



Committee: COUNCIL BUSINESS COMMITTEE

Date: THURSDAY, 12 SEPTEMBER 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 Thursday 27th June 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. Lancashire Fire and Rescue Service Emergency Cover Review 2013 - Consultation Response (Pages 1 - 7)

6. Overview and Scrutiny Committee – Times and Venues for Meetings (Pages 8 - 14)

7. Councillor Community Leadership Conference (Pages 15 - 18)

8. Constitution - Petitions and Addresses (Pages 19 - 26)

9. Appointments to Committees and Changes to Membership

ARRANGEMENTS

(i) Membership

Councillors Paul Aitchison (Chairman), Roger Mace (Vice-Chairman), Melanie Forrest, Janet Hall, Billy Hill, Geoff Knight and Vikki Price

(ii) Substitute Membership

Councillors Tony Anderson (Substitute), Roger Dennison (Substitute), Tim Hamilton-Cox (Substitute), Joan Jackson (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 4th September 2013.

COUNCIL BUSINESS COMMITTEE**Lancashire Fire and Rescue Service Emergency Cover
Review 2013- Consultation Response
12 September****Report of Chief Officer (Environment)****PURPOSE OF REPORT**

To allow the Committee to consider how they would wish to respond to a consultation request in respect of Lancashire's Fire and Rescue Cover Review 2013.

This report is public

RECOMMENDATIONS

(1) That the Council's Business Committee agrees a Council response to the consultation by Lancashire Fire and Rescue Service with regards to the Emergency Cover Review 2013.

1.0 Introduction

1.1 Lancashire Fire and Rescue service are currently consulting with regards to proposals following a review of emergency cover in the County. Lancaster City Council have been invited to provide a response to the proposals in the review.

1.2 The background to the review and a summary of the proposals are set out in the appendix along with a suggested response.

2.0 Proposal Details

2.1 That based on the information provided in the appendix the Council's Business Committee agrees a Council response to the consultation by Lancashire Fire and Rescue Service with regards to the Emergency Cover Review 2013. The options open to the Committee are to approve the draft response appended to the report, with or without amendments, or to formulate a different response at the meeting.

CONCLUSION OF IMPACT ASSESSMENT

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

Lancaster City Council are being consulted on proposals made by the Fire and Rescue Service.

LEGAL IMPLICATIONS

None as a result of this report

FINANCIAL IMPLICATIONS

None as a result of this report

OTHER RESOURCE IMPLICATIONS

Human Resources:

NA

Information Services:

NA

Property:

NA

Open Spaces:

NA

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has nothing further to add

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has nothing further to add

BACKGROUND PAPERS

Contact Officer: Mark Davies

Telephone: 01524 582401

E-mail: mdavies@lancaster.gov.uk

APPENDIX- Consultation Response

Lancashire Fire and Rescue Service Emergency Cover Review 2013

Background

The Emergency Cover Review (ECR) is a strategic assessment of emergency cover of fire stations, fire engines and associated staffing requirements which aims to make sure that these resources continue to be sufficient for the risk and activity levels they will have to deal with.

An ECR provides regular assurance that emergency service delivery is appropriate to community risk as well as providing council tax payers with value for money. A twelve-week period of public consultation follows the announcement of the proposals contained in the ECR, culminating in a meeting of the Lancashire Fire Authority at which a decision will be made on which of the proposed changes are to be implemented. Prior to the current ECR, the most recent review of emergency cover was undertaken in 2009.

Lancashire Fire and Rescue Service's Chief Fire Officer, Chris Kenny, says,

"Underpinning this ECR is a 25% cut in the grant we receive from Government since 2011 – 12 that means we must save at least £10 million by April 2016 and we have already identified savings of half that amount as a result of economies made in administration and specialist support."

"However, the scale of the savings we have to make are only possible if we also reduce the resources allocated to emergency cover and the ECR is a well tried-and-tested process that offers the opportunity to achieve those savings without compromising public or firefighter safety."

"It isn't just because of the need to make savings that a review of our emergency cover provision is necessary. There has been a massive reduction of 60% in the number of emergency incidents we attended over the past ten years, attributable to the fire prevention work we have done in part, but also to improvements in building design and fire alarm systems and the introduction of fire-retardant furnishings and fittings in the home."

"It would be irresponsible of us not to take account of this significant down-turn in emergency activity when we decide exactly how much taxpayers' money we must allocate to emergency cover appropriate to the demands placed on it."

Risk and activity levels – establishing what's needed and where it's needed

Fire Officers examined emergency response activity, broken down by incident type and for each fire station since the 2009 ECR. This gave a detailed picture of changes in risk and activity levels, which were used to determine whether, and where, there are options to change the distribution and extent of resources to provide.

Experienced fire officers used their professional judgement to identify initial options and their proposals for change have been tested using specialist computer software to model the impact of the proposed changes compared with current provision.

