

report



meeting **ADMINISTRATION COMMITTEE**

date **13 September 2011** agenda item number **5**

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 13th 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:-

Date of
Approval

Decision taken

2011	Approval for hospitality in the form of light refreshments to include tea, coffee, orange juice and biscuits to be provided at the Duke of Edinburgh's Award Gold Expedition presentations on Wednesday, 28 th September 2011 in County Hall, at an estimated cost of £225.00 to be met from the County Hospitality budget.
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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

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.