



**LANCASTER**  
**CITY COUNCIL**

*Promoting City, Coast & Countryside*

# **COUNCIL MEETING**

**Monday, 20 May 2019 - 6.30 p.m.**  
**Morecambe Town Hall**

*Lancaster City Council welcomes members of the public to attend meetings. However, space in the public gallery is limited to 30 seats due to Fire Regulations. The seats are allocated on a first come, first served basis and no standing is permitted. If you require support in accessing the building, please contact Democratic Services on 01524 582132, or email [democracy@lancaster.gov.uk](mailto:democracy@lancaster.gov.uk)*

Kieran Keane,  
Chief Executive,  
Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ



# LANCASTER CITY COUNCIL

*Promoting City, Coast & Countryside*

Sir/Madam,

You are hereby summoned to attend a meeting of the Lancaster City Council to be held in the Town Hall, Morecambe on Monday, 20 May 2019 commencing at 6.30 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Meeting of the City Council held on 10 April 2019 (previously circulated).

3. **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.

4. **ITEMS OF URGENT BUSINESS**

5. **ANNOUNCEMENTS**

To receive any announcements which may be submitted by the Mayor or Chief Executive.

6. **CITY COUNCIL ELECTIONS 2 MAY 2019** (Pages 1 - 14)

To consider the report of the Returning Officer setting out the results of the City Council elections held on 2 May 2019.

7. **SENIORITY OF MEMBERS** (Pages 15 - 16)

To consider the report of the Chief Executive, setting out the seniority of Members of the City Council following the elections.

8. **CONSTITUTION OF POLITICAL GROUPS** (Page 17)

To receive a list, compiled by Democratic Services, setting out the Political Groups constituted in accordance with the Regulation of the Local Government (Committees and Political Groups) Regulations 1990.

9. **ALLOCATION OF SEATS TO POLITICAL GROUPS** (Pages 18 - 22)

To consider the report of the Chief Executive.

10. **APPOINTMENT OF THE LEADER**

To receive nominations and elect the Leader of the Cabinet/Leader of the Council in accordance with the provisions of the Constitution set out below:-

“The Leader will be a Councillor elected for a two year term to the position of Leader by simple majority of the Council. In the event that only one nomination is put forward a vote will still be taken.”

11. **EXECUTIVE ARRANGEMENTS AND THE SCHEME OF DELEGATION TO OFFICERS** (Pages 23 - 44)

To consider the report of the Monitoring Officer.

12. **APPOINTMENT OF OVERVIEW AND SCRUTINY MEMBERS**

To receive nominations and appoint Councillors to serve on each of the following Overview and Scrutiny bodies in accordance with the political balance arrangements agreed at Item 9.

In accordance with the Council's Constitution, only non-Cabinet Councillors are entitled to vote on this item.

(a) Overview and Scrutiny Committee (9 Councillors)

(b) Budget and Performance Panel (9 Councillors)

13. **APPOINTMENT OF COMMITTEE MEMBERS**

To receive nominations and appoint Members to serve on the under-mentioned Committees in accordance with the political balance arrangements agreed at item 9. The number of Councillors on each Committee is shown in brackets.

- a) Planning Regulatory Committee (15)
- b) Licensing Committee (10)
- c) Personnel Committee (7)
- d) Appeals Committee (7)
- e) Audit Committee (7)
- f) Standards Committee (7)
- g) Council Business Committee (7)

h) Chief Executive Recruitment Committee (9)

14. **APPOINTMENT OF CHAIRS**

To receive nominations and appoint Chairs to each of the under-mentioned bodies noting that, in accordance with the Constitution, only non-Cabinet Members are entitled to vote on (a) and (b) below:-

- (a) Overview and Scrutiny Committee – ***shall not be member of the largest political group represented on Cabinet.***
- (b) Budget and Performance Panel – ***shall not be a member of the largest political group represented on Cabinet.***
- (c) Planning Regulatory Committee
- (d) Licensing Committee
- (e) Personnel Committee - ***recommended to include at least one Cabinet Member***
- (f) Appeals Committee
- (g) Audit Committee – ***shall not be a Member of Cabinet or Overview and Scrutiny***
- (h) Standards Committee
- (i) Council Business Committee
- (j) Chief Executive Recruitment Committee

15. **APPOINTMENT OF A VETERANS' CHAMPION** (Pages 45 - 46)

To receive nominations and appoint to the role of Veterans' Champion. Only non-Cabinet Members shall be nominated to this role which is for a four year term.

16. **APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIPS AND BOARDS** (Pages 47 - 60)

To consider the report of the Director of Corporate Services



.....  
Chief Executive

Town Hall,  
Dalton Square,  
LANCASTER,  
LA1 1PJ

Published on Thursday 9<sup>th</sup> May 2019.

**Lancaster City Council Elections  
2 May 2019**

**Dan Bates  
Returning Officer**

**Comparative Statistics**

	<b>2011</b>	<b>2015</b>	<b>2019</b>
<b>Wards and Members</b>			
Wards	28	27	27
Members	60	60	60
Contested Wards	28	27	27

**Candidates**

	<b>2011</b>	<b>2015</b>	<b>2019</b>
Conservative Party	43	46	60
Green Party	32	43	35
Independent	10	5	2
Labour Party	48	60	56
Labour and Co-operative Party	0	0	3
Liberal Democrats	21	15	22
Morecambe Bay Independents	20	15	20
Trade Unionist and Socialist Coalition	0	2	0
UK Independence Party	0	9	1
Other (no description given)	6	5	1
<b>Total</b>	<b>180</b>	<b>200</b>	<b>200</b>

**Political Composition**

The political composition of the Council immediately following the elections:

	<b>2011</b>	<b>2015</b>	<b>2019</b>
Conservative Party	16	19	12
Green Party	8	9	10
Independent	2	1	0
Labour Party	24	29	21
Liberal Democrats	0	0	3
Morecambe Bay Independents	8	2	14
Other (no description given)	2	0	0
<b>Total</b>	<b>60</b>	<b>60</b>	<b>60</b>

**Turnout**

	<b>2011</b>	<b>2015</b>	<b>2019</b>
Average Turnout	40%	65.96	33.58
Maximum Turnout	61%	79.09	54.56
Minimum Turnout	17%	51.52	17.99

**Ward Results**

Turnout figures for 2015 elections are given for comparison (2015 elections were combined with a Parliamentary Election).

