

**COUNCIL BUSINESS  
COMMITTEE**

**4.30 P.M.**

**13TH SEPTEMBER 2007**

**PRESENT:-** Councillors Susan Bray (Chairman), Shirley Burns, Janie Kirkman (substitute for Joyce Pritchard), Geoff Knight, Karen Leytham, Morgwn Trolinger and Rob Smith (substitute for Peter Robinson)

Apologies for Absence

Councillors Joyce Pritchard and Peter Robinson

Officers in attendance:-

Mark Cullinan	Chief Executive (part)
Jenny Kay	Democratic Support Officer
Gillian Noall	Head of Democratic Services
Elizabeth Stokes	Corporate Performance Manager (part)
Richard Tulej	Head of Corporate Strategy (part)

Also in attendance:-

Councillor Sheila Denwood (in relation to Minute No. 11)

**9 APPOINTMENT OF VICE-CHAIRMAN**

Nominations for Vice-Chairman of the Council Business Committee were requested.

It was proposed by Councillor Burns and seconded by Councillor Kirkman: 'That Councillor Trolinger be appointed Vice-Chairman of the Council Business Committee.'

There being no further nominations, Councillor Trolinger was declared Vice-Chairman.

***Resolved :***

That Councillor Trolinger be appointed Vice-Chairman of the Council Business Committee.

**10 MINUTES**

The Minutes of the Meeting held on 28<sup>th</sup> June, 2007 were signed by the Chairman as a correct record.

**11 COUNCILLOR DENWOOD - MEMBERS' DRESS CODE**

The Chairman welcomed Councillor Sheila Denwood whom she had invited to address the Committee in advance of Members considering a report later on the agenda. (See Minute 13)

Councillor Denwood advised Members that she had requested the Committee to consider a report on Members' Dress Code and set out the reasons for this.

**12 COMPREHENSIVE PERFORMANCE ASSESSMENT 2007**

The Head of Corporate Strategy presented a report which gave details of the timetable

for the forthcoming Comprehensive Performance Assessment and requested Members' comments on the Self Assessment document. It was made clear that the document was still being consulted on and would therefore be subject to change.

Members asked a number of questions on the Self Assessment document and unanimously agreed the recommendations as set out in the report.

**Resolved :**

- (1) That the timetable for the Comprehensive Performance Assessment (CPA) re-categorisation inspection be noted.
- (2) That the Chief Executive be authorised to submit the CPA self assessment to the Audit Commission by the due date following any further comments received from consultees.

**13 MEMBERS' DRESS CODE**

Further to Minute 11, Members considered a report of the Head of Democratic Services which set out options for the adoption of an appropriate dress code for Councillors. It was reported that Councillor Denwood had requested this issue to be considered by the Committee after she had received comments from members of the public on the appearance of Councillors.

The Committee discussed the introduction of a dress code at length and it was agreed that a voluntary code of dress should be introduced which excluded the wearing of shorts and printed T-shirts to meetings with public participation, such as Council, Cabinet and Regulatory Committees, and that this should be included in the Members' Handbook.

It was further agreed that whilst it should remain a matter of choice for Members to decide whether to wear robes at Civic events such as Annual Council, Mayor's Sunday, Remembrance Sunday etc, the formal procession comprise only of those Councillors in robes.

**Resolved:**

- (1) That a voluntary dress code be introduced, to be included in the Members' Handbook, which excludes the wearing of shorts and printed T-shirts to meetings with public participation.
- (2) That the wearing of robes by Members at civic events where the Mayor is robed remain a matter of individual choice, but that priority in processions at such events be given to those Councillors in robes.

**14 CIVIC REVIEW IMPLEMENTATION PLAN**

The Head of Democratic Services presented a report which updated Members on the implementation of recommendations made by the Civic Task Group that had been agreed by Council in December 2006. The report set out details of those recommendations which had been implemented as well as suggesting some amendments as a result of initial findings which Members were requested to consider.

Members considered the recommendations at length.

**Resolved :**

- (1) That the action taken to date and completion of items 1, 2, 3, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 22, 24, 27, 33 and 46 in the implementation plan be noted.
- (2) That in respect of the Civic Tour, the views of other Lancashire Authorities be noted and it be accepted that the inclusion of a Civic Tour be reinstated in the annual Civic programme within available budgets and the intention to promote the tourism potential of the event for all participating districts in accordance with item 30 in the plan be noted.
- (3) That no further action be taken to develop a link between the Mayor's Charity and staff charity events, but it be noted that Mayoral events will continue to be advertised on Outlook, allowing those members of staff who wish to support the Mayor's Charity the opportunity to do so.
- (4) That in relation to Annual Council and Mayor-Making:
  - (a) Schoolchildren continue to be encouraged to attend the Mayor-making ceremony and in addition an information note about Annual Council and Mayor Making be prepared and sent with all school invitations to give an awareness of the event and its purpose, with additional information that the Mayor can visit schools at their invitation by prior arrangement with the Mayor's Office.
  - (b) Promotion of the event and invitation to attend be extended to further education establishments in the District.
  - (c) For 2008, 5 members of the public, each with the option of bringing a paying guest (i.e. total of a maximum of 10), be invited to attend Annual Council and the celebration afterwards, chosen by ballot from those applying via the local press.
- (5) That, in relation to Mayor's Sunday:
  - (a) the parade on Mayor's Sunday be reinstated with effect from May 2008
  - (b) the inclusion of multi-faith prayers at the Mayor's Sunday Service be extended to include song and verse as appropriate and in consultation with each individual Mayor
  - (c) no further action be taken with regard to inviting the Civic Heads of Lancashire to attend Mayor's Sunday.
  - (d) That the date of Annual Council for 2008/09, be confirmed as previously suggested in the 2007/08 timetable as Friday 16<sup>th</sup> May, with Mayor's Sunday on Sunday 18<sup>th</sup> May 2008, allowing promotion of the event to commence at an early stage.
- (6) That subject to any adverse comments from the Universities, the format of the former Overseas Students' Reception be amended for 2007/08 to include all first year students and that it be held on a date to be agreed in early December 2007, details to be considered in consultation with the University representatives.

