



Committee: CABINET
Date: TUESDAY, 5TH JUNE 2007
Venue: LANCASTER TOWN HALL
Time: 10.00 A.M.

A G E N D A

1. **Apologies**

2. **Minutes**

To receive as a correct record the minutes of Cabinet held on 24th April 2007 (previously circulated).

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

To consider any such items authorised by the Leader and to consider where in the agenda the item(s) are to be considered.

4. **Public Speaking**

To consider requests to speak at the meeting in accordance with Cabinet's public speaking procedures.

5. **Declarations of Interest**

To consider any such declarations.

Reports from Overview and Scrutiny

None

Reports

6. **Cabinet Appointments to Committees, Liaison Groups, Outside Bodies, partnerships and Boards** (Pages 1 - 24)

Report of the Chief Executive.

7. **Star Chamber** (Pages 25 - 30)

Report of the Corporate Director (Finance and Performance).

8. **Storey Institute Centre for Creative Industries**

Report of the Corporate Director (Regeneration) to follow.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Roger Mace (Chairman), Evelyn Archer, June Ashworth, Jon Barry, Eileen Blamire, Abbott Bryning, John Gilbert, Val Histed, David Kerr and Maia Whitelegg.

(ii) Queries regarding this Agenda

Please contact Stephen Metcalfe, Democratic Services, telephone 01524 582073 or alternatively email smetcalfe@lancaster.gov.uk.

(iii) Apologies

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

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
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Published on Thursday, 24th May, 2007.

CABINET

**CABINET APPOINTMENTS TO COMMITTEES, LIAISON
GROUPS, OUTSIDE BODIES,
PARTNERSHIPS AND BOARDS**

5th June 2007

Report of Chief Executive

PURPOSE OF REPORT			
To consider the membership and terms of reference of the Cabinet Committee, Cabinet Liaison Groups and also Cabinet appointments to Outside Bodies, Partnerships and Boards.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input checked="" type="checkbox"/>
			Referral from Cabinet Member
Date Included in Forward Plan	N/A. This is a Non-Key Decision.		
This report is public.			

RECOMMENDATIONS

- (1) That Cabinet considers whether to re-constitute the Committee and Liaison Groups previously constituted, as set out in Appendix B to the report.
 - (2) That Cabinet considers whether any additional Committees or Liaison Groups are required and, if so, agrees their Terms of Reference.
 - (3) That Cabinet Members be requested to consider and agree to the Membership of any Cabinet Committees approved in (1) above and, that with regard to Cabinet Liaison Groups, the Lead Cabinet Member of each Group be requested to inform the Chief Executive of the participants he/she wishes to invite to such meetings.
 - (4) That Cabinet considers the appointments to Outside Bodies, as set out in Appendix C to the report.
1. **Report**
 - 1.1 In accordance with Part 4 Section 4 of the City Council's Constitution (extract attached at Appendix A) Members are requested to consider membership of Cabinet Committees and Liaison Groups.
 - 1.2 Members are advised that, at its meeting held on 20th March 2007, Cabinet considered a report of the Overview and Scrutiny Committee regarding the

development of Liaison Groups. Concern was expressed at the way in which Cabinet Liaison Groups appeared to be developing and it was agreed that this should be expressed to Cabinet, particularly as they could be viewed as compromising the impartiality of the Overview and Scrutiny Committee. It was agreed that, in future, Cabinet does not request the Overview and Scrutiny Committee to make nominations to Cabinet Liaison Groups (Minute 129 refers).

1.4 Set out at Appendix B to the report are the meetings currently constituted for consideration as part of recommendation (1) above.

2. Options and Options Analysis (including risk assessment)

2.1 The options are:

2.1.1 To note existing arrangements and make no amendments other than to the memberships.

2.1.2 To consider and approve, where appropriate, any proposals from Cabinet Members.

2.1.3 To consider but not approve, where appropriate, any proposals from Cabinet Members.

3. Officer Preferred Option and Comments

3.1 The preferred option is Option 2.1.2 as this would bring about improvements in the current delegations and support mechanisms more closely aligned to Cabinet Members' portfolios. Cabinet is also requested to consider paragraph 4.2 of the report.

4 Outside Bodies, Partnerships and Boards

4.1 Attached at Appendix C is a list of all organisations to which Cabinet has been requested by Council to make an appointment.

Officer Preferred Option

4.2 With regard to Outside Bodies, Partnerships and Boards Cabinet is requested to make appointments, as set out in the Appendix to the report.

