

	Schedule of Decisions Taken Between 16th March and 6th April 2020				APPENDIX D								
Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement implications (if any)
16th March	Director of Communities and Environment	SOD	Leeds Arium – suspension of annual bedding plant production to reduce wastage	To avoid wastage	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	There will be around £100k on 'in bloom' bedding sales.	None	None	None	None
16th March	Chief Officer Elections & Regulatory	SOD	To delay processing of new applications for taxi and private hire drivers and vehicles	To prioritise renewing licences for existing drivers and vehicles as an increase in contact about renewing existing licences	Status quo would have left the service unable to deal with demand and protect staff in terms of face to face contact	all	None	Majority of licence holders and applicants are male, BME, Muslim but decision applies equally to all applicants	Approx £40 k per month	TPHL costs are contained in a ring-fenced account and covered by licence fees - will need to fully consider implications of delay	A decision will need to be made about future TPHL fees and funding	None identified	Driver training is via contracts which expire during 2020. Backlog may increase pressure on applications, training, inspections when normal service resumes.
17th March	Chief Officer Housing Leeds	SOD	Suspend non essential visits	To comply with national measures to avoid non essential travel / visits	Maintaining visits - would not comply with national measures	All	None	Decision ensured that we continue to provide services, particularly to vulnerable residents	None	None	None	Activity risk assessed to ensure that legislative activity which required visits continued.	None
17th March	Director of City Development	SOD	Leeds Young Film Festival Postponed.	To respond quickly to the global spread of the Coronavirus and to protect the people and officers following Government guidance relating to large scale events	None	N/A	None	No implications identified	None	None	Loss of income	None	None
17th March	Director of City Development	SOD	Memberships and school bookings paused / cancelled for Museums and Galleries	To respond quickly to the global spread of the Coronavirus and to protect the people and officers following Government guidance.	Business as usual, but does not provide public protection	N/A	None	No implications identified	None	None	Loss of income	None	None
17th March	Director of Communities and Environment	SOD	Community centre bookings cancelled and being refunded.	Following national guidance on social distancing	None	All wards	Deputy Leader and Executive Member for Communities	Could be some bookings that relate to support for vulnerable people so these will need careful consideration.	c £30k a month	Lost income - no funding source currently identified to cover	None	None	None
18th March	Deputy Director of A&H	Key	Closures of Day Services	Social Distancing	Business as usual, but does not provide public protection	All	gold/silver meeting	Closures impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	£0.5m	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement Implications (if any)
18th March	Chief Officer of Resources and Strategy	SOD	Ceasing of home visits for undertaking Financial Assessments	Social Distancing	Business as usual, but does not provide public/ officer protection	All	Adults and Health DLT	Financial Assessments impact disabled and elderly residents and the amounts that they are assessed as needing to pay for their care. The light touch regime is likely to reduce the level of assessment in the short term.	Approx £100k per month	Currently unknown - spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	None	None	None
18th March	Deputy Director of Integrated Commissioning	SOD	Pay home care and supported living providers at planned hours during the Covid-19 period even where service users/family decline the service specifically because of the Covid-19 situation	Social Distancing	Remove payment but this does not support sector workers or businesses	All	Adults and Health DLT	Home Care is provided to elderly and disabled residents and these groups would be severely disadvantaged were providers fail to deliver their services through lack of sustainable funding.	Approx £0.5m over the first 3 months of 2020/21.	planned hours payed from existing approved budgets	None	None	None
18th March	Director of Communities and Environment	SOD	To approve the provision of £330k wellbeing funding from the 20/21 financial year to spend on Covid 19 ward based support initiatives - £10k per ward.	To provide specific ward based funding for local Covid19 initiatives	None	All wards	Deputy Leader and Executive Member for Communities	No implications identified	£330k	2020/21 wellbeing fund	Not Known	None	None
