

Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
16105	12.7.05	F McMorrow	15.7.05	26.7.05
Prior to processing this form it must be referenced by the Secretariat				

The Housing & Community Safety Portfolio Holder

14<sup>th</sup> July 2005

Dear Councillor Clements

**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.

<b>Portfolio:</b> Housing & Community Safety
<b>Date of next Executive meeting:</b>
<b>Action proposed:</b> Appoint interim management support for 2 days per week for 16 weeks.
<b>Financial/Resource Implications:</b> Likely cost £12,800 - £14,000 including expenses. Budget available unspent Community Renewal Manager budget i.e. £3,140 per month from 1 <sup>st</sup> June. Will not be filled for 3 months (recruitment period) therefore will cover costs.
<b>Background information:</b> Urgent workload in housing requires interim management support pending recruitment of the full team identified in the new structure.
<b>Reason(s) for urgency:</b> To meet deadlines and influence delivery of key programme.
<b>Comments of Chief Finance Officer:</b> <i>within the agreed structure budget.</i>
<b>Signature:</b> <i>S.C. Bonwick.</i>
<b>Comments of Chief Legal Officer:</b> <i>Agreed.</i>
<b>Signature:</b> <i>M. Jones</i>
<b>Comments of other officers consulted:</b>

Signature(s): <i>John H. ...</i>
Comments of Overview and Scrutiny Chairman: <i>Delighted to see progress at last.</i>
Signature:

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

Yours sincerely

*[Handwritten Signature]*

(Corporate Director)

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

Comments:

Signed: *[Handwritten Signature]*

Date:

CLlr (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

Date taken to Secretariat: Initials

*15.07.05 LT.*

Note 2.

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

Date reported to Executive: Initials

*26.07.05 LT.*

EAC 26.07.05  
ITEM 12b



Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
11/05	26 05 05	MJEPSON -LEGAL	70705	267.05
Prior to processing this form it must be referenced by the Secretariat				

The \_\_\_\_\_ Leader \_\_\_\_\_ Portfolio Holder

Date 26 May 2005

Dear Councillor

**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: Leader
Date of next Executive meeting: 14 June 2005
Action proposed: To authorise the Head of Finance and Business Development to attend and take such action as is necessary on behalf of the Council at a meeting of creditors of the West Cumbria Groundwork Trust pursuant to section 98 of the Insolvency Act at 11am on Wednesday 1 <sup>st</sup> June 2005
Financial/Resource Implications: There are no resource implications other than the use of officer time relating to attendance at the meeting. However, generally, attendance at the meeting is necessary in order to protect the Council's interests.
Background information:  An Extraordinary General Meeting of the Trust will be held at 10.45 am on 1st June next to discuss the passing of a resolution that the company be wound up voluntarily and that Arthur C Custance of Armstrong Watson be appointed liquidator for the purposes of that winding up. If that resolution is approved a meeting of creditors will subsequently be held at 11 am the same day.  The Head of Finance and Business Development has been invited to attend that meeting and to bring along an authority to act on behalf of the Council. The Council's Scheme of Delegation does not provide any means by which that authority can be assumed. Hence, this request for approval is being made under the Executive Procedure Rules.
Reason(s) for urgency: Approval for attendance of the Head of Finance and Business Development needs to be given before the next meeting of the Executive.
Comments of Head of Finance & Business Development:  <i>No financial implications</i>

Signature: *S. C. Brown, Jr.*

Comments of Head of Legal and Democratic Services:

*Agreed*

Signature: *M. J. [unclear]*

Comments of other officers consulted:

Signature(s):

Comments of Overview and Scrutiny Chairman:

*J. Y. [unclear]*

Signature:

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

Yours sincerely *M. J. [unclear]*

(Business Unit Manager/Chief Executive/Director)

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

Comments:

Signed: *[Signature]*

Date: *26<sup>th</sup> MAY '05*

Cltr (insert name) *E. WOODSURN*

\*Please delete as appropriate

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Note 2.

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Date reported to Executive: Initials



Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
15/05	20/6/05	M JEWELL - LEGAL	24.6.05	26.7.05
Prior to processing this form it must be referenced by the Secretariat				

The Housing and Community Safety Portfolio Holder

Date 20/6/05

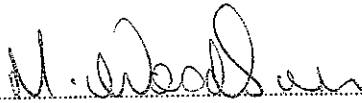
Dear Councillor Clements

**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: Housing and Community Safety
Date of next Executive meeting:
Action proposed: £650 from contingencies to fund external solicitors to deal with any anti-social behaviour order (ASBO) on behalf of the Council.
Financial/Resource Implications: £650 from the contingencies fund the balance which currently stands at £211,577.
Background information: WCCDRP together with the Police nominated the Council to deal with an ASBO. Due to pressure work connected with the Licensing Act 2003 it is not possible for the Legal Section to undertake this work at the present time. ASBOs are included in the Councils corporate objectives.
Reason(s) for urgency: The preliminary hearing is at the Magistrates Court on 22/6/05
Comments of Head of Finance & Business Development: <i>No funding available - external firm of solicitors.</i>
Signature: <i>S. Brown</i>
Comments of Head of Legal and Democratic Services: <i>Agreed - No resources available in-house on day of application</i>
Signature: <i>M. Jewell</i>
Comments of other officers consulted:
Signature(s):

Comments of Overview and Scrutiny Chairman – Social Wellbeing:

Signature: 


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:

Signed: 

Date: 20-6-05

Cllr Clements

\*Please delete as appropriate

Note 1.

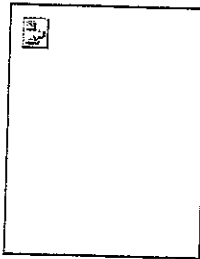
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Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
12/05	8 06 05	J Salt	130605	267.05
Prior to processing this form it must be referenced by the Secretariat				

The RESOURCES & LOCAL Portfolio Holder  
DEMOCRACY

Date 8/6/05

Dear Councillor

**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: RESOURCES

Date of next Executive meeting: 5 July 2005

Action proposed: To gain approval for re-grading the post of Revenues and Benefits Services Manager following the lack of applicants to the recent vacancy advertisement.

Financial/Resource Implications: The proposed grading results in an increase in the 2005/06 salaries base budget of £3,999 which can be financed from within the existing restructure costs.

Background information: The recent recruitment exercise did not attract any applications and investigations undertaken established that the pay scale was the main reason for this. (see further detail attached)

Reason(s) for urgency: The recruitment exercise could take up to a further 4 months depending on the period of notice to be served by the successful applicant and this post has a key role in supporting the Council's Quality of life and Social Inclusion objectives.

Comments of Chief Finance Officer: Funding available as not all employees on top of the scale

Signature: S. Bowick

Comments of Chief Legal Officer: Approved

Signature: M. J. [unclear]

Comments of other officers consulted:

Signature(s):

Comments of Overview and Scrutiny Chairman:

Signature: *R. Y. Clankon*

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

Yours sincerely *[Signature]*

(Business Unit Manager/General Manager/Strategic Director)

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

Comments:

Signed: *Norman Williams*

Date: 13-06-05

Cllr (insert name)

*Norman Williams*

\*Please delete as appropriate

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Initials

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Initials