

USE OF URGENT DECISIONS ANNUAL REPORT

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Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 - Summary 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 3 June 2024 to 3 June 2025.

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 3 June 2024 to 3 June 2025**

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 Committees and 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. The powers that are delegated to committees are set out in each committees' Terms of Reference.

Audit and Scrutiny Committee

17 July 2025

- 2.2 Urgent decisions in the context of this report, are those decisions taken by the Chief Executive or one of the Directors, in consultation with the relevant committee Chair on a matter that would ordinarily have been considered at committee, but which for reason of urgency, has to be taken outside of the normal committee cycle. The decisions are recorded using a decision form, which sets out the rationale for the decisions, much the same as a committee report. Councillors are notified of any decisions taken via this process through Members News, and the decisions are then reported to the next scheduled meeting of the relevant committee.
- 2.3 Appendix 1 provides a record of decisions taken under delegated powers from 3 June 2024 to 3 June 2025. A total of 22 decisions were taken during the period. This does not include the forms which were cancelled or duplicates.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 No direct implications from this report.

3.2 Crime & Disorder

3.2.1 No direct implications from this report.

3.3 Safeguarding

3.3.1 No direct implications from this report.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

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

4.2 **Section 151 Officer's comments:** No direct financial impact arises from this report.

5 Legal Implications

Audit and Scrutiny Committee

17 July 2025

5.1 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

5.2 **Legal Officer's comments:** None for the purposes of this report

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** N/A

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

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

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

6.5 **Partnerships:** No direct implications from this report.

6.6 **Local Government Reorganisation Implications:** No direct implications from this report.

7 Background papers

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

Previous reports:

- Epsom & Ewell Borough Council (2024) *Use of Delegated Powers Annual Report*, Audit & Scrutiny Committee, 25 July 2024. Online available: [Epsom and Ewell Democracy](#) [last accessed 04/06/2025].

Other papers:

- None.