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COUNCIL BUSINESS COMMITTEE

2.00 P.M.

24TH MAY 2006

PRESENT:- Councillors Susan Bray (Chairman), Evelyn Archer, Maggie Chadwick, Geoff Knight, Peter Robinson and Malcolm Thomas

Also Present

Councillor Malcolm Thomas

Apologies for Absence

Councillors Anne Chapman and Joyce Pritchard

Officers in attendance:-

Gillian Noall

Head of Democratic Services

James Doble

Principal Democratic Support Officer

Roger Muckle

Corporate Director (Finance and Performance)

1 APPOINTMENT OF VICE-CHAIRMAN

It was agreed unanimously that Councillor Evelyn Archer be appointed Vice-Chairman for the Municipal Year 2006/07.

Resolved:

That Councillor Evelyn Archer be appointed Vice-Chairman for the Municipal Year 2006/0.

2 TERMS OF REFERENCE

The Head of Democratic Services outlined that the Terms of Reference were presented for information. It was noted that there had been a specific delegation from Council to the Business Committee for the approval of the outstanding elements of the Corporate Plan 2006/07.

Resolved:

That the report be noted.

3 CORPORATE PLAN 2006/07 - PRIORITY OUTCOMES (Pages 1 - 12)

The Corporate Director (Finance and Performance) introduced the priority outcomes for the Corporate Plan 2006/07, which required approval and had been delegated to the committee. It was noted that this was the first time that the priority outcomes had been presented in this format and suggestions from Members would be appreciated. Members considered the report in some detail and queried the following issues:

- Section 5. Poulton Neighbourhood Management and West End Partnership to be included.
- Section 6. to be clarified whether bulky waste baseline is at 0%.
- Section 4. Date for refurbished toilets to be set as September 2006.
- Section 8.1 Target for fear of crime, to be clarified.

- Section 9.1 'Date to be negotiated with Partners' to be added.
- Section 9.2 Date to be included.
- Section 10. Relevance of the inclusion of West End Masterplan queried.

It was proposed by Councillor Maggie Chadwick, seconded by Councillor Evelyn Archer and subsequently agreed unanimously that 'the recommendations as set out in the report be agreed, subject to the inclusion of the issues as set out above.

Resolved:

That the Key Performance Indicators of the Priority Outcomes as set out in the Appendix to these minutes be agreed subject to the amendments and clarifications as set out below:

- Section 5. Poulton Neighbourhood Management and West End Partnership to be included.
- Section 6. to be clarified whether bulky waste baseline is at 0%.
- Section 4. Date for refurbished toilets to be set as September 2006.
- Section 8.1 Target for fear of crime, to be clarified.
- Section 9.1 'Date to be negotiated with Partners' to be added.
- Section 9.2 Date to be included.
- Section 10. Relevance of the inclusion of West End Masterplan queried.

4 FILMING AND RECORDING OF MEETINGS

Councillor Malcolm Thomas, Chairman of Audit Committee introduced the report which set out the recommendations of his committee with regard to filming and recording of meetings. It was outlined that the Audit Committee had noted the current logistical difficulties, however on balance had decided to allow filming and recording of meetings. It was noted that since Audit Committee had made their recommendations, officers had suggested that Council Business Committee and Budget and Performance Panel should be added to the list of meetings where filming should be permitted. It was noted that filming and recording would only be allowed by the recognised press and by prior arrangement with Communications.

It was proposed by Councillor Maggie Chadwick, seconded by Councillor Evelyn Archer and subsequently agreed unanimously 'that the recommendations as set out in the report be agreed'.

Resolved:

That the constitution be amended as set out below and that the Monitoring Officer be authorised to make consequential changes to the Media Guidelines and Protocol in line with the recommendation.

Amendment to Part 4, Rules of Procedure, Section 1 Council

27 Filming and Recording of Council Meetings

The press and media will be allowed to film and record meetings of Council, Cabinet, Audit Committee, Council Business Committee, Overview and Scrutiny Committee and Budget and Performance Panel, which are open to the press and public, so long as

notice is given in advance, via the Communications Officer, in accordance with the Council's Media Guidelines.

