



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 15 JANUARY 2009

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 13th November 2008 (previously circulated).
3. **Items of Urgent Business Authorised by the Chairman**
4. **Declarations of Interest**
5. **Elected Member Development – Progress Report (Pages 1 - 13)**
Report of Head of Democratic Services.
6. **Special Council Meeting 2009 (Pages 14 - 21)**
Report of Head of Democratic Services.
7. **City Council Meetings Timetable and Meeting Times - 2009/10 (Pages 22 - 31)**
Report of the Chief Executive.

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 Debbie Chambers, Democratic Services on 01524 582057 or e-mail dchambers@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,
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COUNCIL BUSINESS COMMITTEE

Elected Member Development – Progress Report

15th January 2009

Report of Head of Democratic Services

PURPOSE OF REPORT

To update Members on the progress made to date with elected Member Development and request feedback and suggestions for the way forward.
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This report is public

RECOMMENDATIONS

- (1) That the Committee note the report and make any suggestions for the future improvement of the Member Development Programme.
- (2) That in respect of the Member Development budget it be recommended to Cabinet as part of the budget process:
 - (a) That the savings of £3000 in the 2008/09 Member Development budget be noted.
 - (b) That the Member Development budget for 2008/09 and 2009/10 be reduced to £10,000 per annum (+ inflation), reverting to £15,300 in 2011/12.
 - (c) That the Head of Financial Services be authorised to update the revenue budget accordingly.

1.0 Training and development events taken place

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

<u>Date</u>	<u>Event</u>	<u>Venue</u>	<u>Attendees</u>
29 Aug – 2 Sept	Planning Summer School	St Andrews	Dennison
6 & 7 Sept 18/19 Oct 22/23 Nov	Leadership Academy	Warwick	Fletcher

Mon 8 Sept 6pm- 7.30pm	Young People training	LTH	Bray, Farrow, Smith, McCulloch, Pritchard, Johnson
Wed 10 Sept	Treasury Management – BPP	LTH	Sherlock, J Whitelegg, Clifford, Fishwick, Greenall, Langhorn, Charles, Dennison, Blamire, McCulloch, Thomas
Wed 10 Sept all day	Escendency drop in workshop for BPP Members	MTH IT Suite	Burns, McCulloch, Charles, Dennison, Gilbert
Thurs 11 Sept 6pm	What Is Neighbourhood Management	PNM	Pritchard, Farrow, Kerr, Roe, Redfern
<i>Tue 16 Sept 6-8pm</i>	<i>Basic Guide to Government Finance</i>	<i>LTH</i>	<i>CANCELLED</i>
<i>Wed 17 Sept 12-2pm</i>	<i>Drop in IT Workshop</i>	<i>MTH IT Suite</i>	<i>CANCELLED</i>
Wed 24 Sept 2 - 4.30 pm	Drop in IT Workshop	MTH IT suite	Wade, Dennison, Barnes
Thurs 25 Sept 6 - 7.30pm	Role of Parish and Town Councils	LTH	Histed, Rogerson, Stamp, Pritchard, Johnson, Plumb, Denwood, Brown, Redfern, Gerrard, Archer, Sands, Clifford, Farrow, Mace, Robinson, Coates, Kerr, Charles
Tue 30 Sept 6-8pm	A Guide to Budgeting	LTH	McCulloch, Dennison, Towers
Wed 1 st Oct 12.30 – 4pm	O&S Training	Blackpool Council	Trolinger
Mon 6 Oct 6-7pm	Morecambe Town Council briefing	MTH	Archer, Mace, Robinson, Bray, Ashworth, Kerr, Dennison, Wade, Langhorn, Burns Fishwick, Hanson, Charles, Gerrard, Barnes
Tues 7 th Oct	Ethical Governance Conference (for Standards Committee Members)	Kendal	Dennison, Fishwick
Wed 8 Oct 6-7pm	Decision Making Process	MTH	Bray, Archer, Sowden, Thomas, Robinson, Dennison, Trolinger, Plumb, Rogerson, Leytham, Sherlock
Thurs 16 Oct 10-12	Regeneration Briefing	MTH	Archer, Barnes, Bryning, Dennison, Histed, Johnson, Robinson, Sowden, Thomas
13 -14 Oct	Annual Assembly of Standards Committees	Birmingham	Stephen Lamley (Independent Chairman of Standards Committee)
13 -14 Oct	BRADA Conference (Entertainment and Events Seminar)	Southport	Burns

22-23 rd Oct	Northern Regeneration Summit	Manchester	Archer (1 day), Charles (1 day), Bryning (both days)
Thurs 23 Oct 6pm	Polish Taster Session	PNM Office	Gerrard, Redfern, Farrow, Sherlock, Rogerson, Kerr Police Representative
Thurs 23 Oct 2- 4.30pm	Drop in IT Workshop	MTH IT Suite	Barnes, Dennison, Kirkman
Tues 4 Nov 2- 4.30pm	Drop in IT Workshop	MTH IT Suite	Barnes, Dennison
Mon 10 th Nov	Team Lancashire – Community Champions Programme – Module 1	Preston	Langhorn
Wed 12 Nov 6-8pm	How to deal with the Local Media	LTH	Thomas, Sowden, Plumb, Woodruff, Dennison, Sherlock
Mon 17 Nov 1.30- 4.30 pm	Basic Word	MTH	Dennison, Sherlock, Day, Taylor
Mon 17 th Nov	Team Lancashire – PVE Masterclass	Preston	Langhorn, Robinson, Leytham
Thurs 18 Nov 6- 7.30pm	Lancaster District Regeneration Agenda	LTH	Coates, Roe, Heath, Brown, Fishwick, Leytham, Kerr
Wed 19 Nov 12-2pm	Drop in IT Workshop	MTH IT Suite	Dennison, Barnes
Fri 21 Nov	NWEO Charter Celebration Event	Lowry Salford Quays	Smith, Bray, Archer, Ashworth, Pritchard, Trolinger
Mon 24 th Nov	Team Lancashire – - Understanding your community - Masterclass	Preston	Dennison
Wed 26 th Nov 1.30 – 4.30	Basic Excel	MTH IT Suite	Robinson, Sherlock, Dennison, Barnes
Mon 1 st Dec	Team Lancashire – Community Champions Programme - Module 2	Preston	Mace
Wed 3 rd Dec 1.30 pm	Basic IT	MTH IT Suite	Barnes, Dennison, Robinson, Day, Taylor

