



Ref Number	Date Issued	Officer/Dept	Rec'd by Secretariat	Reported to the Executive
19/05	16 August 2005	Dave Toner	19/8/05.	27/8/05
Prior to processing this form it must be referenced by the Secretariat				

Portfolio Holder

Date 16 August 2005

Dear Councillor Holliday

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: Environmental & Cultural Services
Date of next Executive meeting: 6 September 2005
Action proposed: To place an advert in the local press to invite applications for an ad hoc list of contractors for the Christmas Lighting contract for 2005
Financial/Resource Implications: Contract payment from existing Christmas Lights budget
Background information: Executive approval was given to combine the Footway Lighting and Christmas Lighting contracts in a new contract and explore the possibility of a partnership agreement to cover 3 years. This combined contract will be caught by the EC threshold, which means under the restricted procedure, we need to invite expressions of interest in OJEC. Heeding legal advice, and due to staff capacity, it is now unrealistic to have a combined contract in place before we need to erect the Christmas lights for this year's festive period. Prompt action is necessary if we are to get the Christmas lights erected in time. To this end an advert will be placed in the Whitehaven News this week inviting applications for inclusion on an ad hoc list for the Christmas Lighting contract. A combined lighting contract will be put out to start in April 2006, but as this differs from what was agreed originally by Executive we will report these actions to the next Executive meeting
Reason(s) for urgency: To allow sufficient lead-in time for the contractor to ensure Christmas lighting is in place for festive period.
Comments of Chief Finance Officer: within current budget for Christmas Lights
Signature: S.C. Bowdler

Comments of Chief Legal Officer:

Agreed

Signature:

M. Joe

Comments of other officers consulted:

Signature(s):

Comments of Overview and Scrutiny Chairman:

John Y. Clarkson.

Signature:

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

Yours sincerely

(Business Unit Manager/General Manager/Strategic Director)

I agree*/disagree* with the action proposed

Comments:

Signed:

Date:

Cllr A Holliday

*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

19/8/05 Day

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

Date reported to Executive:

Initials

6/9/05 - Day