
Council

23 June 2026

Name of Cabinet Member:

Cabinet Member for Policy and Leadership - Councillor G Duggins

Director Approving Submission of the report:

Director of Law, Governance and Safer Communities

Ward(s) affected:

None

Title:

Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions 2025/2026

Is this a key decision?

No

Executive Summary:

In accordance with Paragraph 17.3.1 of Part 3B of the Constitution, the Leader must submit to Council at the first ordinary meeting after the Annual Meeting a report of Key Decisions made in the previous Municipal 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 2025/2026 Municipal 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 – 23 June 2026

Report title: The Annual Report from the Leader to the Council on Key Decisions Made under Special Urgency Provisions 2025/2026

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 2025/2026 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 Director of Finance and Resources and the Director of Law, Governance and Safer Communities

2.1 Financial implications

There are no financial implications arising from this report.

2.2 Legal implications

The Leader must make this report to Council in order to meet statutory requirements and comply with Paragraph 17.3.1 of the Council's Constitution.

3. Other implications

3.1 How will this contribute to the One Coventry Plan?

<https://www.coventry.gov.uk/strategies-plans-policies/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:

Name and job title:

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Service:

Law, Governance and Safer Communities

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Contributor/approver name	Title	Service area	Date doc sent out	Date response received or approved
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Adrian West	Head of Governance	Law and Governance	29/05/2026	12/06/26
Names of approvers for submission: (Officers and Members)				
Julie Newman	Director of Law, Governance and Safer Communities	-	29/05/2026	29/05/26
Ewan Dewar	Head of Finance	Finance and Strategic Resources	29/05/26	01/06/26
Councillor G Duggins	Leader of the Council	-	12/06/26	12/06/26

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