



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 4 NOVEMBER 2021

Venue: MORCAMBE TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 16 September 2021 (previously circulated).

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

4. **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.

5. **Electoral Review: Local Boundary Commission's Consultation on Draft Warding Patterns** (Pages 3 - 18)

Report of the Head of Democratic Services.

6. **Committee Timetable 2022/2023** (Pages 19 - 22)

Report of the Head of Democratic Services.

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 26 October 2021.

COUNCIL BUSINESS COMMITTEE**Electoral Review: Local Boundary Commission's
Consultation on Draft Warding Patterns****4 November 2021****Report of the Head of Democratic Services****PURPOSE OF REPORT**

To consider whether or not to respond to the Local Government Boundary Commission for England (LGBCE)'s draft warding patterns for the City Council as part of the electoral review process, and, if so, to decide the nature of the response.

This report is public.

RECOMMENDATIONS

- (1) That Members note that the LGBCE is currently consulting on its draft proposals for warding patterns for the City Council.**
- (2) That the Committee considers whether or not to make a response on behalf of the City Council, and, if the Committee decides that such a response should be submitted to LGBCE, to agree its comments and observations at this meeting if possible.**

1.0 Background and Introduction

- 1.1 Council has granted Council Business Committee delegated authority to consider and approve responses to LGBCE consultations on behalf of the Council throughout this latest review.
- 1.2 Members may recall that, at the Committee meeting on 18 November, a response to the first stage of the LGBCE's review consultation on Council size was agreed, requesting that the size of Lancaster City Council remain unchanged at 60 members, providing a rationale for that view. The LGBCE confirmed its decision not to change the size of the Council and the review is proceeding based on 60 Councillors.
- 1.3 The Commission then asked for suggestions for warding patterns to be submitted. The Committee decided not to submit a response on behalf of the whole Council and encouraged individual political groups and Councillors to submit their own submit proposals and senior officers in elections to make a response on electoral administration issues. The Head of Democratic Services did submit that technical response to the Commission to meet the deadline.

1.4 The next stage of the process is for the LGBCE to consult on its draft warding patterns, which were published on 14 September 2021. A summary of the proposals is appended with maps.

2.0 Proposal

2.1 The Committee first needs to decide whether it wishes to make a submission on behalf of the Council, or whether this is best left to individual Councillors, political groups/parties and members of the public.

2.2 If the Committee feels that it is appropriate to make submission to the Commission, then Members may wish to use this meeting to formulate the comments to be submitted. If that does not prove possible, then it is recommended that the Committee agree the comments after the meeting via email.

2.3 The Head of Democratic Services and the Elections Manager will be in attendance at the meeting to respond to any questions from Members and discuss the proposals. However, please note that, as these are not the final proposals, it has not been possible for Democratic Services to resource a detailed examination of the proposals (not to street level, for example). That will be done once the final proposals are agreed. As electoral administrators, it is the job of Democratic Services to implement whatever is finally decided upon and use those new boundaries for the 2023 elections.

3.0 Conclusion

3.1 The Committee is asked to decide what, if any, consultation response it wishes make to LGBCE on behalf of the City Council at this stage. The deadline for responding to this stage of the Consultation is 23 November 2021.

<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 None identified.</p>	
<p>OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; Open Spaces: None identified.</p>	
<p>MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no further comments.</p>	
<p>SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no further comments.</p>	
<p>BACKGROUND PAPERS LGBCE.org.uk</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk</p>

Have your say

We are now consulting local people on a new pattern of wards for Lancaster City Council. We have an open mind about our final recommendations, and we will consider every piece of evidence we receive from local groups and people, regardless of whom it is from or whether it relates to the whole council area or just a part of it.

If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Lancaster we want to hear alternative proposals for a different pattern of wards.

Lancaster City Council

Draft Recommendations on the new electoral arrangements

We aim to propose a pattern of wards for Lancaster City Council which delivers:

- **Electoral equality:** each councillor represents a similar number of voters.
- **Community identity:** reflects the identity and interests of local communities.
- **Effective and convenient local government:** helping your council discharge its responsibilities effectively.

A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of voters.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

Electoral equality

- Does your proposal mean that councillors would represent roughly the same number of voters as elsewhere in the council area?

Community identity

- **Transport links:** are there good links across your proposed ward? Is there any form of public transport?
- **Community groups:** is there a parish council, residents association or another group that represents the area?
- **Facilities:** does your pattern of wards reflect where local people go for shops, medical services, leisure facilities etc?

Write to:
Review Officer (Lancaster)
LGBCE
PO BOX 133,
Blyth,
NE24 9FE

- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

Effective local government

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?

