



## Resources Scrutiny Committee

**Date:** Tuesday, 2 June 2020  
**Time:** 9.30 am  
**Venue:** This meeting will be held remotely in a Microsoft Teams Live Event (see link below)

**Membership: (Quorum 3)**

Piers Brown (Chairman), Mike Parkes (Vice-Chairman), Andy Canning, Beryl Ezzard, Barry Goringe, Brian Heatley, Sherry Jespersen, Howard Legg, Julie Robinson and David Shortell

**Chief Executive:** Matt Prosser, South Walks House, South Walks Road, Dorchester, Dorset DT1 1UZ (Sat Nav DT1 1EE)

**For more information about this agenda please contact Helen Whitby 01305 224187 - [helen.whitby@dorsetcouncil.gov.uk](mailto:helen.whitby@dorsetcouncil.gov.uk)**

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Due to the current coronavirus pandemic the Council has reviewed its approach to holding committee meetings. Members of the public are welcome to attend this meeting and listen to the debate online by using the following link: [Weblink to Dorset Council Resources Overview and Scrutiny Committee meeting to observe - 2 June 2020](#)

**Members of the public wishing to view the meeting from an iPhone, iPad or Android phone will need to download the free Microsoft Team App to sign in as a Guest, it is advised to do this at least 30 minutes prior to the start of the meeting.**

**Please note** that public speaking has been suspended. However Public Participation will continue by written submission only. Please see detail set out below.

Dorset Council is committed to being open and transparent in the way it carries out its business whenever possible. A recording of the meeting will be available on the council's website after the event.

# AGENDA

**Page No.**

**5 COVID-19 RESPONSE – SUPPLEMENTARY PAPER**

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To consider a report by the Chief Executive.

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## **Supplementary report: Delegated Decisions**

**Report author: Jonathan Mair**

This paper has been prepared as a supplement to the Covid-19 response report being considered by the Resources Scrutiny Committee on 2 June 2020. It describes the Council's agreed framework for decision making, how this is varied in an emergency and how decisions have been made during the Covid-19 pandemic.

### **1. Delegated decisions**

- 1.1 Regulations set out which functions and decisions of the Council are to be reserved to a meeting of the full Council, which decisions are executive in nature and which decisions are not to be made by the executive.
- 1.2 The Constitution provides the Council's locally agreed framework and clarity about how and by whom decisions are made within Dorset Council.
- 1.3 This report sets out how, during the Covid-19 pandemic, executive decisions have been made by officers using delegated powers and the authority under which officers have acted.

### **2. Executive decision making**

- 2.1 Executive decision making responsibility is held by the Executive Leader.
- 2.2 The Leader has delegated to the Cabinet collectively the authority to make the most significant or key decisions. Some other delegations have been given by the Leader to individual Cabinet Portfolio holders and are included in an annex to the Constitution. Further delegations have been given by the Leader through a scheme of delegation to individual officers, again included in the Constitution.
- 2.3 Officer delegations are usually more operational and managerial in nature. The scheme of delegation does though also include powers which enable the Chief Executive and Chief Officers to act in cases of urgency (when because of the pace of decision making it is not possible to convene meetings of the Cabinet on eight days notice).

### **3. Urgency and emergency powers to the Council's Chief Officers**

(Extract from the Council's Scheme of Delegation)

*In a declared emergency or major incident, the Chief Officers and Dorset Council's Duty Gold and Silver Officers, when acting in a*

*decision making capacity at the Local Resilience Forum's: Strategic Co-ordinating Group (Gold), Tactical Co-ordinating Group (Silver), various Recovery Co-ordinating Groups (Gold and Silver) or at the Council's own internal Gold emergency groups are authorised for the purposes of the declared emergency to commit the appropriate resources (regardless of whether the value would equate to a Key Decision) and to suspend aspects of business as usual to comply with the Council's duties in all relevant legislation. In line with Dorset Council's emergency command structure, Silver Officers have a restricted level of financial authorization in comparison to Gold and Chief Officers. Both the command structure and accompanying levels of Gold and Silver authorisations are set out within Dorset Council's Emergency Response Plan. Owing to the nature of such decision making at a time of a declared emergency or major incident, all decisions will be made on best advice available to the decision maker at the time and on the basis that the decision is a reasonable one in the circumstances.*

