

## **Cherwell District Council Decision Making Contingency Plans**

### **Level 1 Contingency - Essential Decisions Only (for maintaining essential council services and dealing with the contingency) –members unable to act**

- Chief Executive (or a Strategic Director in their absence) to make all decisions under urgency provisions in the constitution
- Informal consultation process with Leader and Executive Members by whatever means possible
- No need for publication of decision although would need to be formally reported at a later date
- No Democratic Service Staff would be required

### **Level 2 Contingency - Normal Business Suspended – very few members able to act**

- Suspension of all Committees except Executive, call-in to be waived
- Possibility of Executive meeting with a quorum of 4
- Meetings can be convened with less than 5 days notice under a loop hole in the legislation if required, but should be avoided if possible
- Executive Portfolio Holder decisions could be used as normal and could be maximised with Executive delegating decisions to Leader and Deputy Leader. Leader and Deputy Leader both have reserve powers to act in case of inability of Executive member to act.
- Non-urgent Executive business rescheduled
- Emergency General Purposes Committee to take urgent decisions outside the scope of the Executive.
- Full Council to be summoned for urgent matters reserved to Full Council e.g. setting Council Tax, quorum is 17.
- Minimal Democratic staff required

### **Level 3 Contingency - Meetings without pressing business cancelled – limited number of members able to act**

- Regulatory and Executive committees meet to consider pressing business, all other business rescheduled
- Other meetings suspended
- Minimal Democratic staff required

For situations below level 3, normal meetings continue with greater use of substitute members where possible.

Level of Contingency to be declared by Chief Executive or Monitoring Officer or in their absence their appointed deputies.

In preparation for a contingency it is recommended that full Council establish an Emergency General Purpose Committee with the following terms of reference:

#### Emergency General Purpose Committee

Composition:	Leader of Council	Deputy Leader of Council	Leader of opposition
Substitutes:	Any member of Executive	Any member of majority group	Any member of opposition group

In the event of a Level 2 or 3 contingency to make any decisions within the power of Cherwell District Council or its committees that are not part of the Executive functions or reserved in legislation to full Council.