Useful tips

- Our website has a special consultation area where you can explore the maps. You can find it at consultation.lgbce.org.uk.
- We publish all submissions we receive on our website. Go to: www.lgbce.org.uk

Our consultation area:

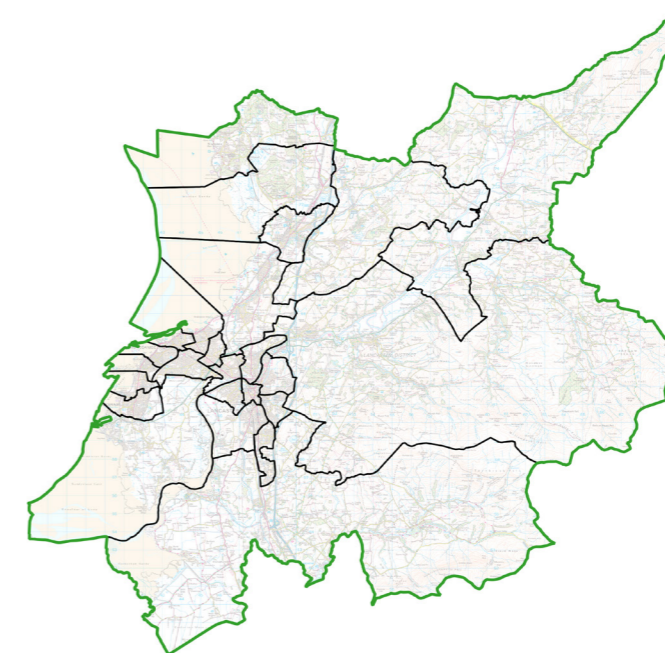
consultation.lgbce.org.uk

Email:

reviews@lgbce.org.uk

Twitter:

@LGBCE



Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority, including:

- The total number of councillors representing the council's voters ('council size').
- The names, number and boundaries of wards or electoral divisions.
- The number of councillors for each ward or division.

Why Lancaster?

- Lancaster City Council currently has high levels of electoral inequality: some councillors represent many more - or many fewer - voters than others.
- Therefore the value of your vote, in Lancaster City Council elections, varies depending on where you live in Lancaster.
- We are seeking to improve levels of electoral equality for local voters

Our proposals

- We propose that the council should have **60 councillors** in future, representing 15 three-councillor wards, five two-councillor wards, and five one-councillor wards across the council area.

You have until 23 November 2022 to have your say on the recommendations

Summary of our recommendations

Our draft recommendations propose that Lancaster Council should have 60 councillors, the same as the existing arrangements. Those councillors should represent 15 three-councillor wards, five two-councillor wards and five single-councillor wards.

The boundaries of 15 wards should change. We are also proposing a number of ward name changes.

Before drawing up the draft recommendations, the Commission carried out a public consultation inviting proposals for a new pattern of wards for Lancaster City Council.

We have considered all of the submissions we received during that phase of consultation.

An outline of the proposals is shown in the map to the right. A detailed report on the recommendations and interactive mapping is available on our website at: www.lgbce.org.uk.

We welcome comments on our draft recommendations, whether you support the proposals or wish to put forward alternative arrangements.

Have your say at consultation.lgbce.org.uk:

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- find more guidance on how to have your say.
- read the full report of our recommendations.
- send us your views directly.

