



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 17 MARCH 2011

Venue: MORECAMBE TOWN HALL

Time: 5.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 13th January, 2011 (previously circulated).

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

4. **Declarations of Interest**

5. **Protocol on Emails sent to all Councillors** (Pages 1 - 6)

Report of Head of Governance.

6. **Overview and Scrutiny Committee Terms of Reference** (Pages 7 - 18)

Report of Head of Governance.

7. **Proposed Councillor's Induction Programme** (Pages 19 - 24)

Report of Head of Governance.

8. **Appointments to Committees and Changes to Membership**

ADMINISTRATIVE ARRANGEMENTS

(i) **Membership**

Councillors Karen Leytham (Chairman), Susan Bray (Vice-Chairman), Roger Dennison, Melanie Forrest, John Gilbert, John Harrison and Geoff Knight

(ii) **Substitute Membership**

Councillors June Ashworth, Abbott Bryning, Chris Coates, Jean Dent, Joyce Pritchard and Malcolm Thomas

(iii) Queries regarding this Agenda

Please contact Debbie Chambers, Democratic Services - 01524 582057 -
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,
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