

---

Council

20th June 2023

**Name of Cabinet Member:**

Leader of the City Council – Councillor G Duggins

**Director Approving Submission of the report:**

Chief Legal Officer

**Ward(s) affected:**

None

**Title:**

Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions 2022/2023

---

**Is this a key decision?**

No

---

**Executive Summary:**

The Leader must submit to the Council at the first ordinary meeting after the Annual Meeting a report of Key Decisions made in the previous year where the Special Urgency provisions were used. This applies where it is not practicable to give notice at least 5 clear days in advance before a Key Decision is made.

The Leader is reporting that there were no such cases during the 2022/2023 Municipal Year.

**Recommendation:**

That the City Council notes the Annual Report from the Leader on the use of Special Urgency provisions in the past year.

**List of Appendices included:**

None

**Background Papers:**

None

**Other useful documents:**

- The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- The City Council's Constitution

**Has it been or will it be considered by Scrutiny?**

No

**Has it been or will it be considered by any other Council Committee, Advisory Panel, or other body?**

No

**Will this report go to Council?**

Yes – 20th June 2023

**Report title: The Annual Report from the Leader to the Council on Key Decisions  
Made under Special Urgency Provisions 2022/2023**

**1. Context (or background)**

- 1.1 The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 set out Special Urgency provisions to be used where it is impracticable to give at least 5 clear days' notice of the intention to make a Key Decision. The provisions detail a specific process to be followed, which includes seeking the agreement of the appropriate Scrutiny Chair or, if that person is unavailable, the Chair of the Council, that the matter to be considered is urgent and could not be reasonably deferred.
- 1.2 The Leader of the Council must submit an Annual Report to the Council containing details of each Key Decision taken during the period since the last report was submitted where the making of the Key Decision was agreed as urgent. The Council's Constitution requires that this report be presented at the first ordinary meeting of the Council after the Annual Meeting.
- 1.3 During the 2022/2023 Municipal Year, there were no such cases where the Council did not give at least 5 clear days' notice before making a Key Decision.

**2. Comments from the Chief Operating Officer (Section 151 Officer) and the Chief Legal Officer**

2.1 Financial implications

None

2.2 Legal implications

The Leader must make this report to Council in order to meet statutory requirements and comply with the Council's Constitution.

**3. Other implications**

**3.1 How will this contribute to the One Coventry Plan?**

This report is evidence that the Council has met its statutory requirements and given at least 5 clear days' notice of Key Decisions made in the past year.

**3.2 How is risk being managed?**

By presenting this Report to Council the Leader avoids any reputational risk that could arise from failure to meet the Council's statutory and constitutional requirements.

**3.3 What is the impact on the organisation?**

None

**3.4 Equalities / EIA**

None

### 3.5 Implications for (or impact on) Climate Change and the environment

None

### 3.6 Implications for partner organisations?

None

**Report author:**

Michelle Salmon

**Name and job title:**

Governance Services Officer

**Service:**

Law and Governance

**Tel and email contact:**

Tel: 024 7697 2643

Email: michelle.salmon@coventry.gov.uk

Enquiries should be directed to the above person.

<b>Contributor/approver name</b>	<b>Title</b>	<b>Service</b>	<b>Date doc sent out</b>	<b>Date response received or approved</b>
<b>Contributors:</b>				
Adrian West	Head of Governance	Law and Governance	26/05/23	07/06/23
<b>Names of approvers for submission: (Officers and Members)</b>				
Julie Newman	Chief Legal Officer	Law and Governance	26/05/23	06/06/23
Sarah Harriott	Corporate Governance Lawyer	Law and Governance	26/05/23	26/05/23
Councillor G Duggins	Leader of the Council	-	07/06/23	07/06/23

This report is published on the council's website: [www.coventry.gov.uk/councilmeetings](http://www.coventry.gov.uk/councilmeetings)