

**OFFICER DELEGATION SCHEME  
RECORD OF DECISION**



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

<b>Date:</b> 01.03.21	<b>Ref No:</b>
<b>Responsible Officer:</b> Nicky Parker, Director of Transformation (Communities)	
<b>Type of Decision (please refer to MO Guidance):</b>	
<b>Key</b> <input type="checkbox"/>	<b>Non-Key</b> <input checked="" type="checkbox"/>
<b>Freedom of Information Status:</b> <i>For publication</i>	
<b>Title/Subject matter:</b> Writing to those residents in Bury that have now been asked to shield, outlining the support available during the Covid-19 pandemic.	
<b>Budget/Strategy/Policy/Compliance:</b>	
(i) Is the decision within an Approved Budget?	Yes
(ii) Is the decision in conflict with the council's policies, strategies or relevant service plans?	No
(iii) Does the decision amend existing or raise new policy issues?	No
(iv) Is the decision significant and/or does it meet the £100,000 threshold for recording?	No
<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]	Positive impact on those shielding.

**Summary:**

As part of the response to Covid-19, the Government have written to residents notifying them that they are advised to shield and will be prioritised for a Covid-19 vaccination.

It is intended to issue a follow-up letter informing Bury residents of the support that is available to them locally including:

- Clinically Extremely Vulnerable People
- Covid 19 Vaccinations
- Support available

The intention is to use our current supplier Critiqom. We have a contract with this company, and they have previously undertaken work for the Council including the council tax communications and a letter to the over 70s on advice during the pandemic.

The Council's Procurement Team has confirmed that that they are in agreement with this approach and the current contract can be used for this purpose.

The total cost for print and postage is £1,688.00.

The government has made available funding to local authorities to support shielding and the cost of this proposal will be met from this allocation. (Lisa Kitto 04.03.21)

**Wards affected:** All

**Consultations:** Ministry of Housing, Communities and Local Government

**Scrutiny & Review Committee Interest:** No

**Options considered:**

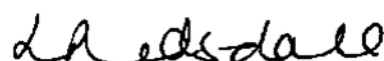
**Decision** *To write to circa 1,832 Bury residents who have recently received notification from the Department of Health and Social Care (DHSC) that you are advised to shield and will be prioritised for a Covid-19 vaccination.*

**Decision made by:**


**Signature:**

**Date:**

Deputy Chief Executive – Lynne Ridsdale



5/3/21

<b>Members Consulted [see note 1 below]</b>		
Cabinet Member Councillor O'Brien consulted on the content of the letter		26/2/21
Lead Member		
Opposition Spokesperson		

**Notes**

1. Where, in accordance with the requirements of the Officer Delegation Scheme, a Chief Officer consults with the appropriate Cabinet 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 if required, to confirm that he/she has been consulted. Please refer to the MO Guidance.
2. **This form must not be used for urgent decisions.**
3. Where there is any doubt, Corporate Directors should err on the side of caution and seek advice from the Council's Monitoring Officer.