

## EXECUTIVE DECISIONS LOG - COVID-19

**17 MARCH 2020 – 22 JUNE 2020**

DATE OF DECISION	DECISION MADE BY	DECISION	REASONS	FINANCIAL IMPACT (Loss / Expenditure)	DECISION RECORD
16 March 2020	Director of Housing and Assets/Deputy CEO	<p>Fulfil Government directive on obligations to homeless and rough sleepers. Including commandeering empty social stock already in system (10 additional designated temporary accommodation).</p> <p>Use of direct lets to release pressures in lettings chain. Flexible use of homeless prevention fund.</p>	MHCLG directive to accommodate all homeless and rough sleepers	Void rent loss Additional property repair costs Rent loss.	Government Guidance  Cabinet Update June 2020
17 March 2020	Leader	<p>Meetings:</p> <ul style="list-style-type: none"> <li>○ 2 April – AGM and other planned business – quorate level</li> <li>○ Non-attendance won't count towards absence level</li> <li>○ Cancel anything not essential</li> <li>○ Retain Cabinet 23 March – quorate level</li> <li>○ Retain Extraordinary Audit – critical decision – quorate level</li> <li>○ Planning only if necessary</li> </ul>	In line with current guidance to avoid non-essential gatherings or face-to-face contacts.	None	Government Guidance  Cabinet Update June 2020

17 March 2020	Leader	Offices: <ul style="list-style-type: none"> <li>○ Close Watnall Road to the public from Thursday 19 March</li> <li>○ Close Kirkby, Depot and Brook Street to the public from Monday 23 March (remain open for DWP)</li> </ul>	In line with current guidance to avoid non-essential gatherings or face-to-face contacts	None	Government Guidance  Cabinet Update June 2020
17 March 2020	Leader	Unauthorised encampments – retain as Critical Function	Public health	Costs of usual process – not specific to COVID19	Cabinet Update June 2020
17 March 2020	Leader	Interviews/Recruitment: <ul style="list-style-type: none"> <li>○ continue ONLY if essential, try not to be face-to-face</li> <li>○ long-list for CEO to go ahead but postpone further process</li> </ul>	In line with current guidance to avoid non-essential gatherings or face-to-face contacts.	May be additional recruitment costs to repeat processes.	Government Guidance  Cabinet Update June 2020
17 March 2020	Leader	Parks and Open Spaces – remain open, but contact all those using pitches etc. to advise them to not hold large gatherings.	In line with current guidance to avoid non-essential gatherings or face-to-face contacts but to encourage people to continue to exercise.	Lost income from hiring of facilities	Government Guidance  Cabinet Update June 2020
17 March 2020	Leader	Community Centres <ul style="list-style-type: none"> <li>○ Close those in Sheltered Courts immediately</li> <li>○ Others closed from Monday, 23 March</li> </ul>	In line with current guidance to avoid non-essential gatherings or face-to-face contacts	Lost income from hiring of facilities	Government Guidance  Cabinet Update June 2020

17 March 2020	Leader	<p>Events</p> <ul style="list-style-type: none"> <li>○ Cancel all events for next 3 months</li> <li>○ Commence planning to reorganise cancelled events – reviewed regularly by Leadership</li> </ul>	In line with current guidance to avoid non-essential gatherings or face-to-face contacts	Potential loss of income	<p>Leadership</p> <p>Cabinet Update June 2020</p>
18 March 2020	Director of Housing and Assets/Deputy CEO	Suspension of new evictions from social housing accommodation and a ban on new possession proceedings for 3 months	MHCLG instruction	Loss of rental income	<p>Government Guidance</p> <p>Cabinet Update June 2020</p>
18 March 2020	Director of Housing and Assets/Deputy CEO	Modify arrears escalation process	Slow process to avoid possession and allow tenants to adjust to income changes	Loss of rental income	<p>Government Guidance</p> <p>Cabinet Update June 2020</p>
20 March 2020	SLM	All Leisure Centres closed	In line with current guidance to avoid non-essential gatherings or face-to-face contacts	Yes – contractual.	<p>Government Guidance</p> <p>Cabinet Update June 2020</p>
23 March 2020	Leader	Letter to tenants in Sheltered Housing Courts advising of no visits to the Courts and offering support contacts	To advise tenants of the situation and to provide support	Cost of letters and mileage to hand deliver	<p>Leader</p> <p>Cabinet Update June 2020</p>
24 March 2020	Leader	Letter to 50-70 year old tenants advising of NC number – sent from Cllr Barsby	To advise residents of support available	Cost of letters and postage	<p>Leader</p> <p>Cabinet Update June 2020</p>

24 March 2020	Director of Housing and Assets/Deputy CEO	<p>Cease all non-priority housing and asset work.</p> <ul style="list-style-type: none"> <li>• Lettings - homeless only</li> <li>• Tenancy Management - desktop only</li> <li>• Repairs/Assets – emergency/urgent only under specific risk assessment</li> <li>• PSE – essential only</li> <li>• DFG - cease operation</li> </ul>	Government and Regulator instruction. Safety of staff/tenants	Void rent loss Property damage Contractual loss	<p>Cabinet Update June 2020</p> <p>Officer Decision Record – 20<sup>th</sup> April gas/electric servicing</p> <p>Officer Decision Record – 6<sup>th</sup> May agree terms of suspension of major works contract</p>
24 March 2020	Director of Place and Communities	Markets – closed indoor and outdoor except for those selling food	In line with restrictions imposed by Government on 23 March 2020	Loss of income	<p>Government guidance</p> <p>Cabinet Update June 2020</p>
24 March 2020	Director of Place and Communities	Play grounds and park car parks closed to the public. Some parks have also been closed where play grounds are unable to be secured separately.	In line with restrictions imposed by Government on 23 March 2020	Loss of car park income	<p>Government guidance</p> <p>Cabinet Update June 2020</p>
24 March 2020	Director of Place and Communities	Car MOTs suspended due to current MOT cover being extended by 6 months and HGV MOTs suspended for 3 months.	In line with restrictions imposed by Government on 23 March 2020	Loss of income	<p>Government guidance</p> <p>Cabinet Update June 2020</p>

