



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 14 MARCH 2013

Venue: MORECAMBE TOWN HALL

Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 17th January 2013 (previously circulated).

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

4. **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.

5. **Officer Advice to Groups of Members** (Pages 1 - 3)

Report of the Chief Executive.

6. **Officer Attendance at Civic Events** (Pages 4 - 6)

Report of the Chief Executive.

7. **Local Government Association 'Keeping it R.E.A.L.' programme.** (Pages 7 - 12)

Report of the Head of Community Engagement.

8. **Electoral Review – Warding Patterns** (Pages 13 - 22)
Report of the Democratic Services Manager.
9. **Constitution - Protocol on Publicity for Complaints to the Standards Committee**
(Pages 23 - 26)
Report of the Monitoring Officer.
10. **Appointments to Committees and Changes to Membership**

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Richard Newman-Thompson (Chairman), Roger Mace (Vice-Chairman), June Ashworth, Melanie Forrest, Janet Hall, 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 Tuesday 5th March 2013

COUNCIL BUSINESS COMMITTEE**Officer Advice to Groups of Members
14 March 2013****Report of Chief Executive****PURPOSE OF REPORT**

To allow members to consider whether they wish to change the current rules regarding officer advice to groups of members by amending the Council's Constitution

This report is public

RECOMMENDATIONS OF THE CHIEF EXECUTIVE

(1) That Members' views be sought.

1.0 Introduction

- 1.1 I have agreed to produce a report for consideration by the Committee regarding that part of the Protocol on Member/Officer Relations which relates to Officer Advice to Groups of Members (extracted paragraphs 3.1 to 3.4 below refer). This follows discussions with some Members about the differences in briefing received by different political groups on the Council depending on if and when information is requested by a political group. Information specifically requested by one group is not routinely passed to other groups, unless there is a specific request from that group for the information to be shared with other groups.
- 1.2 Members will note that this section of the Constitution is a little out of date, although it was reviewed by the Standards Committee in 2010. Standards Committee's Terms of Reference include advising on and reviewing any local protocols regulating the conduct of Members.
- 1.3 If Members decide to review these sub-sections of the Protocol then, at the same time, it may be decided to ask the Standards Committee to review the Protocol as a whole, as it has changed little in the last ten years.
- 1.4 The full Protocol is attached as **Appendix A**.
- 1.5 Paragraph 3 currently states:

3. OFFICER ADVICE TO GROUPS OF MEMBERS

- 3.1 *It is common practice for political groups to give preliminary consideration to matters of Council business in advance of such matters being considered. As an example, the Council's four-month Forward Plan will identify the Key Decisions that the Cabinet will be considering in that time. Individual Members and/or groups of Members may properly call upon Officers to support and provide factual advice to their deliberations. The support provided by Officers can take many forms, ranging from a briefing meeting prior to a committee meeting, to a presentation to a full group meeting.*

Briefing of political groups should only be undertaken by the Chief Executive, Deputy Chief Executive or Service Heads, or with the approval of the Chief Executive.

3.2 *Certain points must, however, be clearly understood by all those participating in this type of process, Members and Officers alike. In particular:*

(a) *Officer support in these circumstances must not extend beyond providing information and advice in relation to matters of Council business. Officers must not be involved in advising on matters of a 'political' nature. Officers are not expected to be present at meetings, or parts of meetings, where matters of political business are to be discussed.*

(b) *Similarly, where Officers provide information and advice to a group of Members meeting in relation to a matter of Council business, this cannot act as a substitute for providing all necessary information and advice to the Cabinet, Overview and Scrutiny or other Committee meeting when the matter in question is considered.*

3.3 *Officers must respect the confidentiality of any group discussions at which they are present in the sense that they should not relay the content of any such discussion to another group of Members.*

3.4 *Any particular cases of difficulty or uncertainty in this area of Officer advice to groups of Members should be raised with the Chief Executive or, in his absence, the Council's Monitoring Officer, who will discuss them with the relevant Group Leader(s).*

2.0 Proposal Details

2.1 Paragraph 3.1 needs to be amended to reflect the fact that Regulations implemented in September 2012 no longer provide for a four month Forward Plan. Officers are currently reviewing the Constitution to amend such references and to ensure that it reflects the wording of the current Regulations.

2.2 Members are asked to consider whether any further changes are required to the current rules, particularly at paragraph 3.1.

CONCLUSION OF IMPACT ASSESSMENT

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

None arising directly as a result of this report.

LEGAL IMPLICATIONS

None arising directly as a result of this report.

FINANCIAL IMPLICATIONS

None arising directly 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

None

Contact Officer: Chief Executive

Telephone: 01524 582011

E-mail: chiefexecutive@lancaster.gov.uk

Ref: CE/ES/Cttees/CBC/2

COUNCIL BUSINESS COMMITTEE

Officer Attendance at Civic Events 14 March 2013

Report of Chief Executive

PURPOSE OF REPORT

To seek the advice of Members as to which civic events require officer attendance

This report is public

RECOMMENDATIONS OF THE CHIEF EXECUTIVE

(1) That Members' views are sought.

