





Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Rep the E
04/07	31 January 2007	T Pomfret	7 Feb '07	IMA O

Prior to processing this form it must be referenced by the Secre

The TRAINING Portfolio Holder

Date 01 February 2007

Dear Councillor Williams,

**REQUEST FOR AGREEMENT TO URGENT ACTION UNDER EXECUTIVE PROCEDURE RULES**

I enclose two copies of the standard urgent action form and should be grateful for your agreement to action required urgently in the circumstances set out below. Please contact me if you require further information.

Portfolio: <u>Training</u>
Date of next Executive meeting: <u>Special Budget meeting on 20.02.07 then 01.03.07</u>
Action proposed: <u>Authorise funding to permit attendance of Assistant Building Control Officer on two weeks course to obtain Certificate in Building Control Studies to fulfil CPD requirement.</u>
Financial/Resource Implications: <u>£1500 + VAT (£1762.50) - please see attached. + travel To be funded from underspend in Building Control salaries.</u>
Background information: <u>Satisfactory completion of full programme will lead to award of the ABE Certificate in Building Control Studies, compliant with requirement upon appointment of officer to this post.</u>
Reason(s) for urgency: <u>First week of course pre-dates Exec meeting on 1 March 2007.</u>
Comments of Head of Business and Finance: <u>Agreed. Based on forecast of budget monitoring, employee costs are understood and more than adequate to fund the £1500.</u>
Signature: <u>[Signature]</u>
Comments of Head of Legal and Democratic Services: <u>Agreed</u>
Signature: <u>M. Jopra</u>
Comments of other officers consulted:

Support this. Necessary training.	
Signature(s):	M. G. Gifford.
Comments of Overview and Scrutiny Chairman:	
Signature:	John Y. Blackburn.

Please indicate your views in the box below and return one copy to me as soon practicable.

Yours sincerely

(Business Unit Manager/Chief Executive/Director)

I agree\*/disagree\* with the action proposed

Comments: I understand the need for attending the course. An explanation of why we need urgent action would be ~~appropriate~~ appreciated.

Signed: N. Williams

Date: 070207

CIIR (insert name)

\*Please delete as appropriate

Note 1.

A copy of the completed form should be kept on the project file and the original taken to Secretariat

Note 2.

Date taken to Secretariat:

Initials

7102107

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This form and action taken must be reported to the next meeting of the Executive.

Date reported to Executive:

Initials