

# Notice to the Chair of the Community and Wellbeing Scrutiny Committee



## Urgent Key Decision form

DECISION DETAILS
<b>Decision Maker:</b> Corporate Director for Housing and Resident Services
<b>Decision Title:</b> Authority To Award Contract for Disrepair Works in the Borough from a Framework
<b>Description of Decision:</b> The award of a contract for disrepair works within the Borough, supporting the Council's overarching priority to provide safe, high-quality housing and to improve standards across council-managed homes.
<b>When will the Decision be made?</b> 12/06/26
<b>Will the accompanying report be:</b> Open <input checked="" type="checkbox"/> Part Exempt <input type="checkbox"/> Fully Exempt <input type="checkbox"/>
<b>Reasons for exemption (if applicable)</b> 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
<b>Please tick all that apply:</b> <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
<b>If you have selected options A, B or C please explain:</b> <ul style="list-style-type: none"><li>▪ <b>Why it was not possible to provide the required notice (i.e. why the decision or exemption was not anticipated)</b></li></ul> <p>It was not possible to provide the required notice as the need for this decision arose unexpectedly due to the volume and urgency of disrepair works, including emerging liabilities and operational pressures that could not reasonably have been anticipated in advance. In addition, the extent of retrospective works and outstanding payments only became fully</p>

apparent at a later stage, necessitating prompt action to ensure service continuity, mitigate legal and financial risk, and meet the Council's statutory obligations.

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

It is impractical to defer the decision as any delay would prevent the timely continuation of disrepair works and the payment of outstanding invoices. This would risk disruption to service delivery, increase legal and financial exposure, and impact residents. Immediate action is therefore required to ensure continuity and compliance with the Council's obligations.

**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.**

If the decision does not take immediate effect, the Council's interests would be seriously prejudiced as this would delay the delivery of disrepair works, increase the risk of legal claims, and impact residents living in affected properties. Taking the decision urgently ensures works can continue without interruption and that risks to the Council and residents are minimised.

**SIGN-OFF**

**Director of Housing and Residents Services**

**Printed Name: Thomas Cattermole**

**Signature: *T. Cattermole***

**Chief Executive**

**Printed Name: Kim Wright**

**Signature: *K. Wright***

**THE FOLLOWING SECTION IS TO BE COMPLETED BY GOVERNANCE SERVICES**

CHAIR OF SCRUTINY

**Notice to:** Cllr Madabhushi Chair of the Community and Wellbeing Scrutiny Committee – Cllr Madabhushi

**The Chair is asked to:**

**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.

**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.

**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.

**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 Cllr Madabhushi on 09/06/26**

**Chair's approval:** Required  Not Required

**Date approval granted (if applicable): 11/06/26**