



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 16 SEPTEMBER 2021

Venue: MORECAMBE TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Appointment of Vice-Chair**

To appoint a Vice-Chair for the duration of the 2021/22 municipal year.

3. **Minutes**

Minutes of meeting held on 25 March 2021 (previously circulated).

4. **Items of urgent business authorised by the Chair**

5. **Declarations of Interest**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors 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, Councillors 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, Councillors 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.

6. **Platinum Jubilee Civic Honours Competition for Lord Mayoralty** (Pages 3 - 10)

Report of the Head of Democratic Services.

7. **Change to Dates of Budget and Performance Panel Meetings** (Pages 11 - 13)

Report of the Head of Democratic Services.

8. **Urgent Business Decision Taken Between Meetings** (Pages 14 - 15)

Report of the Chief Executive.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Joyce Pritchard (Chair), Victoria Boyd-Power, Darren Clifford, Adrian De La Mare, Paul Stubbins, Katie Whearty and David Whitaker

(ii) Substitute Membership

Councillors Alan Biddulph (Substitute), June Greenwell (Substitute), Mel Guilding (Substitute), Mandy King (Substitute), Geoff Knight (Substitute), Abi Mills (Substitute), Stuart Morris (Substitute) and Joanna Young (Substitute)

(iii) Queries regarding this Agenda

Please contact Alec Reid, Democratic Services - email areid@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

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

KIERAN KEANE,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on 7 September 2021.

COUNCIL BUSINESS COMMITTEE**Platinum Jubilee Civic Honours Competition
for Lord Mayoralty****16 September 2021****Report of the Head of Democratic Services****PURPOSE OF REPORT**

To enable the Committee to consider whether the Council should respond to an invitation from the Minister of State to enter a competition for a Lord Mayoralty.

This report is public.

RECOMMENDATIONS

- (1) **The Committee's views are sought as to whether the Council should submit an application for Lord Mayoralty. If the Committee supports the submission of an application, it should recognise that such support must embrace a commitment for the Council to invest financially in the enhanced profile of the mayoralty should the application be successful.**

1.0 Introduction

- 1.1 A letter has been received from the Minister of State, advising that as part of the 2022 Platinum Jubilee celebrations, two competitions are being run for councils. One is for an award of city status, and the other, of interest to this council, is for existing city councils to apply for a Lord Mayoralty. Only one application will be successful in each category.
- 1.2 The style "lord mayor" is conferred by Her Majesty the Queen under the royal prerogative. It is an exceptional distinction conferred on the Mayoralities of a few – unusually long-established and important – cities.
- 1.3 The deadline for applications is the 8th of December 2021, and details of the application process and the supporting information required to be submitted are appended to this report.
- 1.4 The Council submitted applications for a Lord Mayoralty in 1986, 1991, 2001 and 2011, but was unsuccessful on each occasion.

2.0 Proposal Details

- 2.1 The Committee’s views are sought as to whether the Council should submit an application on this occasion. Clearly there can be no guarantee that such an application would be successful, as it is likely that many councils will apply, and only one will be successful. If it were successful, this would be a great civic honour for the Council, and could substantially enhance the Council’s profile and reputation, and boost the visitor economy. However, if the Council were to have a Lord Mayor, this would require a commitment to a substantially higher mayoral budget than at present to reflect the status and profile of a Lord Mayor.
- 2.2 Should the Council wish to submit an application, the preparatory work would be led by the Head of Democratic Services, but input would be required from all other Services to provide the relevant information about the Council’s area which would be needed to support the application. Details of the contents of the submission required are set out in the appendix.

3.0 Details of Consultation

- 3.1 There has been no consultation. The purpose of this report is to seek members’ views as to whether they would wish the Council to submit an application.

