



**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 13<sup>th</sup> 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,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER LA1 1PJ

Published on Tuesday 8<sup>th</sup> March 2011

**COUNCIL BUSINESS COMMITTEE****Protocol on Emails sent to all Councillors  
17th March 2011****Report of the Head of Governance****PURPOSE OF REPORT**

To advise the Committee of the views of the Standards Committee on a suggestion from a councillor that action be taken to limit the sending of emails by councillors to all other councillors.

**This report is public**

**RECOMMENDATION OF THE STANDARDS COMMITTEE**

- (1) That no action be taken

**1.0 Introduction**

- 1.1 At its meeting on the 20th January 2011, the Standards Committee considered a report which requested it to consider, in the light of a complaint from a councillor, what action, if any should be taken to limit the sending of emails by councillors to all other councillors. A copy of the report is attached.
- 1.2 During the course of the Standards Committee's discussions, a consensus emerged that there was no need for further regulation. It was felt that emails sent to all councillors had caused very few problems in the full period of time in which electronic mail had been available at the Council.
- 1.3 The Standards Committee therefore resolved to recommend to this Committee that there was no need for further action.

**2.0 Proposal Details**

- 2.1 The Committee is asked to consider the recommendation of the Standards Committee.

**3.0 Details of Consultation**

- 3.1 The matter was referred initially to the Standards Committee as the member body responsible for advising on standards of conduct. There has been no other consultation.

**4.0 Options and Options Analysis (including risk assessment)**

- 4.1 Whilst the Committee is recommended to follow the recommendation of the Standards Committee, it would be open to it to accept any of the options set out in the original report.

**5.0 Conclusion**

5.1 The Committee is asked to consider the recommendation of the Standards Committee.

**CONCLUSION OF IMPACT ASSESSMENT**

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

None directly arising from this report.

**LEGAL IMPLICATIONS**

None directly arising from this report.

**FINANCIAL IMPLICATIONS**

There are no financial implications arising from the Standards Committee's recommendation. Options 1 or 2 would involve minimal resource implications.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None

**Information Services:**

None

**Property:**

None

**Open Spaces:**

None

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

The initial report was prepared by the Monitoring Officer in her capacity as adviser to the Standards Committee.

**BACKGROUND PAPERS**

None

**Contact Officer:** Mrs S Taylor

**Telephone:** 01524 582025

**E-mail:** STaylor@lancaster.gov.uk

**Ref:**

**STANDARDS COMMITTEE**

**Protocol on Emails sent to all Councillors  
20th January 2011**

**Report of the Monitoring Officer**

**PURPOSE OF REPORT**

To seek the Committee's views as to whether any action needs to be taken or guidelines set out to limit the sending of emails by councillors to all other councillors.

**This report is public**

**RECOMMENDATIONS**

- (1) The views of the Committee are sought, which would then be forwarded as recommendations to the Council Business Committee.**

**1.0 Introduction**

- 1.1 Members of the Committee may recall that complaint 1/2010 related to emails sent by a Councillor, which he copied to all other councillors. During the course of the investigation and hearing process, the Councillor continued to copy all councillors into a number of emails, and the Monitoring Officer received a complaint from a Member about the practice.
- 1.2 The complainant stated, "I do feel that flooding every councillor's email box with letters that are not applicable to them in any way, shape or form seems as though it puts unnecessary pressure on other councillors with their email reading. I do understand that LCC employees have restrictions about what can be emailed to full council (ie all employees). Therefore, to see what would need to be done for the same rules applying to councillors in terms of list emails needing to be for announcements, what would be the procedure? I am hearing complaints from other councillors about receiving these inappropriate emails that have nothing to do with them."
- 1.3 There is currently in the Outlook Address List, an address "all councillors" which is available for any internal user to send emails to all members of the Council.
- 1.4 There is also a distribution group "all internal users" which covers all officers, but not members. However, this is not included in the Outlook Address List, so the full address has to be typed in, and in practice this is known to and available to only a limited number of officers in Information Services and

Communications, who may need to pass urgent messages to all officers. There is no written protocol as to the use of the “all internal users” address; but in practice it is rarely used except for matters of great importance or urgency.

