

## URGENT DECISIONS

**Head of Service:** Victoria Potts, Director of Environment,  
Housing and Regeneration

**Report Author** Andrew Bircher

**Wards affected:** (All Wards);

**Urgent Decision?(yes/no)**

**If yes, reason urgent decision  
required:**

**Appendices (attached):**

### Summary

To report to the committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with the requirements of the Constitution.

### Recommendation (s)

#### The Committee is asked to:

- (1) Note the urgent decisions taken and the reasons for those decisions, since the last meeting of the committee.**

## 1 Reason for Recommendation

- 1.1 To report to the committee the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with the requirements of the Constitution.

## 2 Background

- 2.1 The scheme of delegation sets out that the Chief Executive and Directors are authorised to take decisions on grounds of urgency regarding matters which would otherwise be reserved for determination by a Committee or Council. A matter can be deemed urgent if, in the reasonable opinion of the officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision.

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2.2 Since the last meeting of the Committee, three urgent decisions have been taken by the Director of Environment, Housing and Regeneration in consultation with the Chair, Cllr Neil Dallen, and published in Member News in line with the Council's Constitution, Appendix 2, Paragraph 3.1. iii. The decisions are set out below.

2.2.1 **Decision 121** – Lease renewal to Bambini Nursery, Ewell Court House

2.2.2 **Urgency reason for decision 121** - There is a significant risk we will lose the negotiated and favourable agreement if we wait until the next committee. Consequently EEBC could be financially exposed potentially leaving the council with a vacant unit and loss of income.

2.2.3 **Decision 124** - Household Support Fund 5 (HSF5)

2.2.4 **Urgency reason for decision 124** - To enable distribution and spend of HSF5 funds by the scheme deadline of 30th September 2024. The Council is required to distribute and spend £88k between May-September 2024. Officers need to commence work immediately and allocate these funds to ensure full spend. A decision is therefore needed prior to the next scheduled S&R committee which is not due to take place until July

2.2.5 **Decision 127** – Procurement of Document Management software

2.2.6 **Urgency reason for decision 127** – Need to progress with signing contract at the price agreed through the procurement process so that we can expedite implementation.

2.2.7 **Decision 131** – Purchase of residential property

2.2.8 **Urgency reason for decision 131** – Purchase of residential property to be used for supporting housing need – offer needed quickly in a competitive market. Details of the purchase are part 2 whilst the sale progresses. Councillors can ask for details of the report by contacting Executive support.

### 3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 None arising directly from this report

3.2 Crime & Disorder

3.2.1 None arise from this report

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### 3.3 Safeguarding

3.3.1 None arise from this report

### 3.4 Dependencies

3.4.1 None arise from this report

### 3.5 Other

3.5.1 none

## 4 Financial Implications

4.1 **Section 151 Officer's comments:** Finance are consulted as part of the urgent decision-making process.

## 5 Legal Implications

5.1 **Legal Officer's comments:** Legal are consulted as part of the urgent decision-making process.

## 6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- N/A

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

6.3 **Climate & Environmental Impact of recommendations –** None.

6.4 **Sustainability Policy & Community Safety Implications:** - None.

6.5 **Partnerships:** N/A

## 7 Background papers

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

### **Previous reports:**

- None.

### **Other papers:**

- None.