

<b>SUBJECT:</b>	<b>STAFF RECOGNITION – COVID-19</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE</b>
<b>REPORT AUTHOR:</b>	<b>CHIEF EXECUTIVE</b>

## 1. Purpose of Report

- 1.1 The purpose of this report is to recognise our staff and seek approval to award all employees an additional annual leave day.

## 2. Background

- 2.1 During the COVID-19 pandemic our priority has been to support our residents and businesses to help keep our City safe and ensure that we continue to deliver essential services.

The Council has dealt with the crisis as a One Council team in a very proactive and innovative way. The way in which our employees have worked together and responded to working differently and flexibly has been incredible.

We would like to thank our employees who have been working extremely hard to keep services going and meet the challenges that we have faced.

## 3. Proposal

- 3.1 In recognition of these challenging times it is proposed to implement one day's additional annual leave to be awarded to all employees.
- 3.2 This is as a thank you for all of their hard work and commitment in these difficult times.

## 4. Strategic Priorities

### 4.1 High performing services

This recommendation supports the health and wellbeing of our employees in line with our People Strategy action plan.

## 5. Organisational Impacts

### 5.1 Finance

There are no financial costs identified. Managers would need to consider approval in accordance with service needs.

## 5.2 Legal Implications including Procurement Rules

There are no legal implications arising from this report.

## 5.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

There are no equality issues identified arising from this report.

## 5.4 Human Resources

Human Resources would allocate an additional day's leave to all employee's personal leave years. For part time staff this would be on a pro rata basis based on the number of their contracted hours.

## 6. Risk Implications

6.1 There are no risk implications arising from this report.

## 7. Recommendation

7.1 It is recommended that Executive consider and approve the additional day of annual leave for all employees.

**Is this a key decision?** No

**Do the exempt information categories apply?** No

**Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?** No

**How many appendices does the report contain?** None or insert number

**List of Background Papers:** None

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