4.0 Options and Options Analysis (including risk assessment)

	Option 1: To submit an application	Option 2: Not to submit an application
Advantages	If the application were successful, this would be an immense civic honour for the Council and could raise the profile of the Council significantly. This is a rare opportunity to apply for a Lord Mayoralty, and Members may consider that the opportunity should be grasped.	Staff resources would be devoted to other projects which match with the Council’s priorities.
Disadvantages	Applications in previous years have failed. There is no guarantee that this application would be successful, and the work required to prepare an application might be abortive, when scarce resources could be devoted.	Loss of opportunity which could enhance the Council’s reputation and status. Opportunities to make an application for Lord Mayoralty are rare.
Risks	If the application were successful, the Council would be committed to setting a costly Mayoral budget every year in order to reflect the status and profile of a Lord Mayor.	Possible loss of reputation, through giving the impression that the Council does not seek civic honour for the district.

5.0 Conclusion

- 5.1 The Committee’s instructions are sought.

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

None directly arising from this report.

LEGAL IMPLICATIONS

There are no legal implications. As a city council, the Council is entitled to submit an application for Lord Mayoralty.

FINANCIAL IMPLICATIONS

There would be resource implications in preparing an application submission, in that officers from all Services would be required to provide statistics, information and photographs to meet the guidelines that have been set out by the government for applications. However, such information should be available and would simply need collation, and it is felt that this could be done using existing staff resources although it must be recognised that it is inevitable that time spent on preparing the submission will mean that time is not available for other projects which the Council has prioritised.

The Council already faces budgetary pressures. Should the Council submit a successful bid, there would be financial implications for the future, in that a Lord Mayoralty would have a higher profile than the existing Mayoralty, and would need to be supported by a higher budget than the existing budget. At this stage it is not possible to quantify what such budget requirements might be, but it is essential that the Council should recognise that, if time is to be invested in submitting an application, there must be a commitment to providing the appropriate financial support in the future for an enhanced mayoralty, should the application be successful.

OTHER RESOURCE IMPLICATIONS

Human Resources:

Should the Committee decide to make a competition entry, it is intended that the work on the application would be undertaken through existing staff resources in Democratic Services, with support from Economic Growth and Regeneration (particularly Communications, Marketing and Tourism) to provide the information required for the application. This would inevitably mean diverting staff resources from other tasks and would be subject to other priorities within those Services.

Information Services:

None

Property:

None

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

Members are advised to consider the need for increased financial commitment attached to

submitting a bid, in the context of Council priorities, financial prospects and value for money

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to add.

BACKGROUND PAPERS

- Letter from Lord True CBE, Minister of State - 8 June 2021
- Entry Guidelines

Contact Officer: Debbie Chambers

Telephone: 01524 582057

Email: dchambers@lancaster.gov.uk

Ref: N/A



Lord True CBE
Minister of State
Cabinet Office 70 Whitehall London SW1A 2AS

To: Leaders and Chief Executives of all UK
local authorities

Our reference: MC2021/12353

8 June 2021

Dear all,

Platinum Jubilee Civic Honours Competition

I am pleased to have announced that the Government is today launching a civic honours competition to mark Her Majesty The Queen's Platinum Jubilee in 2022. I am writing on behalf of Chloe Smith, Minister of State for the Constitution and Devolution, in her absence.

This includes competitions for city status and Lord Mayor (or Provost) status. All local authorities across the United Kingdom who believe that their town or city deserves consideration for these rare honours are invited to apply. The city status competition will also be open to eligible applications from the Crown Dependencies and Overseas Territories. Entry guidelines and an application form have been published on GOV.UK. The closing date is 8 December 2021.

These honours are rare marks of distinction and the number of awards will depend on the strength of the applications received. I would warmly welcome applications from all across the United Kingdom if you wish to enter.

Her Majesty The Queen will be the first British monarch to have reached 70 years on the throne. This is a truly historic moment for the country and it is right that we celebrate it.

Yours sincerely,

Lord True CBE

Entry guidelines

PLATINUM JUBILEE CIVIC HONOURS COMPETITION

ENTRY GUIDELINES

Her Majesty The Queen has agreed that competitions may be held for a grant of city status and Lord Mayor or Provost status to mark Her Platinum Jubilee in 2022.

