



**Committee:** COUNCIL BUSINESS COMMITTEE

**Date:** THURSDAY, 28 JUNE 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 29<sup>th</sup> March, 2007 (previously circulated).

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

4. **Declarations of Interest**

5. **Council's Annual Report** (Pages 1 - 4)

Report of Corporate Director (Finance and Performance).

Copies of the Annual Report will be circulated separately.

6. **City Council Meeting Times 2007/08** (Pages 5 - 14)

Report of Head of Democratic Services.

7. **Special Council Meeting 2007** (Pages 15 - 20)

Report of Head of Democratic Services.

8. **Evaluation of Induction Programme for Newly Elected and Returning Members**  
(Pages 21 - 24)

Report of Head of Democratic Services.

9. **Changes to Membership of Committees**

### **ADMINISTRATIVE ARRANGEMENTS**

(i) **Membership**

Councillors Susan Bray (Chairman), Shirley Burns, Geoff Knight, Karen Leytham, Joyce Pritchard, Peter Robinson and Morgwn Trolinger

**(ii) Substitute Membership**

Councillors June Ashworth, Abbott Bryning, Chris Coates, Jean Dent and Janie Kirkman

**(iii) Queries regarding this Agenda**

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

**(iv) Changes to Membership, substitutions or apologies**

Please contact Members' Secretary, telephone 582170, or alternatively email [memberservices@lancaster.gov.uk](mailto:memberservices@lancaster.gov.uk).

MARK CULLINAN  
CHIEF EXECUTIVE  
TOWN HALL,  
LANCASTER LA1 1 PJ

Published on 18<sup>th</sup> June, 2007

**COUNCIL BUSINESS COMMITTEE****Council's Annual Report 2006/07  
28<sup>th</sup> June 2007****Report of Corporate Director (Finance and Performance)****PURPOSE OF REPORT**

To approve the Corporate Performance Plan (Best Value Performance Plan) and to re-designate the document as the Annual Report for this and future years.

This report is public

**RECOMMENDATIONS**

- (1) That the Corporate Performance Plan (Best Value Performance Plan) (to be circulated prior to the meeting) be approved for publication on 30<sup>th</sup> June 2007**
- (2) That the Corporate Performance Plan be re-designated as the Annual Report - 2006/07**

**1.0 Introduction**

- 1.1 The Council's Corporate Plan and Corporate Performance Plan together form the Best Value Performance Plan (BVPP) and are part of the Council's Policy Framework. The Corporate Plan for 2007/8 was agreed by Council at its meeting of 18 April 2007 (Minute Number 129) and sets out the Council's medium term aspirations.
- 1.2 The content of the Corporate Performance Plan is prescribed by Government and looks back at the Council's performance in the last full financial year will be subject to external scrutiny for compliance with statutory requirements by the Audit Commission.
- 1.3 Although the document is available to the public, in recent years, the Audit Commission, elected Members and council officers have been the only audience for this document. There has been no request from a member of the public for a printed copy for two years and information from I&CS tells us that its web-page has not been regularly accessed.

## **2.0 Proposal Details**

### **Approving the Plan**

- 2.1 The Council is obliged by the terms of the Local Government Act 1999 to publish its Corporate Performance Plan by 30<sup>th</sup> June every year. The document must be approved by Members prior to publication.
- 2.2 However the process of collecting and verifying the accuracy of large amounts of complex performance data is time consuming. In practice, this means that we are still actively engaged in the production of the Plan after deadline for submission of the report.
- 2.3 Members will remember that in previous years the process of Member approval of the Corporate Performance Plan has been unwieldy and somewhat fragmented. In the past, Council has been asked to approve a substantially incomplete version of the document and delegate final approval of various sections of the Plan to the Leader of the Council, Chief Executive and the now defunct Performance Review Committee of Cabinet.
- 2.4 In 2006, the introduction of Council Business Committee offered Members the opportunity to approve the fully completed BVPP in a timely and efficient manner, thus enabling the Council to meet its statutory requirements in a straightforward manner. Council at their meeting on 7<sup>th</sup> February 2007 reaffirmed this delegation.

### **Changes to the Corporate Performance Plan**

- 2.5 In order to improve the presentation of the information that must be set out in the Plan, it is proposed to :-
- change the title of the Corporate Performance Plan to the Annual Report
  - include in it, not only details of performance against BV and local PIs, but also a review of last year's achievements in respect of the Corporate Plan targets.

Statutory guidance is clear that the audience for the report should be:-

- the general public,
- the Audit Commission and
- Council officers and members.