Thurs 4 Dec 2-8pm	Communicating with Clarity	LTH	Archer, Smith, Barnes, Pritchard, Redfern, Ashworth, Dennison
Tuesday 15 th Dec	Team Lancashire – PVE - Masterclass	Preston	Dennison
Tues 16 th Dec	Licensing Act training	LTH	Chapman, Dennison, Greenall, McCulloch, Pritchard, Sherlock, Taylor, Woodruff
Wed 17 th Dec 12-2pm	Drop in IT Workshop	MTH IT Suite	-

1.2 In summary a total of 35 events have taken place over the last quarter. One Councillor has taken advantage of the shadowing an Officer opportunity and has been out with the Enforcement Officer on two occasions which he thoroughly enjoyed.

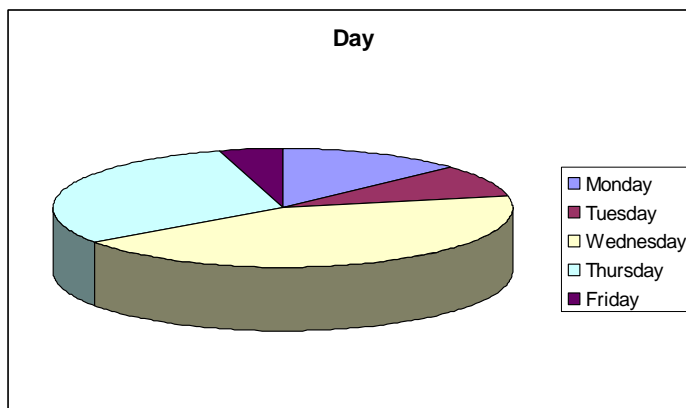
2.0 Evaluations

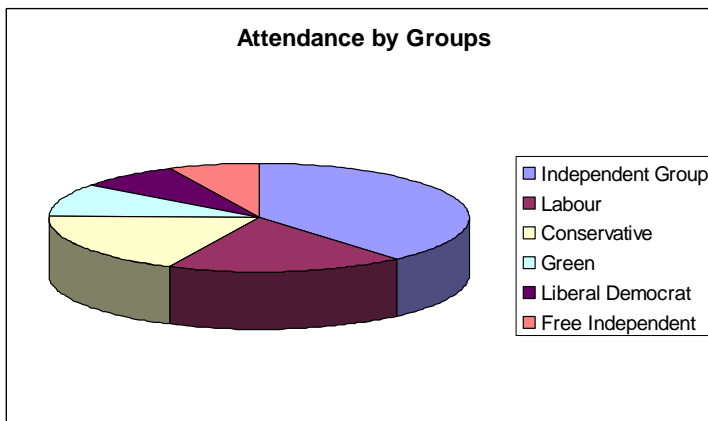
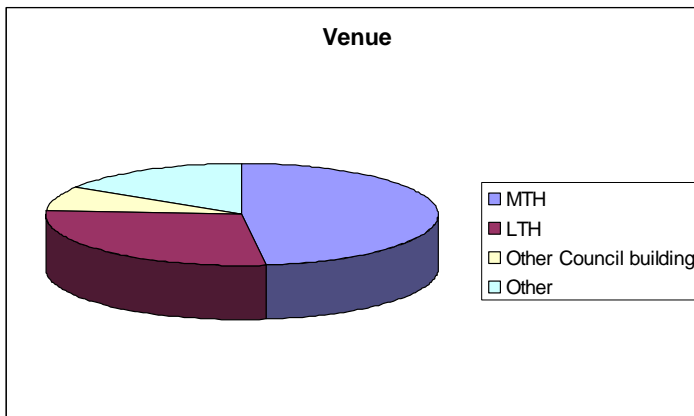
2.1 Summaries of the evaluations and feedback from the some of the training sessions are attached at Appendix A. Members are asked to consider the feedback and make suggestions for improvement for future events.

2.2 Attendees at personal development events costing over £100 per head are now being asked to produce a report back to cascade any useful information gained to other Members and also to assist in evaluation and consideration of future attendance. The first of these reports is being submitted to the January meeting of Standards Committee later this month in respect of the annual attendance at the Standards Conference.

3.0 Pie charts

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





4.0 Forthcoming training and development events

4.1 The following events are scheduled over the next few months:

- Wednesday 14th January 6.30 – 8.30 pm – Local Hindu Community/Culture
- Monday 19th January 12.30 - 4.30 pm – Basic IT training
- Wednesday 4th February 12.00- 2.00-pm – IT Workshop
- Wednesday 11th February 6.00-7.30 pm – Questioning Techniques
- Tuesday 3rd March 6.30 -8.30 pm - Local Hindu Community/Culture
- Wednesday 4th March 12.00 -2.00 pm – IT Workshop

5.0 Progress with project areas

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

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

Since the decision was taken to trial paperless meetings of the Committee, all meetings have remained paperless, despite a few minor hiccups.

An external training provider has been brought in to provide IT training for a number of Councillors. This has been very successful and will continue in the New Year. Attendance at IT Workshops has dwindled but workshops will continue to be held before Council meetings with an Officer from I S present to assist with queries.

The roll out of new laptops will begin in January and it is envisaged that training sessions will be held for this.

