



Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Committee
24/07	29/08/07	LWC/HR.	29/08	2/10/07
Prior to processing this form it must be referenced by the Secretariat				

The Chairman of the Personnel Panel

Date 28 August 2007

Dear Councillor

**REQUEST FOR AGREEMENT TO URGENT ACTION UNDER STANDING ORDER 18**

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.

Date of next meeting if any: 11 September 2007

Action proposed: To appoint Ms Georgina Ayling as the Council's Interim Section 151 Officer.

Financial/Resource Implications: Costs of the Section 151 Officer arrangement will be nominal <sup>(£1/month)</sup> to be met from existing budgets.

Background information: The Council's current Section 151 Officer, and her Deputy, are both leaving the Council's employment on 2 September 2007. To cover the period between their departure and the appointment of a permanent appointee as Section 151 Officer, a suitably qualified and experienced CIPFA Placements Interim Officer is to be employed for 3 to 4 months.

Reason(s) for urgency: There is a statutory requirement under Section 151 of the Local Government Act 1972 for the Council to employ an Officer with responsibility for ensuring the proper administration of the financial affairs of the Council. Time constraints do not allow for the normal procedures for permanent appointments under the Council's Constitution to operate. To ensure that the Council has a Proper Officer in the Section 151 Officer role, the interim appointment must be made urgently.

Comments of Head of Finance and Business Development:

Signature:

Wichison (DEPUTY S-151 OFFICER)

Comments of Head of Legal and Democratic Services:

Agreed

Signature:

M. J. [Signature]

Comments of other officers consulted:

Signature(s):

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

Yours sincerely

[Signature]

Human Resources Manager

(Business Unit Manager/Chief Executive/Director)

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

Comments:

Signed:

M. Woodburn

Date:

29.8.07

CIr (insert name)

MARGARET WOODBURN

\*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

Date taken to Secretariat:

Initials

Note 2.

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

Date reported to Committee:

Initials