



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 3 NOVEMBER 2016

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 8 September, 2016 (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 9 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. **Community Governance Review: Petition to create an Aldcliffe-with-Stodday Parish Council - Second Stage Consultation Responses (Pages 1 - 5)**

Report of the Democratic Services Manager.

6. **Review of Parliamentary Constituencies (Pages 6 - 9)**

Report of the Democratic Services Manager.

7. **Allocation of Seats to Political Parties: PR Calculation (Pages 10 - 13)**

Report of the Democratic Services Manager.

8. **Notification of Decision Taken Under the Urgent Business Procedure:** (Pages 14 - 15)
Report of the Democratic Services Manager.
9. **Appointments to Committees and Changes to Membership**

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Janet Hall (Chairman), Andrew Warriner (Vice-Chairman), Eileen Blamire, Joan Jackson, Roger Mace, Abi Mills and John Reynolds

(ii) Substitute Membership

Councillors Tracy Brown, Susie Charles, Tim Hamilton-Cox, Terrie Metcalfe and Susan Sykes

(iii) Queries regarding this Agenda

Please contact Tessa Mott, Democratic Services - 01524 582074 or email tmott@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582170, or alternatively email democraticsupport@lancaster.gov.uk.

SUSAN PARSONAGE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on 24 October, 2016.

COUNCIL BUSINESS COMMITTEE

**Community Governance Review:
Petition to create an Aldcliffe-with-Stodday
Parish Council – Second Stage Consultation
Responses
3 November 2016**

Report of Democratic Services Manager

PURPOSE OF REPORT

To consider the responses received to the second stage of the consultation process for the proposal to create Aldcliffe-with-Stodday Parish Council and to agree the Order for submission to Council on 14 December 2016.

This report is public.

RECOMMENDATIONS

- (1) **To agree the draft Order for the creation of Aldcliffe-with-Stodday Parish Council for submission to Council on 14 December 2016.**

1.0 Background

- 1.1 Council Business Committee, at its meeting on 08 September 2016, considered a report of the Chief Officer (Governance) and agreed revisions to the draft Terms of Reference Document for the second stage of the consultation process of the Community Governance Review for the proposed Aldcliffe-with-Stodday Parish Council.
- 1.2 The Local Government and Public Involvement in Health Act 2007 requires the council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review and to take any representations that are received into account by judging them against the criteria in Section 93 of that Act.
- 1.3 Section 93 Sections (6) and (7) state that the principal council must take into account any representations received in connection with the review, and that as soon as practicable after making any recommendations the principal council must publish the recommendations and take such steps as it considers sufficient to secure that persons who may be interested in the review are informed of those recommendations.

2.0 Consultation

- 2.1 As well as all households in the area of the proposed Aldcliffe-with-Stodday Parish Council, all first stage consultees were sent a copy of the revised Draft Terms of Reference with notification of the deadline to respond.
- 2.2 The second stage of consultation opened on Thursday 29 September 2016, and closed on Friday 14 October 2016.

3.0 Responses to the Consultation

- 3.1 No responses to the second stage of the consultation have been received.

4.0 Draft Order for the creation of the Aldcliffe-with-Stodday Parish Council

- 4.1 Attached to this report is a draft Order for consideration by Council Business Committee. Once agreed, this will be submitted to Council for approval on Wednesday 14 December 2016. Approval of the order will signify that there is agreement by the Council to the creation of the Parish Council and the order will be effective from 01 April 2017.

5.0 Conclusion

- 5.1 Overwhelming support for the creation of a new parish has been demonstrated by both the number of signatures on the petition and by the responses received to the first stage of the consultation.
- 3.2 The Terms of Reference document and the draft Order, once agreed, will be submitted to Council for final approval on 14 December 2016.

CONCLUSION OF IMPACT ASSESSMENT

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

None

LEGAL IMPLICATIONS

Chapter 3 of Part 4 of The Local Government and Public Involvement in Health Act 2007 devolved the power to take decisions about such matters such as the creation of parishes and their electoral arrangements to local government and local communities in England. Principal councils are required, by Section 100(4) of the 2007 Act, to have regard to guidance issued by the Secretary of State when undertaking reviews and the guidance has been followed in drafting this report to Council.

FINANCIAL IMPLICATIONS

The cost of the review will be met from existing budgets. Once the new parish is formed there are implications for council tax setting as the new parish would have powers to precept, the same as other parishes within the district. Council Business Committee have agreed that the precept for 2017 should be £25 for a Band D equivalent property, and as there are currently 145 Band D equivalent properties within the proposed area this would generate an initial precept amount of £3,625. The level of precept for 2018 would be decided by the Parish Council once it has been established. By agreeing the order in December 2016 for implementation on 01 April 2017, precept and tax setting for the new parish is achievable for the new financial year.