The proposals

The final package of changes approved by the Lancashire Combined Fire Authority following public consultation will be implemented over four years from 2014 – 2017 and the proposals outlined below relate to Years 1 – 4 over that timescale.

Year 1 proposals – 2014/15

In the first year of the Emergency Cover Review, it is proposed to remove one of Hyndburn's Wholetime fire engines. Currently the station has two Wholetime fire engines and one Retained fire engine making it the only fire station in the North West of England with three fire engines. The second Wholetime fire engine is now among the least busy in Lancashire and its current activity can be met by the Retained fire engine. Research indicates that the service will continue to meet its response standard of eight minutes.

The service is also proposing to remove one of the two Retained fire engines at Padiham fire station in line with reducing activity and risk levels. The readiness of the first fire engine to incidents has been good but there have been long term difficulties recruiting enough Retained firefighters to crew the second fire engine, particularly during the day when availability of a crew has been as low as 25% for a number of years. The risk in the station area is categorised as "low" and last year there were only 20 property fires in Padiham.

Year 1 changes will save the Service just over £1 million and the County will only lose two fire engines.

Year 2 – 2015/16

In the second year the service is proposing to move Bamber Bridge's Wholetime fire engine to Chorley leaving the station with a Retained duty system fire engine. Over the

last three years, activity levels in Bamber Bridge have dropped significantly and last year there was less than one property fire a week in the station area. The Retained fire engine at Bamber Bridge will continue to serve the area and our research has indicated that we would still be able to meet our current response standard of eight minutes. Prior to 1995 Bamber Bridge was serviced by one Retained Duty System fire engine with higher activity levels than now.

Chorley Community Fire Station, which has recently moved to the Training Centre in Euxton, currently houses one Wholetime fire engine and one Retained fire engine. The proposal is to change the crewing system at the station from the traditional crewing arrangements to Day Crewing Plus, with no change in attendance times. The service will also remove the Retained fire engine but the fire engine moving across from Bamber Bridge will ensure that the station continues to accommodate two fire engines.

Finally in the same year, it is proposed to create a specialist rescue hub at the new fire station in Chorley. This hub will house the Urban Search and Rescue vehicles which are currently based in costly rented accommodation in Leyland and will be operated by the firefighters based at Chorley Fire Station 24 hours a day. This will improve the search and rescue service as vehicles are only immediately available during the day and in the evenings there can be a delay of up to 45 minutes. This change will make them immediately available at all times.

Year 2 changes will save the Service nearly £1.7 million but will only reduce the number of fire engines by one.

Year 3 – 2016/17

A proposal in the 2012 Performance Report and Action Plan was to extend the Day Crewing Plus duty system of working to additional fire stations this was subsequently agreed by the Fire Authority, with Skelmersdale and South Shore stations identified as suitable for its introduction there.

At Skelmersdale the station currently accommodates one wholetime and one retained fire engine. During Year 3 it is proposed to move the wholetime fire engine to the Day Crewing Plus duty system and the retained fire engine will remain.

At South Shore there is currently a wholetime fire engine and in Year 3 it is proposed to move over to the Day Crewing Plus System there instead.

The Day Crewing Plus shift system enables great flexibility in working as well as offering salary benefits. It offers considerable savings and helps tailor services better to cover local risk. Because it works best in locations where there is a pattern of reduced activity overnight compared with elsewhere in Lancashire it is not possible to make even more savings by implementing it at all Lancashire fire stations.

Year 3 changes will save the Service nearly £800,000 and it will not result in the loss of any fire engines but will maintain the same response times.

Year 4 – 2017/18

The current provision for emergency cover at Blackpool fire station is two Wholetime fire engines and crews. It is proposed to reduce this to one fire engine. The Fylde coast, from Bispham to Lytham, has the biggest concentration of fire engines in the county. This reduction offers an opportunity to save £1 million by withdrawing a fire engine whilst being confident that response times can be maintained and risk levels protected.

Lancaster fire station currently accommodates two Wholetime fire engines and it is proposed to remove the second fire engine. The intention is to explore the option of replacing it with a fire engine crewed by Retained Duty System firefighters but this will be dependent on recruiting sufficient staff. As the second fire engine at Lancaster is one of the least active Wholetime fire engines in the county and with incident numbers decreasing each year in the area, this proposal will save £1 million pound whilst maintaining the risk levels.

Year 4 changes will save the Service nearly £1.9 million and result in the loss of just two fire engines.

Public Open Meetings

Public open meetings have been arranged at the following times and locations and they can be attended by any interested member of the public. A senior officer will be present at the meetings to present the proposals and answer any questions. The meetings will begin at 6:30pm and conclude around 8:30pm, for this District it will take place:

16th September – **Lancaster** – Ashton Hall, Lancaster Town Hall, Dalton Square, Lancaster, LA1 1TX

Suggested Consultation Response from Lancaster City Council

Lancaster City Council recognises the situation faced by the Fire and Rescue service driven by reductions in Government funding.

