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*Our reference:* GN/TS/UB62  
*Your reference:*

Councillor David Kerr,  
Cabinet Member with Special Responsibility for Human  
Resources.

**HEAD OF DEMOCRATIC SERVICES**

Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ

DX 63531

25<sup>th</sup> November 2008

Dear Councillor,

**URGENT BUSINESS – FILLING OF VACANT POSTS IN FINANCIAL SERVICES**

Members are requested to consider the attached report, advising of the need to seek approval to fill the posts of Exchequer Officer and Exchequer Assistant as soon as possible.

The urgency for this decision is that the post of Exchequer Officer will become vacant on 12 December following the early retirement of the current post holder. Financial Services were in the process of recruiting to the post when the current vacancy clearance process came into force. There are currently 6 applicants shortlisted who are awaiting an interview date. This is a key post within the Service as its main task is to process all employees' pay, Members allowances and associated pension, tax and National Insurance payments.

A full report is being submitted to the next meeting of Cabinet; however an urgent decision to implement management support is required in advance of that meeting.

The recommendation is:-

- (1) That authorisation be given to fill the posts of Exchequer Officer and Exchequer Assistant within Financial Services.**
- (2) That the Overview & Scrutiny Chairman be consulted with a view to waiving call in, in accordance with Overview & Scrutiny Procedure Rule 17, to enable immediate implementation.**

The approval of the Chief Executive in consultation with the Chairman of the Overview and Scrutiny Committee has also been sought to this action in accordance with Overview and Scrutiny Committee Procedure Rule 17(a).

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 Tom Silvani on 582132, or e-mail [tsilvani@lancaster.gov.uk](mailto:tsilvani@lancaster.gov.uk), with your decision.

Yours sincerely,

**HEAD OF DEMOCRATIC SERVICES**

**URGENT BUSINESS – FILLING OF VACANT POSTS IN FINANCIAL SERVICES**

Councillor Consultation

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

- (1) That authorisation be given to fill the posts of Exchequer Officer and Exchequer Assistant within Financial Services.
- (2) That the Overview & Scrutiny Chairman be consulted with a view to waiving call in, in accordance with Overview & Scrutiny Procedure Rule 17, to enable immediate implementation.

Signed: David Kerr-----

Name: Councillor David Kerr-----

Position Held: Cabinet Member with Special Responsibility for Human Resources -----

Dated: 26/11/08-----

Chief Executive Decision

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

- (1) That authorisation be given to fill the posts of Exchequer Officer and Exchequer Assistant within Financial Services.
- (2) That the Overview & Scrutiny Chairman be consulted with a view to waiving call in, in accordance with Overview & Scrutiny Procedure Rule 17, to enable immediate implementation.

Signed: Mark Cullinan-----

Chief Executive

Dated: 26/11/08-----

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

Ref: UB62