1.0 Introduction

- 1.1 Over the years, it has been custom and practice for the Chief Executive to support the Mayoralty at a number of events during the civic year.
- 1.2 In most cases, this falls to the Chief Executive, or a chief officer acting as a deputy, if the Chief Executive is unavailable.

2.0 Background

- 2.1 Set out below is a list of the events where the Chief Executive's attendance is currently expected. Strictly speaking, the events are not all 'civic' ones, but historically it has been expected that the Chief Executive, or a deputy, would attend:

January

Holocaust Memorial Day – not a civic event, however, the City Council provides a grant and the event takes place in the Memorial Gardens.

January/February

Chinese New Year – not a civic event (this can be as many as three different events – there are two separate Chinese community organisations in the District) and the City Council may also receive an invitation to the event organised by the Chinese Consulate in Manchester.

March

Holi – not a civic event, but the Mayor and Chief Executive are usually invited by the local Hindu Society.

May

Annual Council – the Chief Executive supports the Mayor.

Mayor's Sunday – the Chief Executive supports the Mayor.

May/June – High Sheriff's Shield Hanging – not a City Council organised event, however, the Mayor and the Chief Executive receive invitations and the City Council makes Lancaster Town Hall available as the usual location for lunch following the ceremony.

July

Court for the admission of Freemen and Women – the Chief Executive supports the Mayor and has a role to play in the proceedings.

September/October

Chinese Mid-Autumn Festival (Mooncake) – not a civic event, but the Mayor and Chief Executive are usually invited.

November

Remembrance Sunday – the Chief Executive supports the Mayor at the event held in the Memorial Gardens at Lancaster Town Hall. The service held in Morecambe is not a City Council event and is arranged by the Royal British Legion and the Deputy Mayor represents the City Council, previously with Corporate Director support. The event held in Carnforth is arranged by Carnforth Town Council and the City Council is represented by Ward Councillors. When we employed Corporate Directors, it was usual for a Director to attend both the Morecambe and Carnforth events. However, for the 2012 event, the Democratic Services Manager attended the Morecambe service purely to support elected members and Carnforth Ward Councillors requested that a chief officer be nominated to attend the Carnforth service.

Diwali – not a civic event, but Mayor and Chief Executive are usually invited by the local Hindu Society.

Other Events

From time to time, Royal visits and Freedom Marches occur which also require the presence of the Chief Executive or his deputy, to support the Mayoral party. Generally, we are only made aware of a royal visit with a few weeks notice from Lancashire Lieutenancy.

In 2012, the Communities Together Group (administered by the City Council), held a Diversity Festival, which it is anticipated will be an annual event. The Mayor would be invited.

University Graduation Events/occasional invites to Receptions/AGMs held by outside bodies – eg at the Chinese Consulate, Chamber Dinner, Golf Club Dinners

3.0 Options

- 3.1 The City Council's main representative at civic events, such as these and many more, is The Mayor or his/her Deputy. Given the reduction in the number of Chief Officers employed by the City Council, a range of

representative/deputising arrangements are being used to cover for the Chief Executive when required.

- 3.2 As the Chief Officer positions have reduced significantly over the years, the Committee is asked to consider which of the above events require Chief Executive/Chief Officer attendance, given that it is the Mayor/Deputy Mayor who are the actual representatives of the City Council.

CONCLUSION OF IMPACT ASSESSMENT

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

None arising directly as a result of this report.

LEGAL IMPLICATIONS

None arising directly as a result of this report.

FINANCIAL IMPLICATIONS

None arising directly as a result of this report.

OTHER RESOURCE IMPLICATIONS

Human Resources:

Chief officers may be required to attend events outside of normal working hours.

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

Contact Officer: Chief Executive

Telephone: 01524 582011

E-mail: chiefexecutive@lancaster.gov.uk

Ref: CE/ES/Cttees/CBC/1

COUNCIL BUSINESS COMMITTEE

Local Government Association 'Keeping it R.E.A.L.' programme.

14 March 2013

Report of the Head of Community Engagement

PURPOSE OF REPORT

To seek members views on developing the community leadership role of councillors

This report is public

RECOMMENDATIONS OF HEAD OF COMMUNITY ENGAGEMENT

- 1** That members consider the findings of the REAL programme.
 - 2** That members consider whether they would wish to do more joint working with officers on this theme and if so which issues they would wish to explore further.
- 1.0 Introduction**
- 1.1 Council Business Committee, at its meeting on the 26 April 2012 resolved:
"That the council apply to retain level one of the Member Development Charter."
 - 1.2 At its meeting on the 13 September 2012 it further resolved that:
The Member Development Strategy be approved and referred to Council to be endorsed.
 - 1.3 In doing so it recognised that the Council's Corporate Plan has a clear emphasis on community leadership and commits the Council to delivering an:
...increased number of Councillors undertaking training/development in community leadership.
 - 1.4 The Council's budgets and resources are continuing to shrink and it is unlikely to be able to continue to provide all of its current services, therefore it needs to encourage communities to do more for themselves. The Council's Take Pride campaign encourages people to take pride in our area and take a more of an active role. The role of the councillor is becoming more and more important to help to get these messages across and encourage people to do more for themselves.
 - 1.5 Earlier in the year, on the 8 February 2012, twelve councillors attended a Community Leadership training event. At the end of the event members were

informed that the Council had submitted an 'expression of interest' and been successful in securing a challenge, support and development programme from the Local Government Association (LGA) for exploring the councillor's community leadership role. The Council is one of twelve authorities across the country selected to take part in the programme.