5 FUNCTIONING OF THE FORWARD PLAN

Councillor Malcolm Thomas, Chairman of the Audit Committee outlined the recommendations of his Committee which had been developed by the Overview and Scrutiny Committee in response to difficulties with the operation of the Forward Plan.

It was proposed that Councillor Maggie Chadwick, seconded by Councillor Evelyn Archer and subsequently agreed unanimously that 'the recommendations as set out in the report be agreed'.

Resolved:

That the constitution be amended as set out below

Amendment to Part 4 Rules of Procedure, Section 2 Access to Information

13. PROCEDURE BEFORE TAKING KEY DECISIONS

Subject to Rule 15 (general exception) and Rule 16 (special urgency), a Key Decision may not be taken unless:

- (a) a notice (called here a Forward Plan) has been published in connection with the matter in question, **where this is additional to the published Forward Plan or not included in a monthly update or less than four months notice has been given, reasons for urgency must be given on the notice;**
- (b) at least five days have elapsed since the publication of the Forward Plan; and
- (c) where the decision is to be taken at a meeting of the Cabinet or its committees, notice of the meeting has been given in accordance with Rule 4 (notice of meetings).

14. THE FORWARD PLAN

14.1 Period of Forward Plan

Forward plans will be prepared by the leader to cover a period of ~~four~~ **twelve** months, beginning with the first day of **the new municipal year** ~~any month~~. ~~They~~ **Updates** will be prepared on a monthly basis. ~~and subsequent plans will cover a period beginning with the first day of the second month covered by the update preceding plan.~~

The Forward Plan must be published at least fourteen days before the start of the period covered. The Proper Officer will publish once a year a notice in at least one newspaper circulating in the area, stating:

(iii) that the plan will contain details of the Key Decisions to be made for the ~~four~~ **twelve** month period following its publication;

(ix) the dates on each month in the following year ~~on which each~~ **when the** Forward Plan **and updates** will be published and available to the public at the Council's offices.

6 PROCESS FOR DEALING WITH CONSULTATION PAPERS

The Head of Democratic Services reported that dealing with consultation papers had been delegated to the Committee and outline a number of options available to the Committee in considering a process for this.

It was proposed by Councillor Susan Bray, seconded by Councillor Maggie Chadwick and subsequently agreed unanimously 'that option 3.2 ii be approved in relation to Stage 1 of the process and that a choice of response methods be available.'

Resolved:

That the following process for responding to consultation papers be agreed:

- (1) That on receipt of any consultation papers, the Chief Executive consult with all Members of the Council Business Committee, to decide whether the Council should respond and how a response should be agreed. This consultation to be undertaken electronically with strict deadlines for response.
- (2) That, if it is decided that a response should be made, the consultation paper be either referred to political groups and non-aligned Members to respond individually, to officers to prepare a draft response to be approved by the Chief Executive in consultation with the Council Business Committee members, to officers to respond directly or other variation at the discretion of those consulted.
- (3) That, where there is no agreement between the Members consulted, the Chief Executive will act on the majority view.

7 TIMETABLE OF FUTURE MEETINGS

It was agreed that the Committee should meet on 2nd Thursday of each month, at Morecambe Town Hall at 4pm with the exception of 29th June 2006, which will be held at Lancaster Town Hall.

Resolved:

That the Committee should meet on 2nd Thursday of each month, at Morecambe Town Hall at 4pm with the exception of 29th June 2006, which will be held at Lancaster Town Hall.

Chairman

(The meeting ended at 3.28 p.m.)

**Any queries regarding these Minutes, please contact
Gillian Noall, Head of Democratic Services - telephone (01524) 582060 or email
gnoall@lancaster.gov.uk**

