

## SHEFFIELD CITY COUNCIL

### OFFICER EXECUTIVE DECISION RECORD (Non Key)

The following Category 2 decision was taken on 15 July 2020 by an authorised Director from the Coronavirus (COVID-19) Incident Management Group, in accordance with the Council's Covid-19 Decision Making Schema.

Date notified to all Members: Wednesday 29 July 2020

Decisions under the “**Making decisions during the Covid-19 crisis: Sheffield City Council Schema**”, made as an urgent response to issues connected with the coronavirus crisis, have been removed from the call-in process, and are therefore not subject to call-in for scrutiny.

1. **TITLE**

Occasional Return To Worksite Guidance

2. **DECISION TAKEN**

To approve the Occasional Return to Worksite guidance and principles.

3. **Reasons For Decision**

It is acknowledged that on occasion, there will be instances where individual members of staff may wish to visit a worksite to retrieve equipment or files, or to perform a specific time limited task, which will then enable them to continue to work effectively from home.

In these instances, it would be impractical to mirror the Request to Return Staff to Worksite process; therefore, alternative guidance has been produced.

4. **Respective Director Responsible for Implementation**

Director of Transport and Facilities Management, Place Portfolio.