We know that in previous years the public have not read the Corporate Performance Plan even though it is the council's main vehicle for reporting performance externally.

A change in title and content would present an opportunity to re-launch the document and make it's overall purpose very clear to a public audience.

## **3.0 Details of Consultation**

- 3.1 The Annual Report will be available on the Council's website and will be available for public comment after 30<sup>th</sup> June 2007.

**4.0 Options and Options Analysis (including risk assessment)**

**Option 1**

4.1 To maintain the Corporate Performance Plan in its existing format and retain its name.

**Option 2**

4.2 To re-designate the Corporate Performance Plan as the Annual Report and to include additional performance information regarding achievements against the Corporate Plan objectives

4.3 Option 2 is the preferred officer choice. This would make the document clearer and more meaningful to its intended audience and be more accessible. An Annual Report, which takes stock of performance in the previous year, is a concept familiar to most people and something that will improve the Council's accountability.

**5.0 Conclusion**

5.1 The proposal will meet the council's statutory obligations and produce a document that is more user friendly and accessible to local residents.

**CONCLUSION OF IMPACT ASSESSMENT**

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

None directly arising from this report

**FINANCIAL IMPLICATIONS**

Adequate budgetary provision has been made within the Corporate Management budget from which the cost of producing the Corporate Plan and the Corporate Performance Plan will be funded. The 2005/06 Statement of Accounts will be considered by Audit Committee at its meeting on 27 June 2007 and the detailed financial outturn will be considered by Cabinet on 24 July 2007. There are no further financial implications 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**

The Council has a statutory duty in relation to Best Value within the terms of S6 of the Local Government Act 1999 to produce the information that it is suggested to include in the Annual Report

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

None  
Minute 121 of Council meeting 18 April 2007

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**Ref:**

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**COUNCIL BUSINESS COMMITTEE****City Council Meeting Times - 2007/08  
28<sup>th</sup> June 2007****Report of the Chief Executive****PURPOSE OF REPORT**

To consider a survey of preferred times for City Council meetings for the year 2007/08.

**This report is public.**

**RECOMMENDATIONS**

- (1) **That Members consider the times of City Council meetings for 2007/08.**

**1.0 Introduction**

- 1.1 At its meeting held on 11<sup>th</sup> January 2007 the Committee considered the Meetings Timetable for 2007/08. As part of its decision the Committee resolved:

That the Head of Democratic Services be requested to undertake a survey of Members' preferred times for meetings and report to the first meeting of the Committee following the elections on 3<sup>rd</sup> May 2007 on the implications of moving to evening meetings.

**2.0 Survey Results**

- 2.1 In accordance with paragraph 1.1 above a survey has been conducted with every Member of Council being invited to complete a questionnaire, with a reminder also sent to those Members not responding by the deadline, in order for a fully informed decision to be made by this Committee.

- 2.2 There have been 36 responses as part of the consultation. The results are shown in Appendix 1 to this report. The results are inconclusive and there does not appear to be evidence for a complete change to evening meetings. The analysis does show that there is support for times of meetings to commence based on their past duration. Set out in paragraph 5.1 below is a table that sets out the details of average duration over the previous Municipal Year.

**3.0 Implications**

- 3.1 In making its decision the Committee should be aware of the following implications of moving to evening meetings:

## **Public engagement:**

Meetings such as the Cabinet and Planning and Highways Regulatory Committee have schemes encouraging public engagement through speaking at meetings. Members may feel that these meetings should be held in the evenings in order to encourage public participation but this needs to be balanced against the knowledge that both Cabinet and Planning can be lengthy meetings and dealing with complex issues late at night is not ideal. The scheme for the Planning and Highways Regulatory Committee is popular despite being during the day, with the general public requesting to speak at meetings on a regular basis. Meetings of this Committee commence at 10.30 am in the morning.

Public speaking at Cabinet is a new initiative and it is as yet too early to judge on its success.

The Overview and Scrutiny Committee also invites the public and representatives from outside organisations to attend meetings and for this reason its start time has been fixed at 6pm, with the Budget and Performance Panel at 4.30pm.

## **Participation by other Organisations:**

A number of meetings require participation by representatives from other organisations. Members are requested to consider the requirements of each prior to making a decision on the commencement of each meeting. In a number of cases representatives of other organisations may not be available to attend evening meetings.

## **Constitutional changes:**

If there were changes to the times of meetings consideration may need to be given, in some circumstances, to amendments to other elements of the Constitution, particularly where a given timescale is set out for the production of Minutes (ie Cabinet minutes etc).

