

**REPORT OF THE SERVICE DIRECTOR, CUSTOMER, GOVERNANCE AND  
EMPLOYEES****USE OF URGENCY PROCEDURES****Purpose of the Report**

1. To update Policy Committee on the use of the Council's Urgency Procedures in the last monitoring period (August 2018– March 2019).

**Information**

2. The Constitution sets out procedures to deal with events which require a decision outside of a committee's normal cycle of meetings. The use of these procedures should periodically be reported to Policy Committee. The procedures enable urgent decisions by committee, calling an additional meeting of a committee or an urgent decision by the Chief Executive (the latter decisions are reported to the next meeting of the relevant committee).
3. The following decision was taken using the urgency procedures in the period August 2018 to March 2019:-

**URGENT DECISION BY CHIEF EXECUTIVE**

| <b><u>Date</u></b> | <b><u>Relevant Committee</u></b>      | <b><u>Decision taken</u></b>   | <b><u>Reason for Urgency</u></b>  |
|--------------------|---------------------------------------|--|---|
| 19/11/18           | Children and Young People's Committee | To review the school admission arrangements for 2019-2020 following a determination by the Schools Adjudicator | The admission application process for first admission in September 2019 opened on 5 November 2018 and the existing admission arrangements required revision following the determination of the Schools Adjudicator on 26 September 2018. The arrangements needed to be revised within 2 months of the date of this determination. |

4. There were no urgent decisions taken by any committee and no additional meetings were called to deal with urgent matters in this period.
5. Use of the Urgency Procedures has been limited and appropriate and these procedures have only been utilised when it was in the public interest to do so.

**Other Options Considered**

6. None – reporting on the use of the Urgency Procedures to Policy Committee is a Constitutional requirement.

## **Reason/s for Recommendation/s**

7. To enable the Committee to be updated on the use of the urgency procedures, in line with the Council's Constitution.

## **Statutory and Policy Implications**

8. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

## **RECOMMENDATION**

That Members consider whether any further information or actions are required in relation to the use of the Council's urgency procedures in the last monitoring period of August 2018 – March 2019.

**Marjorie Toward**

**Service Director, Customers, Governance and Employees**

**For any enquiries about this report please contact:** Keith Ford, Team Manager, Democratic Services Tel: (0115) 9772590 E-mail: [keith.ford@nottsc.gov.uk](mailto:keith.ford@nottsc.gov.uk)

### **Constitutional Comments (SLB)**

Policy Committee is the appropriate body to consider the content of this report. If Committee resolves that any actions are required it must be satisfied that such actions are within the Committee's terms of reference.

### **Financial Comments (SES)**

There are no specific financial implications arising directly from this report.

### **Background Papers**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- Urgent Decision Form regarding School Admission Arrangements and related papers.

### **Electoral Division(s) and Member(s) Affected**

All