


**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

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| Date: 17 th March 2020 | Ref No: COVID-19 |
| Type of Operational Decision: | |
| Executive Decision <input checked="" type="checkbox"/> | Council Decision <input type="checkbox"/> |
| Status: | |
| Title/Subject matter: COVID-19 - Prioritisation of essential services and Service Operational Status Decisions | |
| Budget/Strategy/Policy/Compliance – Is the decision: | |
| (i) within an Approved Budget | Yes |
| (ii) not in conflict with Council Policy | No |
| (iii) not raising new issues of Policy | No |
| 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] | Not Applicable |
| Details of Operational Decision Taken [with reasons]: | |
| <p>Agree to the prioritisation of council services to identify those essential services (critical services) identified as priority 1 services following the outbreak of the COVID-19 Virus and its impact upon public service provision, ensuring those critical services identified continue to remain operational during this period maintaining minimal disruption to the public.</p> <p>Also to agree to the attached service listings where proposal are being suggested against each of the service subject to their priority status (criticality) to either have them remain fully operational, partially operational or that the service is able to close.</p> <p>Both these decisions will ensure that as part of the overall response plan to the COVID-19 outbreak the Council is able to manage as effectively as possible the provision of critical services that need to remain operational.</p> | |

| Decision taken by: | Signature: | Date: |
|---|--|----------|
| Director or Chief/Senior Officer |  | 18/3/20. |
| Members Consulted [see note 1 below] | | |
| Cabinet Member/Chair | | |
| Lead Member | | |
| Opposition Spokesperson | | |
| <p>Notes</p> <ol style="list-style-type: none"> 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. This form must not be used for urgent decisions. | | |

list to be attached