



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 11 JANUARY 2007

Venue: MORECAMBE TOWN HALL

Time: 4.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of Meeting held on 9th November, 2006 (previously circulated).

3. **Items of Urgent Business Authorised by the Chairman**

4. **Declarations of Interest**

5. **Induction Programme 2006/07 and Members Handbook**

All Members have been invited to contribute to the discussions on the 2006/07 Induction Programme and Members Handbook, prior to formal consideration by the Committee.

6. **Elected Member Development – Progress Report (Pages 1 - 8)**

Report of Head of Democratic Services.

7. **Member Development Strategy 2006/07 (Pages 9 - 16)**

Report of Head of Democratic Services.

8. **Meetings Timetable 2007/08 (Pages 17 - 22)**

Report of Head of Democratic Services.

9. **Appointments to Committees**

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

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

(ii) Substitute Membership

Councillors Abbott Bryning and Gina Dowding

(iii) Queries regarding this Agenda

Please contact Gillian Noall, Head of Democratic Services - telephone: 01524 582060 or email gnoall@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Members' Secretary, telephone 582170, or alternatively email memberservices@lancaster.gov.uk.

MARK CULLINAN
CHIEF EXECUTIVE
TOWN HALL,
LANCASTER LA1 1 PJ

Published on Friday, 29th December, 2006

COUNCIL BUSINESS COMMITTEE

Elected Member Development – Progress Report

11th January, 2007

Report of Head of Democratic Services

PURPOSE OF REPORT

To update Members on the progress made to date with elected Member development and offer feedback and suggestions for the way forward.

This report is public

RECOMMENDATIONS

- 1) That the Committee notes the learning and development events which have taken place and offers feedback on these events.
- 2) To consider the content of the Information pack for potential councillors.
- 3) To consider the content of the Induction Handbook and format for the Induction Programme for newly elected and returning members.
- 4) To approve in principle the use of mentors as part of a Mentoring Scheme within the Induction Programme.

1.0 Learning and development events taken place

The following learning and development events and conferences have taken place:

Date	Event	Venue	No.	Who attended
25 Oct	Managing Casework Effectively	Blackpool BC	1	Smith
2 Nov	Morecambe Bay Partnership Seminar	Kendal	4	Budden Fishwick Johnson Sands
3 Nov	Scrutiny Partners Network	Lancaster TH	10	Johnson Brown Sherlock Redfern Greenall Budden Heath Gerrard Langhorn Robinson
8 Nov	Scrutiny Visit to Hyndburn	Hyndburn BC	5	Kerr Redfern Archer Robinson Gerrard
13 Nov	Lancashire	Farrington	1	Kerr

Date	Event	Venue	No.	Who attended
	Leadership Modules	Lodge		
13/14 Nov	IDEA Leadership Academy	Warwick	1	Bray
18/19 Nov	IDEA Leadership Academy	Warwick	1	Kerr
18/19 Nov	IDEA Leadership Academy	Manchester	1	Langhorn
27 Nov	Local Government Finance Uncovered Briefing	Lancaster TH	8	Brown Chapman Gardner Greenall Johnson Taylor Thomas Budden

A summary of the evaluations received for the Local Government Finance Uncovered Briefing are attached at Appendix A.

1.1 Learning and development events scheduled

The following events are scheduled over the next few months:

- 18 December 2006 Lancashire Leadership Module - Delivering Effective Services to Young People from 5 – 8pm at Farrington Lodge/Bartle Hall, Preston.
- 22 January 2007 Lancashire Leadership Module - Implications of White Paper from 5 – 8pm at Farrington Lodge/Bartle Hall, Preston.
- 26 February 2007 Lancashire Leadership Module - Local Area Agreements from 5 – 8pm at Farrington Lodge/Bartle Hall, Preston.
- 19 March 2007 Lancashire Leadership Module - Sustaining Lancashire from 5 – 8pm at Farrington Lodge/Bartle Hall, Preston.

1.2 NWEO Charter Celebration Event

Suzanne Trippier and Julie Rutledge attended the North West Charter Celebration Event hosted by NWEO at the Lowry Gallery in Manchester on 17th November 2006 where 9 authorities were awarded the North West Charter for elected member development. These authorities were:

Rossendale BC
 Chorley BC
 Barrow-in Furness BC
 Copeland BC
 Lancashire Combined Fire Authority
 Greater Manchester Police Authority
 South Lakeland DC
 Merseyside Fire and Rescue Authority
 Cheshire County Council.

