

## Law & Governance

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Dear Councillor Wade, Chair of Scrutiny Committee,

I am writing to notify you of the proposed taking of a key decision which will not have been notified on the Council's Forward Plan for 28 days.

The key decision titled "Works to St Aldate's Chambers" was added to the Forward Plan on Wednesday 2 February. It concerns approval to drawdown funds of £1m from the capital programme and delegate to the Executive Director (Development) in consultation with the Cabinet Member for Finance and Asset Management the authority to allocate these funds and enter into contracts for construction works needed to take forward the consolidation of the Council's office accommodation at St Aldate's Chambers into the basement, second and third floors. Additionally, to delegate to the Executive Director (Development), in consultation with the Council's Section 151 Officer, the Head of Law and Governance and Cabinet Member for Finance & Asset Management authority to enter into lease(s) agreement(s) for the letting of two floors within St Aldate's Chambers. This is a key decision within the definition at Part 15.14 of the Constitution as it involves spending an amount which is greater than £500,000.

The Leader may delegate executive responsibilities to a single Cabinet Member under Part 4.6 of the Council's Constitution, and has delegated this decision to the Deputy Leader (Statutory) – Finance and Asset Management. The intention is to use the "general exemption" rule whereby a key decision can be taken without being notified on the Forward Plan for 28 days if 5 clear days' notice is provided to the Chair of the Scrutiny Committee. The decision will be taken after 5 clear days have elapsed and will be subject to call in to provide the maximum transparency and member oversight commensurate with the timeframe required for implementing the works.

If you would like further details about the circumstances of the decision please let me know and I will arrange for the relevant officer to make contact with you to provide a briefing.

Please note that a copy of this letter will be attached to the public decision notice and the urgent decision will be reported to meetings of Cabinet and Council in the coming weeks.

With best wishes,

Susan Sale  
Head of Law and Governance