There has been no further take up of the Councillor webpages but officers will promote this further in January.

5.3 Ward and Community Leadership

The information and links on the Members page on the intranet has been updated.

With regard to Community Leadership, Team Lancashire has offered places on their Members as Community Champions Programme. The Programme is split into different modules and includes the Member Cohesion Programme which the Leader of the Council and Chairman of Overview and Scrutiny Committee have attended. The Community Champions Programme includes masterclasses on 5 topics including Participatory Budgeting, Preventing Violent Extremism and Understanding Place. There is also a module on Working with Others which includes sessions such as Understanding Leadership.

In house, the final Polish taster session took place in the autumn which was enjoyed by all those who attended. These sessions will be followed by an insight into the Hindu community with 2 sessions in January and February.

5.4 Cabinet Support

Informal discussions are taking with Cabinet Members to ascertain the sort of support that would assist the Executive Members in their roles. This information will be brought to the Council Business Committee in due course for consideration.

6.0 Budget

6.1 For 2008/09 the budget for Member training and development has been set at £14,400, of which £10,537 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.

6.2 With just 3 months remaining in this financial year, it is clear that a saving of at least £3,000 will be made for 2008/09.

6.3 Furthermore Members may wish to consider a reduction in expenditure on member development for the remaining 2 years of the current term of office.

6.4 The experience of this year and 2007/08 has shown that much can be achieved at low cost, utilising existing expertise and resources within the City Council to support Councillors, focusing external expenditure on specific areas such as leadership skills for Cabinet Members and keeping relevant Members up to date in their areas of responsibility and taking advantage of any subsidised training available such as that offered by NWE0 or IDeA for example during the past year.

6.5 Many of the high priorities identified in the Member Development Strategy have been addressed and whilst Members' needs will continue to be reviewed through their Personal Development Plans, it should be possible to continue to address any further requirements in a similar way in future years, at least until the next elections in 2011 when a full Induction Programme will again be required. Officers in Democratic Services can concentrate their efforts on progressing the project areas in 5.0 above, particularly 5.2 without the need for significant expenditure.

7.0 Proposal

7.1 It is suggested therefore that the budget for Member training and development be reduced to £10,000 for 2009/10 and 2010/11 (+ inflation), reverting to £15,300 in

2011/12 to enable a full Induction Programme to be developed should the need arise following the District Council elections in 2011, and that the Member Development Programme for 2009 and 2010 be adapted accordingly.

7.2 This will provide a saving of £4,700 in 2009/10 and £4,800 in 2010/11.

RELATIONSHIP TO POLICY FRAMEWORK

The work of Member Development supports the corporate priority – to continue to improve the Council and ensures that Councillors have the skills, knowledge and support to assist in the delivery of Council priorities.

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 set out in this report has been met from the 2008/09 Member training budget of £14,400, of which £10,537 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.

The proposed temporary reduction in the budget allocation in paragraphs 6.2 and 7.1 provide the following savings:

- 2008/09: - £3,000
- 2009/10: - £4,700
- 2010/11: - £4,800

SECTION 151 OFFICER'S COMMENTS

The Section 151 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: Jenny Kay
Telephone: 01524 582065
E-mail: jkay@lancaster.gov.uk
Ref:



TRAINING COURSE EVALUATION



Please give us your opinion of this event. Your feedback will help us to plan future training and development events.

Name	
Course Title	Neighbourhood Management Briefing
Date	11 th September 2008

1. My personal objectives were: (please tick box)

Exceeded	4
Met	4
Partially Met*	
Not Met*	

*Please comment and provide details of your objectives which were unmet.

2. The time allocated for the training course was: (please tick box)

Too much*	
Sufficient	8
Too little*	

*Please comment and provide details of how the course could be improved.

3. Please rate the following: (please tick box)

	Excellent	Good	Average	Poor
Practical exercised	5	3		
Content of what you learnt	5	3		
Speakers	5	3		

4. Which part of the training course did you find *most* useful? Why? Could it have been improved?

All useful
Walking around to see how it has impacted on the community
Understanding the impact if a Management Board
It was all interesting and informative

The history of Poulton
Poulton Neighbourhood Management's objectives and aims and how these have been achieved
Walk around the area

5. Which part of the training course did you find *least* useful? Why?

None – all of interest
It was all useful as I knew very little
None
None

6. What, if anything, would you like added to a future course if a second session was held?

Maybe a greater understanding of where the funds came from and what restrictions were in place
Up to date progress of work that has been done

7. What impact do you think the knowledge you gained will have on your ability to act as an effective representative of the local community?

Local knowledge of Poulton
Some basic understanding should anything require a vote or if something similar came about
Full knowledge ability
To help continue the very good work in Poulton

Please make any additional comments you may have about the event in the space below.

The meeting was really interesting
Well organised and adequately resourced

Thank you for completing this questionnaire

Completed questionnaires should be returned to Member Services as soon as you can.

Remember! – If you have particularly enjoyed this event, please recommend it to fellow Councillors.



EVALUATION SUMMARY

Course Title	Getting to know young people
Date	8 th September 2008

1 My personal objectives were: (please tick box)

Exceeded	2
Met	4
Partially Met*	
Not Met*	

*Please comment and provide details of your objectives which were unmet.

We do far more with young people than I thought we did

2 The time allocated for the event was: (please tick box)

Too much*	1
Sufficient	5
Too little*	

*Please comment and provide details of how the duration of the event could be improved.

