



Lancashire Local – Lancaster District

Constitution

JOINT COMMITTEE

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Section 1 – Background and Purpose

Lancashire Local – Lancaster District is a Joint Committee of the County Council and Lancaster City Council. The aim is to strengthen local democratic accountability through empowering locally elected Councillors to take decisions, shape and influence the delivery of local government services in Lancaster District. There will be a Lancashire Local in each of the 12 District areas in Lancashire.

At the outset the Lancashire Local's remit will involve primarily County Council services and will include a broad, general remit as well as specific services and functions. Taken together, this should enable locally elected Councillors to exercise a much broader influence over County Council activity in Lancaster District.

Part of the overall vision for the Lancashire Locals is that they should enable local councillors from the County Council and Lancaster City Council to identify opportunities for joint working and decision making particularly on complementary service delivery. There has already been some consideration of joint public information provision (e.g. One Stop Shops) as part of the pilot phase. There are more examples which could be explored, such as linking decisions about County and District services affecting the street scene, exploring opportunities for joined up approaches to trading standards and environmental health and joint working on issues relating to young people. Again, local circumstances will dictate priorities, but the enabling framework would allow such approaches to be explored.

The Local Government Act 2000 provides for a division of a local authority's functions into executive and non-executive. In broad terms the majority of an Authority's service delivery functions are 'executive' and are the direct responsibility of an Authority's Executive or Cabinet. Non-executive functions are the responsibility of an Authority's Full Council including its policy framework and budget (which it cannot delegate) and various quasi-judicial or regulatory functions such as determining applications for licences or consents of various types.

On some services the Lancashire Local will have delegated powers to take formal decisions on local service delivery; on others it will bring local views to bear to shape and influence policy development and strategic decision making. Sometimes it will do both. The range of specific functions within its remit can be added to over time. It will also monitor service delivery and performance of all County Council services in Lancaster District.

Not all County Council service decisions/budgets can be devolved to the Lancashire Local because some budgets:

- are required to be passed directly by formula to self-managing services,
- are allocated according to Lancashire-wide criteria often in response to national requirements,
- need to support service delivery patterns and different geographic footprints of partner organisations outside local government;

- need to be retained at the centre to support strategic service delivery to maximise economies of scale and efficiency.

But the Lancashire Local will monitor the local impact of all County services.

Meetings of the Lancashire Local will generally be open to the press and public and local people interested in specific agenda items will be able to have their say before decisions are taken. But Lancashire Locals are not primarily about community engagement. There are other more effective ways for the County and the City Council to engage with communities at local neighbourhood or village level.

Neither is the Lancashire Local primarily about engaging locally with partners outside local government. This is the role of the Local Strategic Partnership. But the Lancashire Local can provide a forum for the County Council and Lancaster City Council to jointly consider specific local government issues raised by the LSP, including County and City Council commitments to district community strategies. The Chair of the LSP will have an open invitation to attend meetings of the Lancashire Local in order to further reinforce the linkages between the two bodies.

The remit for the Lancashire Local has been drawn up as a broad enabling framework. All functions will be referred to all Lancashire Locals for decision or influence as appropriate. This should provide overall consistency yet give each Lancashire Local significant flexibility within approved County Council policies and budgets to respond to local circumstances and priorities for activities within its remit.

It is intended that at an appropriate stage, after gaining sufficient operational experience, a review of the Lancashire Locals throughout the County would be undertaken.

Section 2 - Functions

(A) General Remit

- (1) To express views on policy, strategy or other matters specifically referred to it by the County Council or Lancaster City Council including where appropriate the co-ordination of consultation with local stakeholders and communities.
- (2) To explore opportunities for joint working between the County Council and the City Council on complementary service delivery where this would bring benefits to local people.
- (3) To advise the County Council, the Council and other public bodies as appropriate on issues of local interest or concern which are brought to its attention by members, other bodies and members of the public.
- (4) The Lancashire Local will have a key role to play in helping the County Council to respond to the Government's increased emphasis on neighbourhoods.
- (5) The County Council will assess the opportunities for extending the remit of the Lancashire Local to support new policy initiatives, for example additional youth and community services once the new "Youth Matters" agenda is further developed, and how models of neighbourhood management and engagement can feed into Lancashire Locals.