<b>Bare</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Anderson, Tony	Morecambe Bay Independents	827	ELECTED
Barber, Stephie Cathryn	Conservative	721	ELECTED
Buckley, Jonathan James	Green	178	
Edwards, Charles	Conservative	708	
Henry, Callum Thomas	Labour	406	
Hughes, Sean Michael	Green	141	
Knight, Sarah Elizabeth	Morecambe Bay Independents	800	ELECTED
Lambert, Owen Thomas	Liberal Democrats	282	
Livermore, John	Liberal Democrats	167	
Morris, Stuart Charles	Conservative	598	
Pilling, Jim	Liberal Democrats	131	
Price, Chris		97	
Ross-Clasper, Paula Jeanette	Morecambe Bay Independents	597	
Snow, Becca	Labour	396	
2015 Turnout: 67.98%		2019 Turnout: 39.15%	

<b>Bolton and Slyne</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Belcher, Louise	Labour	703	
Budden, Keith William	Conservative	1357	ELECTED
Kaye, Derek John	Liberal Democrats	405	
Martin, Richard William	Labour	609	
Rogerson, Valerie Joyce	Labour	471	
Thomas, James Malcolm	Conservative	1234	ELECTED
Wild, John Graeme	Conservative	1125	ELECTED
2015 Turnout: 71.07%		2019 Turnout: 37.33%	

<b>Bulk</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Alobari, Naley Fegedogo	Labour	734	
Carrington, Lucie Kathleen	Green	1055	ELECTED
Clark, Sue	Labour	806	
Downes, Jack Thomas	Conservative	119	
Drury, Kai John	Conservative	99	
Hamilton-Cox, Tim	Green	1199	ELECTED
Jackson, Caroline	Green	1196	ELECTED
Kay, Andrew Martin	Labour	807	
Richardson, Tamsin Elizabeth May	Conservative	106	
2015 Turnout: 61.15%		2019 Turnout: 33.11%	

<b>Carnforth and Millhead</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Bashford, Kathy	Green	199	
Beaman, Gregg	Independent	354	
Guilding, Mel	Conservative	499	ELECTED
Haythornthwaite, Sandi Mitzi	Labour	395	
Holbrook, Tobias Levi Jackson	Conservative	440	
Maskell, Jan	Green	142	
Reynolds, John Robert	Labour	680	ELECTED
Roe, Bob	Independent	332	
Taylor, Luke Kenneth	Labour	365	
Unger, Johnny	Green	108	
Yates, Peter Allan	Conservative	588	ELECTED
2015 Turnout: 64.91%		2019 Turnout: 34.09%	



<b>Castle</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Brookes, Dave	Green	1003	ELECTED
Curphey, Peter William	Labour	396	
Shaw, Tommy Gary	Conservative	102	
Sinclair, Stefanie	Labour	445	
Stubbins, Paul Byron	Green	851	ELECTED
Williamson, Peter Thomas	Conservative	99	
2015 Turnout: 58.79%		2019 Turnout: 30.87%	

<b>Ellel</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Austen-Baker, Richard Lindsay Peregrine St. John	Conservative	550	ELECTED
Corkerry, Lisa Montserrat	Labour	435	
Corkerry, Shaun Stephen	Labour	429	
Foxall, Mollie	Green	279	
Hindley, Paul Richard	Liberal Democrats	90	
Renolds, Gisela Christine	Green	245	
Sullivan, Jade	Liberal Democrats	78	
Whitworth, David John	Conservative	576	ELECTED
2015 Turnout: 71.9%		2019 Turnout: 39.68 %	

<b>Halton-with-Aughton</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Frea, Kevin	Labour and Co-operative	484	ELECTED
Gibbins, Daniel Scottt	Conservative	381	
Pilling, Christine	Liberal Democrats	76	
2015 Turnout: 73.25%		2019 Turnout: 47.18%	

<b>Harbour</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Balcer, Marius	Morecambe Bay Independents	408	
Balcer, Mirka	Morecambe Bay Independents	403	
Chadwick, Simone	Green	166	
Clifford, Darren Keith	Labour	478	ELECTED
El Mozee, Jay-Yahia	Green	88	
Hailey, Alexandra Ann	Conservative	169	
Hanson, Janice	Labour	607	ELECTED
Mercer, Craig Darren	Conservative	168	
Newton, Jack Ryan	Morecambe Bay Independents	433	
Whitaker, David	Labour	544	ELECTED
Williamson, Rhiannon Louise Jamie	Conservative	163	
2015 Turnout: 54.35%		2019 Turnout: 25.15%	

<b>Heysham Central</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Brown, Kenneth	Conservative	185	
Donnelly, Samuel Michael	Conservative	176	
Hayland, Sarah Kathleen	Labour	360	
Knight, Geoff	Morecambe Bay Independents	524	ELECTED
Matthews, Cary Jane	Morecambe Bay Independents	542	ELECTED
Walton, Ian	Labour	316	
2015 Turnout: 60.48%		2019 Turnout: 31.70%	

Heysham North			
Candidate	Party	Votes	Elected
Boyd-Power, Vicky	Morecambe Bay Independents	405	ELECTED
Cleet, Roger Timothy	Morecambe Bay Independents	429	ELECTED
Hanson, John Robert	Labour	318	
Marsden, John Geoffrey	Conservative	95	
Pattison, Margaret Elizabeth	Labour	391	
Wilson, Joseph Peter	Conservative	96	
2015 Turnout: 52.64%		2019 Turnout: 27.11%	

Heysham South			
Candidate	Party	Votes	Elected
Bateson, Stuart James Alexander	Conservative	449	
Biddulph, Alan	Labour	518	ELECTED
Blundell, Wendy Elizabeth	Morecambe Bay Independents	403	
Greenall, Mike	Morecambe Bay Independents	540	ELECTED
Hamer, Eric	Conservative	349	
Hamer, Judith Manuel	Conservative	348	
Hartley, Colin	Labour	548	ELECTED
Matthews, Steve	Morecambe Bay Independents	487	
Wildman, Mandy	Labour	509	
2015 Turnout: 62.28%		2019 Turnout: 28.25%	

<b>John O'Gaunt</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Dunster, Phil	Liberal Democrats	149	
Harvey, James Peter	Liberal Democrats	186	
Lewis, Erica Ruth Estelle	Labour	840	ELECTED
Penny, Faye Elizabeth	Labour	827	ELECTED
Sinclair, Alistair Thomas	Labour	772	ELECTED
Turner, Ceri Sian	Green	648	
Waine, Marianne Ruth	Green	701	
Walton, Janet Suzanne	Conservative	227	
Walton, Kevan Stuart	Conservative	209	
Whittaker, Ryan Thomas	Conservative	224	
Whittle, Rebecca Kate	Green	684	
2015 Turnout: 62.53%		2019 Turnout: 31.67%	