Appendix A

CORPORATE PLAN PRIORITY**To deliver value-for-money customer-focused services**

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
1. To keep the annual council tax increase to a minimum whilst offering high quality services (IB)	Keep annual council tax increases below 4.9% Achieve the targets set out in our Medium Term Financial Strategy Achieve our annual Gershon efficiency targets	1.1 2007/8 council tax increase below 4.9% 1.2 £625,000 of MTFS target savings by Mar '07 1.3 £1.168m cumulative Gershon efficiency savings by Mar '07.	Medium Term Financial Strategy VFM Strategy Star Chamber
2. To develop more effective community engagement to ensure the views of our citizens are taken into account during our decision making processes. (GD, PQ, IB)	Develop an annual Consultation Plan Develop a Citizens Panel Develop Annual Forward Plan Take account of public response to the Planning Development Framework 'Core Strategy' consultation	2.1 The number people responding to our consultations. (In this first year we will establish a baseline figure.) Citizen Panel in place Annual forward Plan In Place 2.2. Publish Core Strategy - October 2006	Consultation Strategy Forward Plan Planning Development Framework documents.

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>3. Refocus services around the needs of our citizens and other customers and improve customer satisfaction with both the Council and the services it provides. (AS)</p>	<p>Continue to integrate council services into our customer contact centres</p>	<p>3.1 Phase 1 services integrated into our Customer Service Centres by Mar '07 3.2 Increased overall customer satisfaction from 48% to 56% by Dec '06</p>	<p>Access to Services Review Best Value General Household Survey Corporate Property Strategy</p>
<p>4. Provision of high quality accessible public toilets (JB)</p>	<p>Refurbish Clock Tower and Armdale Toilets; review and rationalise public toilet provision in the district</p>	<p>4.1 Refurbished Toilets opened by March 2007</p>	<p>Poulton Neighbourhood Management Board</p>

CORPORATE PLAN PRIORITY

To make our District a cleaner, healthier place

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>5. Cleaner streets and public open spaces (JB, EB)</p>	<p>Improving street cleanliness</p> <p>Running the 'Put Litter in its Place' Campaign</p> <p>More enforcement; work with the Community Support Officers</p>	<p>5.1 Reduce the amount of litter on the streets from 19% to 15% by 2008 (BV 199 & LAA Stretch Target)</p> <p>5.2 Improve levels of customer satisfaction with street cleanliness from 55% in 2003/04 to 72% in 2006/07 (BV89)</p> <p>5.3 Increase the number of fixed penalty notices (relating to environmental anti social behaviour) issued from 19 in 2005/06 to 150 in 2006/07</p>	<p>Lancashire Local Area Agreement</p> <p>Litter Strategy</p> <p>Litter Charter/ Chamber of Trade</p> <p>Police</p> <p>Community Safety Partnership</p> <p>Community Safety Strategy</p>
<p>6. Reduce waste in the district by recycling and re-use (JB)</p>	<p>Complete planned phases of the introduction of wheeled bins and kerbside recycling</p>	<p>6.1 Increase % of household waste recycled from 13.28% in 2005/06 to 18% in 2006/07 (BV82a)</p> <p>6.2 Increase % of household waste composted from 6.79% in 2005/06 to 9% in 2006/07 (BV82b)</p>	<p>Community Strategy</p> <p>Waste Management and Recycling Strategy</p> <p>Furniture Matters</p>

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>7. To improve the health of residents through the provision of sporting and leisure activities</p> <p>(RS, JH, PQ)</p>	<p>Special collection service delivered through Bulky Matters Partnership</p> <p>Provide leisure opportunities to all sections of the community that aim to promote healthier lifestyles</p> <p>Offer all under 11's attending the schools swimming programme a body mass index (BMI) test and a programme of activity to reduce BMI</p> <p>Sustain rural sporting/leisure facilities</p>	<p>6.3 Reduce the Kg of household waste (per head) collected from 372kg in 2005/06 to 347kg in 2006/07 (BV 84)</p> <p>6.4 Increase % of bulky waste recycled from 0% in 2005/06 to 40% in 2006/07</p> <p>7.1 Increase the number of children who receive coaching per week from an average of 22 to 25 by March 2007</p> <p>7.2 Increase % of children under 11 in schools swimming programme taking up the offer of a BMI test and the recommended subsequent activity programme from 0 to 20 by March 2007</p> <p>7.3 Increase usage at Hornby Pool from 8185 to 8266 by March 2007</p>	<p>Community Strategy</p> <p>Sport England</p> <p>North West on the Move</p> <p>County Sport Partnership</p> <p>Every Child Matters</p> <p>Youth Matters</p> <p>Extended Schools</p>
			<p>City Council Cycling Strategy</p>

