



Please leave blank for completion by DS officers

EXECUTIVE DECISION RECORD

A1 Service Area	Chief Executive
A2 Title	Covid-19 Payment Scheme
A3 Decision Taken By	Leader/ Chief Officer <i>(please delete as appropriate)</i>
A4 Chief Officer	<p>Please print name: Andy O'Brien</p> <p>Please sign name: Approval by email also 130721</p>
A5 Leader / Deputy Leader	<p>Please print name: Councillor Duncan Goodfellow</p> <p>Please sign name: Approval by email 130721</p>
A6 Date of Decision	13 th July 2021

Confidentiality

A7 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>
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	NA

Scrutiny

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

B1 What is the Decision?	To pay honorarium payments to reward staff for their increased effort during the Covid-19 pandemic
B2 What are the reasons for the Decision?	<p>To reward workers with increased workload and whose effort during the Covid-19 pandemic has ensured continued high quality service to our residents and businesses.</p> <p>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.</p>
B3 What are the contributions to Corporate Priorities?	Value for Money Services
B4 What are the Human Rights considerations?	There are no Human Rights issues arising from this decision

Financial Implications

B5 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. A provision of £35,000 has been approved to be carried forward from the 2020/21 Revenue & Capital Outturn Report at the Cabinet Meeting on 14 th June 2021.
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Revenue	2021/22	2022/23	2023/24
	34,314	0	0

Capital	2021/22	2022/23	2023/24
	n/a	n/a	n/a

The finance section has been approved by the following member of the Financial Management Unit:	<p>Please print name: Lisa Turner</p> <p>Please sign name: Approval by email 120721</p>
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Policy Framework

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

Equalities Implications

B8 What are the Equalities implications: Nil
B8.1 Positive (Opportunities/Benefits):
B8.2 Negative (Threats):
B8.3 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.
B8.4 [The equality impact assessment identified the following actions to be carried out:]

Risk Assessment

B9 What are the Risk Assessment implications: Nil
B9.1 Positive (Opportunities/Benefits):
B9.2 Negative (Threats):
B9.3 [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

B10 What are the Legal Considerations:	
B10.1 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: Linda J Durham Please sign name: Approval by email also 130721

Sustainability Implications

B11 What are the Sustainability implications: Nil
B11.1 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).
B11.2 Positive (Opportunities/Benefits):
B11.3 Negative (Threats):

Health & Safety Implications

B12 What are the Health & Safety implications: Nil
B12.1 [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.]
B12.2 [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.]
B12.3 [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]
B12.3.1 Positive (Benefits)
B12.3.2 Negative (Threats)

Key Decision

B13 Is this a Key Decision?	No <i>(please delete as appropriate)</i>
Note: A Key Executive Decision is one where: <ol style="list-style-type: none"> 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000 2. CAPITAL – Any capital project with a value in excess of £150,000 3. A decision which significantly affects communities living or working in an area comprising two or more wards. 	
B13.1 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>
B13.2 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