



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 12 MARCH 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 15th January 2009 (previously circulated).

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

4. **Declarations of Interest**

5. **Corporate Plan 2009/10** (Pages 1 - 19)

Report of the Corporate Director (Finance and Performance)

6. **Civic Programme - Reception for Overseas Students** (Pages 20 - 23)

Report of Head of Democratic Services

7. **Civic Review - Citizens' Award Scheme** (Pages 24 - 27)

Report of the Head of Democratic Services.

8. **Public Speaking at Cabinet Meetings** (Pages 28 - 31)

Report of the Head of Democratic Services.

9. **Referral from Audit Committee - Democratic Renewal Phase 2** (Pages 32 - 35)

Report of the Head of Democratic Services.

10. **Appointments to Committees and Changes in Membership**

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 telephone 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,
LANCASTER LA1 1PJ

Published on Wednesday, 4th March 2009

COUNCIL BUSINESS COMMITTEE

Budget and Policy Framework 2009/10

12 March 2009

Report of Corporate Director (Finance and Performance)

PURPOSE OF REPORT

To present to the Committee a range of options in respect of targets and outcomes that can be recommended to Council for inclusion in the 2009/10 Corporate Plan as per its delegated powers.

Key Decision	<input type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>	Referral from Council	X
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Date Included in Forward Plan	N/A
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This report is public.

RECOMMENDATIONS

- (1) That the Committee note the extent and scope of the piece of work delegated to them by Council to bring forward a completed draft Corporate Plan for 2009/10.
- (2) That the Committee notes the progress made to date, and comments appropriately on the current draft included as *Appendix B*, and that the Committee notes that it is proposed to recommend a final version of the Plan to Council on 8 April.

1 Introduction

- 1.1 The Corporate Plan brings together all the Council's strategic priorities and objectives set out in the other documents included in the policy framework. Its content drives the allocation of resources that are included in the budget and capital programme and service business plans.
- 1.2 The basis of the plan once again combines the strategic district-wide aspirations set out in the current Lancaster District Local Strategic Partnership's (LDLSP) Sustainable Community Strategy (SCS) with the specific priorities of the Cabinet, and brings these together into 4 key priorities sub divided into 7 objectives each with a series of key actions. It is these key priorities, objectives, and actions that will guide the Council's work and investment over the next three years.
- 1.3 The principles underlying the preparation of the Plan are set out in *Appendix A*

2 Proposal Details

2.1 Council, at its meeting on 4 Feb 2009, considered a report relating to a draft of the Council's 2009/10 Corporate Plan. The draft was only partial in that the introductory section to the Plan and the targets for each priority had yet to be determined and would await the agreement of Council's budget for 2009/10. Council delegated consideration of these sections of the Corporate Plan to the Council Business Committee (Min No.102 refers):

"That the remaining outstanding sections of the Plan be completed accordingly and referred to the Council's Business Committee for further consideration prior to Council formally signing off the Plan."

In particular these are :-

- Foreword - to be prepared and signed off by the Leader and Chief Executive
- Vision , Role, Values...
- Key Targets for each Objective
- Key Actions and related projects for each objective
- Corporate Health Indicators

2.2 Since the Council meeting in February, officers have been working to produce a final draft of the Corporate Plan which supports the objectives and priorities agreed by Council. This is attached as **Appendix B**.

The Committee is asked to note that officers have commenced work identifying key targets, actions, and projects and the current position is included in Appendix B. This also includes a draft Vision, Role and Values section for consideration. However, work is still continuing on finalising these sections following Council's recent approval of the 2009/10 budget.

3 Options and Options Analysis (including risk assessment)

A That the Committee consider the Corporate Plan in accordance with Council's request.

B That the Committee decline the request of Council and advise Council accordingly.

Any delay in consideration and final approval of the Corporate Plan will have a knock on effect on the preparation of Service Business Plans which in turn may impact upon service delivery

4 Consultation

There has been extensive consultation throughout the district during the preparation of the Sustainable Community Strategy and a limited consultation on the priorities and objectives set out in the Corporate Plan.

5 Conclusion

The Committee is asked to consider the draft Corporate Plan and suggest any amendments prior to Council formally signing off the Plan.

CONCLUSION OF IMPACT ASSESSMENT(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) No additional impact arising – any specific issues would be (or have been) considered as part of the relevant aspect of the policy framework or individual budget proposals, etc.	
FINANCIAL IMPLICATIONS None directly arising from this report.	
SECTION 151 OFFICER’S COMMENTS The Section 151 Officer has been consulted and has no further comments.	
LEGAL IMPLICATIONS Legal Services have been consulted and have no comments to add.	
MONITORING OFFICER’S COMMENTS The Monitoring Officer has been consulted and has no further comments..	
BACKGROUND PAPERS	Contact Officer: Roger Muckle Telephone: 01524 582022 E-mail: rmuckle@lancaster.gov.uk Ref: RCM

1 The Corporate Plan is:

A document that provides guidance for people (members and officers) who work in the Council and, more importantly, information for our residents about:

- what issues the Council believes are important (**priorities**)
- how we intend to address them (**objectives**)
- how we propose to go about our work over the next three years (**actions and projects**)
- how we will measure progress (**targets**)

2 The draft Plan uses as its underlying assumption that the Council will seek to maintain current service levels in this difficult financial climate rather than driving service improvements or growth.

Whilst the immediate future is more about maintaining performance levels rather than driving further improvements and growth, it is important that the Council continues to demonstrate that it is delivering its objectives and priorities within the Corporate Plan. As a consequence, in addition to the specific targets and key performance indicators attached to each Corporate Plan objective, this plan also includes a range of corporate health indicators designed to demonstrate the council is operating efficiently and effectively. These are summarised at the end of the draft plan.

3 **Statutory Responsibilities**

The Council is required to ensure that residents receive a range of mandatory services, either directly provided by the Council, or by way of partnership /contractual arrangement. These services are summarised below.

The Council however does have a choice in the scope and standard of service delivery for each of these mandatory service activities and this has been reflected in the budget proposals that support this Plan.

- Regulatory services such as Licensing, Planning and Environmental Health
- Council Tax and Housing Benefits
- Waste Collection and Street Cleansing
- Homelessness Services
- Elections

4 **Contribution to Deliver the Sustainable Community Strategy**

The Council recognises that all the aspirations of its communities cannot be delivered solely by the Council. In this respect, the adoption by the Council at its November meeting of the Lancaster District Local Strategic Partnership's (LDLSP) Sustainable Community Strategy (SCS) now profoundly influences the content of our Corporate Plan. The SCS sets out, following a comprehensive public consultation exercise, what the LDLSP will deliver through its associated agencies and organisations over the next three years and how it will contribute to delivering the wider Lancashire Local Area Agreement (LAA).

