



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 6 NOVEMBER 2014

Venue: MORECAMBE TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 26th June 2014 (previously circulated).

3. **Items of Urgent Business Authorised by the Chairman**

4. **Declarations of Interest**

To receive declarations by members of interests in respect of items on this agenda.

Members 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 10 and in the interests of clarity and transparency, members 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, members 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.

5. **Committee Timetable 2015/16** (Pages 1 - 5)

6. **Constitution: Petition Scheme** (Pages 6 - 8)

7. **Review of Outside Bodies** (Pages 9 - 14)

8. **Appointments to Committees and Changes to Membership**

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Janet Hall (Chairman), Roger Mace (Vice-Chairman), Melanie Forrest, Tim Hamilton-Cox, Billy Hill, Geoff Knight and Roger Sherlock

(ii) Substitute Membership

Councillors Tony Anderson (Substitute), Roger Dennison (Substitute), Joan Jackson (Substitute), Ian Pattison (Substitute) and Emma Smith (Substitute)

(iii) Queries regarding this Agenda

Please contact Peter Baines, Democratic Services - 01524 582074 or email pbaines@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER LA1 1PJ

Published on Wednesday 29th October 2014.

COUNCIL BUSINESS COMMITTEE**COMMITTEE TIMETABLE 2015/16
Thursday 6th November 2014****Report of Chief Officer (Governance)****PURPOSE OF REPORT**

To agree the timetable of committee meetings for the 2015/16 municipal year.

This report is public

RECOMMENDATION

That members approve the proposed timetable of meetings, times and venues for the 2015/16 municipal year, or recommend any substantial proposals for change to Council for approval.

1.0 Introduction

1.1 Council Business Committee sets the timetable of committee meetings on an annual basis, and the draft for 2015/16 is attached at Appendix 1 for members' consideration.

1.2 Appendix 2 shows a list of proposed start times and meeting venues.

2.0 Proposal Details

2.1 The draft timetable for 2015/16 is based on the current timetable, and does not contain any major changes.

2.2 The 2015/16 draft maintains the frequency of meetings that was agreed at Council on 11th December 2013, and the pattern of Overview and Scrutiny Committee (OSC) dates that was agreed by Council Business Committee on 16th January 2014, namely that OSC meetings be held two weeks and a day after Cabinet wherever possible. Where that is not feasible, for example where an OSC meeting would clash with Council or another committee, they have been scheduled one week and a day after Cabinet.

2.3 Annual Council will be held later than usual in May 2015, to accommodate the extra administrative work in Democratic Services which will follow the full city council elections on 7th May. This has caused changes to the meeting dates of Planning and Highways Regulatory Committee, in order to maintain sufficient meetings throughout the year for planning deadlines to be met.

2.4 It is within the terms of reference of this committee to set the agenda and arrangements for a 'special' Council meeting, to be held during the autumn. 'Special' Council meetings were introduced by Council in 2006, specifically for the following purposes:

- consideration of a single topic;
- hearing of an external speaker;
- meeting in assembly or forum;
- consideration of a local, regional or national issue; or
- any other purpose to be determined by Council Business Committee.

2.5 However, on 11 November 2010, this committee expressed the view that Special Council meetings should be timetabled for alternate years only and the Council has made this a biennial event held in 2010, 2012 and 2014. Therefore a special Council meeting has not been included on the timetable for 2015 in line with the committee's thinking in 2010.

2.6 There are no suggested changes to meeting venues or times.

3.0 Conclusion

3.1 Members are asked to approve the draft timetable of meeting dates, times, and venues for the 2015/16 municipal year, or to refer any substantial changes to Council for approval.

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

None.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no financial implications for the above proposals. The costs of the meetings will be met from existing budgets.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

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.

Contact Officer: Peter Baines

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Meeting Start Times/Venues 2015/16

(LTH = Lancaster Town Hall)

(MTH = Morecambe Town Hall)

Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon
Annual Council (Business)	MTH	6:30 pm
Council	MTH	2 pm
Council Business Committee	MTH	6 pm
Cabinet	Alternating LTH, MTH	10 am
Overview and Scrutiny	MTH	6 pm
Budget and Performance	LTH	6.10 pm
Licensing Regulatory Committee	LTH	1 pm
Licensing Act Committee	LTH	2 pm
Planning & Highways Regulatory	LTH	10.30 am
Personnel Committee*	LTH	6.10 pm
JCC	LTH	2 pm
Audit Committee	MTH	6 pm
Standards Committee*	LTH	6.10 pm

The Appeals Committee is convened as and when necessary at LTH with no set day or time.

*These committees will begin earlier in the day where additional meetings are convened to hear specific cases.

COUNCIL BUSINESS COMMITTEE

Constitution: Petition Scheme

6 November 2014

Report of the Monitoring Officer

PURPOSE OF REPORT

To consider an amendment to the Petition Scheme in the Council's Constitution clarifying that the Council only accepts original petitions with signatures, not photocopies.

This report is public

RECOMMENDATION:

That Council Business Committee approves a change of wording to the petition scheme in Part 10 of the Council's Constitution, as set out in this report.

1 Introduction

1.1 Council Business Committee may agree amendments to all parts of the Constitution other than Parts 2, 3 and 5. Recently, an issue has arisen with the wording of the Petition Scheme in Part 10 of the Constitution and a Member has asked the Committee to consider clarifying the wording of the Scheme to assist petitioners.

2 Details

2.1 Members of the public who wish to submit paper petitions to the Council have generally understood that the documents they present must have the original signatures to help ensure authenticity. However, on two occasions recently, petitioners have submitted a photocopy of their petition, not the original. The first time this happened the petition organiser agreed to pass the original to Democratic Services after the meeting, but on the second occasion, the petitioner refused to provide the original. This is a concern because individuals signing a petition to Council do so in the belief that the paper with their signature and details on it will be presented to Councillors.

2.2 When the Petition Scheme was drafted it was always the intention that all references to paper petitions would mean an original petition, with signatures, not a photocopy. It is suggested that this should now be set out explicitly in the scheme to prevent any confusion in the future.

2.3 The introduction to the petition scheme is appended to this report. Changes, which are shown in bold and highlighted, indicate how this point could be clarified.

3 Conclusion

3.1 Members are asked to approve the amendment of the wording of the introduction to the Petition Scheme as shown at Appendix A.

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

None arising from this report.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

LEGAL IMPLICATIONS

There are no legal implications arising directly from this report

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

The Monitoring Officer is the officer responsible for the Constitution, and, as such, is recommending the Committee to approve the amendment.

BACKGROUND PAPERS

None

Contact Officer: Debbie Chambers
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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.

COUNCIL BUSINESS COMMITTEE**REVIEW OF OUTSIDE BODIES
6th 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	1 per annum

Panel	
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.

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

LEGAL IMPLICATIONS

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

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.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None.

Information Services:

None.

Property:

None.

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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