

Record of Officer Decision

This form is the written record of a key or significant operational decision taken by an officer.


Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision
Director¹	Director of Communities and Environment	
Contact person:	Steve Coupe	Telephone number: 37 89595
Subject²:	Cancellation of marriages and civil partnerships where “exceptional circumstances” criteria not met.	
Decision details:	What decision has been taken? ³ The Chief Officer Elections and Regulatory has agreed to cancel all ceremonies between 6 th January 2021 until the end of the national lockdown period unless there are exceptional circumstances in line with government recommendations.	
	A brief statement of the reasons for the decision ⁴ Although weddings are permitted to go ahead as part of the government lockdown guidelines, it is recommended within this guideline that they are limited to those in exceptional specific circumstances, such as if one of the parties wishing to marry is seriously ill and not expected to recover, or if they are receiving debilitating treatment or undergoing life changing surgery. The government has indicated that this list may not be exhaustive so other circumstances may also be considered.	
	Brief details of any alternative options considered and rejected by the officer at the time of making the decision As the government guideline was a recommendation rather than an instruction, consideration was given to continuing to hold all ceremonies (having reduced attendees to 6 in all cases). However with the increasing infection rate nationally, and in line with other local authorities, the decision was taken to suspend all ceremonies except those within the exceptional category.	
Affected wards:	All	

¹ With delegated authority set out in Constitution

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

³ Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.

⁴ Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal or Equality colleagues as appropriate.

Details of consultation undertaken⁵:	Executive Member None
	Ward Councillors None
	Others None
Implementation	Officer accountable, and proposed timescales for implementation Steve Coupe – immediate from 6 th January 2021
List of Forthcoming Key Decisions⁶	Date Added to List:- 8 January 2021
	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency Relevant Scrutiny Chair(s)
	Signature _____ Date _____
Call In	Is the decision available ⁷ for call-in? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:
Approval of Decision	Authorised decision maker ⁸ John Mulcahy, Chief Officer Elections and Regulatory
	Signature  Date: 8 January 2021

⁵ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁶ Complete this section for key decisions only

⁷ Significant operational decisions are never available for call in. Key decisions are always available for call in unless they have been exempted from call in.

⁸ Give the post title and name of the officer with appropriate delegated authority to take the decision.