

Surrey Heath Borough Council

Executive

19 July 2022

Urgent Action

Head of Service Gavin Ramtohal – Head of Legal & Democratic Services
Report Author: Rachel Whillis – Democratic Services Manager
Wards Affected: n/a

Summary and purpose

To advise the Executive of urgent action taken by officers pursuant to the Scheme of Delegation of Functions to Officers.

Recommendation

The Executive is advised to RESOLVE the urgent action taken under the Scheme of Delegation of Functions to Officers.

1. Background and Supporting Information

- 1.1 The Scheme of Delegation of Functions to Officers, provides for the Chief Executive, Strategic Directors and Heads of Services to determine, after appropriate consultation, matters of an urgent nature which are not in contravention of established policies of the Council, budgets set, or are key decisions, which will not admit of delay until the next ordinary meeting of the Council, Executive or Committee concerned. All such decisions have to be reported to the next meeting of the relevant decision making body.
- 1.2 The Urgent Action involves an agreement to lease a vacant retail unit in The Square to the NHS to establish a covid booster facility, along with associated car parking arrangements for volunteers. The requirement has arisen because the NHS is no longer able to occupy the previous Lakeside facility in Frimley Green. The programme is planned to commence in August until the end of December, with the possibility of an extension until March 2023.

2. Proposal and Alternative Options

- 2.1 There are no options for the Executive to consider as the action has been taken.

3. Resource Implications

- 3.1 The relevant resource implications have been addressed in the Urgent Action form at Annex A.

Annexes

Annex A – Urgent Action form and confirmation emails (exempt)

Background Papers

None