



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 18 SEPTEMBER 2008

Venue: MORECAMBE TOWN HALL

Time: 4.30 P.M.

A G E N D A

1. Apologies for Absence

2. Minutes

Minutes of meeting held on 26th June 2008 (previously circulated).

3. Items of Urgent Business Authorised by the Chairman

4. Declarations of Interest

5. Review of Computer Usage (Pages 1 - 5)

Report of the Head of Democratic Services and Head of Information and Customer Services.

6. Special Council Meeting (Pages 6 - 8)

Report of the Head of Democratic Services.

7. North West Charter Celebration Event (Pages 9 - 11)

Report of the Head of Democratic Services.

8. Elected Member Development - Progress Report (Pages 12 - 18)

Report of the Head of Democratic Services.

9. Member Development Strategy Review (Pages 19 - 29)

Report of the Head of Democratic Services.

10. Appointments to Outside Bodies (Pages 30 - 34)

Report of the Head of Democratic Services

11. Civic Programme - Reception for Overseas Students (Pages 35 - 38)

Report of the Head of Democratic Services.

12. **Civic Review - Citizenship Panel** (Pages 39 - 41)

Report of the Head of Democratic Services.

13. **Civic Review Implementation Plan - Progress Report** (Pages 42 - 55)

Report of the Head of Democratic Services.

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Rob Smith (Chairman), Evelyn Archer, Susan Bray, Geoff Knight, Karen Leytham, Joyce Pritchard 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.

(iv) Changes to Membership, substitutions or apologies

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

MARK CULLINAN,
CHIEF EXECUTIVE,
TOWN HALL,
DALTON SQUARE,
LANCASTER LA1 1PJ

Published on Tuesday 9th September 2008

COUNCIL BUSINESS COMMITTEE**Review of Computer Usage Report for Members
18th September 2008****Report of Head of Democratic Services and Head of
Information and Customer Services****PURPOSE OF REPORT**

Proposal to provide for improvements to computer equipment and services provided for Members.

RECOMMENDATIONS

- (1) That Members note the action being taken to purchase new laptops and improve broadband connections over a period of two years to be funded from the current Capital Programme which will improve security and the speed of Members' file and network access as well as further protecting the Council's data and information services.
- (2) That more training be offered to Members on the use of laptops and software and of access to the LCC network remotely

1.0 Introduction

- 1.1 A report was submitted in January 2008 to review the computer usage of Members. The report was designed to inquire whether the existing, aging computer provisions for Members was adequate.
- 1.2 The preferred option of the Officers was to undertake a survey for all Members to share their views on the current provisions in place. Questions were asked on the type of equipment provided, the accessing of services such as the Intranet and Internet, the level of technical support provided, the current training and documentation offered and where the Members thought there could be improvements. A summary of the findings of the survey is attached as Appendix A
- 1.3 Following the results of this survey Officers can now assess the areas of concern to the Members and improve equipment and services offered. The results of the survey have shown that Members are generally pleased with the current provision but there are areas for improvement including training and speed of equipment which need to be addressed.

2.0 Proposal Details

2.1 Equipment

The survey highlighted a common view of the equipment not meeting speed expectations. Accessing services on the network and general speed of file access on the laptops was the major concern of the Members and in some cases made the equipment almost unusable. A new range of Lenovo laptop is now available that will greatly increase the speed of file and program interaction. The new laptops are extremely powerful, very robust and have great technological longevity. With a mixture of high performance components and technology such as built in wireless and Bluetooth the Lenovo laptops are also reasonably future proof and could be used in the wireless areas in the Town Halls, at meetings etc. as required.

2.2 Network

To improve the Members' experience the speed of the broadband lines to Members' homes will also need to be upgraded. Upgrading the speed of accessing information over the network will open the bottleneck typical of remote file access and will improve the download times from servers. Internet Service Providers now offer faster broadband connections than were available five years ago when the existing provision was installed so this can be arranged from existing budgets

2.3 Security

Members will be aware of the national issues surrounding the loss or theft of personal or otherwise valuable data. Newer and more robust techniques in the data centre and improvements in the network carrier need to be introduced by Officers. The way in which Members access the Council's network will change so that they are quicker and more secure. Instead of the current VPN tunnel access Officers will provide Netilla access for Members which is a vastly improved carrier than the VPN system.

Logging onto the system will also be more secure and will require two forms of authentication. Members will be provided with a simple keyfob which generates a random security number. This number will be used in the logon process and will mean that the council is able to meet the new national security standards which are mandatory for Lancaster to exchange information electronically with Central Government Departments such as the Department of Work and Pensions. These standards must be in place for April 2009.

2.4 Training

The training needs of Members was another shared concern in the survey and comments quoted the need for more training on the use of the laptops and of accessing network services. Officers have provided a succession of drop in workshops which are run on a monthly basis, often before meetings where help can be provided with any IT issues The Helpdesk can also provide advice and help with laptops and software.

4.0 Options and Options Analysis (including risk assessment)

4.1 Option 1

Replace the equipment as outlined above over a two year period. This is the preferred officer recommendation as the current capital programme has sufficient funds and some of the older machines are already failing and beyond economical repair. This is the least risky option as security and other issues can be addressed in one visit and failing equipment replaced before it fails completely.

4.2 Option 2

Replace the equipment as outlined above and add a more dedicated “Home Visit” support service. This could entail a Helpdesk technician visiting Members’ homes on request and would offer a more complete, tailored IT service. However, allowing for travelling time this would be about 0.8 of a FTE and therefore there would be a large cost implication for this service. This option carries mainly a financial risk.

4.3 Option 3

Continue with existing provision and replace equipment only as each item is no longer repairable. This option carries a risk that nearly all equipment will have been replaced anyway by the end of three years (the equipment will be nearly 8 years old then), the work will be less efficient as unplanned and each member will have to wait whilst their equipment fails and is then replaced. The security work will need to be done as part of the Council’s Security upgrade and therefore most Members will need two or more visits.

5.0 Conclusion

5.1 Provision of IT for Members has led to some efficiencies for Democratic Services as fewer paper agendas have been produced and Members have been able to work more efficiently. By replacing the equipment in a structured and scheduled way the success can continue.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None</p>
<p>FINANCIAL IMPLICATIONS</p> <p>There are no financial implications of Options 1 or 3 as the costs will be met from the existing budgets - £116,000 capital budget for Desktop Equipment/Members Notebooks and £16,500 revenue budget for Members Line Rental.</p> <p>If Option 2 is preferred however there would be cost implications with the need for a new Helpdesk Technician and these costs would need to be identified and reported back to members.</p>

SECTION 151 OFFICER'S COMMENTS

Regarding capital budgets, Members will be aware that the Council has a general rule in that capital spend only progresses when the funding is in place. The s151 Officer will be reporting to Cabinet in October on the overall capital funding situation, with proposals on how to manage this year's funding position. The outcome of that report will influence the timing of any major replacements for computer equipment.

LEGAL IMPLICATIONS

None

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Review of Computer Usage by Members –
Report of Council Business Committee
January 2008

Contact Officer: Jane Alder
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E-mail: jallder@lancaster.gov.uk
Ref:

Appendix A

Members Survey Findings

Below is a summary of the questions asked to Members in the 2008 Survey.

Survey Questions	Very Unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied
"How Satisfied are Members accessing the Intranet?"		20%	15%	50%	15%
"How Satisfied are Members accessing the Internet?"		12%	22%	54%	12%
"How Satisfied are the Members with the Council Email System?"	9%	12%	15%	35%	29%
"How Satisfied are the Members with the Training and Documentation Supplied?"		6%	30%	32%	32%
"How Satisfied are the Members with the Council Meeting Documentation?"		6%	9%	53%	32%
"How Satisfied are the Members with the Storage of their Data?"	3%	12%	44%	32%	9%
"How Satisfied are the Members with the response of the Helpdesk to problems?"	3%	3%	24%	46%	24%
"How Satisfied are the Members with the telephone support received from the helpdesk?"	6%	3%	15%	53%	23%
"How Satisfied are the Members with the usefulness of the equipment?"	3%	12%	6%	61%	18%
"How Satisfied are the Members overall with ICS and DS?"		9%	18%	55%	18%

Survey Question	Yes	No
Percentage of Members who visit the Members Intranet Page	76%	24%

Survey Question	Yes	No
"Would Members like more Training?"	59%	41%

Survey Question	Yes	No
"Could ICS Improve Service?"	45%	55%

COUNCIL BUSINESS COMMITTEE**Special Council Meeting 2008
18th September 2008****Report of Head of Democratic Services****PURPOSE OF REPORT**

To seek Members approval of arrangements being made for Special Council 2008.

This report is public

RECOMMENDATIONS

That the Committee approve the arrangements being made for the Special Council meeting on 22nd October 2008.

1.0 Introduction

At the last meeting of Council Business Committee on 26th June, it was agreed that the Head of Democratic Services would make appropriate arrangements for the Special Council meeting being held on 22nd October.

The Committee agreed the theme of the Special Council would be the Children and Young People Engagement Strategy.

It was agreed that a progress report would be submitted to the September meeting of the Council Business Committee.

2.0 Update**2.1 Participants**

Letters have been sent to 21 schools, colleges, and residential schools in the district asking if students will be able to access the special council meeting during term time. To date there have been 11 positive responses from the following:

- Morecambe High School
- Lancaster Girls Grammar School
- Wennington Hall
- Heysham High School
- Our Ladys High School
- Skerton Community High School
- Lancaster & Morecambe College
- Ridgway Park
- Beaumont College x 2 groups

- Loyne School
- Lancaster Royal Grammar School

Before the end of term the Children & Young People Manager went into Skerton and Heysham High Schools to talk with staff and young people about the event. More information will be sent out to the 11 schools at the beginning of this new term. This will include the numbers of young people from each school/college who will be able to attend, a draft programme open for comment and amendment from the young people, an offer for the C&YP Manager to meet with school councils/students/staff before the event.

Six district organisations have also been approached inviting young people who are members of their participation groups to take part in the event. The organisations are:

- Lancashire County Council – Young People's Service
- Lancashire County Council – Children Looked After
- Police
- YMCA
- Signposts
- Marsh Community Centre

It is envisaged that there will be either 2 or 3 participants from each school/college/group, a total of approximately 50 young people aged approximately 15.