*Notification to the Chairman and Vice Chairman of the Executive, the relevant service portfolio holder and Chief Officers will be given as soon as is practicably possible in the context of the emergency or major incident. A schedule of decisions taken under the delegation will be reported to the next meeting of the Executive as is appropriate in the circumstances of the emergency.*

#### **4. Consultation and Principles for Good Decision Making**

- 4.1 The scheme of delegation sets out an expectation that officers will consult with portfolio holders and relevant local members before exercising delegated powers. The emergency and urgency delegations differ in requiring notification to the Leader and Deputy Leader and portfolio holder as soon as reasonably practicable in the context of the emergency.
- 4.2 Throughout the emergency the Chief Executive and Directors have maintained close contact and have consulted with the Leader, Deputy Leader and portfolio holders.
- 4.3 Chief Officers exercising delegated powers have had regard to the principles for good decision making contained in Article 13.2 of the Constitution:
  1. Proportionality (i.e. all decisions must be proportionate to the desired outcome)
  2. Due consultation and taking of professional advice (from the right officers)
  3. Respect for human rights
  4. A presumption in favour of openness; and
  5. Clarity of aims and desired outcomes.

## **5. Recording of Key Decisions during the COVID-19 Response**

- 5.1 Between 16 March 2020 and 20 April 2020 as part of the Council's response to the Covid-19 pandemic officers took 32 urgent or emergency key decisions. These key decisions, along with other decisions not amounting to key decisions, were recorded in decision logs.
- 5.2 Details of delegated key decisions have since been extracted from the decision logs and published in decision notices on the Dorset Council website.

Decision notices are set out below:

## Officer Delegated Decision

<b>Date:</b> 16 March 2020
<p><b>Decision:</b></p> <p>Agreed for a £1000 grant to be provided to every Dorset foodbank within the next 7 days.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>At a time when donations have dropped, grants will enable food banks to purchase supplies to distribute to the community.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options rejected include not providing support to foodbanks or supporting foodbanks to appeal for more donations from residents</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 17 March 2020
<p><b>Decision:</b></p> <p>As a result of the COVID-19 pandemic, all café's within country parks to be closed effective from 18 March 2020.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>These settings have the potential for 50 people to come together at a time for a non-essential reason. The decision results in a reduced risk of transfer of COVID-19 as per government guidance at the time.</p> <p>The council will suffer a reduction of income due to closure however the decision is focused on public health and safety of residents and staff.</p>
<p><b>Decision Maker (Name and Title):</b></p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative option to keep café's open was considered, however this would have increased the risk of staff and the public transferring and contracting the virus at an increased rate.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 17 March 2020
<p><b>Decision:</b></p> <p>In the absence of national guidance, teams are to be stood down from prioritising the completion of statutory annual data returns effective immediately. The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>The COVID-19 response has required many employees to be redeployed to support the response or to complete their normal role with increased levels of staff sickness. This may result in statutory returns not being prioritised for completion within normal timescales.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Matt Prosser, Chief Executive and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>To complete statutory returns within normal timescales. This was rejected as it would negatively impact on our ability to respond to the COVID-19 pandemic including supporting vulnerable people and local businesses.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>



