



**Committee:** COUNCIL BUSINESS COMMITTEE

**Date:** THURSDAY, 26 JANUARY 2017

**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 3 November, 2016 (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 9 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. **Committee Timetable 2017/18 (Pages 1 - 7)**

Report of the Democratic Services Manager.

6. **Overview and Scrutiny of Draft Reports (Pages 8 - 10)**

Report of the Democratic Services Manager.

7. **Member Development - Mandatory Training (Pages 11 - 14)**

Report of the Democratic Services Manager.

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

## **ADMINISTRATIVE ARRANGEMENTS**

### **(i) Membership**

Councillors Janet Hall (Chairman), Andrew Warriner (Vice-Chairman), Ian Clift, Joan Jackson, Roger Mace, Abi Mills and John Reynolds

### **(ii) Substitute Membership**

Councillors Tracy Brown, Susie Charles, Tim Hamilton-Cox, Terrie Metcalfe and Susan Sykes

### **(iii) Queries regarding this Agenda**

Please contact Tessa Mott, Democratic Services - 01524 582074 or email [tmott@lancaster.gov.uk](mailto:tmott@lancaster.gov.uk).

### **(iv) Changes to Membership, substitutions or apologies**

Please contact Democratic Support, telephone 582170, or alternatively email [democraticsupport@lancaster.gov.uk](mailto:democraticsupport@lancaster.gov.uk).

SUSAN PARSONAGE,  
CHIEF EXECUTIVE,  
TOWN HALL,  
DALTON SQUARE,  
LANCASTER, LA1 1PJ

Published on 17 January, 2017.

<b>COUNCIL BUSINESS COMMITTEE</b>
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**Committee Timetable 2017/18  
26 January 2017**

**Report of the Democratic Services Manager**

<b>PURPOSE OF REPORT</b>
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To agree the timetable of committee meetings for the 2017/18 municipal year.
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This report is public.
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**RECOMMENDATION**

1. That Members approve a timetable of meetings, times and venues for the 2017/18 municipal year, making any necessary minor changes and taking into consideration the recommendation from the Overview and Scrutiny Committee in paragraph 2.1 of this report; the suggestions regarding the start times of Annual Business Council and the Joint Consultative Committee (JCC), in paragraphs 2.7 and 2.8; and the change of venue for Audit Committee from Morecambe Town Hall to Lancaster Town Hall (paragraph 2.9).
2. That, if the Committee is minded to make any substantial proposals for change, that these be submitted to Council for approval.

**1.0 Introduction**

- 1.1 Council Business Committee has delegated authority to agree the annual timetable of City Council meetings.

**2.0 Proposal Details**

- 2.1 The timetable at Appendix A is based on previous decisions of this Committee and Council and the need for timely reporting on budget and performance issues (see paragraph 3.0 below). There are several instances where the pattern of Overview and Scrutiny Committee (OSC) dates, agreed by Council Business Committee on 16<sup>th</sup> January 2014 has been incorporated into the timetable, namely that OSC meetings be held two weeks and a day after Cabinet, although this has not always been possible. The rationale for timetabling OSC meetings in this way is to try and avoid the need for extra OSC meetings for call-ins. However, at its meeting on 21 December 2016, OSC made the following resolution:

- (1) *That the Overview and Scrutiny Committee recommend to the Council Business Committee that Overview and Scrutiny Committee meetings be*

*timetabled for the Wednesday prior to Cabinet meetings in the timetable for 2017/18.*

The thinking being that, if timetabled in such a way, when the Cabinet agenda has been published but has not yet been considered by Cabinet, an item could be added to the OSC Agenda to consider the Cabinet agenda from a 'pre-scrutiny' angle. It should be noted, however, that consideration would need to be given to a mechanism for formally feeding in any comments from OSC to Cabinet. It would not be feasible to draft a report if the OSC meeting was held four days prior to the Cabinet meeting.