<b>Kellet</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Gardiner, Andrew Paul	Conservative	331	
Martin, Diana Penelope	Labour	76	
Mumford, Michael John	Liberal Democrats	337	ELECTED
2015 Turnout: %		2019 Turnout: 43.04%	

<b>Lower Lune Valley</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Atkinson, Lucy Elizabeth Beckett	Labour and Co-operative	193	
Burns, Nathan Neil	Labour and Co-operative	177	
Jackson, Joan Parkinson	Conservative	628	ELECTED
Jackson, Peter James	Liberal Democrats	597	
Parkinson, Jane	Conservative	564	
Pritchard, Joyce	Liberal Democrats	658	ELECTED
2015 Turnout: 76.23%		2019 Turnout: 41.27%	

<b>Marsh</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Bannon, Mandy	Green	1109	ELECTED
Cakebread, Pete	Labour	381	
Dowding, Gina	Green	1174	ELECTED
Hilton, Ayesha Audrey Minnie Udin	Conservative	88	
Sims, Daniel Joseph	Conservative	90	
Snell, Nicky	Labour	348	
2015 Turnout: 65.13%		2019 Turnout: 39.79%	

<b>Overton</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Porter, Tim	Labour	265	
Smith, Michael Anthony	Conservative	291	ELECTED
White, Pamela Jill Virgoe	Green	81	
2015 Turnout: 64.07%		2019 Turnout: 35.71%	

<b>Poulton</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Buckley, Chloe Alexandra	Green	66	
Chandler, Philip Martin	Green	84	
Gardiner, Shirley Judith	Conservative	116	
Hart, Paul Bernard	Liberal Democrats	224	
Hastings, Andrew	Liberal Demcocrats	53	
Heath, Tricia	Morecambe Bay Independents	363	ELECTED
Hughes, Brendan Anthony	Labour	259	
Jenkins, Debbie	Morecambe Bay Independents	269	ELECTED
Metcalf, Terrie	Labour	245	
Yates, Joan	Conservative	74	
2015 Turnout: 51.52%		2019 Turnout: 26.37%	

<b>Scotforth East</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Fernie, Cameron Allan	Conservative	359	
Lee, Andrew Peter	Green	243	
Long, Robin Eamonn	Liberal Democrats	125	
Mills, Rosie Mae	Green	264	
Pollitt, Graham Anthony	Liberal Democrats	97	
Samuels, Rebecca Melusine	Conservative	339	
Whitehead, Patricia Anne	Labour	655	ELECTED
Wood, Jason	Labour	578	ELECTED
2015 Turnout: 70.46%		2019 Turnout: 39.98%	

<b>Scotforth West</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Dant, Tim	Green	1303	ELECTED
Kerry, Oliver	Conservative	270	
Kershaw, Ronnie	Labour	774	
Malik, Mohammad Haddi Harris	Labour	656	
Mills, Abi	Green	1488	ELECTED
Prue, Linda Mary	Labour	625	
Smith, Josh	Conservative	274	
Wrennall, Joe William	Conservative	380	
Young, Joanna Mary	Green	1319	ELECTED
2015 Turnout: 69.82%		2019 Turnout: 43.88%	

<b>Silverdale Ward</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Greenwell, June	Liberal Democrats	501	ELECTED
Harbison Iain Scott	Conservative	296	
Rockall, Brenda Daphne Florence	Labour	84	
2015 Turnout: 79.09%		2019 Turnout: 54.56%	

<b>Skerton East</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Bryning, Abbott Clifton	Labour	607	ELECTED
Colling, Margaret Susan	Conservative	179	
Doherty, John Patrick	Conservative	188	
Mashiter, Kathleen Mary	Conservative	163	
Platt, Simon Philip	UK Independence (UKIP)	190	
Redfern, Robert Michael	Labour	619	ELECTED
Sinclair, Ceiteag	Green	273	
Thornberry, Anna Sandra	Labour	627	ELECTED
Worsley, Erik	Green	321	
2015 Turnout: 56.04%		2019 Turnout: 24.78%	

<b>Skerton West</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Black, Phillip John	Labour	599	ELECTED
Burba, Daniel Joshua	Green	240	
Forrest, Melaine	Green	269	
Hewitt, Colin	Conservative	320	
Inman, Thomas William Andrew	Conservative	252	
King, Mandy	Labour	590	ELECTED
Parr, Hilda Jean	Labour	581	ELECTED
Reader, Matthew James	Conservative	274	
2015 Turnout: 60.37%		2019 Turnout: 23.28%	



<b>Torrisholme</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Ainscough, Joanne Lindsay	Labour	283	
Anderton, Paul Stephen	Morecambe Bay Independents	705	ELECTED
Corless, Emma Lindsey	Labour	270	
Cottam, Jane Wangui	Conservative	298	
Dennison, Roger Thomas Francis	Morecambe Bay Independents	634	ELECTED
Phelps, Mark John	Conservative	325	
2015 Turnout: 68.3%		2019 Turnout: 37.69%	

<b>University and Scotforth Rural</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Brandon, Luke Henry Edwards	Conservative	112	
Hatch, Victoria	Green	175	
Heath, Emily	Green	217	
O'Dwyer-Henry, Jack Aziz	Labour	278	ELECTED
Ogden, Robert Patrick	Conservative	113	
Paley, Martin	Green	142	
Perkins, Jake Aaron Ross	Liberal Democrats	72	
Roberts, Dafydd James	Liberal Democrats	83	
Robinson, Oliver Anthony	Labour	267	ELECTED
Sutton, Tom Timothy	Liberal Democrats	88	
Watts, Guy Fraser Purves	Conservative	119	
Whearty, Katie Jeanette	Labour	295	ELECTED
2015 Turnout: 74.48%		2019 Turnout: 17.99%	

<b>Upper Lune Valley</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Hunter, Ross Douglas	Liberal Democrats	402	
Rigby, Joseph James	Labour	92	
Scothern, Stewart George	Conservative	419	ELECTED
2015 Turnout: 76.93%		2019 Turnout: 47.66%	

<b>Warton</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Ambler, Rex Andrew	Green	214	
Bain, Colette Susan	Labour	129	
Duggan, Adrian Susan	Conservative	307	ELECTED
2015 Turnout: 73.44%		2019 Turnout: 40.10%	