It could have run for another ½ hr and wouldn't have seemed boring
 Talk heavy
 It was a great window into a new subject for me

3 Please rate the following: (please tick box)

	Excellent	Good	Average	Poor
Effectiveness of the speaker	4	1	1	
Relevance of the event	2	3		
Pace		3	2	
Supporting documentation			1	1
Visual aids		1	2	1

4 Which part of the event did you find *most* useful? Why? Could it have been improved?

Good to have a training session without visual aids with a speaker who knows her subject
 Understanding/awareness of her role
 Focus on what we do as a council in line with legislation we need to ensure we understand

5 Which part of the course did you find *least* useful? Why?

None
How to engage young people
Lack of resources/materials

6 What, if anything, would you like added to the event content?

Not sure

7. Would you have preferred a different ratio of teaching methods?

Yes/No

(E.g. more discussion groups and fewer lectures?)

Yes – Talk heavy
No
No
No
No

8 What impact do you think the training will have on your ability to act as an effective representative of the local community?

Better understanding of the issues and the councils role
I will see young people with a more positive attitude
All training is useful
Awareness of role
It helped me understand how the council already works with young people of the district

Please make any additional comments you may have about the event in the space below.

Thank you for completing this questionnaire

Completed questionnaires should be returned to Member Services as soon as you can.

Remember! – If you have particularly enjoyed this event, please recommend it to fellow Councillors.



TRAINING COURSE EVALUATION



Please give us your opinion of this event. Your feedback will help us to plan future training and development events.

Name	
Course Title	Polish Taster Session
Date	23 rd October 2008

1. My personal objectives were: (please tick box)

Exceeded	4
Met	2
Partially Met*	
Not Met*	

*Please comment and provide details of your objectives which were unmet.

The information gained was useful.

2. The time allocated for the event was: (please tick box)

Too much*	
Sufficient	6
Too little*	

*Please comment and provide details of how the duration of the event could be improved.

Time of session was about right.

3. Please rate the following: (please tick box)

	Excellent	Good	Average	Poor
Effectiveness of the Speaker	6			
Relevance of the event	3	3		
Pace	2	4		
Supporting Documentation (if any)	2	1		
Visual Aids (if any)		2		

4. Which part of the event did you find *most* useful? Why? Could it have been improved?

Learning some Polish words and about some of the cultural differences – how words can have different meanings depending on circumstances.

The differences in the systems and how and why they may react.

All of the input.

Explanation of everyday issues.

5. Which part of the course did you find *least* useful? Why?

There are no Polish people in my ward. I might meet some though.

6. What, if anything, would you like added to the event content?

The input was sufficient.

7. Would you have preferred a different ratio of teaching methods?

Yes/No

(E.g. more discussion groups and fewer lectures?)

If yes, please say what and why

8. What impact do you think the training will have on your ability to act as an effective representative of the local community?

Greater understanding of the cultural differences.

Enable me to understand more about the Polish community.

It will enable me to interact more with Polish community as I have a lot of involvement in my capacity as a Police Officer.

Please make any additional comments you may have about the event in the space below.

I enjoyed the session.

Thank you for completing this questionnaire

Completed questionnaires should be returned to Member Services as soon as you can.

Remember! – If you have particularly enjoyed this event, please recommend it to fellow Councillors.

COUNCIL BUSINESS COMMITTEE**Special Council Meeting 2009
15th January 2009****Report of Head of Democratic Services****PURPOSE OF REPORT**

To allow Members to consider the plans for a Special Council Meeting in 2009.

This report is public

RECOMMENDATIONS

- (1) That Members consider the options and should it be agreed to hold a Special Council meeting in 2009, authorise the Head of Democratic Services to commence arrangements and develop proposals for this year's event.
- (2) That, subject to the decision in (1) above, a progress report be submitted to a future meeting of Council Business Committee setting out proposals for the event and any financial implications.

1.0 Report

Members may recall that in October 2008, the Special Council meeting in Lancaster Town Hall was utilized to consult young people on the Children and Young People Engagement Strategy that is being created for the Council.

The day was 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.

To begin the day, 'getting to know you' sessions were held as only 2/3 young people from each school attended. The young people were then split into small groups and undertook a skills audit to assess the strengths of the group. Each Group was 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 then devised a method of how to communicate with Members in the afternoon session.

It was initially envisaged that Members would arrive at 3.00 pm and would be split into groups which would be facilitated by the young people. Members would then have considered the themes included in the Charter and how these relate specifically to Lancaster.

On the day the young people decided that they would rather present their findings to the Councillors in theatre style seating by way of a presentation.

Survey of Members

(A copy of the results of the evaluation on last year's Special Council meeting can be found at Appendix A.)

A survey of Members to assess the success of the event was undertaken and the views of Members were mixed – 44% agreed the event was useful for the young people in terms of a consultation event, 25% thought not and 31% were unsure.

In terms of the event being useful as a Special Council meeting, 67% agreed that it was useful with 22% disagreeing.

Comparing the event with the previous years Special Council meeting, 50% of Members found the meeting more useful with 36% not agreeing.

With regard to the format of the event, 53% of Councillors felt it the format did not work with 40% agreeing it did.

It is clear from the evaluation that Members would have preferred to interact with the young people and would have felt the Special Council meeting would have been a greater success if this had been so. With the young people deciding on the day how to report back to Members on their work, this could not have been decided upon beforehand, but it is clear that Members would have preferred a more 'hands on' approach.

2.0 Proposal Details

Members will recall that in March 2008 the Committee resolved :

'That in future years the October meeting of Council shall be timetabled to be in Local Democracy Week and that meeting shall be pre-designated as the 'Special Council meeting'.

The date for 2009 will therefore be 14th October, this will be taken into account in formulating the annual timetable.

As the meeting will take place in Local Democracy Week in October, the Committee is requested to consider a suitable theme for Special Council 2009 to enable the planning to commence as soon as possible.

Since the format of the previous years' Special Council meetings focusing on a consultation topic, have worked well in many respects, Members may wish to continue with an event in a similar format possibly at a venue such as the Platform which was felt to be ideal the previous year.

A theme could be determined by contacting Service Heads to obtain information on any topics for consultation later this year or suggestions for other items of particular interest to Council taxpayers. In choosing a topic Members should have in mind the Council's priorities for the forthcoming year and ensure that the Special meeting is relevant in that context.