RELATIONSHIP TO POLICY FRAMEWORK

The establishment of Cabinet Committees and Cabinet Liaison Groups assists the Cabinet in the discharge of executive functions. Representation on Outside Bodies is part of the City Council's community leadership role.

**CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability etc)**

The proposals provide clear focus, transparency, accessibility and inclusiveness in the Council's Executive decision-making processes.

FINANCIAL IMPLICATIONS

There are no significant financial implications with regard to the recommendations. Resources are available to provide the necessary level of support.

Members of outside bodies are entitled to travel expenses, which are currently being funded from within existing budgets.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no comments to add.

LEGAL IMPLICATIONS

Cabinet Committees and Liaison Groups are established in accordance with the City Council's Constitution. Legal Services have been consulted and have no further comments.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Council Agenda and Minutes.

Contact Officer: Stephen Metcalfe
Telephone: 582073
E-mail: SMetcalfe@lancaster.gov.uk

CONSTITUTION - CABINET PROCEDURE RULE EXTRACTS

Part 4, Section 4

Cabinet Procedure Rules

1. HOW THE CABINET OPERATES

1.1 Who May Make Executive Decisions?

The framework for how the Cabinet will function is set out in Article 7 of Part 2 of this Constitution and these Rules of Procedure. The functions that are the responsibility of the Cabinet are set out in Part 3, Section 2. Any Executive functions not set out there, will be a matter for the Cabinet collectively to decide how they are to be exercised. Executive functions can be discharged by:

- (i) the Cabinet collectively;
- (ii) an individual Cabinet Member (non-Key Decision only);
- (iii) a Committee of the Cabinet;
- (iv) an Officer;
- (v) an Area Committee;
- (vi) joint arrangements; or
- (vii) another Local Authority.

2.8 CABINET LIAISON GROUPS

- i. These Groups are proposed to undertake the functions that were originally intended for the Policy Advisory Groups. Their purposes are purely consultative and not decision-making. They will be chaired by a member of Cabinet and there is no restriction on size although the group must be limited to what is manageable and effective for their purpose. They may be time limited or of longer standing, again depending on their purpose.
- ii. The participants in the Group will be by invitation of the Chairmen and can be made up from any or all of the following:
 - Other members of Cabinet
 - Other members of Council not on Cabinet
 - Others from outside the Council
 - Council officers
- iii. *Terms of Reference:* Their Terms of Reference would be to share information about a particular topic, e.g. e-government and develop effective consultation and communication links with community groups and other bodies with an interest in the subject area. In this way, individual Cabinet Members will have a wider information and advisory platform to inform executive decision-making and policy effectiveness.

- iv. Specific outcomes from their meetings may generate requests for pieces of work to be undertaken by officers or partner bodies. Alternatively, it could be a request to Overview and Scrutiny to set up a Task Group to undertake a specific piece of work. There could also be specific reports to Cabinet, Committees of Cabinet, individual Cabinet members, or other Committees of Council recommending action for determination.
- v. Each Liaison Group will have their terms of reference and expected outputs approved by Cabinet before they meet.

APPENDIX B

CABINET COMMITTEE

LANCASTER AND MORECAMBE MARKETS COMMITTEE

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Leader with overall responsibility for Finance, Revenues Services and Human Resources
City Council (Direct) Services
Economic Development and Lancaster Regeneration
Community Planning, Sustainability and Diversity

Terms of Reference:

To consider strategic issues regarding all Markets managed by the City Council, in particular issues raised as part of the Best Value Review of Assets and Facilities Action Plan.

Members are advised that this Committee is no longer included in the scheduled timetable of meetings, but will be called on an ad hoc basis should any issues arise which require consideration.

Cabinet Minute 16, dated 20th June, 2006.

CABINET LIAISON GROUPS

CANAL CORRIDOR CABINET LIAISON GROUP – TERMS OF REFERENCE AND COMPOSITION

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Leader with overall responsibility for Finance, Revenues Services and Human Resources
Economic Development and Lancaster Regeneration

Non-Cabinet Members:

1 Ward Member
1 Non-Executive Member

Terms of Reference:

- (1) That a Cabinet Liaison Group be created to consider the development proposals for the Canal Corridor site.
- (2) The purpose of the Liaison Group is to provide a forum prior to the submission of a planning application where:
 - information on the detailed studies undertaken to support the planning application can be shared as it becomes available;
 - details of the form, design and uses within the proposed development can be shared as it develops.