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
	Deliver the Cycle England demonstration town project	7.4 25% Increase cycle trips in 2006/07 with 100% increase by 2008 (from a baseline of 693 trips in 2005)	Economic Development Zone

CORPORATE PLAN PRIORITY

To reduce crime and the fear of crime

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
8. To reduce Crime and the Fear of Crime and to help residents feel safer in their communities. (EB)	Work with our partners to reduce the number of crime and disorder incidents within the district. (In 2003/04 the Community Safety Partnership set a target to reduce all crime in the District. Current indications are that this stretching target is unlikely to be achieved)	8.1 Reduce all crime in District by between 16% -19% by 2008 (PSA1)	Community Safety Partnership Community Safety Strategy Local Area Agreement
9. Reduce alcohol related violence and harm; reduce alcohol related anti-social behaviour. (EB)	Work with the Police, Primary Care Trust and other agencies within the Community safety partnership to address issues around alcohol related violence and harm Work with the Police and other agencies to ensure that under the Licensing Act 2003 licensable activities are properly licensed and that licence conditions are complied with	9.1 Develop a strategy to reduce alcohol related crime. 9.2 Fully comply with all requirements of the Licensing Act	Community Safety Partnership Trading Standards Community Safety Strategy Licensing Strategy

CORPORATE PLAN PRIORITY

To lead the regeneration of our District

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>10 To make best use of European ERDF and other funding within the Economic Development Zone to provide new and refurbished individual and commercial space</p> <p>(AB)</p>	<p>Delivering Luneside East</p> <p>Providing new workspace</p> <p>Providing new industries space</p>	<p>10.1 Completion of Transco off-site works and demolition of gas holder by October 2006</p> <p>10.2 Completion of 1500m² of new/refurbished office space at 4/5 Dalton Square by July 2006</p> <p>10.3 Development Agreement in place for 50% of the Port of Heysham offer by March 2007</p>	<p>EDZ Action Plan</p> <p>Lancaster SRB Delivery Plan</p> <p>Regeneration Strategy</p> <p>Morecambe Action Plan</p> <p>West End Masterplan</p> <p>Local Area Agreement</p>
<p>11 To regenerate the West End of Morecambe</p> <p>(JH)</p>	<p>Establish Neighbourhood Management in the West End of Morecambe</p> <p>Progress implementation of the West End masterplan</p>	<p>11.1 To achieve agreement of the West End delivery plan by June 2006</p> <p>11.2 A 10% increase in resident satisfaction 12 months on from the baseline survey (April 2007)</p>	<p>Community Strategy</p> <p>Lancashire Local area Agreement</p> <p>West End Masterplan</p> <p>Poulton and West End Neighbourhood Management Delivery Plans</p> <p>Local Development Framework</p>

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>12. A varied programme of festivals and events throughout the district (RS)</p>	<p>To continue to work with both the private sector and other organisations to develop a successful programme Green Flag status for Happy Mount Park</p>	<p>12.1 90% of agreed Innovation Fund projects to be successfully implemented 12.2 Green Flag status achieved by Mar 2008</p>	<p>Festivals Innovation Fund English Heritage</p>
<p>13. To improve the retail, leisure and residential offering in Lancaster city centre (AB,PQ)</p>	<p>Take forward development plans for the Canal Corridor in Lancaster</p>	<p>13.1 To publicise an indicative masterplan and achieve a signed development agreement between the Council and the developer Centros Miller by December 2006</p>	<p>Local Development Framework</p>
<p>14. To regenerate Camforth and its rural hinterland (PQ)</p>	<p>Implement the Camforth Market Towns Initiative Action Plan</p>	<p>14.1 "increase overall satisfaction with effectiveness of the Carnforth Area Regeneration Partnership and with opportunities for participation and involvement" (baseline year) 14.2 Through MTI: <ul style="list-style-type: none"> ▪ Create 6 new jobs in 2006/07 ▪ Create 3 new businesses in 2006/07 ▪ Hold 12 Farmers Markets </p>	<p>CARP MTI Action Plan</p>

