

USE OF URGENT DECISIONS ANNUAL REPORT

Head of Service:	Andrew Bircher, Assistant Director of Corporate Services
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Wards affected:	(All Wards);
Appendices (attached):	Appendix 1 - Summary of Urgent Decisions made in consultation with committee Chairs Appendix 2 – Process for UD158

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 2025 to 10 June 2026. This report also includes an Appendix 2, which sets out the process followed by Urgent Decision 158.

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 2025 to 10 June 2026, and the process followed for Urgent Decision 158.**

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. At its meeting in [February 2026](#) a request was made for further information on the process followed for Urgent Decision 158.

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.

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- 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 2025 to 10 June 2026. A total of 6 decisions were taken during the period, last year 22 were reported. This does not include the forms which were cancelled or duplicates.
- 2.4 Following a proposal by Cllr Ames at the February 2026 meeting, the Committee agreed to add an item to their Work Programme regarding the process followed for Urgent Decision 158. It was noted that the decision could not be reviewed or undone, but the committee could propose improvements to the process for future use.
- 2.5 Since the last committee the Chief Executive has worked with Councillors Beckett, Coley and Lawrence to further improve the comprehensiveness of information included on the decision forms. There is an outstanding matter regarding how to publish these forms, which is waiting for an opportunity for resource to become available to devote to looking at this.

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

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- 3.5.1 If committee members have a detailed question(s) on particular elements of this report (including its appendices), it is requested that these be submitted in advance of the meeting where possible, to enable officers time to prepare complete answers in consultation with the relevant service manager(s).

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

- 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 and 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:** 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:** 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:**

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- Epsom & Ewell Borough Council (2025) *Use of Delegated Powers Annual Report*, Audit and Scrutiny Committee, 17 July 2025. Online available: <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=157&MId=1796> [last accessed 26/05/2026].

Other papers:

- None.