The proposals put forward demonstrate that the need to make savings is going to have a very real impact on the delivery of this emergency service across the whole of the County.

The Council welcomes the fact that experienced fire officers have been involved in developing the proposals and notes that a risk based approach has been taken.

With regards to the specific proposal for the Lancaster fire station. Clearly you will be aware of the current risks within the District.

What also needs to be taken into account is that the District has ambitious plans for development and would expect an increase in both the number of houses and the population over the coming years.

The Council notes that incident numbers have decreased each year. This is in part due to the efforts of the partners of the Community Safety Partnership who have focused on strategies and actions that have had a positive impact on reduction in incident numbers.

Some of the actions have been funded via the Community Safety Partnership and directly by partners such as the City Council.

Due to reduction in government spend going forward the funding that was available for these joint initiatives will no longer be.

There is a real danger that a combination of a growing population and a lack of funding to focus on joint efforts will start to see an increase in fire incidents in the area.

The Council would also want to avoid a situation where unintended consequences of this proposal are then borne by other parts of the public sector.

The Council would want to be assured that these wider factors have been taken into account before a decision to remove 50% of Lancaster's fire fighting capacity is taken.

Lancaster City Council does not support the proposal to remove the second fire engine. However, the option of keeping the second engine but with retained firefighters would seem a reasonable one, assuming that assurances were given that the wider factors had been taken into account.

COUNCIL BUSINESS COMMITTEE

Overview and Scrutiny Committee – Times and Venues for Meetings

12 September 2013

Report of Chief Officer (Governance)

PURPOSE OF REPORT

To consider a request from the Chairman of the Overview and Scrutiny Committee to review the start times and a request from other members of the Committee to alternate venues for their meetings during the remainder of 2013/14.

This report is public

RECOMMENDATION

- (1) **That the Committee consider the requests to change the start times of Overview and Scrutiny Committees from 6pm to 7pm and to alternate the venues between Lancaster and Morecambe Town Halls, for the remainder of the 2013/14 municipal year.**

1.0 Background

- 1.1 Members will be aware that this Committee agrees the annual timetable of Lancaster City Council meetings and any other timetabling issues which may arise.
- 1.2 On 8 November 2012, Council Business Committee agreed that the start time for meetings of the Overview and Scrutiny Committee would be 6pm and the venue would be Morecambe Town Hall, as in previous years.
- 1.3 At the Overview and Scrutiny Committee meeting in July 2013, the Chairman asked about the possibility of changing the start time from 6pm to 7pm and other members of the Committee asked if it would be possible to alternate the venue between Morecambe Town Hall and Lancaster Town Hall. A report has been brought to this meeting to consider both requests.

2.0 Practical Issues

- 2.1 When this Committee sets the timetable for the year ahead, provisional room bookings are confirmed. If a venue is changed mid-year, that can cause difficulties for room hire. However, at the time of drafting this report, rooms would be available at Lancaster Town Hall to hold meetings of the Overview and Scrutiny

Committee on the dates scheduled for the remainder of this year, if required.

- 2.2 With regard to the change in time, there are no Committees which currently have a 7pm start time. Evening meetings commence at 6pm for meetings in Morecambe Town Hall and 6.10pm at Lancaster Town Hall. Overview and Scrutiny Committee meetings are quite long, usually taking over two hours. In March 2012 the meeting lasted for three hours and forty five minutes. With a start time of 6pm that meeting finished at 9.45pm. If meetings are moved to a start time of 7pm then it may be necessary to defer some items to a later meeting to avoid very late finishes after 10.30pm at night.
- 2.3 With regard to alternating venues, the only meetings which alternate between Morecambe and Lancaster Town Halls are Cabinet meetings. The rationale for this is to make the key decision making meetings more accessible to the public in the district by not restricting the venue to one Town Hall. However, it can cause confusion, with Members or Officers occasionally going to the wrong Town Hall. All committee meetings have a regular venue and are held at either Lancaster Town Hall or Morecambe Town Hall so that there are no complications about whether a meeting is to be held at one or the other.
- 2.4 The Overview and Scrutiny Committee can, and does, hold meetings in venues outside the Town Halls in the Community when looking at particular local issues. For a meeting about Rural Broadband, for example, the Committee met at Hornby Institute; for a meeting about Playgrounds in the district, it met at Ryelands Park. So there is no reason why the Committee could not choose to meet in Lancaster when examining a matter particularly affecting residents and/or services in Lancaster.