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: Lisa Vines
Telephone: 01524 582070
E-mail: lvines@lancaster.gov.uk
Ref:

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Lancaster City Council (Reorganisation of Community Governance) Order 2017

Made this day of 2017

Coming into force in accordance with article 1(2)

Lancaster City Council (“the council”), in accordance with section 83 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”) has undertaken a community governance review and made recommendations dated 14th December 2016.

The council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient:

The Council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section:

The council makes the following Order in exercise of the powers conferred by sections 86, 98(3), 98(4), 98(6) and 240(10) of the 2007 Act.

Citation and Commencement

1. (1) This Order may be cited as the Lancaster City Council (Reorganisation of Community Governance) Order 2017.
- (2) This Order shall come into force on 1st April 2017.
- (3) Article 8 shall come into force on the ordinary day of election of councillors in 2017.
- (4) For the purposes of
 - (a) this article;
 - (b) article 5; and
 - (c) article 10 and all proceedings preliminary or relating to the election of parish councillors for the parish of Aldcliffe-with-Stodday to be heldon the ordinary day of election for councillors in 2017; this order shall come into force on the day after which it is made.

Interpretation

2. In this order –
 - “City” means the City of Lancaster;
 - “map” means the map marked “Map referred to in the Lancaster City Council (Reorganisation of Community Governance) Order 2017” and deposited in accordance with section 96(4) of the 2007 Act: and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;
 - “new parish” means the parish constituted by article 4;
 - “ordinary day of election of councillors” has the meaning given by section 37 and 37A of the Representation of the People Act 1983; and
 - “registration officer” means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

Effect of this order

3. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

Constitution of a new Parish

4. (1) A new parish, comprising the area outlined with a blue line on the map, shall be constituted within the City outlined with a blue line on the map.
- (2) The name of the new parish shall be Aldcliffe-with-Stodday.

Parish Precept

5. (1) The parish precept for 2017 shall be £25 per Band D equivalent property in within the boundary of the new parish.
- (2) The parish precept for 2018 onwards shall be determined by the new parish, once constituted.

Parish Council for the Parish of Aldcliffe-with-Stodday

6. (1) There shall be a parish council for the parish of Aldcliffe-with-Stodday.

- (2) The name of that council shall be "The Parish Council of Aldcliffe-with-Stodday".

Elections for the parish of Aldcliffe-with-Stodday

- 7. (1) Elections of all parish councillors for the parish of Aldcliffe-with-Stodday shall be held on the ordinary day of election of councillors in 2017, 2019 and every four years thereafter.
- (2) The term of office of every parish councillor elected on the ordinary day of election of councillors in 2017 for the parish of Aldcliffe-with-Stodday shall be two years.
- (3) The term of office of every parish councillor elected on the ordinary day of election in 2019 and thereafter shall be four years.

Number of parish councillors

- 8. The number of councillors to be elected to the new parish shall be 5.

Annual meeting of the parish council

- 9. The annual meeting of the new parish council in 2017 shall be convened by the Democratic Services Manager of the Council. The meeting shall take place no later than 14 days after the day on which the councillors elected to the new parish council take office.

Electoral Register

- 10. The registration office for the City shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order.

Transitional provision

- 11. Until the councillors elected to the council of the new parish of Aldcliffe-with-Stodday at the elections to be held on the ordinary day of election of councillors in 2017 come into force, the new parish shall be represented by those persons who immediately before 1st April 2017 are the elected councillors for the city wards of Marsh and Scotforth West.

Order date

- 12. 1st April 2017 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

IN WITNESS whereof the Common Seal of)

Lancaster City Council was hereunto affixed)

in the presence of :-)

.....
Chief Officer

COUNCIL BUSINESS COMMITTEE

Review of Parliamentary Constituencies 3 November 2016

Report of Democratic Services Manager

PURPOSE OF REPORT

To enable the Committee make a response to the Boundary Commission for England's (BCE) consultation on proposals for changing the Parliamentary Constituencies.

This report is public.

