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Our Ref:
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Councillor Alycia James
Vice Chairman
Personnel Committee
Lancaster City Council

Governance

Sarah Taylor
Head of Governance

Town Hall
Dalton Square
LANCASTER LA1 1PJ

Friday 22 March, 2013

Dear Councillor James

URGENT BUSINESS (PERSONNEL COMMITTEE) VOLUNTARY REDUNDANCY REQUEST

Please consider the attached report which proposes that consideration be given to a request for voluntary redundancy.

The Chief Executive is consulting with you to take an Urgent Business Decision on this issue. The reason for urgency is to deliver a budget saving for the council, by allowing the postholder to waive their right to statutory notice in favour of a termination date of 31 March 2013.

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. As the Chairman of the Personnel Committee is not available, the consultation is with you, as Vice Chairman.

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.

Yours sincerely,

Yours sincerely

Debbie Chambers
Democratic Services Manager