

### EXECUTIVE DECISION RECORD

<b>A1</b> Service Area	Chief Executive
<b>A2</b> Title	Covid-19 Payment Scheme
<b>A3</b> Decision Taken By	Leader/ Chief Officer <i>(please delete as appropriate)</i>
<b>A4</b> Chief Officer	Please print name: Andy O'Brien  Please sign name: <a href="#">Approval by email 120620</a>
<b>A5</b> Leader / Deputy Leader	Please print name: Councillor Duncan Goodfellow  Please sign name: <a href="#">Approval by email 120620</a>
<b>A6</b> Date of Decision	12 <sup>th</sup> June 2020

### Confidentiality

<b>A7</b> Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No <i>(please delete as appropriate)</i>
<b>A7.1</b> If yes, please state relevant paragraph from Schedule 12A LGA 1972.	NA

### Scrutiny

<b>A8</b> Which Scrutiny Committee should this decision be submitted to?	<i>(Please tick as appropriate)</i> ✓	
Scrutiny (Audit & Value for Money Council Services) Committee		<input type="checkbox"/>
Scrutiny (Community Regeneration, Environment and Health and Well Being) Committee		<input type="checkbox"/>

<b>B1</b> What is the Decision?	To pay honorarium payments to front line workers during the Covid-19 pandemic
<b>B2</b> What are the reasons for the Decision?	To reward front line workers whose effort during the Covid-19 pandemic has ensured continued high quality service to our residents and businesses in key areas including: Environment Services Cemetery Housing Options ICT Processing Business Grant payments  The level of payments take into account that we are a democratic organisation responsible for taxpayers' monies. The individual payments of £100 to £300, recognise the effort of those working at the sharpest end of delivering services.
<b>B3</b> What are the contributions to Corporate Priorities?	Value for Money Services
<b>B4</b> What are the Human Rights considerations?	There are no Human Rights issues arising from this decision

### Financial Implications

<b>B5</b> What are the financial implications?	The main financial issues arising from this decision are as follows: One off cost of payments, including pension and NI on costs as set out below.
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Revenue	2020/21	2021/22	2022/23
	34,508	0	0

Capital	2020/21	2021/22	2022/23
	n/a	n/a	n/a

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: Lisa Turner  Please sign name: <a href="#">Approval by email</a> <a href="#">030620</a>
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## Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council's policy framework?	Yes ( <i>please delete as appropriate</i> )
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA ( <i>please delete as appropriate</i> )
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes ( <i>please delete as appropriate</i> )
<b>B7</b> Is the Decision wholly in accordance with the Council's budget?	Yes ( <i>please delete as appropriate</i> )
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA ( <i>please delete as appropriate</i> )
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	Yes/No ( <i>please delete as appropriate</i> )

## Equalities Implications

<b>B8</b> What are the Equalities implications: Nil
<b>B8.1</b> Positive (Opportunities/Benefits):
<b>B8.2</b> Negative (Threats):
<b>B8.3</b> The subject of this decision is [not] a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
<b>B8.4</b> [The equality impact assessment identified the following actions to be carried out:]

## Risk Assessment

<b>B9</b> What are the Risk Assessment implications: Nil
<b>B9.1</b> Positive (Opportunities/Benefits):
<b>B9.2</b> Negative (Threats):
<b>B9.3</b> [The risks are referred to in the Risk Register numbered [ ].] [The risks do not need to be entered in the Risk Register.] Any financial implications to mitigate against these risks are considered above.

## Legal Considerations

<b>B10</b> What are the Legal Considerations:	
<b>B10.1</b> There are no significant legal issues arising from this decision.	
This section has been approved by the following member of the Legal Team:	Please print name: Angela Wakefield  Please sign name: <a href="#">Approval by email</a> 030620

## Sustainability Implications

<b>B11</b> What are the Sustainability implications: Nil
<b>B11.1</b> The proposal [would/would not] result in an overall positive effect in terms of sustainability (including climate change and change adaptation measures). The positive/negative impacts are set out below (please refer to guidance notes).
<b>B11.2</b> Positive (Opportunities/Benefits):
<b>B11.3</b> Negative (Threats):

## Health & Safety Implications

<b>B12</b> What are the Health & Safety implications: Nil
<b>B12.1</b> [A Risk Assessment has been carried out and entered into Safety Media for all significant hazards and risks.] [A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.]
<b>B12.2</b> [The significant hazards and risks have been identified in the Safety Media Risk Assessment numbered [ ]. Any financial implications to mitigate against these hazards and risks are considered above.]
<b>B12.3</b> [Control measures and an action plan have been identified for any significant hazards and risks identified in the risk assessment. The positive/negative impacts are set out below]
<b>B12.3.1</b> Positive (Benefits)
<b>B12.3.2</b> Negative (Threats)

## Key Decision

<b>B13</b> Is this a Key Decision?	No <i>(please delete as appropriate)</i>
<b>Note: A Key Executive Decision is one where:</b> <ol style="list-style-type: none"> <li>1. <b>REVENUE</b> – Any contract or proposal with an annual payment or saving of more than £100,000</li> <li>2. <b>CAPITAL</b> – Any capital project with a value in excess of £150,000</li> <li>3. <b>A decision which significantly affects communities living or working in an area comprising two or more wards.</b></li> </ol>	
<b>B13.1</b> If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?	NA <i>(please delete as appropriate)</i>
<b>B13.2</b> If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?	NA <i>(please delete as appropriate)</i>

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

Please send the original signed document to [andrea.davies@eaststaffsbc.gov.uk](mailto:andrea.davies@eaststaffsbc.gov.uk)