RECOMMENDATIONS

- (1) **That the Committee considers the attached draft response to the consultation on the proposed Parliamentary Constituency boundaries for submission to the Boundary Commission for England.**

1.0 Introduction

- 1.1 At the Council meeting on 28 September 2016, Councillors were informed of that the BCE had published its first draft of proposals for new Parliamentary Boundaries. The proposals affected the two constituencies currently administered by Lancaster City Council.
- 1.2 Council resolved to make a response as a Council on the administrative issues that would arise from delivering elections on the proposed boundaries, noting that political groups and individual Councillors would still be able to make their own responses if they wished. Council delegated responsibility for agreeing the response to Council Business Committee.

2.0 Background

- 2.1 The Boundary Commission for England is an independent public body which has responsibility for reviewing Parliamentary constituency boundaries in England.
- 2.2 A Parliamentary boundary review considers the arrangements that already exist and makes recommendations for changes that might be needed to ensure that all constituencies comply with legal requirements. Constituencies need to be broadly equal whilst taking into account factors such as community ties. Based on the 1 December 2015 electorate, every new constituency should have no fewer than 71,031 and no more than 78,507 electors.

- 2.3 The North West region has been allocated 68 constituencies, which is a reduction of 7 from the current 75. The initial proposals will seek a reduction across England from 532 to 499.
- 2.4 The Boundary Commission is currently consulting on its proposals and the attached response (Appendix A) has been drafted to deal with the Council's administrative role in Parliamentary elections. It does not address any other aspects and therefore individual Members or political groups may wish to make their own responses. This initial consultation ends on 5 December 2016 and there will be two further phases of consultation in 2017, as the review progresses.

3.0 What the proposals mean for the Lancaster district

- 3.1 The district is currently covered by two constituencies: Morecambe and Lunesdale and Lancaster and Fleetwood.
- 3.2 Morecambe and Lunesdale is contained wholly within the Lancaster district boundary and is made up of a total of 18 wards. Lancaster and Fleetwood is made up of 9 Lancaster wards and 8 wards from Wyre Borough Council.
- 3.3 The first stage proposals see the creation of two new constituencies, with a huge shift in boundaries. Firstly, there is the creation of a Lancaster and Morecambe Constituency. This would be made up of 18 wards contained entirely within the Lancaster district boundary and would have a total electorate of 74,361.
- 3.4 The remaining Lancaster district wards would be included in a larger, new North Lancashire Constituency. This would be made up of wards from 4 local authority areas. Lancaster would have 9, Preston 2, Ribble Valley 10 and Wyre 8. The total electorate is 71,284.
- 3.5 Maps of the two proposed constituencies are appended (Appendix B), along with maps of the current constituencies (Appendix C), and a list of wards in both the current and proposed constituencies (Appendix D).
- 3.6 Administratively, it is likely that Lancaster would only be responsible for administering the Lancaster and Morecambe constituency as it is contained wholly within the Lancaster district boundary.
- 3.7 The responsibility for the administration of the North Lancashire Constituency is not yet known. Apparently this is not a matter for the BCE, but is a Cabinet Officer decision. Officers think that it is likely to fall to Wyre Borough Council as they would have the highest electorate in that constituency (based on the 1 December 2015 electorate). The proposals will provide distinct challenges for the four authorities included within that boundary, mainly caused by the geographic spread of the constituency.

4.0 Details of Consultation

- 4.1 The initial 12 week consultation period ends on 5 December 2016.
- 4.2 The Elections Manager has been consulted in the preparation of this report, as the officer who arranges the practical management of elections in the

district and as the lead officer working with other authorities where constituency boundaries extend beyond our own district.

5.0 Conclusion

5.1 Members are asked to consider the draft consultation response with a view to approving a final version for submission to the Boundary Commission for England.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.</p>	
<p>LEGAL IMPLICATIONS None identified.</p>	
<p>FINANCIAL IMPLICATIONS Parliamentary Elections are funded by the Cabinet office, not the City Council.</p>	
<p>OTHER RESOURCE IMPLICATIONS</p> <p>Human Resources: None</p> <p>Information Services: None</p> <p>Property: None</p> <p>Open Spaces: None.</p>	
<p>SECTION 151 OFFICER'S COMMENTS</p> <p>The Section 151 Officer has been consulted and has no further comments.</p>	
<p>MONITORING OFFICER'S COMMENTS</p> <p>The Monitoring Officer has been involved in drafting this report in her role as Democratic Services Manager.</p>	
<p>BACKGROUND PAPERS BCE Consultation docs and supporting materials for the 2018 review are all available on the website: https://www.bce2018.org.uk/</p>	<p>Contact Officer: Debbie Chambers/Lisa Vines Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:</p>

Lancaster City Council's draft response to the Boundary Commission's consultation on its revised proposals for the Lancashire Sub-Region.

