



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 13 SEPTEMBER 2012

Venue: MORECAMBE TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Appointment of Vice-Chairman**

To appoint a Vice-Chairman for the 2012/13 municipal year.

3. **Minutes**

Minutes of meeting held on 26th April 2012 (previously circulated).

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

5. **Declarations of Interest**

To receive declarations by members of interests in respect of items on this agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code Of Conduct, members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

6. **Member Development Strategy 2012/13** (Pages 1 - 10)

Report of the Democratic Services Manager.

7. **Electoral Review - Warding Patterns** (Pages 11 - 18)

Report of the Democratic Services Manager.

8. **Public Speaking at Council Meetings** (Pages 19 - 24)

Report of the Democratic Services Manager.

9. **Special Council 2012** (Pages 25 - 27)

Report of the Democratic Services Manager.

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

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Richard Newman-Thompson (Chairman), June Ashworth, Melanie Forrest, Janet Hall, Roger Mace, Vikki Price and Sylvia Rogerson

(ii) Substitute Membership

Councillors Tony Anderson (Substitute), Tim Hamilton-Cox (Substitute), Geoff Knight (Substitute), Jane Parkinson (Substitute), Ian Pattison (Substitute) and Emma Smith (Substitute)

(iii) Queries regarding this Agenda

Please contact Peter Baines, Democratic Services - 01524 582074, or email pbaines@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 5th September 2012.

COUNCIL BUSINESS COMMITTEE

MEMBER DEVELOPMENT STRATEGY REVIEW

13th SEPTEMBER 2012

Report of the Democratic Services Manager

PURPOSE OF REPORT

To agree a revised Member Development Strategy
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This report is public

RECOMMENDATIONS

- (1) That Council Business Committee consider the draft Member Development Strategy for 2012/13, and refer the approved document to be endorsed at Council.

1.0 Introduction

- 1.1 Council Business Committee is asked to agree an updated version of the Member Development Strategy on an annual basis. This is to ensure that member development work is focussed on current Corporate Plan objectives and meets the needs of members.

- 1.2 The 2012/13 draft is appended to this report.

2.0 Details

- 2.1 The new Corporate Plan maintains a clear emphasis on community leadership, and commits the Council to delivering an:

...increased number of Councillors undertaking training/development in community leadership

- 2.2 This objective is a key priority of the new Member Development Strategy. There have been some disappointing attendance figures at member briefing events during the last year, and the strategy aims to encourage greater participation over the course of 2012/13.

- 2.3 Increasing participation in member development will be crucial to retaining the North West Employers Organisation's (NWEO) Member Development Charter, which is currently held at Level 1 and is due for re-assessment.

At a recent meeting, Council Business Committee agreed that the council should try to retain the Charter at Level One. To be successful, the council will need to demonstrate compliance with the following six points:

- i. continued commitment to member development demonstrated at all levels across the council;
- ii. an established member development strategy to support organisational needs and overall strategy;
- iii. clarity of subject area and methods of delivery based on member needs assessments;
- iv. 75% of members having completed a personal development plan;
- v. clear communication strategy which supports member development;
- vi. a method of evaluating learning and development activities and continuous improvement.

Whilst these requirements are already largely met, members will have an important role to play in the review process. The NWEO assessors will be looking for all members to demonstrate their knowledge of the Member Development Strategy and their enthusiasm and commitment to Member Development. With this in mind, it is recommended that the Committee recommend the revised Member Development Strategy to full Council for endorsement to bring the Strategy, and the Charter review process, to the attention of all Councillors.

3.0 Conclusion

- 3.1 The revised Member Development Strategy contributes to corporate priorities by targeting an increased number of councillors participating in community leadership training. Members are reminded that this is a key document for the Charter Level One review process and are asked to consider the attached draft for approval and recommend it to Council for endorsement.

CONCLUSION OF IMPACT ASSESSMENT

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

None arising from this report.

FINANCIAL IMPLICATIONS

None arising from this report. The funding for training events will be met from the Member Development Training budget for 2012/13 of £10,500.

