


OFFICER

TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 19 th March 2020	Ref No:	
Type of Operational Decision:		
Executive Decision	<input checked="" type="checkbox"/>	Council Decision
Status: Green		
Title/Subject matter: Housing Reception – closure at STH – Homelessness / Housing Assessment / Housing Options services.		
Budget/Strategy/Policy/Compliance – Is the decision:		
(i) within an Approved Budget	yes	
(ii) in accordance with Council Policy	yes	
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	n/a	
Details of Operational Decision Taken <i>[with reasons]:</i>		
<p>Due to staffing risks and risk of contamination and spread to the public and following government guidance around personal space it has been decided to close the reception in conjunction with STH services (joint reception area) from today.</p> <p>Sharon McCambridge has had discussion with Lynne Ridsdale and agreed closure is appropriate.</p> <p>Contingencies / processes are in place to continue to deliver our statutory homelessness functions and assessments via a telephone service and via our key agile workers in the community if required. Customers will also be given the option to use the Town Hall reception to sign post to our teams.</p>		
Decision taken by: Phil Cole	Signature:	Date: 19/3/20

Executive Director or Chief/Senior Officer		20.03.20
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**