

**Attendance at Outside Bodies
17 December 2014**

Report of Council Business Committee

PURPOSE OF REPORT

To consider recommendations for monitoring and reporting attendance of Councillors appointed to outside bodies.

This report is public

RECOMMENDATIONS OF COUNCIL BUSINESS COMMITTEE:

- (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.**

1.0 Introduction

- 1.1 Council Business Committee requested a report from officers to confirm which outside bodies were still in existence, how often they met and to provide feedback on Members' attendance. The Committee considered that report (Appendix A) at its meeting on 6 November 2014.
- 1.2 The information in the report was noted and the Committee felt that it would be helpful to introduce a monitoring system of Councillors' attendance at meetings of the bodies they have been appointed to.

2.0 Proposal

- 2.1 Currently, Members are appointed to outside bodies for a four year term at the Annual Council meeting after the elections. Every year thereafter until the next election, the appointments are reviewed/reconfirmed at the Annual Council meeting. However, there is no information given in those report about whether or not a Member has attended any meetings during the year. The Committee felt this information would be helpful in reconfirming appointments.
- 2.2 The Committee agreed that a template supplied by Democratic Services would be the best way to capture the information and that this would be sent out to the relevant Councillors in time to be completed and returned before

the report was drafted for Annual Council. In this way, the attendance information could be provided in the report for Members to refer to when reviewing the appointments to outside bodies. Any Member who has failed to supply attendance information or has confirmed that they have been unable to attend any meetings would therefore run the risk of losing the appointment.

3.0 Conclusion

- 3.1 Council is asked to consider the recommendations of Council Business Committee and gather information about Councillors' attendance at meetings of outside bodies to assist in making and reviewing appointments.

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

None.

LEGAL IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS	Contact Officer: Debbie Chambers Telephone: 01524582057 E-mail: dchambers@lancaster.gov.uk Ref:
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None.

COUNCIL BUSINESS COMMITTEE

REVIEW OF OUTSIDE BODIES 6 NOVEMBER 2014

Report of Chief Officer (Governance)

PURPOSE OF REPORT

To consider the council's current list of appointments to outside bodies, and the arrangements for appointed councillors to give feedback on their work.

This report is public

RECOMMENDATION

That the committee notes the content of this report and considers whether to make any recommendations to Council regarding a system for members to provide feedback on their work with outside bodies.

1.0 Introduction

1.1 In considering an appointment to the Lancashire Police and Crime Panel at the previous meeting, Council Business Committee requested:

“That a report be brought to the next meeting on member appointments to outside bodies, with details of how frequently outside bodies met, member attendance, and member feedback.”

The rationale was to ensure that outside bodies on the list were still active, and to consider methods by which appointed councillors could provide feedback on their work.

1.2 In accordance with Council Business Committee's resolution at the previous meeting, officers wrote to each outside body on the current list to ensure that it was still active and to find out how often it met. From a total of 48 organisations, 38 responded.

1.3 Of the 38 outside bodies which responded, 92% reported that the appointed councillors added value to their work and provided a useful link to the city council.

1.4 In considering how appointees provide feedback on their work with outside bodies, officers have been in contact with fellow local authorities to identify best practice elsewhere, which could be replicated in Lancaster.

2.0 Review of Outside Bodies

2.1 Officers contacted each outside body to determine how frequently they met and the results are shown below.

Outside Body	Meeting Frequency
Arnsdale and Silverdale AONB Unit	2 per annum. There are also opportunities for members to get involved in small working groups if they have an interest in a particular area of delivery of the AONB Management Plan eg: Sustainable Tourism, Land Management & Conservation or Planning
Board of Trustees of Skerton Charities	<i>Did not respond</i>
Board of Trustees of Lancaster Charity	4 per annum.
Carnforth Station Railway Trust	4 per annum
Community Safety Partnership	4 per annum
Court of the University of Lancaster	1 per annum
Crook o'Lune Advisory Committee	Ad hoc. Often conducted by email.
Dukes Playhouse Board of Directors	4 per annum
Forest of Bowland Advisory Committee	2 per annum
Friendship Centre Management Committee	12 per annum.
Furness Line Community Railway Partnership	4 per annum
George Fox School Educational Charity	1 or 2 per annum
H2H Landscape Partnership Board	4 per annum
Health and Wellbeing Partnership	6 per annum
Health Scrutiny Committee	6 per annum
Heysham Mossgate Company Limited	Ad hoc
Heysham Nuclear Power Station	<i>Did not respond</i>
Homelessness Forum	2 or 3 per annum
Lancashire Leaders' Forum	6 per annum
Lancashire Tourism Forum	4 per annum
Lancashire Waste Partnership	3 per annum
Lancaster and District Multi Agency Forum on Domestic Violence	<i>Did not response</i>
Lancaster and Morecambe Fairtrade District Steering Group	12 per annum
Lancaster and Skipton Rail User Group	6 per annum
Lancaster Community Fund Grants Panel	1 per annum