(B) Delegated Powers

The services identified below are delegated by the County Council or Lancaster City Council as indicated, for decision making by the Lancashire Local, in accordance with the relevant legislation.

In discharging the delegated powers, the Lancashire Local must act at all times within the approved policies, budgets and financial regulations of the Council delegating the functions, and in accordance with Standing Orders at Section 3 of this Constitution.

	Delegated by County Council or City Council
<i>Highways</i>	
<ul style="list-style-type: none">• Budget Allocation <p>To exercise discretion for the provision of highway authority functions (except winter maintenance) within an annual countywide allocation (currently £150,000 pa) to be apportioned to each Lancashire Local in accordance with road lengths in their area.</p>	COUNTY
<ul style="list-style-type: none">• Street lighting special maintenance schemes.<ul style="list-style-type: none">- To determine the priority of street lighting special maintenance schemes within the County Council's allocated budget.	COUNTY
<ul style="list-style-type: none">• Local Safety Schemes<ul style="list-style-type: none">- To determine the priority of local safety schemes including walking and cycling proposals where there is more than one such scheme for the District in an approved programme.- To determine specific schemes where objections or representations have been received.	COUNTY
<ul style="list-style-type: none">• Crime reduction street lighting schemes<ul style="list-style-type: none">- To determine the priority of crime reduction street lighting schemes where there is more than one such scheme in the District in the approved programme.	COUNTY

**Delegated
by County
Council or
City
Council
COUNTY**

- Retaining Walls Strengthening Programmes
 - To determine the priority of retaining wall strengthening schemes where there is more than one such scheme in the District, in the approved Strengthening Programme.
- Pavement Cafes
 - To approve applications for licences for pavement cafes.
- Residents parking schemes
 - To determine specific schemes where objections or representations have been received.
- Traffic Regulation Orders
 - To approve the making of Traffic Regulation Orders where objections or representations have been received.
- Speed Limit Orders
 - To approve the making of Speed Limit Orders where objections or representations have been received.
- School Crossing Patrols
 - To review and determine the continuation of a School Crossing Patrol when the current Patrol Officer leaves the service.
- Car parking
 - To determine the priority of highway measures to be carried out from the surplus income generated from on-street parking.
- Pedestrian Crossings
 - To determine the priority for pedestrian crossings where there is more than one in an approved programme for the district.

**Delegated
by County
Council or
City
Council**

- To approve specific proposals where objections or representations have been received.
- Bus Shelters COUNTY
 - To determine the locations of bus shelters within the County Council's responsibility (e.g. on Quality Bus Routes).
- 20mph Zones COUNTY
 - To determine the priority of 20mph zones where there is more than one scheme in the approved programme for the district.
 - To approve the making of schemes for such zones where objections or representations have been received.
- Waste** COUNTY
 - To determine the location of household waste recycling centres where there are viable alternative site options.
- Libraries** COUNTY
 - To determine following consultation the pattern of library opening hours together with other appropriate local developments within existing resources.
- Museums** COUNTY
 - To determine following consultation the pattern of opening hours for the County Museums Service within existing resources.
- Youth and Community** COUNTY
 - To approve small grants to youth organisations previously administered by the former District Youth and Community Services Advisory Committee, in accordance with guidelines issued by the County Council and Connexions Service, following consultation with young people.

**Delegated
by County
Council or
City
Council**

- To determine in consultation with young people the nature and extent of expenditure on Youth and Community Services within existing resources and statutory framework.
- To establish mechanisms for engaging with young people, including, for example special meetings to discuss the allocation of local grants and to debate local youth issues generally.

Local Grants Scheme

COUNTY

- From funds made available by the County Council, to consider for approval recommendations from County Councillors for grants to support local groups in accordance with criteria laid down by the County Council.

