



## Reports Taken Under Special Urgency in 2024/2025

### Report Author

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### Purpose of Report

This report sets out those decisions that have been made in the 2024/2025 municipal year under urgency provisions set out within the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and the Council's Constitution.

### Recommendations

**That Full Council note the contents of this report.**

### Decision Information

Does the report contain any exempt or confidential information not for publication? No

What are the relevant corporate priorities? Effective council

Which wards are impacted? (All Wards);

## 1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

### ***Finance and Procurement***

- 1.1 There are no financial implications arising from this report.

*Completed by: David Scott, Assistant Director of Finance (deputy s151 officer)*

### ***Legal and Governance***

- 1.2 Reports taken under special urgency provisions need to be reported at least once a year to Council under section 19.3 of the Access to Information Rules in Part 4 of the Constitution.

*Completed by: James Welbourn, Democratic Services Manager*

## 2. Background to the Report

- 2.1 Paragraphs 17 and 18 of the Access to Information Rules, contained within Part 4 (2) of the Council's Constitution set out the procedure for making Key Decisions where it has not been possible to give 28 days' advanced notice by publishing the intention to make the decision on the Cabinet's Forward Plan.
- 2.2 There have been three different types of urgency provision used over the course of 2024/2025:
  - General Exception - whereby 28 calendar days' notice of a decision could not be given, but the item was able to be published on the final Cabinet agenda.
  - Special Urgency - where neither 28 calendar days' notice could not be given, nor could 5 working days' notice.
  - Urgent Private Meeting - where the decision was on the Forward Plan and a Cabinet agenda, but an exempt element of the report was not advertised with 28 days' notice.
- 2.3 There have also been occasions where call-in has not applied to Cabinet, Cabinet member or officer decisions due to the urgency of the decision.
- 2.4 Over the course of 2024/2025, urgency provisions have been used on ten occasions:

- 18 July 2024 - Purchase of Properties in Grantham  
*To proceed with the purchase as detailed in the report.*
- 10 September 2024 – Conclusion of Leisure Options Appraisal  
*To proceed with one of the options as detailed in the report (this was a notice to inform the public that there was an exempt report of Cabinet).*
- 10 September 2024 – Conclusion of Leisure Options Appraisal  
*To proceed with one of the options as detailed in the report.*
- 8 October 2024 – Planning Software Procurement  
*To award a contract to Idox with a value of £307,000 for a five year period.*
- 8 October 2024 – Contract Award for Safety of Life Systems  
*To award the contract for Safety of Life Systems.*
- 3 December 2024 - Award of Contract - Guildhall Arts Centre Pantomime  
*To award the contract (this was an exemption from call-in)*
- 3 December 2024 - Lease at Unit 2, The Picture House, St Catherine's Road, Grantham  
*To consider the information, with the aim of proceeding with a letting without delay or risk of loss of the tenant (this was a notice to inform the public that there was an exempt report of Cabinet)*
- 3 December 2024 – Commercial Unit Lease Renewal  
*To renew the lease*
- 3 December 2024 – Contract Award for Ventilation Systems  
*To award the contract for Ventilation Systems.*
- 4 March 2025 – Future High Streets Fund  
*To confirm arrangements for the awarding of related contracts prior to the scheme's funding deadline.*

2.5 All urgency notices and any exemption from call-in notices for Cabinet are contained on the web library at the following address:

<https://moderngov.southkesteven.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13925>