1.3 Member Development Surgeries

Officers from Democratic Services were available for an hour before the last Council meeting to be on hand to answer Members' queries, collect signatures and forms etc. Officers will do this again at the next Council meeting.

1.4 Information Pack for Potential Councillors

An information pack has been produced for potential Councillors on the role of a Councillor and how to become a Councillor. Included in the leaflet are details of what would be expected from a person who was elected such as time commitments, ward work and attendance at meetings. It gives a brief summary of what the Council does and what the work of a Councillor involves. It also gives potential Councillors information on allowances, training and support they will receive as a Councillor. Contact details are also included at the end of the leaflet.

The information pack will be available to download on the Council's website and will also be available in receptions.

1.5 Induction for newly elected and returning Members

Some preparatory work has started on developing an induction Handbook for newly elected and returning Members. Alongside that a comprehensive induction programme should be developed to take account of the type and volume of information to be made available to members prior to the election, on the election day and following their election. A short questionnaire has been circulated to existing members to give officers an indication of the success of previous induction programmes or ways in which improvements could be made.

Members Handbook

All newly elected and returning Members will be given a copy of the Members Handbook. The Handbook contains information that Members need to know i.e. role of a Councillor, the support they will receive, information on the Council and its services, opening hours, ID cards, car parking, allowances, declaring interests, fire alarm, smoking policy and a whole lot more.

The Handbook will also include details of the main contact officers in Member Services and contact details and photos of the Chief Executive and Corporate Directors and their Personal Assistants, a Who's Who of Corporate Directors and Service Heads and useful contact numbers (within the Council, and externally including the local newspapers and radio stations and MP's etc).

Induction Programme

The Induction Programme encompasses the pre-induction, day of election, an induction day and follow up induction.

Pre induction

Prior to the election all candidates will receive a letter outlining the key dates for their diaries, should they be elected and a copy of the Code of Conduct that they will be required to sign up to.

An Information Pack for potential Councillors will be available on the website and sent to candidates.

A briefing session for candidates and their agents will be held to advise on electoral procedures and answer any questions about the practicalities of being a Councillor.

Day of/after election

All Councillors must sign the declaration of office and acceptance of the Code of Conduct with the Chief Executive. Official photographs will be taken at the same time.

Induction Day

A welcome afternoon/evening session for new Members and welcome back for returning Councillors who may wish to attend. Councillors will get chance to meet the Chief Executive and Corporate Directors. The session will comprise a series of short briefings to give Members the basics for their first few weeks in office (The Code of Conduct and an introduction to the Council etc). The day will also involve a tour of the building followed by lunch/tea. At the end of the session, Members will be given a copy of the Handbook. Suggestions for the Handbook and format of the Induction should be offered at the meeting.

Follow up induction

May	Annual Council (and Mock / Briefing)
	IT set up in Members' homes
	Compulsory training i.e. Planning, Licensing, Personnel, Equalities, Code of Conduct, Standards Committee training on hearings
	IT Training i.e. using emails, intranet and internet
June	Departmental Briefings and Visits
	Half day tour of the district and visits to regeneration developments.
	Topical briefings i.e. tourism, climate change, community safety, child protection, for example
	Workshop to identify training priorities
	Scrutiny/Budget and Performance Panel and Questioning Skills briefing
	Mentoring progress session
July / August	Skills based training i.e. Public Speaking, Charing Skills, Dealing with the media
	History of Lancaster Town Hall tours
	One to One Interviews
	IT Training – web pages, word processing

Members will of course be able to attend any of the other events listed in the Member Learning Programme and will have specific individual development needs identified through their one to one interviews.

1.6 Mentoring Scheme - Buddy system

In order to complement the Induction programme, it is suggested that a Mentoring Scheme - Buddy System be developed for newly elected members and that each newly elected member be offered the opportunity of having both a Member and officer mentor.

It is recognised that mentoring, where Councillors are paired with experienced Councillors, can help new Councillors through their initial months in office, and can assist those Councillors moving into new roles or positions i.e. chair.