18th March	Director of Communities & Environment	SOD	Closure of following attractions and facilities: o Tropical World including the café and shop o Wildlife World at Lotherton o Golden Acre Park, café and shop o Pudsey Visitor Centre o Temple Newsam, Home Farm, café and Mrs Pawson's shop o The Arium, café and shop	To reduce risk of infection spreading and encourage social distancing	None	All wards	Deputy Leader and Executive Member for Communities	No implications identified	Estimated £600k loss of net income per month.	Lost income - no funding source currently identified to cover	None	None	None
19th March	Director of Communities and Environment	SOD	Closure of stand alone libraries.	Staffing shortages and to reduce risk of infection spreading and encourage social distancing	None	Calverley & Farsley; Crossgates & Whinmoor; Wetherby; Morley North; Harewood; Ardsley & Robin Hood; Adel & Wharfedale; Roundhay; Guiseley & Rawdon; Chapel Allerton; Beeston & Holbeck; Hunslet & Riverside.	Deputy Leader and Executive Member for Communities	None	None	None	None	None	None
19th March	Director of Communities and Environment	SOD	Making Council run car parks and on street parking bays in Leeds free to use, with priority given to NHS staff, social workers and other key workers.	To provide free parking for key workers. City centre footfall fallen significantly. Need to reallocation parking staff to other priority work.	To provide passes for key workers to allow free parking and continue charges for everyone else. Administratively difficult to introduce at short notice.	All wards, primarily city centre	Executive Member for Environment and Active Lifestyles	No implications identified	£1m per month	Lost income - no funding source currently identified to cover	None	None	None

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement Implications (if any)
19th March	Director of Communities and Environment	SOD	Cancellation of weddings until 30 th April & suspension of birth registration (<i>national decision</i>)	Following national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £55k per month.	Lost income - no funding source currently identified to cover	None	None	None
20th March	Chief Officer Financial Services	SOD	To suspend payment terms for paying suppliers	To support suppliers during national emergency	Status quo - would leave suppliers vulnerable in emergency climate	None	None	No implications identified	Approx £250k up to 3 months	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Cash flow	None	amendment to existing terms
20th March	Chief Officer Housing Leeds	SOD	Suspend all possession action against Council tenants for rent arrears	To comply with national measures introduced / 2020 Coronavirus Act	Continue with possession action and await detailed guidance - wanted to ensure aligned to more detailed guidance	All	Executive Member for Communities	Decision ensured that we support tenants experiencing financial issues / poverty	None	None	Loss of rental income resulting from enforcement action	Decision ensures that we comply with 2020 Coronavirus Act	None
20th March	Chief Officer Housing Leeds	SOD	Suspend possession action against Council tenants for other tenancy breaches except in exceptional circumstances	To comply with national measures introduced / 2020 Coronavirus Act	Continue with possession action for all tenancy breaches, but in accordance with the 2020 Coronavirus - much activity difficult to progress anyway due to social distancing measures in place	All	None	No implications identified	None	None	Potential loss of rental income, e.g. by extending introductory tenancies, abandoned properties,	Decision ensures that we comply with 2020 Coronavirus Act	None
20th March	Director of Resources and Housing	Key	Purchase of emergency food provisions	To provide Free School Meals whilst school kitchens closed, support for vulnerable families & food for ASC homes & Early Years Centres	Schools closed, not possible to prepare food on site.	all	Procurement & Childrens & Families	Positive benefit to children and families most in need	Approx £935k until the end of June 2020	Emergency fund plus charge for FSM to schools	none	failure to feed children on FSM and the vulnerable	used existing suppliers for the vast majority of spend
20th March	Chief Officer CEL	SOD	Purchase of hand gels, gloves, face masks, Milton and aprons	To protect staff through purchase of essential supplies	waiting for uncertain supplies unacceptable risk to health and wellbeing of staff	all	advice from H&S	none	Approx £118k until the end of June 2020	Mainly emergency fund	none	failure to protect staff	used existing suppliers
20th March	Director of Communities and Environment	KEY	No new bookings to be taken for chapel cremation services; and number of mourners for pre-booked cremation services to be reduced to 10; and for burials 20. Utilise own tools for backfilling of grave if mourners wish to participate.	To cut down risk of infection spreading and encourage social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £150k per month due to non-use of chapel.	Lost income - no funding source currently identified to cover	None	None	None
