

Report of the Portfolio Holder for Resources and Personnel Policy

Compassionate Leave (Leave Scheme)1. Purpose of Report

To amend the compassionate leave arrangements as detailed within the Leave Scheme.

2. Recommendation

The Committee is asked to RECOMMEND to Cabinet that the amended compassionate leave arrangements be approved.

3. Detail

It is proposed to increase compassionate leave entitlement to up to fifteen days in the event of the death of a spouse/partner or child. It is felt that five days' is not sufficient to support employees experiencing the death of one of the above. The proposed increase will support employees and hopefully reduce sickness. The Chief Executive has scope to use discretion on a case by case basis in exceptional circumstances. The Leave Scheme is provided in **Appendix 1** and the Compassionate Leave Form is provided in **Appendix 2** with a change table at **Appendix 3**.

4. Key Decision

Not applicable.

5. Updates from Scrutiny

Not applicable.

6. Financial Implications

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

There are no additional financial implications for the Council with any costs being contained within existing budgets. Any significant budget implications in the future, over and above virement limits, would require approval by Cabinet.

7. Legal Implications

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

There are no legal implications arising out of this report.

8. Human Resources Implications

The comments from the Human Resources Manager were as follows:

The HR Manager supports amendments to the Policy having experienced a number of cases in the workforce where the current Policy entitlements were not sufficient to support employees.

9. Union Comments

Union comments were considered at LJCC.

10. Climate Change Implications

Not applicable.

11. 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.

12. Equality Impact Assessment

An equality impact assessment is included in **Appendix 4** to this report.

13. Background Papers

Nil.