The LSP consists of seven thematic groups each with the responsibility for delivering a range of actions to achieve the agreed SCS's priorities. The Council, in addition to providing community leadership and administrative support for the LSP, will contribute to delivering some of these actions but not all. The draft Corporate Plan therefore includes and reflects those actions that the Council will contribute to delivering, whether as the lead or otherwise, over the next three years.

5 **Discretionary Services**

In addition to the above, the Corporate Plan also includes a range of discretionary services/activities that surveys confirm are important to local people and which the Council has chosen to finance.

6 **Support Services**

The Council also recognises that the Corporate Plan can only be delivered if there is an effective framework of support services in place, some of which are mandatory, which underpin the Council's frontline services and partnerships. This is implicit and reflected in the Council's budget proposals. These can be summarised as follows:

- Financial Services
- Legal Services
- Democratic Support
- Human Resources
- Information Technology
- Policy and Performance Management

7 **Conclusion**

In considering the attached draft , the committee should be mindful to the assumptions set out above.

DRAFT CORPORATE PLAN

2009 – 2012

Foreword

To be prepared and signed of by the Leader and Chief Executive

OUR VISION:

“By promoting city, coast and countryside, we will secure a safe and prosperous community that’s proud of its natural and cultural assets and provides lasting opportunities for all .”

- **In Morecambe** this means a seaside town recognised as vital and vibrant in an exceptional natural setting with a sustainable economy and a stable resident community.
- **In Lancaster** this means being recognised as an important University city with an envied quality of life, strong economic opportunity and rich heritage.
- **In our countryside** this means a sustainable quality of life that protects communities and landscapes while providing the economic opportunity to flourish.

What is our role?

- to provide the leadership needed to help the district address the major issues facing it;
- to provide the services that we are responsible for, ensuring they meet people’s needs in an effective and efficient way.
- To represent our communities’ interests within the district, regionally, nationally and in Europe.
- To bring communities and agencies together to work in partnership to address the major issues affecting the district.
- To provide a range of customer focused services that offer value for money and meet the needs of people who live, work and visit the district.
- To maintain a cohesive community by ensuring we understand the needs of our communities and provide equality of access to our services and employment opportunities

The Council's Core Values

Our core values state clearly and simply what Lancaster City Council stands for and wants to be known for.

Putting our customers first

Our customers are at the heart of what we do. We will listen to, respect and value their views, using them to shape our services.

Leading our Communities

We will bring communities together to deal with the major issues facing us and work with our partners to deliver real improvements to quality of life for those in our district.

Creating a skilled and professional workforce

We are proud of our skilled and professional employees. We want our people to feel supported, valued and proud to serve our communities and be our ambassadors in the community.

OUR CORPORATE PRIORITIES

1 SUPPORT OUR LOCAL ECONOMY

Increasing economic opportunity is essential in providing the resources we need to enhance our quality of life. We now have an Economic Strategy in place and whilst the current economic climate continues to present severe problems to us all, now more than ever we need to translate that strategy into a viable funded programme of regeneration work in Morecambe, Lancaster, and Carnforth in order to both secure new jobs for the future and attract and keep skilled people in the district.

Objective 1 Work in partnership to ensure a strategic approach to economic development and regeneration

2 CLEAN AND GREEN PLACES

Residents' satisfaction with street cleanliness, waste collection and our recycling service remains high. We need to maintain those levels of cleanliness and satisfaction.

We need to care for our environment and safeguard the quality of life of the district. We must ensure that we address issues such as how best to respond to the challenges of climate change and effectively manage our resources, protecting our environment as our district grows and develops in a sustainable way

Objective 2 Maintain the cleanliness of our streets and public spaces.

Objective 3 Develop local responses to Climate Change.

3 SAFE AND HEALTHY COMMUNITIES

Tackling crime, the fear of crime and anti-social behaviour are of paramount importance to our communities and are consistently identified as key priorities for the district. Our residents believe that a low level of crime is the most important thing in making our district a good place to live. The Council will continue to play a leading role in the Community Safety Partnership in addressing these issues

Life expectancy between the more affluent and most deprived parts of our district varies by as much as ten years. These unacceptable health inequalities must be tackled across a wide range of partnerships but there are a number of areas we can influence directly – housing, promoting healthy activities, food protection and accident prevention.

Objective 4 Work in partnership and make our district an even safer place addressing crime and the fear of crime, and anti-social behaviour.

Objective 5 To contribute towards health improvement and reducing health inequalities through both the delivery of our own services and our work with partners.

4 SUPPORT OUR LOCAL COMMUNITIES

Building cohesive communities is critical to the quality of life for local people. It brings huge benefits by creating a society in which people from different backgrounds can live and work together in an atmosphere of mutual respect and understanding.