21st March	Director of Children and Families		Identification of 15 hubs for provision of day care and essential provisions	Government guidance requires provision of day care for vulnerable children and children of key workers.	None	All	Executive Member for Children and Families	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
21st March	Director of Resources and Housing	SOD	Securing alternative emergency accommodation for rough sleepers – Garforth House (14 beds).	Minimise risk to rough sleepers in line with Government Guidance	None	All	None	Decision ensures that vulnerable customers have access to basic facilities and shelter to allow self isolation	Included within temporary accommodation costs	None	Not Known	None	None
21st March	Director of Resources and Housing	SOD	Council tax – recovery action relaxed.	To minimise financial hardship and need for officer resources to provide enforcement.	Business as usual, would risk financial hardship for residents	All	None	No implications identified	None	None	Decision will defer collection of income in some cases but with no net budgetary implications	None	None

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement Implications (if any)
21st March	Director Communities & Environment	SOD	To suspend the collection of bulky household waste (chargeable service).	Reduced resource availability and the need to prioritise other work.	None	All	Executive Member for Environment and Active Lifestyles	None	Approx £15k/mth in lost income	None	None	None	None
21st March	Director of Communities and Environment	SOD	Cleaner neighbourhoods – prioritisation in line with business continuity plan	Reduced resource availability and advice on social distancing	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	None	None	None	None	None
23rd March	Director of Communities and Environment	SOD	Closure of waste sites	Reduced resource availability and advice on social distancing	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	approx £10k per month	Lost income - no funding source currently identified to cover	None	None	None
23rd March	Director of Communities and Environment	SOD	Playgrounds, multi-use games areas, skate parks and outdoor gym equipment closed	To cut down risk of infection spreading and encourage social distancing.	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	None	None	None	None	None
23rd March	Director of Communities and Environment	SOD	Officers given authority to close premises Defying Closure Orders	In light of national requirements for certain business to close and emergency legislation	None	All wards	Executive Member for Environment and Active Lifestyles	None	None	None	None	None	None
23rd March	Director of Children and Families	SOD	To suspend new assessments and the statutory 11 month review of EHCPs, other than where the review is urgent, is in the best interests of the child, and can be conducted in accordance with advice on social distancing.	To comply with government advice about social distancing and to conduct an assessment of need for some cohorts of learners at this time would not be in the child or young person's best interest.	None	All	Executive Member for Learning, Skills and Employment	children and young people that either have an EHCP or have been identified for assessment generally have an identified disability	None	None	None	EHCP assessments and reviews are a statutory requirement. Advice from the DFE regarding all the statutory processes for EHC planning during this emergency is awaited but we understand will be in line with this decision.	None
24th March	Chief Officer Elections & Regulatory	SOD	To not require the renewal of any licence that expires after 23rd March until 30th June and extend all licences to that date.	To support measures for national lockdown and reduce face to face contact	Status quo would have left around 500 driver per month and 400 vehicles per month unlicensed.	All wards	With Chair of Licensing Committee and Executive Member	Majority of licence holders and applicants are male, BME, Muslim. Taxi and private hire passengers are disproportionately female, elderly, with a disability or mobility need.	Approx £160K per month	TPHL costs are contained in a ring-fenced account and covered by licence fees - will need to fully consider implications of delay	A decision will need to be made about future TPHL fees and funding	This measure means that some licences will have been renewed temporarily without the usual checks (including vehicle inspection, DBS). This measure may mean that some licences are renewed automatically which would not have been renewed had the full check been possible.	Backlog may increase pressure on applications, training, inspections when normal service resumes.

