

REPORT OF Chief Executive
To: Internal Scrutiny Committee
Subject: Decisions made under Urgency Procedure
Date: 14 December 2021 **Reference:**

PURPOSE OF REPORT:

For Members to receive a report of decisions made under the Urgency Procedure since March 2020.

1. INTRODUCTION

The Internal Scrutiny Committee requested that the Chief Executive produces a report for Members to report the decisions made under the Urgency Procedure since March 2020.

2. REPORT

Article 12 of Torridge District Council's Constitution under Urgency Procedure states that where a decision which would, under the terms of Part 3 of this Constitution, ordinarily falls to be made by the Community & Resources Committee, but is so urgent that it should be made before the next available Community & Resources Committee, the decision may be made by The Chief Executive using the following procedure:

1. A Report shall be prepared by the Officer requesting the decision ("Officer") and submitted to The Chief Executive. The Officer will ensure that any relevant Ward Members and Lead Members are notified on the proposed decision before submission to The Chief Executive and that their comments are incorporated into the report so far as possible under the time scales;
2. The Report must detail the reasons for the urgency. For clarity, if the reason for the Urgency Report is that an Officer has not had chance to complete a normal Committee Report because of holiday, work commitments or other such reasons, this is not likely to be treated as an Urgent decision under this procedure;
3. The Chief Executive will consider the matter and will specify any further consultation that is necessary.
4. Once satisfied, the Chief Executive will consult with the Leader/Deputy Leader and Chair/Vice Chair of the Community & Resources Committee who will, if satisfied, endorse the Report with their signatures.
5. If the Chief Executive is satisfied that the matter is urgent and that the decision as proposed in the Report should be taken, The Chief Executive will take the appropriate decision.
6. The Officer will ensure that a Full Report on the matter, explaining the reason for urgency, is prepared and presented to the next appropriate Committee.
7. The Officer will also ensure that a copy of the decision is given to the Head of Legal and Governance & Monitoring Officer for record purposes.



Since March 2020, 6 urgent decisions have been made using the Urgency Procedure. These decisions were:

- Implementation of Test & Trace Support Payments & Discretionary Fund
- Consultation on changes to the existing Planning System
- ARG – Additional Restrictions Grant
- Local Restrictions Grant (Open Policy)
- ARG – Amendments
- Household Support Fund

5 of the 6 urgent decisions were in relation to the pandemic and the reason for each decision is listed in Appendix 1.

Appendix 2 is an example of the Urgency Procedure form.

3. IMPLICATIONS

Legal Implications

This report complies with the Council's Constitution

Financial Implications

None

Human Resources Implications

None

Sustainability/Biodiversity Implications

None

Equality/Diversity

Not applicable

Risk Management

Adequate controls are in place to ensure that the Urgency Procedure is only used where necessary.

Compliance with Policies and Strategies

This report is in compliance with the Council's Constitution

Data Protection (GDPR) Implications

Not applicable

Climate Change

Not applicable

4. CONCLUSIONS

All 6 decisions made under the Urgency Procedure were taken as the decisions had to be implemented before the next Community and Resources Committee.

5. RECOMMENDATIONS

It is recommended that:

Councillors note the decisions taken under the Council's Urgency Procedure since March 2020.