Cabinet, 5th September 2006, Minute 41 refers

CLIMATE CHANGE CABINET LIAISON GROUP

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Leader with overall responsibility for Finance, Revenues Services and Human Resources
Community Planning, Sustainability and Diversity
Engineering, Property Services and Morecambe Regeneration
Planning Policy and Rural Affairs

Non-Cabinet Members:

Other persons to be invited to offer experience and expertise.

Terms of Reference:

To progress the Key Performance Indicators contained within the Corporate Plan.
Terms of Reference of the Group to include: -

To consider how to achieve the following targets: -

1. To reduce the amount of energy used by both the City Council and households across the district.
2. To undertake all works in the City Council's Energy Management Action Plan (in 05/06 our energy policy resulted in total savings of 29.83 tonnes of CO2) this year.
3. Energy efficiency measures at Salt Ayre Sports Centre to be undertaken this year.
4. Implement national/EU sustainability policies through planning decisions and the implementation of Building Regulations to be undertaken this year.
5. Reduce overall energy use in City Council buildings from 6,563,842kwh (05/06) to 5,328,114kwh in 08/09.
6. Reduce CO2 emissions from City Council buildings from 0.0666 (05/06) to 0.057 in 08/09).
7. Increase the % of energy the City Council uses from sustainable sources from 9.90% in 05/06 to 60% in 08/09.
8. To consider issues relating to partnership impact and joint strategies.
9. That Cabinet agrees to the proposed amendments to the Terms of Reference of the Climate Change Cabinet Liaison Group, as requested by Council, in order to consider and report back on the following: -
 - In adopting the Vision Board Strategy, the Council takes the lead on developing renewable energy industries as a key growth sector for the future (Council minute 39 refers).
 - That Council accepts the principle of making its buildings carbon neutral by 2012 and recommends that the matter be referred via Cabinet to the newly

formed Cabinet Liaison Group for climate change and that this Group reports back to Cabinet with recommendations as to how this can be practically realised, including an investigation into the installation of solar or solar voltaic panels and triple glazing (Council minute 44 refers).

Cabinet Minute 16 – Cabinet 20th June 2006 refers.
Cabinet Minute 43 – Cabinet 5th September 2006 refers.
Cabinet Minute 104 – Cabinet 16th January 2007 refers.

(a) **DISTRICT WIDE TENANTS LIAISON GROUP**

Composition:

Councillors sit as non-voting members of the Forum. Councillor representation comprises the Cabinet Member with responsibility for housing plus 5 other Councillors invited by the Cabinet Member.

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Council Housing, Information and Customer Services, Strategic Housing and Environmental Health.

Non-Cabinet Members:

5 other Councillors invited by the Cabinet Member.

The aims and objectives of the Forum are:

- To promote the interests of all council tenants of the district, and to assist in maintaining good relations between all members of the community.
- To promote council tenants' rights and the maintenance and improvement of housing conditions, amenities, and the environment.
- To ensure that all tenants have effective opportunities to participate in the management of their homes and neighbourhoods.
- To promote change in response to tenants' needs and aspirations.
- To act as a consultative group on all issues concerning tenants at district wide level.
- To work towards the elimination of all forms of discrimination within the community by encouraging all tenants to participate in the management of their homes and neighbourhoods.

Cabinet Minute 16 – Cabinet 20th June 2006 refers.

DIVERSITY GROUP CABINET LIAISON GROUP

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:
Community Planning, Sustainability and Diversity.

Non-Cabinet Members:

6 Non-Cabinet Members.

Terms of Reference:

The purpose of this group is to assist the lead Cabinet Member in considering the issues associated with Equality and Diversity. This is intended to cover issues concerned with the Council's role as an employer and service provider. Social inclusion, community engagement and the design and delivery of Services to all sections of the community will also come within the consideration remit of this Group.

- (1) To act as a forum to enable discussion to take place in order to advise the Cabinet Member about diversity and equality of opportunity.
- (2) To consider future action in respect of the Council's commitment to pursuing the Equality Standard for Local Government.
- (3) To consider issues concerning the Council's statutory duties in relation to the Race Relations Amendment (2000) Act.
- (4) To consider how the Council's consultation and partnership arrangements enable the views of minority and hard to reach groups to be heard.
- (5) To secure views about effective engagement with communities to consider how services can be made more accessible to everyone in the district.
- (6) To consider the City Council's responsibilities under the Disability Discrimination Acts 1995 and 2005.