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement Implications (if any)
24th March	Chief Officer Elections & Regulatory	SOD	To suspend on street taxi and private hire enforcement	To support measures for national lockdown and reduce face to face contact	Alternative considered would have involved one officer sole working in a CCTV equipped vehicle, but instructed not to get out of the vehicle. This would go against risk assessment for officers always working in pairs and footfall down significantly so not considered a viable option.	All wards, primarily city centre	With Chair of Licensing Committee and Executive Member	Taxi and private hire passengers are disproportionately female, elderly, with a disability or mobility need.	None	None	None	We have raised an issue about Enforcement Officers' pay with HR to ensure they are not adversely affected by this decision and continue to receive their shift allowance, etc, so do not suffer a reduction in pay	None
24th March	Director of Communities and Environment	SOD	Ceasing the collection of Garden waste in accordance with Business Continuity Plan.	Reduced resource availability and advice on social distancing and these being the lowest priority for refuse collection.	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	Will generate disposal cost savings but level unknown	None	None	None	None
24th March	Director of Communities and Environment	SOD	Public litter bin collections ceased in line with BCP	Reduced resource availability	None	All wards	Executive Member for Environment and Active Lifestyles	None	None	None	None	None	None
24th March	Director of Communities and Environment	SOD	Closure of golf courses, tennis courts, bowling greens, food and other park concessions.	Following national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £75k per month.	None	None	None	None
24th March	Director of Communities and Environment	SOD	Community hubs closed – save for Covid 19 support hubs (Merriion, Dewsbury Road, Armley, Compton Centre)	To cut down risk of infection spreading and encourage social distancing.	None	All wards	Deputy Leader and Executive Member for Communities	Closures impact vulnerable citizens but considered necessary and proportionate in view of national guidance in relation to public health risk	None	None	None	None	None
24th March	Chief Officer Housing Leeds	SOD	Responsive Repairs - decision to carry out essential repairs only to Council homes. Non-essential repairs still recorded but not being attended. Triage team in place to assess non-essential repairs.	To comply with social distancing measures introduced	1) Full service offer - not viable as not in line with government guidance. 2) Emergency repairs only - rejected as too restrictive and lacks flexibility of triage approach.	All	Executive Member for Communities	No implications identified	Estimated c.£1m per month reduction in spend across Responsive Repairs, Voids and Disrepair while restrictions in place. When restrictions lifted spend is likely to increase to pre-restriction levels.	HRA	Impact of loss of rental income.	None	None
24th March	Chief Officer Housing Leeds	SOD	Void Repairs - decision to deliver essential repairs only. Any new tenants advised of additional works to be completed once restrictions lifted to meet Lettable Standard.	To comply with social distancing measures introduced	1) Full service offer - not viable as not in line with government guidance. 2) Emergency repairs only - rejected as too restrictive and lacks flexibility of triage approach.	All	Executive Member for Communities	No implications identified	Estimated c.£1m per month reduction in spend across Responsive Repairs, Voids and Disrepair while restrictions in place. When restrictions lifted spend is likely to increase to pre-restriction levels.	HRA	Impact of loss of rental income.	None	None

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement Implications (if any)
24th March	Chief Officer Housing Leeds	SOD	Disrepair - only essential repairs to be completed. All other repairs being assessed by triage team. Risk being assessed re. future disrepair claims in conjunction with Legal Services.	To comply with social distancing measures introduced	1) Full service offer - not viable as not in line with government guidance. 2) Emergency repairs only - rejected as too restrictive and lacks flexibility of triage approach.	All	Executive Member for Communities	No implications identified	Estimated c.£1m per month reduction in spend across Responsive Repairs, Voids and Disrepair while restrictions in place. When restrictions lifted spend is likely to increase to pre-restriction levels.	HRA	Impact of loss of rental income.	Current non-compliance with Housing Act timescales. Discussions with Legal Services indicate risk is manageable under 'reasonableness' test.	None