- 2.2 An alternative draft timetable, incorporating the recommendation from OSC, is shown at Appendix C. If Council Business Committee is minded to implement the recommendation from OSC, it will create a clash with the proposed Council meeting on 27 September 2017; to rectify this, Council has been moved to the earlier date of 20 September 2017 on Appendix C.
- 2.3 The timetables are also based on the decision made by Council, on 11 December 2013, and reported into Council Business Committee on 5 November 2015, to schedule the following number of meetings per year: -

Meeting	Number of Meetings
Council	8
Cabinet	10
Standards Committee	2
Audit Committee	3
Licensing Act Committee	2
Budget and Performance Panel	5
Council Business Committee	3
Personnel Committee	2

It was previously agreed to maintain 9 Overview and Scrutiny Committee meetings, whilst Planning and Highways Committee and Licensing Regulatory Committee remain unchanged at 13 and 8 meetings per year respectively. Council also recommended that Joint Consultative Committee (JCC) meetings be held on the same day as Personnel Committee, wherever possible.

- 2.4 Planning site visits have been set a week prior to Planning and Highways Committee meetings, if these are required.
- 2.5 A Bank Holiday on Monday, 29 May 2017 has caused a Planning and Highways Committee meeting to be moved to Wednesday, 31 May 2017, a Bank Holiday on Monday, 2 April 2018 has caused the meeting to be moved to Friday, 6 April 2018 and a Bank Holiday on 7 May 2018 has caused the meeting to be moved to 9 May 2018. Likewise with Bank Holidays on 1 May 2017 and 1 January 2018 planning site visits, if required, have been moved to 2 May 2017 and 2 January 2018.
- 2.6 It should be noted that the County Council elections will take place on Thursday, 4 May 2017. No elections are currently scheduled for May 2018.
- 2.7 The committee start times and location details are provided at Appendix A to this report, with the timetable at Appendix B. The start time of Annual Business

Council has traditionally been 6.30pm. However, since the start time of ordinary meetings of Council moved from 2pm to 6pm, it seems sensible to start the Annual Business Council meeting at 6pm too, to save confusion.

- 2.8 The current Chairman of the Personnel Committee has asked whether it would be possible to schedule the start time of the JCC to 5pm. However if the Chairman of Personnel Committee is of the opinion that, due to the amount of business on the JCC agenda, an earlier commencement time would be appropriate that the Chairman of the Personnel Committee be given the discretion to amend the start time of the meeting. This would assist reducing the gap between the times of meetings, with JCC starting at 5pm and Personnel Committee starting at 6.10pm, or at the rise of the JCC, whichever is the later. This would be acceptable procedurally, since the JCC is not a public meeting, and is not subject to the requirement to publish an agenda five clear working days in advance of the meeting.
- 2.9 The Audit Committee currently meets at Morecambe Town Hall and it is proposed to change the venue to Lancaster Town Hall in the interests of efficiency, since all the officers who are routinely required to attend the meeting are based in Lancaster.
- 2.10 Due to the availability of the Leader, the Cabinet meeting in June has been proposed for a Monday evening (26<sup>th</sup>) instead of the usual Tuesday slot, which would have been the 27<sup>th</sup>.

### **3.0 Quarterly monitoring**

- 3.1 In previous years, the timetable has been constructed in such a way that quarterly monitoring reports for finance and performance have 'fitted in' where they could and have not always been timely as result.
- 3.2 When drafting the timetable for 2017/18 careful thought has been given to the time information will be available and could best be presented to Cabinet and Budget and Performance Panel. As result, two meetings have been scheduled in August, a month where Council bodies have not traditionally met, however a meeting of Cabinet on 8 August and of Budget and Performance Panel on 15 August would be ideal for presenting Quarter 1 information. The Leader of the Council has been consulted on this and is in agreement with the proposal. As the membership and chairmanship of the Budget and Performance Panel for 2017/18 is not yet known, it has not been possible to consult with members of the Panel.

### **4.0 Conclusion**

- 4.1 Members are asked to consider the various suggestions and recommendations in paragraph 2 of this report, and approve a timetable of meeting dates, times, and venues for the 2017/18 municipal year; or to refer any recommendations for substantial changes to Council for approval.

