



BRECKLAND COUNCIL

DELEGATED DECISION RECORD

This records a key or other decision taken by an Executive Member or the Cabinet in accordance with the Council's scheme of Delegations (as set out in Section D of Part 3 of the Council's Constitution).

Unless the Leader and the Chairman of the Overview and Scrutiny Commission certify that the matter is so urgent that the normal five-day scrutiny delay on action should not apply, then this decision will come into force and may then be implemented on the expiry of five working days after the publication of the decision, unless called in under the call-in procedures as set out in Section D of Part 3 of the Council's Constitution.

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| Portfolio/Cabinet | Cabinet |
| Report Title (& Reference No.) | Reference from the Overview and Scrutiny Commission - Sickness Absence |
| Summary Background | To consider the reference from the meeting of the Overview and Scrutiny Commission held on 27 May 2010 in respect of Sickness Absence. |
| Author/Contact Officer | Mark Broughton (Scrutiny Officer) |
| Ward(s) Affected | N/A |
| Urgent? | No |
| Key Decision? | No |
| In Forward Plan? | No |
| Date Decision Taken | Tuesday, 8 June 2010 |
| Date Published | Thursday, 10 June 2010 |
| Call-In Expiry | Thursday, 17 June 2010 |
| Exempt Information? | No |
| Decision (Action Agreed) | That: <ol style="list-style-type: none"> 1) the existing policy be updated with minor changes as shown at Appendix 1 of the report; 2) an electronic version of the return to work interview form be provided; this would save time and paper and would also allow for automatic generation of e-mail |

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| | <p>reminders and flagging on non-returns;</p> <p>3) an accident information card be produced for use by officers working out of the office; and</p> <p>4) a review of the Out of Hours service be carried out, to safeguard staff and to ensure that staff and the service providers were aware of their respective responsibilities.</p> |
| Reasons(s) | N/A |
| Options | N/A |
| Further Information | <p>Document To Follow</p> <p>cab_20100608_Refs from OSC</p> |

