

Council

24th June 2025

Name of Cabinet Member:

Cabinet Member for Policy and Leadership - Councillor G Duggins

Director Approving Submission of the report:

Director of Law and Governance

Ward(s) affected:

None

Title:

Annual Report from the Leader to the Council on Key Decisions made under Special Urgency Provisions 2024/2025

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 2024/2025 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 – 24th June 2025

Report title: The Annual Report from the Leader to the Council on Key Decisions Made under Special Urgency Provisions 2024/2025

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 2024/2025 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 and Governance

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?

<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 and Governance

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Names of approvers for submission: (Officers and Members)				
Julie Newman	Director of Law and Governance	-	28/05/2025	28/05/2025
Councillor G Duggins	Leader of the Council	-	04/06/2025	09/06/2025

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