**CONCLUSION OF IMPACT ASSESSMENT**

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

None.

**LEGAL IMPLICATIONS**

It is a legal requirement that the City Council publishes its timetable of meetings by the commencement of each Municipal Year. Amendments can be made throughout the year provided at least 5 days' notice is given.

**FINANCIAL IMPLICATIONS**

There are no additional financial implications for the above proposals. The costs of the meetings will be met from existing budgets.

**OTHER RESOURCE IMPLICATIONS, such as Human Resources; Information Services; Property; 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 involved in the drafting of this report in her role as Democratic Services Manager.

**BACKGROUND PAPERS**

None.

**Contact Officer:** Debbie Chambers

**Telephone:** 01524 582057

**E-mail:** [dchambers@lancaster.gov.uk](mailto:dchambers@lancaster.gov.uk)

	2017						2018							
	May	June	July	August	September	October	November	December	January	February	March	April	May	
Mon	1 Bank Holiday								1 Bank Holiday					Mon
Tue	2 Planning Site Visit			1					2 Planning Site Visit				1	Tue
Wed	3			2			1		3 Overview and Scrutiny Committee				2	Wed
Thur	4 ELECTION (County)	1 Licensing Reg Member Briefing		3			2 Council Business Committee		4 Licensing Reg	1	1		3	Thur
Fri	5	2		4	1		3	1	5	2	2		4	Fri
Sat	6	3	1	5	2		4	2	6	3	3		5	Sat
Sun	7	4	2	6	3	1	5	3	7	4	4	1	6	Sun
Mon	8 Planning	5	3	7	4	2	6 Planning Site Visit	4 Planning Site Visit	8 Planning	5 Planning	5 Planning	2 Bank Holiday	7 Bank Holiday	Mon
Tue	9	6	4	8 Cabinet LTH	5 Cabinet MTH	3 Cabinet LTH	7 Cabinet MTH	5 Cabinet LTH	9	6 Budget and Performance Panel	6	3	8	Tue
Wed	10	7 Overview & Scrutiny Committee	5	9	6 Audit	4	8	6	10	7 Overview and Scrutiny Committee	7 Overview and Scrutiny Committee	4 Overview and Scrutiny Committee	9 Planning	Wed
Thur	11	8 Standards	6 Member Briefing	10	7 Member Briefing	5 Member Briefing	9 Member Briefing	7	11 Member Briefing	8 Licensing Reg Member Briefing	8 Council Business Committee	5 Member Briefing	10	Thur
Fri	12 Annual Council	9	7	11	8	6	10	8	12	9	9	6 Planning	11 Annual Council	Fri
Sat	13	10	8	12	9	7	11	9	13	10	10	7	12	Sat
Sun	14	11	9	13	10	8	12	10	14	11	11	8	13	Sun
Mon	15 Business Council	12	10	14 Planning Site Visit	11 Planning Site Visit	9 Planning Site Visit	13 Planning	11 Planning	15	12	12	9	14 Business Council	Mon
Tue	16	13 Budget and Performance Panel	11	15 Budget and Performance Panel	12	10	14 Budget and Performance Panel	12 JCC Personnel	16 Cabinet MTH	13 Cabinet LTH	13	10	15	Tue
Wed	17	14 Audit	12 Overview and Scrutiny	16	13	11	15 Council	13	17	14	14	11 Council	16	Wed
Thur	18	15 Licensing Act	13 Licensing Reg	17	14	12 Licensing Reg	16	14	18 Standards	15	15 Member Briefing	12	17	Thur
Fri	19	16	14	18	15	13	17	15	19	16	16	13	18	Fri
Sat	20	17	15	19	16	14	18	16	20	17	17	14	19	Sat
Sun	21	18	16	20	17	15	19	17	21	18	18	15	20	Sun
Mon	22 Planning site visit	19 Planning Site Visit	17 Planning Site Visit	21 Planning	18 Planning	16 Planning	20	18	22	19	19	16	21	Mon
Tue	23	20 JCC Personnel	18	22	19	17	21	19	23 Budget & Perf Panel - MTH	20	20 Cabinet MTH	17	22	Tue
Wed	24	21	19 Council	23	20 Overview and Scrutiny Committee	18 Overview and Scrutiny Committee	22 Overview and Scrutiny Committee	20 Council	24 Audit	21	21	18	23	Wed
Thur	25	22 Council Bus Com	20	24	21	19	23 Licensing Reg	21	25	22	22 Licensing Reg	19	24	Thur
Fri	26	23	21	25	22	20	24	22	26	23	23	20	25	Fri
Sat	27	24	22	26	23	21	25	23	27	24	24	21	26	Sat
Sun	28	25	23	27	24	22	26	24	28	25	25	22	27	Sun
Mon	29 Bank Holiday	26 Planning Cabinet MTH	24 Planning	28 Bank Holiday	25	23	27	25 Bank Holiday	29 Planning Site Visit	26 Planning Site Visit	26 Planning Site Visit	23	28 Bank Holiday	Mon
Tue	30	27	25	29	26	24	28	26 Bank Holiday	30	27	27	24 Cabinet LTH	29	Tue
Wed	31 Planning	28	26	30	27 Council	25	29	27	31 Council	28 Budget Council	28	25	30	Wed
Thur		29	27	31 Licensing Reg	28	26	30 Licensing Act	28			29	26	31	Thur
Fri		30	28		29	27		29			30 Bank Holiday	27		Fri
Sat			29		30	28		30			31	28		Sat
Sun			30			29		31				29		Sun
Mon			31			30						30 Planning Site Visit		Mon
Tue						31								Tue