- 1.6 The 'Keep it REAL' (Responsive, Efficient, Accountable and Local) programme offered the opportunity to benefit from a tailor made pack of support in:

- good, evidence-based decision-making
- genuine community engagement
- strengthening representative and participative democracy.

2.0 Report

- 2.1 Over the past 8 months a number of discussions have been held with approx. 20 councillors to talk about their role including building relationships with local residents to engage and bring people together. These discussions were facilitated by a representative of the LGA, a peer member from another authority and council officers

- 2.2 Following on from these discussions a limited number of one to one meetings with Councillors have been held. These meetings provided an opportunity to listen to councillors personal views on how things are/what they perceive needs to improve and test some of the three key themes that have emerged during the REAL programme:

- What can the council do to support councillors? What could it do more of or how could it do things differently?
- What can the council do to support councillors to engage their ward residents? To bring people together to address local issues.
- Acknowledging that councillors work in different ways, would there be value in providing opportunities to share knowledge and build relationships?

2.3 General findings from the REAL programme

Internal Councillor Support

- Generally Members are happy with officer support; they know who to go to, to get things done.
- Many Members have good relationships with officers; however the importance of responding to councillors and reporting progress was raised.
- Building relationships and knowledge take time; this can be frustrating for new councillors.
- Although an induction and training is provided, many Members rely on their own abilities – "being a councillor is what you make of it"
- These are differing views on whether councillors are 'The council' or an 'advocate for residents'.

2.5 Ward Councillor Support

One size doesn't fit all

- All wards are different therefore councillors work in different ways.
- Some councillors are reactive, others are proactive.
- Visibility and relationship with community are key.
- Surgeries don't work in some areas – better to attend other things and let people know that they can raise issues with you.
- Available time can impact on different levels of working with communities.
- Time and experience helps councillors to build relationships with residents.
- Some councillors are clear of their city council remit and refer anything that falls outside this to the relevant/professional agencies.

Communication

- There are varying levels of local communications channels – lots of channels already exist e.g. some wards have newsletters, website, monthly community meetings, PACT meetings, whereas others have nothing. Possibly more likely in rural areas.
- Explaining council tax and the three tier system can be challenging.
- Residents think that the council are making the cuts not central government.
- Review ongoing communications to councillors e.g. newsletter, briefings etc.

Working with other councillors/tiers

- Most councillors work well together within their wards, however there can be differences of opinion between ward councillors which can cause confusion for residents about who to go to for what.
- Some councillors identify their strengths and share the roles/workload out to reflect this.
- Most councillors do not have a working relationship with the county councillor within their wards but with county council officers.
- Some councillors work well with and support their parish councils.
- Responsiveness of the County Council was raised as an issue for some Members.

Encouraging Active Communities

- Many councillors play a community leadership role - enable and facilitate community activity.
- Some councillors feel that their enabler/facilitator role is restricted as they have no control over certain areas e.g. county functions such as highways, arts and children and young people services.
- Some communities are already doing more for themselves, although this is different depending on the ward.
- It is important to build capacity to enable residents to articulate their issues.
- Some councillors were unsure about communities running public services themselves owing to uncertainty as to their capacity and commitment and the ability to cover future maintenance / revenue costs.
- Acknowledgement that pride in a place has a positive impact/lack of pride the opposite to developing pride and community engagement is important

- Acknowledgement that reducing budgets puts onus on communities, as well as public sector to do more and/or work together for benefit of communities.

2.6 Sharing Councillor Knowledge and Experience

- There are some strong examples of best practice amongst our members
- There are some common problems faced, for which some councillors have developed solutions
- However there is a lack of a network for councillors to share experiences and learning
- More meetings, information and training opportunities would be helpful.
- Most councillors are supportive of opportunities to share knowledge and learn from other councils, however, they realise it is a challenge to get some councillors to attend training.
- Acknowledgement that wards have similarities which can be shared/learnt from.

2.7 Other

- Most councillors feel that they have a district responsibility as well as their own ward.
- Less phone numbers have made things simpler and mean that most residents contact the council directly.
- Support to improve young people's provision would be helpful.
- Community Rights information would be useful.
- The councillor role is important to provide a local connection – people don't feel connected to the town hall.
- It is important for the council not to get too distant from communities.
- Residents relationships and interests change with age e.g. schools, church or drama groups. Local pubs have lost community role.

3 Conclusion

In conclusion, the councillors that have been involved in the programme recognise the benefits of good community leadership. As a group, on the surface, it can appear they have little in common. Some have political differences, work in diverse areas i.e. city, coast and countryside, have differing levels of skills and abilities and different ways of working.

An observation might be that Councillors have no set way of doing things – they are doing what they believe is best. However, there are undoubtedly examples of perceived existing good practice (given in Appendix A) and clearly a lot of shared experience and learning that could be beneficial for members and communities as we move forward into an era of shrinking budgets and resources.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, HR, Sustainability and Rural Proofing)

An improved community leadership role for councillors could have positive impacts on all these issues.