Cabinet Minute 16 – Cabinet 20th June 2006 refers.

LANCASTER AND DISTRICT CHAMBER CABINET LIAISON GROUP

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Leader with overall responsibility for Finance, Revenues Services and Human Resources
Economic Development and Lancaster Regeneration
Planning Policy and Rural Affairs

Non-Cabinet Members:

3 Non-Executive Members.
External Members.

Terms of Reference:

- (1) To enable the City Council and the Lancaster and District Chamber of Commerce to liaise and consider items affecting both organisations.

Cabinet Minute 16 – Cabinet 20th June 2006 refers.

LANCASTER UNIVERSITY AND ST MARTIN'S COLLEGE CABINET LIAISON GROUP

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Leader with overall responsibility for Finance, Revenues Services and Human Resources

Community Planning, Sustainability and Diversity

Economic Development and Lancaster Regeneration

Non-Cabinet Members:

1 Non-Cabinet Member.

Representatives of Lancaster University and St Martin's College.

Terms of Reference:

- (1) To consider matters of mutual interest.

Cabinet Minute 16 – Cabinet 20th June 2006 refers.

MELLISHAW PARK CABINET LIAISON GROUP

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Community Planning, Sustainability and Diversity.
Council Housing, Information and Customer Services, Strategic Housing and
Environmental Health.

Non-Cabinet Members:

2 Non-Cabinet Members.

Terms of Reference:

The purpose of this group is to assist the lead Cabinet Member in considering the issues associated with Mellishaw Park, particularly the close proximity of the site to the nearby waste management facility and the issues this creates and the effective communication between the managers and users of the site.

- (1) To act as a forum to discuss the issues surrounding the facilities, management and maintenance of the site.
- (2) To consider the future provision for transient and settled travellers within the district.
- (3) To refer and sign post issues relating to Mellishaw Park and Travellers to the relevant forum through the lead Cabinet Member.

eg.

- Monitoring of the Improvement Plan and ODPM Site refurbishment (Star Chamber, Performance Review Committee, Budget and performance Panel)
- Value for Money for residents (Performance Review Committee, Budget and Performance Panel)
- Review of contact and complaints procedure for residents (Access to Services Review)
- Exploration of health inequalities of residents of the site (Lancashire County Council Health Equalities Overview and Scrutiny Committee)

In particular, the Liaison Group will work to improve mechanisms for consultation with residents, through involvement in site inspections and resident survey/questionnaire and to explore the range of actions available to the City Council to ensure that there is suitable site provision for permanent travellers within the District.

Cabinet Minute 16 – Cabinet 20th June 2006 refers.

MORECAMBE RETAIL, COMMERCIAL AND TOURISM CABINET LIAISON GROUP

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Leader with overall responsibility for Finance, Revenues Services and Human Resources.

Engineering, Property Services and Morecambe Regeneration.

Cultural Services, Museums and Tourism.

Non-Cabinet Members:

2 Morecambe based non-Executive Members.

Similar numbers (as per Council Members) representing the Morecambe and District Chamber of Trade and Commerce and Morecambe Hotel and Tourism Association.

Terms of Reference:

- (1) To act as a forum for issues of interest or concern to Morecambe businesses and the City Council.
- (2) To act as a forum to facilitate the promotion of Morecambe as a commercial and retail centre and leisure and tourist destination.

Cabinet Minute 16 – Cabinet 20th June 2006 refers.

PLANNING POLICY CABINET LIAISON GROUP

Composition:

7 Members proportionally to include the Chairman of the Planning and Highways Regulatory Committee, also to contain 2 Cabinet Members with responsibility for Regeneration and Planning Policy and Rural Affairs. 1 co-opted member of the Sustainability Partnership (Planning Policy Note 2, dated 10th October 2005, refers).

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Planning Policy and Rural Affairs
Economic Development and Lancaster Regeneration

Non-Cabinet Members:

The Chairman of the Planning and Highways Regulatory Committee.
1 co-opted member of the Sustainability Partnership.

Terms of Reference:

This Group is a non-decision making consultative forum to assist Cabinet Members in their decision-making responsibilities. The forum will provide the expertise to the appropriate Cabinet Members to allow them to either take individual decisions or to make recommendations into Cabinet.