SECTION 151 OFFICER'S COMMENTS

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

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

None

Contact Officer: Mr P Baines

Telephone: 01524 582074

E-mail: PBaines@lancaster.gov.uk



LANCASTER CITY COUNCIL
Promoting City, Coast & Countryside

Lancaster City Council Member Development Strategy 2012/13

Introduction from the Chairman

This strategy sets out the council's member development priorities for the coming year, based on the Corporate Plan and feedback from councillors.

Members face a continuing challenge to provide quality services in a period of sustained austerity, and this document is designed to ensure that the right kind of training and support is in place.

Reviewed on an annual basis by the Council Business Committee, this year's strategy builds on the previous version by maintaining a strong focus on community leadership. In addition, it contains a commitment to review the council's Member Development Charter award.

The Corporate Plan sets out the council's priorities and informs much of the member training work which takes place throughout the year. Alongside community leadership, this year's Corporate Plan identifies the following themes as key priorities for the coming year:

- economic growth;
- health and wellbeing; and
- clean, green and safe places.

Democratic Services will ensure that each of these themes is reflected in a rolling training programme. This work will also be informed by councillors' feedback and will take in external support from the *Keep It REAL (Responsive, Efficient, Accountable, and Local)* programme, being delivered by the Local Government Association.

Richard Newman-Thompson
Chairman, Council Business Committee

Objectives

This year's strategy has five objectives:

1. **To provide support on the relevant themes of the Corporate Plan, with a particular focus on community leadership**
2. **To complete a successful review of the council's Member Development Charter**
3. **To contribute toward improved IT facilities for elected members**
4. **To hold high quality training sessions in partnership with neighbouring authorities**
5. **To run an effective internal training programme**

1. To provide support on the relevant themes of the Corporate Plan, with a particular emphasis on community leadership

The Council's long term ambition is that:

by promoting city, coast and countryside, we will secure a safe and prosperous community that is proud of its natural and cultural assets and provides lasting opportunities for all.

To pursue this, the Council recently approved four main priorities in the Corporate Plan:

- clean, green and safe places;
- community leadership;
- economic growth; and
- health and wellbeing.

Whilst elected Members will contribute to all of the above, the Corporate Plan sets out a success measure in relation to community leadership with a direct relevance to member development:

...increased number of Councillors undertaking training/development in community leadership.

A range of events will be held over the course of the year to achieve this, both led by officers from the council and taking place under the *Keep It REAL* programme.

Keep It REAL is a Local Government Association (LGA) scheme, running from February – December 2012, to support councils on an issue of local importance. In Lancaster, officers from Community Engagement wrote a bid for Keep It REAL support, in which they identified the need for 'a major shift in the role of ward councillors...to become more visible, approachable, accessible, proactive and engaging'.

Keep It REAL will support the council by providing a team of external facilitators, member and officer peers, and national civil society experts. A steering group has been established to co-ordinate Keep It REAL in Lancaster, featuring councillors working with an LGA facilitator.

In addition to Keep It REAL, Democratic Services will continue to run a series of events for members on community leadership and wider aspects of the corporate plan. In particular, this year will see the return of cultural taster sessions, designed to increase members' knowledge and understanding of some of the different cultures that exist within the district.

2. To complete a successful review of the council's Member Development Charter

The Member Development Charter is an award which recognises a local authority's commitment to member development. The council was awarded level one of the Charter in 2008.

The Charter helps to build elected member capacity by improving skills, knowledge and experience. It was developed by Local Government Improvement and Development (formerly the IDeA) and the nine regional employers organisations.

Administered in the region by the North West Employers Organisation (NWEO), the Charter operates at two levels; Level One is awarded to local authorities with a strong member development function, whilst Level Two takes Councillor development a stage further.