- 1.5 In responding to the complaint, the Monitoring Officer advised that it was not appropriate for officers to dictate which members are sent emails by other members, and that officers assumed that members would be reasonable and sensible in the way they used email. However, the matter could be considered by the Standards Committee if there was a feeling among members that a protocol was required.
- 1.6 The complainant responded, “I do entirely agree that it is a reasonable presumption that councillors will be sensible in their usage of email, particularly email lists. However, it unfortunately does not seem as though this is not entirely true anymore, particularly over the past year or so. As I stated in my previous email, I am hearing complaints from other councillors about getting faster-filling email boxes due to 'junk' coming through the full council email lists. I understand that email lists can be extremely convenient if an announcement needs to be made, eg a meeting time/place assembly or change. However, it does not seem as though all councillors are using their best judgement prior to emailing the full council list and therefore it may be something that requires the examination of the Standards Committee. If you feel that it is appropriate, I do wish to submit a formal request for the Standards Committee to consider any possible guidelines or recommendations for the usage of email lists/groups. Perhaps a similar set of guidelines to those imposed on LCC employees for their email usage/habits should be extended to council members.”
- 1.7 The views of the Committee are therefore being sought.

## **2.0 Proposal Details**

- 2.1 The “all councillors” email address does make it easy to send and copy emails to all members, and the Committee may feel that it would be appropriate to withdraw the address from the Outlook Address List, and make it only available to officers in Governance who have a routine need to circulate information to all members. This is one approach which the Committee may wish to consider.
- 2.2 However, it would still be possible for emails to be sent to all or a number of members by entering the appropriate email address for each. In particular, members of the public may wish to contact all or a number of councillors by email about a particular issue. Once an email has been sent in this way, it is very easy for a member to “reply to all”, so that the reply is sent to the whole of the original circulation list. This means that removing the “all councillors” email address may not be a complete solution to the problem. Most members will be proficient in emailing, but in any training provided for new members, it would be possible to stress the need to be selective in who a reply is sent to. If the Committee does not consider that this would be sufficient, guidance could be included in future versions of the Members’ Computer Usage and Policy document.
- 2.3 However, Members may consider that the problem is not sufficiently serious to merit any action and that it would be better simply to rely on the

reasonableness and good sense of members in dealing with emails.

**3.0 Details of Consultation**

3.1 There has been no consultation.

**4.0 Options and Options Analysis (including risk assessment)**

	<b>Option 1:</b> Remove “all councillors” from Outlook Address list	<b>Option 2:</b> Provide training and or written guidelines on emailing	<b>Option 3:</b> Take no action
Advantages	May reduce number of internal emails	May promote more responsible email usage	Allows members to be reasonable and use their own judgment
Disadvantages	Inconvenient for officers and members who might genuinely need to contact all members	Does not allow members to use their own judgment	
Risks	Other means of emailing all councillors are available	As above, guidelines might be too prescriptive	May not reduce the number of unwelcome emails

If the Committee felt that some action was necessary, this could be either option 1 or option 2, or both.

**5.0 Conclusion**

5.1 The Committee’s views are sought, and will be passed on to the Council Business Committee.

<p><b>CONCLUSION OF IMPACT ASSESSMENT</b>  <b>(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b></p> <p>None directly arising from this report.</p>
<p><b>LEGAL IMPLICATIONS</b></p> <p>None directly arising from this report.</p>
<p><b>FINANCIAL IMPLICATIONS</b></p> <p>There would be minimal resource implications in taking the action set out in options 1 or 2.</p>

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None

**Information Services:**

None

**Property:**

None

**Open Spaces:**

None

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

The report has been prepared by the Monitoring Officer in her capacity as the adviser to the Committee

**BACKGROUND PAPERS**

None

**Contact Officer:** Mrs S Taylor

**Telephone:** 01524 582025

**E-mail:** STaylor@lancaster.gov.uk

**Ref:**



**COUNCIL BUSINESS COMMITTEE****Overview and Scrutiny Committee Terms of Reference  
17 March 2011****Report of the Chief Executive****PURPOSE OF REPORT**

This is a further report requested by the Committee to provide details of revised draft terms of reference for the Overview and Scrutiny Committee.

**This report is public.**

**RECOMMENDATIONS**

- (1) That the Committee recommends to Council that the terms of reference for the Overview and Scrutiny Committee be revised as detailed in Appendix B from next Municipal year (2011/12) to incorporate the necessary scrutiny work previously undertaken by the Budget and Performance Panel and provide a mechanism for engaging with Members of the County Council on locality working.
- (2) That the Committee recommends to Council that the Budget and Performance Panel be stood down at the end of this municipal year (2010/11).

