



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 2 MARCH 2023

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 27 October 2022 (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. **Community Governance Review: Petition to merge Yealand Conyers and Yealand Redmayne Parish Councils – Second Stage Consultation Responses** (Pages 3 - 8)

Report of the Head of Democratic Services.

6. **Member Development: Induction Programme** (Pages 9 - 14)

Report of the Head of Democratic Services.

Published 23 February 2023

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Geoff Knight (Chair), Erica Lewis (Vice-Chair), Darren Clifford, Tim Dant, Joan Jackson, Paul Stubbins and David Whitaker

(ii) Substitute Membership

Councillors Roger Cleet (Substitute), Roger Dennison (Substitute), Abi Mills (Substitute), Anne Whitehead (Substitute), Jason Wood (Substitute), Joanna Young (Substitute) and (Conservative) (Substitute)

(iii) Queries regarding this Agenda

Please contact Debbie Chambers, Democratic Services - email dchambers@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 582000, or alternatively email democracy@lancaster.gov.uk.

MARK DAVIES,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER, LA1 1PJ

Published on 22 February 2023.

COUNCIL BUSINESS COMMITTEE**Community Governance Review: Petition to merge Yealand
Conyers and Yealand Redmayne Parish Councils – Second
Stage Consultation Responses
2nd March 2023****Report of Head of Democratic Services****PURPOSE OF REPORT**

To consider responses received to the second stage of the consultation process for the proposal to create The Yealands Parish Council and to agree the order for submission to Council on 15th March 2023

This report is public.

RECOMMENDATIONS

- (1) **To agree the draft Order for the creation of The Yealands Parish Council for submission to Council on 15th March 2023.**

1.0 Introduction

- 1.1 Council Business Committee, at its meeting on 27th October 2022, considered a report of the Head of Democratic Services and agreed a second stage of consultation in relation to an increase in the Precept for the proposed The Yealands 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 Details of Consultation

- 2.1 As well as all households in the area of the proposed The Yealands Parish Council, all first stage consultees were sent a further letter outlining a proposal to increase the precept amount for a Band D property. The proposal to increase the precept had been raised in the first stage of consultation.

2.2 The second stage of consultation opened on 29th November 2022 and closed on Friday 30th December 2022.

3.0 Responses to the Consultation

3.1 One response was received to the second stage of the consultation objecting to the increase in parish precept citing issues of financial hardship.

4.0 Draft Order for the creation of The Yealands 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 15th March 2023. 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 1st April 2024.

5.0 Conclusion

5.1 Overwhelming support for bringing together the two Parish Councils of Yealand Conyers and Yealand Redmayne into a new The Yealands Parish Council has been demonstrated both by the number of signatures on the petition and by the responses received during both stages of the consultation.

5.2 The increase in Parish precept is considered to be reasonable in the circumstances and within statutory requirements.

5.2 The Terms of Reference document and the draft Order, once agreed, will be submitted to Council for final approval on 15th March 2023.

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

The cost of the review will be met from existing budgets. As part of the preparation of their business plan for the merged parish consideration was given to the current precept rates which differ between Yealand Conyers and Yealand Redmayne Parish Councils. A joint single precept amount has been proposed and details will be included in the terms of reference document to allow transparency as part of the consultation. Timing considerations around precept and tax setting for the new parish must be taken into account, but as long as a decision is reached before December 2023 the new parish will benefit from the precept collected for

the financial year commencing 01 April 2024.

There are cost implications for the amendment of the Council Tax system provided by Capita, and this would be at an estimate of £6,500. This cannot be covered from the existing budget held by Democratic Services and would have to be built into future years budgets as part of the budget process.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, 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
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Email: lvines@lancaster.gov.uk
Ref:

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Lancaster City Council (Reorganisation of Community Governance) Order 2023

Made this **date of signature**

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 15th March 2024.

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 2023.
- (2) This Order shall come into force on 1st April 2024.
- (3) Article 8 shall come into force on the ordinary day of election of parish councillors in 2024.
- (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 The Yealands to be held on the ordinary day of election for councillors in 2024;

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 2023” 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 The Yealands.

Parish Precept

5. (1) The parish precept for 2024 shall be £37 per Band D equivalent property in within the boundary of the new parish.
(2) The parish precept for 2025 onwards shall be determined by the new parish, once constituted.

Parish Council for the Parish of The Yealands

6. (1) There shall be a parish council for the parish of The Yealands.
(2) The name of that council shall be “The Parish Council of The Yealands”.

Elections for the parish of The Yealands

7. (1) Elections of all parish councillors for the parish of The Yealands shall be held on the ordinary day of election of councillors in 2024, 2027 and every four years thereafter.
(2) The term of office of every parish councillor elected on the ordinary day of election of councillors in 2024 for the parish of The Yealands shall be three years.
(3) The term of office of every parish councillor elected on the ordinary day of election in 2027 and thereafter shall be four years.