<b>Westgate</b>			
<b>Candidate</b>	<b>Party</b>	<b>Votes</b>	<b>Elected</b>
Ainscow, Clare	Conservative	278	
Blaikie, Richard Martin	Liberal Democrats	113	
Clift, Ian Withnell	Labour	523	
Cozler, Claire Emily	Labour	440	
Evans, Merv	Morecambe Bay Independents	632	ELECTED
Firth, Jason Alexander	Morecambe Bay Independents	607	ELECTED
Gibbins, John Thomas	Conservative	224	
Goodwin, Jake Marc	Morecambe Bay Independents	572	ELECTED
Hutton, Debbie	Labour	481	
Jones, Daniel Trafford	Conservative	206	
2015 Turnout: 56.2%		2019 Turnout: 27.03%	

**LANCASTER CITY COUNCIL - SENIORITY OF MEMBERS**  
**IN RESPECT OF THE MAYORALTY – MAY 2019**

	<b><u>COUNCILLOR</u></b>	<b><u>DATE OF ELECTION</u></b>	<b><u>Time in Office</u></b>	<b><u>MAYORAL YEAR</u></b>	<b><u>MAYORAL YEAR FOR WHICH DECLINED</u></b>	<b><u>MAYORAL YEAR FOR WHICH TO OFFER</u></b>
1	Geoff Knight	4 May 1995	24 years		2007-08, 12-13, 17-18	2022-23
2	Janice Hanson	4 May 1995 – 6 May 1999 & 1 May 2003	4 + 16 = 20 years		2013-14, 2018-19	2023-24
3	David Whitaker	May 1999 – May 2007 & 05 May 2011	8+8=16 years			
4	Malcolm Thomas	1 May 2003	16 years			
5	Mike Greenall	May 1999-May 2015 & May 2019	16 years			
6	Joyce Pritchard	May 1999 – 2011 & May 2019	12 years			
7	Patricia Heath	May 1993 – 2003 & May 2019	10 years			
8	Dave Brookes	05 May 2011	8 years			
9	Tim Hamilton-Cox	05 May 2011	8 years			
10	Joan Jackson	05 May 2011	8 years			
11	Gina Dowding	May 1999 – 2007 & May 2019	8 years			
12	Roger Dennison	May 2007- 2015 & May 2019	8 years			
13	Caroline Jackson	02 May 2013	6 years			
14	Abi Mills	23 May 2014	5 years			
15	Mel Guilding	07 May 2015	4 years			
16	Peter Yates	07 May 2015	4 years			
17	Anne Whitehead	07 May 2015	4 years			
18	Alan Biddulph	07 May 2015	4 years			
19	Colin Hartley	07 May 2015	4 years			
20	John Wild	07 May 2015	4 years			
21	Darren Clifford	07 May 2015	4 years			
22	June Greenwell	May 1991- 1995 & May 2019	4 years			
23	Tony Anderson	05 May 2011 & May 2019	4 years			
24	John Reynolds	05 May 2016	3 years			
25	Jean Parr	7 <sup>th</sup> Sept 2017	1 year 8 months			
26	Kevin Frea	28 <sup>th</sup> Sept 2017	1 year 7 months			
27	Robinson, Oliver	17 <sup>th</sup> May 2018	1 year			
28	Knight, Sarah	2 <sup>nd</sup> May 2019				
29	Whitworth, David	2 <sup>nd</sup> May 2019				
30	Anderton, Paul	2 <sup>nd</sup> May 2019				
31	Thornberry, Anna	2 <sup>nd</sup> May 2019				
32	Firth, Jason	2 <sup>nd</sup> May 2019				
33	Boyd-Power, Vicky	2 <sup>nd</sup> May 2019				
34	Scothern, Stewart	2 <sup>nd</sup> May 2019				
35	Whearty, Katie	2 <sup>nd</sup> May 2019				
36	Young, Joanna	2 <sup>nd</sup> May 2019				
37	Smith, Michael	2 <sup>nd</sup> May 2019				
38	O'Dwyer-Henry, Jack	2 <sup>nd</sup> May 2019				
39	Black, Phillip	2 <sup>nd</sup> May 2019				

As at 7<sup>th</sup> May 2019

40	Stubbins, Paul	2 <sup>nd</sup> May 2019
41	Jenkins, Debbie	2 <sup>nd</sup> May 2019
42	Sinclair, Alistair	2 <sup>nd</sup> May 2019
43	Bannon, Mandy	2 <sup>nd</sup> May 2019
44	Dant, Tim	2 <sup>nd</sup> May 2019
45	Carrington, Lucie	2 <sup>nd</sup> May 2019
46	Penny, Faye	2 <sup>nd</sup> May 2019
47	Matthews, Cary	2 <sup>nd</sup> May 2019
48	Duggan, Adrian	2 <sup>nd</sup> May 2019
49	Wood, Jason	2 <sup>nd</sup> May 2019
50	Cleet, Roger	2 <sup>nd</sup> May 2019
51	Evans, Merv	2 <sup>nd</sup> May 2019
52	Barber, Stephie	2 <sup>nd</sup> May 2019
53	King, Mandy	2 <sup>nd</sup> May 2019
54	Lewis, Erica	2 <sup>nd</sup> May 2019
55	Austen-Baker, Richard	2 <sup>nd</sup> May 2019
56	Mumford, Michael	2 <sup>nd</sup> May 2019
57	Goodwin, Jake	2 <sup>nd</sup> May 2019

58	Abbott Bryning	May 1967	52 years	1989-90 & 2000-01
59	Robert Redfern	6 May 1999	20 years	2016-17
60	Keith Budden	4 May 1995- 2015 & May 2019	20 years	2008-09

# Agenda Item 8

[illegible]



## Allocation of Seats to Political Groups 20 May 2019

### Report of Chief Executive

#### PURPOSE OF REPORT

To advise Council of the calculations relating to the allocation of seats following the City Council Elections on 2 May 2019, in accordance with the Local Government and Housing Act 1989 and the Council's agreed protocol.

This report is public

#### RECOMMENDATIONS

- (1) That in undertaking the political balance calculations on the Council's Committees the Council's agreed method of calculation as set out in Appendix A be confirmed and the resulting balance as set out in section 4 be approved.
- (2) That the political balance for the two Overview and Scrutiny bodies be calculated separately and individually.
- (3) That pursuant to Section 15 of the Local Government and Housing Act, 1989, the City Council allocates the seats on Committees and Overview & Scrutiny bodies in accordance with the calculations set out in this report.