**1.0 Introduction**

- 1.1 Members will recall that a report was considered at the Committee meeting on 13 January 2011 regarding the future of the Council's two Overview and Scrutiny bodies, the Overview and Scrutiny Committee and Budget and Performance Panel. In summary, the report proposed changes to the terms of reference of the Overview and Scrutiny Committee to provide a mechanism for engaging with County Council Members on locality working and to incorporate the necessary scrutiny work currently undertaken by the Budget and Performance Panel, allowing that Panel to be stood down. The original report is appended in full for ease of reference at Appendix A.
- 1.2 Members expressed concern over the workload that the Overview and Scrutiny Committee would be presented with, and the lengthy meetings that might ensue, and the need to review the size of the Committee, and asked that a further report be presented to this meeting, containing more detail of the proposed changes to the terms of reference of the Overview and Scrutiny Committee. This report has been produced in line with that request and the

proposed terms of reference are detailed at Appendix B. Amendments have been tracked and will show up in red onscreen.

- 1.3 The size of the newly constituted Overview and Scrutiny Committee would be a matter for Council, and it would be open to this Committee to make recommendations on size. There is no reason why the size of the Committee should not be increased to enable an appropriate number of members to be involved in the scrutiny process. However, Members may wish to consider the effect that significantly increasing the size might have on the length of debate and overall length of meetings.
- 1.4 The Budget and Performance Panel has met on six occasions to date during the current municipal year. Whilst in no way underestimating the value of the work of the Panel, officers are of the view that, if it were merged with the Overview and Scrutiny Committee, it would be possible to streamline the workloads without the need to add an equivalent number of meetings or to replicate the time spent on the Panel's business.

**2.0 Proposal Details**

- 2.1 The proposal, options, options analysis and conclusion remain as detailed in the original report.

**CONCLUSION OF IMPACT ASSESSMENT**

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

None.

**LEGAL IMPLICATIONS**

It is a requirement of Part 2, Section 21 of the Local Government Act 2000 that every Council operating Executive arrangements should have at least one Overview and Scrutiny (O&S) Committee. Beyond that, the particular arrangements for the Overview and Scrutiny function are left to the individual Council.

**FINANCIAL IMPLICATIONS**

A Special Responsibility Allowance (currently £3,315) is available for chairing the Budget and Performance Panel. When the Independent Remuneration Panel met in January, it was aware of the proposal to merge the Panel with the Overview and Scrutiny Committee, and recommended that, in that event, the Vice-Chair of the reconstituted committee should receive a special responsibility allowance equivalent to that of the current Chair of Budget and performance Panel. There may be a small saving on refreshments and rooms, etc, from reducing the overall number of meetings if the Panel were to be stood down,. However it may be that any savings would be off set by the need for longer, or more frequent, Overview and Scrutiny Committee meetings.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None.

**Information Services:**

None.

**Property:**

None.

**Open Spaces:**

None.

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

**Contact Officer:** Debbie Chambers  
**Telephone:** 01524 582057  
**E-mail:** dchambers@lancaster.gov.uk  
**Ref:**

<b>COUNCIL BUSINESS COMMITTEE</b>
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**Budget and Performance Panel and the Overview and  
Scrutiny Committee Terms of Reference  
13 January 2011**

**Report of the Chief Executive**

<b>PURPOSE OF REPORT</b>
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Members are asked to consider the future of the Budget and Performance Panel and the terms of reference for the Overview and Scrutiny Committee.
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<b>This report is public.</b>
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**RECOMMENDATIONS**

- (1) That the Committee recommends to Council that the Budget and Performance Panel be stood down at the end of this municipal year (2010/11).
- (2) That the Committee recommends to Council that the terms of reference for the Overview and Scrutiny Committee be revised from next Municipal year (2011/12) to incorporate the necessary scrutiny work previously undertaken by the Budget and Performance Panel and provide a mechanism for engaging with Members of the County Council on locality working.

**1.0 Introduction**

- 1.1 It is a requirement of Part 2, Section 21 of the Local Government Act 2000 that every Council operating Executive arrangements should have at least one Overview and Scrutiny (O&S) Committee. The role of O&S includes developing and reviewing policy, holding the executive to account and scrutinising the effectiveness of the Council's partnership arrangements.
- 1.2 In line with this requirement, the Council currently has two bodies carrying out the O&S function, the O&S Committee and the Budget and Performance (B&P) Panel. The full terms of reference for both bodies are given for information at Appendix 1 however, in general terms, the O&S Committee has overall responsibility for all O&S functions on behalf of the Council and delegates the following specific areas to the B&P Panel:
  - scrutinising the Council's budget and target setting process, its management of resources and the performance of the Council's major partnerships

- reviewing how well Council services are performing, how well the Council secures value for money and how effective the Council's performance management arrangements are in relation to partnership working.