24th March	Chief Officer Housing Leeds	SOD	Mechanical and Electrical Compliance - all activity continues in line with industry practice, but all enforcement action relating to 'No Access' assessed on a case by case basis in line with industry guidelines. Non-essential cyclical maintenance activities suspended with essential repairs only.	To comply with social distancing measures introduced	1) Suspend all maintenance activities - rejected as not in line with industry guidance. 2) Continue all activities as normal - rejected as not able to comply with 'reasonableness' test due to inability to apply social distancing.	All	Executive Member for Communities	No implications identified	Zero - suspended activities to be 'caught up' when restrictions lifted.	HRA	Impact of loss of rental income.	Service fully in line with industry and government guidance. Non-compliance being recorded and full audit trail.	None
24th March	Chief Officer Housing Leeds	SOD	Investment Programmes - suspended all schemes involving work to tenants homes. All schemes involving work in communal areas suspended except for essential fire safety and health and safety works. A number of schemes involving external works suspended due to contractors / supply chain withdrawing.	To comply with social distancing measures introduced	To continue with non- H&S and non Fire safety activity that didn't involve crossing the threshold i.e. in communal areas and work external to buildings as this potentially fell under the heading of construction activity - rejected as didn't support social distancing measures	All	Executive Member for Communities	No implications identified	Estimated impact of slippage is circa £20m per quarter	HRA	Impact on LBS income due to suspension of works circa 50% of the capital programmes delivered by LBS.	Contractual liabilities being considered	Contractual liabilities being considered
24th March	Chief Officer Housing Leeds	SOD	Adaptations - installations suspended except for urgent cases. Processing of new applications stopped except for cases involving hospital discharge, end of life and schemes classified as urgent due to potential serious risk to someone's health	To comply with social distancing measures introduced	Considered alternative social distancing measures - not compliant with national guidelines	All	Executive Member for Communities	Suspensions impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	None	None	Challenge to deliver budget and commit spend within year, potential to roll over into new financial year	Applicants have legal right to claim grants, potential challenge in terms of meeting DCLG time scales	None
24th March	Chief Officer Housing Leeds	SOD	Private Sector Housing Enforcement Policy introduced risk assessment of inspection and enforcement activity, taking action only where there is a risk of serious harm to occupants.	To comply with social distancing measures introduced	Considered alternative social distancing measures - not compliant with national guidelines	All	Executive Member for Communities	No implications identified	None	None	None	May be required to legally vary notice periods	None

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement implications (if any)
24th March	Chief Officer Housing Leeds	SOD	Temporary Accommodation - significantly expanded Emergency accommodation offer utilising Hotel provision in Leeds, implementing new licencing agreements to support the temporary usage. Employed a triage approach for those found homeless to support the governments approach to self-isolation, using different hotels to support those symptomatic or at significant risk. Separate accommodation sourced for females fleeing DV. Utilisation of officers within service to support residents in hotels with daily food provision, introduced security provision to ensure safety of all residents, Face to face advice and assistance service ceased and replaced with telephone contact.	To comply with social distancing measures introduced	Alternative provision with communal facilities but not compliant with current government guidance	All	Executive Member for Communities	Decision ensures that vulnerable customers have access to basic facilities and shelter to allow self isolation	Estimated around £200k additional pressure on service per month	Flexible Homeless Support Grant / Housing Benefit, potential additional grant funding from Gov	Significant increase in spend for Emergency accommodation, additional funding will be required	None	None
24th March	Chief Officer Housing Leeds	SOD	Selective Licensing - whilst continuing to accept and encourage payment of the Selective Licencing fee have suspended issuing further invoices at this time and will not be chasing payment. This will be kept under review.	To comply with social distancing measures introduced	Continued enforcement -difficult with lack of court availability	All	Executive Member for Communities	No implications identified	None	None	Delay in cash flow to cover staffing costs - funds impact to cover for 12 months	None	None