(C). Shaping and Influencing

The Lancashire Local will monitor service delivery and district based performance information in relation to all County Council services. This will enable the Lancashire Local to help influence County Council activity generally in the Lancaster District.

More specifically, the following matters will be referred to the Lancashire Local with a view to it expressing views to the County Council or Lancaster City Council as appropriate.

Highways

- Highway Authority Functions
 - To consider and express views on matters relating to the exercise of Highway Authority Functions within Lancaster district area, including performance monitoring, contributing to policy development and assisting in the development of Best Practice.
 - To consider and express views for changes in highway policies and standards.
- Local Transport Plan
 - To consider and express views on all matters in relation to the LTP, especially social inclusion matters.
- Highway special maintenance schemes
 - To consider and express views on locations where it is considered that resurfacing or reconstruction of carriageways and/or footways should be included in future programmes of work.
- Safety Cameras
 - To comment on proposals for 'community concern' sites put forward by the local Community Safety Partnership and the locations for proposed fixed camera sites.
- Street Scene
 - To consider and express views around rationalising the street scene, including road signs, road markings, street furniture, lighting, seats, bins, street cleaning, fly posting, graffiti etc, and in particular to influence proposals for traffic management/signing schemes.

Traffic Regulation Orders

- To make suggestions for future Traffic Regulation Orders.

Speed Limit Orders

- To make suggestions for future Speed Limit Orders.

20 mph Zones

- To make suggestions for future 20 mph zones.

IT Public Enquiry Manager (PEM) System

- To consider reports on the IT Public Enquiry Manager system (e.g. highway defect faults) and express views on changes and/or improvements.

Public Transport

- To consider and express views on local bus networks and proposed changes in provision (subject to statutory timescales)
- To consider and express views on local priorities for public transport in terms of Quality Bus Routes and subsidised bus routes.
- To facilitate closer joint working between the County and the District Council on sharing information and marketing in respect of public transport.
- To facilitate effective joint liaison arrangements linking the District Council's regeneration initiatives to improving access to public transport.
- To consider and express views on local community transport needs.

School Travel Plans

- To review annual programmes of School Transport Plans, to monitor progress on their implementation and encourage local schools to pursue such plans.

Environmental Projects

To consider and express views on

- The promotion of initiatives to improve the environment of the District, under the Green Partnership Awards.

- Opportunities for removing derelict, underused and neglected land and to consider projects that might be supported under the Small Sites Reclamation Programme within Reclamation and Management of Derelict Land in Lancashire (REMADE).
- Proposals for the after-use of major land reclamation schemes under the Reclamation and Management of Derelict Land initiative, managed by the North West Regional Development Agency.

Waste

- To consider and express views on proposed sites for future waste facilities, as part of the Lancashire Waste Management Strategy.

Countryside Service

- To consider and express views on
 - Future Public Rights of Way Improvement Plan
 - The Public Rights of Way Network
 - The County Council's Countryside and Recreation Policy

Adult Social Services

The Lancashire Local - Lancaster will have annual reports on the following service areas to keep local councillors informed and provide an opportunity to examine and influence services.

- Partnership Boards
 - Learning/Disability Partnership Board.
 - Physical Disability/Sensory Impairment Partnership Board
 - Older People Partnership Board
- Locality Commissioning Plans

The Commissioning Plans for each Adult Social Services client group, i.e. mental health, learning disabilities, physical disabilities and older people.

The annual report will contain the plans for expanding existing services, developing new services and decommissioning services over a three year period. Commissioning plans will be reviewed and updated annually. The services typically commissioned are day care, respite care, home care, rehabilitation, residential and nursing home care, and home care support to very sheltered housing.

- Supporting People

The work of the Supporting People Team on activities in Lancaster district, including performance information and information on service development and delivery.

Adult Education

- To consider and express views on the development of Community learning provision, especially in areas of deprivation

Children and Young People

- To consider and express views on
 - the development of District based links for the Every Child Matters Agenda
 - School Organisation Reviews/School Place Planning

Museums Services

- Local management arrangements.

