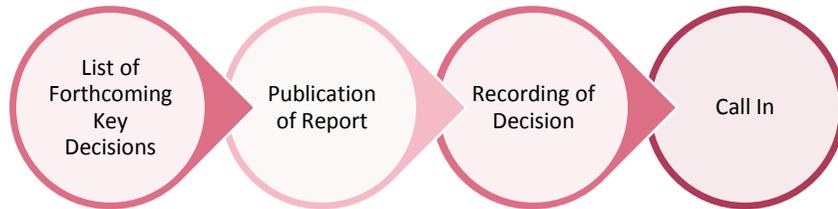


# Appendix B - Monitoring of Urgent Decisions



The information below updates Corporate Governance and Audit Committee on the ongoing monitoring of the decision making framework and will support the assurances set out in the annual assurance report on the decision making framework.

## The List of Forthcoming Key Decisions (LOFKD)

1. This is the mechanism by which publicity is provided in connection with key decisions in accordance with the requirements set out in the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. (“The Executive Arrangements Regulations”)
2. In line with requirements the Executive and Decision Making Procedure Rules provide that all potential key decisions must be published to the LOFKD (and a link circulated to all Members) not less than 28 days before the decision is taken unless:
  - The decision fits the statutory General Exception (GE) – in which case notice will be published 5 clear days in advance of the decision being taken (and circulated to all Members); or
  - The decision fits the statutory criteria for Special Urgency (SU) – in which case the relevant Scrutiny Chair will be asked to agree that the decision is urgent and cannot be delayed.
3. Reflecting the statutory exemptions, a performance indicator of 95% of all key decisions should be published to the LOFKD not less than 28 clear calendar days before the decision is taken.

In the period from March to May 2022, 51 of 57 or 89% of all key decisions were included in the LOFKD.

47 of 53 (89%) key decisions taken by officers in the reporting period were included in the LOFKD.

4 of 4 (100%) key decisions taken by Executive Board were included in the LOFKD.

2 decisions not included in the LOFKD were treated as General Exception and 4 decisions were treated as Special Urgency.

4. Each key decision not included in the LOFKD for the required 28 day period, was taken under the appropriate conditions for either the general exception or special urgency. The reasons for treating these decisions as general exception or special urgency are set out in the table below.

## Publication of Report

5. Publication of a decision report enables both elected Members and the public to see and consider the rationale for a key decision before that decision is taken.
6. There is no statutory requirement to publish reports in relation to officer decisions in advance of those decisions being taken. However, the Executive and Decision Making Procedure Rules provide for a local (non-statutory) requirement that a report in support of a key decision is published five clear working days before that decision is taken by an officer.
7. The rules allow for the late publication of reports in relation to key decisions with the approval of the relevant Executive Member.
8. Corporate Governance and Audit Committee must receive an annual report giving details of any officer key decisions taken at short notice in this way.

In the period from March to May 22, 53 of 53 key decisions taken by officers (100%) were supported by reports which were published five clear working days in advance of the decision being taken.

## Recording of Decision

9. Recording of decisions ensures that those decisions are open and transparent and that the relevant decision maker can be held to account.
10. Regulation 13 of the Executive Arrangements Regulations, and (in relation to non-executive functions) Regulation 7 of the Openness of Local Government Bodies Regulations 2014 require a written record to be published in respect of decisions taken by officers. Arrangements set out in the Executive and Decision Making Procedure Rules, and Access to Information Procedure Rules respectively, require publication of key and significant operational decisions as soon as reasonably practicable after those decisions are taken.

In the period from March to May 2022, 297 decisions were published with the following distribution:

	Executive Board	Officers	Total
Key	4	53	57
SOD	10	230	240
Total	14	283	297

## Call In

11. Section 9F of the Local Government Act 2000 requires that executive arrangements by a local authority include the provision for appointment of one or more Overview and Scrutiny Committees with, inter alia, power to review or scrutinise decisions which have been taken by the executive but not yet implemented. These are known as Call In arrangements and are set locally.
12. Part 5 of the Executive and Decision Making Procedure Rules sets out the call in arrangements adopted by Leeds City Council. Rule 5.1.2 sets out details of those decisions which are eligible for call in, and rule 5.1.3 provides that eligible decisions may be exempted from call in where the decision is urgent because any delay would seriously prejudice the Council's or the public's interests.
13. A performance indicator has been set with a target of 95% of all eligible decisions to be available for Call In.