Mentoring can improve confidence and esteem, increase motivation and enhance and develop skills and knowledge, whilst for the mentor they have the opportunity to extend and enhance their own range of skills as part of their personal development. The benefits to the Council is that there is so much to be gained in getting Councillors 'up and running' in the authority effectively and quickly.

Considerations would need to be given to whether the Member mentor should be from the same political party or same ward as the mentee and the level of officer support within the Council with the balance of knowledge and time.

Training would also need to be provided to officer and Member mentors prior to the Election.

Members are requested to consider whether they feel such a scheme would be beneficial, prior to the details being developed.

2.0 Conclusion

Progress continues to be made in various aspects of member development in order to prepare for the induction and work towards gaining the North West Charter for Member Development.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

No direct implications

FINANCIAL IMPLICATIONS

None arising from this report. The cost of training courses and events is met from the Member training budget held by Legal and HR Services.

It is intended to ensure that training and resources as part of the Induction are kept within existing budgets levels.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

There are no legal comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

None

Contact Officer: Suzanne Trippier
Telephone: 01524 582074
E-mail: smtrippier@lancaster.gov.uk

Local Government Finance Uncovered 27th November 2006 TRAINING COURSE EVALUATION OUTCOMES

EVALUATION FORMS RETURNED: 4

1. Personal objectives were:

Exceeded	
Met	4
Partially met	
Not met	

2. The time allocated for the course was:

Too much	
Sufficient	3
Too little	1

3. The following were rated:

	Excellent	Good	Average	Poor	Unanswered
Effectiveness of the speaker/tutor	3	1			
Relevance of course content to your work	1	3			
Pace	3	1			
Supporting documentation (if any)	1	1		1	1
Visual aids (if any)	1	2	1		
Administration (joining instructions, etc.)	1	3			

4. Which part of the course was found most useful?

One commented that all was useful and another one budget book information.

5. Which part of the course was found least useful?

One commented "nothing".

6. What could be added to the course programme?

One commented that everything was covered and another commented that more detail how budget is prepared.

7. Would you have preferred a different ratio of teaching methods?

One commented that he would like discussion groups, the others commented that they would not change the teaching methods.

8. What impact do you think the training will have on your ability to perform your job role effectively now and in the future:

One commented all information was useful. One commented "some knowledge of the Council's finances and budget process which would assist me with any queries that are put to me". Another said it gave them a better understanding and the other said it would be unknown.

Additional comments about the course

One commented that the printing was too small on the slides and another commented that they would like more training.

COUNCIL BUSINESS COMMITTEE**Member Development Strategy 2006/07
11th January 2007****Report of Head of Democratic Services****PURPOSE OF REPORT**

To consider the draft Member Development Strategy produced as a result of informal discussions by Members of the Committee.

This report is public

RECOMMENDATIONS

That the Member Development Strategy 2006/07 be approved as attached at Appendix A for adoption by the Council.

1.0 Introduction

3.1 At the last meeting of the Committee, Members were informed of the advice of the North West Employers Organisation of the requirement to produce a 'member-led' Strategy for Member Development as part of the progression towards achieving the Charter for Member Development.

2.0 Proposal

2.1 An informal meeting of the Business Committee was therefore held at Morecambe Town Hall on 29th November 2006.

2.2 A number of examples of successful Strategies from other Authorities were made available at the meeting and discussions were held 'workshop style' on what this Authority felt should be included in such a strategy.

2.3 Advice notes from NWEO state that the Strategy should set clear direction, identification of needs, resources to be made available, approaches to delivery, evaluation process, and success criteria and which can be shown to contribute to the local authority achieving its aims and objectives.

2.4 Bullet point notes were made at the meeting of the main issues raised and more detailed notes were also taken of the discussions, following which the draft Strategy has been prepared as attached at Appendix A.

2.5 Members are asked to consider the content of the Strategy and amend or approve this for adoption by the City Council.

3.0 Details of Consultation

3.1 All Members were advised of the informal meeting and asked to contribute any ideas either through their representative on the Committee or through Members' Services.

4.0 Conclusion

4.1 In order to achieve the NWEO Charter for Member Development it is necessary for the Council to adopt a Strategy which has been developed by Members. Responsibility for managing issues relating to elected Members including training and development is delegated to the Council Business Committee.