1. Any local authority in any part of the United Kingdom, a Crown Dependency or an Overseas Territory, which considers that its area deserves to be granted the rare honour of city status on this very special occasion is welcome to enter the competition by the closing date of 8 December 2021.
2. Lord Mayoralty or Provostship is an exceptional distinction conferred on the Mayoralties or Provostships of a few – usually long-established and important – cities. Local authorities for existing cities in the United Kingdom are welcome to enter the parallel competition for a Lord Mayoralty or Provostship by the same closing date.
3. Applications may only be made by an elected local authority for its entire area or a distinct area within its boundary.
4. Although there are no specific criteria for city status or Lord Mayor or Provost status, the Government is asking local authorities to submit their entries in a standard size and format, as detailed in the application form. This is intended to help local authorities minimise the expense of entering the competitions and to provide the Government with a fair basis for comparison and assessment of the entries received.
5. Local authorities are strongly advised not to exceed the limits of the standard size and format as described in application form.
6. The decisions made by Her Majesty, on Ministerial advice, will be final. Local authorities may be assured that each entry will be considered ‘in the round’, on the merits of its contents rather than on the standard of presentation. Each local authority will be sent brief comments on its entry when the results of the competitions are announced in 2022. These brief comments on entries will not provide specific reasons on why an application is successful or unsuccessful.
7. Local authorities should not incur any expenditure on lobbyists for the purposes of influencing the competition.
8. Applications are requested to be submitted by email to reach the Cabinet Office by 4pm on the closing date, 8 December 2021, at civichonours@cabinetoffice.gov.uk. Alternatively, applications can be submitted by post if preferred, the address to be used is:

Constitutional Policy Team
Cabinet Office
4th Floor Yellow Zone
1 Horse Guards
London
SW1A 2HQ

9. If submitted by post, entrants are asked to notify the Constitutional Policy Team separately when their entries are dispatched, by sending an email, giving the date of dispatch of the hard copies, the name of the local authority submitting the application, and its full contact details. Entries submitted by post should reach the Cabinet Office by the same time on the closing date as those submitted by email.
10. Acknowledgements will be sent by email when the hard copies have been received. If no acknowledgement is received within 6 working days of the closing date (or of dispatch, if earlier), please send a further email to the above address with 'City status entry enquiry' and the name of the local authority area in the heading.

QUESTIONS AND ANSWERS ON ENTRY GUIDELINES

Q: Can we involve the public in the compilation of our entry?

A: Yes, by all means, so long as you do not exceed the standard size and format.

Q: Can we publish our entry on our website?

A: Yes, local authorities are welcome to publish their entries if they wish to do so.

Q: Will the Government keep our entry confidential?

A: Not necessarily. We will not automatically be publishing applications however you should be aware that these can be requested under the Freedom of Information Act. Requests for disclosure will be considered in accordance with the requirements of the Freedom of Information Act. If a local authority wishes any part of its application to remain confidential it is asked to flag this up with a clear indication for us to take into account in deciding whether the information should be released. Wherever possible we would then alert the local authority before releasing such information.

Q: We cannot afford a glossy booklet/external publishers/research. Is it still worth our entering?

A: Yes. The Government does not want local authorities to incur any undue expense entering the competition. It is the quality of the contents of the application, taken as a whole, that will be assessed, rather than the standards of presentation.

Q: We do not have data on all the points suggested. Does this matter?

A: No. Please simply provide whatever you have or can readily obtain. The Government does not want local authorities to incur any undue expense by entering the competition.

Q: Will late entries be accepted?

A: No. If an entry is received late, evidence that it was dispatched in time to reach us by the closing date will be requested.

COUNCIL BUSINESS COMMITTEE**Change to Dates of Budget and Performance Panel Meetings****16th September 2021****Report of the Head of Democratic Services****PURPOSE OF REPORT**

To approve that the dates for Budget and Performance Panel meetings be changed from those approved by Council Business Committee on the 10th December 2020.

This report is public.

RECOMMENDATIONS

- (1) That the dates for Budget and Performance Panel meetings be changed for the remainder of the 2021/22 municipal year to:

Wednesday, 6th October 2021

Thursday, 18th November 2021

Wednesday, 2nd February 2022

Thursday, 17th March 2022

1.0 Introduction

1.1 On the 10th December 2020 Council Business Committee approved a report outlining the timetable of committee meetings for the 2021/22 municipal year.