## **Operational issues:**

There are a number of operational issues that will affect Service delivery within the Council. With regard to Democratic Services, for instance, a move to all evening meetings would require a change to their working practices which will impact on the way in which the service is delivered during normal office hours. Changes to terms and conditions will also need to undergo the usual process of consultation and negotiation with the staff concerned and unions. This would also be the case if the number of evening meetings were increased beyond a threshold of what is sustainable under the current working arrangements, say 50% of meetings commencing at 6pm or later.

There would also be staffing issues with regard to Property Services who would be required to cover the opening of Council buildings in the evenings/provide refreshments etc and Officers from other Services who may have to attend meetings to present reports and provide specialist advice to Members. There are also potential health and safety issues to be addressed such as door security during the evenings.



## **Staff Views:**

### Democratic Services:

Democratic Support staff who would be affected by any change are aware of this report. Should a large scale move to all evening meetings be proposed negotiations may be required to amend officers' terms and conditions of service.

### Property Services:

Property Services staff have commented on the potential cost implications of paying overtime rates and extending heating times in the winter. It should be noted that holding evening meetings in Lancaster Town Hall rather than Morecambe is preferable as the number of rooms available means that there are often public bookings at the same time negating to some extent the additional cost implications and security risks.

## **Training Events:**

A number of training events have recently been held in both the daytime and evenings. The Induction event held at Morecambe Town Hall in the daytime was attended by more Councillors than the evening event at Lancaster Town Hall. However, this may have been for a number of reasons and feedback on these events has yet to be carried out. A comment from a member regarding these events is set out in the Members comments section of this report.

## **4.0 Member Comments**

### **4.1** Further comments were invited from Members as part of the exercise, details are set out below which may be of use to the Committee in coming to a decision:

Refreshments at afternoon and evening meetings.

Members can choose which Committees they are on depending on their other commitments. There are far fewer than when I first started.

I feel the members of each Committee should have the final say on when to meet.

At least one other Committee should meet later so that working members have more choice. Personnel could be a late meeting as it is usually a short meeting.

Younger Councillors need to have opportunity to gain experience on different Committees. Therefore, we need more evening meetings.

Refurbishment of Morecambe Town Halls Committee Rooms to allow more meetings to take place at Morecambe Town Hall.

If younger people are to be involved in the Council, meetings have to take place outside of work hours.

Meetings should commence based on their past average duration. Not too many long meetings in the evening.

I believe that meetings should be equally balanced between daytime and evenings allowing all Members to take an active role in the Council. Currently only two meetings

commence at 6pm. Therefore those who work full time are only able to put themselves forward to be Members of these Committees.

Some training offered to Councillors has only been scheduled for during the working day. Councillors who work are unable to benefit from the training provided.

## 5.0 Cabinet Member Views

5.1 As Members maybe aware paragraph 1.6, Part 4, Section 4 of the Constitution states:

### 1.6 Cabinet Meetings - When and Where ?

The Cabinet will meet monthly, alternating between Lancaster Town Hall and Morecambe Town Hall on dates **and times to be agreed by the Members of the Cabinet, to be confirmed by Full Council on an annual basis.**

In accordance with the Constitution Members of Cabinet have been consulted on the commencement time of the meeting. At the time of writing this report 5 responses have been received advising that Members request that meetings continue with the existing commencement time.

## 6.0 Times and average length of meetings

6.1 For information the current time for each meeting and the average length of meeting times of Council meetings for the previous Municipal Year are set out below:

Meeting	Time	Average length of meeting last year	Frequency
Annual Council	12 noon	1 hour.	1.
Council	2.00 pm	3 hours 10 mins.	8 (including budget and special Councils).
Cabinet	10.00 am	2 hours 35 mins.	11.
Budget and Performance Panel	4.30 pm	1 hour 45 mins.	9.
Overview and Scrutiny Committee	6.00 pm	2 hours 35 mins.	9.
Planning and Highways Regulatory Committee	10.30 am	4 hours.	12.
Licensing Regulatory Committee	2.00 pm	1 hour 50 mins.	8.
Licensing Act Committee	2.00 pm	1 hour.	6 (with Sub-committees called as required).
Personnel Committee	2.00 pm	1 hour 10 mins.	7.

Audit Committee	6.00 pm	1 hour 20 mins.	4.
Council Business Committee	4.00 pm	1 hour 25 mins.	8.
Standards Committee	10.00 am	50 minutes.	4. Additional meetings of this Committee may have to be called for any Hearings that may need to be considered

These commencement times are as stated by the Constitution or confirm current practice, divided between Morecambe and Lancaster Town Halls with a variety of start times.

