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# Chelmsford City Council Overview and Scrutiny Committee

**15 September 2025**

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## Report on Decisions Taken Under Delegation to the Chief Executive

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### Report by:

Director of Connected Chelmsford

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### Officer Contact:

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### Purpose

To report on the decisions taken under delegation to the Chief Executive for the period 31 January 2025 to 1 September 2025.

### Recommendations

That the report be noted.

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## 1. Background

- 1.1. The Constitution of the Council includes, at Part 3 (Responsibility for Functions), details of matters on which the officers of the Council are authorised to take decisions. These are known as delegations to officers and among them is the following, which is delegated to the Chief Executive:

“Deal with any matter on grounds of urgency, following consultation with the Leader of the Council or the Chair and Vice Chair of the appropriate Committee in respect of non-executive matters.

- 1.2. The decisions taken by the Chief Executive under this delegation are recorded and notified to the public and members of the Council by publication on the

Council's website. On 8 February 2010, the Overview and Scrutiny Committee agreed that a list of those decisions should also be brought to the Committee for information in June and November each year.

## 2. Latest Decisions

2.1. One decisions was taken under delegation to the Chief Executive during the period 31 January 2025 to 1 September 2025. The summary of the decisions are attached as appendix 1 to this report.

2.2. Members are asked to note the content of the report.

### List of appendices:

Appendix 1 – Decisions taken under delegation to the Chief Executive for the period 31 January 2025 to 1 September 2025.

Background papers: Nil

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## Corporate Implications

Legal/Constitutional: The Committee are required to be notified of urgent decisions.

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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## Consultees:

Director of Connected Chelmsford

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## Relevant Policies and Strategies:

None relevant

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**Subject:** Urgency Pay Award

**Date of Decision:** 29/8/2025

**Decision Number:** 3/2025

**Background:**

A further pay award of 0.5% above the initial 3% pay award, has been negotiated with Unison and accepted by staff. A one-off unconsolidated pay award of £200 has also been agreed for all permanent staff.

In April 2025 a 3% pay award was implemented for staff but with the 5 lowest scale points being restructured to provide an additional uplift beyond this (range of 3-7%). There was a commitment to review this once the national pay award was finalised. Following the announcement of a 3.2% national pay award, it has been agreed for the further 0.5% to be offered to Council staff.

Chelmsford City Council has for a number of years adopted local pay and conditions and consulted with regional Unison in this regard.

A pay award has been negotiated and agreed for Council staff, this means the Council's pay scales have increased by a further 0.5%. This pay increase will be effective from 1st September 2025. Additionally, staff will receive a one-off £200 lump sum payment.

The total cost of the pay award will be approximately £270k. the one-off element being approximately £180k and the ongoing 0.5% element being £90k over the current approved budget.

**Decision and Reasons for Urgency:**

The Chief Executive decided to exercise their delegated authority to take urgent decisions and authorise the increase in the revenue budget. They did so on the grounds that there was an urgent need to pay staff the pay award in their September 2025 salaries.

**Supporting Information:**

The Leader of the Council was consulted before taking the decision and had no objection to it.