Lancaster's level one award is now due for review, and the Council Business Committee has determined that the council should work to retain it. To be successful, the council will need to demonstrate compliance with the following six points:

- i. continued commitment to member development demonstrated at all levels across the council;
- ii. an established member development strategy to support organisational needs and overall strategy;
- iii. clarity of subject area and methods of delivery based on member needs assessments;
- iv. 75% of members having completed a personal development plan;
- v. clear communication strategy which supports member development;
- vi. a method of evaluating learning and development activities and continuous improvement.

Officers are currently working to gather evidence in support of retaining the charter, and will produce regular reports for consideration at Council Business Committee throughout the year.

3. To contribute toward improved IT facilities for elected members

It has become clear, as of summer 2012, that some aspects of members' IT provision are no longer fit for purpose. Whilst councillors' IT provision is delivered by the ICT department, it is essential that members work closely with ICT to ensure that improvements are focussed on need.

Easy access to email, word processing and electronic council documents is essential for councillors in this day and age, and it is important that all members of the council have this. To make the best use of technology, and justify the cost of providing it, it is also essential that members are confident in their use of IT.

Improving the current situation will need the input of councillors and members of staff from the ICT department and Democratic Services and an IT Steering Group has been formed to enable that.

The steering group will start from scratch with a needs assessment, and work from there to ensure that the most appropriate hardware, software and training is available to all councillors.

4. Joint training

Democratic Services has organised a range of joint training events over the course of the previous year, to which members and officers have been invited from neighbouring authorities.

This has proved to be a successful means of providing networking opportunities for members, introducing new points of view for discussion, and keeping the cost of training down for the council.

Sessions on scrutiny, chairing skills and various forms of licensing have been held in this vein over the past year, and Democratic Services will continue to work with local authorities throughout Cumbria and Lancashire to provide similar events in 2012/13.

5. Run an effective internal training programme

Member Briefings are run on a monthly basis by Democratic Services, and provide a detailed insight into different aspects of the council's work. Hosted by senior officers and often involving site visits, member briefings will continue to be held over the course of the municipal year.

Attendance figures have been disappointingly low at member briefings since the 2011 local election, and Democratic Services will work hard to increase the level of participation over the coming year. Personal Development Plans have given a clear indication of the subjects members would like further training on, and officers will act on that to offer sessions which are attractive and relevant.

Member briefings are now offered routinely at 6.10pm to accommodate councillors in full time employment, and it is hoped that increasing numbers will begin to engage with the sessions.

Finally, additional events will continue on an ad hoc basis, in response to developments at the council, and to further the Council's relationship with external partners such as nearby local authorities, universities and other public service organisations in the area.

Officer Support

Democratic Services offer day-to-day support, and are responsible for co-ordinating member development work at the Council. The key officers to contact are:

Peter Baines
Senior Democratic Support Officer
Tel: (01524) 582074
Email: pbaines@lancaster.gov.uk

Jenny Kay
Democratic Support Officer
Tel: (01524) 582065
Email: jkay@lancaster.gov.uk

Julie Rutledge
Democratic Support Assistance
Tel: (01524) 582170
Email: jrutledge@lancaster.gov.uk

COUNCIL BUSINESS COMMITTEE**Electoral Review – Warding Patterns****13 September 2012****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To update the Committee on the next stage of the Electoral Review of the district and to consider whether the Council should make a warding pattern submission to the Local Government Boundary Commission for England (LGBCE).

This report is public

RECOMMENDATIONS

- (1) That the Committee considers whether the Council should make a submission to the Local Government Boundary Commission for England (LGBCE) on warding patterns; and
- (2) If so, to consider when and how the submission should be drafted and agreed by the Committee to meet the LGBCE's deadline of 15 October 2012.

(1) Introduction

- 1.1 Members will be aware that Council has authorised this Committee to consider and approve any submissions to the LGBCE during its electoral review of Lancaster district. The Committee endorsed a submission to the LGBCE regarding Council size on 15 March 2012.
- 1.2 On 24 July 2012, the LGBCE wrote to the Chief Executive (copy letter appended) to inform him that the Commission was minded to recommend a council size of 60 members as the most appropriate for Lancaster City Council. The Commission also announced the start of the next stage of the electoral review, which would be a period of information gathering to develop a new pattern of warding arrangements for Lancaster district.

