



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Executive Officer & Town Clerk

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8th December 2021 (updated 15th December 2021)

To: Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Shabbir Aslam, Leanne Lee, Sam Maxwell, Phil Moitt, Satindra Sangha, Tracey Shepherd, Sohan Johal and Robert Waterton.

Dear Councillor

You are summoned to attend an **EXTRAORDINARY** meeting of the **POLICY & RESOURCES COMMITTEE** to be held in the **Fosse Room** and by Zoom Video Conferencing (details below) on **Wednesday, 15th December 2021** commencing at **7.30pm**, for the transaction of the business as set out below.

Join Zoom Meeting

<https://zoom.us/j/97398638482?pwd=V0o5cVpqSHczcnkzWVICbjFkb01CZz09>

Meeting ID: 973 9863 8482

Passcode: 689528

Yours sincerely,

Executive Officer & Town Clerk

AGENDA

1. Apologies

To receive apologies for absence.

2. Disclosures of Interest

To receive disclosures of Interest in respect of items on this agenda:

- a) Disclosable Pecuniary Interests,
- b) Other Interests (Non-Pecuniary).

3. Public Participation

Members of the public may make representations, give evidence or answer questions in respect of any item of business included on the agenda. At the discretion of the Chairperson the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

4. **Blaby District Council – Proposed Community Governance Review of Braunstone Parish**

To determine Braunstone Town Council's response to the proposal, being considered at a meeting of Blaby District Council on Tuesday 14th December 2021, to conduct a Community Governance Review to consider governance arrangements in the parish of Braunstone (**Enclosed**).

5. **Urgent Decision – Covid-19 Delegations to the Executive Officer & Town Clerk**

Reason for Urgency the news of the recent spread of the Omicron variant of Covid-19 and uncertainty around its impact has developed since the publication of the agenda and there is a significant likelihood that decisions will need to be made in response prior to the next scheduled meeting on 13th January 2022.

To consider reinstating the Covid-19 Delegations to the Executive Officer & Town Clerk (**Enclosed**).

Next Scheduled Meeting: Thursday 13th January 2022.



NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime and Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.
EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.



FRESH AIR



TESTING



FACE COVERINGS



APP



HANDWASHING

BRAUNSTONE TOWN COUNCIL

EXTRAORDINARY POLICY & RESOURCES COMMITTEE – 15th DECEMBER 2021

Item 4 – Blaby District Council – Proposed Community Governance Review of Braunstone Parish

Purpose

To determine Braunstone Town Council's response to the proposal, being considered at a meeting of Blaby District Council on Tuesday 14th December 2021, to conduct a Community Governance Review to consider governance arrangements in the parish of Braunstone.

Background

Community Governance Reviews are provided for under *The Local Government and Public Involvement in Health Act 2007* and allows a principal authority to look at the whole or part of its area to consider:

- the creation, merger, alteration or abolition of parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes, such as the ordinary year of election, council size, wards, and numbers of councillors; and
- the grouping or de-grouping of parishes.

The law allows the principal authority to use a review to assess and make changes to community governance within its area in order to:

- improve community engagement;
- bring communities closer together;
- create better local democracy; and
- result in more efficient delivery of local services.

Typically, a review can be:

- in response to changes in population - for example, if there is a major new housing development; or
- triggered by a petition of electors.

Once a principal authority has resolved to undertake a review it has one year to complete the review. As part of the review a full consultation should take place involving parishes, ward members and other local stakeholders.

Community Governance Reviews of Braunstone Parish

Previously a review was held in 2011, which considered the merits of a separate parish for Thorpe Astley. This review concluded that Thorpe Astley should remain part of Braunstone Parish along with recommending changes to the boundary with Leicester Forest East to accommodate within Braunstone Parish the properties in

Stackyard Close, Goodheart Way, Garden Close and Field Close.

As a result of the above review, a further Community Governance Review was held in 2014 to review the ward arrangements and representation on the Town Council to ensure equality of representation. This review resulted in the creation of a Town Council Ward for Thorpe Astley, which is separate from Winstanley Ward. The arrangements resulting from the 2014 review came into effect at the Town Council elections in 2015.