LEGAL IMPLICATIONS

There are no legal implications arising as a result of this report

FINANCIAL IMPLICATIONS

There are no financial implications arising as a result of this report other than officer time if members wish to do more work in this area.

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

Contact Officer: Richard Tulej

Telephone: 01524 582079

E-mail: rtulej@lancaster.gov.uk

Ref:

Appendix A

Some perceived good practice examples

- Walkabouts with relevant officers
- Working closely with Parish Council and attend meetings
- Work with Morecambe Bay Partnership and take part in activities
- Attends monthly community meeting/coffee mornings – provides an opportunity to talk to residents in an informal environment and is more useful than having a separate surgery.
- Attend PACT meetings and work closely with PCSOs
- Walk about, being visible and people stop to talk in the street.
- Sharing workloads in multi – member wards.
- Weekly surgery attended by other agencies e.g. Police and Help Direct
- Working closely with the local community centre.
- Jointly run a surgery with County and Parish Councils which results in more joint action.

COUNCIL BUSINESS COMMITTEE**Electoral Review – Warding Patterns****14 March 2013****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 submission to the Local Government Boundary Commission for England (LGBCE) on its draft warding patterns for Lancaster City Council.

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 its draft warding patterns; and**
- (2) If so, to consider the content of the submission to be agreed by the Committee in time to meet the LGBCE's deadline of 18 March 2013.**

(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 and a further submission regarding warding patterns on 13 September 2012.

- 1.2 The Commission has now issued its draft warding patterns for Lancaster City Council and moved on to the third stage of its review.

(2) Consultation on draft warding pattern stage

- 2.1 The LGBCE published its draft warding patterns for an eight week period of consultation starting on 22 January 2013. The Commission's recommendations are explained in the summary document and map attached at Appendix A. A larger scale version of the map supplied by the LGBCE will be brought to the meeting.

- 2.2 It should be noted that, as at each stage of the process so far, Parish Councils, individual councillors and political groups are able to make their own representations to the LGBCE.

(3) Proposal Details

- 3.1 The Committee is asked to consider whether any submission should be made on behalf of the Council regarding the Commission's draft warding patterns and, if so, to consider the process for drafting and agreeing the submission in time for the closing date of Monday, 18 March 2013.
- 3.2 The Council's last submission to the LGBCE on warding patterns is attached (Appendix B) for reference. The submission referred specifically to the electoral imbalance in Ellel Ward which was the catalyst for the review and suggested that the boundaries of the Ellel and University wards be changed to place the University student accommodation blocks currently in the boundary of Ellel ward within the University ward.
- 3.3 The LGCBE's draft warding pattern addresses the Ellel/University wards issue by proposing to include the accommodation blocks which currently lie in Ellel ward, as well as the parish of Scotforth, in a new three-Member University and Scotforth Rural ward. Ellel ward would be smaller and remain a two Member ward.
- 3.4 Other proposals in the draft regarding numbers of Members per ward are:
- Dukes ward to have two Members instead of one
 - Castle ward to be renamed Marsh and go down to two Members from three
 - Warton to be included in Carnforth as a three Member ward, so two wards of one and two would become one ward of three
 - Harbour to reduce from three to two Members
 - Heysham Central to increase from two to three Members
 - Torrisholme to reduce from three to two Members
 - Bare to increase from two to three Members
 - Poulton to reduce from three to two Members.

These changes balance each other out, so that there is no change to the overall council size of 60 members.

There would be some consequential changes to Parish Council wards. Most significantly, the warding pattern of Morecambe Town Council would increase from 6 wards to 12.

- 3.5 Council officers asked officers from the LGBCE for further explanation about a few points that were not clear on the map and the information received back is set out below to aid Members' understanding:

The ward boundary of Melling with Wrayton looks odd on the map.

With regard to Melling with Wrayton, the ward boundary follows the slightly convoluted parish boundary in this area. The pdf map appears to show a 'detached' area as it does not display to a sufficient level of detail to indicate where the gap is, but it is in fact a contiguous boundary. The 'detached' area is included in the proposed Upper Lune Valley ward.

There are currently 6 wards for Morecambe Town Council but the proposal is for 12. Why is that? Could the following be created instead:-

**Bare ward consisting of K, L and M.
Poulton ward consisting of S and T.
Westgate ward consisting of Q and V.
Torrisholme ward consisting of R and U.
Heysham North and Heysham Central - could this remain as one ward, simply called Heysham?
(Harbour ward to remain as per the proposal).**

and for Ellel parish, could F and E be combined and called University ward?

The Commission is required to take into account both its proposed new district ward boundaries and existing county electoral division boundaries when recommending consequential parish electoral arrangements. There are a number of areas in Morecambe Town Council where the district ward and county boundaries were previously coterminous but deviate as a result of the Commission's draft recommendations. Some of the proposed parish wards are therefore created to reflect these deviations – for example, Bare ward will contain three parish wards as the boundaries of Morecambe West, Morecambe North and Morecambe South county divisions run through this ward and so require it to be split into three for parish warding purposes.

