

Suffolk LPC- Procedure for Emergency Action

It has been identified by the committee that there may be a need for a decision to be made quickly between full committee meetings. The following processes have therefore been agreed and ratified by the committee:

1. If sufficient information is available at a full committee meeting to allow a discussion in principle of a defined issue, the committee will agree key outcomes that may be anticipated. This discussion will be minuted and could include authorisation of specific actions which could be taken by the Chair, in conjunction with advice from other Officers.
2. If emergency action is required on something that has never been discussed by the committee, a briefing paper will be circulated to all committee members by email. Depending on the nature of the decision to be made, an emergency committee meeting may be held via Teams and a vote will be taken. Alternatively, members may be asked to vote electronically on the information provided by a specified date using a survey link to ensure appropriate audit. Decisions will be made based on a clear majority of responses received where possible. If a clear majority is not achieved, the Chair will have the casting vote.