

**COUNCIL BUSINESS
COMMITTEE**

6.00 P.M.

4TH NOVEMBER 2021

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

Absent:

Councillors Darren Clifford and Katie Whearty

Officers in attendance:

Deborah Chambers	Head of Democratic Services
Lisa Vines	Elections Manager
Alec Reid	Democratic Support Officer

9 APOLOGIES FOR ABSENCE

There were no apologies.

10 MINUTES

The minutes of 16th September 2021 were agreed as a true record and were signed by the Chair.

11 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR

There were no items of urgent business.

12 DECLARATIONS OF INTEREST

There were no declarations of interest.

13 ELECTORAL REVIEW: LOCAL BOUNDARY COMMISSION'S CONSULTATION ON DRAFT WARDING PATTERNS

The Head of Democratic Services introduced the report, which was to enable the Committee to consider making a submission to the Local Government Boundary Commission (LGBCE) on Council size as part of the Commission's electoral review of the City Council. The submission would be made on behalf of the Council.

Maps of the proposed boundary changes were provided by the Electoral Services Manager, who was also present at the meeting. The deadline for responding to this stage of the Consultation was 23 November 2021.

Members discussed the changes proposed. It was agreed that it would be better for individual councillors and political groups to make responses than for a response to be sent on behalf of the Council. The Head of Democratic Services said she would circulate an email with the necessary information.

The Chair proposed:

“That Members note that the LGBCE is currently consulting on its draft proposals for warding patterns for the City Council.”

“That councillors and political groups be encouraged to respond.”

It was agreed by all, and the Chair declared the proposal be carried.

Resolved unanimously:

That Members noted that the LGBCE is currently consulting on its draft proposals for warding patterns for the City Council.

That councillors and political groups be encouraged to respond.

14 COMMITTEE TIMETABLE 2022/2023 (Pages 4 - 5)

The Committee considered the report presented by the Head of Democratic Services outlining the timetable of committee meetings for the 2022/2023 municipal year.

It was noted that there was an error in Appendix 1 circulated with the agenda, regarding the venue of the Annual Council (Ceremonial), which would take place at Lancaster Town Hall (rather than at Morecambe Town Hall as indicated). *(An amended Appendix 1 is attached to the minutes along with the approved timetable.)*

Councillor De La Mare, Chair of Budget and Performance Panel, asked if it would be possible to have more meetings of the Panel as he believed the current number of five to be insufficient. He also queried if training could be provided to new members of the Panel, so that they could become familiar with jargon and methodologies. Councillor De La Mare said that the matter of the number of meetings would be determined after consultation with the Chief Finance Officer and other Panel Members.

It was agreed:

“That the draft committee timetable be approved, subject to an additional number (up to four) of meetings of the Budget and Performance Panel. That the dates of any additional meetings be determined by the Chair in consultation with Panel Member, the Chief Financial Officer and Democratic Services.”

Resolved unanimously:

That the draft committee timetable be approved, subject to an additional number (up to four) of meetings of the Budget and Performance Panel. That the dates of any additional meetings be determined by the Chair in consultation with Panel Member, the Chief Financial Officer and Democratic Services.

Chair

(The meeting ended at 6.28 p.m.)

**Any queries regarding these Minutes, please contact
Alec Reid, Democratic Services - email areid@lancaster.gov.uk**

Amended Appendix 1

START TIMES, VENUES AND NUMBER OF MEETINGS			
Meeting	Venue	Start Time	Number of Meetings
Annual Council (Ceremonial)	LTH	12 noon	1
Annual Council (Business)	MTH	6:00pm	1
Council	MTH	6:00pm	9 (Including Budget Council)
Council Business Committee	MTH	6:00pm	3
Cabinet	MTH	6:00pm	9
Overview & Scrutiny Committee	MTH	6:00pm	9
Budget and Performance Panel*	MTH LTH	6:00pm 6.10 pm	5
Licensing Committee	MTH	1:00pm	8
Planning Regulatory Committee	MTH	10:30am	13
Personnel Committee	MTH	6:10pm	2
JCC	MTH	4:00pm	2
Audit Committee	MTH	6:10pm	4
Standards Committee*	MTH	6:10pm	2

* The Chair of Budget & Performance Panel has requested the time be 6:00pm when meetings take place at Morecambe Town Hall and revert back to 6.10pm when the meetings move back to Lancaster.

Approved by Council Business Committee on 4th November 2021

Up to four extra meetings of B&PP were also approved, dates to be confirmed.