2.2 Format

The day will be based on the contents of the Lancashire Children and Young People's Charter which was adopted by the Council in January 2006. The Charter contains 13 points to enable engagement with children and young people to be effective and meaningful.

The event will take place in the Banqueting Suite at Lancaster Town Hall, not the Platform as previously agreed as the venue had a booking that day.

To begin the day, 'getting to know you' sessions will be held as only 2/3 young people from each school will be attending. The young people will then be split into small groups and undertake a skills audit to assess the strengths of the group. Each Group will then be given 2 or 3 of the themes of the Charter to consider and identify how each theme could be implemented locally. The groups will then devise a method of how to communicate with Members in the afternoon session.

It is envisaged that Members will arrive at 3.00 pm when they will be split into groups which will be facilitated by the young people. Members will consider the themes included in the Charter and how these relate specifically to Lancaster.

This will conclude with a formal resolution from Council to take forward the work undertaken to form the Council's Children and Young People Engagement Strategy.

3.0 Details of Consultation

The proposal is being developed in consultation with the Council's Children and Young Peoples Manager.

4.0 Conclusion

Members are requested to approve the arrangements being made for the Special Council meeting on 22nd October 2008.

CONCLUSION OF IMPACT ASSESSMENT

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

None arising from this report.

FINANCIAL IMPLICATIONS

All financial expenditure for the event will be contained within existing budgets. This will be met for the most part from the Democratic Representation budgets available for the cost of meetings, although some funding is also available in the Corporate Strategy's Children and Young People budget. Since the event will be held in Lancaster Town Hall this year the cost of the room will be met through the internal recharges system. Costs of providing suitable conference style facilities and refreshments for the young people during the day followed by the cost of Council meeting refreshments will be contained within the available budget of £500. Any additional expenditure will be met from the budget available for promoting the Strategy.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

None

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Ref:

COUNCIL BUSINESS COMMITTEE**North West Charter Celebration event****18th September 2008****Report of Head of Democratic Services****PURPOSE OF REPORT**

To determine Council attendance at the Celebration event for the North West Member Development Charter and to consider the format of a presentation to be given at the event.

This report is public

RECOMMENDATIONS

- (1) To determine whether the City Council should attend the Celebration event for the North West Charter, should the Council's application be successful and, if so, how many Members and/or Officers should attend.**
- (2) Subject to (1) above, to consider the format of a presentation to be given at the Celebration event.**

1.0 Introduction

- 1.1 The Council Business Committee has for some time now been responsible for member development and has been working towards the North West Employers Organisation's Charter (NWEO) for Member Development. The Council was assessed against this Charter on 8th May 2008 and our application has now been put forward to be considered by the NWEO Committee. It is anticipated that the NWEO will notify the Council of the decision on 8th October 2008.

2.0 Proposal

- 2.1 NWEO host an annual Charter Celebration event and this is scheduled to take place on Friday 21st November at the Lowry, Salford Quays, Manchester. At the event, Members of all successful authorities present are asked to give a short presentation upon member development. Some of the presentations by Members in the past have been quite light hearted and have been based on popular TV and quiz shows with a member training and development theme.
- 2.2 This authority has provisionally been allocated a table of up to 10 places at the Celebration event, depending on the outcome of the decision. Places are £75 each. Members are asked to determine how many Members and Officers should attend the Celebration event and how attendance should be funded. The Members who attend this Celebration event will be expected to collect the award on behalf of the Council and take part in the presentation.

2.3 In addition, some authorities have in the past provided promotional gifts of their local area i.e. key rings, pens, biscuits, etc., free of charge.

3.0 Options

3.1 Option 1 – That the Council attend the event to collect the award and take up all 10 provisionally allocated places.

3.2 Option 2 - That the Council attend the event to collect the award but be represented by a lesser number of Councillors and officers.

3.3 Option 3 – that the Council do not attend the award ceremony.

3.4 Options 1 and 2 are subject to the Council being successful in its application to gain Charter status. Should the application be unsuccessful it is not anticipated that there would be a need to attend the ceremony.

3.5 If Members determine that the Council should attend the ceremony (options 1 or 2 above), the Committee will need also to consider:

- The format of the presentation at the event
- Any potential promotional gifts and associated costs

4.0 Officer Preferred Option

4.1 There is no officer preferred option.

RELATIONSHIP TO POLICY FRAMEWORK

The work of Member development supports the corporate priority – to continue to improve the Council.

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

There are no direct implications.

FINANCIAL IMPLICATIONS

The cost of a place at the Celebration event is £75. Maximum cost, if all 10 provisionally allocated places are taken up is therefore £750. In addition there will also be the cost of any donation and promotional gifts unless local sponsorship can be gained towards the cost of promotional gifts.

No budget has been allocated for this activity and all costs would have to be met from the Member training and development budget. For 2008/09 the budget for Member training and development has been set at £14,400, of which £7054 has been committed to date. The training programme can be tailored to meet the available budget – it is for Members to determine whether this is an acceptable use of this budget and an appropriate level of expenditure.

There will also be the cost of travel to the event in Manchester. This can be contained within Member and/or officer travel budgets.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

Legal have been consulted and have no further comments to make.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None

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Ref:

COUNCIL BUSINESS COMMITTEE

Elected Member Development – Progress Report

18th September 2008

Report of Head of Democratic Services

PURPOSE OF REPORT

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

This report is public

RECOMMENDATIONS

1. To note the report and Member feedback.
2. That informal discussions take place with all of the current Cabinet Members to gauge their feedback on the current level of support they have received and suggestions for the future.

1.0 Training and development events taken place

To complement the training events offered in the Member Training Programme, there are now a range of learning materials that are relevant to the Members training priorities such as books, DVDs and online computer courses via Modern Councillor.

The list below shows the following training events that have taken place between April and September 2008 including a list of which Members attended.

	Date	Event	Venue	Attendees
1	Tue 1 April	One to One IT Training	MTH	Budden
2	Tue 1 April 7pm	Independent Group – Strategy & Training Programme	MTH	Dennison Archer Kerr Ashworth Knight Budden Barnes Burns
3	Thurs 10 April 4.40pm	Conservative Group – Strategy & Training Programme	Bare Constituency Office	Mace Bray Charles Fishwick Thomas Histed Williamson Johnson
4	Mon 14 April	One to one Excel training	MTH	Fletcher
5	Mon 14 April 7pm	Labour Group – Strategy & Training	LTH	Smith Blakely Gerrard Leytham Hanson Blamire

	Date	Event	Venue	Attendees
		Programme		Clifford Denwood Bryning Redfern Sherlock
6	Tue 15 April 5pm	Lib Dem Group – Strategy & Training Programme	LTH	Kirkman Gilbert Pritchard Langhorn Day
7	Friday 18 April	Shadowing CCDS	White Lund & various locations	Blakely Smith
8	Wed 23 April 9.30am	Green Group – Strategy & Training Programme	LTH	Barry Fletcher Towers Coates Heath Whitelegg McCulloch Kay
9	Wed 23 April 2 – 4.30pm	Drop in IT Workshop	MTH	Roe Dennison Bray
10	Wed 23 April	Corporate Plan Briefing	LTH	Unrecorded
11	Fri 25 April	Corporate Plan Briefing	MTH	Unrecorded
12	Fri 25 April	Shadowing Council Housing	Council Housing	Redfern
13	Mon 28 April	Shadowing Information & Customer Services	Customer Contact Centre	Bray
14	Wed 30 April 6-7.30pm	Local Media	LTH	Bray Dennison Barnes Leytham Blakely McCulloch Archer Ashworth Kerr Fletcher
15	Thurs 8 May	NWEO Charter Assessment	LTH	Smith Blakely Bray Barry Mace M Whitelegg Knight Langhorn
16	Thurs 8 May 6- 8pm	Polish Taster Session	Albert Road	Archer Burns Bray McCulloch Robinson Sands +3 others
17	Wed 14 May 6- 8pm	Introduction to Risk Management	LTH	Trolinger Histed Clifford Leytham
18	Wed 21 May 2-4.30pm	Drop in IT Workshop	St Leonards House	Kirkman Sowden
19	Thurs 22 May 4- 5pm	Decision Making Process	MTH	Histed Smith Dennison Fletcher McCulloch Barnes
20	Wed 18 June 12- 2pm	Drop in IT Workshop	MTH	Dennison Barnes Kirkman Brown Robinson Wade Farrow
21	Thurs 19 June 6-	An Introduction to Procurement	MTH	Dennison Farrow Brown Redfern

	Date	Event	Venue	Attendees
	8pm			
22	Thurs 19 June 10am	Standards Committee training	LTH	Dennison Denwood Fishwick Kirkman Sherlock Taylor +4 Independent Members
23	Tues 24 June	Performance Management Briefing	LTH	Archer Blamire Dennison Mace Towers Sherlock Brown Bray Johnson
24	Wed 25 June 9.30 – 12.00	Drop in IT Workshop	MTH	Burns Sands Sherlock
25	Fri 4 July 9am	County Council briefing & tour	White Cross & various locations across the district	Barnes Bryning Sands Dennison Redfern Thomas Robinson
26	Wed 9 July	Demonstration on ward statistics to O&S Committee	MTH	Chapman Trolinger, Langhorn Plumb Histed, Bray Leytham Greenall, Gilbert Burns Dennison,
27	Thurs 10 July 6-8pm	Polish Taster Session	Poulton NM Office	Dennison Barnes Fletcher Bray + 3 others
28	Fri 18 July 9.30 – 4.30pm	Licensing Committee Training	Carlisle	Greenall Redfern Sherlock Rogerson Roe Dennison + 6 officers
29	Mon 21 July 12.30 – 4pm	Speed Reading	MTH	Coates Fletcher McCulloch Brown Johnson Kerr Dennison Day Histed
30	Wed 23 July 12 -2pm	Drop in IT Workshop	MTH	---
31	Thurs 24 July 2-4.30pm	Drop in IT Workshop	MTH	Dennison
32	Wed 30 July 10- 4.30pm	Facing the Media	LTH	Charles Langhorn Fletcher Towers Dennison Barnes McCulloch

In summary a total of 32 events have taken place over the last quarter. These have included shadowing opportunities to CCDS, Council Housing and Customer Services together with visits to each of the political group meetings to raise awareness of the member development strategy.