In the period from March to May 2022, 94% of all eligible decisions were available for Call In.

Officer Decisions: - All of the 53 key decisions taken in the reporting period were eligible for call in; of which 4 (8%) were exempted from Call In. A total of 49 (92%) eligible decisions taken by officers were available for Call In.

Executive Board Decisions: 14 of 14 decisions taken in the reporting period were eligible for call in; of which 0 (0%) were exempted from Call In. A total of 14 (100%) eligible decisions were available for Call In.

14. Each eligible decision not available for call in was subject to a decision to exempt it taken by the relevant decision maker. Reasons for exemption are set out in the tables below.

## Use of Call In

15. No decisions were subject to Call In proceedings during the period.

## Decisions Not Treated as Key

16. Regulation 18 of the Executive Arrangements Regulations requires that a relevant Scrutiny committee may require the executive to report to Council if a key decision has not been treated as key.

During the reporting period 0 decisions have been referred to a Scrutiny Board as wrongly treated.

## Decisions Taken Under Urgency Provisions

17. Decisions taken under urgency provisions (general exception or special urgency; short notice reporting; and exemption from call in) are both lawful and constitutional providing they meet the requirements in relation to approvals and notice set out in the relevant Executive and Decision Making Procedure Rule. Having reviewed each of the decisions taken under urgency provisions during the reporting period the Chief Officer Financial Services is satisfied that all decisions have been taken in accordance with the relevant requirements.

18. The tables below set out details of each of those key decisions taken at short notice, or which have been exempted from Call In, together with a summary of the reason for urgency in each case.

Meaningfully Monitor : Officer Key decisions taken under urgency procedures					
Month	DDN	Director	GE / SU	Call In	Title of decision Reason for urgency
March 2022	D55091	Director of Resources	GE	Exempt	<b>Request for approval to award a Call-off order via the council's Software Framework for a new IT Service Management Tool</b> Any delay would create a contractual gap which would seriously impact the systems in place for the supporting the maintenance of the Council's IT infrastructure, creating a significant impact to IDS service ability to provide support for staff requesting new software and hardware, and in logging and managing the approval of all change.
March 2022	D55091	Director of City Development	SU	Exempt	<b>Arts Council England Museum Estate and Development Fund (MEND) Award - Leeds Industrial Museum</b> Arts Council England advised of funding availability on 17 <sup>th</sup> March and timetable required decision to accept funding before 25/03/2022.
March 2022	D55133	Director of Communities, Housing and Environment	SU		<b>Waking Watch Replacement Grant</b> To delay the decision may mean loss of the funding.
April 2022	D55137	Chief Officer (Financial Services)	SU	Exempt	<b>Prepayment of Employers Pension Contributions 2022/23</b> Calculation of the potential savings received from the West Yorkshire Pension Fund on 30th March 2022. In order to take advantage of the potential saving to the Authority, a decision is required in order to confirm our intention to progress and to make required payment on 1st April 2022.
April 2022	D55154	Director of Adults and Health	SU	Exempt	<b>Funding for the Social Care Workforce</b> Decision is urgent, so that it enables the release of funding to social care providers as soon as possible to allow them to administrate the winter bonus payment.
April 2022	D55203	Director of Children and Families	GE		<b>One Adoption West Yorkshire to enter into an agreement with and accept grant funding of £19.5m from the Department for Education (DfE)</b> The decision to make the funding available was not made formally by DfE until April and the decision will need to be implemented rapidly if it is to be spent in time.
Meaningfully Monitor - Executive Board decisions taken under urgency procedures					
Month	Minute	Director	GE / SU	Call In	Title of decision Reason for urgency
N/A	N/A	N/A	N/A	N/A	N/A