3.0 Options and Options Analysis (including risk assessment)

- (1) To hold the Special Council meeting in October 2009, following a similar format to 2008 on a topic to be determined.
- (2) To hold the Special Council meeting in October 2009, experimenting with a different format in accordance with the Constitution, as set out below:
 - Consideration of a single topic
 - Hearing of an external speaker
 - Meeting in assembly or forum
 - Consideration of a local, regional or national issue
 - Or other purpose to be determined by the Council Business Committee
- (3) To cancel the annual Special Council meeting for 2009 as a cost-cutting exercise in view of the Council's current financial position.

4.0 Officer Preferred Option

Should Members wish to hold a Special Council meeting in 2009, following the relative success of the event in 2008 the officer preferred option is Option 1, subject to a suitable topic being identified which is relevant in the context of the Council's priorities. This would enable the event to be run on similar lines but with improvements in light of lessons learnt in 2008.

5.0 Conclusion

Work will need to be done to ensure that the event is sufficiently focussed and relates to the Corporate Plan.

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

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

FINANCIAL IMPLICATIONS

At this conceptual stage costings have not been obtained. Subject to a decision at this meeting to hold a 2009 event and an indication of the preferred format, officers will fully cost the event, however it is expected that the event as envisaged will be achieved from within existing budgets.

Whilst the cost of the Special Council meetings have been contained within existing budgets since their inception in 2006, there has been a cost of up to £700 from the Democratic Representation budget and in the past 2 years there has also been a cost to the Service utilising the event as part of their consultation process. Not holding the event in 2009 would therefore provide an opportunity for savings to the Council's budget as a whole.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

LEGAL IMPLICATIONS

The Council's Constitution sets out the options for Council Business Committee to designate a Special Council meeting of Council in Council Procedure Rule 4.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None

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

Feedback from Councillors on Special Council Meeting October 2008

(1) *Do you think the young people found the event useful in terms of a consultation event ?*

- I don't know as there was no feedback from them
- Yes
- Not sure what they made of Councillors' contribution.
- I thought the event was well played out, and they had obviously put a lot of thought into their reports.
- Can't answer for the young people.
- Yes - There was an air of mild frustration among some of the young people I felt, perhaps especially towards the end of the meeting – perhaps this is because some assume we will only pay lip service to acting on their views- clearly it's down to the Council to prove we are serious about consulting them and acting on what we hear. The meeting agenda mentioned that at the meeting open Councillors would sit in small groups to discuss the Charter with the young people – this didn't happen and seems to have been a wasted opportunity for Cllrs to hear 'straight from the horses mouth'. Was there a particular reason for the change of plan?
- Yes
- Difficult to say. I suspect that they enjoyed presenting their stuff to councillors.
- Probably the kids felt the views of the most vocal kids in the chamber were listened to.
- the majority of the day was great well done to Linda and her team. However, the councillors were poorly behaved and did not give a good impression of themselves. A question should be a question and not a speech about what they think. Having said they did not like be patronised I think many councillors did just that.
- No
- Not sure about the consultation side they made a presentation we said thank you.
- As I, and I presume all other councillors were not involved with the young people whilst they held their consultation, I have no idea whether they found it useful, what help, guidance or other input they had from whoever facilitated or were otherwise involved in the event, or even if all or any of those advisors/facilitators have/had any knowledge or experience of local government and elected members. I was surprised to find that the young people asked for more knowledge and information about councillors and how they make decisions and yet many were elected onto the Youth Council and or their school councils! Much of what they asked for should be being addressed through their school curriculum, youth workers, Youth Council etc.
- Yes
- Think so
- it appeared not to be a consultation but a series of demands

(2) *Did you find the event useful as a Special Council meeting?*

- No, very disappointing as our instructions were that we would sit at the tables to discuss the outcomes
- Yes
- Yes
- I thought it made a change, from the usual sitting around tables, and it was most interesting listening to the points made that they felt they had no teeth to get their views over.
- The event was O.K. but could have been better if we had talked to them in groups
- Yes both in being reminded again of what a hugely valuable asset our District's young people are and in there being an opportunity for Cllr's with many different views and agenda to hear directly from young people about their wishes.
- Yes
- Yes
- I think it could be very useful
- very - it opened my eyes to the positive attitude of many young people and the appalling reaction they get from their elders.
- Yes
- Yes
- No
- It made for a finish but we did not interact with our guests
- No. There was no debate, either amongst the councillors or with the young people, no opportunity for constructive answers to councillors' questions, no direct involvement between the young people and councillors (see above), no explanation of how and where funding comes from and how it is allocated. It's OK for any one group to say they want what they think they should have but all policies and funding have to be balanced with regard to all sectors of the community and take in certain responsibilities as well.
- Not much
- Yes
- No

(3) *Did you find the event to be more useful than the previous year?*

- No
- Equally
- YES - this was the best special meeting that we have had
- I thought the setting was better, so they did not feel isolated as we faced each other across the room.
- Slightly better than last year.
- Yes
- Yes
- Yes
- No
- Not a lot of difference still very formal.
- No I found it a waste of time, resources and expectations
- Yes
- Yes
- No

(4) *Do you feel the format worked?*

- Not the part where councillors were involved
- Yes
- Would have liked to have had time to talk informally with the young people
- I also thought the format worked better as they had their say first, and were not made to feel intimidated as we kept a low profile, until the question period.
- Yes
- Yes
- The written briefing for the meeting said that one councillor would be on one table with a few kids. That way, we would have been able to get the views of the shy, less vocal kids, as well as the two or three who spoke up. It would have broken the ice, and, if you then have the final 15 minutes or so as a session with one group facing off against the other
- No - don't let councillors make speeches
- I thought the format was o.k. but I would have liked to been with them when they were having their discussions during the day so I could have had more interaction with them.
- No
- I am not sure the young people thought us very relevant.[we trooped In made some general statements and left!]
- No
- yes with possibly the councillors mingling with the young people
- yes- but needed better question /answer session - councillors did not help with this.
- No

