

**COUNCIL BUSINESS  
COMMITTEE**

**6.00 P.M.**

**5TH NOVEMBER 2015**

**PRESENT:-** Councillors Janet Hall (Chairman), Sam Armstrong, Tracy Brown, Joan Jackson, Roger Mace, Terrie Metcalfe (substitute for Councillor Blamire) and David Whitaker (substitute for Councillor Warriner)

Apologies for Absence

Andrew Warriner (Vice-Chairman) and Eileen Blamire

Officers in attendance:-

Nadine Muschamp	Chief Officer (Resources) (for minute 11)
Chris Riley	ICT Manager (for minute 11)
Debbie Chambers	Democratic Services Manager

**8 MINUTES**

The minutes of the meeting of 25 June 2015 (previously circulated) were approved by the Chairman as a correct record.

**9 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIRMAN**

There were no items of urgent business.

**10 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**11 USE OF COUNCIL EMAIL ADDRESSES FOR COUNCIL BUSINESS**

The Committee considered a joint report of the Chief Officer (Resources) and Chief Officer (Governance). The Chief Officer (Resources) presented the report, and responded to a number of questions from Councillors. The ICT Manager also responded to Members' questions.

A range of issues were discussed, including

- Information security and data protection
- Freedom of information requests
- 'Bring your own device'
- How to manage public expectations regarding response times
- The possibility of providing phones for Councillors in addition to a laptop or tablet
- Officers' access to Councillors' emails
- Councillors' differing approaches to contact with their constituents

During the discussions, the issue of what constituted 'council business' was raised and it was felt that a definition of that term would be helpful.

Wording for a proposition which expressed that it was 'preferable' for Councillors to use their Council email address was proposed but not seconded.

Councillor Whitaker, seconded by Councillor Brown, proposed the two recommendations set out in the report. Councillor Mace proposed a third point, regarding a definition of 'council business'. This was accepted as a friendly addendum.

***Resolved:***

- (1) That the continuation of the existing policy based on best practice be endorsed, whereby members' council email addresses must be used for any council business conducted via email, rather than personal email addresses being used.
- (2) That it be noted that officers will be instructed, when corresponding with members by email, to use a member's council email address only.
- (3) That Members be reminded of the definition of the types of data to be protected as "council business" under resolution (1), with examples.

**12 COMMITTEE TIMETABLE 2016-17**

A draft Committee Timetable for 2016/17 was presented to Members for consideration.

The Democratic Services Manager outlined some changes for 2016, which had been suggested by Councillor Mace prior to the meeting. These were to move the Overview and Scrutiny Committee meetings scheduled for 6 July and 14 December to 20 July and 21 December respectively. The Council meeting, scheduled for 21 December, to be moved to 14 December.

The Committee agreed with these suggestions.

***Resolved:***

- (1) That, subject to the following amendments, the draft Committee timetable for 2016/17 be agreed:
  - (a) That the Overview and Scrutiny Committee meetings scheduled for 6 July and 14 December 2016 be moved to 20 July and 21 December 2016 respectively.
  - (b) That the Council meeting, scheduled for 21 December 2016, to be moved to 14 December 2016.

***(The agreed timetable is appended.)***

**13 RECORDING OF ATTENDANCE, APOLOGIES AND ABSENCES AT MEETINGS**

The Committee considered a report, requested by a Councillor, to look at how absences and apologies were recorded and how they were shown on the Council's website.

The Democratic Services Manager explained that the website currently pulled figures direct from the Committee Management software (Modern.gov) for the number of meetings each Councillor was expected to attend and the number attended, as well as a percentage of attendance and absence.

The Committee agreed that it was not helpful to show the percentages. The Democratic Services Manager agreed to investigate with Modern.gov whether the percentage figures could be removed from the website. Councillor Metcalfe, seconded by Councillor Joan Jackson proposed that this be undertaken.

***Resolved:***

That the Democratic Services Manager remove the percentage attendance figures for each Councillor from the Council's website, if possible.

**14 URGENT BUSINESS: SUBSTITUTE MEMBERS FOR OVERVIEW AND SCRUTINY**

The Committee considered a report of the Chief Officer (Governance) setting out an item of urgent business between meetings that had been dealt with in accordance with the Council's urgent business procedures set out in the Constitution. The decision taken was to appoint substitute members to the Budget and Performance Panel and Overview and Scrutiny Committee.

***Resolved:***

That the report be noted.

**15 APPOINTMENTS TO COMMITTEES AND CHANGES TO MEMBERSHIP**

There were no appointments to committees or changes to membership.

---

Chairman

(The meeting ended at 7.10 p.m.)

