



Delegated Decision Notice (DDN)

This form is used to record any delegated decision which has been taken by officers under delegated authority.

Decision title	Urgent Decision – Approval of Cotswold District Council Local Development Scheme.
Decision date	28 February 2025
Decision maker	Chief Executive Officer
Source of delegation (resolution or Constitution – please reference)	<p>Part D8 of the Constitution authorises the Chief Executive to take any actions necessary in the interests of Council:</p> <p>The Council’s Chief Executive has delegated authority to take any action they consider necessary in the interests of the Council in cases of urgency. They must only act after consultation with the Leader of the Council, the Chair of the Council or the appropriate Committee and the relevant Ward Member(s), if any. Any action taken in this way shall be reported to the first available meeting of the Council, Cabinet or relevant Committee, as appropriate.</p>
Decision taken	To approve Cotswold District Council Local Development Scheme (March 2025).
Reasons for the decision	<p>The Local Development Plan was scheduled to be on the agenda for the Cabinet meeting in March. The Cabinet meeting date was moved to 10 March at the Leader's request.</p> <p>The UK Government required that all plans needed to be submitted by 6 March 2025. No extension to the deadline was available, the resulting timeline did not allow for the normal decision-making processes to be completed.</p> <p>Therefore, in consultation with lead members, (Leader, Leader of the Opposition and Vice Chair of the Overview and Scrutiny Committee) the Chief Executive used Urgency Powers to make an officer decision to submit the plan on behalf of the Council.</p>



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Alternative options considered	The MHCLG's request to update Local Development Schemes is informal, so there are no specific consequences for not updating the Local Development Scheme at this stage. However, in the spirit of cooperation, this was not recommended. The decision was taken to align with UK Government submission guidelines.
Key or non-key?	NO
Subject to urgency rules?	<p>Yes</p> <p>The Vice Chair of the Overview and Scrutiny Committee agreed that the making of the decision was urgent and could not be reasonably deferred, in accordance with Regulation 11 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.</p> <p>The Vice Chair of the Overview and Scrutiny Committee further agreed that the usual call-in arrangements be disapplied, in accordance with the Council's Constitution (Part C1.3.17).</p>
Affected wards	All Wards
Details of consultation undertaken	The decision was taken after discussion with the Interim Head of Planning Policy and Infrastructure; the Leader of the Council, the Deputy Chief Executive (S151), Director of Governance and Development (Monitoring Officer), Business Manager for Democratic Services, Vice Chair of Overview and Scrutiny Committee, Leader of the Opposition.
Lead officer	Rob Weaver, Chief Executive
List of documents considered	Cotswold Local Development Scheme (March 2025) and Urgent Officer Decision Report