24 March 2020	Director of Place and Communities	Driver, licensing and compliance testing: Driver licence system checks suspended. Licence checks only Taxi compliance tests suspended Driver CPC extension allowed Drivers Hours relaxed 2 Year Tachograph testing extended	In line with restrictions imposed by Government on 23 March 2020	Loss of income	Government guidance  Cabinet Update June 2020
25 March 2020	Leader	Free town centre car parking for 3 months	Support town centre businesses	Loss of income	Leader  Cabinet Update June 2020
6 April 2020	Director of Place and Communities	To hire 10 small vans into Waste Services	To enable crews to social distance whilst carrying our critical functions	Additional expenditure	Cabinet Update June 2020
7 April 2020	Corporate Finance Manager (Section 151 Officer)	COVID-19 – Deferred Payment of Rent	To support businesses who are unable to make timely payments of their rents due to the Government imposed closures	It is expected that all rent income due to the Council will ultimately be collected	Officer Decision Record dated 7 April 2020
09 April 2020	Director of Housing and Assets/Deputy CEO	Authorise Right to Buy valuations to be delivered 'drive by/desktop' rather than internal inspection	To maintain legislative timescale (subsequently supported by MHCLG)	Negligible based on data held on similar properties.	Cabinet Update June 2020

9 April 2020	Director of Legal and Governance (Monitoring Officer)	Data set sharing including Electoral Register and information sharing agreement.	To assist with communicating with the Extremely Vulnerable People and Vulnerable People as part of Humanitarian Assistance.	None	Officer Decision Record 9 April 2020
14 April 2020	Assistant Director Neighbourhoods and Environment	Cemetery gates locked to prevent access and support the stay at home message	Not an essential journey, CPS guidance clarified by MHCLG via LGA states that Councils must close crematoria and burial grounds	None	Cabinet Update June 2020
14 April 2020	Leader	To hold formal virtual Council, Cabinet and Committee Meetings	In line with legislation: Coronavirus Act 2020 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and	Relatively small monthly costs associated with subscribing to use the Zoom application	Leader Cabinet Update June 2020

			Wales) Regulations 2020		
15 April 2020	Director of Place and Communities	Charging for Pest Control DIY Kits	To continue with the provision of a pest control service during lockdown/social distancing arrangements	Income to offset lost income	Officer Decision dated Record 15 April 2020
16 April 2020	Portfolio Holder for Regulatory Services	To note the new enforcement powers contained in the Enforcement of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 and to delegated the authority to exercise these powers to the Director of Place and Communities.	In accordance with the Enforcement of the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020. To enable the Council to take prompt and appropriate action against businesses in the District that refuse to comply with the Regulations.	None	Executive Decision Record dated 16 April 2020
17 April 2020	Leader	Interim Crematorium Arrangements During the Coronavirus Pandemic	To enable the Crematorium to increase its	This temporary change is likely to lead to a	Executive Decision Record dated 17 April 2020

			capacity as requested by the Nottinghamshire Local Resilience Forum.	short term net increase in income.	
18 April 2020	Leader	Cemetery gates open from 9am to 4pm with the exception of during funerals	Support grieving relatives	None	Cabinet Update June 2020
20 April 2020	Director of Place and Communities	Interim Arrangements with SLM during the COVID-19 Outbreak.	To support the Leisure Provider during Leisure Centre closures as a result of Government guidance.	Additional expenditure.	Officer Decision Record dated 20 April 2020
20 April 2020	Director of Place and Communities	Temporary relaxation of the need for HGV drivers to have medicals to renew their licence All due a medical this year will get a licence issued valid for just a year	In line with updated guidance from Govt 20 April 2020	None	Cabinet Update June 2020
22 April 2020	Portfolio Holder for Streets, Parks and Open Spaces	Countrywide Waste Service Change Protocol	Working collaboratively across the County during the COVID crisis to ensure a systems approach is taken in waste service decision making to ensure	None	Executive Decision Record dated 22 April 2020



			decisions taken by one organisation do not impact another.		
30 April 2020	Director of Place and Communities	Ashfield Community Fund and COVID-19 Fund – Support for Organisations	To utilise the Ashfield Community Fund and COVID-19 Fund to urgently provide immediate financial support to organisations supporting those affected by the Covid-19	None - Use of existing General Fund budget and COVID-19 funding.	Leadership Officer Decision Record dated 30 April 2020
6 May 2020	Corporate Finance Manager (Section 151 Officer)	COVID-19 – Business Rates Pool – Year End Treatment 2019/2020	To aid the cashflow position of the District Councils within the Pool during the Coronavirus pandemic.	Short-term beneficial cashflow position	Officer Decision Record dated 6 May 2020
18 June 2020	Corporate Finance Manager (Section 151 Officer)	Discretionary Grant Scheme	As part of Government support for Businesses	Government Funding	Officer Decision Record dated 18 June 2020

17 June 2020	Chief Executive	Revenues and Benefits – Electronic Forms – Formal Directive Agreement	To assist with digital approached for Benefits during COVID	None	Officer decision – Formal Directive
30 June 2020	Cabinet	COVID-19 Reserve	Government Allocation	£61,505	Subject to approval Cabinet 30 June 2020
30 June 2020	Cabinet	Corporate Risk Register	Updated to take account of Corporate Risks as a result of COVID-19	None	Subject to approval Cabinet 30 June 2020