

# report



meeting	<b>ADMINISTRATION COMMITTEE – URGENCY SUB-COMMITTEE</b>	
date	1 September 2010	agenda item number <b>4</b>

## **REPORT OF THE SERVICE MANAGER, GOVERNANCE AND SCRUTINY**

### **NOTIFICATION OF DECISION TAKEN UNDER URGENCY PROCEDURES**

#### **1. Purpose of Report**

To inform Members of a decision taken under the agreed urgency procedures since the last meeting of the Administration Committee or Urgency Sub-Committee.

#### **2. Background**

At its meeting on 13<sup>th</sup> July 2009, Administration Committee agreed an urgency procedure to enable approval by the Chief Executive, following the majority agreement of the Chair and Vice-Chair of the Committee and the Deputy Leader of the Council. In order to maximise transparency, the Administration Urgency Sub-Committee was subsequently established on 21 October 2009 to deal with the vast majority of such urgent decisions. Although the existing urgency procedure has been retained, Members are keen that they are used only in very exceptional circumstances and that insufficient planning and preparation by officers is not adequate justification for using these powers.

The following urgent decision has been taken since the last meeting:-

	<u>Date of Approval</u>	<u>Decision taken</u>
1	5/8/10	Approval that a Social Worker and Interpreter travel to Poland for four nights (at a total cost to Children and Young People's Services of £915) to undertake an assessment of family members of a child currently in foster care.

### **3. Statutory and Policy Implications**

There are agreed processes for the taking of urgent decisions under the Travel and Accommodation Policy. This urgent decision was necessary to enable the assessment to be undertaken at the earliest possible opportunity.

### **4. Recommendation**

That the report be noted.

**CHRIS HOLMES  
SERVICE MANAGER  
GOVERNANCE AND SCRUTINY**

#### **Legal Services' Comments (SLB 05/08/2010)**

This report is for noting only.

#### **Comments of the Service Director (Finance) (MB )**

The financial implications are outlined in the report.

#### **Background Papers Available for Public Inspection**

Completed urgent approval form and accompanying report.