### Meeting Start Times/Venues 2017/18

(LTH = Lancaster Town Hall)  
(MTH = Morecambe Town Hall)

Meeting	Venue(s)	Start Time
Annual Council (Ceremonial)	Ashton Hall, LTH	12 noon
Council ( <b><i>including Annual Business Council – see paragraph 2.7 of the report</i></b> )	MTH	6.00pm
Council Business Committee	MTH	6.00pm
Cabinet	Alternating between LTH & MTH	6.00pm
Overview and Scrutiny Committee	MTH	6.00pm
Budget and Performance Panel	LTH The stakeholder meeting in January 2017 to be held in MTH commencing at 6.00pm.	6.10pm
Licensing Regulatory Committee	LTH	1.00pm
Licensing Act Committee	LTH	2.00pm
Planning & Highways Regulatory Committee	LTH	10.30am
Personnel Committee*	LTH	6.10pm
JCC	LTH	4.00pm ( <b><i>see paragraph 2.8 of the report</i></b> )
Audit Committee	MTH ( <b><i>see paragraph 2.9 of the report</i></b> )	6.00pm
Standards Committee*	LTH	6.10pm

The Appeals Committee is convened as and when necessary at LTH with no set day or time.

\*These Committees will begin earlier in the day where additional meetings are convened to hear specific cases.



ALTERNATIVE TIMETABLE 2017/2018 SHOWING OSC MEETINGS ONE WEEK BEFORE CABINET

2017

2018

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

## COUNCIL BUSINESS COMMITTEE

### Overview and Scrutiny of Draft Reports

**26 January 2017**

### Report of the Democratic Services Manager

<b>PURPOSE OF REPORT</b>
To enable Members to consider an issue raised by the Overview and Scrutiny Committee
<b>This report is public.</b>

#### RECOMMENDATIONS

**(1) That the Committee considers the information set out in this report.**

**1.0 Introduction**

1.1 When considering its work programme during the meeting, held on 19 October 2016, the Overview and Scrutiny (O&S) Committee resolved:

That the Work Programme item “*Constitutional issues regarding Overview and Scrutiny Members viewing draft reports, as part of the pre-decision scrutiny process*” be referred to the Council Business Committee for consideration and that it be recommended that all Members be consulted on the issue before consideration by full Council.

**2.0 What the Constitution Says**

2.1 The Constitution is clear that there is no automatic right of entitlement by O&S to any draft report or other draft document. The wording is “Overview and Scrutiny will not be entitled to any document which is in draft form.”