1.1 Evaluations

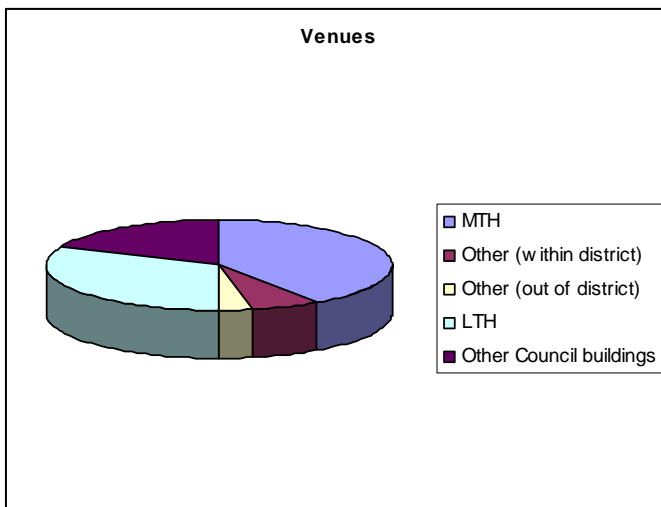
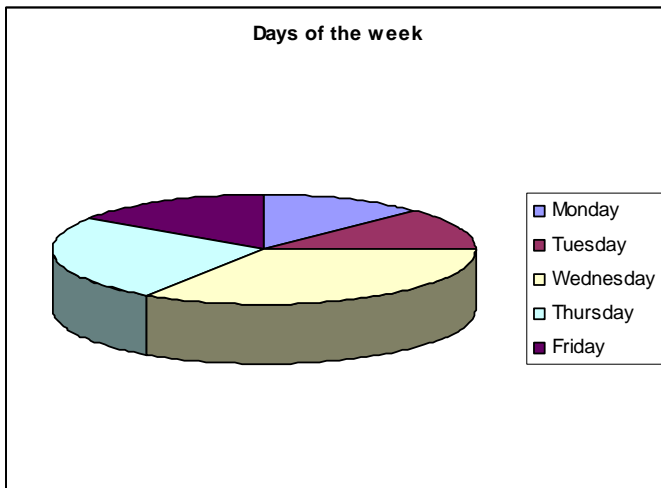
Summaries of the evaluations and feedback from the County Council Tour, Decision Making Process session, How to deal with the local media session, Polish Taster 8th May, Polish Taster 10th July, Introduction to Risk Management session and Speed Reading are attached at Appendix A. Members are asked to consider the feedback and make suggestions for improvement for future events.

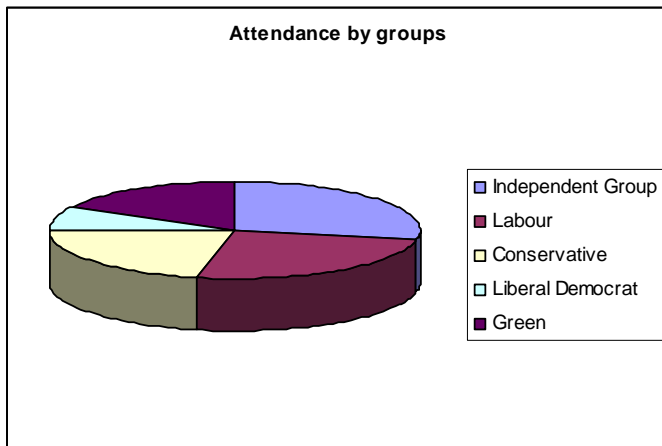
1.2 Budget

For 2008/09 the budget for Member training and development has been set at £14,400, of which £5,500 has been committed to date. This includes funding for attendance at conferences and seminars for the purpose of personal development as reported to the previous meeting.

1.3 Pie charts

The following pie charts show the days of the week events have been held on, the venues and attendance by groups.





1.4 Forthcoming training and development events

The following events are scheduled over the next few months:

Wed 20 Aug 10am – 12pm	Drop in IT Workshop
Sat 6/7 Sept 18/19 Oct 22/23 Nov	Leadership Academy
Tue 29 Aug – 2 Sept	Planning Summer School
Mon 8 Sept 6pm	Young People training
Wed 10 Sept 6-7.30pm	Escendency drop in workshop for BPP Members
Thurs 11 Sept 6pm	What Is Neighbourhood Management
Wed 17 Sept 12-2pm	Drop in IT Workshop
Wed 24 Sept 2– 4.30 pm	Drop in IT Workshop
Thurs 25 Sept 6-7.30pm	Role of Parish and Town Councils
Tue 30 Sept 6-8pm	A guide to budgeting and a basic guide to local government finance
Wed 8 Oct 6-7pm	Decision Making Process
Wed 23 Oct 6pm	Polish Taster Session
Wed 12 Nov 6-8pm	How to deal with the Local Media
Wed 19 Nov 12–2pm	Drop in IT Workshop
Wed 17 Dec 12-2pm	Drop in IT Workshop

1.2 Progress with project areas

The Council Business Committee when reviewing the Member Development strategy also identified a number of key project areas:

Use of IT by Members (including paperless meetings and webpages)

Since the decision was taken to trial paperless meetings of the Committee, five paperless meetings have taken place successfully, despite a few minor hiccups. We are now starting to get queries from Members about how they can bring laptops to other meetings and also work wirelessly. In order to develop the use of IT, Members are asked to consider whether and how to promote the facility to other Members to be able to download agendas and bring their laptops to other meetings using the Mod.gov reminders and newsletter articles.

In addition to the one to one IT training being provided, 10 Drop in workshops have been held. These generally take place monthly in the IT Suite at Morecambe Town Hall, however following the suggestion made by a councillor, these Drop in Workshops also take place prior to full Council meetings. In addition, an officer from Information Services now attends some of the Drop in Workshops to assist with PC problems.

Work has been done to promote the facility for Councillors web pages and so far 18 Members are now using their personal web pages on the Councils website. Members are using these web pages to update constituents on progress with Ward issues, promote PACT meetings and issues, advertise surgeries and contact details, links to PACT sites and Parish Council sites and good news. There is also the facility for Members to email what they want displaying on their webpage for Democratic Services to update if they do not have the time or IT skills.

Members will recall that a satisfaction survey was undertaken earlier in the year on the use of IT. This related in the most part to the provision and use of the equipment and technical support provided and a report on the analysis of the responses can be found elsewhere on the agenda. However questions were also included on the use of the Elected Members' page on the intranet in order to gauge the level of use and whether the right type of information was being included. Of the 33 Members who responded, 26 had visited the webpage and of these 23 had found the page 'useful' or 'very useful', indicating that the development of this facility continues to be worthwhile.

Ward and Community Leadership

Following a demonstration at Overview and Scrutiny Committee upon the ward information available on the dedicated Members area on the intranet, a link has now been included to online maps showing ward and parish boundaries. The ward pages also include links to neighbourhood information, roadworks, traffic regulation orders, consultations on proposed traffic regulation orders and to local PACT websites.

Progress has been slow on the community leadership angle despite discussions taking place with officers. There may be an opportunity for upto date ward profiles to be prepared as part of the neighbourhood management initiative which could be linked to the ward pages. In terms of the local community, taster sessions have been run on the local Polish community and discussions are taking place to run similar

sessions on the local Hindu community, with a view to holding sessions on all sections of the community in future.

Cabinet Support

Informal discussions (Exit interviews) have taken place with three Members who have recently stood down from Cabinet positions to gain an insight into the role of a Cabinet member and also the support and resource issues. It is suggested that in order to pursue the Cabinet support as a project that informal discussions should take place with all of the current Cabinet members to gauge their feedback on the current level of support they have received and suggestions on how to develop future support.

RELATIONSHIP TO POLICY FRAMEWORK

The work of Member development supports the corporate priority – to continue to improve the Council.

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

There are no direct implications.

FINANCIAL IMPLICATIONS

The cost of training courses and events can be met from the 2008/09 Member training budget of £14,400, of which £7054.00 has been committed to date. Allocation of training expenditure is based on the priorities set out in the Member Development Strategy and this report is one element of an evaluation process designed to ensure that spending of this budget is effectively controlled and targeted.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

There are no direct legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Evaluation forms

Contact Officer: Suzanne Smith
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Ref:

COUNCIL BUSINESS COMMITTEE**Member Development Strategy Review****18th September, 2008****Report of Head of Democratic Services****PURPOSE OF REPORT**

To agree the revised Member Development Strategy.

This report is public

RECOMMENDATION

That Council Business Committee adopt the amended Member Development Strategy.

Report

At its meeting on 26th June 2008 Council Business Committee reviewed the Member Development Strategy in light of the new Corporate Priorities and the outcomes of the CPA report.

The review had highlighted four main areas that required inclusion within the Strategy – Political Leadership, Equality and Diversity/Accessible Services, Community Engagement and Action on Climate Change.

Following a detailed discussion on these and other aspects of the Strategy the Committee agreed:

- (1) *That the Strategy be updated and include a reference to the review.*
- (2) *That Political Leadership be included as a priority in the Strategy as a project area and that Officers investigate how the induction and support for Cabinet Members could be improved upon.*
- (3) *That the Strategy include :*
 - (a) *A section on one to one interviews.*
 - (b) *Statutory training for Regulatory Committees that arises throughout the year.*
 - (c) *Information about the Member training budget and conferences.*
- (4) *That Community Engagement be included in the Strategy as a priority and a further project area.*
- (5) *That Cabinet be consulted on improving support for Cabinet Members and how this could be achieved.*
- (6) *That the two Cabinet Members who had recently stepped down be offered exit interviews.*

- (7) *That the Cabinet Member with responsibility for Climate Change be requested to circulate a briefing note on the Council's position on the issue, followed by a briefing session if there was demand.*
- (8) *That a link be included on the Council's internet giving details on the measures the Council has in place regarding climate change locally.*
- (9) *That the Head of Democratic Services provide details of what is expected of Group Administrators.*
- (10) *That Group Administrators be copied into correspondence on training courses identified for Members of their political party.*
- (11) *That a list of Members by political party who have not undertaken a one to one interview be sent to Group Administrators.*
- (12) *That the Committee submit a report to full Council asking Council to consider making Equality training mandatory for all Members*

It was agreed that the draft revised Strategy would be considered by the Committee at its September meeting.

