



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

Monday, 13 May 2024 - 6.00 p.m.
Morecambe Town Hall

Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited to 30 seats due to Fire Regulations. The seats are allocated on a first come, first served basis and no standing is permitted. If you require support in accessing the building, please contact Democratic Services on 01524 582656, or email democracy@lancaster.gov.uk

The Council intends to livestream the meeting as it happens using MS Teams. Please click the link [HERE](#) to access the livestream.

Mark Davies,
Chief Executive,
Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Monday, 13 May 2024 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 24 April 2024 (previously circulated).

3. **DECLARATIONS OF INTEREST**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 9 and in the interests of clarity and transparency, Councillors should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code of Conduct, Councillors are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

To receive any announcements which may be submitted by the Mayor or Chief Executive.

6. **EXECUTIVE ARRANGEMENTS, THE SCHEME OF DELEGATION TO OFFICERS AND AMENDMENTS TO THE CONSTITUTION**

To consider the report of the Senior Manager, Democratic Support and Elections, note the Leader's Executive Arrangements and approve the non-executive scheme of delegation contained in the Constitution and appended to the report. ***(Report to follow.)***

7. **ALLOCATION OF SEATS TO POLITICAL GROUPS**

Report of the Senior Manager, Democratic Support and Elections. ***(Report to follow after the results of the Carnforth and Millhead by-election are known).***

8. **APPOINTMENT OF OVERVIEW AND SCRUTINY AND COMMITTEE MEMBERS**

To receive nominations and appoint Members to serve on the under-mentioned Overview and Scrutiny bodies and Committees, in accordance with the political balance arrangements agreed at Item 8.

- (a) Overview and Scrutiny Committee (9 Members)
- (b) Budget and Performance Panel (9 Members)
- (c) Planning Regulatory Committee (15 Members)
- (d) Licensing Committee (10 Members)
- (e) People and Organisational Development Committee (7 Members)
- (f) Appeals Committee (7 Members)
- (g) Audit Committee (7 Members)
- (h) Standards Committee (7 Members)
- (i) Council Business Committee (7 Members)

9. **APPOINTMENT OF CHAIRS**

To receive nominations and appoint Chairs to each of the under-mentioned bodies noting that, in accordance with the terms of reference in the Council's Constitution, ***only non-Cabinet Members are entitled to vote on (a) and (b) below:-***

- (a) Overview and Scrutiny Committee – ***shall not be a member of the largest political group with members serving on the Cabinet.***
- (b) Budget and Performance Panel – ***shall not be a member of the largest political group with members serving on the Cabinet.***
- (c) Planning Regulatory Committee
- (d) Licensing Committee
- (e) People and Organisational Development Committee - ***recommended to include at least one Cabinet Member***
- (f) Appeals Committee
- (g) Audit Committee – ***shall not be a Member of Cabinet or Overview and Scrutiny***

- (h) Standards Committee
- (i) Council Business Committee

10. **APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIPS AND BOARDS INCLUDING THE LANCASHIRE POLICE AND CRIME PANEL** (Pages 5 - 11)

To consider the report of the Senior Manager, Democratic Support and Elections



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Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on 1 May, 2024.

COUNCIL

**Appointments to Outside Bodies, Partnerships and Boards
13 May 2024
Report of the Senior Manager, Democratic Support and
Elections**

PURPOSE OF REPORT
To allow Council to consider its appointments to outside bodies, partnerships and boards, as set out in the report.
This report is public

RECOMMENDATIONS

- (1) That Council re-confirms appointments to outside bodies as set out in Appendix 1b, or makes appointments and amendments as required.
- (2) That nominations be sought for the vacancy on:

The LGA Coastal Issues Special Interest Group
- (3) That the basis of appointment to the Lancashire Police and Crime Panel be agreed as by virtue of position, being the appropriate Cabinet member; and that the appointment be referred to Cabinet, to appoint the relevant portfolio holder for 2024-25.
- (4) That Council notes the body in paragraph 4.0 which no longer meets and has informed the Council that a representative is no longer required.
- (5) That Council confirms that all appointments made or re-confirmed at this meeting will extend until the next City Council Elections in 2027.

1.0 Introduction

- 1.1 Following the elections in May 2023, Council agreed new appointments to all outside bodies and partnerships. It is usual for those appointments to remain in place for the four-year term, with a full review due following the next scheduled elections in May 2027, however Council is given the opportunity to review them at each annual meeting.