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

There are no direct implications as a result of this report.

FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of this report. The cost of training courses and events is met from the Member training budget held by Legal and HR Services. A separate budget for attendance by Members at conferences is also held by Democratic Services. The intention in producing the Strategy is not to increase the spending on training and development but to achieve a better focus and value for money.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments

LEGAL IMPLICATIONS

There are no legal implications as a result of this report.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Guidance Notes for Local authorities working Towards Achieving the North West Charter on Elected Member Development

Contact Officer: Lisa Jackson

Telephone: 01524 582070

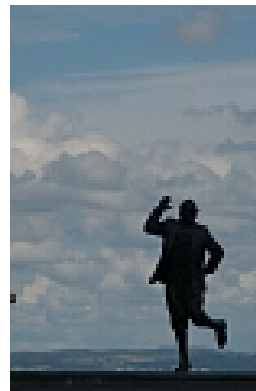
E-mail: ljackson@lancaster.gov.uk



LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

Member Development Strategy

2006/2007



1. The North West Charter for Member Development

The City Council is aiming for a formal inspection by the North West Employers' Organisation (NWEO), which will hopefully culminate with the awarding of the North West Charter for Member Development. The Charter is awarded to Councils who have shown a high level of commitment to elected member training and development that is supported by all political parties.

The Members of the Council Business Committee who have developed this strategy are:



Councillor
Susan
Bray

Councillor
Evelyn
Archer

Councillor
Maggie
Chadwick

Councillor
Anne
Chapman



Councillor
Geoff
Knight

Councillor
Joyce
Pritchard

Councillor
Peter
Robinson

The Charter has a life span of two years after which the Council is subject to re-assessment and asked to submit details of how they have sustained and further developed their commitment to member development.

The City Council is also working towards the Investors in People Standard and sees its commitment to Member Development as an integral part of developing and enriching our human resources.

2. What is a Member Development Strategy?

Lancaster City Council is committed to continuous improvement, innovation and best value in all of the services it provides and aims to develop councillors and officers to their full potential in their roles.

Having a Member Development Strategy means that there is clear guidance for members on the development and support opportunities for the coming year.

The strategy aims to

- ❖ Ensure that all Members are fully supported in their learning and development so that they can provide the best service possible to their constituents and to the Council
- ❖ Address the areas that Members have identified as their main priorities for the coming year as a result of one to one interviews and agreed personal development plans
- ❖ Enable members to be learners rather than recipients of training
- ❖ Provide a full induction for Members setting out the role of a Councillor and identifying the importance of their role within the Council
- ❖ Give all members the opportunity to benefit from the advances of information technology
- ❖ Achieve external recognition of Lancaster City Council as a lead authority for member development.

Councillors need to take on board a range of new skills in a short space of time in order to embrace new complex roles adding a new range of skills to existing competencies. It is important for all Councillors, new and old, to embrace changes to working practices and regularly refresh their knowledge.

3. Commitment to Member Development

Lancaster City Council is committed to its approach to promoting City, Coast and Countryside and in order to achieve this ambition Lancaster City Council has committed itself to providing developmental support for its elected members throughout their term in office, but expects each Councillors to take a personal responsibility for their own learning and development with the support provided.

The City Council has committed itself to Member Development by the inclusion of the project in the terms of reference of the Council Business Committee and gaining the approval of full Council.

The City Council has already begun to demonstrate this commitment by:

- ❖ Creating a dedicated Members' page on the intranet
- ❖ Developing and distributing a Councillor newsletter
- ❖ Providing personal websites for Members
- ❖ Providing training alerts
- ❖ Providing a noticeboard for elected Members in the distribution room
- ❖ Providing library resources
- ❖ Holding Member development surgeries prior to meetings of full Council
- ❖ Information on how to become a Councillor
- ❖ Enrolling Councillors on the Lancashire Leaders' Programme

It is also hoped to further develop:

- ❖ Visits to other local authorities for information sharing
- ❖ Joint training events
- ❖ Mentoring and shadowing with both Members and officers of the Council
- ❖ A leaflet for prospective Councillors to outline the commitment required

4. Learning and Development Priorities

Priorities for Member development have been informed by a number of sources:

- ❖ Member Development one to one interviews
- ❖ Information from both newly elected and long serving Members
- ❖ Experiences and expertise of other local authorities
- ❖ The Council's Corporate Plan and Priorities
- ❖ The Charter for Member Development
- ❖ The IdeA and National Member Development programmes

The main development priorities that have been identified for 2006/2007 are:

- ❖ Time Management
- ❖ Managing Information
- ❖ Speed Reading
- ❖ Assertiveness
- ❖ Questioning techniques
- ❖ Chairing Skills
- ❖ IT Skills
- ❖ Lone Working

The City Council has also produced an Elected Member Training and Development Programme to run until May 2007. This provides Members with the opportunity to address their personal priorities. A copy of the full Training Programme is available on the Intranet under Elected Member Training.

5. Evaluation

The programme of Member Training will be produced annually but will be renewed on a six monthly basis and updated as and when training needs are identified.

Feedback will be sought from all Members attending both internally and externally sourced courses, which will provide information on their relevance and effectiveness.

The Council will also ask for a written report from Members who attend conference events on behalf of the Council to provide an opportunity to share information and knowledge.

The Council will also seek to undertake joint training with other authorities where possible to enable the Council to create a useful network for additional feedback.

One to one interviews will be held yearly with a six month review. The review will be undertaken in the most convenient way, either by telephone or at a time to suit Members. They will remain confidential but the information gained will be used to further enhance the member development programme.

6. Review

In addition to the review and updating of the Member Training Programme this Strategy will be reviewed on an annual basis to ensure that continues to reflect the corporate aims and objectives of the Authority.

7. Resources

Financial Support

The Budget allocation for Member Development for 2006/2007 is £10,500. The responsibility for this budget rests with Human Resources, however the day to day management of this budget is carried out by Members' Services.

The Council also has a budget for attendance at conferences which stands at £5,500 which is divided into four sections in order to ensure more widespread conference attendance by Group Leaders, Cabinet, Regulatory and Standing Committees and Overview and Scrutiny. The Budget is managed by Members Services and as well as attendance at annual conferences ad hoc requests are considered and approved based on the finances available and the benefit to the Council.

Information Technology

More and more information is transmitted and stored electronically and without the necessary IT skills Members of Lancaster City Council may find themselves at a significant disadvantage.

58 Councillors now have either a Council provided laptop or access to the Council's computer system via Netilla. Any Councillor wishing to use a PC in the Town Hall is welcome to use that in their Group Room or access can also be provided in Members' Services. One to one support is provided during normal office hours by Information Services and Democratic Services.

Members are encouraged to take advantage of the courses provided to either discover or enhance their IT capabilities.

Officer Support

All Members of the Council will receive support to enable them to be effective in their role as a Councillor. Members' Services can offer day to day support, and together with Democratic Support they are co-ordinating the Member Development process. The key officers to contact are:

Lisa Jackson
Ceremonial and Members' Officer
Tel: (01524) 582070
Email: ljackson@lancaster.gov.uk

Julie Rutledge
Assistant Ceremonial and Members' Officer
Tel: (01524) 582170
Email: jrutledge@lancaster.gov.uk

Suzie Trippier
Senior Democratic Support Officer
Tel: (01524) 582074
Email: smtrippier@lancaster.gov.uk

COUNCIL BUSINESS COMMITTEE

**Meetings Timetable 2007/08
11th January, 2007**

Report of the Chief Executive

PURPOSE OF REPORT

To consider the conduct of business for the 2007/08 Annual Council and agree a timetable of meetings for the year 2007/08 for publication purposes.

This report is public.

RECOMMENDATIONS

- (1) That Members consider the options for conducting the business of the Annual Council meeting in May 2007.
- (2) That the timetable of meetings for 2007/08 be approved, as set out in the Appendix to the report, subject to any amendment as a result of (1) above.
- (3) That the times and venues of meetings for 2007/08 be approved as set out in paragraph 7 of the report.

1.0 Introduction

- 1.1 A timetable of meetings for 2007/08 has been prepared for the most part following the same principles as previous years in terms of frequency of meetings, with a recess over August and a short break at Christmas as follows:

<u>Committee</u>	<u>Number of meetings per year</u>
Full Council	9 (including annual, budget and special Councils)
Cabinet	11
Personnel	7
JCC	4
Audit	4
Planning Regulatory	12
Licensing Regulatory	8 (reduced from 12 see paragraph 2.3)
Licensing Act	6 (with Sub-committees called as required)
Overview & Scrutiny Committee	9
Budget & Performance Panel	9

Efforts have been made to avoid school holidays wherever possible, although on occasions, due to the need to arrange meetings to report to each other this is not always the case.

