

Appendix II

Urgency Powers

- 1.1 A decision will be urgent in the case of: civil emergency, natural or man-made disaster; matter of serious public health; matters regarding safeguarding of people; or where the Panel, or the local authorities from which Panel Members are drawn, are at risk of serious reputational damage; loss or claims; or any other matters where the Monitoring Officer of the host local authority has declared that an urgent decision is required.

- 1.2 If a decision would normally be required to be made by the Panel, the decision may be made by the Monitoring Officer of the host local authority, or in his/her absence the Head of Service responsible for the host authority's secretariat (or in their absence their nominee) in consultation with the Panel's chair, deputy chair, at least one member representing each constituent Council (which may include the Chair and Deputy) and one representative of each political Group represented on the Panel (which may include the Chair and Deputy and a member consulted as a representative of their authority), subject to the following requirements being met:
 - (a) The decision-maker is satisfied the matter is urgent and cannot await the next meeting of the Panel, or an urgently convened meeting of the same;
 - (b) The decision is reported for information to the next available meeting of the Panel;
 - (c) The provisions of the legislation are complied with;
 - (d) Advice has been taken from the host local authority's, Monitoring Officer and Section 151 Officer;

All members of the Panel are notified by email of the decision taken.

- 1.3 A form to be completed to record the taking of the urgent decision is attached to these Procedure Rules as Appendix 1

Cheshire Police and Crime Panel

URGENT PANEL DECISION

PANEL PROCEDURE RULE xx.x

Contact Officer: Brian Reed

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Contact Number: 01270 686670

The Police and Crime Panel's Procedure Rules provide for Urgent Decisions taken outside of meetings. The definition of an Urgent Decision in paragraph 12.11.1 is:

"A decision will be urgent in the case of: civil emergency, natural or man-made disaster; matter of serious public health; matters regarding safeguarding of people; or where the Panel, or the local authorities from which Panel Members are drawn, are at risk of serious reputational damage; loss or claims; or any other matters where the Monitoring Officer of the host local authority has declared that an urgent decision is required."

The Procedure Rules provide that, if a decision would normally be required to be made by the Panel, the decision may be made by the Monitoring Officer of the host local authority, or in his/her absence the Head of Service responsible for the host authority's secretariat (or in their absence their nominee) in consultation with the Panel's chair and deputy chair, at least one member representing each constituent Council and one representative of each political Group represented on the Panel subject to the following requirements being met:

- (a) The decision-maker is satisfied the matter is urgent and cannot await the next meeting of the Panel, or an urgently convened Panel meeting;
- (b) The decision is reported for information to the next available meeting of the Panel;
- (c) The provisions of the legislation are complied with;
- (d) Advice has been taken from the host local authority's, Monitoring Officer and Section 151 Officer;
- (e) All members of the Panel are notified of the decision taken by electronic means.

OFFICIAL

The need has arisen for an urgent decision in respect of the following:

SUBJECT/TITLE:

(insert summary)

Further details are attached

The reasons for urgency are as follows:

(insert reasons for urgency)

The following Panel Members have been consulted on *[insert date]*:

- *[Add details of Chair]*
- *[Add details of Vice Chair]*
- *[Add details of Cheshire West and Chester member]*
- *[Add details of Cheshire East member]*
- *[Add details of Halton member]*
- *[Add details of Warrington member]*
- *[Add details of any other members consulted to ensure all four constituent Councils are represented and all Groups represented]*

Any comments received have been taken into consideration.

Advice has been taken from the following Officers of the host authority on *[insert date]*:

- (1) Section S151 Officer
- (2) Monitoring Officer

Their comments have been taken into consideration in producing this decision form and any attached information. This decision is subject to the relevant provisions of the Panel's Procedure Rules.

DECISION

That

(1) >

Signature of Decision Taker:

Signed:

OFFICIAL

.....

Date:

Signatures of Panel Members consulted:

A copy of this decision form and any supporting documentation will be made available to all Members of the Panel by electronic means subject to the Access to Information Procedure Rules.

This decision will be reported for information to the next meeting of the Panel.