



Delegated Authority (Urgent Action) Form

In accordance with Standing Orders, under section 11, The Role of the Proper Officer:

11.3 There shall be delegated to the Chief Executive the authority to act in respect of any function of the Council on a matter, which in their opinion does not warrant delay. This delegated authority shall only be exercised in consultation with the Leader and / or Deputy Leader.

Financial Regulations 3.2 iii- ‘The Chief Executive may incur expenditure on behalf of the Council which is necessary to cover the cost of major repairs urgently needed to prevent damage to or deterioration of premises, or to remove danger, or any unforeseen purpose where they are satisfied that delay would be detrimental to the best interest of the Council, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Chief Executive shall report the action to the Council as soon as practicable thereafter.’

Date	16 June 2022
Nature of Urgent Action	Legionella Testing
Matter raised by	Identified at Corporate H&S meeting and escalated to CMT for discussion and determination
Date considered by the Chief Executive	16 June 2022
Consulted with Leader or Deputy Leader or Chair or Vice Chair	Leader supported on 17 August 2022
Action Taken Decision/Outcome Include Financial and Legal Implications	<p>To appoint a contractor to carry out Legionella checks across the whole of the Council estate in accordance with Financial Regulations 3.2 iii; <i>‘The Chief Executive may incur expenditure on behalf of the Council which is necessary to cover the cost of major repairs urgently needed to prevent damage to or deterioration of premises, or to remove danger, or any unforeseen purpose where they are satisfied that delay would be detrimental to the best interest of the Council, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Chief Executive shall report the action to the Council as soon as practicable thereafter.’</i></p> <p>The costs for Legionella checks are:</p>



CHIPPENHAM TOWN COUNCIL

Improving the quality of town life

	<p>August 2022 - March 2023 = £6,560 +VAT</p> <p>April 2023 - March 2026 = £9,840 +VAT per annum fixed.</p>
To be reported for information to this committee or sub-committee	Full Council on 28 September 2022
Signed by Chief Executive	
Dated	18 August 2022