

USE OF URGENT DECISIONS ANNUAL REPORT

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| Head of Service: | Andrew Bircher, Interim Director of Corporate Services |
| Report Writer | Will Mace, Business Assurance Manager |
| Wards affected: | (All Wards); |
| Appendices (attached): | Appendix 1 - Schedule of Urgent Decisions made in consultation with committee Chairs |

Summary

In accordance with the Council's Scheme of Delegation to officers, this report sets out urgent decisions taken by officers in consultation with committee Chairs for the period 31 May 2023 to 3 June 2024.

Recommendation (s)

The Committee is asked to:

- (1) Note the urgent decisions taken by officers, in consultation with relevant committee Chairs, recorded using urgent decision forms from 31 May 2023 to 3 June 2024.**

1 Reason for Recommendation

- 1.1 The Scheme of Delegation, Appendix 2 of the [Constitution](#), requires a report to be presented annually to the Audit and Scrutiny Committee setting out urgent decisions taken under delegated powers.

2 Background

- 2.1 The Scheme of Delegation was drawn up on the principle that officers are authorised to do all things that are necessary to run their services and to implement council policies, provided their actions are taken within budget and in compliance with the council's standing orders.
- 2.2 The Scheme contains several caveats and restrictions to ensure that councillors are aware of most actions taken under delegated powers and are consulted properly. One of these is that a report should be presented annually to this Committee setting out urgent decisions taken by officers under delegated powers.

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- 2.3 Urgent decisions, decisions that need to be made in consultation with a committee Chair, or decisions which are specifically authorised by a committee, are recorded using a decision form. The forms are used as a means of recording decisions which officers have felt it necessary to consult councillors on. Councillors are notified of any decisions taken via this process through Members News.

3 Urgent Decisions

- 3.1 Appendix 1 provides a record of decisions taken under delegated powers from 31 May 2023 to 3 June 2024.
- 3.2 A total of 27 decisions were taken during the period. This does not include the forms which were cancelled or duplicates; nor does it include the two rows of decisions in Appendix 1, which grouped standard planning and other delegated decisions that used the report form while the Council was updating its record keeping processes.
- 3.3 Members will note that in July 2023, the form numbers were reset (the last form used under the old system was 671 whereupon decisions taken from July 2023 onward use a reset form number (see Appendix 1)).

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment
 - 4.1.1 No direct implications from this report.
- 4.2 Crime & Disorder
 - 4.2.1 No direct implications from this report.
- 4.3 Safeguarding
 - 4.3.1 No direct implications from this report.
- 4.4 Dependencies
 - 4.4.1 None.
- 4.5 Other
 - 4.5.1 None.

5 Financial Implications

- 5.1 As set out in individual decision forms and signed off by the Chief Finance Officer.

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- 5.2 **Section 151 Officer's comments:** None arising from the contents of this report.

6 Legal Implications

- 6.1 The Chief Executive, Directors and Heads of Service can take all operational decisions within agreed policies in relation to the services for which they are responsible. The current process for reporting urgent decisions is this report, which is brought to Audit & Scrutiny Committee annually, and in addition, each decision is published in "MembersNews" for councillors to review.

- 6.2 **Legal Officer's comments:** None for the purposes of this report.

7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council.

- 7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

- 7.3 **Climate & Environmental Impact of recommendations:** No direct implications from this report.

- 7.4 **Sustainability Policy & Community Safety Implications:** No direct implications from this report.

- 7.5 **Partnerships:** No direct implications from this report.

8 Background papers

- 8.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Epsom & Ewell Borough Council (2023) *Use of Delegated Powers Annual Report*, Audit & Scrutiny Committee, 18 July 2023. Online available: <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?Cld=157&Mld=1478> [last accessed 21/06/24].

Other papers:

- None.