3.0 Consultation

- 3.1 Officers have consulted with the members and substitute members of the Overview and Scrutiny Committee. Not all the members responded but the results from those who did are shown at Appendix A. Only one of the Members of the Committee was in favour of changing the start time to 7pm and two of the three were in favour of alternating the venue. If the substitute members' views are included the results are split with three in favour of the later start time of 7pm and three against. Three Members supported the idea of alternating venues and only one expressed a view that this might cause confusion. To summarise, there is more support for alternating venues than for a later start time.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 The options available are:

	Option 1: No change to the time or venue of meetings.	Option 2: To alternate venues but keep the start time to 6.00pm (Morecambe) / 6.10pm (Lancaster).	Option 3: To alternate venues and change to a later start time of 7pm for the remainder of 2013/14.
Advantages	No changes need to be made to the timetable or room bookings and there	Is advantageous to Members who prefer to attend meetings in Lancaster as currently	As option 2 and also advantageous for the Chairman and any other Members who

	can be no confusion over venues with Members or officers going to the wrong Town Hall.	all the meetings are held in Morecambe.	prefer late meetings.
Disadvantages	6pm is an inconvenient start time for the Chairman.	Potential for Members or officers to go to the wrong venue. This shouldn't really be an issue as the venue is clearly printed on the agenda for each meeting.	Meetings are likely to have late finishes. Increased costs. There are staffing, heating and lighting cost implications for keeping the Town Halls open late, particularly for winter meetings. May be more difficult to persuade external contributors to attend a later meeting.
Risks	None identified.	If members or officers go to the wrong venue this can mean that meetings start late or items are not fully debated because members are missing, or that officers are not there to provide information to Members. It poses a risk to the overview and scrutiny work programme.	That items at the end of the agenda might be deferred because of the lateness of the hour. That Members may need to leave before the end of the meeting because of the lateness of the hour. These are risks which might delay progress with the overview and scrutiny work programme or make the Committee less inclusive.

4.2 The officer preferred option is 1. This is the most cost effective and matches the venue arrangements in place for other Committees. Within available budgets, the Overview and Scrutiny Committee is still at liberty to choose to hold meetings at venues other than Lancaster Town Hall to encourage residents to attend when examining particular local issues.

5.0 Conclusion

5.1 Members are asked to consider the request raised by the Chairman of the Overview and Scrutiny Committee in light of the information in this report.

RELATIONSHIP TO POLICY FRAMEWORK	
None.	
CONCLUSION OF IMPACT ASSESSMENT (including Health and Safety, Equality and 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 financial implications for heating and lighting the meeting rooms and staffing the building for meetings continuing beyond 7.30 pm. If this only applies to the five meetings in the remainder of this municipal year, it would not be a significant cost (approx £9 per meeting for staffing assuming meetings would finish one hour later than usual plus costs of heating and lighting) but if the arrangement were to continue into future years it would be a consideration. Start times of 6pm are more cost-effective.	
OTHER RESOURCE IMPLICATIONS	
Human Resources:	
Clerking meetings with a later finish would not present any particular problems. Democratic Services staff supporting meetings are entitled to time off in lieu for any time worked outside of the 7.30pm flexi time cut off point. Staff take time off for any hours accrued clerking a late meeting as soon after the meeting as is convenient for the needs of the service.	
Property services staff work longer hours when the building is in use at night.	
Information Services:	
None.	
Property:	
None.	
Open Spaces:	
None.	
SECTION 151 OFFICER'S COMMENTS	
The Section 151 Officer has been consulted and her comments have been incorporated into the report.	
MONITORING OFFICER'S COMMENTS	
The Monitoring Officer has been consulted and has no further comments.	
BACKGROUND PAPERS	Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk Ref:

Overview and Scrutiny Members and Substitute Members Responses

Councillor responses to the following questions:

1. The Chairman of Overview and Scrutiny Committee has requested that consideration be given to amending the commencement time of the Committee from 6.00 p.m. to 7.00 p.m.
2. Other members of the Committee have requested that the venue of the meeting alternate between Lancaster and Morecambe Town Halls. Currently the meeting is held at Morecambe Town Hall.

Councillor	Response
Councillor Brookes (Substitute Member)	I have no strong opinions on these suggestions, but a 7pm start would make it easier to eat before attending. I would be dismayed if an LTH/MTH flip flop spread to B&P though.
Councillor Hall (Substitute Member)	As I'm only a substitute, I won't express an opinion, but leave that to the full members.
Councillor Joan Jackson	I prefer the meetings to start at 6pm. I have been given to understand these meetings can last for 3 hours or more which could lead to travelling home at a late time. The City Council evening meetings are all scheduled for 6pm starts which is the time we were aware of when letting our names go forward for the committee. In the interests of fairness alternating the meetings between Morecambe and Lancaster is a good idea and has my support.

<p>Councillor Mace (Substitute Member)</p>	<p>In principle, meeting arrangements should be unchanged once they have been fixed for the following 12 months. This means that change could now be considered for the 2014-5 Municipal Year but not for 2013-4.</p> <p>As a member of Council Business Committee, should a report be presented to that committee, I will listen to the arguments before voting on any proposition that may be put.</p>
<p>Councillor Parkinson</p>	<p>I have serious concerns about this proposal as I think, if passed. It would set a precedent for any Chair of a Committee to make changes to the working arrangements of the Council to fit in with their personal circumstances.</p> <p>Traditionally evening Council meetings appear to start at 6pm which allows Councillors to finish the business of the Committee at a reasonable time. Overview and Scrutiny meetings have lasted at least three hours under past Chairman which if started at seven means a late finish for members, officers and staff, some of whom also have a distance to travel to their home.</p> <p>I believe there has also been a lack of consideration for the officers and members of organisations who would be forced to wait for a later meeting to start at the end of a working day and a possible increase in cost to the Council.</p> <p>I appreciate that members who work may find a change an attractive proposition but everyone is aware of the times for meetings when they put their name forward for the Committee and if they feel that they are unable to attend at that time they should not do so.</p>
<p>Councillor Rollins (Substitute Member)</p>	<p>I agree with the later starting time, and the alternate venues.</p>

Councillor Whitaker	<p>I would be more than happy for Overview and Scrutiny to be moved onto 7pm because it will enable people who have been working all day to have some tea and arrive on time.</p> <p>I am not sure about alternative venues for O&S because it might cause a degree of confusion. It is better if it is always in the same venue.</p>
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Council Business Committee**Councillor Community Leadership Conference
12th September 2013****Report of Chief Officer (Governance)****PURPOSE OF REPORT**

To enable Members to consider a proposal for a Community Leadership Conference to be held in June 2014.

This report is public

RECOMMENDATIONS

- (1) That the Committee considers the proposal for a Community Leadership Conference in 2014 and how best to take this forward.

1.0 Introduction

- 1.1 On 14 March 2013, this committee considered a report on the outcomes of the Keep it R.E.A.L (Responsive, Efficient, Accountable and Local) project.
- 1.2 The Keep It Real project recognised the importance of the role of Ward Councillor, not only as an essential advisory service to constituents but in terms of local community leadership. Members will, of course, be aware that Community Leadership is one of the four priorities in the Corporate Plan 2013/14.
- 1.3 The role of Ward Councillor includes championing the interests of the ward and local people and working with the local voluntary sector, faith groups, resident and tenant groups, service providers and local businesses. This is particularly important at this time of austerity and chimes closely with the city council's Take Pride campaign, part of which aims to encourage communities and individuals to do their bit to support themselves and their communities.
- 1.4 The report considered by the Committee explained that one of the key themes from the Keep it REAL project was 'sharing councillor knowledge and experience'.

2.0 Proposal Details

- 2.1 To help Members take forward the Community Leadership Corporate Priority and address the main issue arising from the REAL project, officers have been looking at ways that Members might come together to share their knowledge and experience.
- 2.2 One of the ways this could be achieved would be holding a Community Leadership Conference for Lancaster City Councillors and inviting Councillors

from neighbouring authorities in Lancashire and South Lakeland along to share what they know about engaging with and leading their communities and how they interact within their own wards.

2.3 Community Leadership Conference

A Community Leadership Conference would provide Councillors with an opportunity to network, share knowledge, experience and expertise.

It is recommended that the proposed conference would take place on a Wednesday afternoon towards the end of June 2014 and would start with a networking lunch.

This timing would avoid the European elections when Democratic Services staff have a heavy workload and the summer holiday period.

Event feedback will determine whether this would be worth repeating at some point during the next 4 year term of office after the 2015 election and induction period has finished.

2.4 Content

The focus would be on Members talking to other Members and could include:

- Presentation on importance of community leadership and relevant skills
- Presentations of best practice case studies from Lancaster City Councillors and Councillors from other councils. For example the Sandylands Promenade Councillor/Community project.
- Presentation on Localism Act and planning issues (including community rights)
- Discussion/workshop on developing approaches to solving community issues
- Discussion/workshop on communication role in relation to future budget and service delivery challenges
- Discussion/workshop to identify future community leadership skill support
- Councillors could help to facilitate discussions/workshops

Feedback about any further support required would be used to inform the future Member Development Strategy.

Members of this Committee may wish to have detailed input into the content and format of the Conference. If so it might be helpful to establish an informal working group to meet and discuss further.

Members may also wish to put forward other options for events or actions that would address the theme 'sharing councillor knowledge and experience' which officers could take forward.

2.5 Attendance

Committee members will be aware of the ongoing low attendance issue for Councillor briefings and training. This report is coming to the Committee at an early stage because, if agreed, the date of the Community Leadership Conference will be included in the Meetings Timetable to encourage Councillors to put this in their diaries.

3.0 Details of Consultation

3.1 The Consultation and Engagement Officer and Democratic Services are working together on a number of actions from the Keep it REAL project including the proposed Community Leadership Conference.

4.0 Options and Options Analysis (including risk assessment)

	Option 1: Hold Councillor Community Leadership Conference	Option 2: Do not hold Councillor Community Leadership Conference
Advantages	<p>Provide an opportunity to celebrate achievements and share councillor knowledge, experience and expertise</p> <p>Provide a networking opportunity with councillors from neighbouring authorities</p>	Saves costs of the conference including officer and Members time developing and planning the conference.
Disadvantages	<p>Require office time to develop and plan</p> <p>May require some of Council Business Committee Members time to develop and plan</p> <p>Require councillor time to attend</p>	Loss of an opportunity for councillors to share knowledge, experience and expertise and network with Councillors from neighbouring authorities.
Risks	<p>Low councillor attendance</p> <p>Lack of examples/case studies</p>	No risks identified

5.0 Conclusion

5.1 The Committee is asked to consider the proposal for a Community Leadership Conference in 2014 and how best to take this forward.

CONCLUSION OF IMPACT ASSESSMENT

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

Supporting Councillor Community Leadership will assist councillors to engage with their communities more effectively.

LEGAL IMPLICATIONS

None arising directly as a result of this report.

FINANCIAL IMPLICATIONS

The proposed Councillor Conference will be financed from within the 2014/15 proposed Member Training & Development budget.

OTHER RESOURCE IMPLICATIONS

Human Resources:

None

Information Services:

Some support may be required depending on the conference content.

Property:

The Councillor Conference will be held in a council building.

Open Spaces:

None

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and her comments incorporated in the report.

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Local Government Association 'Keeping it R.E.A.L.' Programme Council Business Committee Report - 14 March 2013

Contact Officer: Jennifer Milligan

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E-mail: jmilligan@lancaster.gov.uk

COUNCIL BUSINESS COMMITTEE**Constitution – Petitions and Addresses****12 September 2013****Report of the Monitoring Officer****PURPOSE OF REPORT**

To approve amendments to the Council's Constitution to clarify the notice periods required when presenting a petition.

This report is public

RECOMMENDATIONS

- (1) **That the Committee approves changes to the Constitution to clarify the notice period in the Council's Petition Scheme shown at Appendix 1 and amendments to Council Procedure Rules 14 and 15 as shown Appendices 2 and 3 of this report.**

1.0 Introduction

- 1.1 On 8 November 2012, this Committee approved amending the notice period for members of the public wishing to register to speak at Council. The notice period was shortened from seven working days to noon, three working days before the meeting. The reason for the change was to allow the public two or three days to view the published agenda before deciding whether to register to speak or not. The new notice period also matched the deadline for the public to register a question for Council.
- 1.2 The seven working days notice period for members of the public presenting a petition was not included in the report or the discussions on 8 November 2012. However, most members of the public do wish to speak to Council when they present their petition and the situation has been unclear whether the deadline for registering to present, and speak to, a petition was to stay at 7 working days or reduce to noon, three working days before the meeting. This report seeks to clarify that issue.
- 1.3 It should be noted that it was not thought necessary to reduce notice periods for Councillors to register to address Council because they are already able to speak on items on the council agenda during debate. The notice period for Councillors is still seven working days before the meeting for presenting a petition or an address.

2.0 Significance of a notice period for petitions

2.1 It is important that adequate notice of a petition is received by the Chief Executive to enable Members to give an appropriate response to the petitioner at the Council meeting. Where a petition carries more than a trigger threshold of signatures, it will be debated at the meeting and officers will need time to research and prepare a report to accompany the item on the agenda. Seven days notice is the absolute minimum requirement necessary to draft the report and circulate it to Councillors in time for the meeting.

3.0 Proposal

3.1 To clarify the notice period for petitions, it is proposed to make some minor changes to the Council's Constitution.

3.2 The first change proposed is to the Council's Petition Scheme. Currently (relevant extract at Appendix 1(a)) the Scheme does not make it explicit that notice must be given if a Councillor or member of the public wishes to present their petition at a Council meeting. This has been addressed in the revised version attached for approval at Appendix 1(b).

3.3 In addition, to tidy up the Council Procedure Rules, it is proposed that the sections on presentation of petitions by Members be removed from Rule 15 as shown at Appendix 2 (a) and (b). The rules regarding petitions would then all be contained in the Council's Petition Scheme in Part 10.

3.4 Lastly, to direct anyone searching in the Procedure Rules for rules about presenting petitions, it is proposed to add new paragraphs 14.8 to the Public Speaking Rules (shown at Appendix 3) and 15.8 for Members (shown at Appendix 2(b)) which would say "Members of the Council/public may present petitions to Council in accordance with the rules set out in the Petition Scheme in Part 10 of this Constitution."

4.0 Conclusion

4.1 The Committee is asked to consider and approve the proposed amendments to page 2 of the Petition Scheme and Council Procedure Rules 14 and 15, for inclusion in the Constitution.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None identified.</p>
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<p>LEGAL IMPLICATIONS There are no legal implications as a direct result of this report.</p>

<p>FINANCIAL IMPLICATIONS There are no financial implications as a direct result of this report.</p>

OTHER RESOURCE IMPLICATIONS

Human Resources: None.

Information Services: None.

Property: None.

Open Spaces: None.

SECTION 151 OFFICER'S COMMENTS

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

MONITORING OFFICER'S COMMENTS

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

BACKGROUND PAPERS

Constitution: Part 4, Section1, Council Procedure Rules 13, 14 and 15 and Part 10, Petition Scheme.

Contact Officer: Debbie Chambers
Telephone: 01524582057
E-mail: dchambers@lancaster.gov.uk
Ref:

Extract from the current Petition Scheme in the Constitution

PART 10

Petition Scheme

Introduction

The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt.

This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

Generally, a petition must be signed by at least 10 people, and any persons who sign should live, work or study in the Council's area.

Paper petitions can be sent to the Head of Governance, Town Hall, Lancaster LA1 1PJ

Petitions may also be created, signed and submitted online by following this link www.lancaster.gov.uk/petitions

Petitions can also be presented to a meeting of the Council. Dates of these meetings may be found on the Council's website www.lancaster.gov.uk

If you would like to present your petition to the Council, or would like your councillor or someone else to present it on your behalf, please contact Democratic Services on 01524 582065 or email democracy@lancaster.gov.uk and they will talk you through the process. If you wish to make an address to Council when presenting your petition, you must give notice that you wish to speak no later than midday three days before the Council meeting, providing a copy of your speech. This is in accordance with the rules in the Council's Constitution about public speaking at Council meetings. A leaflet explaining the procedure is available on the Council's website or from Democratic Services.

If your petition has received 1500 signatures or more (or 200 where it relates to a local matter which affects no more than two wards), it will also be scheduled for a Council debate, and if this is the case we will let you know whether this will happen.

PART 10

Petition Scheme

Introduction

The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement from the Council within 10 working days of receipt.

This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

Generally, a petition must be signed by at least 10 people, and any persons who sign should live, work or study in the Council's area.

Paper petitions can be sent to the Head of Governance, Town Hall, Lancaster LA1 1PJ

Petitions may also be created, signed and submitted online by following this link www.lancaster.gov.uk/petitions

Petitions can also be presented to a meeting of the Council provided you give us 7 working days notice that you wish to present your petition. Dates of Council meetings may be found on the Council's website www.lancaster.gov.uk

If you would like to present your petition to the Council or to present your petition and make a speech to accompany it, you must let us know no later than seven working days before the Council meeting, providing a copy of your speech if you want to speak. Please contact Democratic Services on 01524 582065 or email democracy@lancaster.gov.uk and we will talk you through the process, including what to do if you would prefer your Ward Councillor or someone else to present the petition on your behalf.

Councillors are able to present petitions at Council meetings, too. The same requirement to give seven working days notice applies to Councillors, who should give notice, and a copy of their speech if they wish to make one, to the Chief Executive.

Any petition with 1500 signatures or more (or 200 where it relates to a local matter which affects no more than two wards) will also be scheduled for a Council debate. If this is the case with your petition we will let you know whether this will happen.

Current version of Council Procedure Rule 15

15. PRESENTATION OF PETITIONS AND HEARING OF ADDRESSES BY MEMBERS

- 15.1 At a meeting of the Council any member of the Council may present a petition or address which is relevant to some matter in relation to which the Authority has functions, or which affects the area of the Authority, or part of it, or the inhabitants of that area, or some of them.
- 15.2 The provision outlined in 15.1 above does not extend to applications for or objectors to:-
- planning permission;
 - any licence, notice or order issued, served or made by the Council.
- 15.3 At least seven days before the meeting at which the petition or address is to be presented, the person wishing to present it shall give notice of his or her intention to do so to the Chief Executive, in writing or by electronic mail, and shall show the petition or address to him or her and he or she shall not accept the notice unless he or she is satisfied that the petition or address is proper to be presented.
- 15.4 In presenting a petition or address, the person may speak for not more than five minutes. These remarks shall relate to the matter indicated when the request was made and shall not constitute a personal attack upon any person. The person or persons speaking to the petition or address shall be heard in silence.
- 15.5 Petitions and addresses shall be presented, in order in which notice of them is received by the Chief Executive.
- 15.6 Where the subject matter of an address received is within the terms of reference of the Cabinet or relevant Overview and Scrutiny Committee, it shall be referred to the next convenient meeting of the Cabinet or relevant Overview and Scrutiny Committee within whose terms of reference it falls. If any question arises as to the Cabinet or Overview and Scrutiny Committee to which the subject matter is to be referred, it shall be determined by the person presiding.
- 15.7 Where an address is referred to a meeting of the Cabinet or Overview and Scrutiny Committee, the Cabinet or Overview and Scrutiny Committee shall either report upon the subject matter to the next meeting of the Council or committee, or include their views upon the subject matter in their next report to the Council or committee.
- 15.8 When a petition is received it shall be referred to Overview and Scrutiny Committee to consider and carry out any inquiry work as appropriate before reporting back to Cabinet or the relevant decision-making body.

Proposed amended version of Council Procedure Rule 15**15. HEARING OF ADDRESSES BY MEMBERS**

- 15.1 At a meeting of the Council any member of the Council may present an address which is relevant to some matter in relation to which the Authority has functions, or which affects the area of the Authority, or part of it, or the inhabitants of that area, or some of them.
- 15.2 The provision outlined in 15.1 above does not extend to applications for or objectors to:-
- planning permission;
 - any licence, notice or order issued, served or made by the Council.
- 15.3 At least seven days before the meeting at which the address is to be presented, the Member wishing to present it shall give notice of his or her intention to do so to the Chief Executive, in writing or by electronic mail, and shall show the address to him or her and he or she shall not accept the notice unless he or she is satisfied that the petition or address is proper to be presented.
- 15.4 In presenting an address, the Member may speak for not more than five minutes. These remarks shall relate to the matter indicated when the request was made and shall not constitute a personal attack upon any person. The Member making the address shall be heard in silence.
- 15.5 Addresses shall be presented in order in which notice of them is received by the Chief Executive.
- 15.6 Where the subject matter of an address received is within the terms of reference of the Cabinet or relevant Overview and Scrutiny Committee, it shall be referred to the next convenient meeting of the Cabinet or relevant Overview and Scrutiny Committee within whose terms of reference it falls. If any question arises as to the Cabinet or Overview and Scrutiny Committee to which the subject matter is to be referred, it shall be determined by the person presiding.
- 15.7 Where an address is referred to a meeting of the Cabinet or Overview and Scrutiny Committee, the Cabinet or Overview and Scrutiny Committee shall either report upon the subject matter to the next meeting of the Council or committee, or include their views upon the subject matter in their next report to the Council or committee.
- 15.8 Members of Council may present petitions to Council in accordance with the rules set out in the Petition Scheme in Part 10 of this Constitution.

Council Procedure Rule 14 with proposed revision shown at 14.8**14 PUBLIC SPEAKING**

- 14.1 At a meeting of the Council a Local Government Elector or Council Tax Payer for the area of the Authority may address Council on any item on the agenda for the meeting, or on any matter in relation to which the Council has functions, or which affects the area of the Council or part of it, or the inhabitants of that area, or some of them.
- 14.2 The provision outlined in 14.1 does not extend to applications for or objectors to:-
- planning permission (see the Council's arrangements for public participation in Planning and Highways Regulatory Committee meetings as outlined in the leaflet available from Democratic Services);
 - any licence, notice or order issued, served or made by the Council.
- 14.3 An address may only be presented at Council if notice has been given by delivering it in writing or by electronic mail to the Chief Executive no later than midday 3 days before the day of the meeting and the notice includes the wording of the address. The Chief Executive shall not accept the notice unless he or she is satisfied that the address is proper to be presented. Late requests to address Council will not be considered.
- 14.4 In presenting an address, the person may speak for not more than five minutes. The speech shall reflect the wording referred to in Rule 14.3 above, and shall not constitute a personal attack upon any person. The person or persons making the address shall be heard in silence. Following the presentation of an address, the appropriate Cabinet Member or Committee Chairman will be given the opportunity to respond to the submission for not more than five minutes.
- 14.5 Addresses shall be presented in order in which notice of them is received by the Chief Executive. There will be a maximum of ten speakers allowed per Council meeting on a first come, first served basis. Groups of persons with similar views should elect a spokesperson to speak on their behalf to avoid undue repetition of similar points. Spokespersons should identify in writing on whose behalf they are speaking as part of the registration process. The Head of Governance to be authorised to ask speakers to consolidate their views if there are more than three speakers in the group.
- 14.6 Where the subject matter of an address received is within the terms of reference of Council, it shall be referred to the next convenient meeting of the relevant Council body within whose terms of reference it falls.
- 14.7 Where an address is referred to a meeting of a Council body, that meeting shall either report upon the subject matter to the next meeting of the Council or committee, or include their views upon the subject matter in their next report to the Council or committee.
- 14.8 Members of the public may present petitions to Council in accordance with the rules set out in the Petition Scheme in Part 10 of this Constitution.