- 6.2 Members are advised that Democratic Support also services a number of other meetings that are not included in the timetable. These meetings include Partnerships, Task Groups, Cabinet Liaison Groups and also Chairman's Briefings, which, in view of the work commitments of some Members, are held in the evenings. Details are provided below:

Meeting	Time	Average length of meeting last year	Frequency
<b>Cabinet Liaison Groups:</b> Canal Corridor <b>Note:</b> Cabinet, at its meeting held on 5 <sup>th</sup> June 2007, resolved that no meetings will be arranged until after the conclusion of the planning application stage of the development.	9.30am	2 hours 30 mins. Meetings can last up to a full day.	5 in the previous Municipal Year.
Lancaster and District Chamber Cabinet Liaison Group	5.00 pm	2 hours.	2 a year.
Lancaster University and St. Martin's College Cabinet Liaison Group	5.00 pm	1 hour 30 mins.	3 a year.

Morecambe Cabinet Liaison Group	6.30 pm	1 hour 35 mins.	Quarterly.
Planning Policy	10.00 a.m. (1.00 p.m. on one occasion).	2 hours 6 mins.	3 over 2006/07 (meetings scheduled when required).
Transport	1.00pm.	50 minutes. Only 1 meeting serviced by Democratic Support in the previous Municipal Year. Meeting commenced at 1.00 pm.	Meetings to be called as and when required.
<b>Partnerships:</b> West End Partnership	6pm	2 hours 30 mins.	11 meetings. Usually once a month.
Poulton Neighbourhood Management	5.30pm	2 hours.	11 meetings. Usually once a month.
CARP	7pm	2 hours 30 mins.	14 meetings. Usually once/twice a month.
Luneside	10am and 2pm (alternates times)	2 hours.	4 meetings. Quarterly.
LDRP	5pm	1 hour 30 mins.	5 meetings. Usually quarterly.
Museums	2.30pm	2 hours.	2 meetings a year.
LSP	10am and 1.30pm (alternates times)	2-3 hours.	9 meetings. Once a month.
EDBB	9.30am and 1.30pm 5.30pm (alternates times)	2 hours.	6 meetings. Every two months.
Vision Board	8am and 10.30am and 1.30pm (alternates times)	2 hours 30 mins.	9 meetings. Once a month.

<b>Task Groups:</b> Cemeteries	10.00am	1 hour 35 mins.	Met on one occasion - 16 <sup>th</sup> June 2006 to consider the final report.
Fly Tipping	Usual start time 2pm - at LTH (one occasion 6pm at MTH)	1 hour 13 mins.	5 meetings from 8th June 2006 - 22nd November 2006 on an ad hoc basis.
Grants	6pm	1 hour 36 mins.	5 meetings - from 2/11/06 - 22/2/07.
Homelessness	6pm, with the exception of 1 meeting that commenced at 10.30am.	1 hour 30 mins.	9 meetings (plus several site visits - 3 evening, 1 during day) - from 8/5/06 - 8/2/07.
Pollution	6pm, with the exception of the first meeting that commenced at 7pm.	1 hour 32 mins.	5 meetings (plus one planned for 11 <sup>th</sup> June and several informal meetings held at night - from 4/4/06 - 17/4/07).

## 7.0 Conclusions

- 7.1 As previously mentioned the results of the Survey are set out at Appendix 1. The results of the survey are inconclusive and there is insufficient evidence, based on the survey, to make recommendations to Members on the alteration of the commencement times of meetings. However, the Committee may feel that there is a need for more public engagement/involvement particularly where there is interest from the general public in the Agenda, or where they may be invited to partake in some way.
- 7.2 Members are asked to consider the options set out in the report in order for the publication of times of meetings for 2007/08.

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

None.

**FINANCIAL IMPLICATIONS**

If an increased number of meetings were to be held in the evenings there may be additional costs associated with the opening of the building and staffing and whilst there is some flexibility within the existing Democratic Representation budget, if Members wish to make large scale changes to the timetable as currently published this will need to be evaluated.

**SECTION 151 OFFICER'S COMMENTS**

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

**LEGAL IMPLICATIONS**

It is a legal requirement that the Council publishes its timetable of meetings by the commencement of each Municipal Year. Amendments can be made throughout the year provided at least 5 days notice is given.