1. To provide a forum to consider the implications of the transition from the adopted Lancaster District Local Plan to the new development plan system of Local Development Frameworks introduced under the 2004 Planning and Compulsory Purchase Act.
2. To prepare, review, carry out consultations, and consider representations in order to assist the appropriate Cabinet Member in bringing forward recommendations to Cabinet on the adoption of Supplementary Planning Guidance to the adopted Lancaster District Local Plan.
3. To prepare, review, carry out consultations, and consider representations in order to assist the appropriate Cabinet Member in bringing forward recommendations to Cabinet on the adoption of the Council's Local Development Scheme and Local Development Framework, including;
 - Development Plan Documents including the Core Development Framework and Development Control Policies;
 - Supplementary Planning Documents including Town Centre Strategies for Lancaster and Morecambe and guidance on issues such as design and sustainability;
 - The Council's Statement of Community Involvement and Strategic Environmental Assessment.
4. To provide appropriate assistance to rural communities with the preparation of Parish Plans and to assist the appropriate Cabinet Member in bringing forward recommendations regarding the inclusion of appropriate Parish Plans within the Local Development Framework.
5. To assist the appropriate Cabinet Member in monitoring progress on the implementation of the Local Development Framework by preparing an Annual Monitoring Report

6. To assist the appropriate Cabinet Member to ensure proper systems and processes are in place to maintain and keep under review the information base for planning policy including:
 - housing land availability,
 - housing need,
 - retail capacity,
 - town centre vitality and viability;
 - the need for employment land;
 - accessibility issues;
 - issues relevant to the Strategic Environmental Assessmentand to assist the appropriate Cabinet Member bring forward recommendations to cabinet on the commissioning of additional studies where necessary.
7. To act as a forum for assisting the appropriate Cabinet Member to prepare appropriate responses to the Lancashire Structure Plan, the Lancashire Minerals and Waste Local Plan and the Lancashire Local Transport Plan and any successor documents.
8. To assist the appropriate Cabinet Member in the preparation of appropriate responses to Regional Planning Guidance for the North West and the Regional Spatial Strategy.
9. To assist the appropriate Cabinet member in monitoring the progress of Local Development Framework documents in neighbouring authorities and recommending consultation responses to cabinet where the interests of Lancaster District are affected.
10. In the event of future Local Government re-organisation, to assist the appropriate Cabinet member in managing and making recommendations to Cabinet on the planning policy implications of the transition to new Local Authority boundaries;
11. To assist the appropriate Cabinet Member in monitoring developments in national planning policy and recommending consultation responses to Cabinet where necessary.
12. To assist the appropriate Cabinet Member in reviewing existing Conservation Areas and the need for new designations, undertaking Conservation Area Appraisals and preparing proposals for the preservation and enhancement of historic areas.

**Cabinet Minute 16 – Cabinet 20th June 2006 refers.
Planning Policy Note 2, dated 10th October 2005, refers.**

RECYCLING CABINET LIAISON GROUP

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

City Council (Direct) Services.

Non-Cabinet Members:

6 Non-Executive Members.

Terms of Reference:

- (1) The recycling of household plastic waste;
- (2) How Lancaster City Council considers entering into cost sharing, or otherwise;
- (3) The feasibility of business recycling;
- (4) Lessons learned from the previous three-stream rounds and unresolved issues.

Cabinet Minute 16 – Cabinet 20th June 2006 refers.

TRANSFORMATIONAL GOVERNMENT CABINET LIAISON GROUP (formerly E-Government Cabinet Liaison Group)

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Council Housing, Information and Customer Services, Strategic Housing and Environmental Health.

Non-Cabinet Members:

5 other Council Members who have an interest in E-Government matters. There are no substitutes as such. However, any Member may attend a specific meeting with the agreement of the Chairman.

Terms of Reference

To assist the Cabinet member with special responsibility for transformational government by:

- generating and developing business change policy initiatives and projects in support of the council's Corporate Plan priorities, in particular to :-
 - transform access to provide joined up Citizen and Business centred services at times and in places which are convenient to them and by methods which they prefer;
 - re-engineer business processes by modernising and joining up business systems to provide a seamless, more cost effective service to our customers and stakeholders;
 - improve information communication channels in respect of how we communicate and consult with our citizens and partners;
 - ensure the council has the professional capacity and skills in its workforce to deliver its transformational government agenda.
- meeting with officers of the Council to consider and assess future service business change opportunities;
- researching opportunities for shared service opportunities with other public service organisations;
- acting as a liaison forum for stakeholders and partners in respect of transformational government change opportunities;
- assisting in developing TG democratic processes for elected members
- monitoring the implementation of the TG projects by receiving regular officer reports and presentations;

- developing ways of championing t-government within the Council by raising awareness of and generating commitment to t-government principles.
- ensuring that the council's Information Management Strategy assists the principles of transformational government

The T-Government Group is supported by the Corporate Director (Finance and Performance) (Officer TG Champion), and the Head of Information and Customer Services. Other Officers may be invited to attend for particular items of interest or to present reports.

