



**Committee:** COUNCIL BUSINESS COMMITTEE

**Date:** WEDNESDAY, 30 MARCH 2011

**Venue:** LANCASTER 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 (previously circulated).

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

4. **Declarations of Interest**

5. **Protocol on E-mails 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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