**MONITORING OFFICER'S COMMENTS**

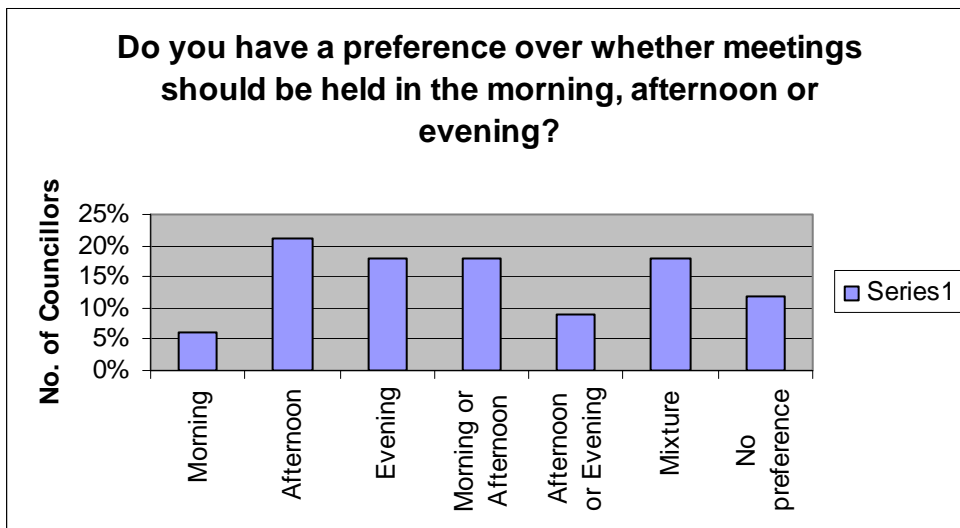
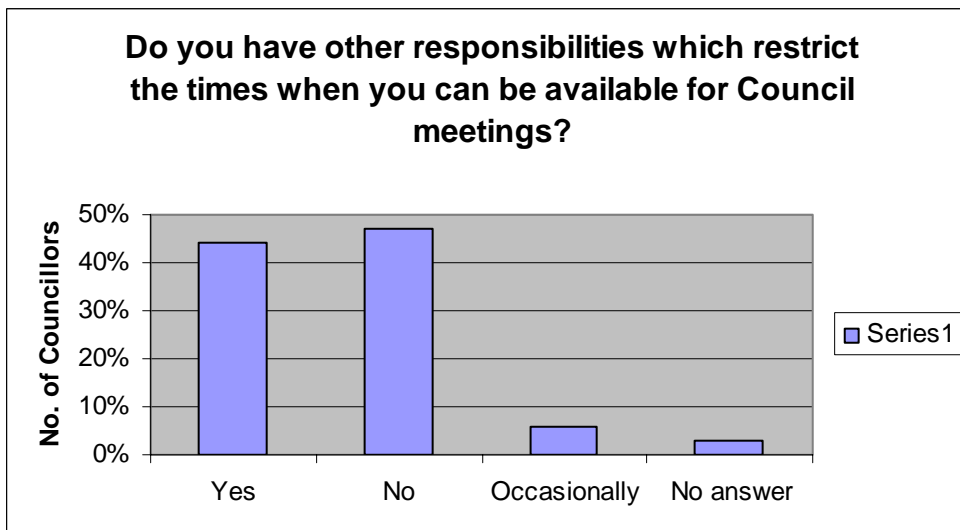
The Deputy Monitoring Officer has been involved in the preparation of this report and has no comments to add.

