

**COUNCIL BUSINESS  
COMMITTEE**

**4.00 P.M.**

**10TH AUGUST 2006**

**PRESENT:-** Councillors Susan Bray (Chairman), Evelyn Archer (Vice-Chairman), Maggie Chadwick, Anne Chapman, Geoff Knight, Joyce Pritchard and Peter Robinson

Officers in attendance:-

Gillian Noall	Head of Democratic Services
Jenny Kay	Democratic Support Officer
Suzanne Trippier	Senior Democratic Support Officer

**12 MINUTES**

The Minutes of the meeting held on 29<sup>th</sup> June, 2006 were signed by the Chairman as a correct record.

**13 COMMITMENT TO THE NORTH WEST CHARTER FOR ELECTED MEMBER DEVELOPMENT**

Members considered a report of the Head of Democratic Services which outlined the progress made to date towards the Charter for Elected Member Development. Members were reminded that the Council had signed up to the North West Charter in 2002 which set out a commitment to the support and development of Members.

Members discussed the progress that had been made so far particularly the Member page on the intranet and unanimously agreed the following recommendations:

- (1) That Members note the progress made to date towards the Charter for Elected Member Development.
- (2) That Officers continue to develop the Members page on the Intranet.
- (3) That Officers obtain information on other Local Authorities who have achieved the Charter with a view to undertaking appropriate site visits.

***Resolved :***

- (1) That Members note the progress made to date towards the Charter for Elected Member Development.
- (2) That Officers continue to develop the Members page on the Intranet.
- (3) That Officers obtain information on other Local Authorities who have achieved the Charter with a view to undertaking appropriate site visits.

**14 COMMUNICATION TOOLKIT FOR MEMBERS**

The Corporate Director (Finance and Performance) submitted a report requesting Members' approval of the adoption of a toolkit to provide Members with a general and basic guide to communications. Members were advised that the toolkit would be included in the Members' Induction Pack that would be distributed to all Members after the 2007 election.

Approval of the Toolkit was unanimously agreed.

***Resolved :***

That the Toolkit be approved for inclusion in the Members Induction Pack.

**15 SPECIAL COUNCIL MEETING**

The Head of Democratic Services presented a report which requested Members to consider options for a Special Council meeting to take place in autumn. Members were reminded that Council at its meeting on 15<sup>th</sup> March had resolved that an existing meeting of Council in autumn should be re-designated to be a Special Council meeting to consider a specific issue. Members were requested to consider a topic, date and format for the Special Council meeting.

Members discussed the report and the suggestions that had been submitted by Members at length.

It was proposed by Councillor Chadwick, seconded by Councillor Archer and unanimously agreed :

- “(1) That a Special meeting of Council take place on 1<sup>st</sup> November, 2006 at 6.30 pm at a suitable public venue subject to availability.
- (2) That the theme of the meeting be the Local Strategic Partnership with external speakers representing a number of Building Blocks to include question and answer sessions.
- (3) That Officers investigate the use of an external facilitator and appropriate publicity.”

***Resolved :***

- (1) That a Special meeting of Council take place on 1<sup>st</sup> November, 2006 at 6.30 pm at a suitable public venue subject to availability.
- (2) That the theme of the meeting be the Local Strategic Partnership with external speakers representing a number of Building Blocks to include question and answer sessions.
- (3) That Officers investigate the use of an external facilitator and appropriate publicity.

**16 FEEDBACK ON PROCESS FOR CONSULTATION PAPERS**

Members discussed the current process that was in place to consider consultation papers that were received by the Council. It was felt by the Committee that this process was not operating as effectively as it possibly could.

It was unanimously agreed :

“That the process to deal with consultation papers be amended to delegate to the Chief Executive the decision as to whether it is worthwhile for the Council to respond as follows :

- (i) That an Officer response be prepared on purely technical matters.
- (ii) That a draft response be prepared by Officers on policy matters for comments by the Council Business Committee prior to approval by the Chief Executive.
- (iii) That consultation papers be forwarded to Group Leaders for a response on matters of a purely political nature.”

***Resolved :***

That the process to deal with consultation papers be amended to delegate to the Chief Executive the decision as to whether it is worthwhile for the Council to respond as follows :

- (i) That an Officer response be prepared on purely technical matters.
- (ii) That a draft response be prepared by Officers on policy matters for comments by the Council Business Committee prior to approval by the Chief Executive.
- (iii) That consultation papers be forwarded to Group Leaders for a response on matters of a purely political nature.

---

Chairman

(The meeting ended at 5.15 p.m.)

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