## Officer Delegated Decision

<b>Date:</b> 18 March 2020
<p><b>Decision:</b></p> <p>To provide an alternative leisure offer in a shift from centre based activities to the provision of services in open spaces.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>As the prevalence of the COVID-19 virus increases, the protection of residents is a priority and as such, exercise should be considered outside of enclosed spaces.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options include withdrawal of the service through full closure of leisure centres. This has been ruled out at this stage with the decision supporting residents to continue to exercise where possible.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 18 March 2020
<p><b>Decision:</b></p> <p>Due to the COVID-19 pandemic and the national lockdown imposed by the Government, member led meetings are postponed until further notice.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>Public meetings cannot be safely held during a lockdown situation. The emergency response command structure is in place to enable timely and informed decision-making during the crisis.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Jonathan Mair, Corporate Director Legal and Democratic (Monitoring Officer)</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Meetings could be held virtually but Local Authorities require an amendment to current legislation to permit this.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 19 March 2020
<p><b>Decision:</b></p> <p>Agreed new operating model for libraries. Libraries to close from 20/03/20 and move from a branch-based model to a community-based provision. Agreed to redeploy employees to other customer services areas to support the COVID-19 response.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>The closure of library buildings will reduce the risk of virus transfer in face-to-face settings. The staff are also able to be redeployed to support the COVID-19 response through the Community Shield which is critical at this time.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options would include the partial closure to minimise risk of transfer, however based on current advice from public health this would still pose an unacceptable risk to residents.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 20 March 2020
<p><b>Decision:</b></p> <p>At the request of Ferndown Leisure Centre, agreed the closure of the centre effective immediately.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To reduce the risk of Covid-19 transfer to the public.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Karyn Punchard, Corporate Director for Place Services and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options would have included the rejection of the request from the Leisure Centre.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 20 March 2020
<p><b>Decision:</b></p> <p>Agreed to relax off-peak bus pass criteria so they can be used before 9.30am</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>This decision enables residents to travel on public transport to access supermarket slots specifically for vulnerable and older people in the early morning.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Matthew Piles, Corporate Director for Economic Growth and Infrastructure and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options would be to retain buss pass usage criteria as they currently stand in order to minimise travel, however the priority for supporting residents to access supplies is higher.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 20 March 2020
<p><b>Decision:</b></p> <p>Restrictions at weddings and civil partnerships to begin from 25 March in a common approach with BCP. Attendance at to be restricted to the couple getting married/entering partnership, 2 witnesses and 2 registrars/officials, totaling 6.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>The decision has been taken to enable weddings to continue to take place in line with social distancing guidelines</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Karyn Punchard, Corporate Director for Place Services and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options include the suspension of all weddings however this would not be in line with current government guidelines. Continuation of weddings without restriction of attendance is not in accordance with social distancing rules would be very difficult to manage and would likely result in increased transfer of the virus.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 20 March 2020
<p><b>Decision:</b></p> <p>Decision taken to close the 'open door' policy for face to face enquiries, closing customer service counters and moving to appointment bookings only. Customer Access points will move from an open door arrangement to booked appointments.</p> <p>Face-to-face appointments will still available for statutory services/other services where no other alternative available for the customer.</p> <p>Customer Service counters will close and move to 'meet and greet' function i.e. opening front door to customers on arrival and directing them to the meeting room. Customer Services will focus on managing customer demand through telephony and digital channels.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To comply with social distancing guidelines and ensure a continued provision of a digital service to residents</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>The alternative option would be to maintain an open door policy. This would not be appropriate as it wouldn't enable the council to comply with social distancing guidelines</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 22 March 2020
<p><b>Decision:</b></p> <p>Decision taken that joint approach will be taken with BCP council from 25 March to:</p> <ul style="list-style-type: none"> <li>• limit funerals at Weymouth Crematorium to 10 people in attendance at each funeral, excluding the officiant and funeral director</li> <li>• arrange seating to will allow no more than 4 people on each row to adhere to the 2 metre distancing guidance.</li> <li>• reduce service slot times from 45 minutes to 25 minutes in order to assist the Chapel Team in cleansing the chapel before and after each service</li> <li>• close the waiting room but allow access to toilets</li> </ul> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>Reduction in risk of transfer of COVID-19 between members of the public.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>A Dorset Council only approach was rejected in favour of a joint approach with BCP council  A full closure was rejected at this stage as restricted offer can be offered taking into account of social distancing</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>