Number of parish councillors

8. (1) The number of councillors to be elected to the new parish shall be 7.
(2) There shall be two Parish Wards. Conyers Ward will be represented by 3 councillors and Redmayne Ward will be represented by 4 councillors.
(3) The Parish Ward boundaries will be the boundaries of the former Yealand Conyers and Yealand Redmayne Parish councils.

Annual meeting of the parish council

- 9. The annual meeting of the new parish council in 2024 shall be convened by the Head of Democratic Services 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.

Transfer of property, rights and liabilities

- 11. The Regulations shall apply unless varied by this or any subsequent Order made prior to 1st April 2024.

Transitional provision

- 12. Until the councillors elected to the council of the new parish of The Yealands at the elections to be held on the ordinary day of election of councillors in 2024 comes into force, the new parish shall be represented by those persons who immediately before 1st April 2024 are the elected councillors for the Yealand Conyers and Yealand Redmayne Parish Councils as well as the Ward Councillors for the Silverdale and Warton Wards of the City Council.

Order date

- 13. 1st April 2024 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 :-)

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Chief Executive

COUNCIL BUSINESS COMMITTEE**Member Development: Induction Programme****2 March 2023****Report of Democratic Services Manager****PURPOSE OF REPORT**

To allow the Committee to consider proposals for Member Development post-elections 2023, including induction training for newly-elected Councillors.

This report is public.

RECOMMENDATIONS

- (1) **That the Committee provides its views and comments on the proposed post-election Induction Training Programme for 2023.**

1.0 Introduction

- 1.1 This report outlines proposed plans for the induction of new councillors following the City Council elections on Thursday, 4 May 2023, and seeks the views and comments of Committee members.

2.0 Background

- 2.1 The City Council elections will be held on Thursday, 4 May 2023, with 61 Councillors elected to represent 27 Wards. The Democratic Services team is preparing an Induction Programme following the elections, as it has for past City Council elections. The intention of the programme is to help newly-elected Councillors prepare for their role and to outline the support and facilities available to them, whilst also fulfilling specific legal requirements relating to their acceptance of their new post. The induction programme will also be open to re-elected Members, in full.

- 2.2 The proposed approach to delivering a successful Member induction process and the timescales involved are set out below.

3.0 Outline Chronology

- 3.1 An outline chronology of the 2023 elections and the subsequent induction programme is as follows (precise dates tba):

INDUCTION/ TRAINING 2023		
MAY 2023		
THURSDAY 4 MAY 2023	ELECTIONS	
FRIDAY 5 MAY 2023	VOTES COUNTED & RESULTS ANNOUNCED	
TUESDAY 9 MAY 2023 3.00PM – 5.00PM	SIGNING DECLARATION SESSION	LTH
TUESDAY 9 MAY 2023 5.15PM – 7.30PM	INDUCTION EVENT –	LTH
THURSDAY 11 MAY 2023 10.00AM TO 12.00PM	SIGNING DECLARATION SESSION	LTH
THURSDAY 11 MAY 2023 11.00PM TO 12.00PM	LOCAL GOVERNMENT FINANCE TRAINING –	LTH
THURSDAY 11 MAY 2023 12.15PM TO 1.15PM	CODE OF CONDUCT & MEMBER/OFFICER PROTOCOL	LTH
MONDAY 15 MAY 11.00AM – 12.00PM	SIGNING DECLARATION SESSION	MTH
MONDAY 15 MAY 12.00PM – 2.15PM	INDUCTION EVENT	MTH
MONDAY 15 MAY 2.30PM – 3.30PM	CODE OF CONDUCT & MEMBER/OFFICER PROTOCOL	MTH
WEDNESDAY 17 MAY 2.00PM – 3.00PM	LOCAL GOVERNMENT FINANCE TRAINING –	LTH
WEDNESDAY 17 MAY 3.00PM-4.00PM	SIGNING DECLARATION SESSION	LTH
THURSDAY 18 MAY 10.00AM – 11.00AM	SIGNING DECLARATION SESSION	LTH
THURSDAY 18 MAY 11.15AM – 12.15PM	GDPR TRAINING	LTH
FRIDAY 19th MAY MIDDAY	ANNUAL COUNCIL	LTH
MONDAY 22 MAY 5.00-6.00PM	MOCK COUNCIL (SPEAKING AT COUNCIL)	MTH
MONDAY 22 MAY 6.30	BUSINESS COUNCIL	MTH
WEDNESDAY 24 MAY 6.00PM	AUDIT COMMITTEE Meeting to be preceded by training	tbc
FRIDAY 26 MAY 11.00AM – 1.00PM???	PLANNING TRAINING	tbc
TUESDAY 30 May	PLANNING MEETING	MTH

