

*Contact:* Stephen Metcalfe  
*Telephone:* (01524) 582073  
*Fax:* (01524) 582161  
*Minicom:* (01524) 582175  
*E-mail:* [sjmetcalfe@lancaster.gov.uk](mailto:sjmetcalfe@lancaster.gov.uk)  
*Our reference:* UB80

Councillor Eileen Blamire (Leader of the Council)

**HEAD OF GOVERNANCE**  
Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ

29<sup>th</sup> March, 2012

Dear Councillor,

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**

Members are requested to consider the attached report which 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 you to take an Urgent Business Decision for the City Council to act as accountable body for the Mary Portas Pilot, subject to there being no cost implications for the City Council. 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, but notice has not been included in the Forward Plan. Therefore in accordance with Access to Information Procedure 16, on this occasion, the Mayor has been asked to waive the requirement for notice of the decision to be included in the Forward Plan for five working days before the decision is taken.

The Urgent Business Procedure Rules authorise the Chief Executive to take urgent decisions which cannot reasonably wait until the next meeting of a committee, in consultation with the Chairman of the relevant committee.

I would be grateful if you could complete the 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 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**

**Enc.**

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

**Councillor Consultation**

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

To agree: -

- (1) That the Chief Executive under urgent business agrees to Lancaster City Council acting as accountable body for the Mary Portas Pilot, subject to there being no cost implications for the City Council.
- (2) That the revenue budget is updated accordingly in the event that the Stage 2 application is successful.
- (3) That consultation be undertaken with a view to waiving call in, in accordance with Overview & Scrutiny Procedure Rule 17, to enable the decision to be implemented immediately.

Signed: Councillor Eileen Blamire

Position Held: Leader of the Council

Dated: 29 March 2012-----

**Chief Executive Decision**

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

- (1) That Lancaster City Council agrees to act as accountable body for the Mary Portas Pilot, subject to there being no cost implications for the City Council.
- (2) That the revenue budget is updated accordingly in the event that the Stage 2 application is successful.
- (3) That consultation be undertaken with a view to waiving call in, in accordance with Overview & Scrutiny Procedure Rule 17, to enable the decision to be implemented immediately.

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