#### 1.0 Introduction

- 1.1 In accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990, it is open to the Council to devise a scheme for ensuring political balance on the different bodies of the Council.
- 1.2 In effect this means that there is a choice between undertaking the political balance calculation separately for each Committee or combining the numbers on two or more Committees in the calculation to ensure a political balance across a group of Committees.

#### 2.0 Background

- 2.1 At its meeting on 10 April 2019 Council unanimously agreed a calculation for political balance on the Council's Committees (not including Overview and Scrutiny). That is shown at **Appendix A**.

### 3.0 Composition of the Council following the elections held on 2 May 2019.

3.1 The political make-up of the Council is:

Labour	21
Morecambe Bay Independents	14
Conservatives	12
Green	10
Liberal Democrats	3
	<hr/> 60

### 4.0 Calculations for Committees

4.1 The Council currently has the following committees of Council:

<b>Committee name:</b>	<b>Number of members:</b>
Planning Regulatory	15
Licensing	10
Audit	7
Appeals	7
Standards	7
Council Business	7
Personnel	7

4.2 When each committee is calculated separately in accordance with the rules set out in part a) i and ii of **Appendix A**, the figures are as shown below:

<b>Committee name:</b>	<b>Number of members:</b>	<b>Calculation</b>
<b>Planning Regulatory</b>		
Labour	21	$x15 \div 60 = 5.2500$ (5)
Morecambe Bay Independents	14	$x15 \div 60 = 3.5000$ (4-1=3)
Conservative	12	$x15 \div 60 = 3.0000$ (3)
Green	10	$x15 \div 60 = 2.5000$ (3)
Liberal Democrats	3	$x15 \div 60 = 0.7500$ (1)
		<b>Total of 16 - Subtract 1 place from MBIs: higher number of seats of the two parties with lowest residual</b>
<b>Licensing</b>		
Labour	21	$x10 \div 60 = 3.5000$ (4-1=3)
Morecambe Bay Independents	14	$x10 \div 60 = 2.3333$ (2)
Conservative	12	$x10 \div 60 = 2.0000$ (2)
Green	10	$x10 \div 60 = 1.6667$ (2)
Liberal Democrats	3	$x10 \div 60 = 0.5000$ (1)
		<b>Total of 11 - Subtract 1 place from Labour: higher number of seats of the two parties with lowest residual</b>

There are five committees listed below which each have seven members and the calculation below applies for each of these committees.

**Audit, Personnel, Appeals, Standards and Council Business (5 Committees)**

Labour	21	$x7 \div 60 =$	2.4500	(2+1=3)
Morecambe Bay Independents	14	$x7 \div 60 =$	1.6333	(2)
Conservative	12	$x7 \div 60 =$	1.4000	(1)
Green	10	$x7 \div 60 =$	1.1667	(1)
Liberal Democrats	3	$x7 \div 60 =$	0.3500	(0)
<b>Total of 6 - Add 1 place to Labour: highest residual</b>				

- 4.3 The table below provides an analysis of total seats calculated across the seven committees at paragraph 4.2 using the agreed methodology set on in **Appendix A**. This is then compared with the actual number of councillors in each group. The difference between these figures, shown in the last column, denotes the changes that will need to be made to establish a fair and proportionate political membership across the seven committees.

Group	Total seats calculated using political balance calculation	Political make-up	Difference
Labour	23	21	-2
Morecambe Bay Independents	15	14	-1
Conservative	10	12	+2
Green	10	10	
Liberal Democrats	2	3	+1

- 4.4 In order to establish a political balance in the membership of the seven committees, the Labour Group will have to give up 2 seats and Morecambe Bay Independents Group 1 seat. The Conservative Group will receive 2 additional seats and the Liberal Democrats Group 1 seat. It is anticipated that this process will occur via an agreement between all the Groups.

**5.0 Calculations for Overview and Scrutiny**

- 5.1 The Council has two Overview and Scrutiny bodies, the Overview and Scrutiny Committee and the Budget and Performance Panel. Each body has nine members.

- 5.2 For each nine member body, the calculation is

Labour	21	$x9 \div 60 =$	3.1500	(3)
Morecambe Bay Independents	14	$x9 \div 60 =$	2.1000	(2)
Conservative	12	$x9 \div 60 =$	1.8000	(2)
Green	10	$x9 \div 60 =$	1.5000	(2)
Liberal Democrats	3	$x9 \div 60 =$	0.4500	(0)

- 5.3 Each body of nine members will be made up of three Labour group members and two members from each of the MBI, Conservative and Green group. The Liberal Democrat group will not receive any seats on either of the Overview and Scrutiny bodies.



## 6.0 Chief Executive Recruitment Committee

- 6.1 This is an *ad hoc* Committee of Council established to carry out the task of recruiting to, and making a recommendation to Council on the appointment of, a permanent Chief Executive. It is not included in the grouping of committees, because it is time-limited. Being a nine-member Committee it will be made up of three Labour Members, and two members from each of the MBI, Conservative and Green Groups.

## 7.0 Conclusion

- 7.1 Members are requested to approve the calculations, in order to enable appointments to be made to the Committees of Council and the Overview and Scrutiny bodies, as set out in the remainder of the Agenda.

### 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.

### FINANCIAL IMPLICATIONS

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

### SECTION 151 OFFICER'S COMMENTS

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

### LEGAL IMPLICATIONS

This report has been prepared in accordance with the provisions of Section 15 of the Local Government and Housing Act, 1989 and Part 4 of the Local Government (Committees and Political Groups) Regulations 1990.

### DEPUTY MONITORING OFFICER'S COMMENTS

The Deputy Monitoring Officer has prepared this report in her role as Democratic Services Manager.

### BACKGROUND PAPERS

Affiliation to Political Groups file.