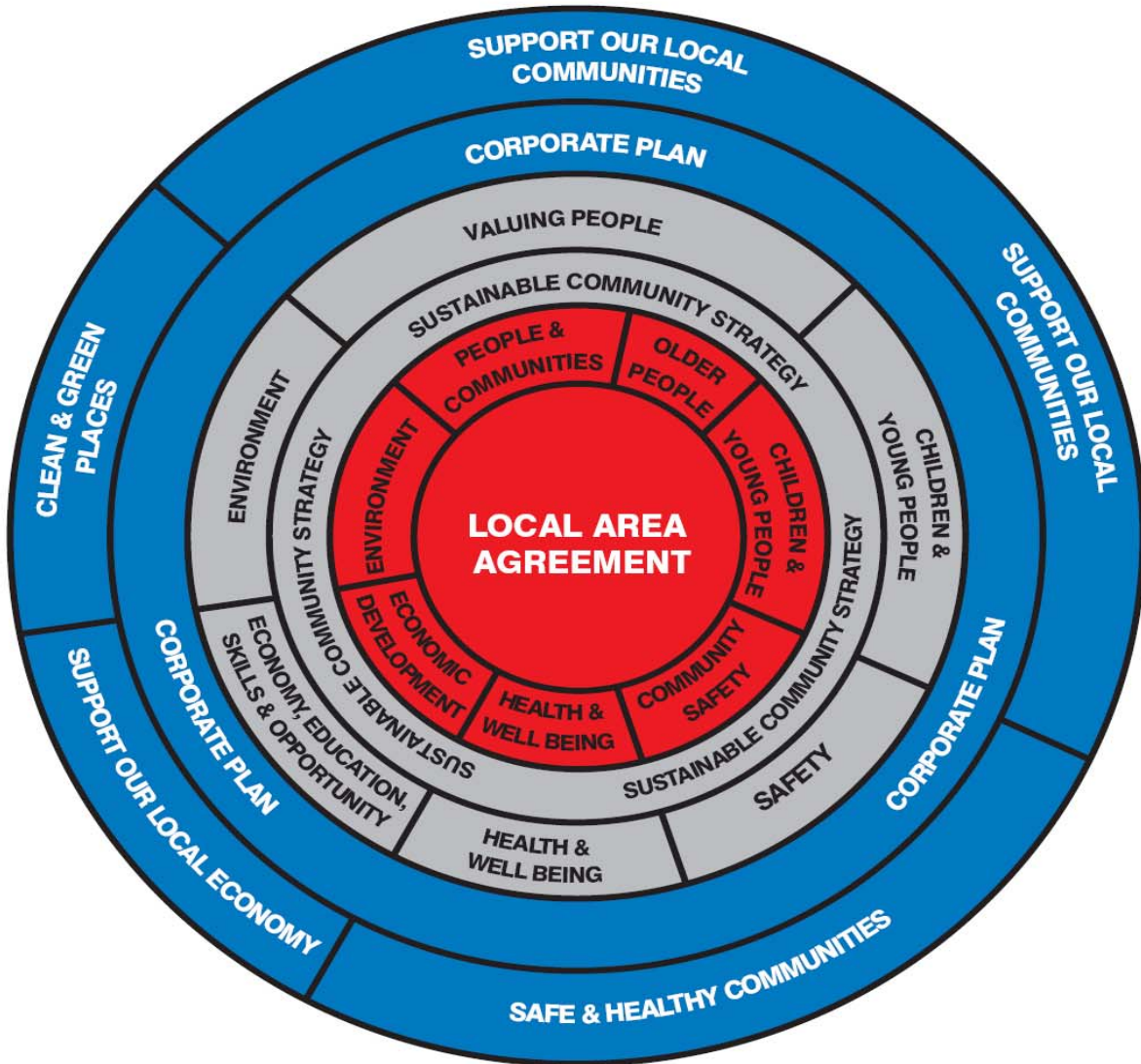
The Council has adopted the Lancaster District Local Strategic Partnership's Sustainable Community Strategy which sets out a long term strategic vision for the Lancaster district putting a strong focus on integrating social, economic and environmental issues. This strategy whilst highlighting the key local aspirations for the district also identifies how it contributes to the wider Lancashire Local Area Agreement as summarised Annex.

Housing is a fundamental component of our quality of life. Without appropriate shelter, people cannot meet their basic needs and participate adequately in society. Reducing homelessness by providing affordable housing for young people and families continues to be a priority.

Objective 6 To work in partnership with others meet the differing needs of communities within our district.

Objective 7 To improve the standard, availability and affordability of housing in the district to meet local needs.

Alignment of:
Lancashire Local Area Agreement
Lancaster District Sustainable Community Strategy
Lancaster City Council's Corporate Plan 2009/10



**CORPORATE PRIORITY:
SUPPORT OUR LOCAL ECONOMY**

Objective 1: Work in partnership to ensure a strategic approach to economic development and regeneration

Key Targets:

NI171 – VAT registration rate (source data ONS) target subject to LAA 09/10 negotiations

NI172 – VAT registered businesses showing growth (source ONS) not within LAA (but may be a helpful measure in the light of economic downturn) no targets set.

LOCAL – Tourism spend for last available year (NB. always 12 months lag – therefore hard to react to)

LOCAL – worklessness measure (source DWP)

LOCAL – £xxxxxx funding secured to deliver the Economic Regeneration Programme

LOCAL - % of council's actions in the LDLSPs Educations, Skills and Opportunities Thematic Group Action Plan achieved

Key Actions:	Action by:	
	Lead Offr	Lead Cab Mem
1.1 Develop and implement a sustainable regeneration programme based upon the LDLSP Economy Thematic Group Economy Action Plan and our own Tourism Strategy where this is a Council priority.		
1.2 Complete Economic Investment Strategy by developing projects around each of the following 5 Vision Themes and apply for funding support for each. <ul style="list-style-type: none"> ▪ Knowledge Economy ▪ Heysham to M6 Employment Corridor ▪ Re-inventing Morecambe ▪ Lancaster City and Riverside ▪ Carnforth Northern Gateway 		
1.3 Deliver the council's actions in the LSP's Education, Skills, and Opportunities Thematic Group Action plan <ul style="list-style-type: none"> ▪ Prepare Local Employment Skills Plan ▪ Develop Employer Engagement Action Plan ▪ Prepare (workless groups and individuals) Outreach and Engagement Action Plans 		
Projects		

- Submission of major funding bids for the refurbishment of the Winter Gardens as a nationally significant cultural/events venue by 30th September/October(?) (2009)
- Development of firm proposals for site remediation at Luneside East by September 2009
- Undertake detailed site survey for the wider Luneside area by March 2010(?)
- Morecambe Bay Partnership/ Regional Park??
- Development of a comprehensive Cultural Heritage Investment Strategy for Lancaster city centre by October 2009 (?)
- Investigate the economic impact of a bridge across the River Lune by xxxxxx
- Undertake an initial assessment of the viability of potential employment sites along the Heysham to M6 Employment Corridor by xxxxx
- West End Masterplan???
- Housing Exemplar (Chatsworth Gardens)???

Rationale • Sustainable Community Strategy • Medium Term Financial Strategy • Local Area Agreement • Local Development Framework • Capital Investment Strategy • Residents Priority

**CORPORATE PRIORITY:
CLEAN AND GREEN PLACES**

Objective: 2. Maintain the cleanliness of our streets and public spaces

Key Targets:

NI195 – Improved levels of street and environmental cleanliness (litter, detritus and flyposting)

NI196 - Improved levels of street and environmental cleanliness (fly-tipping, reduced incidents, increased enforcement)

NI191 – Residual waste per head of population

NI192 – Household waste recycled and composted

NI193 – Municipal waste land-filled

Key Actions:	Action by:	
	Lead Offr	Lead Cab Mem
2.1 Deliver the Council's actions in the LDLSP's Environment Thematic Group Action plan		
2.2 Maintain the cleanliness of our streets and public spaces		
2.3 Promote and implement Clean Sweep and Street Pride initiatives		
2.4 Implement Lancashire Waste Strategy by :- <ul style="list-style-type: none"> • preparing for food waste recycling in 2010/11 • offering commercial waste recycling, including at schools • using education and enforcement to increase domestic waste recycling 		

Projects

Rationale • Sustainable Community Strategy • Statutory Requirement • Resident Priority • Local Area Agreement • Lancashire Waste Strategy