(2) Information gathering stage

- 2.1 This second stage of the review is expected to conclude on 15 October 2012. The Commission wants to develop a good understanding of community

identity in the district to help construct a pattern of wards that achieves “good electoral equality, reflects community identities and interests and provides for effective and convenient local government” with “strong, easily identifiable boundaries.”

- 2.2 Officers understand from email correspondence with the LGBCE that it is usual for a council and/or its political groups, to make their own submissions to the LGBCE on warding arrangements

(3) Proposal Details

- 3.1 The Committee is asked to consider whether any submission should be made on behalf of the Council regarding warding patterns and, if so, to consider the process for drafting and agreeing the submission in time for the closing date of 15 October 2012.

- 3.2 Any warding pattern proposal should demonstrate how it helps provide effective and convenient local government and, if it would result in any worsening of equality of representation or community identity, the proposal should say why this is acceptable. The LGCBE will give more weight to submissions supported by evidence and argument than those which just present a point of view.

(4) Options and Options Analysis (including risk assessment)

- 4.1 The Council has the option of making a submission or not. Whether the Council does or does not choose to make a submission at this stage, there will be a further 8 week opportunity to make representations on the Commission’s provisional warding pattern recommendations which are expected to be published in January 2013.

- 4.2 Should the Committee decide that it wishes to make a submission, Members will need to consider how to draft and approve the document. The approach taken might depend on the depth and detail which Members wish to include in the submission. For example,

Option A:

- to discuss the content of the submission at this meeting, with the submission drafted by the Democratic Services Manager after the meeting and agreed by email with Committee Members. (This option might suit a limited submission, such as a simple re-iteration of the Council’s wish to address the electoral imbalance in Ellel Ward by re-drawing the boundary in that Ward. This would reflect the original Council resolution, in March 2011, which led to the review.)

Option B:

- to arrange an extra meeting of this Committee, before 15 October 2012, to draft and agree a submission. (This approach would seem most practical if Members wish to develop very detailed proposals.)

4.3 Members are reminded that any submission must be finalised and submitted to the Commission by their deadline of 15 October 2012.

4.4 There is, of course, the option for political groups and individual Councillors to make their own submissions direct to LGBCE.

(5) Conclusion

5.1 The Committee is asked to consider the issues set out in this report in relation to the next stage in the electoral review process.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>None directly arising from this report. The Commission aims to recommend warding patterns that have good electoral equality, reflect community identities and interests and provide for effective and convenient local government.</p>
<p>LEGAL IMPLICATIONS</p> <p>None directly arising from this report.</p>
<p>FINANCIAL IMPLICATIONS</p> <p>None directly arising from this report.</p>
<p>OTHER RESOURCE IMPLICATIONS</p> <p>Human Resources: None.</p> <p>Information Services: None.</p> <p>Property: None.</p> <p>Open Spaces: None.</p>

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

Council agenda and minutes 2 March and 16 November 2011.

Council Business Committee agenda and minutes 12 January and 15 March 2012.

Contact Officer: Debbie Chambers

Telephone: 01524 582057

E-mail: dchambers@lancaster.gov.uk

Ref:

Mr Mark Cullinan
Chief Executive
Lancaster City Council
Town Hall
Dalton Square
Lancaster
LA1 1PJ

24 July 2012

Dear Mr Cullinan,

ELECTORAL REVIEW OF LANCASTER

Following my letter of 1 May 2012, I am writing to inform you of the Commission's decision on the most appropriate council size for Lancaster City Council, and to formally announce the next stage of the electoral review. Lancaster is being reviewed in order to improve the levels of electoral representation in the city, which have become imbalanced since the last review. Based on the figures of December 2011, the councillors in Ellet ward represent 42% more electors than the city average.