1.3 This report requests that the Committee consider whether the Council's O&S function could be streamlined and improved by reviewing the terms of reference of the O&S Committee.

## 2.0 Proposal Details

2.1 There are two issues for Members to consider.

2.2 Firstly, Members are asked to consider reviewing the terms of reference of the O&S Committee to bring the necessary work of the B&P Panel, reviewing and scrutinising the Council's partnerships and scrutinising the Council's budget process and the performances of services, within the remit of the O&S Committee. This would allow the B&P Panel to be stood down.

2.3 To ensure that the necessary work previously undertaken by B&P continues, officers currently producing reports for B&P would be advised to inform of their timetable for reporting regular and outstanding budget and performance items. Democratic Support Officers will then incorporate these into the O&S Committee's annual work programme.

2.3 Secondly, now that the Lancashire Local – Lancaster District Joint Committee has been disestablished, there is no dedicated mechanism for locality working between the County and City Council. Extending the remit of the O&S Committee to provide a process for this would seem to be one way forward to improve integrated joint working without adding bureaucracy or unnecessary meetings. It is proposed that this would be addressed by way of a standing item on the agenda at each O&S Committee meeting. Reports could be placed on the agenda at the request of County or City Councillors for joint discussion, and County Councillors representing Lancaster District would in accordance with Rule 15(a) of the overview and Scrutiny Procedure Rules be invited to attend whenever an there was an item for consideration.

## 3.0 Details of Consultation

3.1 No consultation has taken place.

## 4.0 Options and Options Analysis (including risk assessment)

	<p><b>Option 1:</b> To amend the terms of reference for the O&amp;S Committee to include the necessary work of the B&amp;P Panel and locality working with the County Council.</p>	<p><b>Option 2:</b> Not to amend the terms of reference for the O&amp;S Committee at all.</p>	<p><b>Option 3:</b> The Committee may choose to make alternative recommendations to Council regarding the future of the B&amp;P Panel and the terms of reference of the O&amp;S Committee. The advantages, disadvantages and risks</p>
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			of any such recommendations would be assessed and included in the report to Council.
Advantages	<p>Potential cost saving by disestablishing the B&amp;P Panel (Members' SRA, room bookings, officer support and refreshments, etc). This would be offset by potentially longer or more frequent O&amp;S meetings.</p> <p>Opportunity for closer joint working on service delivery and other issues with the County Council.</p>	<p>Reduces unnecessary meetings. At the time of drafting this report, two of the last five B&amp;P Panel meetings had been cancelled due to lack of business.</p>	
Dis-advantages	<p>Future O&amp;S meetings likely to be of a longer duration.</p>	<p>Opportunity for joint locality working for City and County Council Members not addressed.</p>	
Risks		<p>There is an increasing pressure to work collaboratively to maintain key services with diminishing resources. If locality working for members is not enabled at all, there is a risk that opportunities to maintain services might be missed.</p>	

**5.0 Conclusion**

5.1 It is suggested that amending the terms of reference of the O&S Committee in the way proposed in option 1 would extend the Committee's usefulness in the current economic climate and its relevance for elected members. It is vital, however, that Members continue to carry out close scrutiny of the Council's partnerships, the budget process and the performances of services. The Committee is asked to consider recommending to Council that, with careful

work planning, this can be done without the need for a separate Panel.

**CONCLUSION OF IMPACT ASSESSMENT**

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

None.

**LEGAL IMPLICATIONS**

It is a requirement of Part 2, Section 21 of the Local Government Act 2000 that every Council operating Executive arrangements should have at least one Overview and Scrutiny (O&S) Committee. Beyond that, the particular arrangements for the Overview and Scrutiny function are left to the individual Council.

**FINANCIAL IMPLICATIONS**

A Special Responsibility Allowance (currently £3,315) is available for chairing the Budget and Performance Panel. If the Panel were to be stood down, this would offer a saving. There may be a small saving on refreshments and rooms, etc, from reducing the overall number of meetings if the Panel were to be stood down, however it is likely that any savings would be off set by the need for longer, or more frequent, Overview and Scrutiny Committee meetings.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None.

**Information Services:**

None.

**Property:**

None.

**Open Spaces:**

None.

