

REMUNERATION COMMITTEE – 9 SEPTEMBER 2014.

CHANGES TO DELEGATED DECISIONS ON EXTENDING HALF SICK PAY AND UNPAID LEAVE.

Report by Chief Human Resources Officer

Introduction

1. Currently under the Constitution the Chief Executive and Chief Officers have the delegated authority to decide on any requests to approve extension of half sick pay (for a period not exceeding the equivalent period of half pay already received) and to grant unpaid leave up to twelve months. It is not proposed to change this arrangement.
2. Where requests are received which go beyond these parameters currently a report is required for Remuneration Committee approval.
3. The current report seeks to change this delegated authority so that in cases which seek to go beyond the delegation set down in the Constitution the decision no longer rests with Remuneration Committee but will fall to the relevant Strategic Director, Chief HR Officer and Chief Finance Officer.

Reasons for Change.

4. Requests for extensions to half sick pay and extended unpaid leave are relatively unusual. Records show that since January 2012 there have been two agreements to unpaid leave in excess of one year, and one agreement to extend half sick pay (excludes schools).
5. However, when requests are received a response is often required quite promptly – either because a sick employee needs to know where they stand financially or because an employee needs to confirm arrangements, for example, in enrolling for a qualification course. When there is no Remuneration Committee planned due to lack of pressing business a meeting has to be convened specially to deal with such requests, or we pursue the option of using delegated powers of the Leader of the Council and the Chief Executive.
6. Neither convening a special meeting nor referral of individual cases to the Leader and Chief Executive seem to be proportionate methods of dealing with this type of request.
7. It is, therefore, proposed to revise the Constitution at the next opportunity to delegate these decisions to be agreed by the relevant Strategic Director, Chief HR Officer and Chief Finance Officer.

8. Elected members could, if they wish, seek to receive a regular report on the decisions taken under the new delegated powers to monitor how these powers are being operated.

Financial and Staff Implications

9. There are no financial implications arising directly from this proposal.

Equalities Implications

10. There are no equality implications arising directly from this proposal. The inclusion of the Chief HR Officer and Chief Finance Officer will ensure consistency of approach.

RECOMMENDATION

11. **The Remuneration Committee is RECOMMENDED to ask the Solicitor to the Council to amend the Constitution at the next opportunity to delegate to the relevant Strategic Director, Chief HR Officer and Chief Finance Officer the authority to decide on requests from employees to extend half sick pay (for a period not exceeding the equivalent period of half pay already received) and to extend unpaid leave beyond twelve months.**

**STEVE MUNN
CHIEF H.R. OFFICER**

Background papers: The Council's Constitution Part 7.3, Section 4.2.

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