOSE OF REPORT**

To consider a proposal to grant two extra days' leave to all staff (as a discretionary non contractual benefit) for the reasons set out in the report.

**This report is public.**

**RECOMMENDATION**

- (1) To approve the proposal that that two extra days' leave is granted to all staff (as a discretionary non contractual benefit). This would be pro-rata to regular hours worked and that it will be taken by March 2022.

**1.0 Introduction**

- 1.1 Since the start of the Covid crisis our staff have played such a key role in delivering on our three key aims of supporting vulnerable people, supporting businesses and delivering frontline services. In addition, staff have proven to be highly adaptable with over three hundred colleagues having taken up temporary roles to respond to the immediate needs of the community.
- 1.2 For some this has involved maintaining services on the front line for which there has been some modest temporary financial recognition for three months but that will draw to a close as we move to a new phase and we are mindful of the financial demands on the Council.
- 1.3 For the majority of staff, change has meant rapidly adopting to working from home, becoming familiar with new communications technology and adapting to new roles.

**2. Proposal**

- 2.1 It is intended, in particular, to recognise the positive spirit, flexibility and sheer hard work the staff have put in during the last 14 weeks or so.
- 2.2 We appreciate that it would be complicated and too high a burden to provide some form of financial recognition across our whole staff base. Having taken soundings it is felt that recognition in the form of granting extra leave would be appropriate and envisage this gesture would be appreciated by staff.

2.3 The proposal is that two extra days' leave is granted (as a discretionary non contractual benefit). This would be pro-rata to regular hours worked and that it can be taken by March 2022 so as not to add to the likely bow wave of leave taking that is likely to emerge in the next few months. In consultation with colleagues it is felt that these absences can be managed operationally over the period.

**3.0 Conclusion**

3.1 The Personnel Committee is asked to approve the proposal that that two extra days' leave is granted (as a discretionary non contractual benefit). This would be pro-rata to regular hours worked and that it will be taken by March 2022.

<b>CONCLUSION OF IMPACT ASSESSMENT</b> <b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>  No impact.	
<b>LEGAL IMPLICATIONS</b>  This discretionary benefit would not form part of an employees contract of employment.	
<b>FINANCIAL IMPLICATIONS</b>  The award of two extra days leave to all staff is not envisaged to cause operational difficulty and can therefore be managed from within existing resources.	
<b>OTHER RESOURCE IMPLICATIONS</b>  <b>Human Resources:</b> As set out in the report.	
<b>SECTION 151 OFFICER'S COMMENTS</b>  The s151 officer has been consulted and has no further comments to add.	
<b>MONITORING OFFICER'S COMMENTS</b>  Whilst this will be a non-contractual discretionary benefit, the current annual leave policy does not allow for officers to give such benefits and therefore the determination lies within the terms of reference of this Personnel Committee.	
<b>BACKGROUND PAPERS</b>	<b>Contact Officer:</b> Kieran Keane <b>Telephone:</b> 01524 582501 <b>E-mail:</b> <a href="mailto:chiefexecutive@lancaster.gov.uk">chiefexecutive@lancaster.gov.uk</a>