## Officer Delegated Decision

<b>Date:</b> 23 March 2020
<p><b>Decision:</b></p> <p>The Old radio station building on Bridport Road in Dorchester will be repurposed to be used as a temporary mortuary. The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To enable Dorset have appropriate facilities should there be a significant rise in death rate.</p>
<p><b>Decision Maker (Name and Title):</b></p> <p>Property cell – Matthew Piles at the request of the Excess Deaths Advisory Group.</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Other sites were considered, risk assessed and rejected</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 23 March 2020
<p><b>Decision:</b></p> <p>Block booking of hotel and B&amp;B accommodation across Dorset for use by the Housing Service to accommodate rough sleepers and homeless households.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To provide accommodation to rough sleepers who required housing as a result of the Government announcement to bring in and accommodate all rough sleepers. To also ensure there is accommodation available to support the anticipated increase in homelessness as a result of COVID19.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Vivienne Broadhurst, Executive Director for Adults and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>None, essential to secure new accommodation to meet the increased demand as the current accommodation used by the housing service was not enough, extra capacity was needed.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 23 March 2020
<p><b>Decision:</b></p> <p>Drivers and passenger assistants to cease delivery of their services from end of day 23 March 2020. The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>Due to the lack of current PPE provision, this service cannot continue to safely function at this time.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Matthew Piles, Corporate Director for Economy and Infrastructure and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative option is to continue the service delivery with limited or inadequate PPE which would cause significant risk to residents and staff.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 23 May 2020
<p><b>Decision:</b></p> <p>Decision taken to for Tricuro day centres to close from the end of day on 23 March 2020</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>In order to comply with social distancing and national lockdown guidelines.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Tony Meadows, Head of Adults Commissioning and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>There is no option to keep these centres open as there is no transport operating and PPE is limited.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 23 March 2020
<p><b>Decision:</b></p> <p>Decision taken to not implement court action in respect of a traveller site with an eviction order in place during any period of lockdown. The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To minimise the movement of people within Dorset during the COVID-19 lockdown.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>The continued enforcement would result in the movement of people across Dorset potentially so was rejected as a way forward.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 23 March 2020
<p><b>Decision:</b></p> <p>Decision taken to close customer reception points currently resourced by Customer Services at close of business on 23 March.</p> <p>These include:</p> <ul style="list-style-type: none"> <li>- South Walks House, Dorchester</li> <li>- County Hall, Dorchester</li> <li>- Westport House, Wareham</li> <li>- Allenview, Wimborne</li> <li>- Commercial Road, Weymouth (confirmed with Jane Austin)</li> <li>- Mountfield, Bridport (confirmed with Will Austin)</li> <li>- Nordon Lodge (resourced by SVPP on our behalf. Confirmed with Lisa Cotton)</li> </ul> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To comply with social distancing and lockdown guidelines with the continued provision of digital service to residents.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options include keeping offices open but this was rejected as it would encourage people to travel at a time when people are being asked by Government to stay at home.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 23 March 2020
<p><b>Decision:</b></p> <p>Avon Heath, Durlston and Thorncombe Woods to be closed (car parks and facilities) indefinitely from 7pm on 23 March 2020 as a result of the COVID-19 pandemic. The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>Will bring all Dorset Council parks in line and prevent large number of social interactions in high profile parks that continue to be busy.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Leaving the parks open would potentially enable large groups of people to gather breaking the lockdown guidelines.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 23 March 2020
<p><b>Decision:</b></p> <p>All play areas managed by DC to be closed indefinitely as of 23 March 2020. Gates will be locked, or equipment taped off and relevant signage displayed.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>Closure implemented to minimise the risk of transfer on play equipment and to reduce the risk of groups of children and adults gathering.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative would involve stationing a marshal on each playground which is not a viable option at this time.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>



## Officer Delegated Decision

<b>Date:</b> 26 March 2020
<p><b>Decision:</b></p> <p>250 Surface Pro laptops and to be provided to vulnerable children and 30 smart phones to care leavers free of charge.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To enable vulnerable children to access education and stay in touch during isolation period.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Theresa Leavy, Executive Director for Children and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Not providing the ex.DC equipment was considered but the needs of our vulnerable children were prioritised.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 27 March 2020
<p><b>Decision:</b></p> <p>Decision taken to begin registering deaths over the phone following the suspension of face-to-face registrations</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>This move to a digital registration option provides a non-contact solution to the registration of deaths and may be vital if Dorset experiences a high number of deaths as a result of the virus.</p>
<p><b>Decision Maker (Name and Title):</b></p> <p>John Sellgren, Executive Director for Place and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>The suspension of death registration was considered not an option in addition to the completion in a face-to-face environment.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 27 March 2020
<p><b>Decision:</b></p> <p>If as a result of the Covid-19 epidemic the council is not able to fulfil a service which is provided on a charged basis it will seek to make recompense to the customer. At the discretion of the council this may be through provision of the same service at a different time, provision of an alternative service of similar benefit or value, refund of fees or charges, or similar arrangement.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To ensure fair recompense as a result of a paid service being suspended</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Aidan Dunn, Executive Director for Corporate Development and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>No action was considered not an option</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 27 March 2020
<p><b>Decision:</b></p> <p>Maintain decision that public toilets are closed.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>Toilets being open would increase the risk of the virus being transferred and the risk of them being stripped of consumables due to current shortages in the supermarkets.</p>
<p><b>Decision Maker (Name and Title):</b></p> <p>John Sellgren, Executive Director for Place and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Opening toilets would require each to be cleaned on a frequent basis during the day which is currently not resourced.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 28 March 2020
<b>Decision:</b>  Car park charges in all off street car parks suspended  The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution
<b>Key Decision:</b>  <div style="text-align: center;"><b>Yes</b></div>
<b>Reason(s) for Decisions:</b>  With the country in a lockdown situation and limited use of car parks by the public, charges have been suspended to support key workers to provide services to the community.
<b>Decision Maker</b> (Name and Title):  Senior Leadership Team
<b>Alternative options considered and rejected:</b>  None
<b>Any conflict of interest declared by any member consulted:</b>  None
<b>Any dispensation granted in respect of any declared conflict of interest:</b>  None

