

# Strategy and Resources Committee

12 November 2024

## URGENT DECISIONS

**Head of Service:** Andrew Bircher, Interim Director of Corporate Services

**Report Author** Andrew Bircher

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

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

# Strategy and Resources Committee

12 November 2024

2.2 Since the last meeting of the Committee, two 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 135** – Private sector leasing of an additional property and extension of existing lease

2.2.2 **Urgency reason for decision 135** – This was a commercial transaction and the negotiations with the landlord have concluded. This situation could not wait until the next committee as the landlord may have contracted with another party.

2.2.3 **Decision 142** – The provision of HR Information Systems - ITrent

2.2.4 **Urgency reason for decision 142** - EEBC needed to enter into the contract by 27th September 2024 so there was not enough time to prepare a Committee Report recommending that the Council enter into the agreement. Due to time constraints and the value of the contract, the only way to ensure the Council did not suffer adverse impacts e.g. not being able to run payroll, was for an Urgent Decision to be obtained providing authority for the Council to enter into the contract before 27th September 2024.

2.2.5 **Lessons learned from decision 142** – A number of lessons have been learned from the re-tendering of the I-Trent service to avoid last minute, urgent decisions in future. Lead in times have been established for all contracts on the contract register and shared with contract managers. A new Procurement Board, made up of the directors and statutory officers has been established to oversee key procurements and the procurement timetable. We have also added known procurements to the service delivery plan for each service area so there is constant visibility of the work that is required, and this will align with adding relevant threshold three procurements to the committee forward plan so that the relevant committee can be involved at the appropriate time. All Heads of Service have been reminded of their responsibilities to ensure all contracts are properly procured in sufficient time so that no last-minute decisions are necessary.

## 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

# Strategy and Resources Committee

## 12 November 2024

3.2.1 None arise from this report

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.