

Notice to the Chair of Resources and Public Realm Scrutiny Committee and the Chair of the Community and Wellbeing Scrutiny Committee



Urgent Key Decision form

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| DECISION DETAILS |
| Decision Maker: Chief Executive |
| Decision Title: Critical Services and Decision-Making |
| Description of Decision: To agree the assessment of critical council services and note that services not categorized as critical or essential may be subject to service change to maintain provision of critical and essential services. In addition to note and agree the decisions as set out in Appendix 2 of the report. |
| When will the Decision be made? 22/04/20 |
| Will the accompanying report be: Open <input checked="" type="checkbox"/> Part Exempt <input type="checkbox"/> Fully Exempt <input type="checkbox"/> |
| Reasons for exemption (if applicable) The report will contain the following category of Information exempt from publication under the Schedule 12A of the Local Government Act 1972, namely paragraph: |
| TYPE OF URGENCY |
| Please tick all that apply: <ul style="list-style-type: none"> <input type="checkbox"/> A. The decision is urgent and <u>28 clear days' notice</u> of the decision cannot be given but at least 5 clear days' notice can <input checked="" type="checkbox"/> B. The decision is extremely urgent and even <u>5 clear days' notice</u> of the decision cannot be given <input type="checkbox"/> C. The decision will be made by members at a meeting and <u>28 clear days' notice</u> that the proposed decision may be discussed in private (i.e. the report will contain information <u>exempt from publication</u>) cannot be given <input checked="" type="checkbox"/> D. The decision must be implemented urgently and the <u>5 day call-in period</u> must be <u>dis-applied</u> to allow the decision to take immediate effect. |
| REASONS FOR URGENCY |
| If you have selected options A, B or C please explain: <ul style="list-style-type: none"> ▪ Why it was not possible to provide the required notice (i.e. why the decision or exemption was not anticipated) The current situation in respect of the Coronavirus: COVID-19 is an exceptional circumstance. The decisions proposed are urgent in current circumstances because: |

They concern actions taken during the current crisis due to extreme urgency and often in response to specific Government direction and guidance and including them in this report enables them to be confirmed where necessary by the Chief Executive and creates transparency in respect of actions taken.

- **Why it is impractical to defer the decision to a later date to allow the appropriate notice to be provided.**

The current situation in respect of the Coronavirus: COVID-19 is an exceptional circumstance. The decisions proposed are urgent because they concern actions taken during the current crisis due to extreme urgency and often in response to specific Government direction and guidance. The decisions taken have been in accordance with the emergency powers set out in Standing Orders.

[Click here to enter text.](#)

If you have selected Option D please explain why the council's interest or the public interest would be seriously prejudiced by the decision not taking immediate effect.

This decision is a key decision and any delay in implementing it would seriously prejudice the Council's or Public Interest within the meaning of Standing Order 14. The urgency of the current situation and the directives and guidance from government has required some decisions to be taken without the degree of consultation and debate that is usually considered desirable. It is important that these decisions are formally and transparently confirmed and published as soon as possible. The provision for call—in of key decisions under Standing Order 14 shall therefore not apply to this decision.

SIGN-OFF

Director of Legal, HR, Audit & Investigations

Chief Executive

Printed Name: Debra Norman

Printed Name: Carolyn Downs

Signature: *Debra Norman*

Signature: *Carolyn Downs*

THE FOLLOWING SECTION IS TO BE COMPLETED BY GOVERNANCE SERVICES

CHAIR OF SCRUTINY

Notice to: Councillor Matt Kelcher and Councillor Ketan Sheth

The Chair is asked to:

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Note that an urgent decision will be taken as detailed in the form above.

The decision is deemed urgent because insufficient (less than 28 days) notice of the intention to take the decision was provided on the Forward Plan. However, at least 5 clear days' notice has been provided and therefore the Scrutiny Chair is only required to note that the decision will be taken.

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Permit the extremely urgent decision to be taken as detailed in the form above.

The decision is deemed extremely urgent as less than 5 clear days' notice of the intention to take the decision has been provided. The Scrutiny Chair is asked to agree that the decision is urgent and cannot be reasonably deferred for the reasons detailed in the form above.

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Permit discussion of exempt information in private relying on Schedule 12A of the Local Government Act 1972

If a report is likely to contain information exempt from publication under schedule 12A of the Local Government Act 1972, then 28 days' notice of this must be provided on the Forward Plan. Where this requirement has not been met, the agreement of the Scrutiny Chair is required before proceeding.

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Permit the dis-application of the 5 day call-in period, allowing the decision detailed in the form above to take immediate effect.

A Cabinet decision or a Key Decision cannot be implemented until the 5 day call in period has elapsed and no valid call-in has been received. The call-in protocol can be dis-applied if the council's or the public interest would be seriously prejudiced by the decision not taking immediate effect. The Chief Executive must determine whether a decision is urgent in this regard. The consent of the Scrutiny Chair to the matter being treated as urgent is also required.

SIGN-OFF

Notice sent to Councillor Matt Kelcher and Councillor Ketan Sheth on 21/04/20

Chair's approval:

Required ☒

Not Required ☐

Date approval granted (if applicable): 22/04/20