**CORPORATE PRIORITY:
CLEAN AND GREEN PLACES**

Objective: 3. Develop local responses to Climate Change

Key Targets:

NI185 - Reduction in CO2 emissions from local authority operations (this was in last year's Corporate Plan but was not measured as no co-ordinated approach to collection was ever agreed. *Should* be in plan but no point including in future years if strong MT steer requiring key services to co-operate is not given)

NI186 – Per capita CO2 emissions in the local area (source Defra)

NI188 – Adapting to climate change

NI187 – Tackling fuel poverty – people receiving income based benefits living in homes with low energy efficiency ratings

LOCAL – Increase SAP rating of council homes from 70 to 73

Key Actions:	Action by:	
	Lead Offr	Lead Cab Mem
3.1 Deliver the Council's actions in the LDLSP's Environment Thematic Group Action Plan		
3.2 Implement the Council's In House Climate Strategy		
3.3 Promote energy efficiency initiatives for local homeowners (specifically Strategic Housing initiatives)		
3.4 Improve the energy efficiency of our public buildings		
3.5 Develop Management Plans for the district's AONB's		

Projects

- Campaign on Sustainability, waste and procurement in order to raise staff awareness and change behaviour
- Implement recommendations of Green Fleet Review using EST grants
- Implement the recommendations of the Carbon Trust Energy Audit
- Conduct thermal imaging survey of homes in the district
- Partnership with Energy Savings Trust (one to one support programme) to identify initiatives to improve energy efficiency and responses to climate change

Rationale • Sustainable Community Strategy • Local Area Agreement

**CORPORATE PRIORITY:
SAFE AND HEALTHY COMMUNITIES**

Objective: 4 To contribute towards making our district an even safer place by reducing crime and the fear of crime, and anti-social behaviour.

Key Targets:

NI30 – Re-offending rate of prolific and priority offenders – reported by CDRP at district level

NI110 – Young people’s participation in positive activities

LOCAL - % of council’s actions in the LDLSPs Community Safety Thematic Group Action Plan achieved

LOCAL - % of council’s actions in the LDLSPs Valuing People Thematic Group Action Plan achieved

Key Actions:	Action by:	
	Lead Offr	Lead Cab Mem
4.1 Deliver the Council’s actions in the LDLSP’s Community Safety Thematic Group Action Plan where this is a Council priority.		
4.2 Deliver the Council’s actions in the LDLSP’s Valuing People Thematic Group - Join up with (Wyre’s) Hate Crime Initiative		
4.3 Implement Sports and Arts Project (works with targeted young people to divert them away from crime through free access to sports and arts facilities)		

Projects

- Carnforth CCTV

Rationale • Sustainable Community Strategy • Statutory Requirement • Local Area Agreement • Community Safety Partnership Plan • Residents Priority

Objective: 5 To contribute towards health improvement and reduce health inequalities through both the delivery of our own services and our work with partners.		
Key Targets:		
NI8 – Adult participation in sport (collected by Sport England Active People Survey)		
NI173 – Flows on to incapacity benefit from employment (source DWP)		
LOCAL - % of council's actions in the LDLSPs Health and Well Being Thematic Group Action Plan achieved		
Air quality measure -		
CDT measure		
LOCAL - Increase the number of visits to leisure facilities (suggested)		
Key Actions:	Action by:	
	Lead Offr	Lead Cab Mem
5.1 Deliver the Council's actions in the LDLSP's Health and Well Being Thematic Group Action Plan where this is a priority		
5.2 Maintain children and young people participation in sports and physical activities.		
5.3 Implement Cycling Demonstration Town programme		
5.4 Develop new Air Quality Management Plan		
5.5 Implement Sports and Physical Activities Alliance (SPAA) projects		
5.6 Continuing licensing activity re alcohol harm		
Projects		
District Playground Improvements <ul style="list-style-type: none"> ▪ Big Lottery Parks ▪ Poulton Pedestrian Route ▪ Cycle Demonstration Town Projects ▪ New air quality management plan 		
Rationale • Sustainable Community Strategy • Statutory Requirement • Local Area Agreement • Residents Priority		

CORPORATE PRIORITY: SUPPORT OUR LOCAL COMMUNITIES

Objective: 6 To work in partnership with others meet the differing needs of communities within our district

Key Targets: •

NI1 – % of people from different backgrounds getting on well together (Place Survey)

NI4 - % of people who feel that can influence decisions in their locality (Place Survey)

NI6 – Participation in regular volunteering (Place Survey)

NI7 – Environment for a thriving 3rd sector (source office for the third sector – 3 year target to be confirmed)

LOCAL - % of council's actions in the LDLSPs Valuing People Thematic Group Action Plan achieved

LOCAL - % of council's actions in the LDLSPs Children and Young People's Thematic Group Action Plan achieved

Key Actions:	Action by:	
	Lead Offr	Lead Cab Mem
6.1 Deliver the Council's actions in the LDLSP's Valuing People Thematic Group Action Plan – develop and implement a Community Cohesion Strategy		
6.2 Support the LDLSP's development of a Community Engagement Framework for the district where this is a priority for the Council		
6.3 Deliver the Council's actions in the LDLSP's Children & Young People Thematic Group Action Plan – Implement Lancaster City Council's own C&YP action plan and maintain the range of opportunities for children and young people to take part in positive activities		
6.4 Continue to work with Lancashire County Council and the district's parish and town councils to ensure the three tiers of local government work more effectively (includes development of a district Parish Charter)		

Projects

- Centenary Celebrations
- Establishment of Morecambe Town Council
- Task Group review of Parish service provision & funding
- Prepare response to Sustainable Community Act

Rationale • Sustainable Community Strategy • Local Area Agreement • Residents Priority

Objective: 7 To improve the standard, availability and affordability of housing in the district to meet local needs

Key Targets: •

NI155 – Number of affordable homes delivered (gross)

NI156 – Number of households living in temporary accommodation

NI185 - % of decent council homes

NI159 – Supply of ready to develop housing sites

NI160 – Local authority tenants satisfaction with household services

NI170 – Previously developed land that has been vacant or derelict for more than 5 years

LOCAL - % of council's actions in the LDLSPs Health and Well Being Thematic Group Action Plan achieved

Key Actions:	Action by:	
	Lead Offr	Lead Cab Mem
7.1 Deliver the council's actions in the LDLSP's Health & Well Being Thematic Group action plan - Provide affordable housing in accordance with the Housing and Homelessness Strategies		
7.2 Reduce the number of households living in temporary accommodation		
7.3 Refresh Housing Strategy 2009-2012		
7.4 Implement Homeless Strategy Action Plan - Reduce the levels of homelessness within the district		

Projects

- YMCA Places of Change,
- Poulton Renewal
- Regional Housing Board Funding Scheme
- Disabled Facilities Grants

Rationale • Sustainable Community Strategy • Statutory Requirement • • Local Area Agreement • Housing Strategy • Residents Priority

CORPORATE PERFORMANCE

Key Corporate Indicators:

These are the key targets which will measure the progress as a whole the Council has made towards achieving its overall aim to maintain a well managed, cost-effective Council responsive to the needs and aspirations of local people.