Asset Management

- To consider and express views on the development of joint County and District Council asset management and shared facilities, particularly one-stop shops.

Customer Access

- To consider and express views on the development and integration of Local Customer Access Strategies and service delivery.

Community Strategies

- To monitor and express views on County Council actions identified in local community strategies.

Lancashire Local Area Agreement

- To monitor County Council performance at the District level towards relevant targets in the Lancashire Local Area Agreement.

Section 3 - Standing Orders

Membership

1. (i) Membership of Lancashire Local – Lancaster shall be all local County Councillors with electoral divisions in Lancaster district, and an equivalent number of Councillors appointed by Lancaster City Council. At least one City Council member shall be a member of that Council's Executive. District Council representatives shall be appointed in accordance with the political balance rules as they are applied to their authority by the Local Government and Housing Act 1989.
- (ii) A person shall cease to be a member if he/she ceases to be a member of the County Council or a member representing an electoral division in Lancaster district, or in the case of a member of the City Council ceases to be a member of that Council or resigns from the Lancashire Local.
- (iii) Prior to the meeting, the Secretary must be notified of substitutions for City Council Members made in accordance with that Council's normal procedures.

Parish and Town Councils

2. (i) Lancashire Local – Lancaster shall, in consultation with Parish and Town Councils in its area, draw up a Protocol to ensure that Parish and Town Councils can engage effectively with the Lancashire Local.
- (ii) A representative of a Parish or Town Council may participate at Lancashire Locals when items are discussed which are specifically concerned with their area.

Appointment of Chair and Deputy Chair

3. (i) The Chair, who shall be a County Councillor, shall be elected at the annual meeting of the Lancashire Local.
- (ii) The Deputy Chair, who shall be of a different political group to the Chair, shall be elected at the annual meeting of the Lancashire Local and, wherever possible, shall be a member of the City Council.
- (iii) Existing office holders are eligible for re-election.
- (vi) The Chair and Deputy Chair shall, unless he or she resigns the office or ceases to be a member of the Lancashire Local, continue in office until a successor is appointed.

Secretary

4. A nominated representative of the Chief Executive of the County Council shall act as Secretary to Lancashire Local – Lancaster and shall be responsible for preparing and circulating agendas for meetings, advising on constitutional matters and for producing the minutes.

Meetings

5.
 - (i) Meetings shall be held in public other than in the circumstances set out in Standing Order 27.
 - (ii) Meetings shall be held on a six or eight weekly cycle to be determined along with venues, by the Lancashire Local.
 - (iii) The meeting held in June each year, or if there is no scheduled meeting that month the first meeting after June, shall be the Annual Meeting of the Lancashire Local - Lancaster.
 - (iv) The Chair or in his/her absence the Deputy Chair may call a special meeting of the Lancashire Local - Lancaster to consider a matter that falls within its remit but cannot await the next scheduled meeting, provided at least 10 clear working days notice in writing is given to the Secretary.
 - (v) The Lancashire Local may prepare a protocol to facilitate the opportunity for other members of the City Council to participate at Lancashire Locals, but not vote, when items are discussed which are specifically concerned with their ward.

Delegated Powers

6. The delegated powers mean those powers to be discharged by the Lancashire Local as set out in Section 2(B) of this Constitution.
7. The Lancashire Local – Lancaster shall discharge the delegated powers, within the budgetary and policy framework set by the County Council in the case of County functions or by the City Council in the case of its functions.
8. When discharging the delegated powers the Lancashire Local shall take decisions only after taking into account advice given in writing or orally from relevant officers of the County Council or of the City Council as appropriate, including legal, financial and policy advice.