Blaby District Council – Proposed Community Governance Review of Braunstone Parish

An item has been included on the agenda of the meeting of Blaby District Council for 14th December 2021, *“to advise the [District] Council of the process and seek approval to conduct a Community Governance Review to consider governance arrangements in the parish of Braunstone”*. A copy of the report and appendices submitted to Blaby District Council is attached as an Annexe.

Following the outcome of the District Council meeting, a supplementary report will be published for the Policy & Resources Committee. The supplementary report will set out the context and the implications of the District Council decision for the Town Council, along with recommendations on how the Town Council should respond.

**Blaby District Council
Council**

Date of Meeting 14 December 2021
Title of Report **Community Governance Review Braunstone and Thorpe Astley**
This is not a Key Decision and is on the Forward Plan
Lead Member **Cllr. Terry Richardson - Leader of the Council**
Report Author Democratic Services, Scrutiny & Governance Manager
Corporate Priority A Place to Live

1. What is this report about?

- 1.1 To advise the Council of the process and seek approval to conduct a Community Governance Review to consider governance arrangements in the parish of Braunstone

2. Recommendation(s) to Council

- 2.1 Agree to undertake a Community Governance Review of the parish of Braunstone.
- 2.2 Agree the Terms of Reference as detailed in Appendix A, including the timetable and arrangements for consultation.
- 2.3 Agree that the review will be carried out by the Democratic Services and Governance Manager in consultation with a cross party working group.
- 2.4 That further reports are brought back to Council in respect of Draft and Final recommendations of the review.

3. Reason for Decisions Recommended

- 3.1 The Council has a statutory obligation under Part 4 of the Local Government and Public Involvement in Health Act 2007 to keep its community governance arrangements under review. A Community Governance review will enable residents of Braunstone and Thorpe Astley as well as neighbouring areas to make comment on the governance arrangements.

4. Matters to consider

4.1 Background

A Community Governance Review (CGR) is a review of the whole or part of a district to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style (i.e. whether to call it a town council or village council etc) of new parishes;
- the electoral arrangements for parishes – the ordinary year of election, the size of the council, the number of councillors to be elected and parish warding;
- grouping parishes under a common parish council, or de-grouping parishes.

The Local Government and Public Involvement in Health Act, 2007, sets down the legal framework within which councils must undertake these reviews.

It is considered good practice for the Council to conduct a full review of its whole area every 10-15 years or sooner if it receives a relevant petition. On occasions, a CGR may be needed for a specific area within the district before the review period and legislation allows for this to occur at any time.

General Principles relating to Community Governance Reviews

Under the legislation the District Council must aim to ensure that community governance in the area under review:-

- reflects the identities and interests of the community in that area
- is effective and convenient
- takes into account any other arrangements for the purpose of community representation or community engagement.

When considering this, the Council should take into account a number of factors, including:

- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of any new local community or parish.

A review involves the following stages:

- (1) Setting terms of reference of the review (if the Council approves a Review suggested terms of reference are set out in Appendix A);

- (2) Publicising the terms of reference (for the purposes of the Act, the review formally commences when the terms of reference are published);
- (3) Undertaking consultations with the local government electors for the area and any other person or body who appears to have an interest in the review;
- (4) Considering representations;
- (5) Preparing and publishing draft proposals;
- (6) Undertaking consultation on the draft proposals;
- (7) Considering representations;
- (8) Publishing recommendations;
- (9) Making an order to bring into effect any decisions arising from the review.

Braunstone and Thorpe Astley

The Council has been approached to consider whether the local governance arrangements within the parish of Braunstone are appropriate, in particular in relation to whether those arrangements reflect the identities and interests of all residents within the Parish when considering the distinct community of Thorpe Astley which is within the Parish of Braunstone.

4.2 Proposal(s)

That the Council carries out a Community Governance Review of this part of the District.

4.3 Relevant Consultations

All local government electors within the parish will be consulted and their views considered as part of the consultation process.

In addition all residents of the District, as well as neighbouring Parish Councils, Ward members from the District and County Councils will have an opportunity to put forward representations.

The council must have regard to the need to secure that the community governance arrangements for the area reflects the identities and interests of the community in the area and are effective and convenient.

4.4 Significant Issues

None, this report seeks to commence a consultative process.

5. What will it cost and are there opportunities for savings?

- 5.1 If a CGR were to be conducted the resource requirements would mainly include officer time for dealing with the preparation of terms of reference,

consultation submissions, although there will be some postage and printing costs associated with the distribution of review documentation.