24th March	Chief Officer Housing Leeds	SOD	Gypsy and Traveller service - suspension of Court applications and focus on assisting travellers to remain in situ and allow self-isolation. Some agreed utilisation of Park and Ride sites across the city and sports centres currently closed.	To comply with social distancing measures introduced	Lack of available land to site large groups in Leeds	All	Executive Member for Communities	Decision ensures that vulnerable customers have access to basic facilities and shelter to allow self isolation	None	None	none	None	None
24th March	Director of Children and Families	SOD	Arrangements for vulnerable children and children of key workers during school closures.	To follow government guidance to ensure that vulnerable children are supported during the COVID 19 pandemic. To follow government advice to provide day care/school provision to enable critical key workers to continue to work.	None - following Government Directive	All	None	No implications identified	Not Known	None	Not Known	None	None
24th March	Director of Resources and Housing	SOD	CEL supporting Free School meals provision (further clarity needed)	To provide essential support to vulnerable children and families	None - following Government Directive	All	None	Positive benefit to children and families most in need	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
25th March	Director of Communities and Environment	Key	Receive £8.9m through the Hardship Fund For Council Tax reductions for people in financial difficulty.	To provide extra hardship funding to council tax payers	None	All wards	Deputy Leader and Executive Member for Communities	Positive benefit to those most in need	£8.9m income to the council	None	None	None	None
25th March	Director of Resources and Housing	SOD	Choice based lettings suspended other than urgent cases.	To respond quickly to the global spread of the Coronavirus and to protect the people and officers following Government guidance.	None	All	None	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement Implications (if any)
25th March	Director of Communities and Environment	SOD	Emergency Food Provision – launch of new Emergency Referral process	To respond quickly to the global spread of the Coronavirus and to assist people and following Government guidance.	None	All	None	Positive benefit to those most in need	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
26th March	Director of Communities and Environment	SOD	In Bloom work suspended for 2020	Resource availability and national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	None	None	None	None	None
26th March	Director of Communities and Environment	SOD	All activities, events and classes in park sites cancelled until the end of June 2020	Resource availability and national guidance on social distancing	None	All wards	Executive Member for Environment and Active Lifestyles	None	Potentially £200k income from ground rent.	Lost income - no funding source currently identified to cover	None	None	None
26th March	Director of Communities and Environment	SOD	Revised arrangements for bereavement services from Thursday 26th March. No new bookings to be taken for chapel funeral services	To cut down risk of infection spreading and encourage social distancing.	None	All	None	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
27th March	Director of Resources and Housing	Key	Series of decisions to Purchase masks, hand gels, hand sanitiser, goggles, glasses	Lack of protective equipment to protect staff	waiting for uncertain supplies unacceptable risk to health and wellbeing of staff	all	advice from H&S	none	£1,032k	£21,964,950 emergency fund provided by MHCLG	none	failure to protect staff	used existing supplier
27th March	Director of Communities and Environment	SOD	People with no recourse to public funding able to access key welfare and support services where essential to health and well being	To ensure those with no access to essentials such as are food and accommodation are assisted	Continuing existing NRPF policy which would have put lives at risk	All wards	Deputy Leader and Executive Member for Communities	Positive benefit to those most in need	Not known as depends on demand	Existing budgets	None	None	None
27th March	Chief Officer Housing Leeds	SOD	Lettings Policy - Suspension of lettings to homes and garages via the Council's Choice Based Lettings scheme. For homes advertised via CBL up to Monday 23 March, offers made / honoured, but there will be a delay to letting unless it is a critical move. From Tuesday 24 March all homes will be let via an Emergency Lettings Policy, giving priority to applicants who are awaiting hospital discharge, have a high medical need or are vulnerable.	To comply with social distancing measures introduced	Continue to allocate homes via CBL - not possible to comply with social distancing measures	All	Executive Member for Communities	Ensuring that policy is open and transparent	None	None	Loss of rental income resulting from homes being left in void until social distancing measures lifted	Risk of legal challenge from applicants who are disadvantaged by the Emergency Lettings Policy	None