2.2 This does not, of course, prevent Cabinet members from sharing an early draft report with O&S to receive comments that they can consider when they take the decision, in the way that Heysham Gateway was presented to the O&S Committee on 19 October 2016.

**3.0 What is a “Draft” Report?**

3.1 It is important to be clear about two different types of draft report and why the Constitution appears to allow access to one and not to another.

3.2 When officers draft a report, there are often several versions before the report is finalised, with – at a minimum - input required from Chief Officers, officers in legal and finance and statutory officers. Sometimes more than one version is in circulation at the same time.

3.3 There is a sound reason why O&S Members are not entitled to this type of draft report. They are incomplete reports. They are: -

- unlikely to include all the statutory officer comments that are required;
- unlikely to include the relevant Cabinet Member recommendations;
- unlikely have completed options and options analysis.

There would be issues with regard to version control. O&S Members could be looking at on an out of date and incomplete version of the report which will go to Cabinet. For example, one Member could be looking at Version 2; another at Version 5.

Officers have a duty to provide quality advice to Members throughout the decision making process. The completed report is the document that officers feel provides all the necessary advice and information for Members to take the required decision(s). Providing O&S members access on demand to incomplete reports in various stages of drafting would, at best, be confusing and, at worst, a risk to the Council.

3.4 The other type of draft report is one which is ready to be submitted to Cabinet or another Member body. The problems and issues of incompleteness and version control do not apply to this type of report. It is well established and recognised good practice in scrutiny for significant issues which are to be considered by a Council's Cabinet to be looked at by O&S first, as part of pre-scrutiny. The draft report can then include any comments from O&S to enable Cabinet Members to take those views into account when taking the decision.

#### **4.0 Conclusion**

4.1 Members are asked to consider the current position and whether they wish to recommend any changes to the Constitution.

4.2 Any recommendation to amend the Constitution regarding draft reports would require a further report with recommendations from the Monitoring Officer. It is recommended that this be put to full council in line with the recommendation from O&S.

**RELATIONSHIP TO POLICY FRAMEWORK**

There are no direct implications as a result of this report.

**CONCLUSION OF IMPACT ASSESSMENT  
(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

There are no direct implications as a result of this report.

**LEGAL IMPLICATIONS**

There are no legal implications as a direct result of this report. However, any proposal to amend the Constitution would need to be the subject of a further report with recommendations from the Monitoring Officer.

**FINANCIAL IMPLICATIONS**

There are no financial implications arising from the report.

**OTHER RESOURCE IMPLICATIONS**

**Human Resources:**

None arising from this report.

**Information Services:**

None arising from this report.

**Property:**

None arising from this report.

**Open Spaces:**

None arising from this report.

**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 drafted this report in her role as Democratic Services Manager.

**BACKGROUND PAPERS**

None.

**Contact Officer:** Debbie Chambers  
**Telephone:** 01524 582057  
**E-mail:** dchambers@lancaster.gov.uk

**COUNCIL BUSINESS COMMITTEE****Member Development – Mandatory Training****26 January 2017****Report of the Democratic Services Manager****PURPOSE OF REPORT**

To enable Members to consider mandatory training for two issues; Safeguarding/Child Sexual Exploitation training for members of the Licensing Regulatory Committee, and finance training for all newly-elected Members.

**This report is public.**

**RECOMMENDATIONS**

- (1) That the Committee makes it mandatory for all Members and named substitutes of the Licensing Regulatory Committee to have undertaken Safeguarding/Child Sexual Exploitation training before sitting on the Committee.
- (2) That the Monitoring Officer be authorised to make the necessary change to the terms of reference of the Licensing Regulatory Committee set out in Paragraph 3 of the report (below).
- (3) That the Committee considers making it mandatory for all newly-elected Members to undertake finance training.