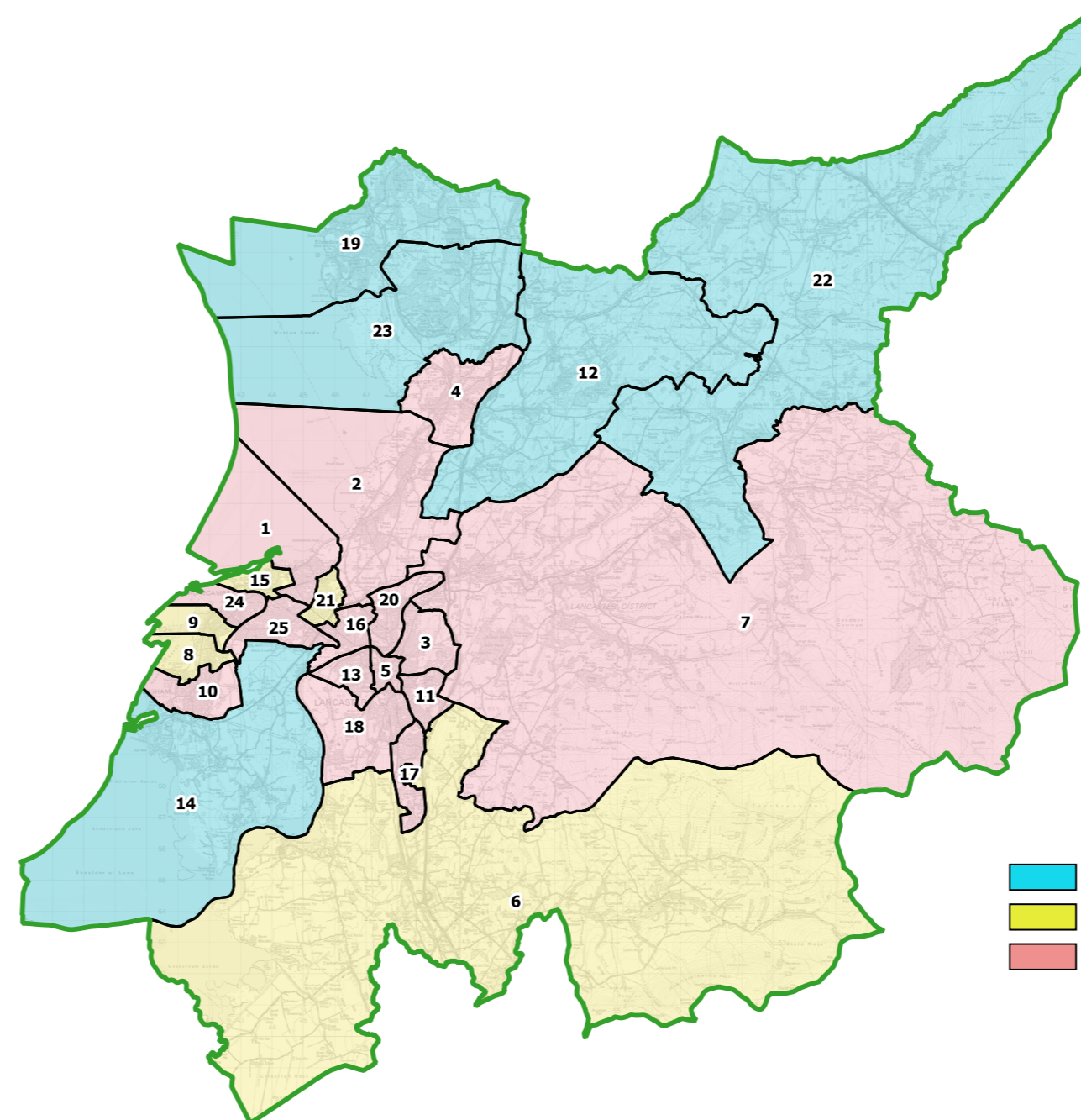
Stage of Review	Description
23 February 2021 - 12 July 2021	Public consultation on warding arrangements
14 September 2021- 23 November 2022	Public consultation on draft recommendations
11 January 2022	Publication on final recommendations
May 2023	Subject to parliamentary approval - implementation of new arrangements at local elections