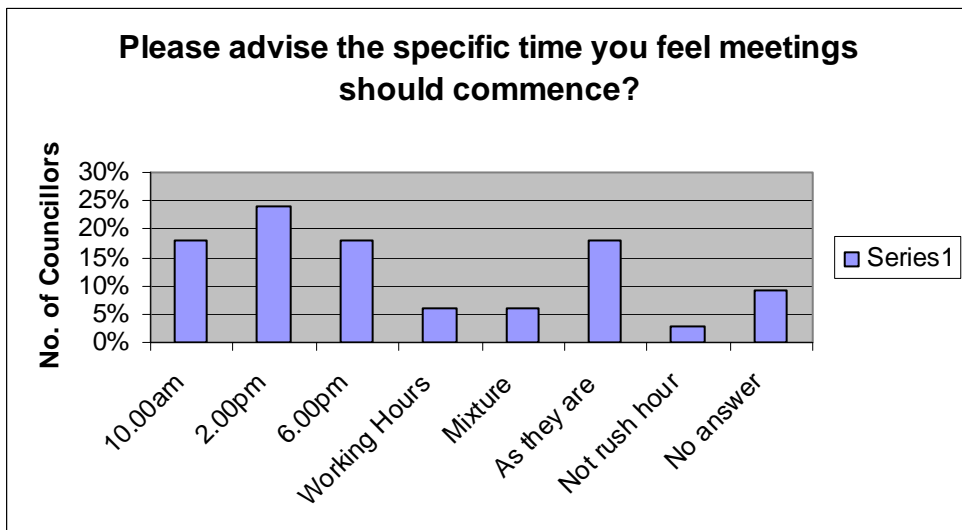
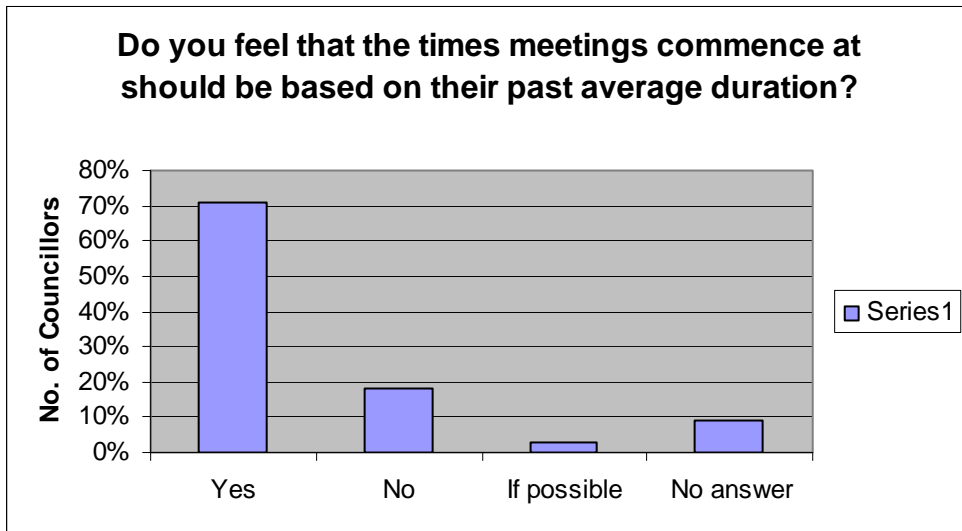
**BACKGROUND PAPERS**

Consultation responses from Members.

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**ANALYSIS OF CONSULTATION RESPONSES**







<b>COUNCIL BUSINESS COMMITTEE</b>
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**Special Council Meeting 2007  
28<sup>th</sup> June 2007**

**Report of Head of Democratic Services**

<b>PURPOSE OF REPORT</b>
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To seek Members consideration of a proposal for the Special Council Meeting 2007.
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<b>This report is public</b>
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**RECOMMENDATIONS**

- (1) That the meeting of Council on 31<sup>st</sup> October 2007 should be designated as the special council meeting for 2007.
- (2) That the Head of Democratic Services be authorised to make appropriate arrangements for the 2007 Special meeting on the lines set out in section 2 of the report, in consultation with the Chairman of the Committee and other Group Administrators as necessary.
- (3) That a progress report be submitted to Council Business Committee in September setting out further details of the proposed event and any financial implications.

**1.0 Introduction**

- 1.1 As part of the democratic modernisation proposals, Council has agreed that one meeting a year shall be designated as a special council meeting with the following remit:

That one of the existing autumn meetings of Council, shall be selected by the Council Business Committee and re-designated as a 'Special' Council meeting for any of the following purposes:

- Consideration of a single topic
- Hearing of an external speaker
- Meeting in assembly or forum
- Consideration of a local, regional or national issue
- Or other purpose to be determined by the Council Business Committee

It has been previously recommended by officers and agreed by Council Business Committee that the meeting of Council on 31<sup>st</sup> October 2007 should be designated as the special council meeting for 2007.

The Special Council meeting was piloted last year and provided an opportunity for both officers and members to consider how the Special Council meeting might operate and how it could be improved and enhanced in the future.

During the last few months Overview and Scrutiny support officers have been considering the Overview and Scrutiny work programme and following some initial suggestions from Members had begun to scope a piece of work around the issue of a vibrant district. During the course of this work it became apparent that the issues which were emerging could provide the basis for and would benefit from discussion at a Special Council meeting. The proposed concept is set out below.

## 2.0 Proposal Details

### 2.1 Concept

Local Produce, Local Hospitality, Local Entertainment, Local Choice - (*Working title*)

A themed event that looks at the promotion and potential of the district and what it has to offer as a place to visit, a place of recreation, culture and entertainment, in the context of the districts unique identity and character and in terms of what makes the district distinct in terms of location, attractions, produce and music etc.

