

**Officer Scheme of Delegation
Urgent decision taken by the Chief Executive**

Paragraph 1.21 of Schedule 6 to Part 3 (Responsibility of Functions) of the Council's Constitution

Report to the Meeting of the Cabinet to be held on 11 June 2024

The Officer Scheme of Delegation states that the Chief Executive may take an urgent decision in relation to a cabinet function (in consultation with the Leader of the Council) that as a matter of urgency any decision in relation to an Executive function shall be taken by him/her in the best interests of either the Council or the inhabitants of the Borough, as he/she considers necessary.

A report detailing the action taken in accordance with the Officer Scheme of Delegation must be submitted to the Cabinet. The table below sets out the details of the action taken:

Matter for decision	Decision taken by	Decision and Alternative Options Considered	Reasons for urgency	Date of decision
PA, Hybrid and Live Streaming Services for Meetings - Award of Contract	Chief Executive of Torbay Council	Decision: That a ten month contract (plus a further two months) commencing on 1 June 2024, to provide PA, hybrid and live streaming services for Council, Planning Committee and Cabinet meetings be awarded to the preferred supplier for the contract value as set out in the Exempt Appendix to this Record of Decision. Alternative Options Considered: None	The decision was very time constrained and in the best in the best interests of the Council and the inhabitants of the Borough.	29 May 2024

**Anne-Marie Bond
Chief Executive**

31 May 2024