**Contact Officer:** Debbie Chambers

**Telephone:** 01524 582057

**E-mail:** dchambers@lancaster.gov.uk

**METHOD OF CALCULATION OF POLITICAL BALANCE AGREED BY  
LANCASTER CITY COUNCIL 10 APRIL 2019**

- a.** For each committee and subcommittee individually, calculate the number of seats to be allocated to each political Group as follows:
- i. Multiply the number of committee seats by the number of councillors who belong to that political Group and divide by the total number of councillors. Keep four decimal places. Round to the nearest whole number (i.e. down if the residual is less than 0.5, up if the residual is 0.5 or more)
  - ii. Sum the calculated committee seats across political Groups. If this total is higher than the required number of seats, then subtract a seat from the Group with the lowest residual. In the case of a tie, subtract a seat from the political Group with the higher number of councillors. If the total is lower than the required number of seats, then add a seat to the Group with the highest residual. In the case of a tie, add a seat to the political Group with the higher number of councillors.
  - iii. In the event that the foregoing rules do not resolve the situation, the seat to be subtracted or added should be decided by drawing lots under the supervision of the Mayor.
- b.** Repeat the calculations in a. above for the following grouping of committees, which will give 60 committee seats in total.
- 1x15 (Planning)  
1x10 (Licensing)  
5x7 (Personnel, Audit, Appeals, Standards, Business)
- c.** For the committees specified in b. above, the calculation of seats for the grouping of committees takes precedence over the calculations for each individual committee. Consistent with the allocations obtained from b. above, the number of seats on the individual committees should be allocated as closely as possible to those calculated in a. above. Seats may need to be passed from one Group to another on one or more of the individual committees. The political Groups who need to pass seats to other Groups should choose which committee seats to pass on.

<b>COUNCIL</b>
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**EXECUTIVE ARRANGEMENTS AND SCHEME OF  
DELEGATION TO OFFICERS  
20 MAY 2019**

**Report of the Monitoring Officer**

<b>PURPOSE OF REPORT</b>
To report to Council on executive arrangements and the delegation of executive and other functions.
<b>This report is public.</b>

**RECOMMENDATIONS**

- (1) That the report be noted and the current Scheme of Delegation to Officers confirmed.

**1.0 Introduction**

1.1 Rule 2 of the Cabinet Procedure Rules provides as follows:

**Rule 2 - Delegation by the Leader**

- (a) At the Annual Meeting of the Council, the Leader will present to the Council the names of the people appointed to the Cabinet by the Leader (including the name of the Deputy Leader), and their portfolios.
- (b) At the Annual Meeting of the Council or as soon as practicable thereafter, the Leader will present to the Council a written record of:
  - (i) The detailed remits of the portfolios of the Cabinet members.
  - (ii) Any delegations made by the Leader in respect of the discharge of the Council's executive functions.

The document presented by the Leader will contain the following information about Executive functions in relation to the coming year, and these shall then be included in the Council's Constitution:

- The extent of authority of the Cabinet as a whole;
- The extent of any authority delegated to Cabinet members individually, including details of the limitation on their authority;
- the terms of reference and constitution of such Cabinet Committees as the Leader or Cabinet appoints and the names of Cabinet members appointed to them;
- the nature and extent of any delegation of executive functions to area committees, any other authority or any joint arrangements and the

- names of those Cabinet members appointed to any joint committee or outside body for the coming year; and
- the nature and extent of any delegation to Officers with details of any limitation on that delegation, and the post title of the Officer to whom the delegation is made.

## 2.0 Proposal Details

- 2.1 The election of the Leader of the Council will take place at this meeting. If, on election, the Leader is able to present to Council the names of the members appointed to Cabinet and their respective portfolios, this will be done. However, it would be open to the newly elected Leader, in accordance with Cabinet Procedure Rule 2 to present the information set out above to Council at a subsequent meeting.
- 2.2 In accordance with the Council's current Constitution (Part 2, Section 4, Para. 8), Cabinet Members will have the responsibilities as determined by the Leader from time to time. Individual Cabinet members shall have delegated authority to take Key Decisions within their portfolio, in accordance with the Cabinet Procedure Rules set out in Part 3 - Section 2 of the Constitution.
- 2.3 The current Scheme of Delegation to Officers is set out at Part 2 Section 7 of the Constitution, and includes the delegation of both executive and nonexecutive functions. Whilst it will be open to the Leader to review in due course the delegation of executive functions, Council is requested at this meeting to confirm the current Scheme of Delegation as appended to this report.

## 3.0 Conclusion

- 3.1 This report will enable the newly elected Leader to report on executive arrangements and delegations, and requests Council to confirm the current scheme of delegations to officers.

### CONCLUSION OF IMPACT ASSESSMENT

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

None directly arising from this report.

### LEGAL IMPLICATIONS

The report complies with the requirements of the Constitution and ensures continuity of the current scheme of delegation.

### FINANCIAL IMPLICATIONS

There are no financial implications stemming from this report.

<b>OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:</b>  There are no resources implications.	
<b>SECTION 151 OFFICER'S COMMENTS</b>  The Section 151 Officer has been consulted and has no further comments.	
<b>MONITORING OFFICER'S COMMENTS</b>  The report has been prepared by the Monitoring Officer.	
<b>BACKGROUND PAPERS</b>  None	<b>Contact Officer:</b> Rephael Walmsley <b>Telephone:</b> 01524 582021 <b>E-mail:</b> <a href="mailto:rwalmsley@lancaster.gov.uk">rwalmsley@lancaster.gov.uk</a>

## Part 2, Section 7

### Scheme of Delegation to Officers

It is acknowledged that the role of Officers is to take operational decisions in the manner that they consider is most appropriate given their managerial and professional expertise, and that no specific delegations are required in order for Officers to carry out the administration of the services for which they are responsible.

The purpose of this Scheme of Delegation is rather to provide clarity for the undertaking of activities that for governance reasons require formal authorisation.

Formal delegations have been approved by the relevant Council body with responsibility for the particular function, and this may be Council, a Regulatory or other Committee of Council, or, in the case of executive functions, the Leader or Cabinet.

All the delegations within this Scheme are to be undertaken within:

- The policies and strategies of the Council within the Policy Framework;
- Any legal constraints imposed on the Council;
- The financial provision authorised by the Cabinet and the Council;
- Any relevant provisions within the Constitution.

This Scheme of Delegation should be read in conjunction with the Council's Financial Regulations, including the Contract Procedure Rules, and the Treasury Management Framework.

Any reference to any Act of Parliament includes references to Regulations and other subordinate legislation made thereunder and to any EU legislation on which the UK legislation is based. References to any Act, Regulation, Order or Byelaw shall be construed as including any re-enactment or re-making of the same, whether or not with amendments.

Subject to any express instruction to the contrary from the delegating body, any power to approve also includes power to refuse, power to impose appropriate conditions and power to amend decisions.

