

# **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>
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No impact.

<b>LEGAL IMPLICATIONS</b>
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This discretionary benefit would not form part of an employees contract of employment.

<b>FINANCIAL IMPLICATIONS</b>
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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>
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**Human Resources:**  
As set out in the report.

<b>SECTION 151 OFFICER'S COMMENTS</b>
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The s151 officer has been consulted and has no further comments to add.

<b>MONITORING OFFICER'S COMMENTS</b>
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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>
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