OAKHAM TOWN COUNCIL

Urgent Decision Protocol

Use of the Protocol for ratification at the Full Council meeting 10th November 2026

Urgent Decision Authorisation Form

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.

Decision Summary	Council agreed to two part-time temporary Administrators to assist with the extensive workload and lack of Officers.
Urgency Justification	One of the Administrators resigned. For quickness and to ensure business continuity the Clerk was advised to implement the Urgent Decision Protocol to allow the existing Administrator to take on the resigned Administrator's hours to alleviate the need / time / cost of advertising/interviewing and recruiting a new temporary Administrator who would also have to be trained. See below also.
Legal / Financial Implications	None as Council had already agreed to the two appointments. If another temp had needed to be recruited then this may have resulted in advertising costs and Officer time costs.
Consultation Record	All Members were emailed for permission before implementation. Councillors approval obtained in writing via email: • Cllr Brookes • Cllr Ainsley • Cllr Perry • Cllr Romney • Cllr Palmer • Cllr Callaghan • Cllr Harris
Delegation Basis	Clerk to ensure business continuity.

Used by: Samantha Haywood, Locum Clerk/RFO

Because the Council specifically resolved to recruit "two temps at 12.5 hours per week each," altering this structure or increasing an existing employee's contracted hours goes outside that standing resolution. I had clear avenues to handle this:

1. Act Under the Urgent Decision Protocol (Standing Order 15b)

The Administrator’s resignation created the "exceptional circumstances" this protocol was built for. I can act under delegated authority to adjust the Administrator’s hours and working from home status provided I executed the mandatory steps – which I did.

I had to consult with the Mayor, the Staffing Committee Chair, and all available members – which I did. The Clerk must obtain Written Agreement - which I did.

I must formally report this decision to the next Full Council meeting so it can be officially ratified into the minutes.

Samantha Haywood, Locum Clerk/RFO