Attached at Appendix A is the draft Member Development Strategy revised in accordance with Members' decisions above.

Members are requested to adopt the amended Member Development Strategy or make further amendments as required.

CONCLUSION OF IMPACT ASSESSMENT

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

None arising from this report.

FINANCIAL IMPLICATIONS

None arising directly from this report. There is a budget of £10,700 in 2008/09 for Member training and development and the priorities set out in the Strategy are used to determine appropriate allocation of that funding.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

Legal have been consulted and have no further comments to make.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Council Business Committee minutes
Member Development Strategy

Contact Officer: Jenny Kay
Telephone: 01524 582065
E-mail: jkay@lancaster.gov.uk
Ref:



LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

Member Development Strategy

2007/08 – 2010/11



Revised June 2008

1. Commitment to Member development

The Council took the decision in 2002 to commit to its own internal Charter for training and development for elected Members and employees. Following that the Council then signed up to the North West Charter for elected Member Development.

To formalise this commitment, the Council included within the Terms of Reference of the Council Business Committee, responsibility for Member Development. As Members of this Committee, Councillors have the responsibility to champion Member Development and cascade information to their political groups. Members of the Council Business Committee are:



Councillor Rob Smith (Chairman)



Councillor Susan Bray (Vice-Chairman)



Councillor Morgwn Trolinger



Councillor Evelyn Archer



Councillor Karen Leytham



Councillor Geoff Knight



Councillor Joyce Pritchard

2. Member Development Strategy

The first Member Development Strategy for Lancaster City Council was developed by Members and adopted by the full Council in February 2007. This set out the various ways of supporting Members in the Town Hall and their Wards as well as the Council's development priorities for the coming year.

The Strategy included a commitment to undertake an annual review and with the election of 16 new Councillors in 2007, it was recognised that an up to date Strategy is even more important to ensure that the Council provides the proper guidance and relevant support to all Members.

The Council Business Committee considered the information gathered from the 34 one to one interviews which had then taken place since the elections in May 2007 and an informal workshop that was held on 1st November 2007 where they and many other Members considered what was important to them.

Using this together with feedback from training and induction events plus anecdotal comments, the themes that emerged were then considered alongside the Member training budget and the Corporate Priorities in place at that time.

The Strategy was further reviewed by the Council Business Committee on 26th June 2008 to reflect the issues that had emerged from the Comprehensive Performance Assessment (CPA) reported earlier in the year and the new Corporate Priorities set by full Council for 2008/09 as follows:

- ❖ Ensure cost effective services that give good value for money
- ❖ Provide customer focused, accessible services
- ❖ Make our district a cleaner and healthier place
- ❖ Contribute to a safer society
- ❖ Lead the regeneration of our District
- ❖ Support sustainable communities and action on climate change
- ❖ Give local communities more influence and involvement in the way their services are delivered and decisions that affect them are made

This therefore is a revised edition of the Elected Member Training and Development Programme agreed as a result of that review.

3. Learning and Development Priorities and Projects

As Champions for Member Development, Members of the Council Business Committee have developed the Member Development Strategy and identified the following eight key development priorities (in no particular order):

- ❖ Local Government Finance
- ❖ Overview and Scrutiny
- ❖ Communications (including media)
- ❖ IT training
- ❖ Decision Making Processes (including County Council functions)
- ❖ Ward and Community Leadership
- ❖ Political Leadership
- ❖ Community Engagement

It is also recognised that there are several other topics identified in one to one interviews and workshops that should be included as lower priority areas. It was noted that the support for newly elected Councillors, Cabinet Members and those with full time commitments were cross cutting themes and should be reflected within the 8 identified key training priorities.

Projects

In addition to addressing priority needs by means of the training and development programme it is recognised that action on a number of key priorities can be better delivered by means of projects to look at improving the way things are done or support provided.

The following project areas will be developed during the life of this Strategy:

- The use of IT by members, including paperless meetings and the promotion of web pages for Councillors
- Improved access to Ward and Council information
- Development of political leadership, in particular improvements to induction and support for Cabinet Members. Consultation with existing and former Cabinet Members will be undertaken as part of this project.
- Community engagement.

There is also a need to further develop different approaches to learning such as shadowing, mentoring, online e-learning and the Members Library to include a wider range of topics.

Member Development Priorities

Ward and Community Leadership

Managing Ward/Casework
 Lone Working
 Community Engagement & Gov White Paper
 More information relating to Wards
 Running effective surgeries
 Role of Parish and Town Councils
 Contacts and locations of Council Offices & Officers
 Understanding of Political & Officer Management structure
 Political Leadership
 Community Engagement

Communications

Media training
 Speaking in public
 Leadership Academy
 Chairing Skills
 Dealing with confrontational people
 Dealing with conflict and heated meetings
 Speed reading

IT Training

General IT training
 Software

Decision Making Processes

Role of Parish and Town Councils
 Understanding of Political and Officer Management structure
 Local Authority Legislation
 Civic and Ceremonial procedures
 Protocols for Personnel, Licensing, Planning & Appeals
 Legislation and issues for Personnel Committee
 Planning Committee
 Licensing Regulatory Committee
 Process of making a decision
 Understanding procedures at meetings, constitution & protocols
 Chairing Skills
 How City and County work in tandem
 Knowledge of role and functions of County Council
 Contact list of County Council Officers & Councillors

Local Government Finance

Procurement
 Understanding budgets
 Understanding Local Government Finance

Lower Priority areas

Glossary of abbreviations and jargons
 What Members can ask for & who to ask
 Community Strategy, Council Vision & Corporate Objectives
 Young People
 Youth and Voluntary Organisations
 Community & Voluntary Sector Issues
 Partnership working
 LSP & Vision Board
 Council's Complaints Procedure
 Group Administrators Role
 Civil Contingencies
 Time Management & Managing Information
 Stress Awareness
 Equalities
 Council Housing
 Climate Change
 Community Safety /MAPS & role of Members

Overview and Scrutiny

Task Groups
 Escendency
 Overview and Scrutiny in general
 Budget and Performance Panel
 Questioning techniques
 Performance Management

4. Progress

To complement the commitment the Council has made to Member Development, staff resources have been re-allocated within Democratic Services. This has enabled the following achievements and successes:

- ❖ A Member Training Programme was developed setting out a schedule of training and development events and briefings and the opportunity to attend joint training with Blackpool and Fylde Councils. A total of 121 events have been held since May 2007 as part of the Induction Programme and Member Development Programme.
- ❖ Members have the facility to borrow publications, books and cd-roms from the Members Library and have a Member and/or Officer mentor/buddy.
- ❖ An Induction Programme was developed and implemented to enable Members to visit council departments, tour the district, enjoy taster sessions and Freshers fair style introductions. In addition, handbooks were developed for all Members and for Cabinet and Overview & Scrutiny Members. Social evenings were also held for Cabinet and Overview & Scrutiny Members.
- ❖ An information pack was produced and an open evening held for potential councillors.
- ❖ Personalised one to one IT training has been offered including using email, internet, web pages and Microsoft Word and IT drop in – workshops.
- ❖ E-newsletters are produced for Members advising them of the support available.
- ❖ 6 Members have attended the IDEA Leadership Academy.
- ❖ All Council Business Committee meetings are now paperless.
- ❖ Approximately 18 Members have now set up their own web page.
- ❖ A dedicated area on the intranet has been created for Members containing useful documents, links and ward information.
- ❖ A total of £14,400 is available in 2008/09 to support member development activity.
- ❖ An approval and monitoring system has been set up to ensure that attendance at any training events including seminars and conferences aimed at personal improvement is prioritised and funding properly targeted in accordance with this Strategy

Members' comments

Listed here is just some of the positive feedback Members have provided on different training and development events:

Excellent overall

Cllr Jane Fletcher

Excellent. Very practical and useful, but delivered in a supportive atmosphere.

Cllr Jude Towers

Facing the Media

*Excellent session
– thanks*

A well constructed and delivered course

Polish Taster Session

Useful and practical

Cllr Ian McCulloch

Enjoyable

Cllr Ken Brown

Speed Reading

Valuable

Cllr Roger Dennison

Neighbourhood Management Briefing

*More training events
like these are
needed*

Spot on !

5. One to One Interviews

All Members have been offered a one to one interview to assess their training and development needs. A Personal Development Plan is produced for each Councillor and the information from these is used not only to monitor the personal progress of the individual but to develop the priorities for inclusion in this Strategy and Training Programme.

A system has been set up to review each Member's Personal Development Plan after a period of 12 months.

These are done to suit the individual either by means of a further face to face interview, a telephone discussion or by email.

To date, 49 out of 60 Councillors have taken the opportunity to have a one to one interview and where these were done over 12 months ago their Personal Development Plans are under review.

6. Attendance at Seminars/Conferences

It has been identified that attendance at some Conferences and Seminars provides an opportunity for Members to further their personal development in terms of their knowledge and ability to perform particular roles. Control over the funding for this purpose has been transferred to the Head of Democratic Services in consultation with the Chairman of the Council Business Committee where the cost is in excess of £100 per Member and subject to the needs of the individual Member being identified in their personal development plan.

Members wishing to attend such Conferences need therefore to send details to the Head of Democratic Services for approval to enable funding to be allocated.

Certain annual conferences have been highlighted for attendance on an annual basis, subject to the continued relevance and evaluation of the content of the conferences.

7. Member Development Budget

In terms of budget allocation for Member Development, the Strategy goes beyond 2010/11 when the current term of office ends so that budgets set for future years as part of the Medium Term Financial Strategy can be programmed to deliver appropriate training and development each year as Members' experience and knowledge grows.

The Head of Democratic Services has been given delegated authority in consultation with the Chairman of the Council Business Committee to approve attendance on external training courses/Conferences/Seminars. When the event/course costs

more than £100 the member will be expected to provide a report on their return for evaluation purposes.

8. Statutory and Mandatory Training

It is acknowledged that there will on occasions be a need for training required to ensure Members understand legislative requirements on them both as individuals and as members of particular committees to be repeated and updated, particularly where new legislation is introduced. This will be included in the training programme by the Head of Democratic Services as the need arises.