There is no specific budget set aside for CGRs and therefore any costs will have to be absorbed within existing budgets.

6. What are the risks and how can they be reduced?

- 6.1 The risk of not undertaking this review is a potential failing in providing effective governance arrangements for the parish.

7. Other options considered

- 7.1 The Council can choose not to conduct a Community Governance Review.

8. Environmental impact

- 8.1 None.

9. Other significant issues

- 9.1 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

10. Appendix

- 10.1 Appendix A – Terms of Reference

11. Background paper(s)

- 11.1 Local Government and Public Involvement in Health Act 2007
<http://www.legislation.gov.uk/ukpga/2007/28/contents>

[Communities & Local Government/Local Government Boundary Commission for England – Guidance on Community Governance Reviews](#)

12. Report author's contact details

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Community Governance Review Terms of Reference

Review of Community Governance Arrangements and Parish Boundaries in the Parish of Braunstone

Local Government and Public Involvement in Health Act 2007

Introduction

Blaby District Council is conducting a Review of Community Governance Arrangements to determine whether any changes are required with regard to the parish boundary and local governance arrangements within the Parish of Braunstone. This review is being carried out in accordance with Part 4 Chapter 3 of the Local Government and Public Involvement in Health Act 2007. The review shall comply with the legislative requirements, have regard to the associated statutory guidance and will be conducted in accordance with these Terms of Reference.

What is a Community Governance Review

It is a review that can take place for the whole or part of the District to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size, the number of councillors to be elected to the council, and parish warding), and
- Grouping parishes under a common parish council or de-grouping parishes

The Council is required to ensure that community governance within the area under review will be: reflective of the identities and interests of the community in that area; and is effective and convenient.

In doing so the community governance review is required to take into account:

- The impact of community governance arrangements on community cohesion;
- The size, population and boundaries of a local community or parish.

The aim of the review is to consider and bring about improved community engagement, better local democracy and efficient more effective and convenient delivery of local services and ensure electors across the whole District will be treated equitably and fairly.

Why undertake this Community Governance Review

The Parish of Braunstone encompasses two large distinct communities; Braunstone Town and Thorpe Astley the purpose of the review is to seek the views of those within the Parish and in the wider area as to whether any changes are required for community governance or whether changes should be made to the parish boundary, for example creating a separate parish of Thorpe Astley.

Scope of the Review

The Review shall consider the community governance needs of the whole Parish of Braunstone this will take into account existing arrangements in determining what parish arrangements to recommend.

Following the review the District Council will be asked to consider recommendations whether or not to amend parish boundaries, create a new parish, whether there is a need to establish a new Parish Council, the name of the Parish Council if any and any subsequent Electoral or Administrative Arrangements. Electoral Arrangements means determining the number of Councillors to be elected, any division into wards, the boundaries of any such wards, the name of the Parish Council and any wards as well as the ordinary year in which the elections are held.

Relevant Information

A number of comments have been made by residents of Thorpe Astley for it to be considered as a separate parish area in its own right for the following reasons

- It is geographically separated from the rest of Braunstone Town by distinct boundary features
- Has its own identity and community facilities
- Feels its own voice is lost in a minority representation on Braunstone Town Council
- Would like to follow the example of New Lubbethorpe which now has its own Parish Council

A plan of the Parish of Braunstone is attached

There are approximately 7,150 properties within the Parish and approximately 12,500 electors.

The Parish has a Town Council – Braunstone Town Council which is split into four wards. There are 3 Councillors in Millfield Ward, 9 Councillors in Ravenhurst and Fosse Ward, 5 Councillors in Thorpe Astley Ward and 4 Councillors in Winstanley Ward.

Who will undertake the Review

The District Council is responsible for conducting the review. The Council has established a working group which will be responsible for making both draft and final recommendations during the process. The Council will be required to approve the final recommendations prior to the Community Governance Order being made. A full

consultation process will form part of the Review to take full account of the views of local people.