### 2.2 Context:

The Corporate Plan 2007 states:

“Promoting city, coast and countryside, we will achieve lasting opportunities for all in a safe and healthy district that’s proud of its natural and cultural assets.”

**In Morecambe** this means a seaside town recognised as vital and vibrant in an exceptional natural setting with a sustainable economy and a stable resident community.

**In Lancaster** this means being recognised as a nationally and internationally important University City with an envied quality of life, rich heritage, strong economic opportunity and social cohesion.

**In our Rural Areas** this means a sustainable quality of life that protects communities and precious landscapes while providing the economic opportunity to flourish.

Why do people want to live, work and visit our district? What makes it attractive? What makes it special? Over the last few years the already strong and distinct character of our district has once again begun to rise to the forefront and beginning to assert a new vibrancy and optimism.

For example:

**Local Produce** – there has been a development and growing prominence of local producers e.g. Lancaster Brewery, Port of Lancaster Smokehouse, a growth in farmers markets, featuring of Morecambe Bay Potted Shrimps by top chefs.

**Local Music** – The district has successfully hosted a top international band ‘Arctic Monkeys’ and more events are planned such as a performance by the up and coming band ‘The Holloways’. The district has a vibrant local music scene, from local bands and performances in locations as diverse as pubs, churches and libraries to music

promotion through More Music in Morecambe. The district hosts Jazz and other music festivals, concerts at Leighton Hall, bands in the park, lunchtime concerts and performances by the Haffner Orchestra as well as new initiatives such as Music Alfresco.

**Local Culture** – The district has rich heritage and culture from theatres to art galleries guided walks, festivals, many drama groups. Venues such as the Gregson, the Platform, Williamson Park and Storey Institute which provide programmes of cultural events throughout the year. In addition there are festivals such as the maritime and kite festivals. There is a strong sense of heritage with Lancaster Castle, the Priory, Roman remains, historic churches, railway heritage at Carnforth and the Winter Gardens at Morecambe. All producing a historic district of important historical significance.

**Local Environment** - From city to coast and countryside the district has some of the most beautiful and contrasting scenery in the United Kingdom. With canals, rivers, panoramic views over Morecambe Bay and the Lake District. The district also has many parks, open spaces and areas of natural beauty and interesting built environments including villages, towns and city. Many people are attracted to the area to live or visit. The district has attracted cycling demonstration town status and is a popular destination for cyclists and walkers due to the facilities it has to offer.

**Local Hospitality** – There are many places to eat and drink within the district from country pubs to restaurants. In the last few years there has been an increase in the number of outlets serving and promoting local produce providing a warm welcome. There are also many hotels and guest houses attracting both national and international visitors.

**Local Entertainment** – With museums, amusements, theatres and cinema there are many things to entertain visitors and residents to the district. There are a thriving number of clubs and societies and community led activities such as Panto in the Park, music festivals and one of the largest independent beer festivals in the UK. There are many things to see and do.

It is important that in its community leadership role Lancaster City Council considers how it can best support, develop and promote these activities in the district in order to create a vibrant district, which a place of choice for people to live work and visit.

## 2.3 Participants:

It is suggested that the following participants should be invited to attend event as participants:

- Councillors
- MP's
- A specially invited stakeholder audience from the community, business, interested groups, voluntary sector,
- Panel of 'experts' (e.g. tourism, academic, music and hospitality),
- Public
- Media

## 2.4 Format:

It is proposed that the event should be comprised of the following components:

- An all day/afternoon 'Expo' exhibition with stalls in Banqueting Suite from stakeholders (as suggested out in Section 2.2 of this report), open to the public and delegates.
- Teatime buffet and networking for delegates
- Opening facilitated plenary session in Ashton Hall
- Workshops for delegates on themes as set out in Section 2.2 of this report, with the additional workshops on infrastructure, facilitated by a suitable Councillor, Officer or stakeholder).
- Feedback from workshops
- Plenary session facilitated debate on key issues and themes
- Concluding session on outcomes, action planning and objective setting.

## **2.5 Further Work:**

It is proposed that Council will consider and shape some future elements of work which will be carried out by Task Groups set up by Overview and Scrutiny on emerging themes with their final reports reported back to Council.

## **2.6 Other Arrangements**

It is suggested that the event is managed by Democratic Services with support from other services such as Corporate Strategy, Property Services and Economic Development and Tourism. The event would require external facilitation and it is suggested that a local media personality would be best placed for this role.

