

RECORD OF OFFICER DECISION

APPROVAL FOR CLOSURE OF CITY HALL, SALISBURY

Decision made

To close City Hall Salisbury to public use and suspend all planned activity until 13 June 2020 at the earliest.

Made by: Jessica Gibbons, Director Communities and Neighbourhood Services

Background

1. Pursuant to paragraph 4 of Part 3 Section D, the Directors of Wiltshire Council are empowered to take all necessary decisions in cases of emergency. This decision is being taken by Jessica Gibbons using these powers in circumstances where the Director concerned believes that there is a risk of damage to property, a threat to the health or wellbeing of an individual and/or that the interests of the Council may be compromised if this decision is not otherwise taken.

Reason for decision

2. This decision would in other circumstances be taken by Cabinet. However, in circumstances where the Cabinet is unable to meet to expedite its functions in a timely manner during the COVID-19 pandemic, this decision is being taken in accordance with the power referred to in paragraph 1 above. This decision will be reported to the next meeting of Cabinet.
3. The decision follows government advice on the closure of places of public entertainment and mass gatherings regarding the COVID-19 pandemic as per the Prime Minister's statement of 16 March:
<https://www.gov.uk/government/speeches/pm-statement-on-coronavirus-16-march-2020>
4. I confirm that in making this decision I have considered the following in line with Wiltshire Council's Constitution: **(Please insert 'Yes' / 'No' / 'Not Applicable' and any other comments necessary to evidence the issue identified has been addressed)**

Key decision requirements	To approve closure of City Hall Salisbury as a public venue with suspension of all planned activity up to and including 12th June 2020.
Views of relevant cabinet member(s), committee chairman, area board(s)	Y. The Leader has been updated on a daily basis and involved other cabinet members as necessary.

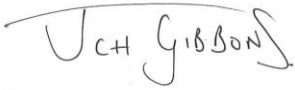
Consideration of the area boards and delegated decision checklist for officers on the issue of when and how to involve local councillors and area boards in decisions about local services	n/a
Implication of any council policy, initiative, strategy or procedure	Y
Consultation in accordance with requirements and expectations of consultation with the public	Y – consultation was not possible in the timescale of the decision
Range of options available	Closure considered the only option due to advice from HM Government.
Staffing, financial and legal implications	8.5 FTE staff directly affected. 63 variable hours staff directly affected. Business Manager working with event organisers to reschedule events where possible to minimise financial implications to council.
Risk assessment and equality implications	No health and safety risks. Building will be checked on weekly basis. Full checks will be undertaken prior to reopening to staff and public. Financial risk as above. Reputational risk managed by clear communication to public particularly ticket holders of events directly affected.
Involvement of statutory officers and/or directors	Y
Regional or national guidance from other bodies	Guidance from HM Government.
The council's constitution	Y
This contract is suitable for execution under the e-signature process.	n/a

Conflict of Interest

5. None.

Other options considered

6. No other options were practical given the implications of acting on HM Government national advice.

A handwritten signature in black ink, reading "JCH GIBBONS", enclosed within a thin black rectangular border.

Made by:

Jess Gibbons – Director for Communities & Neighbourhood

Date: 17 March 2020