

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 24 th March 2020	Ref No: 2028
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status:	
Title/Subject matter: Closure of Bury Employment Support Service	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	<input type="checkbox"/>
(ii) in accordance with Council Policy	<input type="checkbox"/>
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]	

Details of Operational Decision Taken [with reasons]:

Please accept this as a request to close BEST day operations in their current form and move to telephone check ins

Bury Employment Support Service provide day centre opportunities for 79 adults with learning disabilities.

Every single service user has been risk assessed and a contingency put in place

Current Staffing:

Out of an Employment Team of 6.5 members of staff, we only have 1 remaining in the service. This member of staff has long term health conditions and is over 60

Out of 3 contracted Support staff – we only have 1 member of staff remaining in the service who has a long term health conditions and a compromised immune system.

Social Distancing

As a service we are unable to adhere to the government guidelines around social distancing – Our service model means we can accommodate is 6 vulnerable customers and 1 support staff working in close proximity in a confined space. Some of our customers have very little or no awareness of personal space and some with very poor hygiene. i.e. not using tissues when sneezing etc.


Emergency COVID 19 Response Measures

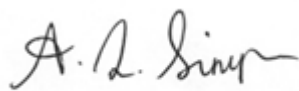
From 8:30 last night the government introduced the following condition on movement You may only leave the home to

- Go to work
- Shop for groceries, medicine and other essentials
- Exercise outside
- Provide care or help a vulnerable person
- For any medical need

As all the service users normally supported by BEST now have contingency in place for them to be safely cared for at home there is no need for them to leave the house

Therefore this is a request to close BEST day operations in their current form and move to telephone check ins

Decision taken by:	Signature:	Date:
Joint Chief Finance Officer (CCG & LA)		
Interim Executive Director - Communities & Wellbeing		30 March 2020
Head of Workforce – Communities & Wellbeing		

Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		30 March 2020
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.**