

Report of	Meeting	Date
Director of Governance and Monitoring Officer (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Council	Wednesday, 28 February 2024

Urgent Decisions

Is this report confidential?	No
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Is this decision key?	No
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Purpose of the Report

- This report informs Council of any urgent decisions taken since 28 February 2024 in accordance with the urgency procedures, as outlined in the Council's constitution.
- These urgent decisions include:
 - "Key" decisions taken by the Executive and decisions which contained confidential or exempt information where 28 day notice had not been given on the Cabinet Forward Plan/ Notice of Executive Decisions;
 - Urgent reports taken to Cabinet;
 - Urgent decisions taken outside the budget and policy framework;
 - Urgent decisions for which the Mayor agreed to waive Scrutiny call-in and
 - Urgent decisions taken under Section 35 of the Council's Constitution

Recommendations to Council

- That Council note the report.

Reasons for recommendations

- In accordance with the Council's Constitution, this report informs Council of any decisions which have been taken under the following urgency procedures:

Part 4C - Reports on Special Urgency Decisions to Council & General Exceptions

- **19.1** The Leader must submit a report to the next available Council meeting setting out the details of any executive decision taken as a matter of special urgency under the procedure set out in Rule 18 (Key Decision - Special Urgency).
- **19.2** The Cabinet must prepare a report to the next available Council meeting setting out the details of any executive decision taken without giving 28 days' notice under the procedure set out in Rule 17 (Key Decision – General Exception).

Part 4F – Scrutiny Procedure Rules - Call In and Urgency

- **11.14.** All decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency. The next available meeting of the Scrutiny Committee will review the process for agreeing the urgent decision and make appropriate recommendations.

Part 4A Council Procedure Rules (Standing Orders)

- **Delegation of Urgent Decisions between Meetings of the Cabinet or a Committee**

Where a need for urgent action arises between meetings of a committee, but it is not considered to be sufficient justification for calling a special meeting or calling such a meeting would not be possible for any reason, such decisions may be taken by the Chief Executive (or other designated officer). The Chief Executive (or other designated officer) shall first consult the chairman or vice chairman of the concerned committee and, if the concerned committee could not itself decide the matter under delegated powers, the Leader and Deputy Leader of the Council.

In circumstances where the offices of the chairman and vice-chairman of the concerned committee, or the Leader and Deputy Leader of the Council are unfilled, the Chief Executive (or other designated officer) shall first consult the Mayor before taking an urgent decision. Such consultation shall be in written form and the decision shall be reported to the next scheduled meeting of the Cabinet or committee as appropriate.

Other options considered and rejected

5. None, for the reasons given above.

Corporate priorities

6. The report relates to the following corporate priorities:

An exemplary council	Healthy and Happy Communities
Opportunities for everyone	Green and Clean Neighbourhood

Background to the report

7. Following the meeting of Council on 31 January 2024, the following decisions were taken under the Council's urgency procedures, as detailed below.

Details of urgent decisions taken in accordance with the Constitution

Decision	Date and Decision Maker	Reasons for urgency
Communities and Housing Service Review	February 2024 Cabinet Member (Communities, Leisure and Wellbeing)	General Exception (GE) The Cabinet Member was asked to take the decision under GE to allow for consultation to be undertaken with staff within agreed timescales.
Holiday Activity and Food Funding 2024/2025	March 2024 Leader of the Council and Chief Executive – Standing Order 35	Notification of the grant funding was received in February and needed to be reviewed by legal services prior to accepting the funding. The decision needed to be made prior to 11 March so the implementation date could be met. It was not possible to call a meeting of full council before 11 March to agree the grant funding acceptance and budget creation. The decision was taken by the Leader and CE via Standing Order 35.
Holiday Activity and Food Funding 2024/2025	March 2024 Leader of the Council – Executive Member Decision	Following on from the Standing Order 35 decision it was necessary for a subsequent EMD, this also had to be approved for 11 March. As the decision was “key” it needed to have 28 days notice on the Forward Plan. In this case as the decision was on the plan for less than five working days the decision was taken using Special Urgency. Approval was given from the Chair of the Corporate, Performance and Budget Scrutiny (CPBS), Councillor Will Adams. As the decision was urgent there was no time frame for the call-in period to be accommodated. The Mayor gave his approval to waive call in due to the short time frame out of our control. A subsequent report will be submitted to the CPBS as required by the constitution for committee to review the waiving of call in and for any recommendations as appropriate.

Climate change and air quality

9. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

10. There are no Equality Impact Assessment (EIA) and Equality Act implications arising from this report.

Risk

11. None.

Comments of the Statutory Finance Officer

12. The Chief Finance Officer (s151) comments have been included on all the urgent decisions referenced in this report.

Comments of the Monitoring Officer

13. No comments.

Background documents

Council Constitution – [Mod.Gov link to Decisions page](#)

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