

Contact: Head of Democratic Services
Telephone: (01524) 582011
Fax: (01524) 582161
Minicom: (01524) 582175
E-mail: gnoall@lancaster.gov.uk
Our reference: UB58
Your reference:

**HEAD OF DEMOCRATIC
SERVICES**

Chairman of Council Business Committee

Town Hall
Dalton Square
Lancaster
LA1 1PJ

DX 63531

4th July 2008

Dear Councillor,

URGENT BUSINESS – Amendment to Overview and Scrutiny Substitute Member

I am writing to consult and obtain your views in order to amend one of the Green party substitute Members of the Overview and Scrutiny Committee from Councillor Andrew Kay to Councillor Anne Chapman, in accordance with the Council's Urgent Business Procedure, details of which are set out within the attached report.

The urgency for this decision is that the meeting takes place on Wednesday, 9th July 2008, and therefore it is impracticable to defer to the next scheduled meeting of the Council Business Committee on 18th September 2008

The recommendation is:

- (1) That Councillor Anne Chapman be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Andrew Kay with immediate effect for the remainder of the Municipal Year.**

I would be grateful if you could complete the attached slip, signifying whether you are in agreement with the recommendation or not, and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Sharon Marsh on 582096, or e-mail SMarsh@lancaster.gov.uk, with your decision.

Yours sincerely,

HEAD OF DEMOCRATIC SERVICES

Mark Cullinan – Chief Executive

URGENT BUSINESS – STANDARDS COMMITTEE APPOINTMENT

Councillor Consultation

*I am/~~am not~~ (***please delete as appropriate**) in agreement with the recommendation:

That Councillor Anne Chapman be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Andrew Kay with immediate effect for the remainder of the Municipal Year.

Signed: Councillor Rob Smith-----

Name: Rob Smith -----

Position Held: Chairman of the Council Business Committee-----

Dated: 5th July 2008 -----

Chief Executive Decision

*I agree/~~do not agree~~ (***please delete as appropriate**) to exercise my delegated authority and approve:

That Councillor Anne Chapman be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Andrew Kay with immediate effect for the remainder of the Municipal Year.

Signed: Mark Cullinan-----

Chief Executive

Dated: 7th July 2008 -----

Please return to: Sharon Marsh,
Democratic Services,
Town Hall,
Dalton Square,
LANCASTER. LA1 1PJ

Ref: UB58