

Record of 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 y/n | 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/Cabinet |
|--|-------------------------|--------------------------------------|--|--|-------------------------|---|
| 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 |
| 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 |

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| 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 |
| 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 |

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| 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 |
| Section 5.1 | No | R. Young <i>Head of Economic & Community Growth</i> | North Walsham High Street Heritage Action Zone - Funding 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. | Cabinet | 04/05.20 | 4 th May 2020 |

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| Section 5.2 | Yes | S. Blatch <i>Chief Executive</i> | To re-confirm previous decisions made on 23 rd , 24 th and 31 st 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. | S.5.2 – Leader of the Council | 16.04.20 | 18 May 2020 |
| Section 5.1 | Yes | E. Duncan <i>Head of Legal</i> | Cromer Sport Hub – mediation Mediation with a clear negotiation envelope was undertaken on 29 May 2020. A settlement figure was reached representing, in the view of the Head of Legal a good settlement option, and was well within the recommended settlement envelope. | S 5.1 – Portfolio Holder | 29.05.20 | 01 June 2020 |
| Section 5.2 | No | S. Blatch <i>Chief Executive</i> | Street signage Printing of 7340 street signage decals – cost £33,030 plus VAT. | s.5.2 – Leader of the Council (Gold Command meeting) | 03.06.2020 | 06 July 2020 |
| Section 5.1 | no | D. Ellis <i>Head of Finance</i> | Staithe Street car park, Wells To reopen and operate as a public pay and display car park. | S 5.1 – Portfolio Holder | 01.06.2020 | 6 July 2020 |

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| Delegated Decisions taken by a Member: | | | | | | |
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| Delegated Power being exercised; | Key Decision y/n | Member Exercising delegation | Details of decision made | Consultations undertaken | Date of decision | Date reported |
| <p><i>Chapter 3, Part 3, section 1.1:</i></p> <p><i>Functions which the Leader has allocated to Cabinet, Cabinet Committees or individual cabinet members</i></p> | | | | | | |
| <p><i>Part 4, section 1.1</i></p> <p><i>The discharge of Executive Functions</i></p> | No | The Leader, Cllr S Butikofer | To move to a single Chief Executive Model and delete the two Corporate Director posts | N/A | 16 March 2020 | 10 June 2020 |