Lancaster District Chamber of Commerce	6 per annum
Lancaster District Childrens Trust Board	See comments
Lancaster District CVS	<i>No response</i>
Lancaster Ripley Church of England Education Trust	4 per annum
Lancaster University Council	Minimum 6 per annum
Leeds-Morecambe and Settle-Carlisle Railway Development Partnership	<i>No response</i>
LGA Coastal Issues Special Interest Group	4 per annum
LGA Executive	See comments
Lune Park Children's Centre	<i>No response</i>
Lune Valley Transport Enterprise	4 per annum
Luneside East Project Advisory Board	See comments
Management Group of Lancaster Business Improvement District	12 per annum
Marsh Community Centre Management Committee	<i>No response</i>
Morecambe Bay Partnership	1 per annum
Museum Advisory Panel	2 per annum
National Association of Areas of Outstanding Natural Beauty	2 per annum
North Lancashire Citizens Advice Bureaux	<i>No response</i>
North West Home Safety Council	<i>No response</i>
North West Local Authorities Employers Organisation	5 per annum
Preston and West Lancashire Racial Equality Council	Ad hoc
Rainbow Centre	4 per annum
Relate Lancashire	<i>No response.</i>
Reserve Forces and Cadets Association	2 per annum

3.0 Particular Issues Raised

Forest of Bowland AONB responded to say that they preferred the local authority representative to have a strong interest in AONB and countryside matters and/or live in or represent an AONB and officers will include that comment in the report to Council in May to assist in determining the basis of that appointment.

Lancaster District Children's Trust Board

The Children and Young Peoples Trust (CYPT) in Lancashire is currently going through a period of transition; the final meeting of the District Board took place on 25th September 2014.

Whereas each district previously had its own CYPT Board, under the new arrangements there will now be five combined boards, with Lancaster, Fylde and Wyre merging to form the North Lancashire Children's Partnership Board (CPB).

The North Lancashire CPB will feature a councillor from each of the three districts, with their role remaining consistent with that under the previous system:

- to provide a local interface for the local authority to promote effective two-way communication on matters relating to children and young people.
- to support engagement with local communities and ensure that local community interests are reflected.
- to work with partners to provide responses to local issues.
- to take forward appropriate issues which require resolution by the council
- to raise the profile of the council and its services.

The list of appointments to outside bodies will therefore be updated from the 'Lancaster District Children's Trust Board' to the 'North Lancashire Children's Partnership Board.'

LGA Executive

The Local Government Association (LGA) has informed the council that their Executive's membership is refreshed on an annual basis. Appointments are made in a number of different ways, primarily by the political group offices at the LGA, and by the regional association. However, individual authorities cannot make appointments directly.

The membership for this year's LGA Executive meeting cycle does not include a member from Lancaster City Council, and, in view of the mechanism for appointment, the LGA Executive will be removed from the council's list of outside body appointments.

Luneside East Project Advisory Board

The Luneside East Project Advisory Board has not met for several years now and officers from the council's Regeneration and Planning Department have advised that the Board will be wound up.

3.0 Feedback mechanisms

3.1 The means of generating feedback from members who have been appointed to an outside body varies across local authorities. To establish what happens elsewhere, officers posted a question on the Association of Democratic Services Officers' online forum.

3.2 Options in use elsewhere include:

- biannual email updates to all councillors;
- updating the relevant cabinet member as appropriate;
- providing written reports in town hall members' rooms; and
- providing written annual reports, either submitted to Council or a selected committee.

3.3 With 48 outside bodies currently appointed to, it is likely that written reports to Council or a committee would take up too much time especially since the number of meetings was reduced in 2014/15.

3.4 However, if the committee believes that greater awareness is required of members' work on outside bodies, then it could be recommended that appointees complete a short template with details of their work on an annual basis. Completed feedback forms could then be made available on the councillors' section of the intranet, and in the members rooms in Lancaster and Morecambe town halls.

3.5 It should be noted that authorities which have adopted this approach find that many appointees do not complete the appropriate forms on time, so members may wish to consider how, if at all, the system would operate. It should be noted that there are currently no officer resources available in Democratic Services to provide assistance to members either to draft an annual report on their outside body or to complete feedback forms.

4.0 Conclusion

4.1 Members are asked to note the content of this report and may wish to make recommendations to Council, when new four year appointments are made in May 2015, regarding a practical method of providing feedback.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p>
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<p>None.</p>

<p>LEGAL IMPLICATIONS</p>

<p>There are no legal implications directly as a result of this report.</p>

<p>FINANCIAL IMPLICATIONS</p>

<p>There are no financial implications as a result of this report, however, as stated in the report, at current staffing levels officer resources would not be available to assist members in the drafting of any written feedback. Should the committee wish to recommend that course of action to Council then this would need to be addressed as part of that report.</p>
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<p>OTHER RESOURCE IMPLICATIONS</p>

<p>Human Resources:</p>

<p>None.</p>

<p>Information Services:</p>

<p>None.</p>

<p>Property:</p>

<p>None.</p>

Open Spaces:

None.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None.

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