Cabinet 12th December 2006 (Minute 92)

TRANSPORT CABINET LIAISON GROUP

Composition:

Previous Cabinet Member Membership:

Cabinet Members with Responsibility for:

Engineering, Property Services and Morecambe Regeneration
Economic Development and Lancaster Regeneration
Community Planning, Sustainability and Diversity
Planning Policy and Rural Affairs

Non-Cabinet Members:

2 Non-Executive Members.

External representatives to be appointed from the Lancaster District Sustainable Transport Forum (LDSTF).

Terms of Reference:

1. Corporate Plan:

Assisting the Cabinet Portfolio Holder in developing and monitoring the proposed tasks to meet the high level actions for transport set each year by the Corporate Plan.

2. Community Strategy:

Assisting the Cabinet Portfolio Holder in developing and monitoring the proposed actions to meet the long-term strategic transport objectives set by the Community Strategy for 2020.

3. Internal focus and direction:

Act as an internal focus for all transport issues within the City Council assisting the Cabinet portfolio holder to provide direction, coordination and prioritisation to transport related activities.

4. External Partnerships:

To work with the Cabinet Portfolio Holder in creating a working relationship with external bodies and partnerships in order to promote improvements to transport networks and services.

5. To consider sustainability and road safety issues.

Note:

That meetings be held on a quarterly basis and that issues be referred for consideration, if deemed appropriate by the Cabinet Member with Special Responsibility, to meetings of Cabinet, the LSP or Lancashire Local Joint Committee via the City Council's Democratic Services.

APPENDIX C

APPOINTMENTS TO BE MADE BY CABINET

At its meeting on 21st May full Council agreed the basis on which appointments to outside bodies should be made. Set out below are those bodies to which Cabinet have been requested to make an appointment.

Organisation
50Forward Link Age Board (Cabinet Member appointed to Older Persons Partnership Board)
Arnsdale and Silverdale AONB Unit Arnsdale and Silverdale AONB (Forum, Countryside Management Service and Limestone Heritage Project)
British Resorts Association
Community Safety Strategy Group Executive Member (One of Cabinet Members appointed to Community Safety Strategy Group)
English Historic Towns Forum
Forest of Bowland AONB Advisory Committee
Governing Body – Lancaster and Morecambe College Corporation
Groundwork Trust, Lancashire West
Lancashire Economic Partnership
Lancashire Leaders Meeting (Leader)
Lancashire Police Authority – Partnerships Forum
Lancashire Rural Partnership
Lancashire Tourism Partnership
Lancaster and District YMCA Management Board
Lancaster and Skipton Rail User Group
Lancaster Canal Restoration Partnership (formerly Northern Reaches SG)
Lancaster Local Strategic Partnership (Leader and Cabinet Member, one of whom serves on the Executive)
LGA Coastal Issues Special Interest Group
LGA Tourism Forum
Morecambe Bay Partnership
Morecambe Bay Tobacco Control Alliance
North and West Lancashire Priority 1 Action Plan Partnership Board
North West Regional Assembly (Leader)
Storey Centre for Creative Industries
Tern Project Working Group
Waste Management Strategy Steering Group
Winning Back the West End Steering Group

Cabinet are also requested to make appointments of Cabinet Members to the following bodies and partnerships alongside other representatives:

Organisation	Basis of appointment
Community Safety Strategy Group	Cabinet Members for Community Safety and Rural Affairs (and Overview & Scrutiny Committee Member)
Lancaster Regeneration Partnership	Cabinet Member for Regeneration (plus 3 representatives on PR drawn from the Wards of Skerton East, Skerton West, Castle, Dukes, John O'Gaunt, Bulk, Heysham South and Overton)
LGA Rural Commission	Cabinet Member for Rural Affairs plus one on rotation (Conservative Group appointed for 2006/07)
LSP Executive	Cabinet Member
LSP Children and Young People Group	Cabinet Member (and Overview & Scrutiny Committee Member)
LSP Equality and Diversity Building Block	Cabinet Member (and Overview & Scrutiny Committee Member)
LSP Health and Wellbeing Group	Cabinet Member (and Overview & Scrutiny Committee Member)
LSP North West Lancs Lifelong Learning Partnership Group	Cabinet Member (and Overview & Scrutiny Committee Member)
LSP Regeneration Building Block	Cabinet Member (and Overview & Scrutiny Committee Member)
LSP Sustainability Partnership	Cabinet Member (and Overview & Scrutiny Committee Member)
LSP Lancaster & District Vision Board	Cabinet Member (and 1 Member appointed by Overview & Scrutiny)
Museums Advisory Panel	Cabinet Member (plus one representative from Overview and Scrutiny Committee)
Older People's Partnership Board	Cabinet Member (and Overview and Scrutiny Member)

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CABINET**STAR CHAMBER****5th June 2007****Report of Corporate Director (Finance and Performance)****PURPOSE OF REPORT**

To consider the appropriateness of retaining Star Chamber as the process for bringing forward savings and efficiencies to meet the Council's medium term financial targets included in the Corporate Plan.

If Cabinet support the retention of Star Chamber, to review the existing Terms of Reference, the current work programme, and consider a proposed timetable for 2007/08.

Key Decision**Non-Key Decision****X****Referral from Cabinet Member****Date Included in Forward Plan**

N/A

This report is public.**OFFICER RECOMMENDATIONS**

- 1 To consider the appropriateness of retaining Star Chamber as the process for bringing forward savings and efficiencies to meet the Council's medium term financial targets included in the Corporate Plan.**
- 2 That in the event that Cabinet supports the retention of Star Chamber, the Terms of Reference, existing work programme, and future timetable be reviewed.**
- 3 That in the event that Cabinet choose not to continue with Star Chamber, an alternative process is developed to ensure that the medium term financial strategy targets are achieved.**

1 INTRODUCTION

Star Chamber has been in place now in various formats for a number of years. More recently it has become the mechanism whereby Cabinet can consider existing budget allocations in relationship to its Corporate Plan objectives and research and develop budget proposals to meet the medium term financial strategy targets included in the Corporate Plan.

Cabinet are asked to consider if they wish to continue this process and if so, consider Star Chamber's Terms of Reference, existing work programme, and future timetable. The existing versions of these are attached as Appendices.

2 MEDIUM TERM FINANCIAL TARGETS

Included in the 2007/8 Corporate Plan are the following financial targets:

Priority Outcome 1

To keep the annual council tax increase to a minimum whilst achieving the other policy objectives and policy outcomes.

In particular to:

- a. Keep annual council tax increases to no more than 4.5% in 2008/9 and 4.0% in 2009/10.
- b. Achieve the savings targets included in the Medium Term Financial Strategy (MTFS) of £802,000 in 2008/9 and £1.468M cumulative savings by 2009/10.
- c. Achieve the annual Gershon cumulative efficiency targets of £1.752M by March 2008.
- d. Achieve asset sales to finance the Capital Programme of £3.488M by September 2007 and a further £1.823 by March 2008.

In the event that Cabinet choose not to continue with Star Chamber, it is recommended that an alternative process is developed to ensure that the Medium Term Financial Strategy targets set out above are achieved.

3 OPTIONS AND OPTIONS ANALYSIS

Option one is to continue with the Star Chamber process and review the appropriateness of the existing terms of reference, existing work programme, and future timetable.

Option 2 is to consider introducing an alternative process to Star Chamber to ensure that the Medium Term Financial Strategy targets are met.

4 OFFICER PREFERRED OPTION

There is no officer-preferred option other than to ensure that a process is agreed to meet the Medium Term Financial Strategy targets. The scope of any agreed process would be a matter for Cabinet to decide.

RELATIONSHIP TO POLICY FRAMEWORK

The work of the Star Chamber has been critical to providing a challenge and review to both the way that our services are provided, or their appropriateness, to the targets set out in the Corporate Plan & Policy Framework. In particular this has contributed to the achievement of the following:

- Corporate Plan Core Values – Sound Financial Management and Improving Services
- Corporate Plan Objective No 1 “To deliver value for money customer focused services”
- Revenue Budget & Capital Programme Monitoring
- Medium Term Financial Strategy targets

CONCLUSION OF IMPACT ASSESSMENT

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

None arising directly as a result of this report.