- (7) That with regard to the Mayoral at Homes:
- (a) no further action be taken with regard to the proposal to arrange an additional Mayoral At Home.
  - (b) commencing in 2008/09, 2 Mayoral At Homes be held in the existing Council venues towards the end of the Mayoral Year, with one of the events being held on a Saturday on an experimental basis by agreement with the Mayor.
- (8) That the Head of Democratic Services be authorised to continue investigating the possibility of a civic presence at the Community Festival currently held in Williamsons Park and a similar event in Happy Mount Park with a view to developing this as an alternative to a Community Festival and Parade on the Saturday of Mayor-making.
- (9) That, it be noted that progress reports on the above and items currently listed as pending in the Implementation Plan will be submitted to this committee in due course.

## 15 ELECTED MEMBER DEVELOPMENT - PROGRESS REPORT

The Committee considered a report which updated Members on the progress made to date on elected Member development and were advised that the Council had not been successful in gaining the NWEO Charter for Member Development. On a positive note, it was reported that the feedback from the assessor had been encouraging and the Council had failed on just two points – it had been felt that the Member Development Strategy was not firmly embedded in the Council's culture and the Personal Development Plan process was incomplete. Members were informed that a further assessment would take place in 6 months.

Members discussed the Personal Development Plans process and it was agreed that the results of the completed Plans would be considered at an informal workshop on 1<sup>st</sup> November to which all Members would be invited. The outcome of this workshop would be to prioritise the training needs identified resulting in a revised Strategy and a Development Programme for Members for 2008.

Members congratulated Officers on the work that had been undertaken on progressing Member Development and in particular expressed thanks to Suzanne Smith, Senior Democratic Support Officer for her hard work.

### ***Resolved :***

- (1) That the report be noted.
- (2) That an informal workshop led by Council Business Committee take place on 1<sup>st</sup> November to review the Member Development Strategy and to consider the priorities emerging from the Personal Plans with all Members invited to contribute.
- (3) That a letter of thanks be sent to Suzanne Smith, Senior Democratic Support Officer for her hard work in progressing Member Development.

## 16 SPECIAL COUNCIL MEETING 2007

Members considered a report which provided an update on the preparations for the Special Council meeting taking place on 17<sup>th</sup> October, 2007. It was reported that the Platform had been booked for the meeting and an Officer group had been established to

take forward the preparations for the meeting.

**Resolved :**

That the report be noted.

**17 CONSTITUTIONAL REVIEW**

The Head of Democratic Services presented a report which advised Members of proposed amendments to the layout of the Council's Constitution following a review by Officers. The revisions to the Constitution would include the creation of two new parts – Appointments and Designations and Financial Regulations.

**Resolved :**

That the following amendments to the Constitution be approved with immediate effect:

- (1) A new Part, Appointments and Designations be created (and subsequent Parts re-numbered) to include:
  - the rules relating to the Election of the Mayor and Member seniority (currently in Part 4, Section 1)
  - the appointment of the Mother/Father of the Council
  - Grouping arrangements for the calculation of PR
  - protocol for Appointments to Outside Bodies
  - designation of Champions
- (2) A new Part, Financial Regulations be created (and subsequent parts re-numbered) to include:
  - The current Part 4, Section 6, Financial Regulations and Procedures
  - The current Part 4, Section 7, Contract Procedure Rules

**18 URGENT BUSINESS REPORT**

Members considered a report of the Head of Democratic Services advising of Urgent Business that had been agreed by the Chief Executive in consultation with the Chairman of the Council Business Committee. The decision related to the appointment of a Parish Councillor to serve as an independent Parish representative on the Standards Committee.

**Resolved :**

- (1) That the action taken by the Chief Executive, in consultation with the Chairman of the Council Business Committee, in relation to the following matter, be noted.
- (2) That Parish Councillor Margaret Davy be appointed to serve as the independent Parish representative member on the Council's Standards Committee with immediate effect.

**19 CHANGES TO MEMBERSHIP OF COMMITTEES**

Group Administrators were invited to put forward nominations for any changes to membership of Committees. The changes submitted by the Labour and Conservative groups were accepted.

***Resolved :***

That the following nominations to Committees be accepted:

Council Business Committee

Delete Peter Robinson and add Rob Smith

Licensing Act Committee

Delete Sheila Denwood and add Roger Sherlock

Audit Committee

Add Sarah Fishwick and Sylvia Rogerson as substitutes

Local Governance Committee

Delete Malcolm Thomas (and add as substitute) and add Peter Williamson

Add Sylvia Rogerson as substitute

Licensing Regulatory Committee

Delete Peter Williamson and add Susie Charles (and delete as substitute)

Add Malcolm Thomas as substitute

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Chairman

(The meeting ended at 7.06 p.m.)

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