	May 2022	June	July	August	September	October	November	December	January 2023	February	March	April	May	
Mon				1									1 Bank Holiday	Mon
Tue				2			1						2	Tue
Wed		1		3			2			1 Budget & Perf Panel – MTH	1		3	Wed
Thu		2 Bank Holiday		4	1		3	1		7 Licensing	2 Council Business Committee		4 CITY AND PARISH ELECTIONS	Thu
Fri		3 Bank Holiday	1	5	2		4	2		3	3		5	Fri
Sat		4	2	6	3	1	5	3		4	4	1	6	Sat
Sun	1	5	3	7	4	2	6	4	1	5	5	2	7	Sun
Mon	2 Bank Holiday	6	4 JCC	8 Planning Site Visit	5 Planning Site Visit	3 Planning Site Visit	7 Planning JCC	5 Planning	2 Bank Holiday	6	6	3	8	Mon
Tue	3	7 Cabinet	5	9	6	4	8	6 Cabinet	3	7 Cabinet	7	4	9	Tue
Wed	4	8 Overview & Scrutiny Committee	6 Budget and Performance Panel	10	7 Overview & Scrutiny Committee	5	9 Council	7 Overview & Scrutiny Committee	4 Planning Site Visit	8 Overview & Scrutiny Committee	8 Overview & Scrutiny Committee	5	10	Wed
Thu	5	9 Licensing	7 Standards	11	8	6 Licensing	10 Budget and Performance Panel	8	5 Licensing	9	9	6	11	Thu
Fri	6	10	8	12	9	7	11	9	6	10	10	7 Bank Holiday	12	Fri
Sat	7	11	9	13	10	8	12	10	7	11	11	8	13	Sat
Sun	8	12	10	14	11	9	13 Remembrance Sunday	11	8	12	12	9	14	Sun
Mon	9	13 Planning Site Visit	11 Planning Site Visit	15 Planning	12 Planning	10 Planning	14	12	9 Planning	13	13 Commonwealth Flag Raising	10 Bank Holiday	15	Mon
Tue	10	14	12 Cabinet	16	13 Cabinet	11	15	13	10	14	14	11 Cabinet	16	Tue
Wed	11	15	13 Overview & Scrutiny Committee	17	14	12	16 Overview & Scrutiny Committee	14 Council	11	15	15 Council	12	17	Wed
Thu	12	16 Council Bus Committee	14	18	15	13	17 Licensing	15	12 Standards	16	16 Licensing Budget and Performance Panel	13	18	Thu
Fri	13 Annual Council	17	15	19	16	14	18	16	13	17	17	14	19 Annual Council	Fri
Sat	14	18	16 Freeman's Court	20	17	15	19	17	14	18	18	15	20	Sat
Sun	15 Mayor's Sunday	19	17	21	18	16	20	18	15	19	19	16	21 Mayor's Sunday	Sun
Mon	16 Planning site visit Business Council	20 Planning Armed Forces Day Flag Raising	18 Planning	22	19	17	21	19	16	20 Planning Site Visit	20 Planning Site Visit	17 Planning Site Visit	22 Business Council	Mon
Tue	17	21	19 Personnel	23	20	18	22 Personnel	20	17 Cabinet	21	21	18	23	Tue
Wed	18	22 Council	20 Audit	24	21	19	23 Audit	21	18 Overview & Scrutiny Committee	22 Budget Council	22 Audit	19	24	Wed
Thu	10	23	21	25 Licensing	22	20	24	22	19	23	23	20	25	Thu
Fri	20	24	22	26	23	21	25	23	20	24	24	21	26	Fri
Sat	21	25	23	27	24	22	26	24	21	25	25	22	27	Sat
Sun	22	26	24	28	25	23	27	25	22	26	26	23	28	Sun
Mon	23 Planning	27	25	29 Bank Holiday	26	24	28 Planning Site Visit	26 Bank Holiday	23 Planning Site Visit	27 Planning	27 Planning 12	24 Planning	29 Bank Holiday	Mon
Tue	24	28	26	30	27	25 Cabinet	29	27 Bank Holiday	24	28 Cabinet LTH	28	25	30	Tue
Wed	25 Audit	29	27 Council	31	28 Council	26 Overview & Scrutiny Committee	30	28	25 Council		29	26 Council	31	Wed
Thu	26	30 Licensing	28		29 Budget and Performance Panel	27 Council Business Committee		29	26		30	27		Thu
Fri	27		29		30	28		30	27		31	28		Fri
Sat	28		30		29			31	28			29		Sat
Sun	29		31		30				29			30		Sun
Mon	30					31 Planning Site Visit			30 Planning					Mon
Tue	31								31					Tue
	May 2022	June	July	August	September	October	November	December	January 2023	February	March	April	May	