

Tony Kershaw

Director of Law and Assurance

If calling please ask for.

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2 January 2020

Duncan Crow
Cabinet Member for Fire & Rescue and Communities

Dear Duncan

**Fire & Rescue and Communities - Urgent Action Procedure:
Temporary Closure of Henfield Library**

I am writing to seek your agreement to an officer authorising the above matter that requires an urgent decision and I enclose a copy of a report prepared by the Acting Director of Communities.

The report recommends that Henfield library is closed from Monday 27 January 2020 to Wednesday 05 February inclusive to enable renovation works to fit new flexible shelving, undertake some internal rearrangement, electrical work and redecoration.

The urgency of this matter is due the works requiring availability of more than one group of contractors which has only been confirmed very recently.

The proposal cannot wait until the end of the call-in period because it is necessary to alert library users within the three-week loan period leading up to Monday 27 January.

If you agree with an officer authorising the above recommendation, I should be grateful if you would kindly sign this letter and return it to me. A copy of this letter has also been sent to the Chairman of the Environment, Communities and Fire Scrutiny Committee as required under Standing Order 3.47.

The decision will be reported through the Executive Decision Database and The Bulletin in the usual way.

Yours sincerely,

A handwritten signature in black ink that reads "Tony Kershaw". The signature is written in a cursive style with a large initial 'T'.

Tony Kershaw
Director of Law and Assurance

Agreed:

Signature:



Name: Emily King

Title: Acting Director of Communities

Date: 02.01.20

Signature:



Name: Duncan Crow

Title: Cabinet Member for Fire & Rescue and Communities

Date: 02.01.20

Action authorised:

Signature:



Name: Tony Kershaw

Title: Director of Law and Assurance

Date: 03.01.20