

SHEFFIELD CITY COUNCIL

OFFICER EXECUTIVE DECISION RECORD (Non Key)

The following Category 2 decision was taken on 26th August 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: 21st September 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**

To endorse the staff communications regarding use of annual leave and travel advice.

2. **DECISION TAKEN**

IMG endorse the staff communications regarding use of annual leave and travel advice.

3. **Reasons For Decision**

To agree the communications, prior to submission the TU's, to ensure a clear message for all employees.

4. **Respective Director Responsible for Implementation**

Director of Human Resources & Customer Services