

<b>Public Decision Log:</b>		Service Area(s) Council Wide including Staff decisions		
Date:	Decision / Action / Message:	Rationale:	Completed by:	Communication:
17.03.20	Closure of Tilgate Nature Centre to visitors until further notice.	Advice from central government to limit unnecessary travel, removing potential impact to animals and ensuring the staff wellbeing so they can continue to take care of animals.	Head of Community Services	Website
17.03.20	Closure of Hawth Theatre to visitors until further notice, cancellation of shows and staff instructed to work from home where possible.	Advice from central government to stop gatherings, reduce potential spread of infection between visitors, staff and performers.	Head of Major Projects & Commercial Services / Parkwood Theatre	Website
17.03.20	Suspension of activities provided by Crawley Wellbeing. Advice can be given via phone or email with access to guides on line promoting wellbeing options.	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff.	Head of Community Services	Website
17.03.20	Decision to cancel or postpone events organised by Crawley Borough Council or on council land. Initial decision for May events. This will be reviewed on an ongoing basis. Includes key events such as Run Gatwick (postponed)	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff.	Deputy Chief Executive	Website / event organisers
17.03.20	Taxi Licensing new sign up suspended.	Unable to offer knowledge test as use small meeting room within close proximity to each other and central government guidance to avoid this.	Head of Community Services	Website
17.03.20	Taxi Licensing Knowledge & Disability Awareness Tests suspended	Unable to offer knowledge test as use small meeting room within close proximity to each other and central government guidance to avoid this.	Head of Community Services	Website

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17.03.20	Pest Control service for inside properties suspended until further notice.	Advice to avoid contact or entering properties to reduce risk of spread of infection. Exterior work to continue.	Head of Community Services	Website
18.03.20	Queens Square fountain jets turned off	To discourage gathering in the Town Centre and reduce any risk of contamination to the water supply	Head of Economy & Planning	Website
18.03.20	Daily pitch fee waived for regular market traders however they must comply with minimum 2m distance between stalls.	To ensure regular food supplies available in the town hall and provide means to continue trading.	Head of Economy & Planning	Website/ Traders
18.03.20	Face to Face services in the Town Hall moved to behind screens for the Contact Centre and Parking removing floor walkers from the Town Hall	Advice to avoid contact to reduce risk of spread of infection. Alternative arrangements in place where possible to deal with customers, post via central box, no photo copying or scanning of documents from customers.	Head of Digital & Transformation	Staff / Councillors / Website
19.03.20	Home visits for services suspended until further notice. Private Sector Housing, Tenancy Services, Lifeline Services	Advice to avoid contact or entering properties to reduce risk of spread of infection. Alternative arrangements in place where possible.	Head of Strategic Housing / Head of Crawley Homes	Website
19.03.20	Employ Crawley support closed face to face support. Can still assist customers via phone, email and text	Advice from central government to stop gatherings, reduce potential spread of infection between customers and staff. Not appropriate to close the service as likely increased demand to support residents who are affected by economic climate	Head of Economy & Planning	Website

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20.03.20	Closure of K2 for customers, but with agreement to use building and K2 staff for community hub use if required	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff. Recognition of potential as a logistics base for the borough and beyond if needed.	Head of Major Projects & Commercial Services/ Everyone Active	Website
20.03.20	Closure of Adventure Play sites	Advice from central government to stop gatherings, reduce potential spread of infection between visitors and staff.	Head of Community Services	Website
20.03.20	Closure of Community Centres (2 x nursery provisions retained for key workers).	To reduce gathering of individuals and risk of spread of infection. Regular hirers aware with causal hirers notified.	Head of Major Projects & Commercial Services	Website
23.03.20	Waste & recycling service to prioritise completion of core service (rubbish & recycling) and additional side waste.	Biffa have advised of resource pressures so will focus on core services with suspension of bulky collections, green bin (if necessary) and bin movements.	Head of Major Projects & Commercial Services	Website
24.03.20	Closure of Town Hall to customers	Further advice from central government. Majority of staff working remotely so services provided using different channels. Need to reduce potential spread of infection between visitors and staff.	Chief Executive	Website
24.03.20	Public Toilets to be closed with immediate effect.	To reduce likely spread of infection. There should be limited demand as residents are told not to leave their homes unless necessary	Head of Major Projects & Commercial Services	Notices
26.03.20	Help Hub and offers of help leaflets delivered to 48,000 homes between 26 and 29 March	Identify those individuals in need of support or able to volunteer to help others	Head of Community Services / staff volunteers	Website

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30.03.20	Extension of MPS contract for Crawley Homes Repairs, Voids and Planned works	The Council was due to enter in to new contracts for its Responsive, Voids and Planned works from 1 April 2020. Due to the Coronavirus "lockdown" the practicalities of mobilisation the new contracts were considered as being beyond the expectations of the lockdown as the final part of mobilisation involved contractor staff swapping vans, van stock and uniforms and old vans having to be driven to alternative depots. As Mears new contract did not involve this mobilisation activity that contract has been duly signed and sealed.	Head of Crawley Homes	MITIE Property Services (UK) Limited Mears and Wates