9. Officer Support

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

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

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

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

Jenny Kay
Democratic Support Officer
Tel: (01524) 582065
Email: jkay@lancaster.gov.uk

COUNCIL BUSINESS COMMITTEE

**APPOINTMENTS TO OUTSIDE BODIES
18th September 2008**

Report of Head of Democratic Services

PURPOSE OF REPORT

To consider options for the appointment of Council representatives on outside bodies.

This report is public

RECOMMENDATIONS

Members' views are requested in order to formulate a recommendation to Council

1.0 Introduction

- 1.1 Council has in place a protocol for determining the basis on which appointments to outside bodies and partnerships are made. Under this protocol the options available to Council are to make any appointment:
- on the basis of PR, or
 - by virtue of a Councillor's position, such as a Cabinet Member, Committee Chairman or Ward Councillor.
- 1.2 In October 2003 it was agreed that Council would determine the basis on which all appointments to outside bodies and partnerships are made in line with the above protocol. Unless otherwise requested by the outside body concerned, appointments are made to the date of the next City Council elections, subject to confirmation at each Annual Council meeting.
- 1.3 Where an appointment is made on the basis of PR, the appointing Group(s) may notify the Head of Democratic Services in writing of their appointment without the need for further Council approval. Where necessary, Cabinet or other Committee representatives are referred to the appropriate member body for appointment.
- 1.4 The terms of reference of the Council Business Committee include: 'To make appointments to Committees and outside bodies (other than those made at Annual Council).' In practice, the provisions set out in 1.2 and 1.3 above result in very few issues relating to Outside Bodies being reported to Council Business Committee.

2.0 Proposal

2.1 At the meeting of Council on 27th July 2008, a request to make a Council appointment to a newly established Health and Wellbeing Group for North Lancashire was considered.

2.2 There has, for some time, been a view expressed that the options available to Council under the current system do not always allow for the most appropriate Councillor to be appointed as this Council's representative on outside bodies and Council concluded on this occasion that it would be preferable to review the current protocol and methodology prior to making this appointment.

2.3 Council therefore resolved:

'That the Council's existing protocol for the appointment of representatives on outside bodies be reviewed and the Head of Democratic Services be requested to submit a report on options to the next meeting of the Council Business Committee.'

2.4 It should be noted that in response to recommendations by the Grants Task Group, Cabinet agreed on 24th July 2007 that Councillors should be appointed to outside bodies on the basis of expertise, knowledge, relevance and enthusiasm rather than on a proportional basis.

2.5 Set out below are the options available taking into account any legislative and/or administrative restrictions.

3.0 Options and Options Analysis (including risk assessment)

3.1

	Option	Advantages	Disadvantages/risks
1	Make all appointments at Council	All Councillors can put themselves forwards and be considered for any position. A Councillor with particular experience can be 'matched' to an appropriate appointment	Very time consuming with nominations being requested for every position and a vote take on each. Appointments which are clearly linked to a specific role such as Cabinet or the relevant Ward may be 'hi-jacked' by other Members for political purposes.
2	Separate out any that should be Cabinet, Ward or other role specific and abandon PR for the remainder with Council voting on all nominations	Ensures that role specific appointments are appropriately made but allows all Councillors the opportunity to be nominated to other positions and Council appoint the most appropriately experienced Councillor	Time consuming with nominations being requested for approximately 85 positions at the current time and a vote taken on each. This could be partially mitigated by delegating the individual appointments to the Council Business Committee. There is no way of knowing at this stage how many of these would attract multiple nominations and where there is only one nomination, the appointment could be delegated to the Head of Democratic Services.

3	<p>Status quo - Separate out any that should be Cabinet, Ward or other role specific and appoint on PR for the remaining positions, calculating PR individually on each body</p>	<p>Simple system identifies the Member where role specific and allows Groups to put forward names to the Head of Democratic Services without the need for a meeting on the basis of PR as calculated and previously approved</p>	<p>With 5 Groups ranging from 17 to 5 the PR calculations on separate bodies produce a distorted result where the majority of appointments are for a single member.</p> <p>This also places a heavy burden on the largest group to appoint a member to every outside body (with the exception of those identified as role specific)</p> <p>Does not always provide for the most appropriate Member from the point of view of knowledge and experience to be appointed to a particular position if they represent the 'wrong' group</p>
4	<p>Separate out any that should be Cabinet, Ward or other role specific and for the rest introduce a different PR system, aggregating the PR across all appointments</p>	<p>Ensures that role specific appointments are appropriately made but allows more Councillors the opportunity to be appointed to other positions whilst still maintaining a political balance</p> <p>Allows non-aligned members the opportunity to represent the Council on an outside body</p>	<p>Complicated calculations to ensure PR across a number of separate organisations</p> <ul style="list-style-type: none"> • option (a) to allocate alphabetically could still result in the most appropriate person not being from the 'right' group to be appointed to a particular organisation • option (b) to calculate the number of seats available to each group and invite nominations would potentially be as time consuming as option 2 above
5	<p>Keep the current system but include a 'get out clause' which would allow full Council to override the 'rules' and approve someone different</p>	<p>Maintains the current simple system but allows Council to appoint a suitably experienced Councillor where appropriate</p>	<p>Allowing a 'get out clause' may tempt an excessive use which would result in this being similar to option 2.</p>

- 3.2 Unless there is a statutory duty to participate, Council may also determine that there is no benefit to be gained from representation and decline the invitation.
- 3.3 Changes could also be made to the Terms of Reference of the Council Business Committee to allow greater delegation to this Committee to deal with making appointments where more than one nomination is received.
- 3.4 If Members wish to pursue the option of retaining an element of PR to those appointments for which a specific appropriate role is not relevant this can be achieved in different ways.

3.5 The PR for each organisation can be calculated separately as currently (Option 3 above)

3.6 Alternatively the PR can be calculated across the total of 85 (Option 4 above)

3.6.1 If calculated across the total number the current allocation would be as follows:

I:23 L:19 G:17 C:16 LD:7 non-aligned:1 seat each (= 85 seats)

Council would need to consider how these allocations would be agreed to achieve this PR across the 85 seats.

3.6.2 It is suggested that where there are more than 2 seats on an organisation the PR calculation should be utilised. At the present time there are a total of 51 seats which are allocated on a PR of 3 or more to a single organisation on a PR of:

I:13 L:12 G:12 C:9 LD:5

This leaves 34 remaining seats where only 1 or 2 representatives are appointed and these should be allocated to Groups in the correct proportion to provide the difference between 3.6.2 and 3.6.1 above, i.e.

I:10 L:7 G:5 C:7 LD:2 non-aligned:1 seat each

3.6.3 Options 4(a) and (b) above set out alternative ways in which these remaining seats could be allocated:

(a) alphabetically or otherwise sequentially allocating particular organisations to a Group (or non-aligned) and requesting nominations from that Group in a similar fashion to currently

(b) requesting nominations/applications from Members for appointment to a particular body, including relevant knowledge or experience to enable Council (or the Council Business Committee) to make appropriate appointments within the constraints of the numbers in 3.6.2 above.

3.6.4 If Council wish to pursue Option 4 with a PR calculation across the board, then consideration will also need to be given to how new applications are dealt with. During the course of a 4 year term there are inevitably changes with new bodies being established and others being discontinued. It would not be practical to recalculate on every occasion and Council need to have in place an agreed process for deciding who should be appointed or allow nominations from any Group with the PR calculation being undertaken only on a four yearly basis following Council elections when any equalisation can be put in place in line with the election results.

4.0 Details of Consultation

4.1 No consultation has been undertaken but details have been obtained of how appointments are made to outside bodies in other Lancashire Authorities.

5.0 Conclusion

5.1 At the present time the City Council appoints representatives onto a large number of Outside Bodies, Partnerships and Boards using a combination of proportional

representation and in line with a Member's role such as Ward Councillor, Cabinet member, Overview & Scrutiny member, etc.

- 5.2 This does not always result in the most appropriate Member in terms of knowledge or experience being appointed to represent the Council on a particular body. Committee is requested to consider whether it wishes to change the current protocol in any way to allow a more flexible approach than is currently in place and if so whether any element of political balance should be retained and to recommend to Council accordingly.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None.</p>	
<p>FINANCIAL IMPLICATIONS</p> <p>Members of Outside Bodies are entitled to travel expenses. Costs resulting from these appointments are met from democratic representation budgets (£7,200 in 2008/09) and changes to the method of appointment will not affect costs.</p>	
<p>SECTION 151 OFFICER'S COMMENTS</p> <p>The S151 Officer has been consulted and has no further comments.</p>	
<p>LEGAL IMPLICATIONS</p> <p>Rules on political balance are set out in the Local Government (Committees & Political Groups) Regulations 1990 and S15 of the Local Government & Housing Act 1989. The duty on Local Authorities to apply these rules is set out in Schedule 1 of the Local Government & Housing Act 1989 and there is no requirement for PR to be applied in the case of appointments to outside bodies.</p>	
<p>MONITORING OFFICER'S COMMENTS</p> <p>The Monitoring Officer has been consulted and has no further comments.</p>	
<p>BACKGROUND PAPERS Letter from United Utilities dated 28th July 2008</p>	<p>Contact Officer: Gillian Noall Telephone: 01524 582060 E-mail: gnoall@lancaster.gov.uk</p>

COUNCIL BUSINESS COMMITTEE**Civic Programme – Reception for Overseas Students
18th September 2008****Report of Head of Democratic Services****PURPOSE OF REPORT**

To consider the future of the annual Reception for Overseas Students.

This report is public.

RECOMMENDATIONS

- (1) That an event be organised for Overseas Students to take place on 23rd October 2008 in the Banqueting Suite of Lancaster Town Hall in the format suggested by Lancaster and Cumbria University in paragraph 4.1 of the report.
- (2) That a further report on the success of the event be submitted to a future meeting of the Council Business Committee to determine whether the event should be re-instated in the Annual Civic Programme.

