

**COUNCIL BUSINESS
COMMITTEE**

6.00 P.M.

6TH NOVEMBER 2014

PRESENT: Councillors Janet Hall (Chairman), Roger Mace (Vice-Chairman),
Tim Hamilton-Cox, Geoff Knight, Roger Sherlock and Joan Jackson
(substitute for Billy Hill)

Apologies for Absence:
Councillor Billy Hill

Officers in attendance:
Debbie Chambers Democratic Services Manager
Peter Baines Senior Democratic Support Officer

10 MINUTES

The minutes of the previous meeting were agreed as a correct record.

11 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN

There were no items of urgent business authorised by the chairman.

12 DECLARATIONS OF INTEREST

Councillor Knight declared an interest in item 7 on the agenda, the nature of the interest being that he had served as an appointee to the Local Government Association.

13 COMMITTEE TIMETABLE 2015/16

The Senior Democratic Support Officer introduced a report on the committee timetable for the 2015/16 municipal year, reporting that the timetable was based on the pattern of meetings for the 2014/15 municipal year.

It was noted that officers recommended moving the Planning and Highways Regulatory Committee meeting on the proposed timetable from Monday 1st June 2015 to Friday 5th June, which would allow the agenda to be published following Annual Council with the names of committee members included.

In the course of debate, it was suggested that meetings of Council, Cabinet and Cabinet Briefing be held at the later time of 6:00pm, to allow councillors in full time employment to attend meetings with greater ease. There was a consensus of support to hold Cabinet and Cabinet Briefing meetings at 6:00pm, whilst the decision to move the start time of Council meetings was taken to a vote.

Upon being put to the vote, three members voted in favour with three against and no abstentions, whereby the chairman's casting vote carried the proposal.

It was also suggested that the proposed Cabinet meeting on Tuesday 1st September 2015 be set back by one week, to accommodate those members with childcare considerations, with subsequent meetings of Budget and Performance Panel on

Tuesday 8th September, Overview and Scrutiny Committee on Wednesday 9th September, and Audit Committee on Wednesday 16th September each moving back by one week to accommodate the change. This proposal would be dependent on the Section 151 Officer's view on the feasibility of changing the Audit Committee date, in light of the council's budgetary reporting commitments.

A further suggestion was made to increase the number of Council meetings by one per annum, in order to schedule a meeting between the proposed dates of Wednesday 15th July and Wednesday 21st October 2015.

Resolved:

- (1) That the Planning and Highways Regulatory Committee meeting scheduled for Monday 1st June 2015 be moved to Friday 5th June for administrative reasons;
- (2) That officers be requested to investigate the feasibility of moving the Audit Committee meeting from Wednesday 16th September to Wednesday 23rd September, to accommodate moving the Cabinet meeting scheduled for Tuesday 1st September to Tuesday 8th September and consequential changes of the Budget and Performance Panel scheduled for Tuesday 8th September to Tuesday 15th September and the Overview and Scrutiny Committee meeting scheduled for Wednesday 9th September to Wednesday 16th September;
- (3) That the 2015/16 committee timetable be recommended to Council subject to the following changes:
 - i. that the start time of Cabinet meetings and Cabinet Briefings be changed to 6pm;
 - ii. that the start time of full Council meetings be changed to 6pm;
 - iii. that an extra Council meeting be scheduled to fall between 15 July and 21 October, preferably in late September.

14 CONSTITUTION: PETITION SCHEME (Page 5)

The Democratic Services Manager introduced a report on an amendment to the petition scheme, to clarify that only original petitions with signatures should be accepted by Council, and not photocopies.

In the course of debate, members discussed whether petitions should be returned after their consideration at Council, whereupon it was agreed that petitions should be retained by the authority for the protection of those people who had provided their signature.

Resolved:

That the constitution be amended in line with the proposed change of wording to the petition scheme, and to confirm that Lancaster City Council would retain petitions which had been submitted for consideration. The amendments are set out in the appendix to this minute.

15 REVIEW OF OUTSIDE BODIES

The Senior Democratic Support Officer introduced a review of outside bodies, which had been carried out in line with a request from the previous meeting.

It was noted that the majority of outside bodies had returned positive feedback about their relationship with the city council, whilst a small number had ceased to function or undergone a substantial change to their constitution. Organisations in the latter category would be reported to Annual Council in 2015 as appropriate.

In the course of debate, members considered the merits of establishing councillors' level of attendance at meetings of outside bodies. It was agreed to recommend to Council that officers in Democratic Services circulate a template to each appointee to an outside body, to record their attendance over the course of the municipal year. The results could be incorporated in a report to Annual Council, at which appointments to outside bodies were made.

Resolved:

- (1) That the review of outside bodies be noted;
- (2) To recommend to Council that officers in Democratic Services be requested to circulate a template to each appointee to an outside body to record their attendance over the course of the municipal year. The results to be incorporated in the Chief Officer (Governance)'s report to Annual Council, at which appointments to outside bodies were made.

16 APPOINTMENTS TO COMMITTEES AND CHANGES TO MEMBERSHIP

It was noted that the Conservative group had requested the replacement of Councillor Billy Hill with Councillor Joan Jackson on Council Business Committee.

Resolved:

That the appointment of Councillor Joan Jackson to Council Business Committee be approved, in place of Councillor Billy Hill.

Chairman

(The meeting ended at 6:55pm)

**Any queries regarding these Minutes, please contact
Peter Baines, Democratic Services - 01524 582074 or email pbaines@lancaster.gov.uk**

PART 10

Petition Scheme

Introduction

The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt.

This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

Generally, a petition must be signed by at least 10 people, and any persons who sign should live, work or study in the Council's area.

Paper petitions can be sent to the Chief Officer (Governance), Town Hall, Lancaster LA1 1PJ. **Please note that this must be the original petition with signatures, not a photocopy.**

Petitions may also be created, signed and submitted online by following this link www.lancaster.gov.uk/petitions

Petitions can also be presented to a meeting of the Council provided you give us 7 working days notice that you wish to present your petition. Photocopies cannot be accepted, it must be the original petition with signatures. Dates of these meetings may be found on the Council's website www.lancaster.gov.uk

If you would like to present your petition to the Council, or to present your petition and make a speech to accompany it, you must let us know no later than seven working days before the Council meeting, providing a copy of your speech if you want to speak. Please contact Democratic Services on 01524 582065 or email democracy@lancaster.gov.uk and we will talk you through the process including what to do if you would prefer your Ward Councillor or someone else to present the petition on your behalf.

Councillors are able to present petitions at Council meetings, too. The same requirement to present the original petition, not a photocopy, and to give seven working days notice applies. Councillors should give notice, and a copy of their speech if they wish to make one, to the Chief Executive.

Any petition with 1500 signatures or more (or 200 where it relates to a local matter which affects no more than two wards) will also be scheduled for a Council debate. If this is the case with your petition we will let you know whether this will happen.

Petitions, once handed in, will be kept by the Council and cannot be returned.