

**Report of the Chief Executive**

**LEAVE SCHEME**

1. Purpose of Report

To consider amendments to the Leave Scheme.

2. Recommendation

**The Local Joint Consultative Committee is asked to RECOMMEND to Cabinet that the revisions to the Leave Scheme be approved.**

3. Detail

The Leave Scheme was updated in June 2023, however, since then, a request has been made by Heads of Service to delegate any requests of up to five days' carry-over, to Section Heads. This will reduce the amount of unnecessary requests received by Heads of Service and allow Section Heads to make operational decisions. Any requests in excess of five days' will continue to be approved by the Head of Service in consultation with Human Resources.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

6. Human Resources Implications

The comments from the Human Resources Manager are contained within the report.

7. Union Comments

The Union will be given the opportunity to discuss the report at the meeting.

8. Climate Change Implications

The climate change implications are contained within the report.

9. Data Protection Compliance Implications

This report does not contain any [OFFICIAL (SENSITIVE)] information and there are no Data Protection issues in relation to this report.

10. Equality Impact Assessment

As this is a change to policy / a new policy an equality impact assessment is included in the appendix to this report.

11. Background Papers

Nil.

REFERENCE