Reorganisation of Community Governance Order

The Review will be completed once the District Council adopt the Reorganisation of Community Governance Order, copies of which will be deposited at the Council Offices and on the website. The Order may also cover any consequential matters required, this may include

- The transfer and management of property
- The setting of precepts for any new Parish
- Provisions with respect to transfer of any functions, property, rights and liabilities

The Order will take effect for financial and administrative purposes on 1 April 2023, the electoral arrangements for any new Parish Council will come into force at the next ordinary elections in May 2023.

Timetable for the review

The programme and timeline may be adjusted after representations have been received by local people and bodies in response to the initial public consultation. This will allow the Council a degree of flexibility in the interests of ensuring that it manages the review process efficiently. Any adjustments to the programme and timetable will be approved by the Council and published on its website.

Task	Timescale
Terms of Reference adopted by Council	14 December 2021
Research and information gathering	December 2021
Consultation	20 December – 28 February 2022
Consideration of responses and prep of draft recommendations	1 March – 24 March 2022
Draft Recommendations approved by Council	5 April 2022
Publish draft recommendations and further consultation	2 May- 29 July 2022
Consideration of responses and prep of final recommendations	1 August – 8 September
Final Recommendations approved by Council	20 September 2022

Final recommendations published (review concluded)	October 2022
Council makes Reorganisation Order	November 2022
Order comes into Force, existing Parish arrangements (Parish Council, boundary and Parish Meeting) exist until the next ordinary elections.	1 st April 2023
Election	2 nd May 2023

Representations

Blaby District Council welcomes all representations from any person or body who may wish to comment or make proposals on any aspect of the matters under review.

The District Council will comply with the legislative requirements by:

- Consulting the Local Government Electors for the area under review,
- A notice will be published on the Council’s website and will be emailed to all the relevant subscribers of the Council’s newsletters
- Consulting Braunstone Town Council
- Consulting neighbouring Parish Councils
- Consulting the District and County Councillors representing the area affected by the Review
- Consulting with the County Council

Representations should be addressed to; Democratic Services and Governance Manager, Blaby District Council, Desford Road, Narborough, LE19 2EP. Representations may be sent by email to legal.services@blaby.gov.uk

All initial representations must be made by 28 February 2022.

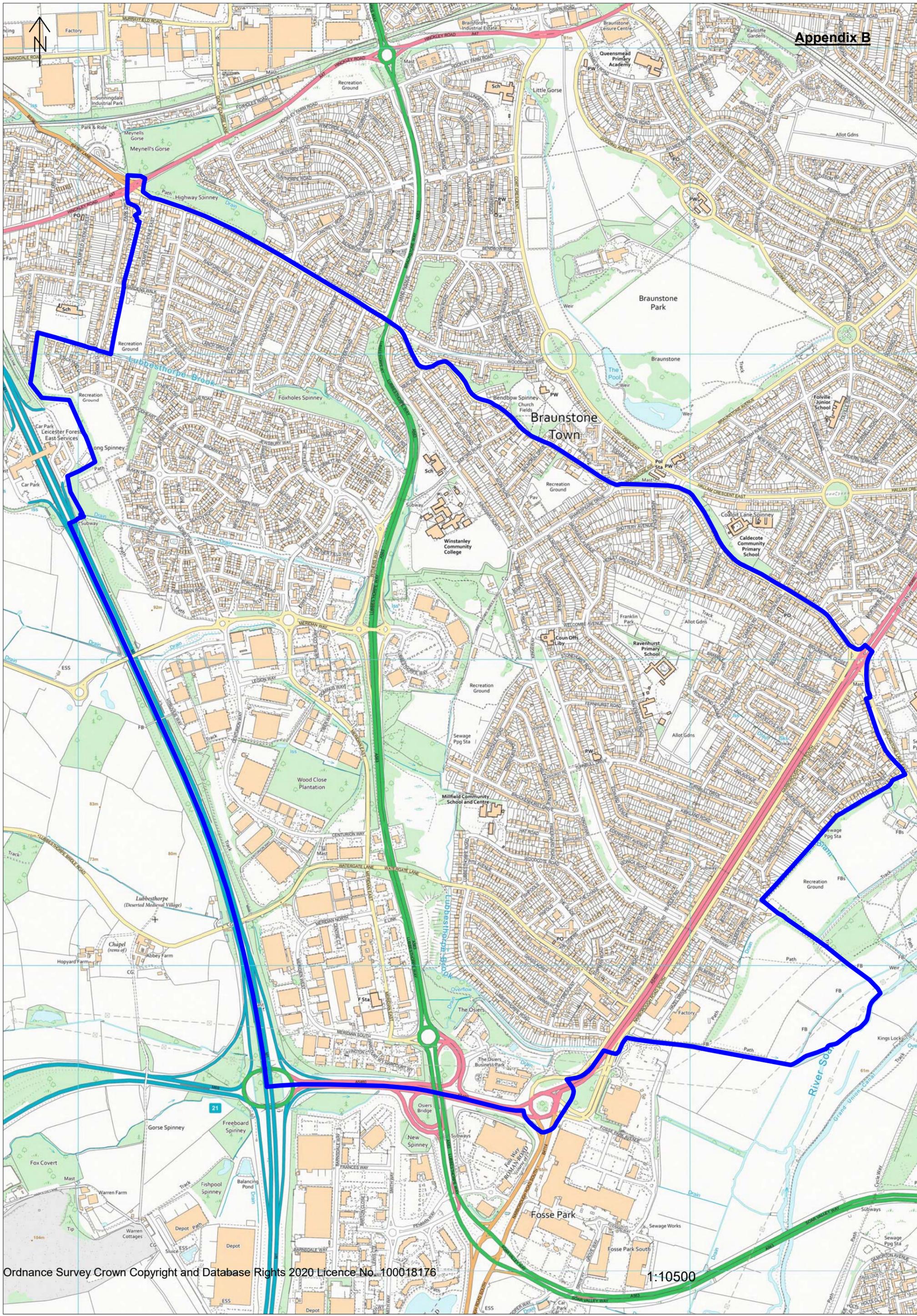
All representations received will be published, as will the reasons for accepting or rejecting any such representations. In accordance with the Act, representations received in connection with the Review will be taken into account, and steps will be taken to notify consultees of the outcome of the Review.

