

## KEY DECISION: SPECIAL URGENCY PROCEDURE

(Constitution, Part 4; Access to Information rule 16)  
 (The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012: Regulation 11)

Note: For use where at least five clear days' notice cannot be given of a proposed key decision and call-in cannot apply. See also further notes on page 2.

**Date:** 30.11.21

**On behalf of the Strategic Director for Adults and Health**

<b>Report title:</b> Household Support Fund framework and approach	
<b>Wards:</b> All	
<b>Why was it not possible to include the proposed key decision in the Forward Plan?</b>	
Due to officer oversight the decision was not listed on the forward plan until 15.11.21) however decision is required prior to the Forward Plan decision date	
<b>Why is it not possible to delay a decision until five clear days' notice has been given, and the call-in period of five clear days also allowed?</b>	
Decision is required to launch and have the framework and approach in place and running well before Christmas and particularly school Christmas holidays – funding is time limited and delay, including the potential for call-in, reduces the amount of time available to distribute the funding as per agreed framework and approach	
<b>Decision-maker:</b> Cabinet Member for Finance and Performance	
<b>Date of proposed decision (this decision cannot be taken unless the agreement of the Chair of Overview &amp; Scrutiny Committee has been obtained):</b> 30.11.21	
<b>Final cleared report (and this pro forma) sent to Chair and Vice-Chair of Overview &amp; Scrutiny Committee, Head of Democratic Services &amp; Scrutiny and Scrutiny Manager on:</b> 30.11.21	
Note: Democratic Services to complete and send to the above.	
<b>Sent to Chair of Overview and Scrutiny Committee</b>	30 November 2021, 16.40
<b>Approval from Chair of Overview and Scrutiny Committee</b>	30 November 2021, 18.35
<b>Decision of Chair of Overview &amp; Scrutiny Committee</b>	

**I AGREE that the proposed decision is urgent and cannot reasonably be deferred.**

**Any other comments:** None

**Date:** 30.11.21

Further notes:

- the decision can proceed only if the Chair of the Overview & Scrutiny Committee has given written approval (or Vice-Chair in their absence);
- this process should only have to be used on rare occasions;
- if the Chair has given agreement, the decision may be implemented immediately (call-in does not apply); and,
- the use of the special urgency procedure is required to be reported to Full Council on a quarterly basis (by Democratic Services on behalf of the Leader of the Council).

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