The Commission considered the submissions received during its public consultation on council size at its meeting on 10 July 2012. The Commission noted the range of views offered on the most appropriate council size for Lancaster and concluded that insufficient evidence had been provided to support a specific reduction in membership. On the balance of the evidence available, the Commission was minded to recommend a council size of 60 members. The review now moves to a period of information gathering to develop a new pattern of warding arrangements for Lancaster.

A copy of the Commission's press release, and posters advertising the start of this stage of the review are being sent to your Council. It would be much appreciated if you could publicise the start of the review by placing copies on display at local information points, and by taking such other steps as you consider appropriate to bring the review to the attention of the public and other interested parties.

A detailed technical guidance document, *Electoral reviews: technical guidance*

is available on our website, at www.lgbce.org.uk. This document contains all the statutory information about the review process and information regarding the warding patterns. Hard copies are also being sent to your council.

Review timetable

The information gathering stage for a new pattern of warding arrangements begins today, 24 July 2012. We expect this information gathering stage to conclude on 15 October 2012. Once we have considered all the information we receive, we will take a provisional decision on warding arrangements and communicate this with you. It is intended that the draft recommendations will be published in January 2013.

The draft recommendations will also be available on our website at www.lgbce.org.uk, be sent to your Council, to those organisations and individuals listed at the end of this letter, and to all those who submit information as representations during this stage. There will be a further eight week period of consultation on the draft recommendations before the Commission considers all representations received and formulates its final recommendations. We expect to publish the final recommendations in June 2013.

Understanding Lancaster's communities

The Commission aims to recommend a pattern of wards that achieves good electoral equality, reflects community identities and interests and provides for effective and convenient local government. We will also seek to use strong, easily-identifiable boundaries.

To further these aims, the Commission needs a good understanding of community identity in Lancaster. We particularly want to develop our understanding as to which areas communities identify with and how and why. We are interested in all local information which enhances this understanding. For example –

- Economic/demographic data and mapping
- Community village usage mapping
- Local place surveys
- Partner/stakeholder details

Creating a warding pattern

All proposals for warding patterns should demonstrate how any pattern of wards aids the provision of effective and convenient local government and why any deterioration in equality of representation or community identity should be accepted. Representations that are supported by evidence and argument will carry more weight with the Commission than those which merely assert a point of view.

Please feel free to contact us at any time (details below) should you have any questions. Officers at the Commission will be happy to assist with technical aspects of your warding scheme if you require, either in person or via email or telephone. This is an open offer, which can be utilised at any point during the information gathering period.

Correspondence and enquiries

All correspondence relating to this review should be addressed to:

Review Officer (Lancaster)
Local Government Boundary Commission for England
Layden House
76-86 Turnmill Street
London
EC1M 5LG

or direct to your main contacts at the Commission who will be:

- Simon Keal, Review Officer, with specific responsibility for the day-to-day running of the review.
email: simon.keal@lgbce.org.uk; Tel: 020 7644 8529
- Daniel Edwards, Review Manager, who leads the team dealing with this and other reviews
email: daniel.edwards@lgbce.org.uk; Tel: 020 7644 8536.

I am writing in similar terms to the organisations and individuals listed below.

Yours sincerely



Archie Gall
Director of Reviews
archie.gall@lgbce.org.uk
020 7664 8509

- cc
- Lancashire County Council
 - MPs and MEPs with constituency interests in Lancaster
 - Headquarters of the main political parties
 - Lancashire Police Authority
 - Lancashire Fire & Rescue Service
 - NHS Lancashire
 - NHS North West
 - Lancashire Association of Local Councils
 - Parish and town councils in Lancaster

COUNCIL BUSINESS COMMITTEE**Constitution – Public Speaking at Council Meetings****13 September 2012****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To consider amending the required deadlines, set out in Council Procedure Rule 14, for members of the public to submit a request to address a Council meeting.

