

**Exercise of emergency functions – Suspension of paragraph 5.18(vi) of Part 2M of the Council’s Constitution until such time as the commencement of business as usual as a consequence of the Covid-19 pandemic and deemed necessary to ensure the continuous functioning of the business of the Authority**

1. Part 2M of the constitution of the City Council provides for the Scheme of Functions delegated to Employees including to the Chief Executive/Head of Paid Service.
2. Paragraph 3.8(a) of Part 2M of the Constitution enables the Chief Executive, in consultation with the Leader to make decisions required in an emergency.
3. The government has published its [coronavirus COVID-19 action plan](#), which recognises the virus as a "significant challenge for the entire world." Although a lot is yet unknown about the virus, the World Health Organisation has declared it a public health emergency of international concern. This situation is rapidly evolving and the Authority must therefore consider its position and the potential impact of coronavirus COVID-19 and ensure that it put in place such alternative arrangements as is deemed necessary to ensure continuity of its business and the proper discharge of its function.
4. As of 23 March 2020, the UK government has introduced new measures of which one requires people to stay at home, except for very limited purposes. This will inevitably have a significant impact on being able to get access to the Council office building.
5. Many of our legal documents are currently executed as a deed by affixing the common seal, which is applied physically and then attested by one of the authorised persons. As more people are forced to self-isolate, it may not be possible to have the correct people available to attest a physical seal. It is therefore important in these challenging times that alternative arrangements are put in place immediately to address this issue.
6. In light of the above I am satisfied that the decision being taken pursuant to this emergency provision constitutes an emergency and I am making the decision that the City Council:
  - 6.1 Suspends the operative provisions of paragraph 5.18(vi) of Part 2M of the Council’s Constitution until such time as the commencement of business as usual such that for contracts for works and services which exceed £150,000 in value and are expressed to be a deed, rather than for the council seal to be affixed and witnessed by the City Solicitor or authorised signatory, this will be substituted with the wording “[for contracts for works and services which exceed £150,000 in value and are expressed to be a deed, the City Solicitor’s signature \(electronic or otherwise\) must be affixed](#) to the contract for works and service”.

6.2 Adopt the following wording in respect of all attestation clauses and execution required in relation to any property related transactions (such as for example but not limited to leases, discharge of legal charges and any land transfers) which are required to be expressed as a deed “Executed as a deed by [INSERT NAME AND POSITION], a duly authorised signatory on behalf of the Council of the City of Coventry”. The execution of any property related transactions shall (where applicable) be capable of being achieved by the use of the City Solicitor’s signature (electronic or otherwise).

6.3 That the recommendation of the City Solicitor to have the named individuals listed below be approved as authorised signatories for the purposes of paragraph 6.2 above:

6.3.1 Rob Parkes (Place Team Leader)

6.3.2 Gurbinder Singh Sangha (Corporate & Commercial Lead Lawyer)

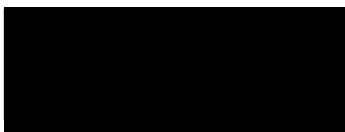
6.3.3 Oluremi Aremu (Major Projects Lead Lawyer)

6.4 The City Solicitor will review the above on a quarterly basis to ensure the appropriate measures are in place taking into considerations the effects of CONVID -19.

7. I have consulted with the Leader of the City Council to confirm his agreement to this course of action.

8. A report will be taken to Council at the next appropriate meeting that will include information about this emergency decision.

Signed:

A black rectangular box redacting the signature of the Chief Executive of Coventry City Council.

Chief Executive of Coventry City Council

Dated: 30.03.20