



# **Urgent Decision Protocol**

Ensuring lawful, transparent action between meetings

Document Control	
<b>Adopted</b>	<b>September 2025</b>
<b>Last reviewed</b>	<b>10 September 2025</b>
<b>Next Review</b>	<b>10 September 2032</b>

## Urgent Decision Protocol

### Purpose

To guide urgent decision-making when full council or committee meetings cannot be convened in time, ensuring legality, transparency, and consultation.

### Conditions for Use

This protocol may be used only when:

- A decision is required before the next scheduled meeting.
- It is impractical to call an extraordinary meeting.
- The matter is legally delegable under Standing Orders.
- An extension to the deadline has been requested but denied or deemed impractical.

### Authorised Decision-Maker

The **Town Clerk** may act under delegated authority, provided:

- The decision is within legal and financial limits.
- Consultation has occurred with:
  - The Mayor or Chair
  - Chairs of relevant committees
  - Available councillors

### Consultation Process

- May be conducted via email or phone.
- Views must be recorded.
- The Clerk is not bound by majority opinion but must consider all input.

### Decision Report Requirements

Section	Details
<b>Decision Summary</b>	Nature and scope of decision
<b>Urgency Justification</b>	Why it could not wait for a meeting
<b>Consultation Record</b>	Who was consulted and their views
<b>Legal/Financial Implications</b>	Risks, costs, and statutory considerations
<b>Delegation Basis</b>	Reference to Standing Orders or prior resolution
<b>Signature Block</b>	Signed by the Town Clerk, The Mayor or Chair and Committee Chair if applicable

## Urgent Decision Protocol

### **Retrospective Reporting**

- The decision and report must be submitted to the next Full Council meeting.
- Included in public agenda and minutes.
- Councillors may raise concerns, but the decision stands unless formally challenged.

### **Limitations**

This protocol must not be used for:

- Planning applications
- Statutory matters requiring full council approval
- Routine or non-urgent decisions

## Urgent Decision Protocol

### ***Urgent Decision Authorisation Form***

#### **Guidance Notes for Completion**

This form is to be used when an urgent decision is required outside of a scheduled council meeting. It ensures transparency, accountability, and compliance with Oakham Town Council's Standing Orders section 15 xv and the Urgent Decision Protocol.

Section	Details
Decision Summary	
Urgency Justification	
Consultation Record	
Legal / Financial Implications	
Delegation Basis	

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**Authorising Signatures:** *Ensure all required signatories have reviewed the decision and signed in the appropriate section. If the Committee Chair is not applicable, mark that field as "N/A."*

Role	Name	Signature	Date
Town Clerk			
Mayor / Chair			
Committee Chair (if applicable)			