This report is public

RECOMMENDATION

- (1) **That the Committee considers the options set out in this report for amending the deadline for the public to submit a request to address Council.**

1.0 Introduction

- 1.1 A Member has raised a particular issue regarding the rules around members of the public addressing full Council meetings. These are detailed in Council Procedure Rule 14 which deals with the Presentation of Petitions and Hearings of Addresses by the Public. Rule 14.3 clearly states that any person wishing to address Council must give notice and show the address to the Chief Executive at least seven working days before the Council meeting. However, the agenda for the Council meeting is required to be published no later than five working days before the meeting.

- 1.2 The Member is concerned that the current deadline and agenda publication date make it impossible for a member of the public to register to address Council about a particular item they have seen on the Council agenda.

2.0 Background – Public Speaking at Cabinet and Council

- 2.1 The Council has operated a public participation scheme at Council meetings for some time. Details of the process are available on the Council's website along with a leaflet about speaking at Council meetings. A copy of the leaflet is attached for Members' information at Appendix A.
- 2.2 The Council also allows public speaking at Cabinet meetings and the two schemes are intended to complement each other. The aim of the public speaking at Cabinet scheme is to allow members of the public to have a say on issues being debated by Cabinet. The rules were therefore constructed to allow the public to speak on a particular agenda item. The timeframe easily allows for this,

since the Cabinet agenda is usually published seven clear working days before the meeting is held, to be available for a Cabinet briefing session in advance of the meeting. The agenda is in the public domain for several days before the deadline to register, which is noon on the Thursday before the Tuesday meeting.

- 2.3 The aim of the public participation scheme at full Council meetings is to give members of the public the opportunity to raise issues of concern in the Lancaster District. The rules allow for any Local Government Elector or Council Tax Payer in Lancaster district to present a petition or address which affects the district or inhabitants or relates to the Council's functions. The topic they wish to speak about does not have to be on the agenda.
- 2.4 However, on several occasions that the Democratic Services Manager is aware of, members of the public have tried to register to speak at Council meetings about specific agenda items and have been unhappy to learn that the deadline had passed before the agenda was published. Most recently, one described this as an "undemocratic arrangement".
- 2.5 The deadline for asking a question at Council is much later, midday three days before the Council meeting, and members of the public are always informed of this in case they wish to ask a question in place of an address. However, this can result in the member of the public using the two minute question time to make a short address, which is not the purpose of public questions at Council.
- 2.6 The agenda for Council meetings is published at least five clear working days before the meeting and, in practice, this is normally the Monday or Tuesday of the week before the Wednesday meeting. It would be possible to amend the deadline to match the deadline for the submission of questions for Council, which is normally noon on the Friday before the meeting. This would allow two or three days for any member of the public to see an item on the agenda and request to speak about it.

3.0 Proposal

- 3.1 Members are asked to consider whether the timescales for submitting a request to address Council should be changed to allow members of the public to view the agenda before submitting their request.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 The options open to the Committee are:-

	Option 1: Not to change the current deadline for submitting a request to address Council. This is stated in the Constitution as "at least seven days before the meeting."	Option 2: To change the deadline for submitting a request to address Council to "no later than midday three days before the day of the meeting" (to match the current deadline for submission of questions from the public).
Advantages	Retains the distinction between the aims of the public speaking	Members of the public will be able to view the agenda before deciding

	<p>schemes in place at Cabinet and at Council, should Members feel strongly that this is desirable.</p> <p>Some other minor advantages - this option won't require updating of Constitution, website, leaflet for the public, etc.</p>	<p>whether to request to speak. This may result in increased public participation/attendance at Council meetings.</p>
Disadvantages	<p>This option does not address the concerns expressed by the public or the Member who asked for this report to be drafted. Clearly, they feel that the agenda should be available for the public to read before deciding whether they wish to speak to Council and the deadline could be changed to accommodate that.</p>	<p>The public will only have a relatively short window of opportunity to register to speak and to write and submit their address to the Chief Executive. The agenda is normally published on Tuesdays and they would need to submit their request and a draft of their address by noon on Friday.</p> <p>Small amount of work involved in updating the Constitution, website, leaflet for the public, etc.</p>
Risks	<p>Reputational risk. The Council introduced a public speaking scheme to encourage the public to participate in meetings and the deadlines do not appear to fit with public expectation.</p> <p>Members of the public may continue to misuse the 'questions' facility to 'address' Council for two minutes before posing a question.</p>	<p>None identified. If extending the deadline were to result in an increase in public speakers, Members may wish to consider imposing a limit on the number of speakers to be heard at one meeting. For example, Cabinet currently limit to a maximum of 10 speakers, in order of registration, at any one meeting.</p>