Overview of draft recommendations for Lancaster City Council

View this map online: consultation.lgbce.org.uk

Follow the review on Twitter: [@LGBCE](https://twitter.com/LGBCE)

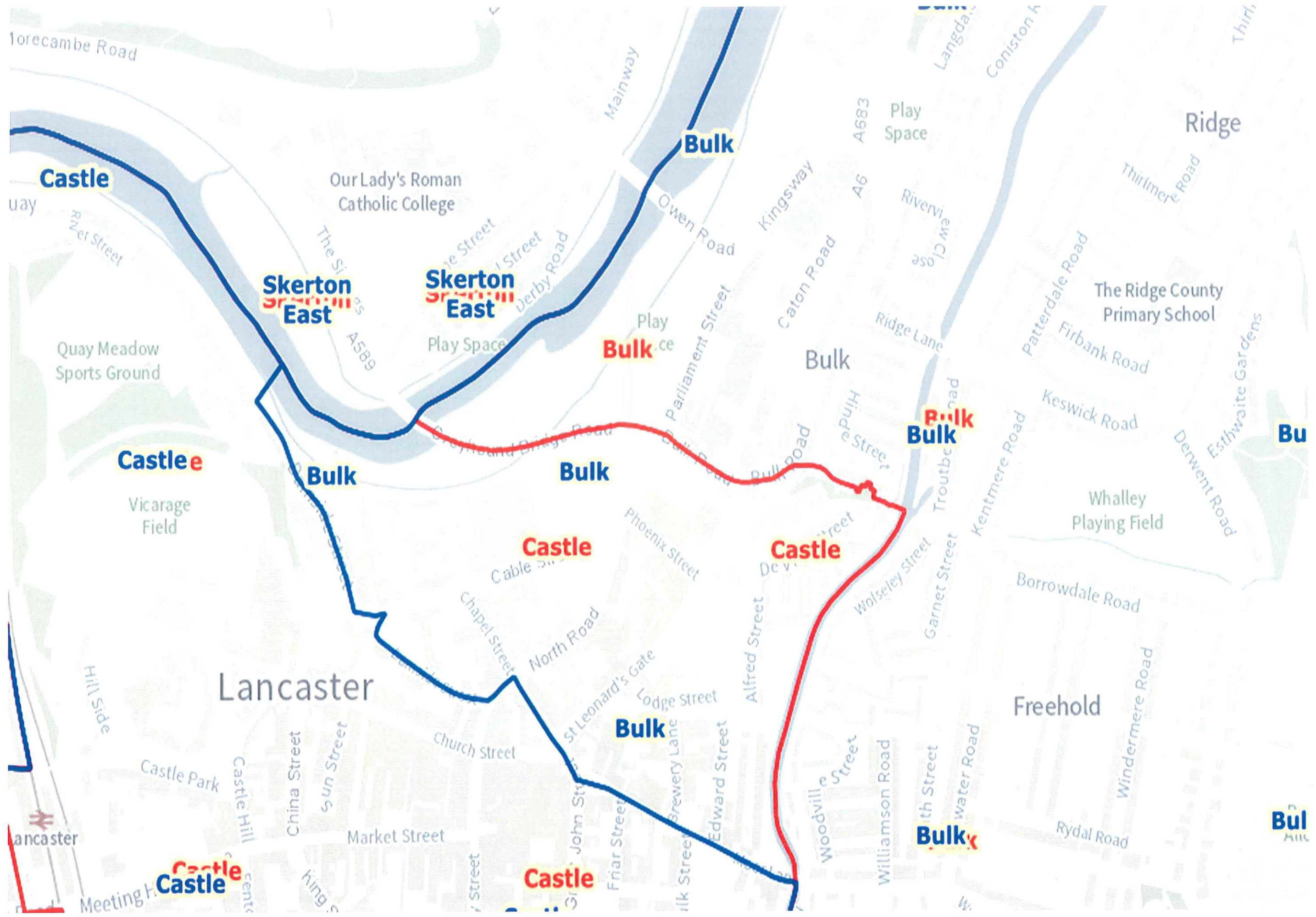
If you are viewing this page online, click on the map to go straight to our interactive consultation area.