Executive and Key Executive Decisions

There are particular requirements to be met when the Lancashire Local is exercising delegated powers in respect of executive and key executive decisions, and these are set out below:

9. An executive decision means a decision by the Lancashire Local that has been delegated to it by the Executive (or Cabinet) of the County Council or of the City Council.
10. For the purposes of provisions for key executive decisions in the Local Government Act 2000 as reflected in paragraphs (i) to (viii) below, the definition of a 'key executive decision' may vary between local authorities. For the purposes of the Lancashire Local, a "key executive decision" shall be as defined in the constitution of the County Council in the case of a County Council function and the constitution of Lancaster City Council in the case of a City Council function

Consideration of Key Executive Decisions

- (i) A meeting of the Lancashire Local shall be held in public if a decision to be made at that meeting will be a Key Executive Decision.
- (ii) A Key Executive Decision shall not be taken by the Lancashire Local unless the report which it intends to take into consideration has been made available for inspection by the public for five clear working days prior to the meeting.
- (iii) Any Key Executive Decision to be taken by the Lancashire Local shall be included in the monthly Forward Plan of the County Council or of the City Council as appropriate.
- (iv) Where the inclusion of a matter in the Forward Plan is impracticable and the matter would be a Key Executive Decision, that decision shall only be made where:
 - (a) the Chair of the relevant Overview and Scrutiny Committee of the County Council or Lancaster City Council as appropriate, has been informed in writing of the matter about which the decision is to be made;
 - (b) the provisions of paragraph (ii) above are complied with
- (v) Where the date by which an urgent Key Executive Decision must be made makes compliance with paragraph (ii) above impracticable, the decision shall only be made where the Chair of the relevant Overview and Scrutiny Committee of the County Council or the City Council as appropriate, agrees that the making of the decision is urgent and cannot reasonably be deferred.
- (vi) The Secretary shall ensure that a copy of a report referred to at paragraph (ii) above shall, as soon as is reasonably practicable, be sent to the Chair of the relevant Overview and Scrutiny Committee of the County Council or of the City Council as appropriate.

- (vii) A report referred to in paragraph (ii) above shall include a list of background papers, and the Secretary shall make available for public inspection a copy of each of the documents on the list of background papers.
- (viii) Where an Executive Decision by the Lancashire Local was not treated as being a Key Executive Decision and the relevant Overview and Scrutiny Committee of the County Council or the City Council as appropriate, is of the opinion that the decision should have been so treated the relevant Committee may require the Lancashire Local to submit a report to the County Council's or the City Council's Full Council setting out the reasons why the Lancashire Local was of the opinion that the decision was not a Key Executive Decision

Overview and Scrutiny

- 11. Executive decisions made by the Lancashire Local are subject to scrutiny by either the County Council's or the City Council's relevant Overview and Scrutiny Committee (depending on which authority delegated the particular function), including an Overview and Scrutiny Committee's right under the Local Government Act 2000 to request that an Executive Decision made but not implemented be reconsidered by the decision-taker (often referred to as 'call-in').
- 12. The processes and procedures for the exercise by the relevant Overview and Scrutiny Committee of their 'call-in' function shall be in accordance with the Constitutions of the County Council or the City Council depending on which Authority delegated the executive decision in question.
- 13. An Overview and Scrutiny Committee shall not exercise the 'call-in' function in respect of an executive decision by the Lancashire Local where that decision has been designated by the Lancashire Local as being urgent in that any delay in its implementation could adversely affect the efficient execution of their responsibilities on behalf of the County Council or the City Council, and provided that the designation and the reasons for it are recorded in the Minutes.
- 14. Executive decisions made by the Lancashire Local shall be implemented by the County Council or the City Council as appropriate, in accordance with their respective Constitutions.

The following general provisions apply to the consideration of all matters within the Lancashire Local's remit.

Chairing of Meetings

- 15. In the absence of the Chair, the Deputy Chair shall preside at the meeting. In the absence of both, the members present shall, as the first item of business, appoint one of their number who is a member of the County Council to be Chair of the meeting.

