

**Executive Decision  
Individual Decision Notice**



**Decision Maker:** Mayor, Not before 16th Dec 2020

**Classification:**  
Unrestricted

**Christmas provision for free school meals eligible children**

Under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 – notice is hereby given that an Executive Key Decision is required to be taken under Special Urgency provisions as it is not possible to provide at least 5 clear days’ notice of the decision.

As required under the above regulations, the Chair of the Overview and Scrutiny Committee has agreed that this decision can be taken by the Mayor as it is urgent and cannot reasonably be deferred.

In addition, the Council’s Overview and Scrutiny Procedure Rules provides that the ‘Call In’ procedure shall not apply where a decision taken by the Mayor is urgent, i.e. that any delay likely to be caused by the ‘Call In’ process would seriously prejudice the Council’s or the public interests.

As required under that provision, the Chair of Overview and Scrutiny has agreed both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency.

Comments of the Chair of Overview and Scrutiny are recorded below.

This notification will be published as soon as possible before the decision is taken, stating why the decision must be taken urgently.

**Reason why it is impractical to provide 28 clear days’ notice of the decision:**

The project in question is to be funded from the covid winter grant which was not announced until last week. Following this, discussions were held with the Cabinet Members for the relevant portfolios to decide how the council should fulfil its desire for provision over the Christmas holidays.

The entire project needs to be in place by 14 December and cannot start without approval. Therefore it is not possible to delay this report.

**Signature:**

Ann Sutcliffe, Corporate Director Place

**Date:**

25 November 2020

**Comments of the chair of the Chair of the Overview and Scrutiny Committee on the Reason why it is impractical to provide 28 clear days’ notice of the decision:**

I can appreciate the time sensitivity of the funding announcement and need to start delivering this programme as soon as possible.

<p>Overview &amp; Scrutiny Committee had comments about hoe a similar school holiday food scheme was delivered in Easter and Summer this year, so taking those comments into account when delivering this service would be appreciated.</p> <p>The committee might also like to find out more details about the success of the scheme in early 2021, once it has been delivered.</p>	
<b>Signature:</b>	<b>Date:</b>
Councillor James King, Chair of the Overview and Scrutiny Committee	26 November 2020

<b>Reason why the decision is urgent and must be exempt from call in</b>	
The entire project needs to be in place by 14 December and cannot start without approval. Therefore it is not possible to delay this report.	
<b>Signature:</b>	<b>Date:</b>
Ann Sutcliffe, Corporate Director Place	25 November 2020
<b>Comments of the chair of the Chair of the Overview and Scrutiny Committee on the Reason why it is anticipated that part of the meeting will be held in private session</b>	
No further comments.	
<b>Signature:</b>	<b>Date:</b>
Councillor James King, Chair of the Overview and Scrutiny Committee	26 November 2020

<b>Key Decision? Yes</b>	<b>Ward(s)</b> All Wards
<b>Summary of Decision</b>	This report seeks permission for the spot purchasing of vouchers to fulfil the council's response to Christmas holiday provision for free school meals eligible pupils.

<b>Community Plan Theme</b>	<b>A borough that our residents are proud of and love to live in</b>
<b>Cabinet Member</b>	Cabinet Member for Work and Economic Growth (Councillor Motin Uz-Zaman)
Who will be consulted before decision is made and how will this consultation take place	N/A  Cllrs Bustin and Hassell have been consulted as the relevant portfolio holders. Key staff from Children's Services have been consulted in relation to the preferred option for provision.

Has an Equality Impact Assessment been carried out and if so the result of this Assessment?	No- this will be a universal offer to families with free school meals eligible children
Contact details for comments or additional information	Vicky Clark, (Divisional Director for Growth and Economic Development) <a href="mailto:vicky.clark@towerhamlets.gov.uk">vicky.clark@towerhamlets.gov.uk</a>  Ellie Kershaw, (Tackling Poverty Programme Manager, Benefits) <a href="mailto:ellie.kershaw@towerhamlets.gov.uk">ellie.kershaw@towerhamlets.gov.uk</a> ,  James Thomas (Corporate Director, Children and Culture) <a href="mailto:James.Thomas1@towerhamlets.gov.uk">James.Thomas1@towerhamlets.gov.uk</a>
What supporting documents or other information will be available?	
Is there an intention to consider this report in private session and if so why (Paragraph number – see notes section)?	No, Unrestricted

## NOTES

### Advance notice of Key Decisions

Key decisions are all those decisions which involve major spending, or savings, or which have a significant impact on the local community. The precise definition of a key decision adopted by Tower Hamlets is contained in Article 13.03 of the [Constitution](#). Key Decisions are taken by the Mayor, or the Mayor in Cabinet.

Individual notices of new Key Decisions will be published on the website as they are known, whilst a Forward Plan collating these decisions will be published 28 days before each Cabinet meeting. The Forward Plan will be published on the Council's website and will also be available to view at the Town Hall and Libraries, Ideas Centres and One Stop Shops if required. [The Committee pages](#) on the Council website include copies of the Forward Plan, Cabinet and other meeting dates and the publication dates of the Forward Plan.

If, due to reasons of urgency, a Key Decision has to be taken where 28 days' notice have not been given. Notice will be published (including on the website) as early as possible and Urgency Procedures as set out in the Constitution will have to be followed.

The most effective way for the public to make their views known about the issues listed in the Forward Plan is to examine the consultation column of the Forward Plan, and/or contact the report author or Cabinet Lead Member as soon as possible, and no later than 10 working days before the decision is expected to be taken.

Reports, appendices and background papers will be available on the Council's website 5 clear working days before the Cabinet meeting. For all other information or to submit documents in relation to any issue, please contact the relevant officer.

### **Notice of Intention to Conduct Business in Private**

**The Council is also required to give at least 28 days' notice if it wishes to consider any of the reports on the agenda of an Executive meeting (such as Cabinet) in private session. The last row of each item below will indicate any proposal to consider that item in private session. Should you wish to make any representations in relation to an item being considered in private please contact Democratic Services on the contact details listed below. Note that this applies to Cabinet but not to Individual Mayoral Decisions outside of Cabinet.**

The notice may reference a paragraph of Section 12A of the 1972 Local Government Act. In summary those paragraphs refer to the following types of exempt information (more information is available in the Constitution):

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority handling the information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matters arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes:-
  - a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

### **Democratic Services Contact Details:**

Contact            Matthew Mannion  
Officer:            Democratic Services  
Email:             [matthew.mannion@towerhamlets.gov.uk](mailto:matthew.mannion@towerhamlets.gov.uk)  
Telephone:        020 7364 4651  
Fax No:            020 7364 3232