

**NORTH YORKSHIRE COUNCIL**

**NOTICE OF URGENT ITEM**

**Access to Information Procedure Rule 16 – Special Urgency**

**Review of Fees and Charges 2024/25 for Highways & Transportation, Parking Services,  
Street Scene and Parks and Grounds**

**To the Chair of the Transport, Economy, Environment & Enterprise Overview and Scrutiny  
Committee**

The Council's Constitution provides that if a matter which is likely to be a key decision has not been included on the Council's Forward Plan for the requisite period, the decision may still be taken if an urgency procedure is followed.

Under Access to Information Procedure Rule 16:

*16.1 Where the date by which a decision must be made makes compliance with Rule 15 (general exception) impracticable, then the decision can only be made if the decision maker (if an individual) or the Chairman of the body making the decision, obtains the written agreement of the Chairman of a relevant overview and scrutiny committee that the making of the decision is urgent and cannot reasonably be deferred. If there is no Chairman of a relevant overview and scrutiny committee, or if the Chairman of the relevant overview and scrutiny committee is unable to act, then the agreement of the Chairman of the Council, or in his/her absence the Vice-Chairman will suffice.*

*16.2 As soon as reasonably practicable after the decision maker has obtained agreement under Rule 16.1 above, s/he must make available at the Council's offices a notice setting out the reasons why the meeting is urgent and cannot reasonably be deferred and publish the notice on the Council's website.*

It is anticipated that on 1 March 2024, the Corporate Director of Environment will consider a report seeking approval for a review of Environment Directorate fees and charges for 2024/25, in line with the Corporate Fees and Charges Strategy. The intention to make the key decision is published on the Forward Plan however it has not been published on the Plan for the requisite 28 day period.

This matter requires a decision by the Corporate Director of Environment on 1 March 2024 and cannot reasonably be deferred, to enable the timely consideration and progress of this matter – this decision was originally taken on 26 January 2024 but there was a publication error resulting in the report not being available to the public 5 clear working days before the decision was taken. This decision therefore needs to be retaken under urgency procedures to allow sufficient time to give notice of the proposed increase in fees and charges, and to enable the implementation of that with effect 01 April 2024.

In accordance with the provisions in the Access to Information Procedure Rules, I am, therefore, informing you as the Chair of the relevant Overview and Scrutiny Committee that it is intended that this matter be re-considered by the Corporate Director of Environment on 1 March 2024 and I am seeking your agreement that the making of the decision is urgent and cannot reasonably be deferred beyond this timeframe. If you agree that the meeting and the making of the decision is urgent and cannot reasonably be deferred and that this item should be considered on 1 March 2024, will you please so confirm in writing as soon as possible.

BARRY KHAN  
Assistant Chief Executive (Legal and Democratic Services)  
Dated: 28 February 2024

**I agree, for the reasons stated in this notice, that the meeting and the making of this decision is urgent and cannot reasonably be deferred and that this item should be considered on 1 March 2024.**

**Signed** Cllr David Staveley

**Date** 28 February 2024

**Chair of the Transport, Economy, Environment & Enterprise Overview and Scrutiny Committee**