

Decision Schedule



Deputy Leader/ Cabinet Member for Education and Early Years

TO ALL MEMBERS OF NEWPORT CITY COUNCIL

Decision Schedule published on 8 August 2024

The Cabinet Member took the following decisions on 8 August 2024. They will become effective at Noon on 16 August 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 15 August 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.

E&EY 06/24

Wellness at Work Policy - Revisions

Options Considered/Reasons for Decision

The Council's Wellness at Work Policy was introduced in January 2022 as a new approach to managing health and wellbeing in the organisation.

Following feedback from managers, headteachers and employees on enhancing the guidance around the application of the policy and expectations of process to be followed, the policy was updated to include:

- Clear guidance for managers and employees on application of the policy including the introduction of "Action Review Points"
- Clear guidance on preparing for a return to work as part of better management of health and wellbeing including the introduction of the "Reasonable Adjustment Plan" to replace the wellbeing support plan
- Improving processes to include both digital and word versions of forms and plans to ensure full engagement of managers and employees.

A revised version of the policy was included in the appendix to this report.

Decision

The Deputy Leader / Cabinet Member for Education and Early Years adopted the revised version of the Wellness at Work Policy contained in the appendix to this report.

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

E&EY 07/24

Drug and Alcohol Policy and Testing Policy

Options Considered/Reasons for Decision

The Cabinet Member for Organisational Transformation agreed a new Drug and Alcohol Testing policy which was implemented as a pilot within Infrastructure Services and Environment and Public Protection (Waste and Cleansing) in September 2023 to date.

The Council's supportive Drug and Alcohol Policy that was in existence for a number of years was also updated to reflect the new policy provision around a testing process.

It was now proposed, following successful pilot, to implement the Testing Policy across the whole Council with some slight amendments to ensure organisational fit.

Decision

The Deputy Leader / Cabinet Member for Education and Early Years agreed the amendments to the policies and agreed to adopt and rollout across the Council. These policies would be commended to schools for adoption.

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 DAVIES, CABINET MEMBER FOR EDUCATION AND EARLY YEARS

Date: 8 August 2024