- *Keep the City Council element of Council Tax increases to acceptable levels being 4% or less in 2009/10 and in 2010-11 and 2011/12.*
- *NI179 – Value for money – total net value of ongoing cash releasing value for money gains (Efficiency/ MTFFS targets)*
- *Achieve asset sales to generate agreed capital receipts*
- *% of services where initial access can be either face to face, telephone or web – 85% 2010 (NB not measured or owned through appropriate)*
- *NI14 – Avoidable contact*
- *% of residents rate their local area as a very good or fairly good place to live – baseline and target to be established from Place survey*
- *% of residents agree that that the City Council provides value for money (Place Survey)*
- *% of employees who agree that the City Council is a good employer*
- *Reduce the number of days lost to sickness absence from 9.98 (07/08) to 9.50 in 09/10*
- *Level of Equality Standard for Local Government achieved (improve from 1-2 in 09/10)*
- *Continuing positive Direction of Travel and Use of Resources judgements*
- *% of authority buildings accessible to the disabled from 75% to 81% by ????? (clearly owned but not measured)*
- *Maintain level 1 of the Member Development Charter*
- *Overall Network resilience – % ‘uptime’ – entire network?*
- *Income collection*
 - *% of Council Tax collected*
 - *% of NNDR collected*

COUNCIL BUSINESS COMMITTEE**Civic Programme – Reception for Overseas Students
12th March 2009****Report of the Head of Democratic Services****PURPOSE OF REPORT**

This report outlines the success of the Overseas Students reception held on 23 October 2008 and seeks to determine whether the event should be reinstated in the annual Civic Programme.

This report is public.

RECOMMENDATIONS

That following the success of the 2008 event, the Reception for Overseas Students be re-instated in the Annual Civic Programme, subject if necessary to the Mayor's decision on prioritisation of the available budget.

1.0 Introduction

- 1.1 The Council Business Committee have considered the future of the Reception for Overseas Students on a number of occasions, the last one being at its meeting on 18 September 2008. An event was planned to take place on 23 October 2008 in the Banqueting Suite of the Town Hall and 180 students were expected to attend.
- 1.2 Following suggestions from the two Universities for a change in format a more formal, structured approach was taken to the event and with input by the Economic Development and Tourism Service this allowed the event to provide a warm welcome to the Lancaster District.
- 1.3 The format of the evening was as follows:
 - At 7.00pm the students arrived and were seated – all 180 seats were taken.
 - The Mayor was introduced and appeared from his office in full Robes to welcome those attending.
 - Tourism Manager, Mr Jim Trotman, provided a slide show about the district and surrounding attractions.
 - Two overseas students gave their experiences of life in Lancaster.
 - Tea and coffee was served and a prize draw was held based on a quiz of four questions which were answered during Mr Trotman's presentations.
 - Closure by the Mayor and students depart the Town Hall at 8.30pm.

- 1.4 Following the event, feedback was sought from the students using cards which were located on each seat in the room. Although only a small number of these were returned, of those received comments were as follows:
- Regular tours should be organised at the weekends to historic sites and students could pay subsidised fees.
 - More cakes and different food should be provided and more soft drinks.
 - People at the back of the room had difficulty viewing the slideshow
 - Bigger screen or projector is needed
 - Brief but meaningful speech made me yearn for more. I have communicated with the Tourism Information for possible visits to historical sites within and without Lancaster.

The Universities were keen to seek their own feedback from their students but at the time of writing this information has not been made available for inclusion in the report.

- 1.6 Representatives of the Council Business Committee and Cabinet were also in attendance and they too provided some valuable feedback from the event:
- Better screens for the presentation
 - Short civic presentation about the role of the Mayor – from the Mayor
 - Short presentation about how the Council works and the role of Councillors. Perhaps Councillors attending could be pointed out so that guests can speak to them during the coffee break.
 - Walking tours after the presentations around the City Centre to point out places to see and visit (tourist attractions, pubs, restaurants, social scene). These could be led by a Councillor and Officer for each group.
 - Linking to this suggestion – incorporate these with a Town Hall Tour and meet the Mayor.
 - Bookings for tours of the Town Hall made for the following week or when the Mayor's diary permits
 - The event went well and was well received, attendance was good and so was the format.
 - Could have had small groups being shown around the first floor of the Town Hall during the coffee break.
 - Bits of food and more soft drinks.

2.0 Proposal Details

- 2.1 Because of the success of the event in this new structured format, and with the teamwork involved in providing an informative evening for the students, there is a very clear case for holding an improved event in 2009. Some of the improvements can include:
- A second screen and laptop to project the presentation for the benefit of those at the rear of the room.
 - More information on the role of the Mayor and the Council
 - More staff available to serve refreshments to those wishing to have it.
 - The provision of some suitable “nibbles”.
 - Further investigate the provision of both walking and Town Hall tours as part of the event.

3.0 Details of Consultation

- 3.1 Those members of the Council Business Committee who attended the event were asked for their comments and these have been included in the report with ideas for improvements, as were the comments from the small number of students who completed the feedback cards available on the night.
- 3.2 Lancaster and Cumbria Universities have been asked to provide feedback from the students but this information has not yet been made available to the City Council.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 Option 1 is that the event continue in the Civic Programme in 2009 and that the format remain the same but that it be improved in light of the feedback received so far from the 2008 event. Some of these changes can be made with little or no financial consequence but some of the suggestions may require further investigation and cost analysis.
- 4.2 Option 2 is that the event is not included in the Civic Programme for future years.
- 4.3 Members should note however that the budget proposals for 2009/10, to be considered by Council on 4th March 2009, include a reduction in the civic budget which will result in the need to cut events in order to achieve the savings and it has been agreed that the Mayor should prioritise the annual civic programme in order to decide where such cuts should be made. It is possible therefore that although it is agreed that this event be re-instated in the civic programme, the Mayor may decide not to hold the event for 2009/10.

5.0 Conclusion

- 5.1 The event saw a new lease of life this year. It was a delight to see a room full of people who were happy to be at the Town Hall and who embraced the information being given to them. The presentations provided to the students gave an overview of not only what the Lancaster District has to offer, but also what is available within a short travelling distance of the area. It is hoped that this will provide tangible economic benefit for the District through increased numbers of visits by students and their friends and families.

