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**From:** Manny Lewis [mailto:MannyLewis@LDA.GOV.UK]  
**Sent:** 05 May 2006 15:43  
**To:** Redmond O'Neill; John Ross; Neale Coleman; Lee Jasper; Murziline Parchment  
**Cc:** Anne McMeel; David Lunts  
**Subject:** FW: Maxine Jones - Director, Skills & Employment

Fyi, agreed form of words.

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**From:** Manny Lewis  
**Sent:** 05 May 2006 15:39  
**To:** #Senior Management Forum  
**Subject:** Maxine Jones - Director, Skills & Employment

Following discussions with Maxine she will be taking leave of absence from the Agency from today. Her team leaders will cover in their own areas of work and liaise with me on any work programme or diary commitments that need to be actioned outside of their remit. I have briefed Maxine's senior team this morning to talk through the interim arrangements to ensure that all work areas are well covered and will let you know the final arrangements early next week. I will also ensure that her team advises relevant key stakeholders, as necessary, of the temporary arrangements.

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