1.0 Introduction

- 1.1 In January 2008 the Council Business Committee considered the future of the annual Mayoral reception for Overseas Students. At that time the decision was taken that the event be discontinued if attempts to communicate, publicise and promote the event with Lancaster University Students Union were not successful.
- 1.2 Since that meeting in January 2008, the Students Unions at both the Lancaster and Cumbria Universities were contacted to ascertain whether they had any objections to the discontinuation of the event. A response was received directly from the University of Cumbria Students Union who were keen to help promote the event should it continue, but outlining that the University of Cumbria does not have a large international student body.
- 1.3 No response was received directly from the Student Union body of the University of Lancaster. However, during discussions between the Economic Development and Tourism Service of the City Council and the International Students Office (ISO) of Lancaster University on a different matter, it was made clear that the ISO were extremely keen to continue the event and suggested that perhaps a joint tourism venture could be investigated as an alternative format for the event.
- 1.4 A meeting took place between representatives of the City Council and the two Universities in June 2008 and the Universities were asked to draw up a proposal for

an event which could be submitted to the Council for consideration. It was agreed at that meeting that a smaller event should be attempted for 2008 with a view to assessing the success of the new format, thereby determining whether the event could be developed further in future years.

2.0 Proposal Details

2.1 On 5th August 2008, the City Council received a joint proposal from the Universities of Lancaster and Cumbria for a smaller event to take place in the Banqueting Suite of Lancaster Town Hall on Thursday 23 October 2008.

2.2 The proposal from the Universities is as follows:

- a) The event would begin with a welcome speech from the Mayor, directed to the students and the general audience who would be seated in theatre style seating in the Banqueting Suite.
- b) This would be followed by a presentation from a senior member of Tourism staff, highlighting some of the City's touristic opportunities using visual prompts (such as powerpoint).
- c) There would then be short presentations from two or three 2nd or 3rd year international students from Lancaster and Cumbria Universities who have already taken advantage of local tourism and who can talk about their personal experiences.
- d) Prizes would be donated by Tourism and would be matched by Lancaster/Cumbria Universities for 3-5 students plus one friend to be able to visit local tourist attractions. Those events offered could be, for example, a ghost tour round Lancaster Castle, a canal tour, a visit to the Maritime Museum. The winning students could be presented with their prizes on the night by a representative from Tourism during the event. This would promote active student engagement with local tourism and allow students to see what kinds of events/attractions are available.
- e) Following on from above, students and other attendees can mingle and chat. If funds are available a performance by Morris dancers would be a lovely addition to the evening and an example of traditional English culture (*please note that there would not be enough space to accommodate this in the Banqueting Room which was the desired venue*).
- f) Some refreshments would be welcome although alcohol is not necessary, which might also help keep costs down.
- g) The Council can promote its activities at the event through relevant stands. Cycling awareness and tourism are suggested but the Council may also have additional suggestions to make.
- h) Lancaster and Cumbria Universities will also give further consideration to the publicity and marketing of the reception to their international students as well as to the design and functionality of the tickets traditionally provided by the Council in order to promote the event more thoroughly and provide more detail to students before the event and get a better indication of numbers. Lancaster University will also modify transport arrangements to collect students from the south end of campus in addition to the central pick-up point

since it would seem that walking through the campus in heavy rain in the last two years has contributed to putting students off attending the Reception at the last minute.

- 2.3 The Universities have indicated that they would welcome the opportunity to rejuvenate the Reception for Overseas Students and very much hope that an event can be designed which give the students a welcome to the City, whilst also promoting the Lancaster district and the work of the City Council.

3.0 Details of Consultation

- 3.1 Both the Lancaster and Cumbria Universities have been consulted and their preferred event format is outlined in 2 above. The Head and staff of Economic Development and Tourism Services have also been involved in the discussions surrounding a rejuvenated event.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 Option 1 is to develop an event on 23rd October 2008 in accordance with the proposals from Lancaster and Cumbria Universities, which is themed on a tourism nature but with information stands and staff from Services of the Council. Attempts have been made to consult with the universities via representatives on the Universities Cabinet Liaison Group, the International Students Offices and the Students Unions and for some time there appeared to be little appetite to continue this event. If Members wish to continue the event, it would seem sensible therefore to develop it on the lines now suggested by the Universities in order to build on their enthusiasm at this stage.

- 4.2 Option 2 is to develop an event on a format to be decided by the City Council which would be on the same suggested date, 23rd October 2008 in the Town Hall. In contrast to the comments above, there would be a risk in developing an alternative event that there would be no support from the Universities and the event would fail as a result.

- 4.3 Option 3 is to discontinue the event and that no further effort is made to provide an event for students from the Universities of Lancaster and Cumbria.

5.0 Officer Comments and Preferred Option

- 5.1 The Reception for Overseas Students has been declining for a number of years. The future of this event has been considered over the past year by the Council Business Committee and the onus was firmly placed on the Universities of Lancaster and Cumbria to decide what they feel would be a suitable format for an event for the students visiting Lancaster.

- 5.2 The proposals mentioned in 2 above are achievable only with the help of the Economic Development and Tourism Service of the City Council and the Universities of Cumbria and Lancaster. Having a revised format and being on a much smaller scale for 2008 there is the opportunity to assess the benefit of the event to overseas students with a view to making further changes for events in future years.

- 5.3 The Officer preferred option is therefore option 1 above but on a one year basis with the success or otherwise of the event being assessed afterwards before any continuing commitment is given.

CONCLUSION OF IMPACT ASSESSMENT

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

None.

FINANCIAL IMPLICATIONS

Costs for the annual Reception for Overseas Students have previously been met from the budget provided for Mayoral Functions and Hospitality. If this event continues this will remain the case.

Whilst the suggestions from the Universities include a reduction in the cost of refreshments provided, this is offset by the suggestion to offer a number of tourism related prizes and it is expected that costs will be in the region of £500.

Should it be decided that no event is to take place in this or in future years, the funding will be utilised to enhance other events in the Mayoral calendar as part of the civic programme reviewed by Council. Spending varies according to the requirements of individual Mayors to a maximum of £15,400 included in the budget for 2008/09. Any unspent budget at the end of each year falls into balances.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

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

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Letter from Lancaster University dated 9th July, received on 7th August 2008

Contact Officer: Lisa Jackson

Telephone: 01524 582070

E-mail: ljackson@lancaster.gov.uk

Ref:

COUNCIL BUSINESS COMMITTEE**Civic Review - Citizenship Panel
Thursday 18 September 2008****Report of Head of Democratic Services****PURPOSE OF REPORT**

To give further consideration to the proposal to establish a Lancaster City Council Citizenship Panel and Citizenship Awards Scheme.

This report is public.

RECOMMENDATIONS

That no further action be taken with regard to the proposal to set up a Citizenship Panel and the Head of Democratic Services be asked to consider alternatives ways of introducing a Citizens' Award Scheme.

1.0 Introduction

- 1.1 As part of the implementation of the Civic Review undertaken by Overview & Scrutiny in October 2006, the Council Business Committee at its meeting on 15 November 2007 agreed to the establishment of a Lancaster City Council Citizenship Panel which was to comprise the Mayor, the Father/Mother of the Council and 9 Members of the public over the age of 11 plus the Chairman of the Council Business Committee as a non-voting Member.
- 1.2 Although the detail had not been agreed, the stated purpose of the Panel was to support the Mayoralty to undertake the following: -
- Promote citizenship through organising visits to schools, clubs etc.
 - Assist with the organisation of Local Democracy Week.
 - Assist with the preparations for the centenary celebrations in 2009.
 - Run the Citizenship awards.
 - Promote the Mayors Charity and assist the Mayor with fund raising events.
 - Assist in the organisation of Mayor Making and Civic events.
 - Assist with developing the Civic role.
- 1.3 On 04 February 2008 a Press Release was issued asking for people to come forward for selection to one of the 9 places available. An article was also included in the Spring 2008 Edition of Your District Council Matters, which was circulated to every household in the district. Applicants were asked to respond by 14 March 2008 which gave over a month for interest parties to submit their applications.

- 1.4 At the closing date of 14 March, only 7 applications had been received. Of those, only 4 met the criteria of a submission in no more than 50 words. 3 applicants exceeded that limit.

2.0 Proposal Details

- 2.1 In view of the disappointing response to the advertisement for membership of the Panel, the Head of Democratic Services has considered whether this proposal should be pursued or whether there are alternative ways of delivering the perceived benefits of the Panel.
- 2.2 The Council Business Committee are therefore requested to consider the continuation or otherwise of the Lancaster City Council Citizenship Panel and some of the suggested options are outlined below.

3.0 Options and Options Analysis (including risk assessment)

- 3.1 Option 1 is to continue the proposal to form a Citizenship Panel, but with a reduced membership from the public. Reducing the number of members of the public serving on the Panel to 5 would allow the existing applicants to be considered for a place on the Panel, and retain competition amongst those who have put their names forward. It would result in a smaller than envisaged Committee who could meet to consider the way forward for the Panel, and once established could determine what they feel they would be able to achieve as a collective body towards promoting Citizenship in the Lancaster District.
- 3.2 Option 2 is to abandon the idea of having a specific Citizenship Panel, and for the Council Business Committee to consider other ideas for increasing community involvement in City and Civic life, led by the Council Business Committee with input from the Mayor and Mother/Father of the Council.
- 3.3 Option 3 is to re-publicise the creation of the Citizenship Panel through local media publications and in Your District Council Matters with a longer application period in order to seek further applications. This would inevitably delay the establishment of the Panel even further but may encourage more applications than have already been received and the Panel could be established as agreed by the Council Business Committee in November 2007. Should Members wish to pursue this option it is suggested that more detailed consideration is given to the purpose and terms of reference of the Panel as it may be that the lack of clarity contributed to the poor response initially.

4. Officer preferred option

- 4.1 One of the purposes of the Citizenship Panel was to support the establishment of annual citizenship awards to be presented by the Mayor at Annual Council or a special ceremony, such awards to be for those individuals or groups who go out of their way to help others and their community, with possibly a Special Award for anyone who may have made an outstanding contribution to help others and their community beyond that which is expected of citizens. This could however be introduced with the Council Business Committee providing the support to the Mayor in agreeing any awards.
- 4.2 Furthermore it was the intention that such a Panel would assist the Mayor in the task of promoting citizenship within the district, particularly within schools, by visiting schools and clubs in the district and assisting in the development of Local Democracy

Week. This too can be delivered without the need for a new Citizenship Panel. Officers in Democratic Services are separately developing new ways to promote the Mayoralty and citizenship particularly amongst young people and Councillors respond to requests for assistance on an ad hoc basis.