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

None.

FINANCIAL IMPLICATIONS

Costs associated with the Reception from Overseas Students are met from the budget provided for Mayoral Functions and Hospitality and cost £500 in 2008/09. Budget allocation on civic events varies according to the requirements of individual Mayors to a maximum of that included in the budget each year.

A total of £15,000 was previously included in the 2009/10 draft budget, but proposals for

savings to be considered by full Council on 4th March 2009 reduces this to £8,300.

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 implications as a result of this report.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Report and Minutes of the Council Business Committee – 18th September 2008

Contact Officer: Lisa Jackson

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Ref:

COUNCIL BUSINESS COMMITTEE**Civic Review – Citizens’ Award Scheme
12th March 2009****Report of the Head of Democratic Services****PURPOSE OF REPORT**

This report aims to provide options for the introduction of a Citizens’ Award Scheme in 2009.

This report is public.

RECOMMENDATIONS

That consideration be given to the setting up of a Citizens’ Award Scheme in 2009/10 and should it be agreed to proceed with this proposal, subject if necessary to the Mayor’s decision on prioritisation of the available budget:

- (1) That a Panel comprising the Mayor, Chairman of the Council Business Committee and Father of the Council be established to implement a Citizens’ Awards Scheme in 2009.
- (2) That initially in 2009 two awards be presented, one for an individual and one for a Group.
- (3) That the success of the initial awards be further considered by the Council Business Committee early in 2010 prior to the launch of any further awards.

1.0 Introduction

1.1 Council Business Committee, at its meeting on 18 September, considered the response to a request for members of the public to form a Citizenship Panel. It was decided that no further action be taken to progress a Citizenship Panel but that further consideration be given to the introduction of a Citizens’ Award Scheme as soon as possible.

2.0 Proposal Details

2.1 In the first instance a basic Awards Scheme needs to be established which allows any member of the public the opportunity to nominate a person or a group of people to be recognised by the City Council for the contribution they have made to the enhancement of the lives of people in their Community.

2.2 At the time of initial discussions about the creation of a Citizens Panel in 2007, this Committee gave its approval to an application form for the Awards, with the addition

of a 100 word maximum limit to each answer. There are no further proposed changes to this application form.

- 2.3 It would be appropriate for the Award Scheme to be launched in 2009, as this would enhance the celebrations for the 100th anniversary of the opening of Lancaster Town Hall and it had initially been intended to suggest that the Award Ceremony could be held at the end of 2009 to tie in to this celebration. Members will be aware however that Cabinet have recently agreed minimal arrangements to mark this anniversary at no additional cost and Council are also considering a substantial cut in the budget available for civic events in 2009/10 which will limit the opportunities to hold an appropriate awards ceremony. This could however be combined with a Council meeting or other civic event in order to keep costs to a minimum.
- 2.4 The Council Business Committee need to consider initially whether an Award Scheme should be launched in 2009, and if so make decisions on how many awards the Council should give and how many people will form the initial judging panel. It is proposed that two categories receive one award in each – one for the efforts of an individual and one for a group. The application form will be appropriate to both categories.
- 2.5 If the Scheme goes ahead it is proposed that the launch of the Award would take place shortly after the start of the 2009/2010 Mayoral Year, to be awarded during December 2009.
- 2.6 It should be noted that in order to manage the reduced budget for civic events it has been agreed that the Mayor should agree the prioritisation of events within the Civic Programme for 2009/10 and should it be agreed by Council that this scheme be established for the forthcoming municipal year, it will still remain subject to the decision of the Mayor elect as to which events are cut from the 2009/10 Programme.

3.0 Details of Consultation

- 3.1 None, aside from previous reports and discussions of the establishment of the Citizenship Panel and Award Scheme by the Council Business Committee.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 Option 1 – to establish a Citizens' Award Scheme to be launched with immediate effect in 2009.
- 4.2 Option 2 – to agree that a Citizens' Award Scheme be established in the future but to defer the launch to a future year when funding is more readily available.
- 4.3 Option 3 - to abandon plans to establish a Citizens' Award Scheme at this stage.
- 4.4 Should Council agree Option 1 to establish the Award Scheme in 2009 the following options are available in relation to the details of the scheme. In each case it is proposed that two awards be given as previously suggested, one to an individual and one to a Group. Arrangements for the timetable for the publicity and judging the awards would be co-ordinated with the Panel members and Democratic Services.
- 4.5 Option 1a – That a judging panel be formed from the full membership of the Council Business Committee, with the inclusion of the Mayor, Deputy Mayor and Father of the Council. This would enable a Committee of 10 people to make a decision on the winners. With the sheer number of people involved it may be difficult to allow all

those involved to meet regularly and the full number may not be able to be part of the decision making process.

- 4.6 Option 1b – That the Chairman and Vice Chairman of the Council Business Committee, the Mayor, Deputy Mayor and Father of the Council form the judging panel. This would reduce the number involved to 5 and may prove easier to co-ordinate.
- 4.7 Option 1c – That the Mayor, Chairman of the Council Business Committee and the Father of the Council form the judging Panel for the Citizens' Award. This Panel of three could meet on an as and when needed basis and would be easy to co-ordinate with individual diaries.
- 4.8 Should Members wish to continue with the establishment of a Citizens' Award Scheme in 2009, the Officer preferred option is Option 1c as this is more manageable from a practical point of view. Due to the smaller number of people involved meetings would be able to progress quickly and diary commitments will be easier to co-ordinate.

5.0 Conclusion

- 5.1 The City Council has previously expressed a wish to establish a Citizens' Award Scheme and the centenary year is a good year in which to launch the scheme. However budgetary constraints for 2009/10 may mean that this is not the optimum time on which to embark on a new venture.
- 5.2 Should Members wish to proceed with the proposal, as soon as the Mayoral year for 2009/2010 commences, the scheme can be publicised with a view to a closing date in the autumn, the winners being announced in time to receive their awards during December, which will closely coincide with the 100th Anniversary of Lancaster Town Hall. Although the finer detail of the timetable would be decided by the Head of Democratic Services and the selected Panel, the application form will allow nominations to be received for both categories and can be available to the public as soon as the 2009/2010 Mayoral Year commences, with some advance publicity being possible prior to Annual Council.

CONCLUSION OF IMPACT ASSESSMENT

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

None.

FINANCIAL IMPLICATIONS

Costs associated with the establishment of the Citizens Award Scheme and any Award Ceremony would be met from the budget provided for Mayoral Functions and Hospitality. Budget allocation on civic events varies according to the requirements of individual Mayors to a maximum of that included in the budget each year.

