

Appendix A

Decisions Taken during March 2020

The following table provides further information on the types of decisions taken by CBC, as a result of the Covid 19 Pandemic, during March 2020.

Type of Decision	Origin of power to take decision	Decisions taken / Date/ Agreed By:
Emergency Govt implements Contingencies Act and places Local Resilience Forums on formal footing February 2020	<p>The Civil Contingencies Act 2004 imposes a statutory duty on District Council's to respond and act to a civil emergency and are categorised as a category 1 responder (along with the County Council and the emergency services). This means that not only does the Council have to be ready to provide community leadership in an emergency in its area (such as the Coronavirus pandemic), but it must also ensure that it has robust business continuity plans in place and can take operational decisions to ensure that the Council's resources are deployed to support the emergency. This means that the Council must have strong leadership to deal with operational (as well as strategic leadership) and the Full Council recognised this by including in the Council's Constitution a statement of the Chief Executives powers in such situations. i.e.</p> <p>General Emergency Powers contained in CBC Constitution</p> <p>The Chief Executive shall, having as far as possible conferred with the Leader in the event of civic disasters or other issues of extreme emergency, have power to make decisions for the protection of the Borough and its citizens and which cannot be dealt with in accordance with the normal decision making process of the Council.</p> <p>The Chief Executive when acting in the capacity as District Controller in emergency matters has authority to incur expenditure outside amounts included within budgets without recourse to the requirements of the Council's Financial Regulations.</p>	None

Type of Decision	Origin of power to take decision	Decisions taken / Date/ Agreed By:
Urgent	<p>CBC Constitution provides</p> <p>Cabinet – If the Proper Officer considers that a matter of urgency has arisen and decision is required before next meeting, the Leader (or in whose absence the Deputy Leader or in whose absence relevant Portfolio Holder), has power to act and report back to next meeting. The decision is not subject to call in. <i>[The Proper Officer is: the Strategic Governance Manager or the Corporate Governance Manager]</i></p> <p>Panels and Committees – If the Proper Officer considers that a matter of urgency has arisen and decision is required before next meeting, the Proper Officer after consulting the Chairman and Group Spokespersons has power to act and report back to next meeting. <i>[The Proper Officer is: the Chief Executive or the Corporate Governance Manager]</i></p> <p>Full Council - If the Proper Officer considers that a matter of urgency has arisen with regard to a non-executive function and decision is required before next meeting , the Proper Officer after consulting the Chairman of the Scrutiny Panel or in whose absence the Deputy Chairman), has power to act and report back to next meeting. <i>[The Proper Officer is: the Chief Executive or the Strategic Governance Manager or the Corporate Governance Manager]</i></p>	<ul style="list-style-type: none"> • COVID 19 Business Rates Relief and Grants – Government Information provided to businesses 17/03/20 but system not operational in March 2020. AD Customer • COVID 19 Discretionary Business Grants – Government Information provided to businesses 17/03/20 but system not operational in March 2020. AD Customer

Type of Decision	Origin of power to take decision	Decisions taken / Date/ Agreed By:
Operational	Management / Business Continuity Plan issue <ul style="list-style-type: none"> • CBC Pandemic Plan reviewed in February 2020 and then implemented following declaration on 11 March 2020 by WHO that COVID 19 was characterised as a pandemic • CBC service business continuity plans reviewed in February 2020 • Advice by Govt regarding gatherings and social distancing culminating in lockdown from 23 March 2020 resulting in closure of some CBC services and premises • Regular all Group Leader COVID -19 briefings instituted providing updates on national and CBC operational issues. First one 17 March 2020. • All councillor and MP's e-bulletin briefings initiated providing Borough updates from a range of agencies and CBC operational issues. 	<ul style="list-style-type: none"> • Staff working from home unless unavoidable – 16/03/20, Covid-19 Coordination Group - EMT & CBH CEO • Planning, Licensing and Scrutiny March meetings cancelled by agreement of respective Chairs. – 18/03/20, Committee Chairs. • Interim Planning and Scrutiny arrangements put in place with agreement with respective chairs – 18/03/20, Committee Chairs • Closure of Council premises: Town Hall, Leisure world, Museums, Rowan House – 18/03/20, Group Leaders. • Cancellation of Events at Council owned premises – 18/03/20, Colchester Amphora Trading Ltd • Weekend noise service suspended – 20/03/20, AD Communities. • Closure of CBC owned beach huts, playgrounds and outdoor gyms – 25/03/20, AD Environment. • HMO/Private Sector Housing home visits suspended – 25/03/20, AD Communities • Recycling and garden waste services suspended – 25/03/20, COO in consultation with PFH and Group Leaders • Car parks at parks/country sites closed – 31/03/20, AD Environment