4.3 For this reason, the officer preferred option is option 2 above, to abandon the proposal to set up a Citizenship Panel. If Members wish to be sure that the proposed terms of reference in 1.2 above are being delivered by other means, the Head of Democratic Services could be requested to provide a further report giving assurances that this has been done in six month's time.

5.0 Conclusion

5.1 The response to the initial campaign for applicants was disappointing and people may have been discouraged from applying for any number of reasons. Council Business Committee need to decide whether the intended outcome of the work of the Panel would be achievable with a reduced number of members, or whether there are perhaps other ways in which the community can be engaged into supporting Civic life, so that those who did apply can be advised of the outcome of their application without further delay.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.</p>	
<p>FINANCIAL IMPLICATIONS Should the Panel be created in any form, there will be costs associated with the establishment of awards and ceremonies for which no separate budget exists and any costs would have to be contained within the Mayoral Functions budget. The amount of available budget is determined by the number of other events and financial commitments that the Mayor may have in any one year. It should be noted however that other continuing amendments to the annual programme resulting from the ongoing review of civic events could generate sufficient savings to offset any additional expenditure on this proposal.</p>	
<p>SECTION 151 OFFICER'S COMMENTS The S151 Officer has been consulted and has no further comments</p>	
<p>LEGAL IMPLICATIONS There are no direct legal implications as a result of this report.</p>	
<p>MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no further comments</p>	
<p>BACKGROUND PAPERS Civic Task Group Report – October 2006 Council Agenda and Minutes – 5th December 2006 Council Business Committee Agenda and Minutes – 15 November 2007.</p>	<p>Contact Officer: Lisa Jackson Telephone: 01524 582170 E-mail: ljackson@lancaster.gov.uk Ref:</p>

COUNCIL BUSINESS COMMITTEE**Civic Review Implementation Plan – Progress Report
18th September 2008****Report of Head of Democratic Services****PURPOSE OF REPORT**

This report provides an update on progress to implement the decisions of Council made in December 2006.

This report is public.

RECOMMENDATIONS

- (1) That progress and the action taken to date be noted and Members consider which of the items in the Civic Review Implementation Plan attached to this report are complete and can be removed from the list.
- (2) That, it be noted that further progress reports on the remaining items in the Implementation Plan will be submitted to this Committee in due course.

1.0 Introduction

- 1.1 Council, at its meeting on 06 December 2006 made a number of recommendations designed to review and update the civic function of the City Council. Council Business Committee were last updated on progress on the plan at its meeting in September 2007 where 53 recommendations were considered.

2.0 Proposal Details

- 2.1 With the agreement of the Council Business Committee in September 2007, a number of recommendations (22) were considered complete and removed from the list. This left a balance of 31 recommendations to be progressed further.
- 2.2 The remaining items have been re-numbered and re-grouped for ease of reference. Work has continued to be undertaken to progress the remaining items further, and updates are shown alongside the relevant recommendations in the plan attached at Appendix A. Members will note that a number of items appear separately on this agenda for decision which may result in the view that further items are complete.

3.0 Details of Consultation

3.1 Services of the City Council continue to be consulted as matters progress and their views taken into consideration. Relevant external bodies, such as the Universities, have also been consulted in order to progress particular items.

4.0 Options and Options Analysis (including risk assessment)

4.1 As previously, the options available to Members are to note the actions taken to date, to accept the progress made or to suggest modifications in relation to each of the proposals.

5.0 Conclusion

5.1 The review of the civic function within the City Council continues to provide an opportunity to update and review the many practices and events taking place throughout the year. Some of the proposals have proved to be very popular, whilst others have struggled to take off. Work still remains in order to complete all proposals agreed by Council in 2006 but so far there have been more successes than failures.

5.2 Members should note that the implementation of proposals included in the Civic Review does not mean that no further changes are considered for the future. Feedback is continually sought on every event in the Civic Programme with a view to making year on year improvements both in the quality of the event and in obtaining value for money.

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

None.

FINANCIAL IMPLICATIONS

The total budget available to the Mayoralty for all aspects of expenditure during the year is £15,400. This budget is allocated to events as required with the agreement of the Mayor in office who effectively provides the decision on how that budget will be spent. Quotes continue to be obtained to ensure that value for money is received.

Costs associated with any decisions made as a result of this report must be contained within this existing budget and if additional expenditure is proposed it may be necessary to identify matching savings.

A number of the decisions may therefore require further reports into the feasibility of their implementation and the financial implications of such proposals would be included in any subsequent reports prior to implementation. Should any additional costs be identified Members will need to consider these as potential growth items in considering future budgets, potentially for the 2009/2010 financial year.

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and has no further comments

LEGAL IMPLICATIONS

This report has no direct legal implications. Where specific actions have legal implications these were highlighted in the original report to Council in December 2006 and will be considered as part of subsequent implementation reports where appropriate.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None

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Ref:

CIVIC REVIEW IMPLEMENTATION PLAN

	ORIGINAL COUNCIL DECISION	ACTION AND SUBSEQUENT COUNCIL BUSINESS COMMITTEE DECISION	CURRENT POSITION
1	<p>Visit by Civic Heads of Lancashire</p> <p>(a) That Lancaster City Council begin discussions with other Lancashire authorities aimed at reducing these events, so that visits to each authority take place every other year, reducing the number to 6 visits per year.</p> <p>(b) That a display board be provided for the Mayor to display information obtained from visiting other Lancashire Councils</p> <p>(c) That further work be undertaken to broaden out the scope of such visits through the Lancashire Chief Executives Meetings to enable a programme to be developed to disseminate best practice and innovation between authorities.</p>	<p>A letter was sent to the Mayor's Offices of all Lancashire Authorities outlining these proposals and seeking their views.</p> <p>In response many of the other Authorities disagreed with the proposal and felt that it was for individual Mayors to determine.</p> <p>Committee on 13th September 2007 noted these views and agreed that the inclusion of a Civic Tour should be reinstated in the annual Civic programme within available budgets. The intention to promote the tourism potential of the event for all participating districts in accordance was noted.</p>	<p><i>Progress to date:</i></p> <p>The 2008 Tour was a huge success. A tour for 2008/2009 has not yet been planned but it is expected that a tour will be arranged for early 2009.</p> <p>For the most part other Lancashire Authorities are continuing the tradition and it is accepted that it is for individual Mayors to determine the format of the occasion if required each year. Information on tourism opportunities in other Lancashire authorities is available via the Visitor and Tourist Information Centres.</p> <p>This item is complete.</p>
2	<p>Twinning</p> <p>(a) That the council encourage local organisations such as the Brownies, Scouts, sports groups etc to be in contact with their twinned counterpart.</p> <p>(b) That the Council strengthen links with all local ethnic minority communities.</p>	<p><i>Action:</i></p> <p>Liaise with the Lancaster International Twinning Society to ensure that this is done as part of the Service Level Agreement with the City Council.</p> <p>This is a diversity issue to be addressed as part of the Council's Community Cohesion Strategy.</p>	<p><i>Proposed implementation:</i></p> <p>Negotiations underway to include this in the SLA</p> <p>The City Council has initiated a liaison meeting with local community leaders drawn from a wide range of ethnic minority communities.</p>

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<p>(c) That further business links be encouraged with Lancaster's Twin Towns.</p>	<p>To be considered.</p>	<p>Work is being undertaken by Economic Development and Tourism Service to encourage an economic link with China and the Universities.</p>
<p>3 Annual Council/Mayor Making</p> <p>(a) That Mayor Making become a weekend long, community orientated event, with annual council taking place on a Friday.</p> <p>(b) That invitations for the gallery be issued to the Civic Society, Community Groups, organisations and different faith groups.</p> <p>(c) That schools be encouraged and invited to attend Annual Council and upon arrival be welcomed by a Council officer, informed about they are going to see, the history of the Mayor, the local authority and how this fits with citizenship,</p>	<p><i>Action:</i></p> <p>Annual Council date has been moved to Friday on the meetings timetable.</p> <p>Council Business Committee on 13th September agreed:</p> <p>(i) 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.</p> <p>(ii) Promotion of the event and invitation to attend be extended to further education establishments in the District.</p> <p>(iii) For 2008, 5 members of the public, each with the option of bringing a paying guest (i.e. total of a</p>	<p><i>Progress to date:</i></p> <p>It became apparent that implementation of (iii) regarding public invitations for 2008 had been left rather late and a 'first come, first served' approach was used. Whilst not ideal this did provide some valuable feedback on which to build the proposal for next year. One suggestion is that the 5 nominees should be put forward by voluntary groups as people who are deserving of a treat.</p> <p>Fully implemented with the exception of an improved process for involving the public in annual council and further consideration of the proposal to use other performers instead of or in addition to the city organist during the interval.</p>

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	<p>maximum of 10), be invited to attend Annual Council and the celebration afterwards, chosen by ballot from those applying via the local press.</p> <p>Meal continues to be agreed with each incoming Mayor.</p> <p>Implications on City Organist needs further consideration. Relationship with schools can be addressed through the Citizenship Panel.</p>	
<p>4</p> <p>(d) That each year, the Mayor elect should decide on whether to hold a formal meal, informal buffet or other alternative on Annual Council Day and that they should consider the invitation list.</p> <p>(e) That a local school choir or orchestra, preferably from within the Mayor's Ward, be invited to perform during the interlude when the Mayor is robes and that all those present be invited to join the Mayor for a reception, at the rear of the Ashton Hall.</p> <p>Mayor's Sunday</p> <p>(a) That on Mayor's Sunday Members will meet at the Priory and lead the Mayor in to the church and the Mayor will lead them out, instead of the parade which will now take place on the Saturday, and that in addition other Lancashire Mayors be invited to attend.</p> <p>(b) That a multi-faith ecumenical service be introduced led by the Priory with support from representatives of other faiths in the district invited to take part and participate, with the traditional theme of asking for spiritual guidance for the Mayor and Council in the forthcoming year.</p>	<p>Council Business Committee on 13th September agreed:</p> <p>(a) the parade on Mayor's Sunday be reinstated with effect from May 2008</p> <p>(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</p> <p>(c) That the date of Annual Council for 2008/09, be confirmed as previously suggested in the 2007/08 timetable as Friday 16th May, with Mayor's Sunday on Sunday 18th May 2008, allowing promotion of the event to commence at an early stage</p> <p>(d) .no further action be taken with regard to inviting the Civic Heads of</p>	<p>Mayor's Sunday procession was successfully re-instated for 2008. Comments made have been that more Councillors and Senior Officers should be supportive of the event. The Service continues to be agreed with the Priory Church and the incoming Mayor and can be developed further in future years.</p> <p>Multi-faith prayers continue to be included but there is scope for future development of the Service to include more multi-faith elements as the Council develops a community cohesion strategy.</p> <p>This item is complete</p>

