

Record of Officer Decisions taken under Delegated Authority

Delegated Power being exercised; <i>Chapter 6; Full delegation to Chief Officers</i> <i>Section 5.1: routine matters</i> <i>Section 5.2 Emergency powers</i>	Key Decision?	Officer exercising Delegation	Details of decision made	Consultations undertaken <i>Section 5.1 : Leader or Portfolio Holder/Local Member</i> <i>Section 5.2: Leader or Deputy Leader</i>	Date of decision	Date Reported to Council or Cabinet
Section 5.2	No	Head of Economic & Community Development	To rename and refocus the Big Society Fund and any consequential changes to the Fund's prospectus to be addressed by the Head of Economic & Community Development, in consultation with the portfolio Holder for Culture & Wellbeing.	5.1 – Cabinet members		30.03.2020
Section 5.2	No	Head of Finance Head of Economic & Community Development	<ul style="list-style-type: none"> • To review the advice and information service being delivered by Norfolk Citizens Advice. • The S151 Officer, in consultation with the Portfolio Holder for Culture & Wellbeing, to award a conditional grant (of no more than the current sum of £66,323) to Norfolk Citizens Advice towards the continuation of advice and information services in North Norfolk at dedicated offices and agreed outreach locations for the period 1 April 2020 – 31st March 2021. • Over the coming year, to review the various operational options for meeting the advice and information 	5.1 – Cabinet members		30.03.2020

Record of Officer Decisions taken under Delegated Authority

			needs of the District in future years (after the proposed new contract period).			
Section 5.2	No	Head of Finance	To approve the Sponsorship and Advertising Policy and that a further report is produced covering the potential opportunities.	5.1 – Cabinet members		30.03.2020
Section 5.2	Yes	Head of Legal, Democratic Services & Benefits	<ol style="list-style-type: none"> 1) To agree the procurement of the Revenues & Benefits IT system through a Direct Award via the Crown Commercial Framework (RM3871) to Civica (Open Revenues) for a contract period of 5 years from October 2020 at a total cost of £301,000 and; 2) To make a capital provision of £101,000 for the software licences to be financed from capital resources. 	5.1 – Cabinet members		30.03.2020
Section 5.2	No	Head of Finance & Assets	<p>Property Transaction – North Walsham</p> <ol style="list-style-type: none"> A. To dispose of the property subject to Officer advice, as provided in the exempt appendix. B. A budget is provided for the removal of some equipment and associated works. C. An independent valuation of the site for disposal is obtained by a specialist surveyor 	5.1 – Cabinet members		30.03.2020
Section 5.2	Yes	Head of Finance & Assets	<ol style="list-style-type: none"> A. To dispose of the property subject to Officer advice, as provided in the exempt appendix. B. A budget is provided for the removal of the portakabins and associated works. 	5.1 – Cabinet members	30.3.20	30.3.2020

Record of Officer Decisions taken under Delegated Authority

			C. An independent valuation of the site for disposal is obtained by a specialist surveyor			
Section 5.2	Yes	Head of Finance & Assets	<ol style="list-style-type: none"> 1. To seek pre application advice on the planning acceptability of additional plots on the site in order to maximise the value of the asset prior to disposal. 2. To dispose of the freehold of the site on the open market through the appointment of a specialist Estate Agent. 3. To dispose of the site subject to overage clauses. 4. To recommend reinvestment of the receipt in a suitable income generating asset in line with the Council's adopted Commercial Property Strategy. 	5.1 – Cabinet members		30.03.2020

Record of Decisions taken under Delegated Authority

Delegated Power being exercised;	Key Decision y/n	Officer exercising Delegation	Details of decision made	Consultations undertaken	Date of decision	Date Reported to Council/Cabinet
<p><i>Chapter 6; Full delegation to Chief Officers</i></p> <p><i>Section 5.1: routine matters</i></p> <p><i>Section 5.2 Emergency powers</i></p>				<p><i>Section 5.1 : Leader or Portfolio Holder/Local Member</i></p> <p><i>Section 5.2: Leader or Deputy Leader</i></p>		
Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	To close a number of public conveniences which had seen vandalism and theft / removal of toilet rolls and liquid soap in response to panic buying as people prepared for anticipated Government statement on Coronavirus lockdown. The decision was taken to close 17 of the Council's 39 public conveniences in response to incidences of theft and vandalism over the past week and to allow redirection of cleansing staff to other activities.	S.5.2 – Leader of the Council	19.03.20	18 May 2020

Record of Decisions taken under Delegated Authority

Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	Decision taken to close Coastal Car Parks operated by the District Council in light of large numbers of people visiting the coast over the weekend of 21 st and 22 nd March against Government guidance on social distancing and non-essential travel to try and limit the spread of Coronavirus	S.5.2 – Leader of the Council	23.03.20	18 May 2020
Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	To close all public conveniences operated by the District Council on a temporary basis.	S.5.2 – Leader of the Council	24.03.20	18 May 2020
Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	To close Cromer Pier for public access in light of Government guidance on social distancing and non-essential travel during the Coronavirus situation (extended on 16 April 2020)	S.5.2 – Leader of the Council	24.03.20	18 May 2020
Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	To establish 10 Local Co-ordination Centres to support delivery of frontline community support to Shielding and Vulnerable People in the community in response to the Coronavirus national lockdown.	S.5.2 – Leader of the Council	26.03.20	18 May 2020

Record of Decisions taken under Delegated Authority

Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	To send letter to all households in North Norfolk detailing contact details and community support arrangements in response to national Coronavirus lockdown – providing information on dedicated helpline and email address, Hardship Fund and Benefits advice, business advice, community volunteering etc. This was a Norfolk wide initiative – the costs of which district authorities agreed to meet at a district level	S.5.2 – Leader of the Council	26.03.20	18 May 2020
Section 5.2	Yes	R. Young <i>Head of Economic & Community Growth</i>	To support the Council's leisure contractor with its immediate and longer term cashflow issues as a result of the Government's response to the Covid 19 emergency, which has statutorily required the closure of all leisure centres for use by members of the public for their intended use.	S.5.2 – Leader of the Council	26.03.20	18 May 2020
Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	Decision taken to close Car Parks at Holt Country Park, Pretty Corner Woods and Vale Road Beach Access at Trimmingham in response to a request from local police due to large numbers of people undertaking non-essential travel to these sites for walking and exercise over weekend of 28 th and 29 th March against Government advice to limit the spread of Coronavirus	S.5.2 – Leader of the Council	31.03.20	18 May 2020

Record of Decisions taken under Delegated Authority

Section 5.1	No	R. Young <i>Head of Economic & Community Growth</i>	<p>North Walsham High Street Heritage Action Zone - Funding</p> <p>In the light of the funding offer and the current pandemic crisis, officers reviewed the budgetary position and the matter reported to Cabinet at its pre-Cabinet meeting, where the decision was taken to proceed with the scheme and to identify an appropriate source from which the necessary budget to be drawn.</p>	Cabinet	04/05.20	4 th May 2020
Section 5.2	Yes	S. Blatch <i>Chief Executive</i>	<p>To re-confirm previous decisions made on 23rd, 24th and 31st March to close coastal car parks and car parks at Holt Country Park, Pretty Corner Woods and Vale Road Beach access, Trimmingham; as well as all District Council public conveniences in support of the Government extension of the Coronavirus lockdown.</p>	S.5.2 – Leader of the Council	16.04.20	18 May 2020