



Councillor Tom Wells
Chairman of Overview and Scrutiny Performance Board

29 March 2023

Our ref:
Ask for: Hazel Best

Dear Tom,

FORWARD PLAN – NOTICE OF URGENT CABINET MEMBER DECISION

I am writing to you in relation to an item which is due to be considered by the Cabinet Member on 6 April, approving investment to complete fire safety works at Howbury House residential care home.

Notice of the Decision

As you are aware, under access to information legislation 28 days public notice is usually required of any items that require a Key Decision to be made. This period can be shorter if urgent. For transparency and the avoidance of doubt I am notifying you that it appears to me, on the information I currently have, that it is impracticable to provide 28 days' notice of the above anticipated decision. For reasons of expediency and timing, a decision on this item is required within those 28 days. This would permit urgent consideration of the proposal to carry out improvements to Howbury House in time to organise a contractor to carry out the work as soon as possible.

As this Notice is made available to you and the public 5 clear days before the intended Cabinet Member decision on 6 April, there is no requirement for you to respond to this part of the Notice, nor to agree to the urgent consideration of this item. The purpose of this Notice is to ensure that you are aware, in accordance with the constitutional rules, that the Cabinet Member will be asked to consider this item in the near future. Please note that the report for the item will be publicly accessible in advance of the decision.

Suspension of Call-In

Under the Overview and Scrutiny Rules of the Constitution, executive decisions made by a Cabinet member are usually subject to a 5 day 'stand still' period to enable non-Cabinet members of the Council to consider whether they wish to 'call in' the decision.

Hazel Best
Asistant Director for
Legal and
Governance
County Hall
Spetchley Road
Worcester
WR5 2NP

This is a rare occasion where the decision will need to be implemented so urgently that pre-implementation review (Call-in) is not appropriate. Delay caused by the Call-in process would seriously prejudice the interests of the Council and the residents of Howbury House. Arrangements need to be made to let the contract for the work and for residents to be supported whilst the work is carried out to the premises.

This part of the letter therefore seeks your agreement as Chair of Overview and Scrutiny Performance Board to the decision being treated as urgent and cannot reasonably be deferred.

Yours sincerely

A handwritten signature in black ink that reads "Hazel Best". The signature is written in a cursive style with a large, looped initial 'H'.

Hazel Best
