


**ARUN DISTRICT COUNCIL**  
**DECISION TAKEN UNDER OFFICER SCHEME OF DELEGATION**

*To be completed for decisions taken in accordance with Part 4, Officer Scheme of Delegation, Section 1, paragraph 5.2.*

<b>DATE DECISION TAKEN</b>	17 March 2020
<b>SUBJECT</b>	<b>Construction of temporary reception partitions at Arun Civic Centre &amp; Bognor Regis Town Hall</b>
<b>DECISION TAKEN</b>	To obtain purchase materials and appoint contractors to erect two temporary partitions to maintain sufficient protection of staff and customers in order to allow critical face to face services to continue. Cost £13,333.
<b>REASON FOR THE DECISION</b>	<p>The protective partitions were, following assessment of risk, considered a reasonable step to take to protect customer facing staff in order that they could continue to deliver critical services to the most vulnerable service users such as those facing homelessness. The protective measures also protect customers.</p> <p>Section 138(1) of the Local Government Act 1972 confirms that: "Where an emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principle council are of the opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may .... (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the UK) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; ...."</p> <p>I have exercised my delegated authority at Part 4, Section 2, paragraph 4.8 of the Officer Scheme of Delegation which confirms that I can incur this expenditure for meeting the purposes of the Local Government Act 1972, S.138 when it is in connection with peacetime emergencies and disasters.</p> <p>As my authority confirms, this action will be reported to the first subsequent meeting of Cabinet.</p>
<b>ALTERNATIVE OPTIONS CONSIDERED OR REJECTED</b>	<p>PPE such as face masks for staff: government advice is that these do not offer effective protection for staff.</p> <p>Only providing ongoing reception facilities at one of the two office locations. Most vulnerable group more considered to be more likely to attend at Bognor Regis Town Hall, and ACC needed to be open for other services such as call</p>

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	<p>centre staff, print/post. Therefore closing BRTH reception would not have allowed ACC to have closed. This option to be kept under review.</p> <p>Stopping face to face services altogether: the emergency homelessness service needs to continue to be provided and the client group considered to need face to face access to service.</p>
<p><b>ANY CONFLICT OF INTEREST DECLARED BY ANY MEMBER OF THE COUNCIL</b>  <i>Only needed if the decision is under an express authorisation</i></p>	
<p><b>NAME OF THE DECISION TAKER</b></p>	<p>Karl Roberts, Director of Place</p>
<p><b>SIGNATURE</b></p>	

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