The two constituencies which are currently administered by the Returning Officer at Lancaster City Council are Morecambe and Lunesdale and Lancaster and Fleetwood. The council's comments are confined to the proposals to change the constituency arrangements affecting the Lancaster City Council area and it has no particular views on the proposals which affect the rest of the North West.

The council believes that it would be expected to administer the new constituency of Lancaster and Morecambe as it would be contained wholly within the Lancaster district boundary. The majority of the wards contained within this Constituency have a reasonably static population, but there are also areas which could see growth in elector numbers in the future (for example Poulton and Harbour wards which presently have a high transient population). There are also wards which see a high yearly turnover of electors because they have a high off-campus student population (John O'Gaunt and Castle).

The Council is concerned, however, that the proposed new North Lancashire Constituency is too geographically spread across communities served by four local authorities.

The arrangements for administering the area would be challenging and complex, with 38 of Lancaster's 105 polling stations being included in the new Constituency. There would have to be close liaison with all local authorities within the Constituency, who would also have another Constituency in their area.

Although each local authority delivers their own successful elections, there are local practices in matters such as ballot box content and deviation from this can cause confusion amongst even the most experienced staff.

Planning and managing the verification and counting of votes will be extremely complicated, and will be further complicated when scheduled polls become combined (for example with local and parish elections). Delivery of the ballot boxes to a central count location will be time consuming, will be at increased risk and is likely to cause a delay to the completion of the verification of votes which may in turn delay the declaration of a result.

The North Lancashire Constituency also includes the University and Scotforth Rural Ward, which includes the whole campus of the University of Lancaster. Electorate in this ward fluctuates greatly.

The Council would prefer to see a Constituency made up of wards in no more than 2 local authority areas. This would simplify the administrative arrangements and has already been proven as efficient with existing constituencies.

COUNCIL BUSINESS COMMITTEE**Allocation of Seats to Political Parties: PR Calculation****3 November 2016****Report of Democratic Services Manager****PURPOSE OF REPORT**

To enable the Committee to consider a change to the current arrangements for presenting Proportional Representation (PR) calculations to Council and to approve some necessary changes to the wording in Part 6, Section 3 of the Council's Constitution relating to PR.

This report is public.

RECOMMENDATIONS

- (1) That the Committee considers whether it wishes to amend the Constitution as suggested in paragraph 3.3 of the report.
- (2) That the Monitoring Officer be authorised to make any necessary amendments to Part 6, Section 3 of the Council's Constitution as a result of (1) above, and to make the other amendments noted in Paragraph 4 of the report.

1.0 Introduction

- 1.1 At the last Council meeting (28 September 2016), there was a report re-calculating the allocation of seats on Committees as a result of the resignation of an Elected Member.
- 1.2 Members asked whether it was necessary to bring the report to Council, given that a by-election was to be held on 13 October 2016.
- 1.3 Officers explained that the report was necessary to comply with the Council's Constitution, which states that:

"In accordance with Section 15 of the Local Government and Housing Act 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations 1990, a review of the PR calculation will be carried out on an annual basis at the Council's Annual Meeting and as soon as practicable following notification of any changes to the political makeup of the Council, providing at least one month has elapsed since the previous review has been carried out."

(Calculation of PR, Part 6, Section 3 Paragraph 3.11, attached).

2.0 The Current Arrangements

- 2.1 A PR report is brought to Council whenever there is a change to the political makeup of the Council. So for example when a vacancy arises a PR report is taken to Council, and then once the vacancy is filled a further PR report is taken to Council.
- 2.2 This means that on occasions when a seat is vacated by one party member and the seat is filled at a by-election by another member of the same party this creates an administrative workload, and takes up time at a Council meeting, sometimes for little or no effect.

3.0 Proposals to Change the Current Arrangements

- 3.1 Two proposed courses of action were raised at Council by Members. One proposal was to amend the Constitution so that a re-calculation of PR would no longer be required on notification of a vacancy (for whatever reason), and would only be required after the by-election or four-yearly election where the vacancy is filled resulting in a change to the political makeup of the Council.
- 3.2 This will mean that when a member ceases to be a Councillor, for whatever reason, a recalculation will be done at the point when the Proper Officer is informed of a change to the membership of a political group following a by-election or four-yearly election, which results in a change to the political makeup of the Council, and is requested to review the Council's PR.
- 3.3 This proposal falls within one of the requirements to review under The Local Government (Committees and Political Groups) Regulations 1990, and it is suggested that the wording of the Constitution (set out in 1.3 above in italics) would be changed to:

"In accordance with Section 15 of the Local Government and Housing Act 1989 a review of the PR calculation will be carried out on an annual basis at the Council's Annual Meeting, and as soon as practicable after notification is received by the Proper Officer pursuant to The Local Government (Committees and Political Groups) Regulations 1990."