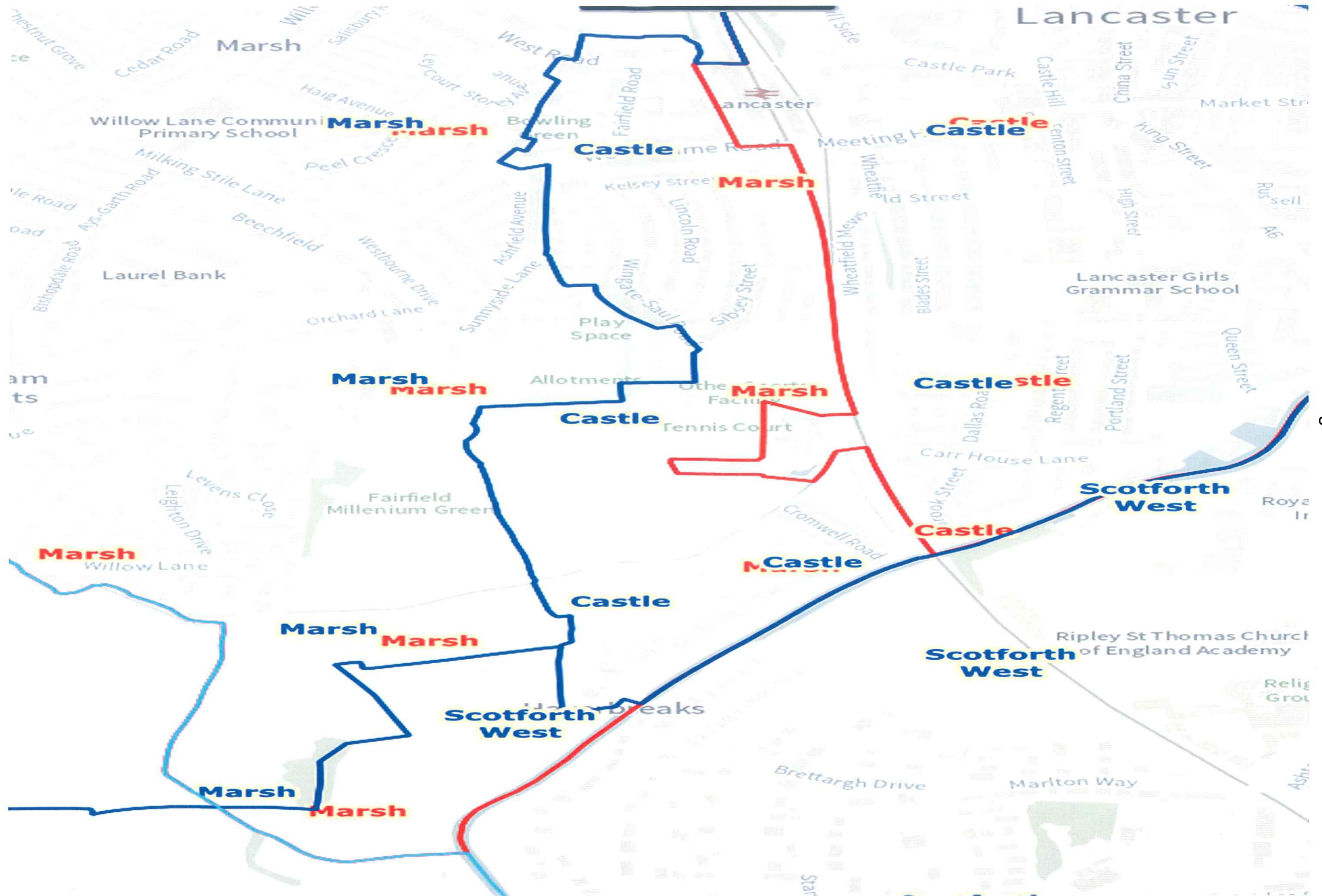


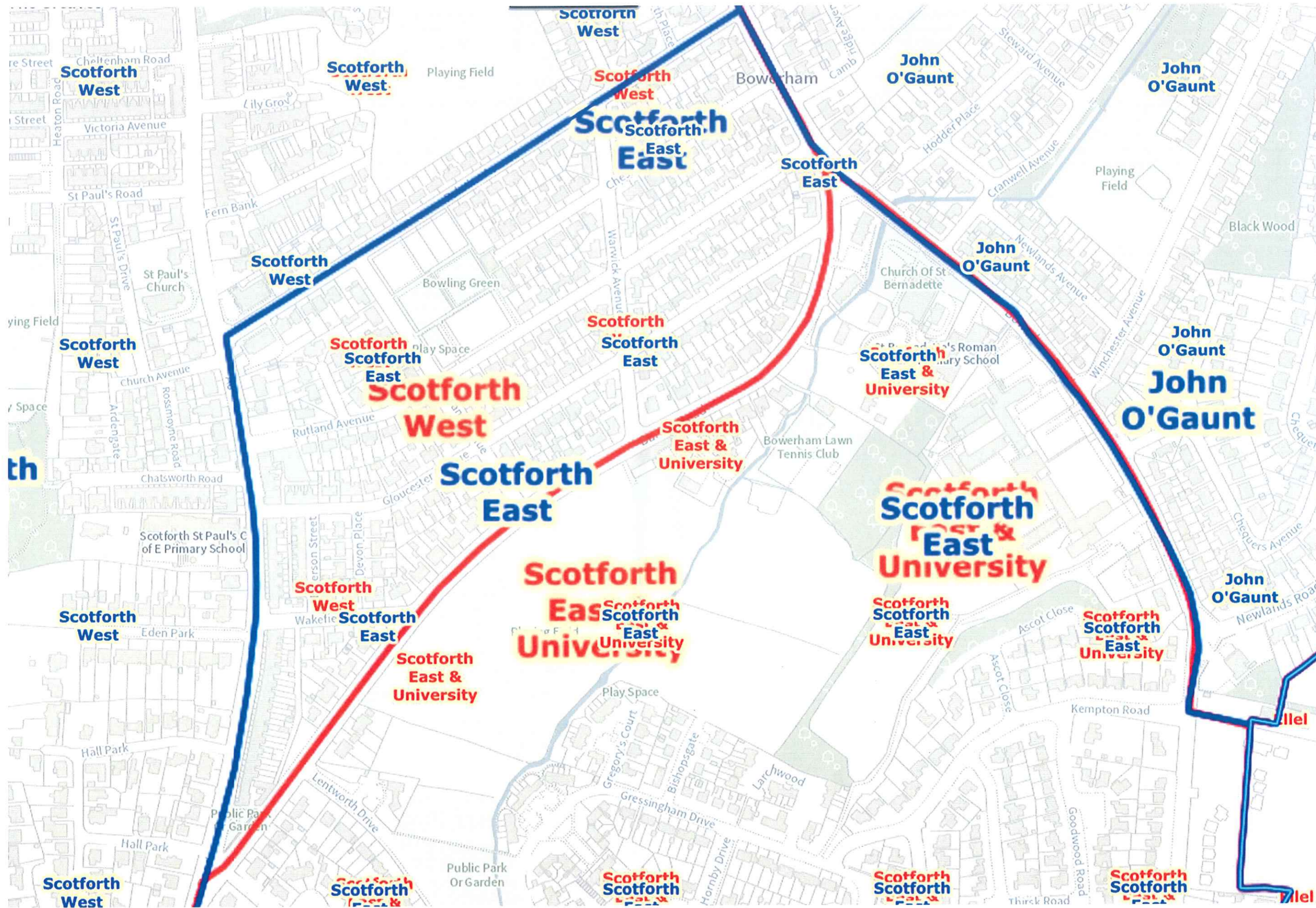
	Ward Name
1	Bare
2	Bolton and Slyne
3	Bulk
4	Carnforth and Millhead
5	Castle
6	Ellel
7	Halton-with-Aughton & Lower Lune Valley
8	Heysham Central
9	Heysham North
10	Heysham South
11	John O'Gaunt
12	Kellet
13	Marsh
14	Overton
15	Poulton
16	Scale Hall
17	Scotforth East & University
18	Scotforth West
19	Silverdale
20	Skerton
21	Torrisholme
22	Upper Lune Valley
23	Warton
24	West End
25	Westgate