**1.0 Introduction**

- 1.1 As Members will be aware, taxi licensing arrangements regionally have received a significant amount of negative press coverage recently, with poor procedures being highlighted at another district council in Lancashire.
- 1.2 In light of this, Internal Audit recently carried out an audit of the City Council's Taxi Licensing function, seeking to provide assurance that the Council's arrangements, procedures and processes in relation to taxi licensing are robust, efficient and effective.
- 1.3 The Internal Audit report highlighted a number of areas for improvement, one being additional training for Councillors on the Licensing Regulatory Committee. This report has been drafted in response to those findings.
- 1.4 The risk was identified by Internal Audit as:

“Failure to ensure the public travel safely, receive a good level of services from reputable drivers if Councillor roles and responsibilities are not clearly defined and understood.”

1.5 The current risk exposure was assessed as Medium with “scope for improvement” in the opinion of internal audit.

1.6 It was therefore agreed that the Democratic Services Manager would put the recommendations in this report to Council Business Committee, regarding the need for Members to have undertaken Safeguarding/Child Sexual Exploitation training before sitting on the Licensing Regulatory Committee.

## **2.0 Mandatory Training – Safeguarding/Child Sexual Exploitation**

2.1 Currently the Constitution sets out some mandatory training which Councillors must undertake before serving on certain committees. These are:

*Equalities Training – for Licensing Regulatory; Licensing Act; Planning and Highways Regulatory; Personnel; Appeals Committees.*

*Licensing Law and Procedures – for Licensing Regulatory and Licensing Act Committees.*

*Planning Law and Procedures – for Planning and Highways Regulatory Committee.*

*HR Law and Procedures – for Personnel Committee.*

2.2 The recommendation, arising from the internal audit, is to extend this to include mandatory training on Safeguarding/Child Sexual Exploitation for Councillors and substitutes for the Licensing Regulatory Committee.

## **3.0 Mandatory Training – Finance**

3.1 Given that full Council is responsible for setting the budget, it is important that all members understand the budget framework, including

- the allocation of financial resources to different services and projects
- the setting of virement and carry forward limits for budgets
- contingency funds and other provisions and reserves
- council tax setting and other local taxation matters
- decisions relating to the Council’s treasury management activities including investments, borrowing limits and the control of capital expenditure;

and how all this is set out in the Council’s Medium Term Financial Strategy and Treasury Management Framework.

3.2 These are complex matters and officers therefore recommend that it is made mandatory for all Councillors to attend a training session at the outset of their first four years in office.

## **4.0 The Constitution**

4.1 The necessary changes, should recommendation (1) in this report be approved, would be to the composition of the committee in the terms of reference of the Licensing Regulatory Committee (Part 3, Section 3 of the Constitution). This currently says:

All members of the Committee and members attending as substitutes must:

- a) have attended mandatory training on equalities and the relevant law and procedures which relate to the Committee's work
- b) undertake further mandatory training, on an ad hoc basis, when there are changes to procedure or relevant legislation that are deemed significant by the relevant Chief Officer.

If the Committee approves recommendation (1) in this report, the Monitoring Officer would add the following wording:

- c) have attended safeguarding/child sexual exploitation training.

4.2 If the Committee decides to make finance training mandatory for all Councillors, Democratic Services will ensure that finance training is offered to all newly elected Councillors and advise them of the Committee's decision.

## 5.0 Conclusion

5.1 Members are asked to approve the recommendation set out in this report to reduce the Council's exposure to risk regarding taxi licensing, and to consider making finance training mandatory for all newly elected Councillors.

### **RELATIONSHIP TO POLICY FRAMEWORK**

Protecting the most vulnerable in our society is a thread that runs through all the priorities in the Council's Corporate Plan.

### **CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

Community Safety: the action recommended in this report is to help reduce any risk to public safety when travelling by taxi.

### **LEGAL IMPLICATIONS**

There are no legal implications as a direct result of this report.

### **FINANCIAL IMPLICATIONS**

There are no financial implications arising from the report. Costs of training will be met from the existing Member Development Budget. It may be possible to share costs with neighbouring authorities to reduce expenditure and Democratic Services would always seek to do this wherever possible.

### **OTHER RESOURCE IMPLICATIONS Such as HR, ICT and Property: 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 drafted this report in her role as Democratic Services Manager.

**BACKGROUND PAPERS**

None.

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