Generally, any power delegated to a Director may be exercised by the Chief Executive, and any power delegated to any other Officer may be exercisable by the Officer's Director or the Chief Executive. However, it should be noted that this is subject to any specific statutory restrictions. For example, under Health and Safety legislation, some powers may only be exercised by qualified "inspectors".

Any delegation to the Chief Executive may in his/her absence be exercised by a Director. Formal urgent decisions will be taken in consultation with the appropriate elected Councillor(s) in accordance with the Constitution. It is anticipated that the delegated authority would be exercised (taking account of any comments from the Monitoring Officer and the Chief Finance Officer), by the most appropriate Director given the subject matter for decision, or, in the absence of that Director or where the decision is general in nature, by the Director/Deputy Director or Senior Emergency Officer on duty at the time.

This Scheme of Delegation covers both executive and non-executive functions and is subject to the 'cascade' principle and, unless excluded by statute, bestows the power for the Chief Executive and Directors to further delegate in writing all or any of these functions to other Officers (described by post title) either fully or in part and subject to such limitations as considered reasonable by the

delegating Officer. Any such delegation must be evidenced in writing, dated and signed by the Officer delegating the authority, with a copy supplied to the Democratic Services Manager. The Officer delegating the function remains responsible for ensuring that delegated decisions are properly taken by sufficiently senior and experienced Officers and for the decisions taken.

The cascade principle under which the Scheme of Delegation operates means that any Officer given powers under the Scheme can further delegate those powers to other Officers either:-

- through a Local Scheme of Delegation (which sets out all the standing delegations given to specific Officers in defined areas of the Council's service areas). A full list of the Local Schemes of Delegation can be viewed [here](#). Any of the schemes can be looked at in detail; or
- through a Specific Delegation in relation to an individual decision which must be evidenced in writing using the agreed standard form, dated and signed by the Officer delegating the power with a copy supplied to the Democratic Services Manager.

A Specific Delegation does not need to be given where an Officer is given delegated powers to action a particular decision by Council, Cabinet or a Committee or Sub Committee.

All Local Schemes of Delegation (and any changes to them) must be agreed by the Monitoring Officer. The Monitoring Officer shall be authorised to amend the Scheme of Delegation to reflect re-organisations, changes in job titles and vacancies (where such changes result in redistributing existing delegations), to reflect legislative changes and to effect Councillor decisions. Any post specifically referred to in the Scheme of Delegation shall be deemed to include any successor post, and shall include any Officer acting up or seconded.

Where a function has been delegated to an Officer (including where sub-delegated through the Cascade principle), the person or body making the delegation may at any time exercise the function concurrently or take back responsibility for the function and may therefore exercise the function (make the decision) despite the delegation.

Equally an Officer may consider a decision to be of such importance or sensitivity that their delegated authority should not be exercised in any particular case and may refer the matter back to the delegating body for decision.

Where an Officer is authorised or designated by virtue of this Scheme of Delegation as an authorised Officer for the purposes of any legislation, that authorisation (unless it specifically states to the contrary) shall be deemed to authorise that Officer to undertake all the powers and duties of an authorised Officer as are specified in that legislation. These may include (but are not restricted to) the power to enter on land, undertake inspections, serve notices (including the issue of fixed penalty notices), take samples and remove goods.

Where a power or duty is delegated to an Officer, either directly under the Scheme of Delegation or through designation as an authorised Officer, and the exercise of that power or duty is contingent upon the opinion of the Council that particular conditions or factual circumstances exist, then the Officer in question has the power to determine whether or not those circumstances exist or whether those conditions have been fulfilled in the name of and with the authority of the Council.

Functions, matters, powers, authorisations, delegations, duties and responsibilities within this Scheme shall be construed in a broad and inclusive fashion, and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of anything so specified.

Where a power or duty delegated under this Scheme includes at source a power to take enforcement action, and/or to recover costs, fees or charges, the delegation shall include the power to take all necessary action to recover such fees costs or charges by way of civil debt or otherwise.

An Officer, in exercising delegated powers, may consult the relevant Portfolio Holder or Committee Chair if he/she considers it appropriate to do so.

## **DELEGATIONS TO THE CHIEF EXECUTIVE**

### **Matters of Urgency**

To authorise any action reasonably necessary to protect the health, safety or welfare of individuals or the safety of property;

Where it is necessary for any function to be discharged and it is impracticable or impossible by reason of urgency for the matter to be considered by the Cabinet (or by the relevant Portfolio Holder), to take such action as they consider appropriate, in consultation, so far as practicable with the Leader and relevant Portfolio Holder(s); and where there is no Leader and Cabinet all executive functions shall vest in the Chief Executive who shall be able to exercise all executive functions or authorise Officers to exercise such functions.

Where it is necessary for any function of the Council or one of its Committees to be discharged and it is impracticable or impossible, by reason of urgency, for the matter to be considered by the Council or such Committee, to take such action as they consider appropriate, in consultation, so far as practicable, with the Mayor and Group Leaders in respect of a Council function or the relevant Committee Chair in respect of a matter within the Terms of Reference of a Council Committee.

Where action is taken under the above, the Chief Executive shall submit a report to the next Cabinet, Council or Committee meeting recording the urgent circumstances which made the action necessary and detailing the action taken.

### **Other Functions**

To make applications to the Home Secretary for consent to make orders under the Public Order Act 1986 in response to an application from the Chief Constable, and to make the appropriate Order following the receipt of the Home Secretary's consent.

To determine matters arising from the Commission for Local Administration in England (the Local Government Ombudsman) in whatever manner is appropriate, including the making of local settlements.

To seek planning permission for the Council's own development or development on Council-owned land.

To grant authorisations for the purposes of Sections 28 and 29 of the Regulation of Investigatory Powers Act 2000 (subject to the requirement for each authorisation to be approved by the Magistrates' Court).

### **Delegations from the Personnel Committee**

In respect of all posts, except JNC Chief Officer posts, to establish new posts and approve minor structural re-organisations, and to assimilate members of staff on fixed term or temporary contracts or in casual work situations into the permanent establishment.



To determine the terms and conditions of service of Council Officers within the policy set by the Personnel Committee. To determine applications for regrading.

To determine applications made by JNC Chief Officers in accordance with the provisions of the Council's Family Leave Scheme and Flexible Working Hours Scheme.

To apply the Council's Redeployment Policy including declaration of a redundancy situation and redeployment of staff.

To approve the payment of acting up and honorarium payments and severance payments, including voluntary severance, early retirement and/or voluntary redundancy, within Council policy, up to £50,000.

To approve extensions to full or half sick pay.