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

**Contact Officer:** Debbie Chambers  
**Telephone:** 01524 582057  
**E-mail:** dchambers@lancaster.gov.uk  
**Ref:**

***(EXTRACTED FROM PART 3, SECTION 12 OF THE COUNCIL'S CONSTITUTION)***

**OVERVIEW AND SCRUTINY COMMITTEE**

**Composition:** 9 Members of the Council on a PR basis, (other than Cabinet Members). The Chairman of the Overview and Scrutiny Committee will be appointed by Council. Only Non-Cabinet Councillors will be entitled to vote for Overview and Scrutiny Committee appointments. The Chairman and Vice-Chairman shall not be members of the largest political group with seats on Cabinet. Changes can be made by Council during the course of the year.

**Terms of Reference**

- 12.1 The Overview and Scrutiny Committee has overall responsibility for the performance of all Overview and Scrutiny functions (under Local Government Act 2000) on behalf of the Council and ensuring its effectiveness.
- 12.2 To consider and call in decisions relating to the discharge of Cabinet functions before those are put into effect. The Overview and Scrutiny Committee can ask the Cabinet to reconsider any such decision (or, exceptionally, refer it to Council).
- 12.3 To consider decisions relating to the discharge of the Cabinet functions after they are put into effect.
- 12.4 To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions (before they are taken by the Cabinet).
- 12.5 To conduct reviews of policy, services and aspects of services where there is an identifiable need, by itself or through setting up a Task Group.
- 12.6 To make suggestions on the development of policies and suggest new policies where appropriate.
- 12.7 To work with or appoint representatives to work with other local authorities and organisations to carry out joint scrutiny
- 12.8 To assist the Cabinet in the development of the Budget and Policy Framework.
- 12.9 To receive and consider recommendations from the Area Forums on issues requiring scrutiny and, where appropriate, establishing Task Groups, or referring to the Budget and Performance Panel, topics for scrutiny.
- 12.10 To receive and consider the Cabinet's work in response to external inspection and review reports. The Committee may refer a particular external review or inspection to the Budget and Performance Panel or Task Group for consideration.
- 12.11 To create Task Groups and set their Terms of Reference, in order to fulfil the Overview and Scrutiny requirements of the authority and the annual Overview and Scrutiny Work Programme.
- 12.12 To receive reports, presentations and updates in order to scrutinise the Cabinet's priorities for and its performance in the year.



- 12.13 To review and scrutinise the performance of the Cabinet, Cabinet Committees and appropriate Officers both in relation to individual decisions and over time.
- 12.14 To approve an annual Overview and Scrutiny Work Programme, including the power to request and receive the Work Programme of the Budget and Performance Panel and Task Groups it appoints so as to ensure that their time is effectively and efficiently utilised and that the potential for duplication of effort is minimised.
- 12.15 To produce a unified annual report for the whole scrutiny process, with sections provided by the Budget and Performance Panel and each of the Task Groups.
- 12.16 To allocate money from approved Overview and Scrutiny budgets for its own use, and upon request to the Budget and Performance Panel and Task Groups to support them in meeting their objectives and further the Overview and Scrutiny work programme and development.
- 12.17 To consider matters arising from a Councillor Call for Action (CCfA) under Section 119 of the Local Government and Public Involvement in Health Act 2007 and Regulations thereunder.
- 12.18 To undertake the functions of the Council's crime and disorder committee for the purposes of Section 19 of the Police and Justice Act, including consideration of a CCfA relating to crime and disorder matters.

***(EXTRACTED FROM PART 3, SECTION 13 OF THE COUNCIL'S CONSTITUTION)***

**BUDGET AND PERFORMANCE PANEL**

**Composition:** 9 Members of the Council on a PR basis, (other than Cabinet Members), including at least one Member of the Overview and Scrutiny Committee. Only Non-Cabinet Councillors entitled to vote for Budget and Performance Panel appointments. The Chairman of Budget and Performance Panel will be appointed by Council. The Chairman and Vice-Chairman shall not be members of the largest political group with seats on Cabinet. Changes can be made by Council during the course of the year.

**Terms of Reference**

- 13.1 To scrutinise the Council's arrangements and performance in relation to financial planning, including budget / target setting. e.g. items within the Budget Framework including :
  - reviewing the effectiveness of the budget setting process,
  - contents of the Medium Term Financial Strategy and
  - Capital Investment Strategy and
  - financial targets in the Corporate Plan.
- 13.2 To review the management of resources by scrutinising the Council's financial performance in year against agreed budgets or other targets. e.g.