(5) *Any other comments?*

- Why was the format changed and by whom?
- The young people threw up all sorts of criticism and say they want to be 'in' on decision making, why were they therefore not seeking information in order to do this. Leaflet drops to all houses in ward – not 1 young person contacts or comes to residents meetings. Should we be entering schools like police and other services on a regular basis?
- I was quite surprised that only one Hand and went up, about knowing Who your Local Councillor was. Do you think it is because their Parents don't vote? I felt when they spoke about not being taken notice of was surely down to the parents not explaining how the council works not literally, but in simple terms, and also they were not aware of the Post of Cabinet Member for children and young people. I was surprised that the schools would not have done a bit of research first, knowing this was coming up in the Town Hall.
- Also it showed that their parent were probably not explaining how important it is to vote, with them not knowing who their local councillors were, I believe it showed a slight lack of communication within the family.
- The hard work and contributions of all the officers involved in this event and recent Local Democracy Week events has been excellent. Well done and thank you.
- I found that by listening to the young people on the day that they came across very well in expressing their ideas and suggestions to the council.
- Why was the format changed?
- I am sure a lot of good work went on before we arrived which was useful We [elected members] did not interact. It may be useful to meet in less formal surroundings where we can actually discuss and argue over concerns.
- I think young people would learn a lot more, and find it more useful for their understanding of democracy and how it works, if the format was more like the one at Morecambe Town Hall. I'm also surprised that the youth workers and other facilitators/advisors haven't asked for more direct input from their local councillors at school events, youth meetings etc.
- if we came across as a caring council then that would have achieved something. I think the young people felt that they were valued because they had been given a chance to speak, which they seemed to enjoy! I feel it would have been difficult to criticise anybody or anything for fear of offending. Maybe later in smaller groups more scrutiny of their objectives and wishes could be addressed still it was a good pr exercise.
- hopefully through the young persons cabinet liaison group we can forward some of the messages that the young people wishes to address.
- We were given a list of requirements with no indication of any responsibility. And I find that sitting being talked to without any ability to question the propositions unworkable. To allow questions after the event is unworkable as you cannot question the speaker[s] directly, the question has to be given to the whole group. I also was surprised that certain councillors were able to offer to help set up forums etc without being censured. Also when are other interest groups to be invited to put their requirements before Council? ie pensioners, council tenants, town [city or village] residents, employed, unemployed, employers:- the list is endless!

COUNCIL BUSINESS COMMITTEE

**City Council Meetings Timetable
and Meeting Times - 2009/10**

15th January 2009

Report of the Chief Executive

PURPOSE OF REPORT

To consider and agree a timetable of meetings and meeting times for the year 2009/10 for publication purposes.

This report is public.

RECOMMENDATIONS

That consideration be given to the dates, venues and start times of meetings in order that a timetable of meetings for 2009/10 can be recommended to Council for approval.

1.0 Timetable

- 1.1 At its meeting, held on 15th November 2007, the Council Business Committee, after considering a Member consultation following a review of start times for meetings, made recommendations to Council on the timetable of meetings, which were approved on 5th December 2007.
- 1.2 The timetable of meetings for 2009/10 has been prepared following the same principles as last year in terms of frequency of meetings with a recess over August and a short break at Christmas. Minor alterations to the dates of some meetings have been made where external deadlines have to be met. The number of meetings for each Committee is as follows:

<u>Committee</u>	<u>Number of meetings per year</u>
Audit	4
Full Council	11 (including Annual, Budget and Special Councils)
Council Business Committee	6
Cabinet	11
Personnel	4 (with additional meetings called as required)
JCC	4
Planning Regulatory	12
Licensing Regulatory	8
Licensing Act	6 (with Sub-committees called as required)

Overview & Scrutiny Committee	8
Budget & Performance Panel	9
Standards	4 (with additional meetings called as required)
Williamson Park Board	4

- 1.3 The figures above include the Special Council Meeting to be held during Local Democracy Week in line with the Constitution and as determined by this Committee at a previous meeting. However whether this meeting is to be scheduled will be subject to a decision earlier on the Agenda.
- 1.4 As in the previous year it is also suggested that the date for the 2010/11 Annual Council be fixed at this stage to enable advance arrangements and publicity to commence.
- 1.5 The Budget Council has for many years been held during the last week of February. However, this was moved to a later date last year following receipt of information that the Police Authority's precept would not have been received in time for a February tax setting meeting and in view of this the meeting has been scheduled again at the later date in 2010.
- 1.6 Efforts have been made to avoid school holidays wherever possible, although on occasions, due to the need to arrange meetings to report to each other and the requirements of the budget setting process, this is not always the case.
- 1.7 The Chairmen of the Budget and Performance Panel and Overview and Scrutiny Committee have advised that it would be preferable to timetable Budget and Performance Panel meetings prior to Overview and Scrutiny meetings on the Meetings Timetable for 2009/10 and meetings in June, July and September have been re-scheduled accordingly.
- 1.8 Members should note that whilst Audit Committee ordinarily meets on a Wednesday, the meeting scheduled for the end of June has been included on Tuesday 30th June 2009. This is because this meeting of the Audit Committee is required to approve the closure of accounts for 2008/09 by the deadline of 30th June each year. This is a very tight deadline for Financial Services and with the last Wednesday of the month falling on 24th June in 2009 would be difficult to achieve.
- 1.8 The Committee is requested to consider the timetable of meetings for 2009/10 as set out in Appendix A to the report.