1.2 At its meeting held on 6th July 2021 the Budget and Performance Panel met at its first meeting of the municipal year. It was agreed, in accordance with the Centre for Governance and Scrutiny advice, that Cabinet Members should attend meetings to report and answer questions on issues within their Cabinet Portfolios. Unfortunately, Cabinet hold their briefings on Tuesday evenings and this clashes with dates that have been set for meetings of the Budget and Performance Panel. The Panel agreed:

- That Council Business Committee be requested to consider the current and future Committee Timetables and re-schedule meetings of

the Panel on Wednesday evenings, wherever possible, or alternative evenings if there is a clash of meetings.

- That Council Business Committee also be requested to schedule a Panel meeting on a date shortly after the Budget Council meeting each year to enable the Leader of the Council to advise the Panel in detail on the agreed budget.

1.3 Following the meeting officers have considered dates and times to re-schedule meetings of the Panel in accordance with the above and it is recommended that the dates for Budget and Performance Panel meetings be changed for the remainder of the 2021/22 municipal year to:

Wednesday, 6th October 2021

Thursday, 18th November 2021

Wednesday, 2nd February 2022

Thursday, 17th March 2022

2.0 Conclusion

2.1 Re-scheduling meetings of the Panel to the dates, set out above, will allow for Cabinet Members to attend future meetings of the Budget and Performance Panel.

CONCLUSION OF IMPACT ASSESSMENT

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

None.

LEGAL IMPLICATIONS

It is a legal requirement that the City Council publishes its timetable of meetings by the commencement of each Municipal Year. Amendments can be made throughout the year provided at least 5 days' notice is given. No changes will be made without providing the required notice.

FINANCIAL IMPLICATIONS

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 comment to add.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:

None.

BACKGROUND PAPERS

Contact Officer: Stephen Metcalfe
Telephone: 01524 582073
E-mail: sjmetcalfe@lancaster.gov.uk

COUNCIL BUSINESS COMMITTEE**Urgent Business Decision Taken Between Meetings****Variations to Committee Timetable
16 September 2021****Report of the Chief Executive****PURPOSE OF REPORT**

To inform members of an urgent decision taken by the Chief Executive in consultation with the Chair of Council Business Committee to approve variations to dates, times and, in particular, venues for meetings due to the effects of the pandemic.

This report is public.

The report is for noting.

1.0 Background

- 1.1 The Constitution, in its Scheme of Delegation, sets out matters of urgency that are delegated to the Chief Executive. These include where it is necessary for any function of any the Council's committees to be discharged and it is impractical or impossible, by reason of urgency, for the matter to be considered by such committee, to take such action as they consider appropriate, in consultation with the relevant Committee Chair."
- 1.2 Where action is taken under the above, the Chief Executive "shall submit a report to the next Committee meeting recording the urgent circumstances which made the action necessary and detailing the action taken." This is such a report.

2.0 Decision

- 2.1 In May 2021, local authorities were required to cease remote meeting arrangements and return to face to face meetings. To keep risk of infection to a minimum and help ensure that premises were regularly cleaned and surfaces disinfected, it was decided that using Morecambe Town Hall for all meetings would be the best option and that some meetings might need to change start times or dates. However, the timetable – including venues - had been agreed by Council Business Committee on 10 December 2020, so any amendments would also have to be agreed by this committee. As Council Business Committee was not scheduled to meet in time to make the changes, an urgent business decision was taken between meetings.
- 2.2 On 6 June 2021 the Chief Executive, in consultation with the Chair of Council Business Committee took the decision below:-

"To approve that the dates, times and venues for meetings may vary from those approved by Council Business Committee on 10 December 2020 wherever necessary due to the effects of the pandemic."

3.0 Report

3.1 The decision (Urgent Business Decision reference UB124) was taken in line with the Scheme of Delegation in the Council's Constitution and this report is required, as set out in paragraph 1.1 above.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.	
FINANCIAL IMPLICATIONS None identified.	
LEGAL IMPLICATIONS None identified.	
BACKGROUND PAPERS None	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref: UB124