

OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date:	14-12-2020	Ref No:	354
Type of Operational Decision:			
Executive Decision	<input checked="checked" type="checkbox"/>	Council Decision	<input type="checkbox"/>
Status: Decision Required			
Title/Subject matter: Approval to begin public and stakeholder consultation in connection with the option to potentially close of Civic Venues as well as consult/notify long term bookings regarding this proposal.			
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]		No impact on equality	

Details of Operational Decision Taken [with reasons]:

Due to a recent cabinet report submitted at November's Cabinet meeting on the 24th November 2020, a proposal, as part of a wider report, included the option to close the civic venue service.



At this stage, no decision to close the Civic Halls has been made, the civic venue team propose that they begin a public and stakeholder consultation at the beginning of January.

This will ensure that all engagement with stakeholders is positive and within the longest possible time period to allow for cancellation or moving the bookings to alternative venues.

As part of the consultation, a compiled questionnaire will identify and assess alternative venues, alternative wellness activities and potential alternative events to fulfil the role of the service.

Included as part of the public and stakeholder consultation, the civic venue team will consult with current long term bookings to organise alternative venues and/or to assist with cancellation to minimise the upheaval and reduce negative feedback.

Where appropriate, if bookings are required to move, they will remain in council-owned and operated venues including leisure centres, libraries and Adult Learning.

Decision taken by:	Signature:	Date:
Executive Director Operations – Donna Ball		16/12/2020
Assistant Director Operations – Neil Long		14/12/2020
Section 151 Officer	Approved by email	18/12/2020
Monitoring Officer	Approved by email	05/01/2020
Members Consulted [see note 1 below]		
Cabinet Member – Cllr David Jones	Approved by email	15/12/2020
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 Executive 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.**