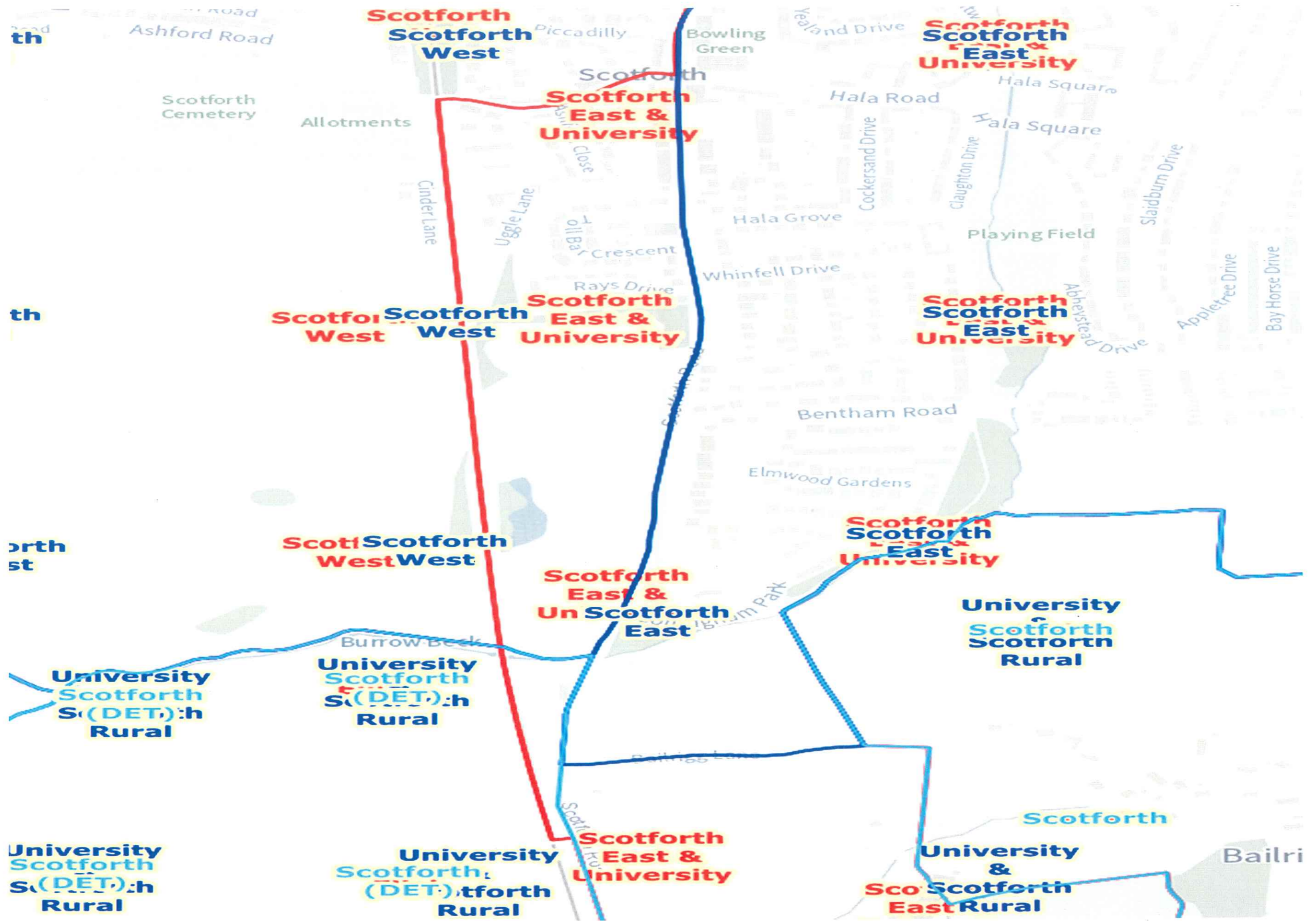
- Single-councillor wards
- Two-councillor wards
- Three-councillor wards

