

**COUNCIL BUSINESS  
COMMITTEE**

4.00 P.M.

29TH MARCH 2007

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

Apologies for Absence

Councillor Karen Leytham

Officers in attendance:-

Gillian Noall	Head of Democratic Services
Suzanne Smith	Senior Democratic Support Officer

Also in attendance (in relation to Minute No. 28)

Mr James Dickson	} residents of
Mr Paul Henry	} Greaves Road, Lancaster

**26 MINUTES**

The Minutes of the meeting held on 11<sup>th</sup> January, 2007 were signed by the Chairman as a correct record.

**27 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN**

The Chairman informed Members that in accordance with Section 100B(4) of the Local Government Act 1972, she had agreed to consider an item of Urgent Business regarding a petition that had been received against the proposed play area at Parkfield, Greaves Park.

**28 PROPOSED PLAY AREA, GREAVES PARK**

The Chairman welcomed Mr Dixon and Mr Henry to the meeting and invited them to present to the Council their petition of approximately 40 names regarding a proposed play area at Greaves Park.

The committee formally accepted the petition and advised that officers of the Council would consider its content and ensure that appropriate action was taken to investigate the issues raised.

***Resolved:***

That the petition be accepted by the Council for consideration and referral to the most appropriate body.

**29 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**30 ELECTED MEMBER DEVELOPMENT – INDUCTION PROGRAMME FOR NEWLY ELECTED AND RETURNING MEMBERS**

Members considered a report of the Head of Democratic Services, which outlined the proposed timetable for the Induction Programme for newly elected and returning Members following the election in May. It was reported that the Induction Programme had been developed based on the comments and suggestions put forward at the last meeting of the Council Business Committee and the feedback from the questionnaire circulated to Members. The proposals encompassed the pre-induction, acceptance of office, induction day and follow up induction.

It was noted that some Induction sessions had been scheduled for evenings and training sessions would continue to be offered at a variety of timings including in the evenings where possible.

It was suggested that Members should be provided with ward related information and statistics and it was agreed that this could be prepared and offered to all Members following the initial induction sessions.

***Resolved:***

- (1) That the proposed Induction Programme and timetable be noted.
- (2) That ward related information and statistics be provided to Members as part of the follow up induction.

**31 ELECTED MEMBER DEVELOPMENT – ONE TO ONE INTERVIEWS (PERSONAL DEVELOPMENT PLANS)**

The Senior Democratic Support Officer presented a report that updated Members on the review of the one to one interviews and the feedback from the 32 Members who had taken part. Members were invited to consider the feedback from the review and offer comments.

It was felt that it would be useful for Group Administrators and Leaders as well as the Council Business Committee Members to act as champions for the one to one interviews and encourage their Members to have them, and it was also suggested that the information on development needs gained from the one to one interviews should be shared with the relevant Group Administrator so that they could encourage their Members to attend training and monitor progress in meeting identified needs.

The Committee went on to discuss attendance at training events and agreed that Members' attendance at training events should be recorded on the Members' web pages using the committee management system.

It was felt that each Group should be offered the opportunity for Group sessions to discuss general training opportunities alongside individual one to one interviews to discuss specific development needs. It was suggested that prompts for discussion could be utilised at the interviews with a record of the discussion to be produced together with an agreed action plan.

Finally the Committee considered the review process and suggested that the review should continue to be held by email in the first instance but if a response was not forthcoming then officers should meet with the Councillor.

**Resolved:**

- (1) That the process for one to one interviews be amended based on the ideas put forward at the meeting.
- (2) That it be noted that a future report will be submitted to the Committee on progress with Member Development in due course.

**32 BRITISH FORCES FREE POSTAGE PETITION**

The Head of Democratic Services presented a report advising of a request from Tewkesbury Borough Council seeking support for their campaign to reinstate free postage for British forces stationed overseas. Members were asked to consider whether the Council should support the motion passed by Tewkesbury Borough Council and also pass on the request to Parish and Town Councils in the District.

**Resolved:**

That the following motion be endorsed and support offered by writing to the Secretary of State and asking Parish and Town Councils in the District to do the same:

'This Council is aware of the situation in which British forces and their families who are stationed overseas cannot receive parcels free of charge as they could in 2003.

This Council believes that the situation is both an appalling and disgraceful way to treat our dedicated and hardworking troops and their families given the hardships that they face in the world's hotspots and war zones and therefore asks that the Government reinstates this service as a matter of urgency.

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Chairman

(The meeting ended at 4.50 p.m.)

**Any queries regarding these Minutes, please contact  
Suzie Smith, Democratic Services - telephone: 01524 582074 or email  
smsmith@lancaster.gov.uk**