2.0 Proposal

- 2.1 **Appendix 1a** shows a list of appointments which are made on by other bodies or by virtue of role. Attached at **Appendix 1b** is a list of all organisations to which Council has made an appointment. The names of the Councillors appointed are included on the list.

- 2.2 As noted above, appointments made following an election usually cover the four-year term until the next election. The next elections are scheduled for May 2027 and Council is asked to approve that all appointments made or re-confirmed at this meeting will extend until the next City Council Elections in 2027.

3.0 Vacancies

- 3.1 Councillor Bannon has stepped down from the **LGA Coastal Issues Special Interest Group** due to work commitments, creating a vacancy. Council is asked to consider the basis of appointment to this group and, if this is determined as by nomination and voting at Council, that the appointment is made at this meeting.

4.0 Appointments Which Have Ceased

- 4.1 The following body has been removed from the list of appointments, having informed us that a City Council representative is no longer required because it no longer meets:

Lancashire Enterprise Partnership Joint Scrutiny Committee

5.0 Citizens Advice North Lancashire - clarification

- 5.1 We have been informed that the three Councillors currently serving on the Board of Citizens Advice North Lancashire are Councillors Whitaker, Hanna and Stubbins and that appointments are for a period of six years. This does not fit with the electoral four-year cycle of the City Council. Democratic Support were not aware of this and the report in 2023 asked for three nominees when only one was required.
- 5.2 Please also note that this body is a charity and Board members are trustees, so whilst Council puts forward nominations they are not automatically appointed; there is an application process to go through before anyone can become a trustee.

6.0 Lancashire Police and Crime Panel

- 6.1 The Police and Crime Panel is administered by Blackburn-with-Darwen Council and that Council ensures that, as far as possible, the Panel reflects the political balance of Lancashire each year following local elections.
- 6.2 Lancaster City Council should appoint one Member at this stage. In the past this has always been the appropriate Cabinet Member. Therefore it is suggested that the basis of this appointment be agreed by Council as being by virtue of position; that position being the appropriate Cabinet Member. The matter may then be referred to Cabinet to appoint to, along with the other Cabinet appointments listed in **Appendix 1b**.
- 6.3 The City Council might be invited to make a further appointment. Blackburn-with-Darwen will advise in due course if this is the case.

7.0 Monitoring of Attendance

- 7.1 At its meeting on 17 December 2014, Council considered a method of monitoring Members' attendance at the outside bodies they have been appointed to. Council resolved:

- (1) *That Councillors appointed to outside bodies inform Democratic Services of the meetings they have attended throughout the year.*
- (2) *That officers include details of attendance in each report to Annual Council to inform Members when appointments to outside bodies are reconfirmed.*

7.2 The information supplied by Councillors who responded to Democratic Support is included in **Appendix 2**

8.0 Conclusion

8.1 Council is asked to consider its appointments to outside bodies, partnerships and boards as set out in this report.

CONCLUSION OF IMPACT ASSESSMENT (including Health and Safety, Equality and Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

There are no direct implications as a result of this report.

FINANCIAL IMPLICATIONS

Members of outside bodies are entitled to travel expenses, which are currently being funded from within existing budgets.

LEGAL IMPLICATIONS

There are no legal implications as a direct result of this report.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk
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Representations on Outside Bodies file.

**SCHEDULE OF APPOINTMENTS TO OUTSIDE BODIES,
PARTNERSHIPS AND BOARDS**

APPOINTMENTS MADE BY VIRTUE OF ROLE/POSITION (current appointees in red)

APPOINTMENTS TO BE MADE BY CABINET

(one appointment unless otherwise stated)

BID Company Ltd (Morecambe) **Cllr Wilkinson**
 Community Safety Partnership (Cabinet Member and reserve) **Cllr C Jackson (Cllr P Jackson reserve)**
 Growth Lancashire Limited (Cabinet Member and reserve) **Cllr Potter (Cllr Wilkinson reserve)**
 Health and Wellbeing Partnership (Cabinet Member and reserve) **Cllr P Jackson (Cllr C Jackson reserve)**
 Lancashire Leaders Meeting (Leader of the Council) **Cllr P Black**
 Lancashire Waste Partnership **Cllr Ainscough**
 Lancaster Community Fund Grants Panel (1 place; the other place is by nomination and voting at Council) **Cllr P Jackson**
 Lancaster Business Improvement District (BID) Management Group **Cllr Wilkinson**
 LGA General Assembly (Leader of the Council) **Cllr P Black**
 Lancashire Police and Crime Partnership (appropriate Cabinet Member) **Cllr Armistead**
 Yorkshire Dales National Park Board **Cllr P Jackson**