Access to Information

16. Items of business may not be considered at a meeting of the Lancashire Local unless a copy of the item has been open to inspection by members of the public for at least five working days before the meeting (or where the meeting is convened at shorter notice, from the time the meeting is convened). However an item that has not been open to inspection may be considered where, by reason of special circumstances which shall be specified in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

Agendas and Minutes

17. Agendas for meetings of the Lancashire Local shall be dispatched by the Secretary five clear working days in advance of a meeting, and copies will be made available for public inspection at the designated County and District Council offices, libraries, other local public information points and on the Democratic Information System on the County Council's Website.
18. Agendas will identify separately matters which are for decision by the Lancashire Local under delegated powers, and which of those are executive or non-executive decisions.
19. Lancaster City Council and any Member of the Lancashire Local may suggest items for inclusion in the Agenda within its remit provided such requests are received by the Secretary at least 10 clear working days in advance of the meeting. It shall then be for the Lancashire Local to determine whether it wishes to receive a report on the matter at a future meeting. Where, in the opinion of the Secretary, the matter requires a more immediate response, it shall be for the Chair and Deputy Chair to determine whether the Lancashire Local should receive a full report at its next meeting.
20. The minutes of a meeting shall be published on the Democratic Information System as soon as is reasonably practicable, and wherever possible within three clear working days after a meeting at which an executive decision has been made.

Quorum

21. The quorum for any meeting shall be seven members with at least two Members from each authority. If there is not a quorum of Members, the meeting shall stand adjourned for 15 minutes. If after that time there is still no quorum the meeting shall stand adjourned until a date and time to be fixed by the Chair.

Members Code of Conduct

22. Members are bound by the Code of Conduct of the authority which appointed them to the Lancashire Local and should particularly observe the provisions of

their respective Codes concerning the declaration of personal and prejudicial interests when attending meetings of Lancashire Locals.

Declaration of Neutrality

23. A Member will be required to declare a position of neutrality when the Lancashire Local considers formulating a recommendation which will fall to that Member to decide upon in their capacity as a Cabinet Member of the County Council or the City Council.
24. A declaration of neutrality will permit the Member to advise the meeting on any policy background or other general issues that might assist discussion but he/she shall refrain from indicating his or her intended position on the issue and shall abstain from voting.

Voting

25. All members are entitled to vote and voting shall be by show of hands, and in the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

Members of the public

26. The Lancashire Local will have the flexibility to determine what the mechanisms should be for the public to participate at meetings including the need to avoid undue influence by a vocal minority. Unless other mechanisms are adopted by the Lancashire Local the following process shall be applied:-
 - A member of the public will be allowed to speak for up to 3 minutes on issues relevant to an item on the agenda. This period for public participation will be for 30 minutes at the beginning of the meeting, although the Chair will have the discretion to extend it.

The Lancashire Local will be requested to periodically review their arrangements for public participation, to ensure they remain effective.

Exclusion of the Press and Public

27. The Lancashire Local may, by resolution, exclude the press and public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure of Exempt or Confidential information as defined by the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000.

Urgent Business Procedure

28. The Secretary may in consultation with the City Council, and with the Chair and Deputy Chair of the Lancashire Local, deal with matters of urgency which cannot await the next meeting and which do not in the view of the Chair and Deputy Chair warrant a special meeting being convened.

Sub-Committees and Working Groups

29. The Lancashire Local may appoint
- (i) Sub-Committees with power to act to discharge any of its functions, provided:
 - they comprise an equal number of Members of the County Council and of Lancaster City Council,
 - at least one quarter of the Sub-Committee is present at the meeting.
 - (ii) Working Groups to consider specific matters and report back to a future meeting of the Lancashire Local.

Conduct at Meetings

30. The conduct of meetings and the interpretation of these Standing Orders are at all times a matter for the Chair of the meeting whose ruling is final.

Lancashire Local – Lancaster District – Protocols

Participation of Members of the Borough Council who are not on the Local

Paragraph 5(v) of the Terms of Reference provides that the Lancashire Local may prepare a protocol to facilitate members of the Borough Council who are not members of the Lancashire Local participating (but not voting) when items relating to their specific ward are discussed.

Lancashire Local – Lancaster District has agreed that any Member of the Borough Council who is not a member of the Lancashire Local should be allowed to speak on any item at the point where the item is reached and prior to discussion by the Lancashire Local, the Chair exercising discretion as to the time allowed for the Member to speak.