## Officer Delegated Decision

<b>Date:</b> 30 March 2020
<p><b>Decision:</b></p> <p>Best Western Hotel in Weymouth and Best Western in Sherborne agreed for use as temporary care facilities for 3 months</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>The temporary arrangements enable hospital discharge of people who no longer have a medical need to be in hospital but need additional support to return home or to a longer term setting.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Property Cell and Vivienne Broadhurst, Executive Director for Adults</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative option would have resulted in increased capacity in hospitals and limiting the response to the virus across the system.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 6 April 2020
<p><b>Decision:</b></p> <p>Enforcement of dogs on Dorset beaches will not be enforced during the lockdown providing dogs are on leads.</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>Decision was taken following confirmation that the Public Space Prevention Order cannot be revoked without consultation and full council approval. Therefore, it was agreed not to enforce the order at this time.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>John Sellgren, Executive Director for Place and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative option to enforce was deemed inappropriate given the current lockdown and the need for people to exercise their dogs near their home.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>

## Officer Delegated Decision

<b>Date:</b> 8 April 2020
<p><b>Decision:</b></p> <p>Agreed that a single scrutiny panel for the COVID-19 response would be the most appropriate option at this time          The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>This enables officers to balance their time between the active emergency response to COVID-19 and their responsibility to provide assurance.</p>
<p><b>Decision Maker</b> (Name and Title):</p> <p>Jonathan Mair, Corporate Director for Legal and Democratic and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>Alternative options included holding more than one scrutiny panel</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>



## Officer Delegated Decision

<b>Date:</b> 15 April 2020
<b>Decision:</b>  Garden waste collection to be reinstated from Monday 27 April.  The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution
<b>Key Decision:</b>  <div style="text-align: center;"><b>Yes.</b></div>
<b>Reason(s) for Decisions:</b>  To improve resident satisfaction and reduce the incidents of residential bonfires and fly tipping.
<b>Decision Maker</b> (Name and Title):  Karyn Punchard, Corporate Director for Place Services and the Senior Leadership Team
<b>Alternative options considered and rejected:</b>  Maintaining suspension of the service was considered
<b>Any conflict of interest declared by any member consulted:</b>  None
<b>Any dispensation granted in respect of any declared conflict of interest:</b>  None

## Officer Delegated Decision

<b>Date:</b> 15 April 2020
<p><b>Decision:</b></p> <p>Agreed an uplift of 10% to care providers to help them cope with the additional costs as a result of COVID19</p> <p>The delegation for this decision is detailed within the Scheme of Delegation in the Council's Constitution</p>
<p><b>Key Decision:</b></p> <p style="text-align: center;"><b>Yes</b></p>
<p><b>Reason(s) for Decisions:</b></p> <p>To support care providers with additional costs as a result of COVID19.</p>
<p><b>Decision Maker (Name and Title):</b></p> <p>Vivienne Broadhurst, Executive Director for Adults and the Senior Leadership Team</p>
<p><b>Alternative options considered and rejected:</b></p> <p>To continue with same level of payment.</p>
<p><b>Any conflict of interest declared by any member consulted:</b></p> <p>None</p>
<p><b>Any dispensation granted in respect of any declared conflict of interest:</b></p> <p>None</p>