

NOTICE OF AN URGENT ITEM AT A MEETING OF A DECISION- MAKING BODY TO WHICH THE OVERVIEW AND SCRUTINY MANAGEMENT COMMISSION HAS AGREED¹

The introduction of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in September 2012 included a requirement to publish 28 clear days notice of any intended key decision. On occasions, however, situations arise where an urgent decision needs to be made in respect of an item that does not appear on the Forward Plan or does not appear on the Forward Plan for that meeting. There are two different ways in which this can be done:

- (i) the authority can take an urgent key decision without giving 28 days' notice where it is impracticable to give the full notice, provided that the authority gives at least five days' clear notice to all Members of the Overview and Scrutiny Management Commission, which can then call in the decision to check that it was genuinely urgent; or
- (ii) where a key decision is so urgent there is not even time to give five clear days' notice, the authority can take the decision if the Chairman of the Overview and Scrutiny Management Commission has agreed that the key decision is urgent and cannot reasonably be deferred.

¹ In accordance with Regulation 5(7) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Councillor Alan Law, Chairman of the Overview and Scrutiny Management Commission, agreed that, in this instance, the Executive may consider the urgent item referred to below as it will allow for the matter to be considered without delay.

Date agreed by OSMC/ OSMC Chairman	Ref No:	Matter in respect of which the decision is to be made	Short Description	Date and Decision maker	Executive Member & Lead Officer	List of documents to be submitted to decision maker	Public or Private meeting. Statement of reasons if private.
10 September 2020	Urgent item	4 The Sector – new lease	To recommend the creation of a new lease for the property.	Executive on 15 October 2020	Richard Turner, Property Service Manager (Lead Officer) Councillor Ross Mackinnon (Portfolio Holder for Finance and Economic Development)	Report and appendices	Private meeting <i>(Paragraph 3 – information relating to financial/ business affairs of particular person)</i>

Sarah Clarke
Service Director Strategy and Governance
West Berkshire Council

Date 10 September 2020