



WEST OXFORDSHIRE
DISTRICT COUNCIL

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Name and date of Committee	Council – Wednesday 27 October 2021
Report Number	Agenda Item No. 10
Subject	Emergency / Urgency Delegations Decisions
Wards affected	All
Accountable member	Councillor Michele Mead, Leader of the Council Email: michele.mead@westoxon.gov.uk
Accountable officer	Elizabeth Griffiths – Deputy Chief Executive and Section 151 Officer Tel: 01993 861188 Email: elizabeth.griffiths@westoxon.gov.uk
Summary/Purpose	To note decisions taken under the emergency and urgency delegation arrangements approved by Council on 13 May 2020.
Appendices	None
Recommendation	That the report be noted.
Corporate priorities	N/A
Key Decision	N/A
Exempt	No
Consultees/ Consultation	None

I. BACKGROUND

- 1.1. At its meeting on 13 May 2020, the Council approved Emergency and Urgency delegations to the Chief Executive to enable decisions to be taken which were either an emergency, or where there was urgency such that the matter could not reasonably await the next meeting of whichever body would otherwise take that decision.
- 1.2. The report on the matter included the statement that: *“Any decision under the above provisions shall be recorded and published, and reported to Council, Cabinet or the appropriate Committee or Sub-Committee, such report to include the reasons that the powers needed to be used”*.

2. FEE SETTING FOR FIT AND PROPER TEST – MOBILE HOME SITE MANAGER

- 2.1. The Mobile Homes (Requirement for Manager of Site to be Fit and Proper Person) (England) Regulations 2020, require the manager of a site to be a Fit and Proper Person (“the Regulations”). Local authorities are required to introduce a fit and proper person test for mobile home site owners, or the person appointed to manage the site, unless they are eligible for an exemption under the Regulations.
- 2.2. The Council may charge a fee for the application and determination process, which must be outlined in an approved policy and determinations must be made within a reasonable and published timescale.
- 2.3. The recommended fee is £267.75 and is due every five years (or less if conditioned so).
- 2.4. Following a request from officers in July 2021, the Chief Executive, in consultation with the Leader, agreed to approve the fee setting outlined above, due to applications being received and the fee needing to be declared.

3. TEST AND TRACE SELF ISOLATION DISCRETIONARY SUPPORT PAYMENT POLICY – AMENDED JULY 2021

- 3.1. Following a request from officers in July 2021, the Chief Executive, in consultation with the Leader, agreed some minor amendments to the above policy relating to test and trace isolation support, in light of the new rules from 16 August 2021.
- 3.2. From 16 August 2021, the rules were amended to reflect the need for only those individuals who had not been fully vaccinated to self-isolate and the policy was amended in line with the published guidance from the Department of Health and Social Care (DHSC).

4. REASONS FOR USE OF URGENCY POWERS

- 4.1. The use of urgency powers was necessary due to the timeframes involved and the need to declare a fee as applications were being received.
- 4.2. The test and trace policy required amending in light of new rules which came into force on 16 August 2021.

5. FINANCIAL IMPLICATIONS

- 5.1. The fee set in section 2 would be included in a future Fees and Charges report.

6. LEGAL IMPLICATIONS

6.1. This report has no legal implications.

7. ALTERNATIVES/OPTIONS

7.1. None required as this report is for noting.

8. BACKGROUND PAPERS

8.1. None