2.0 Venues

2.1 Meetings are held at both Lancaster and Morecambe Town Halls as set out below:

Meeting	Venue
Annual Council (Ceremonial)	LTH
Annual Council (Business)	MTH
Council	MTH
Council Business Committee	MTH
Audit Committee	MTH
Budget and Performance Panel	LTH
Cabinet	LTH/MTH alternating
Licensing Regulatory Committee	LTH
Licensing Act Committee	LTH

Overview and Scrutiny Committee	MTH
Personnel Committee	LTH
Planning and Highways Regulatory Committee	LTH (The meeting will return to MTH once works to enhance the Council Chamber have been undertaken)
Standards Committee	LTH

- 2.2 It is suggested that these continue unchanged with the exception of Planning Committee which has been moved to Lancaster during 2008/09 due to problems with available equipment. It is intended to move back to Morecambe Town Hall once the Council Chamber has been appropriately refurbished but for the time being this needs to be retained at Lancaster Town Hall.

3.0 Start Times

- 3.1 A request has been received from the Green Group that consideration be given to holding the majority of Council meetings in the evenings. Information has therefore been included within this report to enable Members to give further consideration to this matter as part of the setting of the timetable for 2009/10.

- 3.2 Start times of timetabled meetings are currently as follows:

Meeting	Start Time
Annual Council (Ceremonial)	12 noon
Annual Council (Business)	6.00 pm
Council	2.00 pm
Council Business Committee	4.30 pm
Audit Committee	6.00 pm
Budget and Performance Panel	4.30 pm
Cabinet	10.00 am
Licensing Regulatory Committee	1.00 pm
Licensing Act Committee	2.00 pm
Overview and Scrutiny Committee	6.00 pm
Personnel Committee	4.30 pm
Planning and Highways Regulatory Committee	10.30 am
Standards Committee	2.00 pm

- 3.3 In addition there are currently or have recently been the following non-timetabled meetings:

Meeting	Commencement Time
Ad hoc meetings	
Appeals Committee	Various daytime meetings with a site visit.
Appraisal Panel	Various daytime meetings.
Lancaster and Morecambe Markets	Daytime.
Cabinet Committee	
Licensing Act Sub-Committee	Daytime
Standards Assessment Sub-Committee	Daytime.
Cabinet Liaison Groups:	
Canal Corridor	Various daytime meetings.

Festivals and Events Lancaster and District Chamber Morecambe Retail, Commercial and Tourism Planning Policy Transport Universities	10.00 a.m. 5.00 p.m. 6.30 p.m. Various daytime meetings. 10.00 a.m. 5.30 p.m.
Task Groups: Allotments Anti Social Behaviour Canals Council Assets	5.00 p.m. Varies mainly 6.00 p.m. 6.00 p.m. with daytime site visits. 6.00 p.m.
Partnerships: West End Partnership Poulton Neighbourhood Management Board CARP LSP Museums Partnership Luneside Regeneration	6.00 p.m. 5.30 p.m. 7.00 p.m. Daytime Daytime Daytime

- 3.4 An analysis of the duration of timetabled meetings has been undertaken using the meetings timetable of 2007/08 as a basis, details of which have been set out in Appendix C to the report to enable Members to consider the practicalities of later start times in all cases.
- 3.5 In considering whether to hold all meetings in the evening, Members need to consider the impact this might have on the following issues:
- Wider choice of committees and ability to participate for working Councillors
 - Makes being a Councillor more attractive to a wider sector of the population
 - Improves public engagement
 - Hire of premises / Loss of usage by other paying organisations
 - Security / Heating / Lighting of premises
 - Provision of food / evening meal allowances for councillors / staff
 - Increased carers' allowance payable for councillors with dependants
 - Staff overtime / time off in lieu
 - Lengthy meetings may run on late into the evening – this can be mitigated by introducing a 'guillotine' to close meetings at a particular time, although this may result in meetings being required to adjourn and reconvene on another day.

- 3.6 Property Services have advised that, with regard to caretaking and costs of opening Council buildings in the evenings, the building attendants would be paid overtime for working in the evening at a rate of £9.56 per hour up to 8.00 p.m. and £11.48 per hour after 8.00 p.m., which includes an unsocial hours payment. It is not clear yet if or how overtime payments will be affected, or the building attendants hourly rate by Fairpay and both the unsocial hours payment and overtime payments will be subject to review as part of the Fairpay process.
- 3.7 As well as costs for attendants there would be additional costs for opening the Council's buildings in the evenings, such as heating and lighting costs. Heat and light costs for Lancaster Town Hall are approximately £25 per hour and £15 per hour at Morecambe Town Hall.
- 3.8 In relation to Democratic Services, the terms and conditions of Democratic Support Officers currently allow officers attending meetings beyond 6pm to choose between overtime payments or flexitime up to 7.30pm and time off in lieu after 7.30pm. This is currently subject to review as part of the Fair Pay exercise and it is likely that the facility to claim overtime will be removed. The impact will therefore be that additional overtime will become payable or, more likely as a result of the Fair Pay review, working hours of Democratic Support Officers will change with more hours being worked during the evenings, resulting in the office being unstaffed at times during normal office hours.
- 3.9 Changing the timetabled meetings included in Appendix C to meet in the evening, where they do not already, would result in 62 additional evening meetings for 136 total hours at an average meeting length of 2.11 hours. Averaged across the Democratic support section this could result in either an additional £2,500 overtime payments or reduced availability of staff who will take compensatory time off in lieu, either via the Council's flexi-time policy or by special arrangement for hours worked beyond 7.30pm.
- 4.0 **Consultation**
- 4.1 Previous consultation with Members over their preferred start times for meetings has proved inconclusive, resulting in the 'mixed' arrangement currently in place.
- 4.2 Other Lancashire local authorities have been consulted with regard to their meetings; details of responses are contained within Appendix B to the report, from which it can be seen that of the 11 councils in Lancashire from who responses have been received, 5 meet wholly in the evening, 5 mostly during the evening (with Regulatory Committees being the exceptions for the most part) and only one holds meetings mostly during the day.
- 5.0 **Conclusions**
- 5.1 The timetable of meetings for 2009/10 has been prepared and incorporates the resolutions of Council last year and follows the same principles in terms of frequency of meetings. Members are requested to consider the proposed timetable and to indicate their preferences with regard to daytime and/or evening meetings as set out in the report.
- 5.2 Whilst this Committee has delegated power to agree the timetable and related issues on behalf of full Council it is suggested that the Committee's recommendations be referred to full Council for a further debate on the start times of meetings to ensure that all Members have every opportunity to make their views known on this matter.

