

Appendix 2

URGENCY PROCEDURE

Officer:		Position:		Date:	
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Subject of Urgency:
Reason for Urgency:
Ward and/or Lead Member(s) comments:
Date:
Finance Manager's Agreement: :
Signed: Date:
Member Agreement:
Signed: Date:
Leader of Council / Deputy Leader of Council*
Signed: Date:
Chairman / Vice Chairman of Community & Resources Committee*
Chief Executive Approval of Decision:
Signed: Date:
*delete as appropriate

Once completed a copy of this form should be given to the Democratic Services Manager for record purposes.

IMPORTANT: Please ensure that a report is prepared for the next Community & Resources Committee meeting in accordance with the Report Writing Protocol.