How will the results be disseminated?

The Council will publish full details on the Council’s website; press releases will be issued at key points and key documents will be on deposit at libraries and council buildings.

This Review is deemed to have commenced on the date of this Notice.

Dated 14 December 2021



BRAUNSTONE TOWN COUNCIL

EXTRAORDINARY POLICY & RESOURCES COMMITTEE – 15th DECEMBER 2021

SUPPLEMENTARY REPORT

Item 4 – Blaby District Council – Proposed Community Governance Review of Braunstone Parish

Purpose of the Supplementary Report

To set out the context and the implications of Blaby District Council's decision to conduct a Community Governance Review to consider governance arrangements in the parish of Braunstone; along with recommendations on how Braunstone Town Council should respond.

Background

Blaby District Council on 14th December 2021 resolved:

1. to undertake a Community Governance Review of the parish of Braunstone;
2. the Terms of Reference as detailed in Appendix A, including the timetable and arrangements for consultation;
3. that the review will be carried out by the Democratic Services and Governance Manager in consultation with a cross party working group; and
4. that further reports are brought back to Council in respect of Draft and Final recommendations of the review.

A copy of the report and appendices submitted to Blaby District Council is attached as an Annexe to the report published with the agenda for this meeting.

The report published with the agenda for this meeting summarises the purpose of Community Governance Reviews and their history in Braunstone Parish.

Context

Braunstone Town Council has not received any submissions or representations in respect of the need to conduct a Community Governance Review, including not having received any submissions concerning the need to form a separate Parish Council for Thorpe Astley.

Correspondence received from Blaby District Council also confirms that the District Council, as a body corporate, has not received any such submissions or representations. This was confirmed by the Leader of Blaby District Council, at the Council meeting on 14th December, in response to a question from Councillor Maxwell.

Impact on Braunstone Town

Changes to the governance arrangements of the parish are likely to have a detrimental effect on both the finances and the services delivered by Braunstone Town Council. Therefore, the Town Council's focus should be to ensure that the facts are clearly communicated to residents, partners, stakeholders and the wider public, as well as ensuring this information is submitted to Blaby District Council as part of the Community Governance Review consultation process.

The Town Council's Medium Term Priorities and Financial Planning assessment was approved by Council on 18th November 2021. The previous day, 17th November, the Council's Leadership Team, Standing Committee Chairs and Management Team met to consider the current, forthcoming and ongoing work under each of the Council's 10 Key Priorities in the Business Plan and any other non-day to day significant miscellaneous projects/initiatives.