28th March	Director of City Development	SOD	Culture and Sport - debt collection paused	To minimise financial hardship and need for officer resources to provide enforcement.	Business as usual, would risk financial hardship for residents	All	None	No implications identified	Not Known	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG	Not Known	None	None
28th March	Director of Communities and Environment	SOD	Death registrations are being taken by phone in line with national guidance	National Guidance	None	All	Executive Member for Environment and Active Lifestyles	No implications identified	None	None	None	None	None

Date	Decision Maker (Post title with authority to take decision in accordance with officer delegation scheme)	Decision category (Key or Significant Operational)	Decision Taken	Reason decision taken	Other options considered and reason rejected	Wards affected	Consultation (if undertaken)	Equalities implications (if relevant)	Total value of decision	Funding resource for spend	Other budget implications	Legal implications (if any)	Procurement Implications (if any)
29th March	Director of Resources & Housing	SOD	Establishment of Temporary Emergency Warehouse for food storage including lighting and security	Food storage is particularly vulnerable to break ins. The fire officer from WY Fire Service has advised that lighting must be provided. The costs will be on-going as long as the warehouse is operational. The new warehouse has to be in place until social distancing rules are relaxed as current sites are too small to adhere to the new ways of working.	None	All wards	None	Positive benefit to those most in need	Security £3,500 / week and lighting £3,307 / week ongoing until social distancing rules relaxed	Spend will be resourced if necessary from £21,964,950 of funding provided by MHCLG			Security provided by ISP. Lighting procured by direct award to contractor to meet necessary timescales.
29th March	Director of Communities and Environment	SOD	Leeds West Indian Carnival and Black Music Festival for 2020 cancelled	Due to current resourcing pressures there is limited time to undertake the necessary preparatory work for such a significant event and also unsure what the social distancing requirements will be at the time of this event.	None	Chapel Allerton	Executive Member for Environment and Active Lifestyles	Cancellation impacts BAME citizens but considered necessary and proportionate in view of national guidance in relation to public health risk	Around £340k potential saving against budget.	None	None	None	None
30th March	Chief Officer Housing Leeds	SOD	Retirement Life Communal Rooms - closure of community rooms and shared bathing facilities (laundries to remain open with social distancing measures)	To encourage tenants to comply with social distancing measures introduced	Leaving communal lounges open but discouraging their use - in some schemes tenants continued to use them despite this advice	All	Executive Member for Communities	Closures impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	0	N/A	None	Decision in support of Regulation 7 of the Health Protection (Coronavirus Restrictions)(England) Regulations 2020 (issued on 26 March), which prohibits gatherings of more than 2 people in public places.	None
30th March	Director of Communities and Environment	SOD	Forestry staff covering cat 1 & 2 tree issues only	Resource availability	None	All wards	Executive Member for Environment and Active Lifestyles	None	Estimated loss of income of £75k per month.	a30	None	None	None
30th March	Director of Communities and Environment	SOD	Car parks in all parks closed	To cut down risk of infection spreading and encourage social distancing through reducing non-essential travel.	None	All wards	Executive Member for Environment and Active Lifestyles	Closures may impact disabled and elderly residents but considered necessary and proportionate in view of national guidance in relation to public health risk	None	None	None	None	None
31st March	Director of Children and Families	SOD	Emergency Food Provision - school holidays	To ensure that vulnerable children do not go hungry as a consequence of the COVID 19 pandemic.	None	All	None	Positive benefit to children and families most in need	Not Known	negotiated with the DfE to use the recently secured 'Healthy Holidays' funding flexibly to support food purchasing for the scheme where that is needed.	None	None	None
1st April	Director of City Development	SOD	Closure of park and ride sites at Temple Green and Elland Road	Closed due to lack of demand	Business as usual, but does not provide public/ officer protection and not cost effective	All	None	No implications identified	None	None	Loss of income will be absorbed by bus operators	None	None