VETERANS' CHAMPION

Ex-Officio Trustee of the Kings Own Royal Regiment Museum **Cllr Dennison**

APPOINTMENTS TO BE MADE BY OVERVIEW & SCRUTINY

(one appointment unless otherwise stated)

Homelessness Forum **Cllr Hanna**
 Lancaster, Morecambe and District Fairtrade Group **Cllr A Mills**

APPOINTMENTS TO BE MADE BY OTHER COMMITTEES

Organisation	Basis of Appointment
Crook O'Lune Advisory Committee	1 rep from Planning Committee Cllr Pritchard and ward Members, see below
North West Local Authority Employers' Organisation	Chair of Personnel Committee (Vice Chair of Personnel Committee as substitute) Cllr Harris (Cllr Wood sub)

APPOINTMENTS HELD BY WARD COUNCILLORS

Organisation	Ward (All Ward Councillors unless otherwise stated)
Crook O'Lune Advisory Committee	Lower Lune Valley and Halton with Aughton and Kellet Wards; one Cllr (by agreement) from each ward Cllr P Jackson (LLV) and Cllr McGowan (HwA&K)
Friendship Centre Management Committee	Castle; one representative by agreement Cllr Brookes

**SCHEDULE OF APPOINTMENTS TO OUTSIDE BODIES,
PARTNERSHIPS AND BOARDS**

**APPOINTMENTS MADE BY FULL COUNCIL
(one appointment unless otherwise stated)**

Arnsdale and Silverdale AONB Unit – Cllr Tyldesley
Board of the Lancaster District Chamber of Commerce – Cllr Potter
Board of Trustees of the Lancaster Charity (6 places) Cllrs Brookes, Budden, Cozler, Maddocks, Pritchard and Redfern.
The Dukes – Cllr Thornberry
Forest of Bowland AONB Advisory Committee – Cllr Colbridge
Furness Line Community Railway Partnership – Cllr Greenwell
George Fox School Educational Charity – Cllr Hall
Heysham Nuclear Power Station Local Community Liaison Council (9 places) – Cllrs Cleet, Greenwell, Hanson, Hart, Hartley, Lenox, Pattison, Potter and Wood.
James Bond/Henry Welch Trust – Cllr Thornberry
Lancaster Canal Regeneration Partnership – Cllr McGowan
Lancaster and Skipton Rail User Group (LASRUG) – Cllr Blaikie
Lancaster Community Fund Grants Panel (1 place; the other place is a Cabinet appointment) – Cllr Pattison
Lancaster District CVS – Cllr Thornberry
Lancaster Ripley Church of England Education Trust – Cllrs Punshon and Cooper
Lancashire County Council Health Scrutiny Committee (co-optee, non voting) – Cllr Gawith
LGA Coastal Issues Special Interest Group – VACANT
North Lancashire Citizens' Advice Board (3 places, Morecambe, Lancaster and Rural) – Cllrs Hanna, Whitaker and Stubbins.
Landscapes for Life – Cllr P Jackson
Cllr Preston and Western Lancashire Racial Equality Council – Cllr Abuhajar
Reserve Forces and Cadets Association for the N. West of England and the Isle of Man – Cllr Bradley
The Community Rail Partnership (formerly Leeds-Morecambe and Settle-Carlisle Railway Development) – Cllr Blaikie