4.2 It is, of course, open to the Committee to discuss other possible deadlines and the Democratic Services Manager will be able to advise on the feasibility and practicalities of any of those suggestions at the meeting.

4.3 The matter is for the Committee to decide at this stage and there is no officer preferred option.

5.0 Conclusion

5.1 Members are asked to consider whether the timescales for the public to register to address Council should be extended to allow the public to view the agenda for the meeting before making a request to speak.

RELATIONSHIP TO POLICY FRAMEWORK None.	
CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None.	
LEGAL IMPLICATIONS There are no legal implications as a result of this report.	
FINANCIAL IMPLICATIONS There are no financial implications as a result of this report.	
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 Constitution, Part 4, Section 1 and Public Speaking at Council/Cabinet leaflets published by Governance (Democratic Services).	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:

questions/petitions/speaking

The aim of this process is to give members of the public the opportunity to raise issues of concern in the Lancaster District.

Who can you ask?

Members of the public may ask questions of Members of the Cabinet, the Chairman of a Committee or the Chairman of an Overview and Scrutiny meeting, at ordinary meetings of the Council.

What you can ask?

You can ask any question as long as it relates to local issues and affects the Lancaster District.

What you can't ask?

The Chief Executive may reject a question if it:

- Is not about a matter that Lancaster City Council is responsible for or doesn't affect the District;
- Is defamatory, frivolous or offensive;
- Refers to applications for or objections to planning permission or any licence, notice or order issued, served or made by the Council.
- Is substantially the same question which has been put at a meeting of the Council in the past 6 months; or
- Concerns confidential or exempt information.

If your question is rejected you will be told of the reason why.

Addressing the Council

A resident of Lancaster City Council may present a petition or address which is relevant to matters that the City Council is responsible for or which affects the Lancaster District.

This excludes petitions regarding planning permission and any licence, notice or order issued, served or made by the Council.

Giving Notice

If you want to ask a question at a meeting of Council you will need to give notice. You can do this by delivering the question in writing or by e-mail to the Chief Executive no later than 12 noon, 3 working days before the day of the meeting.

To present a petition or address you must give at least 7 working days notice to the Chief Executive by mail or e-mail, submitting your petition or address in writing.

Chief Executive
Lancaster City Council
Town Hall
Dalton Square
Lancaster
LA1 1JP

Email: chiefexecutive@lancaster.gov.uk

Each question must be accompanied by the name and address of the questioner and must name the Member of the Cabinet or Chairman to whom it is to be put.

Late requests to speak will not be considered.

If you are unable to be present at the meeting to ask your question, you may request that the Chairman ask the question on your behalf. The Chairman may ask the question on your behalf, indicate that a written reply will be given or decide, in your absence, that the question will not be dealt with.

At any one meeting no person may submit more than one question and no more than two questions may be asked on behalf of one organisation.

All questions received are recorded and are open to public inspection and the question is immediately sent to the Member to whom it is to be put.

On the day of the meeting - Questions

- You must arrive at the meeting at least 15 minutes before the start, and make yourself known to the Democratic Support Officer present.
- Questions will be asked in the order that they were received, although the Chairman may group similar questions together.
- When it is time to ask your question, the Chairman will invite you to put the question to the Member. There is a time limit of 2 minutes to ask your question.
- Unless the Chairman decides otherwise, no discussion will take place on any question.

at council meetings

Public Questions/ Petitions/ Speaking at Council Meetings

- 3 Following your address/petition the appropriate Member will be given the opportunity to respond for no more than 5 minutes.
- 4 Your petition/address may be referred to the next convenient meeting of the relevant Council body if deemed necessary.

