



**COUNCIL: 13 December 2023**

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**Report of: Chief Operating Officer**

**Relevant Portfolio Holder: Councillor Y Gagen**

**Contact for further information: Mrs J Denning (Extn. 5384)**  
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**SUBJECT: EXECUTIVE DECISIONS – SPECIAL URGENCY**

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Wards affected: Borough wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To advise that, for the period 1 December 2022 to 30 November 2023, there were no decisions taken under Access to Information Procedure Rule 16 (Special Urgency).

## **2.0 RECOMMENDATION**

- 2.1 That it be noted that Access to Information Rule 16 (Special Urgency) was not exercised during the period 1 December 2022 to 30 November 2023.

## **3.0 ACCESS TO INFORMATION PROCEDURES**

- 3.1 In accordance with Access to Information Procedures, Key Decisions undertaken by the Executive (Cabinet) must be included on the Forward Plan. If the matter has not been included on the Forward Plan, Procedure Rule 15 (General Exception) still allows the decision to be taken when the specified safeguards are met.

- 3.2 Access to Information Procedure Rule 16 (Special Urgency) states:

“If by virtue of the date by which a decision must be taken Rule 15 (general exception) cannot be followed, then the decision can only be taken if the decision taker (if an individual), the Leader (if the Cabinet is making the decision) or the Chairman of the body making the decision:

- (a) obtains the agreement of the Chairman of a relevant Overview and Scrutiny Committee; or  
if there is no Chairman of the relevant Overview and Scrutiny Committee;  
or if the Chairman of each relevant Overview and Scrutiny Committee is unable to act, then the agreement of the Chairman of the Council (the

Mayor), or in his/her absence the Vice Chairman (the Deputy Mayor), that the making of the decision is urgent and cannot reasonably be deferred; and

- (b) makes available on the Council's website and at the Offices of the Council a notice setting out the reasons that the meeting/decision is urgent and cannot reasonably be deferred."

3.3 In accordance with the 'Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, any decisions taken under 'Special Urgency' must be reported to Council annually.

3.4 I can advise that Procedure Rule 16 (Special Urgency) was not exercised in the period 1 December 2022 to 30 November 2023.

#### **4.0 SUSTAINABILITY IMPLICATIONS**

4.1 There are no sustainability impacts associated with this report and no impact on crime and disorder.

#### **5.0 FINANCIAL AND RESOURCE IMPLICATIONS**

5.1 There are no financial/resource implications arising from this report.

#### **6.0 RISK ASSESSMENT**

6.1 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.

#### **7.0 HEALTH AND WELLBEING IMPLICATIONS**

7.1 There are no health and wellbeing implications arising from this report.

#### **Background Documents**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

#### **Equality Impact Assessment**

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders; therefore, no Equality Impact Assessment is required.

#### **Appendices**

None.