

**COUNCIL BUSINESS  
COMMITTEE**

**6.00 P.M.**

**29TH JANUARY 2015**

**PRESENT:** Councillors Janet Hall (Chairman), Roger Mace (Vice-Chairman),  
Tim Hamilton-Cox, Joan Jackson and Geoff Knight

Apologies for Absence:  
Councillor Roger Sherlock

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

**17 MINUTES**

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

**18 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN**

There were no items of urgent business.

**19 DECLARATIONS OF INTEREST**

There were no declarations of interest.

*With the Committee's agreement, the Chairman brought item 6, Member Development Update, forward on the agenda.*

**20 MEMBER DEVELOPMENT UPDATE**

The Committee considered a report about recent member development activities, the induction programme for new and returning councillors after the local elections, and proposals to introduce annual mandatory training for members of the Licensing Act, Licensing Regulatory, Personnel, and Planning and Highways Regulatory Committees.

In the course of discussion, members suggested a number of amendments and additions to the provisional induction programme, and considered the merits of annual training for members of the Licensing Act, Licensing Regulatory, Personnel, and Planning and Highways Regulatory Committees. On balance, it was felt that one mandatory training session would be sufficient, followed by further mandatory sessions on an ad hoc basis, covering any significant changes to procedure or relevant legislation. The additional sessions would be scheduled as determined by the relevant Chief Officer for each Committee.

**Resolved:**

- (1) That an evening session for signing the declaration of office be added to the induction programme, dependant on officer availability;
- (2) That training on the protocol for member/officer relations and delegated decisions be incorporated into the induction programme for new and returning councillors following the local elections;
- (3) That Council be recommended to amend the terms of reference of the Licensing Act Committee, Licensing Regulatory Committee, Personnel Committee and Planning and Highways Regulatory Committee, in order to require all members and substitute members to:
  - i. undertake mandatory training on equalities and the relevant law and procedures which relate to their Committee's work.
  - ii. undertake further mandatory training, on an ad hoc basis, when there are changes to procedure or relevant legislation that are deemed significant by the relevant Chief Officer for each Committee.

**21 REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2015**

The Committee considered a recent review of polling districts and polling places in the parliamentary constituencies of Morecambe and Lunesdale, and Lancaster and Fleetwood.

It was noted that all local authorities had to complete a review of polling districts and polling places between 1<sup>st</sup> October 2013 and 31<sup>st</sup> January 2015, and that Council had delegated the authority to publish the outcome of Lancaster City Council's review to this Committee.

In the course of debate, a member suggested that Heysham Library be assessed for suitability as a polling place for electors living on the coastal side of Heysham Road in Heysham Central ward, this being more convenient than Heysham Mossgate School on the other side of the road.

In addition, members discussed voting arrangements in the Bulk ward, and it was suggested that electors in Bulk A would benefit from an additional polling station, and that electors in parts of Bulk C could share the polling station at Lancaster Royal Grammar School with electors from the John O'Gaunt ward.

**Resolved:**

- (1) That authority be granted to publish the outcome of the Review of Polling Districts and Polling Places on the Lancaster City Council website;
- (2) That officers be requested to raise the suggested amendments to arrangements in Heysham Central and Bulk wards with the Returning Officer.

**22 APPOINTMENTS TO COMMITTEES AND CHANGES TO MEMBERSHIP**

There were no appointments to committees or changes to membership.

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Chairman

(The meeting ended at 6.50 p.m.)

**Any queries regarding these Minutes, please contact  
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