- capital and revenue spending against approved budgets,
  - specific activities including treasury management, generation of revenue and capital income targets and
  - monitoring of financial savings/efficiency targets (MTFS/Gershon).
- 13.3 To monitor and review by exception reporting within the PRTs the performance of the Council's services and contractual arrangements in delivering specific strategic and operational objectives and outcomes. e.g.
- receive Performance Review Team reports,
  - monitor the delivery and effectiveness of Service Level Agreement targets,
  - assess performance against key performance indicators and benchmarks,
  - assess whether services are delivering their expected outcomes.
- 13.4 To review the effectiveness of the Council's overall performance management arrangements in relation to partnership working and to scrutinise the performance of the Council's major partnerships.
- 13.5 To scrutinise the Council's policies and procedures and other supporting arrangements for securing value for money (i.e. economy, efficiency, effectiveness) e.g.
- value for money strategy,
  - procurement practices,
  - income management and collection arrangements,
  - asset management practices
  - insurance arrangements.
- 13.6 To consider risk management issues in reviewing and scrutinising performance.
- 13.7 To make recommendations as appropriate in respect of the above.

**OVERVIEW AND SCRUTINY COMMITTEE****Terms of Reference**

- (1) The Overview and Scrutiny Committee has overall responsibility for the performance of all Overview and Scrutiny functions (under Local Government Act 2000) on behalf of the Council and ensuring its effectiveness.
- (2) To consider and call in decisions relating to the discharge of Cabinet functions before those are put into effect. The Overview and Scrutiny Committee can ask the Cabinet to reconsider any such decision (or, exceptionally, refer it to Council).
- (3) To consider decisions relating to the discharge of the Cabinet functions after they are put into effect.
- (4) To consider the Forward Plan and comment as appropriate to the decision-maker on Key Decisions (before they are taken by the Cabinet).
- (5) To conduct reviews of policy, services and aspects of services where there is an identifiable need, by itself or through setting up a Task Group.
- (6) To make suggestions on the development of policies and suggest new policies where appropriate.
- (7) To work with or appoint representatives to work with other local authorities and organisations to carry out joint scrutiny.
- (8) To gain an overview of and scrutinise issues of mutual interest pertaining to the Lancaster District with Members of the County Council as and when appropriate. To be effected by way of a standing item of business entitled "locality working".
- (9) To assist the Cabinet in the development of the Budget and Policy Framework.
- (10) To scrutinise the Council's arrangements and performance in relation to treasury management and financial planning, including budget / target setting. e.g. items within the Budget Framework.
- (11) To review the management of resources by scrutinising the Council's financial performance in year against agreed budgets or other targets.
- (12) To monitor and review by exception reporting within the PRTs the performance of the Council's services and contractual arrangements in delivering specific strategic and operational objectives and outcomes.
- (13) To review the effectiveness of the Council's overall performance management arrangements in relation to partnership working and to scrutinise the performance of the Council's major partnerships.
- (14) To scrutinise the Council's policies and procedures and other supporting arrangements for securing value for money (i.e. economy, efficiency, effectiveness).
- (15) To consider risk management issues in reviewing and scrutinising performance.

- (16) To make recommendations as appropriate in respect of (9)-(14) above.
- (17) To receive and consider recommendations from the Area Forums on issues requiring scrutiny and, where appropriate, establishing Task Groups for scrutiny.
- (18) To receive and consider the Cabinet's work in response to external inspection and review reports. The Committee may refer a particular external review or inspection to a Task Group for consideration.
- (19) To create Task Groups and set their Terms of Reference, in order to fulfil the Overview and Scrutiny requirements of the authority and the annual Overview and Scrutiny Work Programme.
- (20) To receive reports, presentations and updates in order to scrutinise the Cabinet's priorities for and its performance in the year.
- (21) To review and scrutinise the performance of the Cabinet, Cabinet Committees and appropriate Officers both in relation to individual decisions and over time.
- (22) To approve an annual Overview and Scrutiny Work Programme.
- (23) To produce a unified annual report for the whole scrutiny process, with sections provided by each of the Task Groups.
- (24) To allocate money from approved Overview and Scrutiny budgets for its own use, and upon request to Task Groups to support them in meeting their objectives and further the Overview and Scrutiny work programme and development.
- (25) To consider matters arising from a Councillor Call for Action (CCfA) under Section 119 of the Local Government and Public Involvement in Health Act 2007 and Regulations thereunder.
- (26) To undertake the functions of the Council's crime and disorder committee for the purposes of Section 19 of the Police and Justice Act, including consideration of a CCfA relating to crime and disorder matters.