A total of £15,000 was previously included in the 2009/10 draft budget, but proposals for savings to be considered by full Council on 4th March 2009 reduces this to £8,300. It will be for the Mayor to agree the prioritisation of this budget in terms of which events are cut for 2009/10 and which are funded.

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 legal implications.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Council Business Committee – Agenda and Minutes of the meeting held on 18 September 2008.

Contact Officer: Lisa Jackson

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Ref:

COUNCIL BUSINESS COMMITTEE**Public Speaking at Cabinet Meetings****12th March 2009****Report of Head of Democratic Services****PURPOSE OF REPORT**

This report asks Members to consider a request from Cabinet to amend the Cabinet Procedure Rules (Part 4, Section 4 Paragraph 2.7) of the Constitution with regard to the procedure for Public Speaking at Meetings of Cabinet.

This report is public

RECOMMENDATIONS

- (1) **That Council Business Committee approves amending Paragraph 2.7 of Part 4, Section 4 of the Council's Constitution in line with Cabinet's recommendation:-**
- (a) **That public speakers at Cabinet be asked to provide a written version of their speech or questions in advance wherever possible; and**
 - (b) **be prepared to respond to questions from Cabinet Members at the meeting if necessary.**

1.0 Introduction

- 1.1 The Cabinet Procedure Rules in Part 4, Section 4, Paragraph 2.7 of the Council's Constitution (reproduced at Appendix A) set out the rights of the public to speak at Cabinet. At its meeting on 20th January 2009, Cabinet considered a report reviewing the procedure for public speaking and resolved to make recommendations to Council Business Committee regarding the Constitutional procedure for public speaking at Cabinet.

2.0 Proposal Details

- 2.1 The resolution made by Cabinet on 20th January was

"That Cabinet recommend to Council Business Committee that public speakers at Cabinet be asked to provide a written version of their speech or questions in advance wherever possible and be prepared to respond to questions from Cabinet members at the meeting, if necessary."

2.2 Appendix B to this report shows suggested changes to the wording of Paragraph 2.7 Constitution arising from the above Cabinet resolution.

4.0 Options and Options Analysis (including risk assessment)

4.1 The Committee has the option of

- (a) Approving changes to the wording of the Cabinet Procedure Rules in the Constitution regarding Public Speaking as sent out in Appendix B
- (b) Not approving any changes to the Cabinet Procedure Rules in the Constitution regarding Public Speaking
- (c) Approving different wording to amend the Cabinet Procedure Rules in the Constitution regarding Public Speaking.

5.0 Conclusion

5.1 The Committee is requested to consider incorporating into the Constitution the proposed changes to public speaking procedure as shown at Appendix A

CONCLUSION OF IMPACT ASSESSMENT

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

The proposal supports the Council's Corporate Plan priorities of delivering customer-focused services and improving the Council.

FINANCIAL IMPLICATIONS

There would be some small ongoing costs associated with a change in the procedures, so that Cabinet Public Speaking leaflets and Forward Plan leaflets can be provided and made available to the general public. There are also some human resource implications in the amendment of WebPages. These can be met from existing budgets.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

Details of the scheme for public speaking are contained within the Council's Constitution and any amendments require Council Business Committee approval.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Agenda and minutes of Cabinet dated 20th January 2009.

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Appendix A

Extract from the current Constitution, Part 4, Section 4, Cabinet Procedure Rules

2.7 Rights of the Public to Speak at Cabinet

- (a) Members of the public are permitted to speak on issues included on the Cabinet Agenda, with questions/comments from the public prior to the commencement of each item.
- (b) Notice of the wish to speak must be registered with Democratic Services in writing or by telephone before 12 Noon on the Thursday before Cabinet meets.
- (c) It is the responsibility of the person wishing to speak to find out the appropriate date that Cabinet will consider the item of business that they wish to speak on. This information can be obtained from Democratic Services. Late requests to speak at Cabinet will not be considered.
- (d) Any request to speak must include the person's name, address and contact telephone number, together with details on the item they wish to speak on. If possible a brief summary of the views of the person should be provided.
- (e) Persons who have registered to speak should be in attendance 30 minutes prior to the commencement of the meeting to enable a list of speakers present to be passed to the Chairman. Any latecomers who have not confirmed their intention to speak on the morning of the meeting will only be allowed to speak at the discretion of the Chairman.
- (f) Democratic Services, having received notice from persons wishing to speak will re-order the agenda to enable items with public participation to be considered first.
- (g) There will be a maximum of 10 speakers per Cabinet meeting on a first come first served basis with a maximum of 5 minutes per speaker.
- (h) There will be a maximum of 3 speakers on each item of business, but if there are less than 10 speakers in total to speak at Cabinet then a maximum of 4 people be allowed to speak on a particular item of business on a first come first served basis, at the discretion of the Chairman.
- (i) Any group of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking as part of the registration process. The Head of Democratic Services to be authorised to ask speakers to consolidate their views if there are more than 3 persons in the group.

Appendix B

Extract from the current Constitution, Part 4, Section 4, Cabinet Procedure Rules,
highlighting the proposed amendments in bold text.

2.7 Rights of the Public to Speak at Cabinet

- (a) Members of the public are permitted to speak on issues included on the Cabinet Agenda, with questions/comments from the public prior to the commencement of each item.
- (b) Notice of the wish to speak must be registered with Democratic Services in writing or by telephone before 12 Noon on the Thursday before Cabinet meets.
- (c) It is the responsibility of the person wishing to speak to find out the appropriate date that Cabinet will consider the item of business that they wish to speak on. This information can be obtained from Democratic Services. Late requests to speak at Cabinet will not be considered.
- (d) Any request to speak must include the person's name, address and contact telephone number, together with details on the item they wish to speak on. **A written version of their speech or questions must be supplied in advance wherever possible.**
- (e) Persons who have registered to speak should be in attendance 30 minutes prior to the commencement of the meeting to enable a list of speakers present to be passed to the Chairman. Any latecomers who have not confirmed their intention to speak on the morning of the meeting will only be allowed to speak at the discretion of the Chairman.
- (f) Democratic Services, having received notice from persons wishing to speak will re-order the agenda to enable items with public participation to be considered first.
- (g) There will be a maximum of 10 speakers per Cabinet meeting on a first come first served basis with a maximum of 5 minutes per speaker.
- (h) There will be a maximum of 3 speakers on each item of business, but if there are less than 10 speakers in total to speak at Cabinet then a maximum of 4 people be allowed to speak on a particular item of business on a first come first served basis, at the discretion of the Chairman.
- (i) Any group of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking as part of the registration process. The Head of Democratic Services to be authorised to ask speakers to consolidate their views if there are more than 3 persons in the group.
- (j) **Speakers must be prepared to respond to questions from Cabinet Members at the meeting if necessary.**

COUNCIL BUSINESS COMMITTEE**Referral from Audit Committee – Democratic Renewal
Phase 2****12th March 2009****Report of the Head of Democratic Services****PURPOSE OF REPORT**

To ask the Committee to consider the recommendations of the Audit Committee regarding Phase 2 of the Democratic Renewal process.