Participation by members of the Public at meetings of the Lancashire Local

Standing Order 26 provides for a period of half an hour at the outset of the meeting for members of the public to comment on any matters on the agenda. Each Lancashire Local has the discretion to adopt alternative arrangements for participation by members of the public.

Lancashire Local – Lancaster District has agreed that members of the public be invited to comment during a half hour session at the outset of the meeting, the session being managed at the discretion of the Chair.

LANCASHIRE LOCAL - LANCASTER DISTRICT PARISH AND TOWN COUNCIL PROTOCOL

A Lancashire Local - Lancaster District Remit and Purpose

- The Lancashire Local - Lancaster District (LL – LD) is a fully constituted Joint Committee that can take decisions, shape, influence and monitor the policies and services of Lancashire County Council.
- The membership of LL – LD comprises the ten County Councillors with Electoral Divisions in Lancaster District and ten Councillors from Lancaster City Council.

The purpose of LL – LD is to help develop and maintain vibrancy in local democracy by aiming to:

- Provide opportunities for local councillors from the County Council and Lancaster City Council to identify areas where joint working, joint decision making and joining up complementary service delivery can provide real benefits to local people.
- Further strengthen the community advocacy role of local councillors.

B Lancaster District Parish and Town Councils

Within the Lancaster District, there are 29 Parish Councils, 1 Town Council and 6 Parish Meetings. LL-LD recognises that Parish and Town Councils already have good links with the local County and City Councillors; this protocol builds on those links to improve two-way communication between local communities (individually and collectively) and Lancashire County Council. In further developing the representational and community role played by these Councils and Meetings, LL-LD is committed to ensuring that Parish and Town Councils in the Lancaster District are:

1. Kept fully informed of the LL-LD's activities and decisions.
2. Provided with an opportunity to make comments on services and activities, within the remit of the Lancashire Local, that affect their parish or town.
3. Encouraged collectively to make comments to LL – LD on matters of wider interest to Town and Parish Councils, particularly regarding neighbourhood and community development.
4. Given the opportunity to contribute to the review of Lancashire Locals, especially with regard to the future role of Town and Parish Councils on LL-LD.

The importance of the Lancashire Association of Parish and Town Councils to its members is also recognised and this will be the consultee of choice for the County Council on strategic issues.

C Commitments

LL – LD will:-

1. Ensure each Town and Parish Council within Lancaster District is informed of its meetings, this will include:-
 - i. Notification to each Town and Parish Council, via their Clerk, of the dates, times, venues and agendas of the meetings, along with an invitation to the Town or Parish Council Chair to attend.
 - ii. Facilitating access to agendas and minutes via the County Council's web site.

Who will lead on this commitment	How will this be delivered	When
Secretary to LL-LD (David Porter, Lancashire County Council, Democratic Services)	i) Notification in writing or by email. Meeting dates are also published on the County Council website: http://www.lancashire.gov.uk/council/meetings/calendar/meetingsByName.asp?year=2006 . ii) Agenda and minutes are published on-line at: http://www.lancashire.gov.uk/council/meetings/committees/locals/committee.asp?cid=1278	i) In hard copy, at least five working days before each meeting of LL-LD. On-line – meeting dates will be updated by each April for the year ahead. ii) Agenda and papers for each meeting are available five working days before each meeting.

2. Enable Lancaster District Town and Parish Councils to influence County Council service planning and delivery by:-
 - i. Inviting members of Town or Parish Councils, which are specifically named in reports being considered by the Lancashire Local Lancaster District, to take part in the discussion of that item or to submit a written response prior to the meeting for consideration by LL-LD in relation to that item.
 - ii. Providing an opportunity for Parish and Town Councils to influence the Future Business Plan for LL-LD.
 - iii. Highlighting, as far in advance as possible, meeting dates and agenda items – and wherever possible, giving two full calendar months' notice of agenda items relating to parish/town councils.
 - iv. Providing an opportunity for Parish and Town Councils to discuss their draft Parish Plans with the Lancashire Local.