**Any queries regarding these minutes, please contact  
Debbie Chambers, Democratic Services - 01524 582057 or email  
dchambers@lancaster.gov.uk**

# TIMETABLE 2016/2017 (AGREED BY COUNCIL BUSINESS COMMITTEE 5 NOVEMBER 2015)

2016

2017

	May	June	July	August	September	October	November	December	January	February	March	April	May	
Mon				1									1 Bank Holiday	Mon
Tue				2 Cabinet LTH			1 Cabinet MTH						2 Planning Site Visit	Tue
Wed		1		3 Budget and Performance Panel			2			1 Council	1 Budget Council		3	Wed
Thur		2 Licensing Reg Member Briefing		4	1 Licensing Reg Member Briefing		3 Council Business Committee	1 Licensing Act		2 Member Briefing	2 Member Briefing		4 ELECTION (County)	Thur
Fri		3	1	5	2		4	2		3	3		5	Fri
Sat		4	2	6	3	1	5	3		4	4	1	6	Sat
Sun	1	5	3	7	4	2	6	4	1	5	5	2	7	Sun
Mon	2 Bank Holiday	6	4	8	5	3	7 Planning Site Visit	5 Planning Site Visit	2 Bank Holiday	6 Planning	6 Planning	3 Planning	8 Planning	Mon
Tue	3 Planning	7	5	9	6 Cabinet MTH	4 Cabinet LTH	8 Budget & Performance Panel	6 Cabinet LTH	3 Planning Site Visit	7 Budget and Performance Panel	7	4	9	Tue
Wed	4	8 Overview & Scrutiny Committee	6	10	7 Audit	5	9 Council	7	4	8 Overview and Scrutiny Committee	8 Overview and Scrutiny Committee	5 Overview and Scrutiny Committee	10	Wed
Thur	5 ELECTION (PCC)	9 Standards	7 Member Briefing	11	8	6 Member Briefing	10	8	5 Licensing Reg	9 Licensing Reg	9 Council Business Committee	6 Member Briefing	11	Thur
Fri	6	10	8	12	9	7	11	9	6	10	10	7	12 Annual Council	Fri
Sat	7	11	9	13	10	8	12	10	7	11	11	8	13	Sat
Sun	8	12	10	14	11	9	13	11	8	12	12	9	14	Sun
Mon	9	13	11	15 Planning Site Visit	12 Planning Site Visit	10 Planning Site Visit	14 Planning	12 Planning	9 Planning	13	13	10	15 Business Council	Mon
Tue	10	14	12 Budget and Performance Panel	16	13	11	15	13	10	14 Cabinet LTH	14	11	16	Tue
Wed	11	15 Audit	13 Council	17	14	12	16 Overview & Scrutiny Committee	14 Council	11	15	15	12 Council	17	Wed
Thur	12	16 Licensing Act	14 Licensing Reg	18	15	13 Licensing Reg	17 Member Briefing	15	12 Member Briefing	16	16	13	18	Thur
Fri	13 Annual Council	17	15	19	16	14	18	16	13	17	17	14 Bank Holiday	19	Fri
Sat	14	18	16	20	17	15	19	17	14	18	18	15	20	Sat
Sun	15	19	17	21	18	16	20	18	15	19	19	16	21	Sun
Mon	16 Business Council	20 Planning Site Visit	18 Planning Site Visit	22 Planning	19 Planning	17 Planning	21	19	16	20	20	17 Bank Holiday	22	Mon
Tue	17	21 JCC Personnel	19	23	20	18	22	20	17 Cabinet MTH	21	21 Cabinet MTH	18	23	Tue
Wed	18	22	20 Overview and Scrutiny Committee	24	21 Overview and Scrutiny Committee	19 Overview and Scrutiny Committee	23	21 Overview & Scrutiny Committee	18 Audit	22	22	19	24	Wed
Thur	19	23 Council Bus Com	21	25	22	20	24 Licensing Reg	22	19 Standards	23	23 Licensing Reg	20	25	Thur
Fri	20	24	22	26	23	21	25	23	20	24	24	21	26	Fri
Sat	21	25	23	27	24	22	26	24	21	25	25	22	27	Sat
Sun	22	26	24	28	25	23	27	25	22	26	26	23	28	Sun
Mon	23 Planning site visit	27 Planning	25 Planning	29 Bank Holiday	26	24	28	26 Bank Holiday	23	27 Planning Site Visit	27 Planning Site Visit	24	29 Bank Holiday	Mon
Tue	24	28 Cabinet MTH	26	30	27	25	29	27 Bank Holiday	24 Budget & Perf Panel - MTH	28	28	25 Cabinet LTH	30	Tue
Wed	25	29	27	31	28 Council	26	30	28	25		29	26	31	Wed
Thur	26	30	28		29	27		29	26		30	27		Thur
Fri	27		29		30	28		30	27		31	28		Fri
Sat	28		30			29		31	28			29		Sat
Sun	29		31			30			29			30		Sun
Mon	30 Bank Holiday					31			30 Planning Site Visit					Mon
Tue	31 Planning								31 JCC Personnel					Tue