

## Part 8 - Urgency Procedures

1. In situations of urgency, where a decision is required to be made by Council, Cabinet, a committee or sub-committee or other decision making body that cannot wait until the next meeting of that body, and it is not possible to hold an urgent meeting of that body, such a decision should be made with reference to the following delegations.
  - It is necessary to comply with the provisions of paragraph 16 (Special Urgency) of the Access to Information Rules if the decision is a key decision.
  - If that decision is a decision of a type usually made by the Cabinet or a committee thereof, the Leader of the Council, in consultation with the Portfolio Holder, the Chief Executive and/or any relevant officers, is delegated the power to exercise the functions of that decision making body, subject to paragraph 1.2 below;
  - If it is impossible or impractical in the circumstances for the Leader of the Council to exercise this delegated power, the power is delegated to the relevant portfolio holder, in consultation with the Chief Executive and/or any relevant officers;
  - If it is impossible or impractical for the relevant portfolio holder to exercise this delegated power, the power is delegated to the Chief Executive to be exercised upon advice from the Monitoring Officer.
  - If that decision is a decision of Council that cannot be delegated to Cabinet, the Chief Executive, in consultation with the Leader of the Cabinet, or relevant portfolio holder, and upon relevant advice, is delegated the power to make decisions or take actions on behalf of the Council.
  - If that decision is a decision of Council in relation to planning applications, the Executive Director of Environment & Regeneration Services, in consultation with the Chief Executive, if appropriate, is

delegated the power to make decisions or take actions on behalf of the Council.

- 1.2 These powers should only be used in exceptional circumstances and in cases of urgency. Any such exercise of this urgency power must be reported to the next available meeting of Cabinet/Council. It should be noted that the Call-In procedure should not apply to decisions made under the urgency power.
- 1.3 Decisions are generally urgent where:
  - the Council, or constituents will be exposed to a significant level of risk should the decision not be taken; and/or
  - the decision can be considered of pressing importance requiring expeditions action to prevent loss, damage or significant disadvantages to Council, its members or its constituents.
- 1.4 A decision will not be considered urgent where it has simply been omitted from inclusion in the Council's agenda on a particular occasion.