**COUNCIL BUSINESS COMMITTEE****PROPOSED COUNCILLORS' INDUCTION  
PROGRAMME  
17<sup>th</sup> MARCH 2011****Report of Head of Governance****PURPOSE OF REPORT**

To endorse the proposed induction arrangements for new and re-elected Councillors after the May 2011 Local Elections.

**This report is public**

**RECOMMENDATION**

**That Council Business Committee approves the proposed induction arrangements for new and re-elected Members as set out in this report.**

**1.0 Introduction**

1.1 Democratic Services have produced an induction programme for new and re-elected Councillors which will function both as an introduction to the Council for new Members, and a refresher for experienced Councillors.

1.2 Comprised of training, events, and an information handbook, the programme (available at Appendix 1) will quickly help new Councillors settle into their new roles, and the main parts are briefly summarised below.

**1.3 Members' Packs**

Each Member will receive a pack with useful information and forms to complete, and these have been tailored for new and re-elected Councillors alike. Packs will contain the following:

- *Induction Programme of Events;*
- *Members Handbook;*
- *Code of Conduct;*
- *Form for Members Records and Personal Details;*
- *Form for Registration of Interests;*
- *Parking Letter;*
- *Parking Maps;*
- *Parking Permit Application Form;*
- *Form for Bank Details;*
- *Committee timetable;*
- *Members' Laptop and Computer Usage Policy;*
- *Members Allowance Scheme – Procedure Note.*

1.4 Members' Handbook

Each Councillor will receive a copy of the Members' Handbook. The Handbook contains information on the political structure of the Council, role of a Councillor, the support they will receive, Council services, Town Hall opening hours, car parking, allowances, and much more.

The Handbook also includes a comprehensive telephone directory of internal and external contacts.

1.5 Acceptance of Office

Five Acceptance of Office sessions have been arranged with the Chief Executive; all Councillors must sign the declaration of office and acceptance of the Code of Conduct before they can take up their duties.

1.6 Induction Sessions

Two induction sessions will be held shortly after the election to welcome new Members to the Council and act as a refresher for re-elected Councillors.

There will be presentations on the Council's political structure and Corporate Plan, support for Members, procedure at meetings, Code of Conduct, and the experiences of a Councillor who was elected to office at the previous local election of 2007. In addition, each operational Service of the Council will be asked to set up a stall to showcase their work. A copy of the provisional agenda is set out in Appendix 2.

**2.0 Options and Options Analysis (including risk assessment)**

2.1 An induction programme is considered to be essential, and it is felt that the proposed programme will provide an appropriate introduction and refresher for new and re-elected members respectively. However, it is open to this Committee to make amendments to the proposed programme.

**3.0 Conclusion**

Members are recommended to endorse the proposed induction arrangements for new and re-elected Councillors.

**CONCLUSION OF IMPACT ASSESSMENT**

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

The recommendation in this report supports the Council's agreed priority of retaining NWE0 Member Development Charter Level 1 status, which is to undergo re-assessment in 2011.

**LEGAL IMPLICATIONS**

Legal Services have been consulted and there are no legal implications arising directly from this report.

**FINANCIAL IMPLICATIONS**

The costs of the induction programme will be met from the Members Training budget for 2011/12 of £14,800.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

Not applicable.

**Information Services:**

Information Services to install and offer training on the use of laptop computers for elected Members following the local election.

**Property:**

Not applicable.

**Open Spaces:**

Not applicable.

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

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

**BACKGROUND PAPERS**

No background papers.

**Contact Officer:** Peter Baines, Senior Democratic Support Officer

**Telephone:** 01524 582074

**E-mail:** pbaines@lancaster.gov.uk

**Ref:**

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**Induction Schedule 2011**

**May 2011**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Tues 10 <sup>th</sup> May	10.00 - 12.00pm	Signing Declaration Session	Lancaster Town Hall
Tues 10 <sup>th</sup> May	2.00 - 4.00pm	Signing Declaration Session	Lancaster Town Hall
Tues 10 <sup>th</sup> May	5.30 - 8.30 pm	Induction Evening	Lancaster Town Hall
Wed 11 <sup>th</sup> May	10.00 -12.00pm	Signing Declaration Session	Morecambe Town Hall
Wed 11 <sup>th</sup> May	2.00 - 4.00pm	Signing Declaration Session	Morecambe Town Hall
Thurs 12 <sup>th</sup> May	11.00 – 2.00pm	Induction Day	Morecambe Town Hall
Thurs 12 <sup>th</sup> May	4.00-6.00pm	Signing Declaration Session	Lancaster Town Hall
Mon 16 <sup>th</sup> May	2.00pm	Code of Conduct	Lancaster Town Hall
Wed 18 <sup>th</sup> May	5.30pm	Code of Conduct	Morecambe Town Hall
Fri 20 <sup>th</sup> May	12.00 noon	ANNUAL COUNCIL: MAYOR MAKING	Lancaster Town Hall
Mon 23 <sup>rd</sup> May	6.00pm	BUSINESS COUNCIL	Morecambe Town Hall
Tues 24 <sup>th</sup>	10.00am	Code of Conduct	Lancaster Town Hall
Wed 25 <sup>th</sup> May	11.00am	Licensing Regulatory Committee Training	Lancaster Town Hall
Thurs 26 <sup>th</sup> May	11.00am	Licensing Act Committee Training	Lancaster Town Hall