## **3.0 Details of Consultation**

3.1 At this the concept stage no consultation has taken place.

## **4.0 Options and Options Analysis (including risk assessment)**

4.1 The options available to the Committee are to approve the proposal as set out in this report, to amend the proposal or to propose an alternative. Whilst there are few risks attached to this proposal it is important that work begins on planning the special council meeting as soon as possible in order that a suitable and successful event can be achieved.

## **5.0 Conclusion**

5.1 It is the view of officers that the proposal as set out in this report provides a suitable subject for the special council meeting, on an issue of interest to Councillors, the public and stakeholders and is achievable given the timescales involved.

5.2 Work will need to be done to ensure that the event is sufficiently focussed and relates to the Corporate Plan, emphasising the Council's community leadership role in promoting local procurement.

**CONCLUSION OF IMPACT ASSESSMENT**

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

Whilst there are no implications arising directly from this report, there are clearly issues relating to diversity, sustainability and rural proofing that will need to be addressed in both planning the event and the topic under consideration.

**FINANCIAL IMPLICATIONS**

All financial expenditure must be contained within existing budgets. At this conceptual stage costings have not been obtained. Subject to approval at this meeting officers will fully cost the event, however it is believed that the event as envisaged is achievable within existing budgets.

**SECTION 151 OFFICER'S COMMENTS**

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

**LEGAL IMPLICATIONS**

Legal Services have been consulted and have no comments.

**MONITORING OFFICER'S COMMENTS**

The Deputy Monitoring Officer has been involved in the preparation of the report and has no comments to add.

**BACKGROUND PAPERS**

None

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# COUNCIL BUSINESS COMMITTEE

## Elected Member Development – Evaluation of Induction Programme for Newly Elected and Returning Members

28<sup>th</sup> June, 2007

### Report of Head of Democratic Services

#### PURPOSE OF REPORT

To advise Members upon the feedback from the evaluation of the Induction programme.

This report is public

#### RECOMMENDATIONS

- 1) That the Committee notes the feedback from the evaluations of the Induction Programme and offers any comments or suggestions for future Induction events.

#### 1.0 Report

As part of the commitment to the support and development of elected Members in their roles and the work towards the North West Charter for elected Member development, the Council developed and implemented a comprehensive induction programme for newly elected and returning Members following the election in May.

The Induction Programme took the form of a:

#### Pre induction

An open evening was held on 21<sup>st</sup> March for potential candidates and their agents to advise on electoral procedures and answer any questions about the practicalities of being a Councillor.

Prior to the election, all candidates received a letter outlining the key dates for their diaries. An Information Pack for potential Councillors was also prepared.

#### Acceptance of Office

All Councillors were invited to attend one of five 'open' sessions to sign the declaration of office and acceptance of the Code of Conduct with the Chief Executive.

#### Members Handbook

All newly elected Members were also provided with a copy of the Members Handbook containing information that Members should know i.e. role of a Councillor, the support they

would 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.

### Induction Day

Two Induction Day sessions were held to welcome newly elected and returning Members, one in the evening at Lancaster and one during the afternoon at Morecambe Town Hall. The day also involved a tour of the building followed by lunch/tea and a 'freshers fayre style' stands from departments and services.

### Follow up induction

Once the initial welcome meetings have taken place and important papers have been signed, those councillors appointed to the Planning and Highways, Licensing, Standards and Personnel Committees were all required to attend compulsory training, all of which has been scheduled for the last few weeks in May/first week in June.

Following this, Members have had the opportunity to attend a short taster session on Overview and Scrutiny, Gambling Act training, a full day Overview and Scrutiny training, briefings on Lancashire Locals, Community Safety, Climate Change, Waste and training on Charing Skills and dealing with people and contentious issues.

All Members have been asked to complete a short evaluation form asking for their comments and feedback on all of the above. It is expected that feedback from this Induction will inform planning for future Inductions and ongoing support for Members. At the time of writing the report insufficient evaluations forms had been received to inform any analysis but it is hoped to be able to provide this at the meeting.

## **2.0 Conclusion**

Members are requested to note the feedback from the evaluations of the Induction Programme and offers any comments or suggestions for future Induction events.

<b>RELATIONSHIP TO POLICY FRAMEWORK</b>
The work of Member development supports the corporate priority – to continue to improve the Council.
<b>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>
No direct implications
<b>FINANCIAL IMPLICATIONS</b>
The cost of training courses and events has been met from the Member training budget held by Legal and HR Services. For 2007/08, the sum of £10,500 has been included.
<b>SECTION 151 OFFICER'S COMMENTS</b>
The S151 Officer has been consulted and has no comments to add.



**LEGAL IMPLICATIONS**

Legal Services have been consulted and have no comments.

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

None

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