



Coventry City Council

To all Members of the Council

**Customer and Workforce  
Services Directorate**

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Dear Member

**Supplementary Agenda - Meeting of the Council, 17<sup>th</sup> January 2012**

The purpose of this letter is to advise you of an additional item for consideration at the above meeting.

With the agreement of the Chair, the Lord Mayor, the following report is to be considered as urgent business at the above meeting. The reason for urgency is that if the Council wishes to secure attendance and representation at the conference, the necessary booking and associated arrangements will need to be made before the usual call-in arrangements, through the Scrutiny Co-ordination Committee, can be carried out.

**Public business**

**9.3 Approval for Attendance at Conference**

Report of the Director of City Services and Development (**attached**)

If you have any queries, please do not hesitate to contact me on the telephone number shown above.

Yours sincerely

Carolyn Sinclair  
**Governance Services Officer**



INVESTOR IN PEOPLE