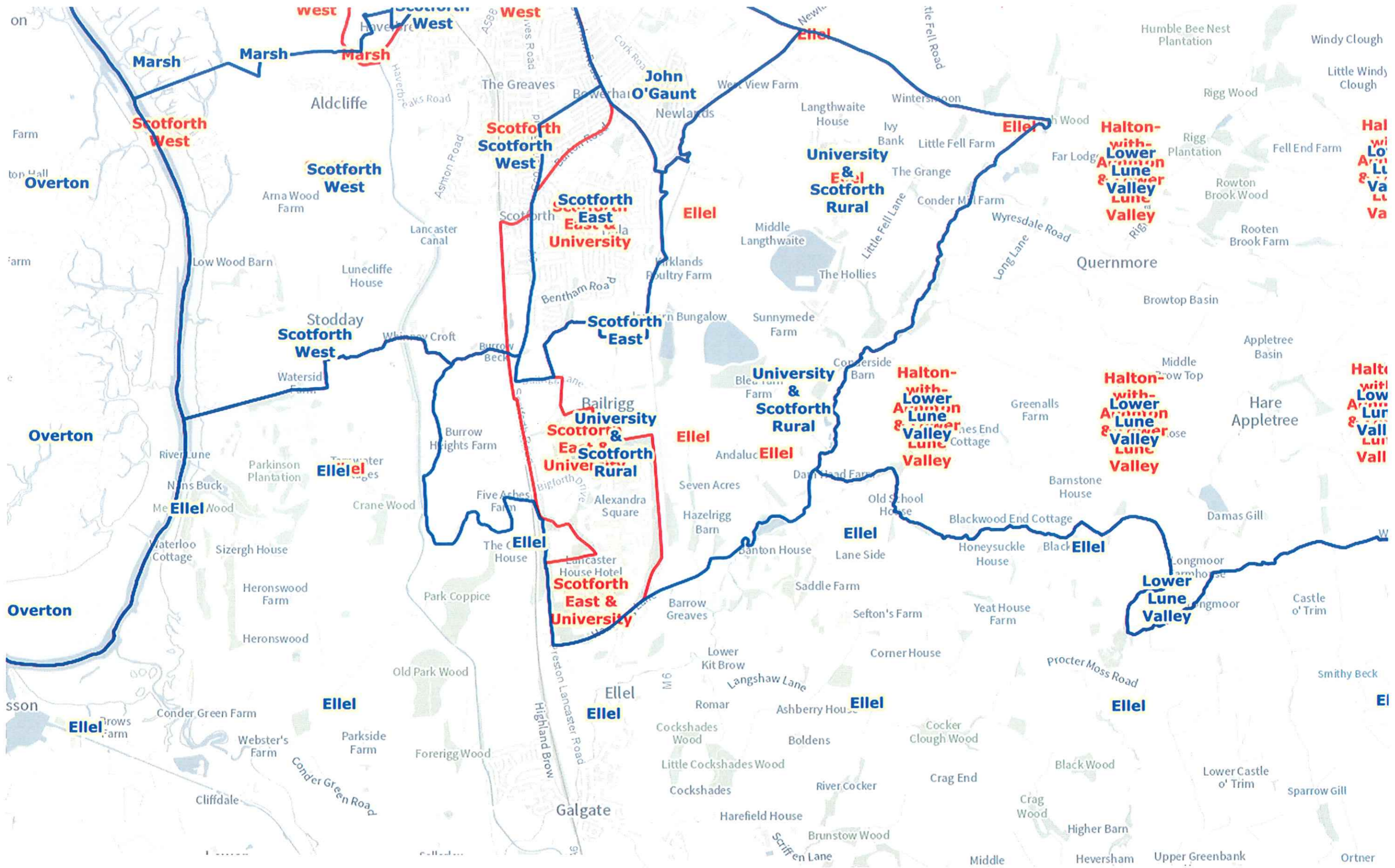
Contains Ordnance Survey data © Crown copyright and database rights 2021