The Strategy and the discussions have shaped the proposals for the annual review of the Business Plan and Capital Plan as well as the budget proposals, which are being considered by Standing Committees in December and January ahead of Council on 27th January 2022.

Nevertheless, there was broad agreement at the session on 17th November that the Council had a significant amount of work with limited resources due to:

- responding to the ongoing Climate Change agenda;
- completion of the Shakespeare Park Improvement Project;
- establishing the arrangements for the sports clubs to manage the new Pavilion at Shakespeare Park, along with supporting initiatives to increase sports and sport participation at the site;
- the importance of assisting the community and community groups to recover following the Covid-19 pandemic and the importance of enhancing social inclusion and reducing isolation;
- the need to encourage use and users at Thorpe Astley Community Centre following Covid-19 and its use as a vaccination venue; and
- delivering enhancement plans to the toilet facilities at Braunstone Civic Centre, including the installation of a Changing Places toilet facility, as well as improvements to the kitchen facility to enable the Civic Community Lounge to be enhanced as a café/meeting place.

The full programme will be submitted to Policy & Resources Committee and Council in January as part of the annual review of the Business and Capital Plans.

While any Council must have the flexibility to continuously respond to changed circumstances, this must be based on evidence and a reasonable assessment of the risk, balance of resources and likely impact. Given the context set out in this report, the Town Council does not have capacity to support the District Council to facilitate the Community Governance Review process.

Had it been the case that the District Council had been in receipt of a Community Governance petition, signed by 7.5% of the electorate; or there had been material

changes to the parish, such as a large scale development, since the last Community Governance Review in 2011; then there would be reasonable evidence for the Town Council to reassess its priorities and resources in order to provide capacity to support a further Community Governance Review.

Recommendations

1. That the *Context and Impact on Braunstone Town*, as detailed in the respective sections of the Supplementary Report submitted to the Committee, be supported and endorsed;
2. Braunstone Town Council support a Community Governance Review of the arrangements in Braunstone Parish in either of the following circumstances:
 - (a) receipt a Community Governance petition, signed by 7.5% of the electorate of the parish of Braunstone (in accordance with Section 80 (3) (c) of the Local Government and Public Involvement in Health Act 2007, as amended by The Legislative Reform (Community Governance Reviews) Order 2015) calling for such a review; or
 - (b) there being material changes to the parish, such as a large scale development, since the last Community Governance Review in 2011;
3. that where any Community Governance Review takes place, any recommendation to split the existing parish and create a new parish of Thorpe Astley must have the support of the majority of electors of the whole parish;
4. that Braunstone Town Council have no role in supporting or facilitating the Community Governance Review process, except where the circumstances set out in 1 above apply;
5. that a report be submitted to Policy & Resources Committee, scheduled for 24th February 2022, setting out the Town Council's proposed formal response to the Community Governance consultation for consideration and submission; and
6. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to take such action as necessary to facilitate the discharging of actions, tasks, functions or responsibilities in pursuit of 1 to 5 above.

Reasons

1. To recognise that the potential impact of any changes to the arrangements in Braunstone Parish were disproportionate compared to the level of evidence gathered from residents to justify a need for a Community Governance Review.
2. To recognise that citizens of a place had the ultimate right to request changes to how they were governed and that significant changes to the nature and population or an area could result in the need to review the effectiveness of how a place was governed in order to improve community engagement, bring communities closer together, create better local democracy and provide for more efficient delivery of local services.
3. To recognise that all residents were entitled to good and efficient government, improved community engagement and efficient delivery of local services.
4. Given the Town Council's limited and pressurised resources, along with the evidence and rationale behind Blaby District Council's decision on 14th December 2021 to undertake a Community Governance Review of Braunstone

Parish; the Town Council did not see any community, governance or public service benefit from refocussing its priorities and resources to support the review process.

5. To ensure that the facts and impact resulting from any proposed split to the Parish of Braunstone and associated changes were clearly set out to Blaby District Council in the Town Council's consultation response.
6. To ensure effective and timely implementation of actions in support of the authorised decisions of the Committee and therefore the associated position taken by Braunstone Town Council.

