



Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported the Execu
16/07	13 06 07	H Mitchell	14/6/07	7
Prior to processing this form it must be referenced by the Secretaria				

The ___Policy & Performance_ Portfolio Holder


Date: 13 June 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: Policy and Performance
Date of next Executive meeting: 10 July 2007
Action proposed: Agree immediate expenditure to cover under-payments of Income Tax and National Insurance for individuals who retired between 2002 and 2007
Financial/Resource Implications: Cost £27,000, as at 24 May 2007. However interest will accrue on the debt if left unpaid. No budget exists. Funding from contingencies is required. Current balance £118,000
Background information: 24 employees who retired from the Council between 2002 and 2007 received payments in lieu of notice. Income Tax and National Insurance were due on these payments, which was only part-paid by the Council at the time of the employees' retirement.
Reason(s) for urgency: Need to make payment as soon as possible as interest is added for each day it is unpaid.
Comments of Head of Business and Finance: <i>No funding in place - approval to use contingencies is requested. Procedures are now in place to ensure this does not recur.</i> Signature: <i>S. Bamford</i>
Comments of Head of Legal and Democratic Services: <i>Agreed.</i>

Signature: 

Comments of other officers consulted:

Signature(s):

Comments of Overview and Scrutiny Chairman:
*After discussion with the officers this needs to be
 paid urgently which in the long run - could save
 us money*

Signature: *Robt G Connolly 14 June 2007*

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: *Request report for exec*

Signed: 

Date: *13th June 2007*

Cllr (insert name)

Norman Williams

*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

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

Date reported to Executive: Initials