FINANCIAL IMPLICATIONS

None arising directly as a result of this report.

SECTION 151 OFFICER’S COMMENTS

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

LEGAL IMPLICATIONS

None arising directly as a result of this report.

MONITORING OFFICER’S COMMENTS

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

BACKGROUND PAPERS

Corporate Plan 2007/08
Revenue Budget and Capital Programme
Medium Term Financial Strategy 2007-10

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Ref: RCM/JEB

EXISTING STAR CHAMBER PROCESS – 2006/07PURPOSE OF THE EXERCISE AND TERMS OF REFERENCE

Star Chamber is an informal meeting of Cabinet members supported by senior officers. Its purpose is to provide a continuing process that examines current and future spending plans with the aims of ensuring value for money, identifying efficiencies and diverting resources into Council priorities and away from non-priorities, as well as alternative methods of delivery. It also provides the framework and focus for achieving the financial savings targets included in the Medium Term Financial Strategy and those efficiencies required under Gershon. Consequently, it will look at financial, physical, and human resource matters. This will be done through the following **Terms of Reference**:

- consider information regarding Service activity, particularly what is and what is not an explicit Council priority
- identify to what extent mandatory services are enhanced above minimum legislative requirements
- identify any Service functions or activities that no longer contribute to the Council's priorities
- identify Service efficiencies or re-engineering opportunities that could help meet the MTFS/Gershon targets
- identify Service savings
- identify any new legislative issues with future spending pressures
- identify potential sources of additional external funding, increased income opportunities and alternative methods of procurement
- identify resource diversion opportunities
- identify invest to save opportunities
- identify joint working opportunities through collaboration or partnerships
- consider capital programme bids

It is important to note that all the above will at some stage need financial information to help Star Chamber consider the various options before it. This will undoubtedly require some development of activity-based accounting.

Star Chamber is a continuous process and any matters outstanding from the previous years exercise will be reported back in accordance with the agreed timetable.

Star Chamber will employ project management techniques to oversee the successful completion of the overriding priority to keep annual council tax increase levels below 4.9% for 2007/8 and 2008/9

The above **Terms of Reference** will be undertaken by:

1. Challenging existing service provision levels and how they are delivered to provide Value for Money. This will necessitate where appropriate, a functional or activity analysis and eventually information on the costs of certain activities. Activities should demonstrate how they meet Corporate Plan priorities and any statutory obligations.
2. Requiring each Service to produce options in line with the Gershon efficiency strategy to achieve a 2.5% per year cashable efficiency gain/saving in net revenue expenditure/strategic increase in service charges that would help achieve the Medium Term Financial Strategy. In particular Star Chamber will make recommendations to assist the Leader and Chief Executive in preparing and signing off the Annual Efficiency Statements required to be prepared each year under Gershon.
3. Being the forum that triggers organisational change reviews to improve the efficiency and/or effectiveness of Council services.
4. A thorough examination of how electronic processes can re-engineer current service delivery and also what can be done collaborately or in partnership.
5. Considering not only how to implement Council priorities, but also to disinvest in Services which are being/can be provided by other public services or partnerships and to disinvest in those Services that are primarily the responsibility of other public service agencies.
6. Receive reports from the Asset Management Group on capital programme bids.

Process

Star Chamber will continue to meet throughout the year, initially in line with the agreed timetable up to the summer recess but from September each Wednesday thereafter (unless otherwise agreed) starting at 10.00 am and limited to 2 hours maximum.

Core Membership

Leader
Councillors Hanson, Quinton and Barry
Chief Executive
Corporate Directors
Head of Financial Services

Other Cabinet members and Service Heads will be invited when appropriate

Reporting Mechanisms – Presumption in favour of openness

Informally reporting / monitoring to Cabinet / Management Team informal meetings and a short Leader's report to Cabinet covering the work commenced with timescale if available. In addition, the Leader will report regularly to the Budget & Performance Panel on progress.

Formal decisions will be taken by Cabinet or Individual Cabinet Members.

Existing Star Chamber Timetable 2007/8

			Director	Officer
2007				
May				
JUNE		Resource Implications for Economic Development	Regen	HED&T
		Council Buildings – Receipts and Strategic Options	Regen	HPS
		Market Square Fountain	Regen	HPS
		Neighbourhood Management	Regen	NTF
		Dome – Options for Future	Regen	HCS
July				
Aug				
Sept				
Oct				
Nov				
Dec				
Jan				
Feb				