

**OFFICER DELEGATION SCHEME  
RECORD OF OPERATIONAL DECISION**



**TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES**

<b>Date:</b> 03/04/2020	<b>Ref No:</b> LR039
<b>Type of Operational Decision:</b>	
<b>Executive Decision</b> <input checked="" type="checkbox"/>	<b>Council Decision</b> <input type="checkbox"/>
<b>Status:</b> Not for publication	
<b>Title/Subject matter:</b> Approval to procure additional comms support	
<b>Budget/Strategy/Policy/Compliance</b> – Is the decision:	
(i) within an Approved Budget	Yes
(ii) in accordance with Council Policy	Yes
<b>Equality Impact Assessment</b> [Does this decision change policy, procedure or working practice or negatively impact on a group of people? <b>If yes</b> – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

**Details of Operational Decision Taken [with reasons]:**

There is a need to procure time-sensitive, interim communications capacity to support the Council's response to Covid-19


The Head of Communications is due three weeks paternity leave at the beginning of June and cover will be required should we still be working in an emergency response situation.

It is proposed to appoint Unique Creative Communications to deliver this work, in light of the commissions they have previously undertaken in Bury, as they have a good understanding of the borough, our services and established relationships with key officers and stakeholders.

**Budget**

Government funding has been received to support the Council in its response to Covid-19. £21,350 provision is required to fund one full-time resource from 26 March 2020 until Friday, 26 June.

The council has received funding from the government to support the additional costs anticipated as a result of COVID-19. It is anticipated that all additional costs will be met by new funding however there is a risk that the funding received will be insufficient to cover all costs. In that event any costs over and above this will need to be managed as a financial risk within the council's overall financial strategy. Lisa Kitto 27.3.20

<b>Decision taken by:</b>	<b>Signature:</b>	<b>Date:</b>
Executive Director or Chief/Senior Officer		03/04/2020
<b>Members Consulted [see note 1 below]</b>		
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.**