The same would apply to your queries regarding Poulton, Westgate and Torrisholme and also of the University parish wards in Ellel parish. The parish ward boundaries of Heysham North/Heysham Central follow the proposed new district ward boundary along Balmoral Road and behind Cleveland's Avenue.

For the City wards, could the area marked R be transferred to Torrisholme from Skerton West? It would seem to be more logical.

The area marked 'R' is included in Skerton West as the Commission considered that the residential estate in this area (Roeburn Drive/Lune Drive etc) should be included in Skerton West ward, and the Morecambe/Heaton-with-Oxcliffe parish boundary cuts through the middle of this estate. In this case the Commission considered that keeping this residential estate wholly within one ward would be a better reflection of its statutory criteria.

The Commission has advised that it has not finalised its conclusions and, in light of further evidence, may put forward final recommendations which differ from those set out in the draft recommendations. However, it is important to stress that representations opposing the Commission's draft recommendations should suggest alternatives which are supported by evidence.

(4) Carnforth Town Council

- 4.1 Carnforth Town Council recently emailed the Chief Executive and two City Councillors to express its concern at the LGBCE's proposals for the warding arrangements relating to Carnforth, Bolton-le-Sands and Warton. The email states:

"Carnforth Town Council had hoped that the LGBCE would have used this review to right the wrong they committed at the last review by cutting off part of Carnforth Town and lumping it in with Bolton-le-Sands, much to the annoyance of several hundred electors from Crag Bank.

To this end, CTC submitted detailed proposals and arguments to the LGBCE – and we were surprised that there were no representations from City Council on this subject.

When we read the draft proposals, the Council was deeply disappointed that their arguments had been brushed aside and then aghast that the LGBCE have gone further – not only taking more from Crag Bank, but putting the rump of Carnforth in with Warton.

Carnforth Town Council believes that this is a travesty of local democracy and calls on Lancaster City Council, its leaders and its political parties to respond to these proposals and oppose them in the strongest terms."

- 4.2 Carnforth Town Council has advised that it has already made a detailed submission to the LGBCE; however, the Committee may feel that it wants to make comments on this particular issue in any response submitted by the City Council.

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

- 5.1 No draft submission has been prepared. The issues with the proposed warding patterns that Democratic Services consider most challenging administratively have already been raised in the questions above and the answer has been provided that the consequential parish warding pattern changes are a result of the requirement to have regard to the County Divisions and City wards.

- 5.2 The options open to the Committee are

- to choose not to submit a response to the LGBCE with or without commenting on the issues raised by Carnforth Town Council; or
- to make comments at this meeting to be drafted into a response by the Democratic Services Manager, approved by the Chairman, and emailed to the Commission in time to meet the deadline.

- 5.3 Members are again reminded that the option is always available for all Parish

Councils, political groups and individual Councillors to make their own submissions direct to the LGBCE supporting its proposals or suggesting an alternative, fully evidenced, warding pattern.

(6) Conclusion

- 6.1 Whilst the proposals do address the electoral imbalance in Ellel ward they also create new administrative challenges, particularly with the increase in the number of parish wards resulting from the changes to the district wards in Morecambe and Heysham. Unfortunately, there is no suitable solution to fully address the Ellel ward imbalance which will not impact on surrounding wards to maintain electoral equality. In turn, this will cause consequential warding pattern changes for the parishes of the district.
- 6.2 The Committee is asked to consider the issues set out in this report in relation to the next stage in the electoral review process.

CONCLUSION OF IMPACT ASSESSMENT

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

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.

LEGAL IMPLICATIONS

None directly arising from this report.

FINANCIAL IMPLICATIONS

None directly arising from this report. The changes will not have any material impact on City Council 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

www.lgbce.org.uk

Contact Officer: Debbie Chambers

Telephone: 01524 582057

E-mail: dchambers@lancaster.gov.uk

Ref:

Draft recommendations on the new electoral arrangements for Lancaster City Council

Summary

Who we are:

The Local Government Boundary Commission for England is an independent body which conducts electoral reviews of local authority areas.

Electoral reviews:

The purpose of an electoral review is to decide on the appropriate electoral arrangements – the number of councillors, the names, number and boundaries of wards – for a local authority.

Why Lancaster?

We are conducting an electoral review of Lancaster City Council to deliver improved levels of electoral equality for local voters.

Lancaster currently has high levels of electoral inequality so that the value of your vote - in council elections - varies depending on where you live in Lancaster.

Council size

The Commission is minded to recommend that Lancaster City Council should be represented by 60 councillors in future: the same as the current arrangements.

The Commission held a public consultation on retaining the current number of councillors or reducing it to 50 or 40 councillors.

During the public consultation, the Commission received evidence in support of all three options put forward. Having considered the evidence, the Commission believes that a council size of 60 members will ensure the council can discharge its roles and responsibilities effectively and will provide for a pattern of wards that reflects community identities across the Lancaster area.

Electoral arrangements

Our draft recommendations propose that Lancaster's 60 councillors should represent five single-member, eleven two-member and eleven three-member wards across the City.

The Commission believes its draft recommendations meet its obligations - which are set out in law - to:

- Deliver electoral equality for voters.
- Reflect local community interests and identities.
- Promote effective and convenient local government.

