

Contact: Gill Noall
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Our reference: GN/TS/UB62
Your reference:

Councillor S. Langhorn,
Chairman of the Overview
and Scrutiny Committee.

HEAD OF DEMOCRATIC SERVICES

Town Hall
Dalton Square
Lancaster
LA1 1PJ

DX 63531

25th 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 recommendations are:-

- (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 Leader and relevant Cabinet Member has been sought to this action.

Subject to this approval, I would be grateful if you could consider the immediate implementation of this course of action and agree to waive the right of call-in, in accordance with Overview and Scrutiny Committee Procedure Rule 17(a). Please complete the attached slip signifying your decision 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, with your decision.

Yours sincerely,

HEAD OF DEMOCRATIC SERVICES

Enc.

URGENT BUSINESS – FILLING OF VACANT POSTS IN FINANCIAL SERVICES

*I agree/~~do not agree~~ (***please delete as appropriate**)

To this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

Signed: Councillor Stuart Langhorn

Dated: 25/11/08

Chief Executive Decision

*I agree/~~do not agree~~ (***please delete as appropriate**) to this matter being treated as a matter of urgency in accordance with Overview and Scrutiny Committee Procedure Rule 17(a) and therefore not being subject to call-in.

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