CORPORATE PLAN PRIORITY

To support sustainable communities

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>15. To reduce the amount of energy used by both the Council and households across the district (AS, GD)</p>	<p>Undertake all works in the Council's Energy Management Action Plan (in 05/06 our energy policy resulted in total savings of 29.83 tonnes of CO2)</p> <p>Energy efficiency measures at Salt Ayre Sports Centre.</p> <p>Implement national / EU sustainability policies through planning decisions and implementation of Building Regulations</p>	<p>15.1 Reduce overall energy use in Council buildings from 6,563,842kwh (05/06) to 5,328,114kwh in 08/09</p> <p>15.2 Reduce CO2 emissions from Council buildings from 0.0666 (05/06) to 0.057 in 908/09)</p> <p>15.3 Increase the % of energy the Council uses from sustainable sources from 9.90% in 05/06 to 60% in 08/09</p>	<p>Energy Forum</p> <p>Corporate Property Strategy</p> <p>Climate Change Strategy to be developed over the coming year</p> <p>Planning Development Framework</p>
<p>16. To increase the provision of more affordable housing, especially in rural areas (JG, PQ)</p>	<p>Increase the number of units provided in both the rural and urban areas</p> <p>Produce a flexible, sustainable Local Development Core Strategy in October 2006</p>	<p>16.1 Increase total number of affordable housing units in district as a whole by 35 in 2006/07 and ensure that 18 of these are in rural areas of the district</p> <p>16.2 Current target (from draft document) - Total number of new dwelling completions 400 of which 60 are specifically identified as 'affordable'</p>	<p>Housing Strategy</p> <p>Housing Associations</p> <p>Local Development Framework</p> <p>Core Strategy</p>

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>17. Reduce levels of homelessness (JG)</p>	<p>Reduce both the numbers presenting themselves as homeless and those accepted</p> <p>Implement the HMO Licensing Scheme and the Housing Renewal programmes operating in the Poulton and the West End of Morecambe</p>	<p>17.1 Increase the number of homelessness cases successfully resolved from 1.42% in 05/06 to 1.75% in 06/07 (BV 213)</p> <p>17.2 Maintain the level of repeat homelessness cases at 0 in 2006/07 (BV214)</p> <p>17.3 10 % reduction in numbers achieved by March 2010 (baselining this year)</p>	<p>Homelessness Strategy Homelessness Organisations YMCA</p> <p>West End Masterplan</p>

CORPORATE PLAN PRIORITY

To continue to improve the Council

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
18. Council continues to improve; external assessment validates that improvement. (1B)	<p>Deliver the targets included in the Council's Improvement Plan</p> <p>To reduce the average days lost to sickness</p> <p>Undertake a pay and grading review of the workforce</p>	<p>18.1 % of Imp Plan targets achieved (Target 100%)</p> <p>18.2 To reduce the average days lost to sickness to 10 days per employee by Mar 2007</p> <p>18.3 Completion of the review by Mar 2007</p>	<p>Improvement Plan</p> <p>Direction of Travel judgement</p> <p>Annual Audit Letter</p> <p>HR Strategy</p> <p>Sickness Absence Mgt Policy</p> <p>Workforce Strategy</p>
19. To improve the council's performance monitoring, management and reporting arrangements (1B)	<p>Establish revised performance monitoring and reporting arrangements as set out in the Performance Management Framework</p> <p>Implement the <i>Escendency</i> performance management system across all Council Services.</p>	<p>19.1 Quarterly reporting through new framework in place by July 2006</p> <p>19.2 75% of services reporting performance through <i>Escendency</i> by Mar '07.</p>	<p>Performance Management Framework.</p> <p><i>Escendency</i> Partnership arrangement</p>

Priority Outcomes	What we will do this year	Key Performance Indicators	Key Joint Strategies and Partnerships
<p>20. To increase the awareness of equal opportunities and diversity issues. (GD)</p>	<p>Progressing the Equality Standard for local government Action Plan</p>	<p>20.1 Achieve level 2 of the Equality Standard for local government by March 2007</p>	<p>Equality Standard for Local Government</p>