BRAUNSTONE TOWN COUNCIL

EXTRAORDINARY POLICY & RESOURCES COMMITTEE – 15th DECEMBER 2021

Item 5 – Urgent Decision – Covid-19 Delegations to the Executive Officer & Town Clerk

Reason for Urgency

The news of the recent spread of the Omicron variant of Covid-19 and uncertainty around its impact has developed since the publication of the agenda and there is a significant likelihood that decisions will need to be made in response prior to the next scheduled meeting on 13th January 2022.

Purpose

To consider reinstating the Covid-19 Delegations to the Executive Officer & Town Clerk.

Background

On 9th December 2020, the Committee approved delegations to the Executive Officer & Town Clerk to manage the Council's services in response to Covid-19 and associated restrictions over the winter period (minute 148 2019 – 2021). The delegations were reviewed at each subsequent meeting of Policy & Resources Committee and extended in response to the ongoing uncertainty and restrictions.

On 26th August 2021, Policy & Resources Committee agreed that the delegations did not need to be extended beyond 31st August 2021 "since Covid-19 legal restrictions were lifted in July 2021, there had been no impact on the Council's services or operations, and no further impact was predicted prior to the next scheduled meeting of the Committee in October" (minute 29).

There was no change to this situation in October 2021.

Omicron variant of Covid-19

Since then the Omicron variant of Covid-19 has been identified. The head of the UK Health Security Agency, Dr Jenny Harries, has stated that "the Omicron variant is probably the most significant threat" since the pandemic began, and she warns the doubling time of the variant is now under two days in most of the UK.

England has moved to Plan B of its Covid-19 winter response, while in Scotland the public are being encouraged to limit their social contacts. There is speculation that the Government may in the coming days issue similar "advice".

Potential Impact on Council Services

Advice to limit social contacts presents a risk to the Council's facilities services in terms of the potential for some hirers to cancel, while others wish to continue with their bookings.

It is difficult to see the direction of travel; however, there is a real chance that the Council will need to make decisions in response to the emerging Covid-19 situation prior to the next scheduled meeting of Policy & Resources Committee on 13th January 2022.

In order to avoid the activation of the Business Continuity Plan, Incident Response Procedures and Urgency Powers, it is recommended that the Council reinstate the previous Covid-19 Delegations to the Executive Officer & Town Clerk, which are attached at Appendix 1. Full consideration of the situation and the Council's response will then be scheduled for the next meeting of the Committee on 13th January 2022.

The above approach strikes a balance between having no powers to respond to the emerging situation while avoiding the triggering of the full urgency and incident response procedures.

It must be noted that no decisions are being taken at the current time as a result of the Covid-19 Delegations. The Covid-19 Delegations puts in place the framework for a quick response should that be necessary prior to the next scheduled meeting on 13th January 2022.

Recommendation

That the Covid-19 Delegations to the Executive Officer & Town Clerk, attached as Appendix 1 of the report, be approved on a fixed term until the next meeting of the Policy & Resources Committee, scheduled for 13th January 2022.

Reason

To provide flexibility to respond to the ongoing and evolving Covid-19 situation, providing an open and transparent approach for this to be achieved under the Council's existing governance arrangements and structures.

**COVID-19 DELEGATIONS TO THE EXECUTIVE OFFICER & TOWN CLERK
UNTIL 13th JANUARY 2022**

The following delegated authority is given to the Executive Officer & Town Clerk until the meeting of Policy & Resources Committee scheduled for 13th January 2022:

Covid-19 Policy Approach

To provide for options and flexibilities for the ongoing management of the Council's response to Covid-19 and restoring the Council's Services, including determining and implementing the necessary recovery plans.

1. In consultation with the Leader and Deputy Leader of the Council to develop, amend and implement the following plans in response to the changing Covid-19 situation:
 - (a) the assessment of the *Impact on Council Services* and the *Impact of Covid-19 Local Tiers on Council Services* in response to changes in legislation and National and Local Government guidance,
 - (b) Phased Reopening of Services, and
 - (c) Recovery Plans, Actions and Post-Recovery Plans.

Community Centres & Sports Facilities

Multi-use community facilities present multiple conflicts of use and users, especially in pinch points (e.g. toilets, corridors, foyer, entrance/exit) and during Covid-19 it is important to ensure social distancing and capacity is regulated to give users confidence that the facilities are Covid-19 Secure.