**June 2011**

Wed 1 <sup>st</sup> June	2.00pm	Code of Conduct	Morecambe Town Hall
Thurs 2 <sup>nd</sup> June	2.00pm	Planning Committee Training	Lancaster Town Hall
Fri 3 <sup>rd</sup> June	10.00am	Planning Committee Training	Morecambe Town Hall
Mon 6 <sup>th</sup> June	2.00pm	Standards Committee Training	Lancaster Town Hall
Wed 8 <sup>th</sup> June	6.00pm	Code of Conduct for Parishes	Lancaster Town Hall
Wed 8 <sup>th</sup> June	10.00am	Community Cohesion Session	Lancaster Town Hall
Thurs 9 <sup>th</sup> June	10:00am	Finance and Treasury Management	Lancaster Town Hall
Friday 10 <sup>th</sup> June	10.30am	Personnel Committee Training	Lancaster Town Hall
Tues 14 <sup>th</sup> June	2.00pm	Decision Making Process	Lancaster Town Hall
Wed 22 <sup>nd</sup> June	TBC	Community Cohesion Session	Morecambe Town Hall

**July 2011**

Fri 8 <sup>th</sup> July	TBC	Overview and Scrutiny Training	County Hall, Preston
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## Induction Session

**Lancaster Town Hall**  
**Tuesday 10<sup>th</sup> May 2011**  
**5:00 – 7:45pm**

<b>5:00</b>	<p><b>Service Stalls and Sandwiches</b></p> <p>Members are encouraged to visit a number of stalls which have been set up to give information on how services are being delivered, and how Councillors can get involved.</p> <p>Senior officers from each Service will be on hand to meet you and provide information on their work.</p> <p>Sandwiches will be served.</p>	
<b>5:55</b>	<p><b>Welcome and Introductions</b></p>	<p><b>Mark Cullinan, Chief Executive</b></p>
<b>6:00</b>	<p><b>Political Management Structure and Council Priorities 2011/12</b></p> <p>The Chief Executive will give a short presentation on the Council's decision-making structure and priorities for the year ahead.</p>	<p><b>Mark Cullinan, Chief Executive</b></p>
<b>6:20</b>	<p><b>Training and Support for Members</b></p> <p>The Democratic Services Manager will set out the support available for Councillors, including Personal Development Plans, training opportunities, and support.</p>	<p><b>Debbie Chambers, Democratic Services Manager</b></p>
<b>6:30</b>	<p><b>My Experience as a New Councillor</b></p> <p>An as yet undetermined Councillor will share his / her experiences following election to the Council in 2007.</p>	<p><b>Councillor TBC</b></p>

## Induction Session

**Lancaster Town Hall  
Tuesday 10<sup>th</sup> May 2011  
5:00 – 7:45pm**

<b>6:40</b>	<p><b>Meetings Protocol and Constitution Matters</b></p> <p>The Head of Governance will discuss the Council's meetings protocol, Code of Conduct, and important points of the Constitution.</p>	<b>Sarah Taylor, Head of Governance</b>
<b>6:55</b>	<b>BREAK FOR REFRESHMENTS</b>	
<b>7:00</b>	<p><b>Committee Tasters</b></p> <p>A brief overview will be given of the following Committees which Members may wish to consider joining:</p> <ul style="list-style-type: none"> <li>i. Overview and Scrutiny Committee;</li> <li>ii. Planning Regulatory Committee;</li> <li>iii. Licensing Regulatory Committee;</li> <li>iv. Licensing Act Committee</li> </ul>	<p>Stephen Metcalfe Andrew Dobson Sarah Taylor Sarah Taylor</p>
<b>7:45</b>	<b>End</b>	