This report is public

RECOMMENDATIONS

- (1) That the Committee considers the following recommendations from the Audit Committee regarding democratic renewal
 - (a) To change the Constitution's Procedure Rules to state that petitions should be passed to Overview and Scrutiny Committee to consider and carry out any inquiry work, as appropriate, before reporting back to Cabinet or the relevant decision-making body
 - (b) To consider introducing restrictions on questions from Councillors at Full Council meetings
- (2) That the Committee notes the information in this report regarding the further features of the Modern.gov committee management system.

1.0 Background

- 1.1 In September 2003, at the request of the Council, the Audit Commission carried out a Democratic Renewal Audit of the Council and produced an action plan, which the Council subsequently addressed. In June 2007, the Audit Committee received a report from the Chief Executive, providing an evaluation of the initiatives that had been implemented as a result of the Democratic Renewal Audit. The report concluded that Democratic Renewal was now embedded in the Council and an agenda that the Council viewed as ongoing. The Committee resolved that the functioning of Full Council be considered further with regard to democratic modernisation.
- 1.2 At its meeting on 20th December 2007 the Local Governance Committee requested Officers to bring forward a Democratic Renewal Phase Two report in order to enable the Council to consider which opportunities offered by the Local Government and Public Involvement in Health Act 2007 and other governance and democracy issues it might wish to take forward.

2.0 Democratic Renewal Phase 2

- 2.1 At its meeting on 21st January 2009, the Audit Committee received a Democratic Renewal Phase 2 report advising Members of opportunities offered by the Local Government and Public Involvement in Health Act 2007, and other governance and democracy issues resulting from the Democratic Renewal Audit and how those opportunities might be taken forward.
- 2.2 The report to Audit Committee explained how the recent White Paper, Communities in Control, highlights the fact that petitions have become easier through the Internet and outlines plans to introduce a new duty for councils to respond to petitions, ensuring that those with significant local support are properly debated.
- 2.3 Currently, the Procedure Rules in the Council's Constitution (Part 4, Section 1 Paragraphs 13.6-7) state that petitions received at Council shall be referred "to the next convenient meeting of the relevant Council body within whose terms of reference it falls and that meeting shall either report back upon the subject matter to the next meeting of the Council or Committee or include their views upon the subject matter in their next report to the Council or Committee."
- 2.4 Audit Committee suggested that, in line with the new duty that is anticipated in the White Paper, the Council may wish to amend the Constitution Procedure Rules to state that petitions to Council should be passed to the Overview and Scrutiny Committee to consider and carry out any inquiry work, as appropriate, before reporting back to Cabinet or the relevant decision-making body.
- 2.5 The Audit Committee requested that further consideration be given to speaking at Full Council. There is a view that, despite a previous review, further tightening of the time limits on speaking should be applied. These are currently set out in Part 4, Section 1 of the Constitution:-
- 2 minutes to ask a question or a supplementary question
 - 3 minutes to respond to a question
 - 5 minutes to present a petition or address
 - 5 minutes speaking time during debate or to move a motion
 - 30 minutes in total for public question time
- 2.6 In addition there is currently no limit to the number of questions which can be asked by councillors at Council. There are a number of options to restrict the length of time devoted to such questions either on notice or at the meeting on non-decision making items, such as limiting the number of questions per Councillor or introducing an overall time limit particularly for questions on notice as is currently the case for public question time.
- 2.7 Audit Committee resolved to recommend to the Council Business Committee that the current time limits be reduced and/or that restrictions on questions from Councillors be introduced.

3.0 Modern.gov Committee Management System

- 3.1 Audit Committee also resolved at its meeting on 21st January 2009 that a report be prepared for Council Business Committee on the further features of the Modern.gov committee management system. Details of those features are provided below for Committee Members' information.

- 3.2 The Council has very recently received the latest version on the Mod.gov Committee Management System, Build 1008, and officers will be investigating the latest features of the Build in order to develop further how this will be used to effectively benefit the Authority's decision making processes.
- 3.3 Decision making training sessions have been provided for both Members and Officers, which have included an interactive element showing where the latest features of the system can be found and how they can be used to benefit users in gaining information and documentation that has been published on the system.
- 3.4 Recently, operational features for officers have been developed with the assistance of the system suppliers, including use of the Issue Wizard to enable officers to submit Forward Plan items electronically via the system, which now enables the decision and the Forward Plan item to be linked and viewed on the internet site. All reports are now submitted by officers using the system. The Action Tracking feature is now used to create actions for officers to inform of work from meetings to be completed by specified deadlines, replacing the paper action sheets in place previously. Reports can then be produced for the Performance Management Group that will show which actions have been completed by the specified deadlines and which actions still need to be undertaken. It is intended that these will be made available to Members on the Intranet.

4.0 Options and Options Analysis (including risk assessment)

4.1 The options and their analyses are as follows:-

Petitions	
1	Amend the Constitution as recommended, to pass all petitions to Overview and Scrutiny. This will help satisfy the new requirements which are anticipated to introduce a new duty for councils to respond to petitions, ensuring that those with significant local support are properly debated.
2	Do not amend the Constitution.
Speaking at Full Council	
1	Reduce some or all of the time limits set out in the Constitution and/or limiting the number of questions which can be asked at Council, in an effort to streamline Full Council meetings.
2	Do not reduce the time limits or limit the number of questions set out in the Constitution.
(There are no options regarding the Modern.gov Committee Management System as this information is for noting.)	

5.0 Officer Comments

5.1 In order to reduce the time at full Council meetings which is devoted to the answering of questions on notice from Councillors it is suggested that a time limit of 30 minutes (as for public questions) and/or a restriction to a maximum of two questions from one Councillor should be introduced.

RELATIONSHIP TO POLICY FRAMEWORK

None

CONCLUSION OF IMPACT ASSESSMENT

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

There are no direct implications.

FINANCIAL IMPLICATIONS

There are no direct financial implications.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

The recommendation within the report regarding petitions is consistent with the intention outlined in the recent White Paper, Communities in Control, to introduce a new duty for councils to respond to petitions, ensuring that those with significant local support are properly debated.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Democratic Renewal and Action Plan 2003.
Local Governance Committee Agenda and Minutes 20th December 2007.
.Audit Committee Agenda and Minutes 21st January 2009.

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