

*Contact:* Stephen Metcalfe  
*Telephone:* (01524) 582073  
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*Our reference:* UB80

The Right Worshipful the Mayor  
of the City of Lancaster Councillor P. Woodruff.

**HEAD OF DEMOCRATIC SERVICES**

29<sup>th</sup> March 2012

Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ

Dear Mr Mayor,

DX 63531

**URGENT BUSINESS – REQUEST FOR THE CITY COUNCIL TO ACT AS ACCOUNTABLE BODY FOR MARY PORTAS PILOT – TOWN TEAM INITIATIVE BID BY MORECAMBE TOWN COUNCIL**

Please find attached a report that the Chairman of Cabinet is being requested to consider. The report proposes that consideration be given to act as accountable body for the Morecambe Town Council in their bid for funding to implement a Mary Portas Pilot Town Team Initiative in the event of the funding bid being successful.

The Chief Executive is consulting with the Chairman of Cabinet with view to making an urgent decision. The reason for the urgency in this case is that the City Council must make a decision by 30<sup>th</sup> March 2012 in order to allow Morecambe Town Council to submit their bid on that date.

The issue is a Key Decision by virtue of its financial impact. However, notice has not been included on the Forward Plan. I am writing to you to seek your approval that the taking of the decision cannot reasonably be deferred, in accordance with the Council's Access to Information Procedure Rule 16. Also, in view of the deadline, I am also consulting with you on the waiving of the call-in period of 5 working days from the date of the decision, in accordance with Overview and Scrutiny Committee Procedure Rule 17(a).

I would be grateful if you would consider the following: -

- (1) To waive the requirement to include advance notice of the decision in the Forward Plan, in accordance with Access to Information Procedure Rule 16, in order that the decision can be taken without delay.**
- (2) 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.**

Please complete the slip signifying your decision and return it to the Town Hall as soon as possible. In the meantime, could you please telephone Stephen Metcalfe on 582073, or e-mail [sjmetcalfe@lancaster.gov.uk](mailto:sjmetcalfe@lancaster.gov.uk) with your decision.

Yours sincerely,

Stephen Metcalfe  
Principal Democratic Support Officer

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**URGENT BUSINESS – REQUEST FOR THE CITY COUNCIL TO ACT AS ACCOUNTABLE BODY FOR MARY PORTAS PILOT – TOWN TEAM INITIATIVE BID BY MORECAMBE TOWN COUNCIL**

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

**Waiving the requirement to include advance notice of the decision in the Forward Plan, in accordance with Access to Information Procedure Rule 16, in order that the decision can be taken without delay.**

Signed: Councillor Paul Woodruff (Mayor) .....

Dated: 29 March 2012 .....

\*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 Paul Woodruff (Mayor) .....

Dated: 29 March 2012 .....

Chief Executive Decision

\*I agree/~~do not agree~~ (**\*please delete as appropriate**) to waive the requirement to include advance notice of the decision in the Forward Plan, in accordance with Access to Information Procedure Rule 16, in order that the decision can be taken without delay.

\*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: 29 March 2012-----

Please return to: Stephen Metcalfe,  
Democratic Services,  
Town Hall,  
Dalton Square,  
LANCASTER. LA1 1PJ  
Ref: UB80