



NOTICE UNDER RULE 12 – OF THE ACCESS TO INFORMATION PROCEDURE RULES URGENT KEY DECISION NOT INCLUDED ON KEY DECISION PLAN

FROM: Assistant Director – Governance (being the Proper Officer for the purposes of this notice)

TO: Chairman, Performance Monitoring Panel

MATTER TO WHICH THIS NOTICE RELATES:

Proposed key decision:- Insurance - Contract Award -
To award the contracts for insurance following a competitive tender process

NOTICE IS HEREBY GIVEN THAT:

The Interim Director of Finance (S151 Officer) intends to make a key decision in respect of the above matter under Rule 12 of the Access to Information Procedure Rules.

Normally any proposal to make a key decision must be published on the Council's Key Decision Plan, and at least 28 days must then pass before the key decision can be made. In this instance the key decision has not been included on any published Key Decision Plan, and there is insufficient time to do so. It would then normally be necessary, where practicable, to comply instead with Rule 12, of the Access to Information Procedure Rules. Rule 12 allows a key decision to be made, which has not been published on a Key Decision Plan, provided a notice is instead published advising that a key decision will be made once at least 5 clear working days have passed since publication of the notice.

The decision, the subject of this notice, is required urgently, and cannot wait until at least 28 clear days have passed following publication of a Key Decision Plan to allow time for policies to be implemented and finalised by the successful suppliers and certificates of insurances are in place ready for 1st August 2025.

In accordance with Rule 12 of the Access to Information Procedure Rules:

- the decision cannot be made until 5 clear working days have elapsed following publication of this notice; and
- as the decision is urgent, the call-in procedure will not apply and the decision will take effect immediately it is made.

This notice is published on the 1 July 2025.