

- (2) When acting under such arrangements the Town Clerk and Chief Executive shall record the urgent circumstances which make it necessary for action to be taken before a meeting of the committee or service group can be arranged.
- (3) Where action is taken under any such arrangements, a report of that action, including a note of the circumstances which made it necessary, shall be laid before the next meeting of the committee or service group.

STANDING ORDER 23 : REFERENCE-UP OF DECISIONS

23. (1) This Standing Order applies where arrangements have been made for the discharge of a function of the authority by a committee or service group, and the operation of such arrangements is referred to in it as "the use of delegated powers".
- (2) Subject to paragraph (3), where a question on the use of delegated powers is put to the vote at a meeting of a committee or service group and at least two fifths of the voting members present at the meeting or four, whichever is the fewer, immediately after the question has been put to the vote, ask that the provisions of this standing order should be applied, the decision shall be of no effect, but shall be treated as a recommendation to the council or the committee to which the service group reports as the case may be.
- (3) Paragraph (2) shall not apply to any question which arises on an item of business:
- (a) where the committee or service group has, under an obligation arising from the nature of the business to be transacted, heard representations from persons other than members of the council and those appointed by the authority to discharge a function in connection with the committee or service group, or
 - (b) which concerns the appointment, discipline or dismissal of a member of the authority's staff.
- (4) Where a decision has been made by a committee or service group in exercise of their use of delegated powers any member of the council may, within ten days of the date of the decision, give notice in writing to the Town Clerk and Chief Executive alleging that such decision is contrary to council policy, will place the committee or service group in excess of their budgetary provision or is in breach of the constitution of the council.
- (5) Within five days of receipt of any such notice, the Town Clerk and Chief Executive will respond in writing to the member concerned either explaining why the decision does not contravene policy, exceed the budgetary provision or breach the constitution, as the case may be, or confirming that the decision will be placed before the next meeting of the council (in the case of a decision by a committee) or of the committee (in the case of a service group).