

Decision Schedule



Cabinet Member for Organisational Transformation

TO ALL MEMBERS OF NEWPORT CITY COUNCIL

Decision Schedule published on 21 March 2024

The Cabinet Member took the following decisions on 21 March 2024. They will become effective at Noon on 2 April 2024 with the exception of any particular decision, which is the subject of a valid "call-in".

The deadline for submission of a 'Call-in' request form is 4.00 pm on 28 March 2024.

Information relating to the 'Call-in' process can be found via [Democratic Services](#).

Reports relating to staffing issues/Confidential reports are not circulated to all members of the Council as part of the consultation/call-in processes.

OT 01/24

Leave Policy

Options Considered/Reasons for Decision

The Council's Leave Policy recognised employees' rights to paid time away from work in certain circumstances. It also highlighted circumstances outside of an employee's control where special leave may be more appropriate.

Specifically, changes were proposed in respect of paid time for interviews for school-based employees following discussion with the Employee Partnership Forum and capturing information from schools.

If the policy amendment was adopted the Council would commend the policy to schools for adoption.

Decision

The Cabinet Member agreed to the amendment of the Council's Leave Policy to grant paid leave for interviews for school-based staff on up to 3 occasions per year, as set out below and for this policy to be commended for adoption by schools.

Consultation

Head of Law and Standards, Head of People, Policy and Transformation, and Head of Finance

All members were consulted and provided with an opportunity to comment. Any comments received and response thereafter are set out in the report.

Implemented By: Head of People, Policy and Transformation
Implementation Timetable: Immediate

COUNCILLOR D BATROUNI, CABINET MEMBER FOR ORGANISATIONAL TRANSFORMATION

Date: 21 March 2024

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