- 3.4 The second proposal was to bring a report to this Committee each time a vacancy occurred, and for this Committee to decide whether a new calculation was required to go to Council before the by-election or not. However, as this Committee only meets three times a year, this would not be a practical option. The matter could be dealt with as urgent business between meetings, but urgent business decisions are taken by the Chief Executive, albeit in consultation with the Chairman of the Committee, and the feeling at the Council meeting appeared to be that Members would want to make the decision themselves. An Extraordinary meeting of Council Business Committee is also likely to be impractical because of the length of time required to arrange the meeting and comply with the Access to Information Procedure Rules (five clear working days must elapse after publication of the agenda).

4.0 Other Amendments

- 4.1 When consulting Part 6, Section 3 of the Constitution to look at the PR rules,

the Monitoring Officer has noticed that there are some minor amendments to be made. Paragraph 3.5 (b) refers to the number of Councillors on the Planning and Highways Regulatory Committee being 20. This reduced some years ago from 20 to 15 Councillors and should be amended accordingly.

- 4.2 Paragraphs 3.9 and 3.10 require deleting following the abolition of the old standards regime. The Council's Standards Committee is now established under the Local Government Act 1972 and is subject to the political balance rules.

5.0 Conclusion

- 5.1 If Committee Members feel that PR recalculations should be undertaken only when the figures have changed after an election or by-election - not at the point when a vacancy has occurred - then the Committee should authorise the Monitoring Officer to make the necessary changes to Part 6 Section 3 of Constitution to effect that, as well as the other amendments outlined in paragraph 4.0.

CONCLUSION OF IMPACT ASSESSMENT

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

None.

LEGAL IMPLICATIONS

The Local Government and Housing Act 1989 provides that the Council must review the representation of the different political groups on those bodies to which it makes appointments at each Annual Council or as soon as practicable after the meeting. Further, The Local Government (Committees and Political Groups) Regulations 1990 provides that the duty to review the allocation of seats to political groups must also be carried out when the Proper Officer is served with a notice (i) under regulation 8 (constitution of a political group), or (ii) under regulation 9(b) (member wishing to join a political group) together with a further notice requesting a review under section 15 of the Local Government and Housing Act 1989.

FINANCIAL IMPLICATIONS

None.

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 prepared this report in her role as Democratic Services Manager.

BACKGROUND PAPERS

Contact Officer: Debbie Chambers
Telephone: 01524 582057
E-mail: dchambers@lancaster.gov.uk
Ref:

COUNCIL BUSINESS COMMITTEE**Notification of Decision Taken Under the Urgent
Business Procedure:
Change to Date of Cabinet Meeting****3 November 2016****Report of Democratic Services Manager****PURPOSE OF REPORT**

To inform Members of a decision taken by the Chief Executive, in consultation with the Chairman of Council Business Committee.

This report is public.

RECOMMENDATIONS

- (1) That the decision taken by the Chief Executive, in consultation with the Chairman of Council Business Committee, in relation to the following matter, be noted.

That the date of the November 2016 Cabinet meeting be changed from 1 November 2016 to 2 November 2016.

1.0 Introduction

- 1.1 On an occasion when an urgent decision is needed and the matter cannot wait for the next ordinary meeting of the appropriate committee, the Chief Executive is authorised to make the necessary decision following consultation with the Chairman of the relevant Committee (Part 4, Section 7, of the Constitution).

2.0 Reason for the Decision

- 2.1 The Leader of the Council requested that the date of the November 2016 Cabinet meeting be changed from 1st to 2nd of November 2016 to allow the Deputy Leader, who had other commitments on 1 November, to attend.

3.0 Reason for Urgency

- 3.1 Changes to meeting dates can only be made by Council or Council Business Committee. The request for a change of date was too late for the September Council agenda and the next meeting of the Council Business Committee was

tonight's meeting on 3 November. This being too late to effect the change, the request had to be dealt with as urgent business between meetings.

5.0 Conclusion

5.1 The report is for noting.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.	
LEGAL IMPLICATIONS None.	
FINANCIAL IMPLICATIONS None.	
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: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref: