

Urgent Decisions Summary Document

Officer Title	Responsible Committee	Form No.	Date Issued / Signed by CEX	Subject	Date Reported in Members' News	Reason for Use of Urgent Decision Form	Financial Implications	Source of Funding
Head of Housing & Community	S&R	131	21/06/2024	Property purchase	09/07/2024	Urgent decision required as the offer price could not wait until the next committee.	Exempt paper	Exempt paper
Head of Operational Services	E	132	17/07/2024	Tennis court booking	22/07/2024	Amend the tennis court booking scheme over the school holidays at councillors' request. The next environment committee was not scheduled until after the proposed scheme expires.	Temporary reduced income from tennis courts (not quantified)	Environment Committee budget
Housing Solutions Manager	S&R	133	31/07/2024	Housing Private Sector Lease Scheme	01/08/2024	There was insufficient time to schedule an extraordinary meeting of S&R Committee to authorise the signing of housing leases, which would ensure homeless households were appropriately accommodated and would also avoid additional costs to the council.	Approx. cost avoidance of £24,653 per annum.	N/A
Housing Options Team Leader	C&W	134	21/08/2024	Authorise a neighbouring authority to conduct a fresh statutory Housing Act 1996 s202 Decision on behalf of Epsom & Ewell Council.	22/08/2024	Decision required within a set time period which was before the next committee meeting.	N/A	N/A
Head of Housing & Community	S&R	135	05/09/2024	Housing Private Sector Lease Scheme	06/09/2024	New and extension to leases were time sensitive and required a decision before the next committee meeting.	Cost avoidance to the council, not quantified due to commercial sensitivity.	N/A
Head of Legal Services & Monitoring Officer	Nonsuch Park Joint Management Committee	136	21/08/2024	Unlawful Encampment at Nonsuch Park	21/08/2024	Decision required within 24 hours.	None, as any costs are recharged to the Committee.	N/A
Parking & Enforcement Manager	E	137	29/08/2024	Temporary Relocation of Business Parking Permits	10/09/2024	Decision needed promptly and before the next committee meeting.	Exempt paper	Exempt paper
CFO & S151 Officer	S&R	138	09/09/2024	Submission of DCN support to HM Treasury ahead of national budget on 30 October	10/09/2024	Response deadline did not align with committee meeting dates.	N/A	N/A

Planning Policy Manager	LPP	139	26/09/2024	Response to the London Borough of Suttons Regulation 18 Draft Local Plan Options Consultation	26/09/2024	Response deadline did not align with committee meeting dates.	N/A	N/A
N/A	N/A	140	N/A	N/A - Form cancelled	N/A	N/A - Form cancelled.	N/A	N/A
Head of People & OD	Council	141	26/09/2024	Appointment of Interim Chief Finance Officer (S151)	27/09/2024	Statutory appointment required to start on a specific date, i.e. immediately after the existing S151 left their post.	N/A	N/A
Head of People & OD	S&R	142	26/09/2024	The provision of HR Information Systems - Itrent	27/09/2024	Due to time constraints and the value of the contract the only way to ensure the Council did not suffer adverse impacts is if an Urgent Decision was obtained to provide authority for the Council to enter into Contract with iTrent. The decision was required prior to the next scheduled committee meeting.	£298,655	Strategy & Resources Committee existing budget
Parking & Enforcement Manager	E	143	07/10/2024	Playhouse Production Parking	07/10/2024	Provide concessionary parking to a Playhouse production team, which was required before the next committee meeting.	No material implications.	N/A
Parking & Enforcement Manager	E	144	22/10/2024	Playhouse Production Parking	22/10/2024	Provide concessionary parking to a Playhouse production team, which was required before the next committee meeting.	No material implications.	N/A
Parking & Enforcement Manager	E	145	14/11/2024	Playhouse Cast & Production Parking	09/12/2024	Provide concessionary parking to a Playhouse cast and production team, which was required before the next committee meeting.	No material implications.	N/A
Head of Housing & Community	S&R	146	21/11/2024	Household Support Fund 6 (HSF6)	13/12/2024	The next scheduled committee meeting was considered to be too late to ensure distribution and complete spend of funds. This decision enabled the distribution of funds in a timely manner to minimise the risk of underspend and the need to return funds.	N/A	N/A

Head of Place Development	LPP	147	13/12/2024	Epsom & Ewell Borough Council Local Development Scheme	13/12/2024	Required a decision to be taken in advance of the next available LPPC meeting to ensure the Local Plan was prepared in conformity with the Local Development Scheme, given the publication of the revised NPPF and the need to start the Regulation 19 consultation earlier than originally scheduled.	N/A	N/A
Head of Place Development	Council	148	26/02/2025	Update to Terms of Reference for Strategy and Resources and Licensing and Planning Policy committees	27/02/2025	To facilitate the CIL spending application process to reopen on time it was proposed to switch responsibility for CIL spending decisions to Strategy and Resources from Licensing and Planning Policy. Taking this change to the next meeting of Full Council would not have given sufficient time for the committees to approve the CIL spending protocol and CIL spend decision process respectively before applications are required.	N/A	N/A
Strategic Housing Manager	C&W	149	10/03/2025	Homelessness Prevention Grant (HPG) consultation	10/03/2025	The consultation response deadline was before the next scheduled meeting of the committee.	N/A	N/A
Building Services and Facilities Manager	S&R	150	11/03/2025	Electricity Contracts from 1 April 2025 to 31 March 2027	12/03/2025	Electricity prices are only valid on the day they are received, and hence cannot be scheduled onto a committee meeting agenda in time.	£740,408	Existing committee budget.
Head of Legal Services & Monitoring Officer	Council	151	25/03/2025	Reschedule the ordinary meeting of Full Council	25/03/2025	To enable consideration of matters that would otherwise require additional Extraordinary meetings of Full Council (e.g. LGR submission and constitutional amendments).	N/A	N/A
Head of People & OD	Council	152	28/03/2025	Pay Policy Statement 2025/26	28/03/2025	There is a legislative requirement that the statement was approved and published by a specific date which was before the next Full Council meeting.	N/A	N/A
N/A	N/A	153	N/A	N/A - Form cancelled	N/A	N/A - Form cancelled.	N/A	N/A
Head of Housing & Community	C&W	154	16/04/2025	Postponement of a committee decision relating to a local voluntary organisation	15/05/2025	To enable officers to review a committee decision promptly, which would minimise unnecessary hardship and uncertainty to a local voluntary organisation.	No material implications.	N/A