2. In consultation with the Leader & Deputy Leader of the Council to make changes to the applied Social Distancing rules in the Town Council's buildings providing comprehensive procedures and risk assessments are undertaken with appropriate mitigating measures.
3. To amend Covid-19 Secure Room Capacity, in response to changes in legislation and national and local government guidance.

To enable the situation to be kept under review, taking into account experience and operations alongside updated Covid-19 Secure Guidance and Regulations.

4. In consultation with the Leader & Deputy Leader of the Council to make further amendments to the Council's Community Centres and Sports Facilities terms and conditions of hire, specific Covid-19 Terms & Conditions of hire, prices and charges, including deposits and bonds, as considered necessary in response to the impact of Covid-19 and associated restrictions, changes in Covid-19 Secure Guidance and Regulations, and to facilitate business recovery.

Community Response & Foodbank

To provide flexibility to ensure that the scheme remained responsive to changes in circumstances and demand as well as continuing to be fit for purpose.

5. In consultation with the Leader and Deputy Leader of the Council and Chair and Vice-Chair of Community Development Committee, to refocus the aims and objectives of the Community Response, modify the roles and duties, and provide additional support and resources, where this is required to respond to identified need and changes in circumstances and regulations.

To ensure that the Council remained responsive to changes in circumstances and demand and supported the Community Food Bank to meet the needs of the community in the short to medium term.

6. In consultation with the Chair of Community Development Committee, to make modifications to the Council's support arrangements to the Community Food Bank, including in the event that additional funding is provided to help with food and essential supplies for residents in need.

Services Provided by Partners

To support the sustainability of the Thorpe Astley Early Years/Preschool provider.

7. Not to charge Pop Up Care Clubs Ltd for any period of closure resulting from the impact of Covid-19 and associated advice and restrictions, including a decision made by the provider.
8. In consultation with the Leader & Deputy Leader of the Council, to agree temporary revisions to charges and payments made by Pop Up Care Clubs Ltd during any period of opening.

To assist the long term sustainability of the Bar/Café service and operator and to provide for flexibility during any recovery period.

9. To defer contract payments under the Bar/Café Operator Contract during any closure of the Bar & Café Service and to extend the end date of the current contract with JAAAK Ltd by the number of days the service remained closed due to Covid-19 restrictions.
10. In consultation with the Leader & Deputy Leader of the Council to determine any request made by the current Bar/Café Operator to terminate the current contract due to the impact of Covid-19 and associated restrictions, including whether to waive any penalty, outstanding balances and any restrictions on the contractor reapplying for future contracts.

To assist with community health services in response to Covid-19.

11. To provide facilities to the NHS Clinical Commissioning Group, Partnership Trust and local GP Practices to assist with health initiatives the response to and prevention of Covid-19; for example, use as a vaccination venue.

Staff Employment Matters

The Council had lost a significant amount of income, due to the closure of its Facilities in response to the Covid-19 Incident; implementing Furlough Leave and amending contracts assisted the Council with its cash flow and therefore provided more time for recovery of income and a greater chance of avoiding the need to make staff redundant, terminate or not extend contracts, or reduce hours.

12. To implement a Furlough Leave Scheme for Community Centres staff, including:
 - (a) staff with less than 2 years' Local Government continuous service being dealt with as required by Employment Law and suspending any additional provisions provided for in the Council's staffing policies; and
 - (b) where an affected member of staff refuses and/or does not consent to being placed on Furlough Leave or to their contract being amended, or withdraws consent at any time, then in consultation with the Leader and Deputy Leader of the Council:
 - i. to undertake a redundancy consultation where the member of staff has over two year's continuous Local Government service;
 - ii. following any redundancy consultation, to consider the merits and determine whether to make the member of staff redundant;
 - iii. to give notice to terminate contracts, including fixed term contracts, where the member of staff has less than two year's continuous Local Government service;
 - iv. to determine not to extend fixed term contract amendments, where the member of staff has more than two year's continuous Local Government service; and
 - v. to determine and agree the notice period, final salary (including redundancy payment), deductions and arrangements in respect of annual leave and accumulated/deficit hours; and
 - (c) to rotate the staff between working, furlough leave, part working/part furlough leave or redeployed to support the Covid-19 Community Response or to provide cover.