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		<p>Lancashire to attend Mayor's Sunday.</p> <p>Council Business Committee on 13th September agreed:</p> <p>(a) no further action be taken with regard to the proposal to arrange an additional Mayoral At Home.</p> <p>(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.</p> <p>Council Business Committee on 13th September agreed:</p> <p>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.</p>	<p>Dates for 2009 have been fixed and venues booked: Wednesday 25 March 2009 at The Platform Saturday 28 March 2009 at Lancaster Town Hall.</p> <p>Outcome will be reported back to Committee in due course.</p>
<p>6</p>	<p>Community Festival - That consideration be given to holding a Mayor's Day Community Festival and Parade on the Saturday of Mayor Making replacing the Mayor's Sunday parade but maintaining the tradition with floats, local organisations e.g. Scouts, Brownies etc, bands – a similar to the carnival parades that used to take place in Morecambe and Lancaster.</p>		<p>Attended the Community Festival in 2008 – organised by Democratic Services using a theme of 'Promoting Democracy'. Other Services within the Council all organised separate attendance.</p> <p>The Mayor's presence was very well received and he visited all of the 55 stalls.</p> <p>Since attending he has attended functions for some of those organisations locally who would otherwise not have invited him, eg Traveller Education Service, YMCA.</p> <p>It is intended that attendance at the 2009 Festival will be extended to encompass all</p>

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			<p>those Services involved as part of one Council stall.</p> <p>The feasibility of taking part in a similar event in Morecambe also requires consideration</p>
<p>7</p>	<p>Civic Insignia - That all items of civic insignia be catalogued and further investigation take place of how these could be displayed and stored.</p>	<p><i>Action:</i></p> <p>Cataloguing done as part of the Civic Audit review. Photography completed by Beadle. Future strategy requires development.</p>	<p><i>Proposed implementation:</i></p> <p>Cataloguing done. Some work also undertaken by Property Services with regard to a strategy if, eg LTH was on fire. Back up copies of documentation required on system as well as in office.</p>
<p>8</p>	<p>Publicity</p> <p>(a) That posters be distributed to Parish Councils for display on Parish notice boards detailing information on Civic events.</p> <p>(b) The Officers consider using the Council owned lamppost posters to advertise civic events.</p> <p>(c) That the Citizenship awards be run in conjunction with "The Visitor" newspaper.</p>	<p><i>Action:</i></p> <p>Implemented, however further investigation can be done into the use of email to improve communication and further development can also be investigated into the provision of a link from the LCC website to the Parish sites.</p> <p>Potential for advertising the community events investigated.</p> <p>Needs to be dealt with in conjunction with the establishment of the Citizenship Panel and Mayor's Awards.</p>	<p><i>Proposed implementation:</i></p> <p>The Majority of Parish Councils have now supplied a contact email address to which information on civic events can be distributed. Further links to Parish sites from LCC website remains to be completed.</p> <p>Lamppost poster system responsibility of Lancashire County Council who intend to cease the scheme. No longer an option. Complete.</p> <p>Report being submitted to Council Business Committee September 2008 to determine the way forward with the</p>

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			Citizenship Panel and Mayor's Awards.
<p>9</p> <p>Students Reception That the reception be extended to be an invite to all first year students, with a drink on arrival and the possibility of a bar to purchase further drinks. That sponsorship for the event be investigated. That the event include stalls and representatives from Council departments and the opportunity to sign up for a free Town Hall tour at a later date and the possibility of discounts from local attractions be explored.</p>	<p>Council Business Committee on 13th September agreed: 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. On 17th January 2008, it was then agreed: That the event be discontinued if attempts to communicate, publicise and</p>	<p><i>Progress to date:</i> Report being submitted to Council Business Committee September 2008 to determine way forward.</p>	

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	<p>promote the event with Lancaster University Students Union are not successful.</p>	
<p>10</p>	<p>Reception for Parish Councils - That the reception for Parish Councils be run in conjunction with the LAPTC with information and representatives from all Council departments, County Councillors and MPs.</p>	<p><i>Action:</i></p> <p>The Head of Corporate Strategy be asked to advise the LAPTC of the decision of Council and ask for their view on the format of the Annual Reception and how they feel it could be improved to their benefit.</p> <p>The Head of Democratic Services attended an LAPTC meeting to discuss the future of the event. It was clear that they wished the event to continue and some ideas for updating the format were put forward.</p>
	<p><i>Progress to date:</i></p>	<p>The Parish Council reception was well attended and feedback suggests that the format was preferred but that more Council based stalls and a better structure to the evening would benefit the event greatly. Work will be undertaken to further improve this for 2009.</p>

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<p>11</p>	<p>Mayor's Award</p> <p>(a) That an award scheme be set up consisting of: The Mayor's Award – for those individuals or groups who go out of their way to help others and their community; And The Mayor's Special Award – for those individuals who have made an outstanding contribution to help others and their community beyond that which is expected of citizens.</p> <p>(b) That nominations be made in conjunction with the local media, with the decision to award being made by the Mayor and Citizenship Panel, with certificates being presented at a special reception at the Town Hall.</p>	<p><i>Action:</i></p> <p>Communications to discuss the awards with local press and determine how they set the criteria for awards they run in conjunction with their readers, prior to further development.</p> <p>Proposal to tie in with the creation of the Citizenship Panel.</p>	<p><i>Proposed implementation:</i></p> <p>Report being submitted to Council Business Committee September 2008 to determine the way forward with the Citizenship Panel and Mayor's Awards.</p>
<p>12</p>	<p>Mayorality - That the Festivals and Events and Civic Programmes be amalgamated into one programme.</p>	<p><i>Action:</i></p> <p>Report requires preparation jointly with the Head of Cultural Services and Communications to consider options and feasibility.</p>	<p><i>Proposed implementation:</i></p> <p>Pending</p>
<p>13</p>	<p>Freemen</p> <p>(a) That the criteria for Freemen be amended to include the admission of women as Freemen and the extension of the geographical boundary to include the whole area of the district.</p> <p>(b) that the Freeman's Oath be revised to include the</p>	<p><i>Action:</i></p> <p>Correspondence received from Department for Communities and Local Government. Consideration needs to be given to how the legislation can be changed which will impact on the implementation date. Included in the</p>	<p><i>Proposed implementation:</i></p> <p>Pending – efforts are still being made to secure a change to the Law to allow the criteria for admission to be changed.</p>

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	<p>following elements of the Respect agenda:</p> <ul style="list-style-type: none"> • Promoting respect, leading by example • Promoting respect in the community • Showing tolerance, acceptance and common decency to those around us – our family, friends and peers, people who are older or younger, people from different walks of life or who follow different cultures or religions. 	Democratic Services Business Plan	
<p>14</p> <p>Citizenship Panel - That a Civic and Citizenship Panel made up of interested Councillors, Honorary Appointments, dignitaries and community representatives be established by the Council to support the Mayorality to undertake the following:-</p> <ul style="list-style-type: none"> • Promote citizenship through organising visits to schools, clubs etc. • Assist with the organisation of local democracy week celebrations in 2009 • Run the citizenship awards • Promote the Mayor's Charity and assist the Mayor with fundraising events. • Assist in the organisation of Mayor Making and Civic events. • Assist with developing the civic role. 	<p>Action:</p> <p>Report to Council Business Committee to determine the way forward. Establishment of Panel to be deferred until after May 2007.</p> <p>(1) That the Council establish the Lancaster City Council Citizenship Panel which will comprise of the Mayor, the Father/Mother of the Council and 9 Members of the public over the age of 11, plus the Chairman of Council Business Committee who would be a non voting appointment.</p> <p>(2) That applications be invited for appointment to the Panel through the local press and that the Head of Democratic Services in consultation with the Chairman agree the press release.</p> <p>(3) That applicants provide details of themselves in less than 50 words.</p> <p>(4) That Council Business Committee</p>	Proposed implementation: Report being submitted to Council Business Committee September 2008 to determine the way forward with the Citizenship Panel and Mayor's Awards.	

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		<p>agree the appointments to the Panel, based on creating a Panel that represents a broad cross section of the community.</p> <p>(5) That the members of the Panel be appointed for one year in the first instance with a review of membership after the first year.</p> <p>(6) That the Committee approve the nomination form with the addition of a 100 word maximum limit for each answer.</p>	
<p>15</p>	<p>Town Crier - That the Council re-establish the office of Town Crier and recruit to this post through a public competition.</p>	<p><i>Action:</i></p> <p>Report required on the feasibility and cost of the establishment of this post against the cost of a Freelance Town Crier employed as needed, together with identification of the events at which such a post would be required.</p>	<p><i>Proposed implementation:</i></p> <p>Pending.</p>
<p>16</p>	<p>Charitable Funds –</p> <p>(a) That the amendments, transfers, proposed objectives and consolidations of charitable funds as set out in the report be agreed, subject to the required approvals being obtained.</p> <p>(b) That officers be authorised to begin discussions with the Charity Commission, board of governors and joint trustees.</p>	<p><i>Action:</i></p> <p>Included in the Service Business Plan for 2007/2008 initially and an officer in Democratic Support identified to undertake investigations and attend training course to develop necessary expertise in dealing with Charitable funds.</p>	<p><i>Progress to date:</i></p> <p>Work is ongoing – remains as a task identified in the current Business Plan. Training course attended and investigation undertaken through the Charities Commission on the status and trustees of identified funds. Information also obtained on</p>

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	<p>(c) That this work be included within the Democratic Services Business Plan for 2007/08.</p> <p>(d) That the County Council be requested to consider the transfer of the Bertha Taylor and Agnes Holmes Charitable funds to the relevant board of Governors for use as prize money for the school.</p>		<p>potential for a Countywide Charitable Fund which may prove a viable alternative. Report to be submitted to the next meeting of the Council Business Committee</p>
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