

## **NOTICE OF AN URGENT ITEM AT A MEETING OF A DECISION-MAKING BODY<sup>1</sup>**

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.

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

In this instance, Members of the Overview and Scrutiny Management Commission have been given notice that the urgent item will be considered by the Executive at its meeting on 7 July 2022.

<b>Ref No:</b>	<b>Matter in respect of which the decision is to be made</b>	<b>Short Description</b>	<b>Date and Decision maker</b>	<b>Executive Member &amp; Lead Officer</b>	<b>List of documents to be submitted to decision maker</b>	<b>Public or Private meeting. Statement of reasons if private.</b>
Urgent item	Taxi Tariffs	To review the published hackney carriage fare scale in light of the current fuel costs and to determine the consultation process that must be undertaken if the Executive agrees to consult on any proposed changes.	Executive on 7 July 2022	Councillor Tom Marino (Portfolio Holder for Internal Governance & Strategic Partnerships)  Moir Fraser (Principal Officer, Policy & Governance)	Report and appendices	Public report to be considered at the meeting.

Sarah Clarke  
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West Berkshire Council

Date: 21 June 2022