The Commission welcomes proposals for alternative boundaries that better reflect the three criteria above.

To view the proposals and maps in detail: consultation.lgbce.org.uk
www.lgbce.org.uk

Stage starts	Description
1 May 2012	Consultation on council size
24 July 2012	Submission of proposals for ward patterns to the Commission
16 October 2012	Commission's formulation of draft recommendations
22 January 2013	Publication of draft recommendations and consultation on them
19 March 2013	Analysis of submissions received and formulation of final recommendations

Submissions received

Prior to the publication of these draft recommendations, the Commission received 41 submissions relating to council size and a further six submissions for new ward boundaries.

All submissions can be viewed on our website at www.lgbce.org.uk

The Commission is now consulting people and organisations across Lancaster on its draft recommendations and welcomes feedback on them.

General analysis

The Commission did not receive any submissions which put forward proposals for the whole of Lancaster. As such, the Commission has largely developed its own pattern of wards.

Lancaster and Rural South

The Commission considered several options to reduce the very high level of electoral inequality in the Ellet ward in the south of the district.

The Commission is proposing to include the Halls of Residence which currently lie in Ellet ward, as well as the parish of Scotforth, in a new three-member University and Scotforth Rural ward. The Commission has opted for this pattern as the alternative combinations considered would either have delivered poor levels of electoral equality for voters or would have divided communities between wards.

With the removal of Scotforth parish and the Halls of Residence Scotforth parish, the Commission proposes to retain the boundaries of the existing Ellet ward, to be represented by two councillors.

In the urban part of Lancaster, the Commission proposes a pattern of wards which is similar to the current arrangements with a number of changes to improve electoral equality for voters or

reflect local community interests and identities.

An example of the changes in urban Lancaster include a proposal that the area around Lancaster Castle and the properties around Blades Street and Aldcliffe Road should form part of the two-member Duke's ward rather than part of the existing Castle ward.

As the existing Castle ward would no longer include the castle under these draft recommendations, the Commission proposes to rename the ward as Marsh ward, which would be represented by two councillors.

The Commission also believes that the village of Aldcliffe has good communication links with Scotforth West and we propose to include these communities together as part of a three-member ward.

Morecombe and Heysham

The Commission's draft recommendations propose a number of changes to the boundaries in this part of the council area to create a three-member Bare ward, a two-member Poulton ward and a three-member Westgate ward. The recommendations involve a number of alterations to the boundaries between these areas which are set out in detail in the Commission's full report and on its website.

The Commission also proposes to alter the arrangements for Torrisholme ward so that it is represented by two councillors in the future. The ward would deliver electoral equality for local voters because the Roeburn Drive development would form part of Skerton West ward as well as transferring the area bounded by Broadway, Bare Lane and South Road into Bare ward.

The Commission proposes that the existing Harbour ward should

be represented by two councillors in future and that its southern boundary with Heysham North ward should be Regent Road.

In turn, and to deliver electoral equality, the Commission proposes to include the area bounded by Balmoral Road, Fairfield Road and Sandyland Primary School as part of Heysham Central ward.

Rural North Lancaster

In several areas, the Commission is recommending to retain the current pattern of local wards for the northern part of Lancaster. As such, we propose to retain the wards of Halton-with-Aughton, Lower Lune Valley, Silverdale and Slyne-with-Hest.

In order to improve electoral equality for Bolton-Le-Sands ward, we propose that a larger part of Crag Bank is included in the ward than is currently the case. Similarly, we propose to add the parish of Warton to the existing Carnforth ward to create a three-member Carnforth & Warton ward.

We also propose that the parish of Gressingham should be part of Kellet ward rather than Upper Lune Valley.

What happens next?

There will now be an eight-week consultation period on the draft recommendations. We will take into account all submissions received by **18 March 2013**.

Express your views by writing directly to us:

Review Officer (Lancaster)
LGBCE
Layden House
76–86 Turnmill Street
London EC1M 5LG

Or email:
reviews@lgbce.org.uk

The full report and accompanying maps are available to view at:
www.lgbce.org.uk and at
consultation.lgbce.org.uk