Body	Councillor	Contacted?	Details
Preston and West Lancs Racial Equality Council	Abuhajar	11/04/24	
Lancashire Waste Partnership	Ainscough	11/04/24	1 attended, 1 apologies
North Lancs Citizens Advice	Ainscough	11/04/24	Trustee process started <i>(NB see report for current membership)</i>
Lancashire PCC	Armistead	12/04/24	
LGA Coastal Special Interest Group	Bannon	12/04/24	2 online meetings attended, unable to attend 2 further due to work commitments
Lancashire Leader's Meeting	Black P	12/04/24	All but 2 meetings attended
LGA General Assembly	Black P	12/04/24	Clr Jackson had deputised for these meetings
Community Rail Partnership	Blaikie	12/04/24	2 meetings + 1 event, 1 upcoming
LASRUG	Blaikie	12/04/24	1 meeting, 1 upcoming
Reserve Forces and Cadets Association	Bradley	12/04/24	No meeting invitations
Board of Trustees of the Lancaster Charity	Brookes	12/04/24	3 meetings attended 1 missed due to illness, 1 property subgroup meeting attended.
Friendship Center	Brookes	12/04/24	11 trustee meetings
Board of Trustees of the Lancaster Charity	Budden	12/04/24	6 meetings attended
Heysham Nuclear Power Station	Cleet	12/04/24	Attended all meetings
Forest of Bowland AONB	Colbridge	12/04/24	1 meeting gave apologies, 1 pending
Lancaster Ripley Church of England Education Trust	Cooper	12/04/24	
Board of Trustees of the Lancaster Charity	Cozler	12/04/24	
Ex-Officio Trustee of the Kings Own Royal Regiment Museum	Dennison	12/04/24	3 in-person meetings (1 pending), 2 virtual
Health Scrutiny Committee	Gawith	12/04/24	
Furness Line CRP	Greenwell	12/04/24	2 online meetings attended
Heysham Nuclear Power Station	Greenwell	12/04/24	2 on-site meetings
George Fox School Educational Charity	Hall	12/04/24	
Homelessness Forum	Hanna	15/04/24	Not been contacted
Heysham Nuclear Power Station	Hanson	15/04/24	Went to induction meeting, has had trouble receiving invitations since.
NW Employers	Harris	15/04/24	5 Exec meetings attended plus additional meetings. Chaired session on HR and Workforce issues.
Heysham Nuclear Power Station	Hart	15/04/24	
Heysham Nuclear Power Station	Hartley	15/04/24	2 on-site meetings
Crook O'Lune Advisory Committee	Jackson P	15/04/24	Not met
Health and Wellbeing Partnership	Jackson P	15/04/24	3 meetings
Lancaster Community Fund Grants Panel	Jackson P	15/04/24	1 training meeting and 2 grant decision meetings
NAAONB	Jackson P	15/04/24	Was not invited to annual meeting
Yorkshire Dales National Park Board	Jackson P	15/04/24	2 induction meetings, 3 full authority meetings, 3 finance and resources committee meetings, 2 planning committee meetings, 3 day training course
Heysham Nuclear Power Station	Lenox	15/04/24	
Lancashire PCC	Maddocks	15/04/24	1 apology given (train strike), 1 meeting missed due to lack of invitation.
North Lancs Citizens Advice	Maddocks	15/04/24	Unable to complete nomination process due to existing commitments <i>(NB see report for current membership)</i>
Crook O'Lune Advisory Committee	McGowan	15/04/24	Committee has not met
Lancaster Canal Regeneration Partnership	McGowan	15/04/24	Unable to attend meetings due to work commitments but have met with staff to discuss the project
Lancaster, Morecambe and District Fairtrade Group	Mills	15/04/24	5 meetings attended (and dressed as a banana)
Heysham Nuclear Power Station	Pattison	15/04/24	Has sent apologies for meetings
Lancaster Community Fund Grants Panel	Pattison	15/04/24	Attended training but struggled to meet online due to ICT issues.
Board of the Lancaster District Chamber of Commerce	Potter	15/04/24	Have not formally approached to join but have attended a regular meeting.
Growth Lancashire Limited	Potter	15/04/24	2 meetings
Heysham Nuclear Power Station	Potter	15/04/24	Unable to attend due to personal commitments.
Board of Trustees of the Lancaster Charity	Pritchard	15/04/24	
Crook O'Lune Advisory Committee	Pritchard	15/04/24	

Lancaster Ripley Church of England Education Trust	Punshon	15/04/24	3 meetings attended
Board of Trustees of the Lancaster Charity	Redfern	15/04/24	2 meetings, 1 apology
PATROL	Riches	15/04/24	Annual meeting and 2 additional - Appointed to Executive Sub-Committee
North Lancs Citizens Advice	Stubbins	15/04/24	Attended all board meetings and additional working groups
James Bond	Thornberry	15/04/24	8 meetings
Lancaster District CVS	Thornberry	15/04/24	7 meetings
The Dukes Board	Thornberry	15/04/24	5 full board meetings, 4 board interviewing panel
Arnsdale and Silverdale AONB	Tyldesley	15/04/24	
Board of Trustees of the Lancaster Charity	Tynan	15/04/24	
Rural Services Network	Tynan	15/04/24	
Management Group of Lancaster BID	Wilkinson	15/04/24	6 meetings, attended 5
Morecambe BID	Wilkinson	15/04/24	6 meetings, attended 3 due to clashes with council meetings
Heysham Nuclear Power Station	Wood	15/04/24	