2.0 Proposal Details

2.1 Annual Council

At its meeting, held on 6th December 2006, Council after considering the recommendations of the Civic Task Group agreed that Mayor Making become a weekend long, community orientated event, with Annual Council taking place on a Friday (Minute 74 refers).

Whilst there is a significant piece of work to be undertaken to fully implement the decisions of Council in this respect it is intended that some changes can be introduced for 2007, in particular the move to a Friday Mayor Making can easily be accommodated. In view of this decision options for consideration include: -

- (i) making arrangements for the meeting of both Business Council and Mayor Making on the Friday,
- (ii) have the Mayor Making on the Friday with the Business Council the following Monday.

The Officer preferred Option would be (ii). Having the 2 meetings on the same date is difficult to arrange and may be seen to have a negative impact on the Mayor Making event. The splitting of the Mayoral and 'political' business in previous years has worked well.

2.2 Personnel Committee

This has been timetabled in accordance with the previous year, however, Members are advised that additional meetings maybe required to consider issues relating to Fair Pay. Officers advice is that no additional meetings be arranged, but that special meetings be called as and when required.

2.3 Licensing Regulatory

With the amendment of the Terms of Reference and the establishment of the Licensing Act Committee the amount of business for this Committee has reduced and officer advice is to reduce the meetings from 12 to 8 meetings per year. Also with the Committee having fewer extended meetings Members are asked to consider moving the meeting to the more recognised time of 2.00 pm.

2.4 Council Business Committee

Members are reminded that this meeting was established during the current year and, at that time, it was agreed that monthly dates be set up and that meetings be cancelled if there was insufficient business. 1 meeting has been arranged each month. Members are advised that 3 out of the 7 meetings have, so far, been cancelled.

Officers therefore suggest that 8 meetings per year be timetabled on a regular 6 weekly cycle. Members are asked to note that extra meetings can be called if required.

The Committee has met at 4pm to date by agreement with those Members appointed to the Committee.

2.5 Standards Committee

In recent years meetings of this Committee have not been timetabled. However, it is felt, in accordance with best practice, that regular meetings of the Committee should be timetabled. Additional meetings of this Committee may have to be called for any Hearings that may need to be considered.

2.6 Times and venues of meetings

Council is also requested to confirm the times and venues of scheduled meetings as follows (including the change of Licensing Regulatory Committee as set out in paragraph 2.3:-

Meeting	Time	Venue
Annual Council	12 noon	LTH
Council	2.00 pm	MTH
Cabinet	10.00 am	LTH/MTH alternating
Budget and Performance Panel	4.30 pm	LTH
Overview and Scrutiny Committee	6.00 pm	MTH
Planning and Highways Regulatory Committee	10.30 am	MTH
Licensing Regulatory Committee	2.00 pm	LTH
Licensing Act Committee	2.00 pm	LTH
Personnel Committee	2.00 pm	LTH
Audit Committee	6.00 pm	MTH
Council Business Committee	4.00 pm	MTH
Standards Committee	10.00 am	LTH

These are as stated by the Constitution or confirm current practice, divided between Morecambe and Lancaster Town Halls with a variety of start times. Members are advised that Full Council will be requested, at its next meeting, to consider allowing special meetings of Cabinet to be held in alternative venues. There is a need for public engagement, particularly for events such as a possible future Cabinet in the Community event and/or Local Democracy week. Events such as these will encourage members of the public to attend more innovative events and it is suggested that the Constitution be amended to enable such meetings to be held in alternative venues.

Members are asked to consider the options set out in the report in order for the publication of a timetable of meetings for 2007/08.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

None.

FINANCIAL IMPLICATIONS

There are no financial implications. The cost of holding the meetings included in this timetable can be met from the Democratic Representation budget.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

It is a legal requirement that the Council publishes its timetable of meetings by the commencement of each Municipal Year.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None.

Contact Officer: Stephen Metcalfe
Telephone: 01524 582073
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Ref: Sjm

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