



Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
18/05	3 August 2005	S Borwick	9/8/05	27/9/05
Prior to processing this form it must be referenced by the Secretariat				

The Leader Portfolio Holder

Date 3 August 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:	16 August 2005.
Action proposed:	To approve funding from the conferences budget for Cllr Clements to attend the Low Demand Housing Financial/Resource Implications: conference 13 th 14 th September - Accommodation travel + subsistence would also have to be paid. Conference £645 + 2 nights @ 79-82 - 804-64
Background information:	The approved list of conferences is currently being reviewed as it is considerably out of date. Councillor Clements usually attend the Housing conference but due to the sale of Council House stock this is no longer appropriate. This conference would fit in with his Portfolio work.
Reason(s) for urgency:	Need to book before next executive meeting
Comments of Chief Finance Officer:	Within budget - no other housing conferences to be booked prior to budget being reviewed.
Signature:	S. C. Borwick.
Comments of Chief Legal Officer:	Agreed
Signature:	M. J. L.
Comments of other officers consulted:	
Signature(s):	

Comments of Overview and Scrutiny Chairman:

signed on the understanding there is an allocated budget.
J.R. Clarkson

Signature:

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

Yours sincerely *S. C. Bonwick*

(Business Unit Manager/General Manager/Strategic Director)

I agree*/disagree* with the action proposed

Comments:

Signed:



Date:

9/8/05 -

Cllr (insert name)

E Woodcock

*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:

9/8

Initials



Note 2.

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

Date reported to Executive:

6/9/05

Initials

