



**LANCASTER
CITY COUNCIL**

Promoting City, Coast & Countryside

URGENT BUSINESS

MONDAY, 3 OCTOBER 2016

Please find enclosed Urgent Business Notice in connection with the following:

UB102 CHANGES TO DATE OF CABINET MEETING (Pages 1 - 3)

The Chief Executive, in consultation with the Chairman of the Council Business Committee, has agreed to make a decision in accordance with the City Council's Urgent Business Procedure. Details of the decision are set out in the report. The reason for the urgency is that a decision is required prior to the next scheduled meeting of the Council Business Committee on 3 November 2016.

Queries regarding these documents

Please contact Liz Bateson - Democratic Services - telephone 01524 582047, or email: ebateson@lancaster.gov.uk.

Democratic Services,
Town Hall,
Dalton Square,
Lancaster, LA1 1PJ

Published on MONDAY, 3 OCTOBER 2016

URGENT BUSINESS**Change to Date of Cabinet Meeting****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To approve a change of date for the November 2016 Cabinet meeting.

This report is public

RECOMMENDATIONS

- (1) **That the date of the November 2016 Cabinet meeting be changed from 1 November 2016 to 2 November 2016.**

1.0 Background

- 1.1 In accordance with the Council's Constitution, the Council Business Committee sets the timetable of meetings each year. The November meeting of Cabinet was scheduled for 1 November 2016.

2.0 Proposal

- 2.1 The Leader of the Council has requested that the date of the above meeting be changed to 2 November 2016 to allow the Deputy Leader, who has other commitments on 1 November, to attend.

3.0 Consultation

- 3.1 In line with the Urgent Business Procedure set out in Part 4, Section 7 of the Constitution, there has been consultation with Councillor Hall, Chairman of the Council Business Committee.

3.0 Conclusion

- 3.1 The next meeting of the Committee is on 3 November, too late to effect the change, so the request must be dealt with as urgent business between meetings.

CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

LEGAL IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

None.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has prepared this report in her role as Democratic Services Manager.

BACKGROUND PAPERS

Contact Officer: Debbie Chambers

Telephone: 01524 582057

E-mail: dchambers@lancaster.gov.uk

Ref:

URGENT BUSINESS – CHANGE TO DATE OF CABINET MEETING

Councillor Consultation

*I am in agreement with the recommendation: -

To agree: -

- (1) That the date of the November 2016 Cabinet meeting be changed from 1 November 2016 to 2 November 2016.

Signed: Councillor Janet Hall
Position Held: Chairman of the Council Business Committee

Dated: 1st October 2016

Chief Executive Decision

*I agree to exercise my delegated authority and approve: -

- (1) That the date of the November 2016 Cabinet meeting be changed from 1 November 2016 to 2 November 2016.

Signed: Susan Parsonage
Position Held: Chief Executive

Dated: 3rd October 2016

Please return to: Debbie Chambers
Democratic Services,
Town Hall,
Dalton Square,
LANCASTER
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