AM: Time tbc	(Training for this will have been provided on Friday 26 May)	
JUNE 2023		
TUESDAY 6 June 6.00PM	CABINET	MTH
THURSDAY 8 JUNE 1.00PM	LICENSING COMMITTEE Preceded by training	MTH
w/c 12 th JUNE?	CODE OF CONDUCT & MEMBER/OFFICER PROTOCOL	TEAMS
WEDNESDAY 14 JUNE 6.00PM	OVERVIEW & SCRUTINY – Preceded by training	MTH
w/c 19 th JUNE?	LOCAL GOVERNMENT FINANCE TRAINING	TEAMS
w/c 26 JUNE?	GDPR TRAINING Jenni M	TEAMS
THURSDAY 29 TH JUNE	SAFEGUARDING TRAINING prior to Licensing committee meeting	MTH
JULY 2023		
WEDNESDAY 5 JULY	JCC Preceded by Personnel/JCC training via Teams	TEAMS MEETING
THURSDAY 6 JULY 6.10PM MEETING	STANDARDS Meeting to be preceded by training	LTH
TUESDAY 18 JULY 6.10PM	PERSONNEL (Training for this will be provided prior to JCC meeting on 5.7.23)	
WEDS 27 JULY 6.10PM	BUDGET & PERFORMANCE PANEL meeting preceded by training	?
LEAVE AUGUST FREE		
SEPTEMBER 2023		

SEPTEMBER?	LICENSING COMMITTEE LATE NIGHT VISIT	TBC
EARLY SEPTEMBER	CIVIL CONTINGENCIES	TBC
EARLY SEPTEMBER	MEDIA WORKSHOP	VIA TEAMS
OCTOBER OR EARLIER IF APPEALS MEETING CONVENED	APPEALS TRAINING	VIA TEAMS
TBA	MEMBER BRIEFINGS BY CABINET MEMBERS ON PORTFOLIOS	VIA TEAMS
TUESDAY 5 SEPTEMBER	WELLBEING BRIEFING	VIA TEAMS
SEPTEMBER/OCTOBER	PERSONAL SAFETY TRAINING	TBC
SEPTEMBER/OCTOBER	CARBON LITERACY TRAINING/BRIEFING	Teams

4.0 The Induction Programme

- 4.1 All new Councillors will be obliged to attend the Code of Conduct Training, Equalities Training, Finance Training, Safeguarding and GDPR training and this can be undertaken either face to face or via Teams.
- 4.2 In order to make the Induction Timetable less congested wherever possible training specific to the various Committees including Scrutiny, Audit, Planning, Standards, Personnel & Licensing will be provided prior to the initial meeting of those committees and wherever possible the training will be delivered in-house.
- 4.3 There will be two Induction Events following the Elections on 4 May, one at Morecambe Town Hall and one at Lancaster Town Hall. The events will be open to all Councillors, but will primarily be aimed at newly-elected Members, and will offer a chance to hear from key Council Officers about the work of their Services, how they can help Members in their roles and how Members can engage with Officers.
- 4.4 Officers from IT will be in attendance at both Induction Events so members can book an appointment to ensure that they receive suitable IT equipment and are up and running as soon as practical. This is essential in order that members can access agendas etc given that the Council is wherever possible digital and will enable them to undertake online training if they desire.

5.0. New Member Pack of Information

- 5.1 On the day of the Elections count and results (Friday, 5 May 2023), all 61 elected Councillors (whether elected for the first time or re-elected) will be presented with:

- Information about the Induction Programme;
- General Housekeeping
- Notification of Financial and Other Interests Forms;
- Members' Records Forms;
- Personal Details Form for Human Resources;
- Bank Details Form for Payroll;
- Parking Permit Application Form;
- Committee Timetable 2023/24;
- Times and Venues of Meetings;
- Members' Gifts and Hospitality Form;
- Members' Computer/Network/Email Usage Policy;
- Members' Allowance Scheme – Procedure Note and Allowance Claim Form;
- Members' Code of Conduct;
- Information Governance
- ICT Guidance;
- Who's Who of the Council's Executive Team and a Summary of Services;
- Invitation to Annual Council.

5.2 If Committee Members have any suggestions for other information that may be included in the induction pack, that would be very helpful.

6.0 Additional Logistics

6.1 All elected Members will sign their Declaration of Acceptance of Office in the presence of the Chief Executive in five sessions to be held at Lancaster and Morecambe Town Halls. The Declaration of Acceptance must be signed in advance of the Annual Mayor Making Council on 19 May 2023.

7.0 Conclusion

7.1 Combined, the above Induction Programme offers newly-elected Councillors the opportunity to be introduced to their new surroundings as Members at Lancaster City Council, and to the work of the Council's various Services.

7.2 The Induction Programme needs to be finalised and this is an opportunity for Council Business Committee to comment on the draft programme.

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

LEGAL IMPLICATIONS

There are mandatory training sessions in the programme for Members serving on Committees, particularly regulatory/quasi-judicial committees and it is important that only fully trained Councillors are appointed to this Committees as Members or substitute Members.
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FINANCIAL IMPLICATIONS

The proposed budget for 2023/24 includes an estimated budget of £6.3k for member training and it is expected the costs of the training above will be met from within this budget allocation.

OTHER RESOURCE IMPLICATIONS

None identified.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments to add.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

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