KEY TO PARISH WARDS

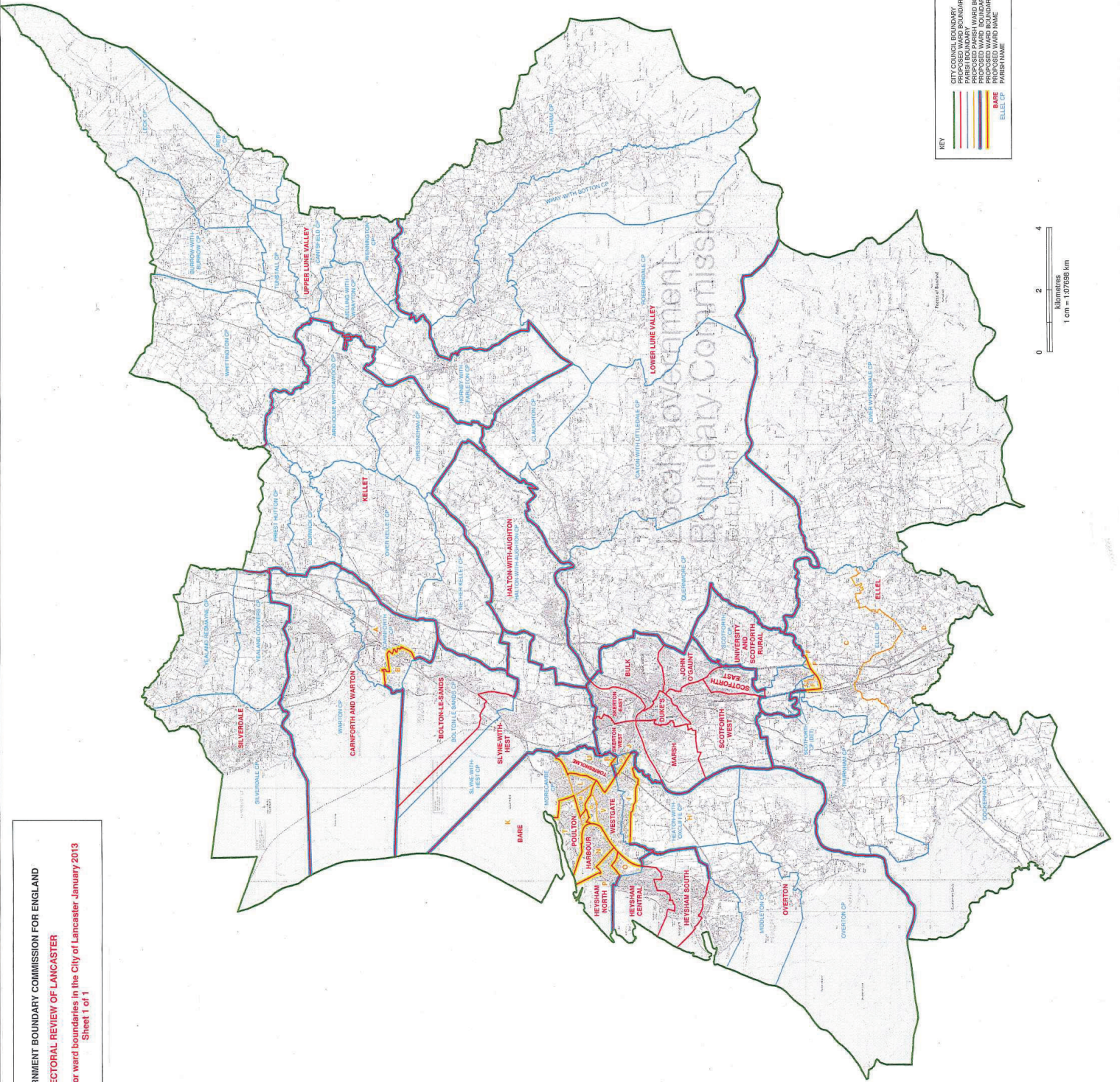
CARNFORTH CP
 A CARNFORTH TOWN
 B CHALMERS
 ELLEL CP
 D SOUTH
 E UNIVERSITY EAST
 F UNIVERSITY WEST
 G RURAL
 H RURAL
 I RURAL
 J WINTER PARK
 K BARE NORTH
 L BARE SOUTH EAST
 M BARE SOUTH WEST
 N HARBOUR
 O HEYSHAM NORTH
 P HEYSHAM SOUTH
 Q LOWLANDS ROAD
 R OUTRIDGE LANE
 S RURAL
 T TONBRIDGE LANE
 V WESTGATE

WESTON-ON-CLIFFE CP
 G RURAL
 H RURAL
 I RURAL
 J WINTER PARK
 K BARE NORTH
 L BARE SOUTH EAST
 M BARE SOUTH WEST
 N HARBOUR
 O HEYSHAM NORTH
 P HEYSHAM SOUTH
 Q LOWLANDS ROAD
 R OUTRIDGE LANE
 S RURAL
 T TONBRIDGE LANE
 V WESTGATE

KEY

CITY COUNCIL BOUNDARY
 PARISH BOUNDARY
 PROPOSED PARISH BOUNDARY
 PROPOSED WARD BOUNDARY
 PROPOSED WARD BOUNDARY CONCURRENT WITH PROPOSED PARISH BOUNDARY
 PROPOSED WARD BOUNDARY CONCURRENT WITH PROPOSED PARISH BOUNDARY
 PARISH NAME
 ELLEL CP

0 2 4
 Kilometres
 1 cm = 137/958 km



Contact: Debbie Chambers
Telephone: (01524) 582057
Fax: (01524) 582161
E-mail: dchambers@lancaster.gov.uk
Website: www.lancaster.gov.uk
Our Ref:
Your Ref:

Mr Simon Keal
Review Officer (Lancaster)
LG Boundary Commission
Layden House
76-86 Turnmill Street
London
EC1M 5LG

Governance

Sarah Taylor
Head of Governance

Town Hall
Dalton Square
LANCASTER LA1 1PJ

1 March, 2013

Dear Simon

Electoral Review of Lancaster

Please find the City Council's response to the LGBCE's next stage of the Electoral Review process, to gather information for a new pattern of warding arrangements, set out below:-

In March 2011, the City Council resolved to request an electoral review of the district specifically to rectify the electoral imbalance in Ellel Ward. Figures at that time showed that the Councillors in Ellel Ward represented 45% more electors than the city average.