Copies of this leaflet can be obtained by calling at Lancaster and Morecambe Town Halls, or by telephoning Democratic Services on (01524) 582096.

This information can be made available in large print, Braille, audio and in other languages. Please contact Democratic Services on 01524 582096 for more details or if you have any particular needs to allow you to participate in the event.

Supplementary Question

- 5. You may also ask one supplementary question without notice to the Member that has answered your original question.
- 6. The supplementary question also has a time limit of 2 minutes and must arise directly from the original question.

Response

- 7. The response to your question will have a time limit of 3 minutes.
- 8. Some questions can not be answered during the meeting, either because of lack of time or non-attendance of the Member to whom the question was asked. These questions will be answered in writing.

Public question time at Council meetings should not exceed 30 minutes in duration.

On the day of the meeting – Petition/Address

- 1 Petitions and addresses will also be presented in the order they are received.
- 2 You will be given the opportunity to present your petition or address. You will have a 5 minute time limit to do so. What is said must relate to the matter indicated when requesting to speak.



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April 2012

A Guide for the Public
Democratic Services
Lancaster City Council

COUNCIL BUSINESS COMMITTEE**Special Council Meeting 2012
13th September 2012****Report of Democratic Services Manager****PURPOSE OF REPORT**

To update the committee on preparations for the Special Council meeting

This report is public

Recommendations:

To note arrangements for the Special Council meeting, being held on Wednesday 17th October, 1-4pm, in the Banqueting Suite of Lancaster Town Hall.

1 Introduction

- 1.1 In April, Council Business Committee agreed to focus the forthcoming Special Council on meeting young people from across the district, and asked Community Engagement to provide a session of political speed dating followed by the Pupil Power game. This would contribute to the council's Community Leadership priority, by making links with a section of the community which often has little contact with the council.
- 1.2 Subsequently, council officers have advertised the meeting to councillors and young people throughout the district, inviting every secondary school and college to nominate four students to take part. Similarly, the Young Peoples' Service, Signpost, and the YMCA have been invited to nominate attendees.
- 1.3 At the time of writing this report, 26 councillors have confirmed their attendance, along with a similar number of students. Those schools which have yet to respond will be contacted early in the new term to establish whether they will be taking part.
- 1.4 Whilst the meeting is viable with 26 councillors, it is hoped that a greater number can be encouraged to attend, with members of Council Business Committee acting as advocates for the event within their political groups.

2 Details of the meeting

- 2.1 As with all meetings of council, the Mayor will open the meeting, which will be run in accordance with the rules of procedure set out in the Constitution.

- 2.2 That however, is almost where the comparisons with a normal council meeting end. The first item on the agenda is political speed dating, in which councillors will sit down with students for three minutes at a time to find out what they see as the major issues in the district, and to answer any questions. When three minutes are up, the students will move round to the next councillor, or group of councillors, depending on the numbers attending.
- 2.3 Prior to the speed dating, Councillor Aitchison, the council's Champion for Young People, has agreed to say a few words of welcome and explain his role to the students. The speed dating itself will last for approximately an hour and is intended to break the ice and set an informal tone to the afternoon.
- 2.4 Political speed dating will be followed by Pupil Power, a game which councillors will play in mixed teams with students. Each team will have a fixed budget for the new financial year, but one which will not meet the cost of all existing services. Therefore, each team will need to prioritise their resources.
- 2.5 Whilst this is a strictly fictional exercise, elected members can gain an insight into those areas of council activity which young people feel particularly strongly about, and why.
- 2.6 Officers from Community Engagement will be present on the day to facilitate both activities, with support provided by Democratic Services.

CONCLUSION OF IMPACT ASSESSMENT

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

None.

LEGAL IMPLICATIONS

There are no legal implications arising from this report.

FINANCIAL IMPLICATIONS

There are no financial implications. Any costs are minimal and will be met from within existing budgets.

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

None.

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