Who will lead on this commitment	How will this be delivered	When
i) Secretary to LL-LD (David Porter, Lancashire County Council, Democratic Services)	i) Notification in writing or by email.	i) As appropriate
ii) District Partnership Officer (Wendy Thompson, Lancashire County Council)	ii) Parish & Town Councils will be invited to identify areas from LL-LD's constitution which they are particularly interested in seeing in LL-LD's future business plan.	ii) During the development of the future business plan.
iii) Secretary to LL-LD (David Porter, Lancashire County Council, Democratic Services)	iii) LL-LD's Future business plan will be notified in writing to parish/town councils.	iii) Quarterly.

3. Respond to requests or issues raised by Parish and Town Councils (on services that are within the remit of the Lancashire Local) to show that comments have been considered.

Who will lead on this commitment	How will this be delivered	When
District Partnership Officer (Wendy Thompson, Lancashire County Council)	Liaison between members and officers of Lancashire County Council and Lancaster City Council	As necessary

4. Provide the opportunity for Parish and Town Councils to better understand County Council services planned for delivery in the locality.

Who will lead on this commitment	How will this be delivered	When
Authors of reports from service Directorates (namely Environment, Children and Young People, Adult and Community Services)	Presentations to LL - LD	At least annually.
District Partnership Officer (Wendy Thompson, Lancashire County Council)	Regular reports re Lancashire Local to Lancaster & Morecambe LAPT Group	At least every three months or as requested.

5. Receive comments for the countywide review of Lancashire Locals which could be used to examine the future role of Town and Parish Councils on LL-LD.

Who will lead on this commitment	How will this be delivered	When
District Partnership Officer (Wendy Thompson, Lancashire County Council)	Via the Lancaster & Morecambe LAPT Group	As appropriate.

The local Parish Councils, Town Council and Parish Meetings will:

1. Act as a conduit for information from local residents to LL-LD by continuing to work closely with their local County and City Councillors. If appropriate, parish and town councils should bring forward issues for consideration by Lancashire Local.

Who will lead on this commitment	How will this be delivered	When
Parish/Town Councillors	Parish councillors will ensure that the local County and/or City Councillor is made aware of issues raised by local residents which relate to County and/or Council services.	At parish/town council meetings.
Divisional County Councillors	Where issues relating to County Council services cannot be resolved by County Councillors, agenda items can be proposed to the secretary of LL-LD (David Porter) by County Councillors or Parish Councils for future LL-LD agenda. Inclusion on future agenda will be at the discretion of the chair of LL-LD.	As requested.

2. Act as conduit of information from LL-LD to local residents.

Who will lead on this commitment	How will this be delivered	When
Parish/Town Council chairs and clerks.	Parish councils will ensure that relevant information from LL-LD is discussed at their meetings and included as appropriate in minutes of those meetings.	At parish/town council meetings.

3. Respond in writing to, or in person at, LL-LD meetings on agenda items relating to specific parishes or Carnforth Town.

Who will lead on this commitment	How will this be delivered	When
Parish/Town Council chairs and/or clerks.	A parish/town council will notify the secretary to LL-LD (David Porter) if they wish to take part in the debate of an agenda item at a meeting or if they will be submitting a written response in advance of the meeting.	At parish/town council meetings.

4. Present a parish or town council's draft parish plan to LL-LD for consideration.

Who will lead on this commitment	How will this be delivered	When
Parish/Town Council chairs and clerks.	Parish/Town Council will notify the local County Councillor and secretary to LL-LD (David Porter) of their wish to present their draft parish plan for consideration by LL-LD.	As appropriate – before parish plans are finalised.

Lancashire and Morecambe Area Meeting of the Lancashire Association of Parish and Town Councils (LAPTC) will:

1. Respond in writing to, or in person at, LL-LD meetings on agenda items relating to strategic issues for parish and town councils, including reviews of LL-LD.

November 2006.