It is still the case that the City Council sees the electoral imbalance in Ellel Ward as the most important issue to be addressed by the review process. The Council would like this to be rectified having mind to the communities in that ward and the University Ward adjoining it.

The imbalance has occurred due to developments at Lancaster University, where accommodation blocks to house large numbers of students were built within the boundary of Ellel ward. Since the occupants of these blocks are students, the Council believes they are more likely to identify with the community of the University Ward than the community of Ellel. Therefore a solution which would place those accommodation blocks in University Ward would seem more satisfactory than one which simply increased the number of Councillors in Ellel Ward from 2 to 3.

Please note that this is a response on behalf of the City Council. Further responses may be submitted from the political groups represented on the Council or from individual Councillors.

Yours sincerely

Debbie Chambers
Democratic Services Manager

COUNCIL BUSINESS COMMITTEE**Constitution – Protocol on Publicity for Complaints to
the Standards Committee****14 March 2013****Report of the Monitoring Officer****PURPOSE OF REPORT**

To enable the Committee to consider a protocol for Members who are the subject of, or are aware of, a complaint for approval in the Council's Constitution.

This report is public

RECOMMENDATIONS

- (1) That the Committee approve the revised Protocol appended to this report, to replace the obsolete version in the Council's Constitution at Part 7, Section 4.

(1) **Introduction**

- 1.1 Following the introduction of the Localism Act 2011 and the new Standards Regime the Standards Committee, at its meeting on 11 October 2012, considered a number of circumstances where the press might inquire about the details of a complaint. Members asked that the Monitoring Officer revise the Protocol on Publicity for Complaints of Breach of the Code of Conduct in the Council's Constitution.

(2) **Proposal**

- 2.1 The Standards Committee considered and approved a revised draft Protocol at its meeting on 24 January 2013 and resolved that the document be brought to this Committee for formal approval.

(3) **Conclusion**

- 3.1 The Committee is asked to approve the attached draft Protocol to replace the old Protocol at Part 7, Section 4 of the Council's Constitution

CONCLUSION OF IMPACT ASSESSMENT

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

The Protocol seeks to balance the rights of those who may be the subject of a complaint, and the integrity of the investigation process, with the rights of freedom of speech and public interest in transparency.

LEGAL IMPLICATIONS

Under the Localism Act 2011 there is no statutory provision in respect of the complaints process, and any protocols are a matter for the Committee to determine.

FINANCIAL IMPLICATIONS

None directly arising from 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 report has been prepared on behalf of the Monitoring Officer as adviser to the Standards Committee.

BACKGROUND PAPERS

Contact Officer: Debbie Chambers

Telephone: 01524 582057

E-mail: dchambers@lancaster.gov.uk

Ref:

Part 7, Section 4

Protocol on Publicity for Complaints to the Standards Committee

Introduction

The purpose of this Protocol is to provide guidance to Members as to their conduct when referring an alleged breach of the Code of Conduct to the Standards Committee, or when they are the subject of such an allegation, or are aware of such an allegation.

Background

There is no statutory mechanism preventing those making a complaint to the Standards Committee (or those the subject of such an complaint) making the nature of the allegation known to the press and public, or making public comment on the allegation. Any such comments would be subject to the general law of defamation, and a Member could seek a court injunction to prevent the publication of defamatory material.

Guidance to Members

When a Member has made or is considering making a complaint to the Standards Committee alleging a breach of the Code of Conduct, the Member is recommended not to make the complaint or allegation known to any other Member, or to the public in any forum, whether at a meeting that is open to the public or through the press or media, nor to discuss the complaint or possible complaint in such a manner as is reasonably likely to cause the complaint to be made known to the public.

It is recognised that a Member who has made or is considering making a complaint to the Standards Committee may wish to discuss the matter within the Member's own political group or seek advice from a third party.

A Member who is aware of a complaint is recommended not to make any public comment on it, and it is recommended that the matter should not be the subject of discussion or debate within the Council.

Likewise, once a Member becomes aware that he/she is the subject of a complaint or allegation to the Standards Committee, the Member is recommended not to make any public or press comment on it.

These recommendations apply until the complaint has been resolved. This will be as follows:

- Where, following the assessment of the complaint, it is determined that no action should be taken.
- Where, following a referral for investigation, the investigation finds that there has been no breach of the Code
- Where, following a referral for investigation and a finding by the investigation that there has been a breach of the Code, a hearing has taken place before the Standards Committee.

This Protocol does not bind members of the public.

Where a complaint is made to the Standards Committee by a member of the public, this may become known to the public through the press or some other medium.

If the press become aware of a complaint, by whatever means, this Guidance does not preclude the Member who is the subject of the complaint from making a public comment, although it is recommended that the Member should carefully consider the appropriateness of so doing. Until the complaint is resolved (as described above), other Members who are aware of the complaint are recommended not to make any public comment on it, and it is recommended that the matter should not be the subject of discussion or debate within the Council.

The Standards Committee has approved a Press Protocol for dealing with press inquiries to the Council about complaints of breach of the Code.