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*Our reference:* GN/TS/UB75  
*Your reference:*

**HEAD OF DEMOCRATIC  
SERVICES**

Councillor Rob Smith  
Chairman of Council Business Committee

Town Hall  
Dalton Square  
Lancaster  
LA1 1PJ

DX 63531

25 September 2009

Dear Councillor,

**URGENT BUSINESS – AMENDMENT TO OVERVIEW AND SCRUTINY SUBSTITUTE MEMBER**

I am writing to consult and obtain your views in order to amend one of the Conservative Group substitute Members of the Overview and Scrutiny Committee from Councillor Peter Williamson to Councillor Sylvia Rogerson, in accordance with the Council's Urgent Business Procedure, details of which are set out within the attached report.

The urgency for this decision is that the meeting takes place on Wednesday, 7 October 2009, and therefore it is impracticable to defer to the next scheduled meeting of the Council Business Committee on 12 November 2009.

The recommendation is:

- (1) That Councillor Sylvia Rogerson be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Peter Williamson with immediate effect for the remainder of the Municipal Year.**

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 – AMENDMENT TO OVERVIEW AND SCRUTINY SUBSTITUTE MEMBER**

Councillor Consultation

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

**That Councillor Sylvia Rogerson be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Peter Williamson with immediate effect for the remainder of the Municipal Year.**

Signed: Rob Smith-----

Name: Councillor Rob Smith-----

Position Held: Chairman of Council Business Committee-----

Dated: 29 September 2009-----

Chief Executive Decision

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

**That Councillor Sylvia Rogerson be appointed as a substitute Member of the Council's Overview and Scrutiny Committee in place of Councillor Peter Williamson with immediate effect for the remainder of the Municipal Year.**

Signed: Mark Cullinan-----

Chief Executive

Dated: 29 September 2009-----

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

Ref: UB75