CONCLUSION OF IMPACT ASSESSMENT

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

None.

FINANCIAL IMPLICATIONS

There are no additional financial implications to the retention of the meetings timetable as set out in this report. The cost of holding the meetings included in this timetable can be met from the existing Democratic Representation budgets.

However, there would be some additional resource and financial implications involved in increasing the number of evening meetings. It is not possible to quantify these with any great certainty, but the following budgets could be affected:

- Hire of premises, reduction in income
- Building attendants, increased staff costs (subject to Fair Pay review)
- Increased heating and lighting costs of longer opening hours
- Increased catering costs
- Increased carers' allowances
- Additional overtime payments to Democratic Support staff (subject to Fair Pay review)

There is an element of flexibility with the existing Democratic Representation budget which would allow for some variation, however the catering budget was reduced from £9,700 to £7,000 in 2008/09 due to previous underspending and is now fully committed. The current Democratic Services overtime budget of £2,000 is also under pressure.

If any changes are made then any increased costs will need to be identified and reported back to members.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

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

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

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Reports to Council Business Committee dated 15th November 2007 and Council dated 5th December 2007.

Contact Officer: Stephen Metcalfe

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Ref: Sjm

STATISTICAL DATA OBTAINED FROM OTHER LOCAL AUTHORITIES WITHIN LANCASHIRE

Local Authority	When do your meetings take place? Day-time or evening Average duration of meeting	Evening arrangements (staff, electricity, heating etc) Other comments
Blackburn with Darwen Borough Council	Evening. Duration is approx 2-3 hours, although Council Forum can go on for longer.	No information on cost but the Buildings Team have to pay additional hours staff to lock up. (Under new flexi arrangements staff can work until 7.00 p.m. anyway.)
Blackpool Council	Regulatory committees during day (except Development Control), rest either 5 p.m., 6 p.m. or for Area Forums/ other Forums – 7 p.m.).	-
Chorley Borough Council	A few daytime, but most are evening.	-
Fylde Borough Council	Scrutiny Committees, Audit, Council and Cabinet meetings commence at 19:00. Development Control Committee meetings commence at 09:30 Licensing and Public Protection Committee meetings commence at 09:30. The Scrutiny Committees, Audit Committee, Council and Cabinet meetings can last between anything from 1 ½ to 3 hours. The Development Control Committee can last for up 4 hours.	To keep our Town Hall open to host these evening meetings costs: Average Cost Per KWH for Electric is - £8.29447 Average Cost Per KWH for Gas is - £1.57031 (KWH = Kilo Watt Hour) There is no charge for the custodians (caretakers) as these meetings are incorporated into their shift patterns.
Hyndburn Borough Council	Mostly daytime. Duration time of meetings: Council probably lasts 2- 3 hours; other meetings no more than 2 hours.	Council meetings are in the Town Hall (separate to the Council offices) Area Council meetings take place at various venues - some Council-run (no charge); some in schools where the cost varies - £50 - £100 Whether there are daytime or evening meetings is the choice of the ruling group.
Lancaster City Council	Mixture of both. O&S and Audit start at 6.00 p.m. Budget and Performance starts at 4.30 p.m., but the rest are usually during the day.	As set out in the body of the report.
Pendle Borough Council	Evening. Average length of a meeting is around two hours, although some of the area committee meetings can last up to three.	No costs available as the Council use a variety of different buildings in the Borough, particularly the area committees who move about quite a lot.

Local Authority	When do your meetings take place? Day-time or evening Average duration of meeting	Evening arrangements (staff, electricity, heating etc) Other comments
Ribble Valley Borough Council	All at 6.30 p.m. Meetings last anything from 1 hour to 3, the Council have a 'cut-off' at 9.30 p.m., unless voted upon to complete the meeting.	No breakdown of costs available, but the Council do have a member of staff on duty in the Council Chambers for the meeting duration.
Rossendale Borough Council	All in the Evening (except internal meetings).	
South Ribble Borough Council	Main committees meet mostly in the evening; working/task groups generally in the day time.	
West Lancashire District Council	Evening.	
Wyre Borough Council	Main committees meet mostly in the evening. Audit and Planning meetings alternate between daytime and evening.	No costings per room provided.

APPENDIX C**MEETINGS DURING 2007/08 – TIMINGS**

MEETING	No.	LONGEST Hours/Minutes	SHORTEST Hours/Minutes	AVERAGE Hours/Minutes
*Council	10	5.25	1.15	3.04
**Council Business Committee	7	2.36	0.40	1.30
Cabinet	12	4.20	0.26	2.15
Planning	12	3.50	1.00	2.55
***Overview & Scrutiny	11	3.10	0.50	2.02
**Budget & Performance Panel	10	1.56	0.44	1.25
Standards	4	1.32	0.35	1.08
Personnel	3	1.04	0.27	0.46
Licensing Act	5	0.20	1.12	0.42
Licensing Regulatory	9	3.50	0.47	2.28
***Audit	4	2.02	0.57	1.41

* Council had 2 meetings starting at 6.00 pm that lasted 55 minutes and 20 minutes not included above.

** These meetings currently commence at 4.30pm

*** These meetings currently commence at 6.00pm