

*Urgent Decisions Taken Outside of Meetings*

**Definition of an urgent decision**

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 Council is at risk of serious reputational damage; loss or claims; or any other matters where the Chief Executive or in his/her absence the Deputy Chief Executive has declared that an urgent decision is required. If a decision is deemed an urgent decision caused by a failure to plan appropriately or work without due regard to timeliness, the circumstances giving rise to the need for the decision should be subject to a formal report to the Audit and Governance Committee.

**Urgent Decisions: Council (Paragraph XX)**

If a decision would normally be required to be made by full Council the decision may be made by the Chief Executive or in his/her absence the Deputy Chief Executive (or in their absence their nominee) in consultation with Group Leaders and the Mayor (or in his/her absence the Deputy Mayor) subject to the following requirements being met:

- The decision-maker is satisfied that the matter is urgent and cannot await the next meeting of the Council, or an urgently convened Council meeting.
- The decision is reported for information to the next available meeting of the Council.
- The provisions of legislation are complied with.
- Advice has been taken from the Chief Executive, Council's Monitoring Officer and Section 151 Officer.
- All Members of the Council are notified of the decision taken by electronic means.

*In the event that the Leader of a political group has an interest in the matter for decision which prevents him/her from considering the matter and offering views, the Deputy Leader of that Group may be consulted. If the Deputy Leader also has such an interest in the matter, the Leader, or in his absence the Deputy Leader, may nominate a member of the Group for the purpose of consultation.*

**Urgent Decisions: Committees (Paragraph XX)**

The Chief Executive or in his/her absence the Deputy Chief Executive (or in their absence their nominee) in consultation with the Chairman and/or Vice-Chairman of the relevant committee or sub-committee has delegated authority to take decision subject to the following requirements being met:

- The decision-maker is satisfied that the matter is urgent and cannot await the next meeting of the decision-making body, or an urgently convened meeting.
- The decision is reported for information to the next available meeting of the decision-making body.

- The Leaders of all Opposition Groups have been notified of the matter and have been invited to make representations.
- The provisions of legislation are complied with.
- Advice has been taken from the Council's Monitoring Officer and Section 151 Officer.
- All Members of the Council are notified of the decision taken by electronic means.

In addition the following provisions shall apply:

- Rules paragraphs XX to XX of the Access to Information Procedure Rules shall be adhered to, relating to the content of the Forward Plan, general exceptions to the requirement to list decisions on the Forward Plan, and circumstances of special urgency
- Paragraphs XX to XX, relating to the Forward Plan and Key Decisions shall be adhered to
- Rules in relation to Call-in (paragraphs XX to XX) shall not apply to urgent decisions taken under this procedure (see paragraph XX)
- Paragraphs XX to XX of the Budget and Policy Framework Procedure Rules shall be adhered to in relation to urgent executive decisions taken under this procedure