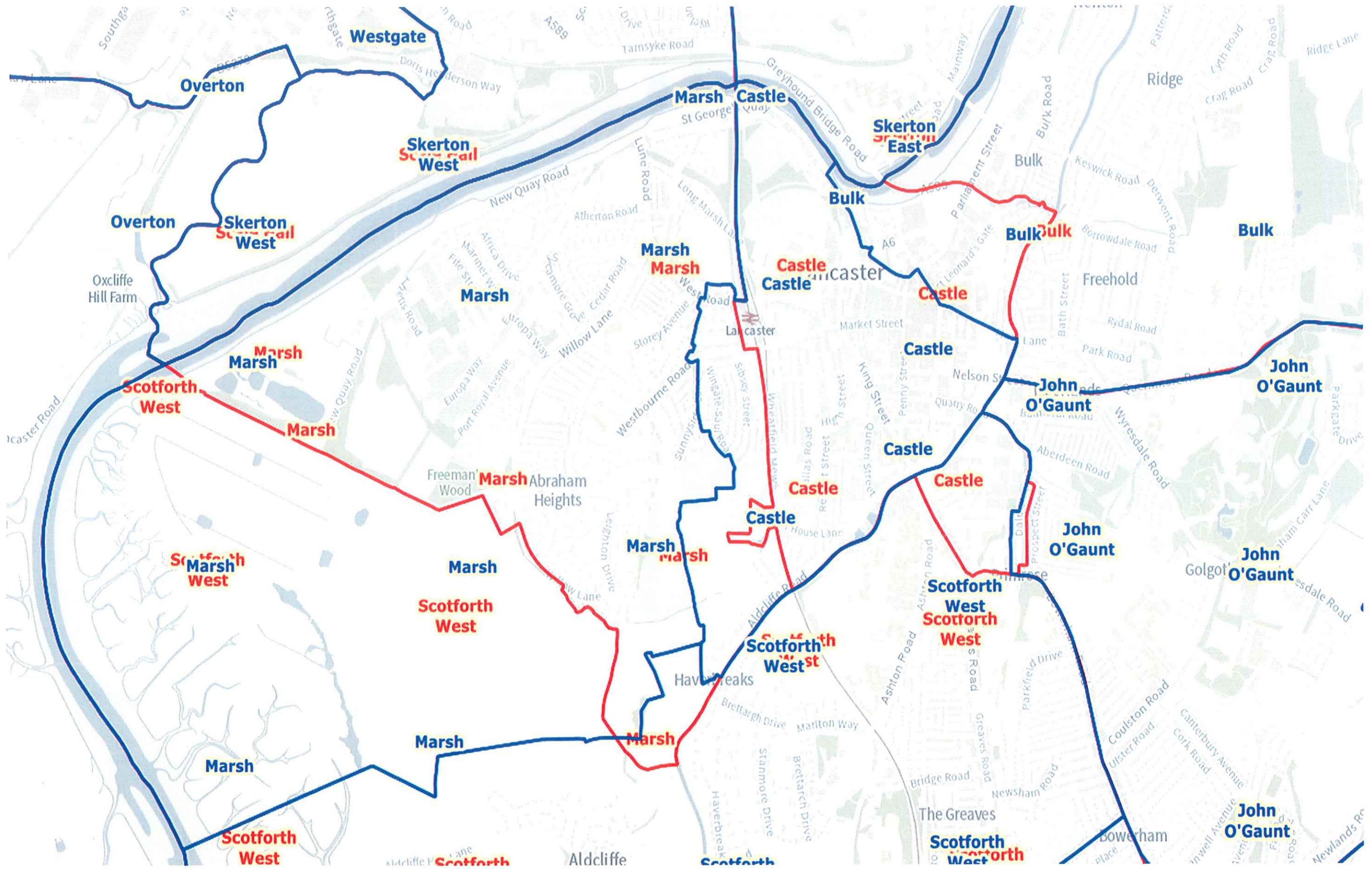














COUNCIL BUSINESS COMMITTEE

Committee Timetable 2022/2023

4 November 2021

Report of the Head of Democratic Services

PURPOSE OF REPORT

To consider a timetable of committee meetings for the 2022/23 municipal year.

This report is public.

RECOMMENDATIONS

- (1) That Members consider the proposed timetable of meetings, times and venues for the 2022/23 municipal year as set out within the report and appendices.
- (2) That a final schedule of meetings be agreed at this meeting, or, if significant changes are made, that the matter be referred to Council for decision at its next meeting.
- (3) That Council Business Committee be requested to amend the commencement time of Budget and Performance Panel meetings held at Morecambe Town Hall from 6.10 p.m. to 6.00 p.m. and that when future meetings of the Panel return to Lancaster Town Hall the commencement time returns to 6.10 p.m.

1.0 Background and Introduction

- 1.1 This Committee's terms of reference include "To agree the annual timetable of Lancaster City Council meetings and any other timetabling issues which may arise." (Constitution Part 2, Section 5, paragraph 8). A draft timetable is therefore presented to Members at this meeting to be finalised. This will allow accommodation to be booked and notice to be given of the proposed dates to Members and officers.
- 1.2 All meetings are being held at Morecambe Town Hall as this is the most effective way to keep meetings spaces well cleansed, reducing the health risks.
- 1.3 The Committee is asked to consider a referral from the Budget & Performance Panel, details of which are provided below.

2.0 Proposal

- 2.1 Proposed start times, venues and number of meetings are shown at Appendix 1. The draft timetable is shown at Appendix 2. It is based on the number of meetings held this municipal year.
- 2.2 It should be noted, however, that where the Personnel Committee and Standards Committee hold hearings in respect of individual cases, which are likely to last for a half day or more, and require the attendance of witnesses and others, such hearings are held during the day. This is because a 6.10pm start time is not practical.
- 2.3 At its meeting held on 6 October 2021, the Budget & Performance Panel made the following recommendation to this Committee:

That Council Business Committee be requested to amend the commencement time of Panel meetings held at Morecambe Town Hall to be moved from 6.10 p.m. to 6.00 p.m. and that when future meetings of the Panel return to Lancaster Town Hall the commencement time returns to 6.10 p.m.

The Committee is asked to consider the recommendation of the Budget and Performance Panel.

3.0 Conclusion

- 3.1 Members are asked to consider this report and agree a timetable of meeting dates, times, and venues for the 2022/23 municipal year at this meeting. If any significant changes are proposed, to make recommendations to Council.

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.	
FINANCIAL IMPLICATIONS There are no additional financial implications for the proposed draft timetable. The costs of the meetings will be met from existing budgets.	
OTHER RESOURCE IMPLICATIONS , such as Human Resources; Information Services; Property; Open Spaces: None.	
MONITORING OFFICER COMMENTS The Monitoring Officer has been consulted and has no further comments.	
SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no further comments	
BACKGROUND PAPERS None.	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk

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	6:00pm	5
	LTH	6.10 pm	
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.

COMMITTEE TIMETABLE 2022/23

	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	