To approve release of preserved pension benefits in accordance with relevant pension legislation, including Certificates of Material Change.

To determine requests for late transfers into the Local Government Pension Scheme.

To suspend and to determine disciplinary, capability and grievance matters in relation to Officers except appeals against dismissal by JNC Chief Officers.

In accordance with the Model Disciplinary Procedure contained in the JNC Handbook for Chief Executives, Investigation and Disciplinary Committee meetings shall be convened by the Chief Executive who will filter out and deal with allegations which are clearly unfounded, trivial or can best be dealt with under some other procedure relating to the Monitoring Officer (in consultation with the Chair of Personnel Committee).

**General Delegations from Council, Committees and Cabinet to the Chief Executive, Directors and Statutory Officers.**

To be responsible for and to exercise all functions that may fall within their job role from time to time including matters set out below.

To sign statements of truth in connection with legal proceedings on behalf of the Council.

To serve notices under Section 16 of the Local Government Act (Miscellaneous Provisions) 1976.

With regard to finance and contractual matters, to exercise any relevant authority set out in the Financial Regulations and Contract Procedure Rules for Works, Goods and Services. Designation as a Responsible Spending Officer or Contract Manager will be deemed to be designation in writing by a Director for this purpose.

In accordance with relevant legislation and any charging policy set by Council, Committees or Cabinet, to set fees and charges for services and activities.

To take all necessary actions (including the preparation of any documentation, letting of contracts, undertaking statutory processes and incurring expenditure) to implement decisions of Cabinet, Council or any other Councillor body.

In consultation with the Director for Economic Growth and Regeneration to issue, serve and withdraw any notices or take any other enforcement or other action.

To attest the affixing of the Common Seal to documents.

To determine matters arising from the Commission for Local Administration in England (the Local Government Ombudsman) in whatever manner is appropriate, including the making of local settlements.

To seek planning permission for the Council's own development or development on Council-owned land.

To grant authorisations for the purposes of Sections 28 and 29 of the Regulation of Investigatory Powers Act 2000 (subject to the requirement for each authorisation to be approved by the Magistrates' Court).

To institute, defend, settle or compromise any claim or participate in any legal proceedings in any case where such action is necessary to give effect to a decision of the Council, Cabinet or Committee or in any case where he/she considers that such action is necessary to protect the Council's interests.

To do all such things as are necessary in relation to all routine matters of day to day administration and management of the Council.

#### **DELEGATIONS TO THE DIRECTOR FOR COMMUNITIES AND THE ENVIRONMENT**

Authorised to exercise the General Delegations from Council, Committees and Cabinet set out above in relation to the Chief Executive.

To administer residents' parking schemes and add properties to the Register of Excluded Properties established by Cabinet in December 2005 in respect of residents' parking schemes.

To authorise the making of Car Park Orders and the closure of Council owned public land and car parks where required to do so for operational or health and safety purposes.

To designate authorised Officers for the purposes of the Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005 and the Refuse Disposal (Amenity) Act 1978, who may then act on behalf of the Council under the relevant legislation in accordance with their designation as authorised Officer.

To approve the terms and conditions of market lettings.

To approve requests for the lighting of the Ashton Memorial in recognition of national or international charity campaigns.

To serve notices and to act on behalf of the Council under any applicable environmental legislation (and any subordinate legislation, regulations or orders made under the primary acts), and to designate authorised Officers who may then act on behalf of the Council (whether under primary legislation, any subordinate legislation, regulations or orders made under the primary acts) in accordance with their designation as authorised Officer.

To waive the repayment, or to reduce the level of repayment, of right to buy discount under Section 185 of the Housing Act 2004.

Under the Anti-Social Behaviour, Crime and Policing Act 2014:

- (a) to be an authorised person for the purposes of Section 53, with authority to issue a Community Protection Notice (Section 43), and/or a Fixed Penalty Notice for breach of a Community Protection Notice (Section 48) and to authorise other Officers to act;
- (b) to be authorised to issue notices under Sections 47 and 49 in respect of Community Protection Notice works in default and to authorise such work in default to be carried out;
- (c) to be an authorised person for the purposes of Sections 63 and Section 68 (enforcement of Public Spaces Protection Orders); and
- (d) to be authorised to issue a Closure Notice for a period of up to 24 hours.

For the avoidance of doubt the Director for Communities and the Environment can designate persons who have entered into a contract with the Council for the provision of litter services as authorised Officers under Section 88(10) of the Environmental Protection Act 1990, subject to satisfactory safeguards being set out in the contract to ensure notices are issued in accordance with the law and the Council is covered by a suitable indemnity.

To grant, renew and vary site licences and collectors' licences under the Scrap Metal Dealers Act 2013, and to enter and inspect premises licensed under the Act.

To appoint Proper Officers for the purposes of the Public Health (Control of Disease) Act 1984, the Public Health (Infectious Diseases) Regulations 1988 and under the National Assistance Act 1948, Regulations 2 and 3 of the Health Protection (Notification) Regulations 2010, Sections 84 and 85 of the Public Health Act 1936, and Section 37 of the Public Health Act 1961.

To serve any statutory notice, counter-notice or document in respect of a dwelling house let by the Council and which is to be served in connection with the exercise of the functions of the local housing authority.

To serve notice and commence legal action to seek an order of possession in respect of a dwelling house let by the Council under various different tenancy arrangements or to authorise others to take such decisions and to review any decision to seek an order for possession of a dwelling

To award discretionary points and exercise any other discretion that may be appropriate to allocate council housing stock, and to undertake any review under the Housing Allocation Policy.

To nominate tenants to Housing Associations.

To serve statutory notices, directions, orders and other documents, to exercise statutory powers of entry and to undertake inspections and take enforcement action in connection with unfit, defective or otherwise substandard dwellings, or overcrowding or to address otherwise unsatisfactory conditions.

To investigate and take enforcement action in respect of unlawful eviction or tenant harassment or any offence under Housing legislation.

To determine applications for the licensing of houses in multiple occupation under the Housing Act 2004 including the granting, refusal and variation of licences and the issuing of temporary exemptions in appropriate cases as defined in the Act.

To determine applications in respect of grants in respect of dwellings, including disabled facilities grants and to waive or relax the conditions and/or requirements of approved grants.

To take action to secure the restoration or continuation of the supply of water, gas or electricity to tenanted property.

To exercise the statutory functions of the Council with regard to homelessness, including the undertaking of reviews of decisions. To administer and operate any loan/grant/other schemes intended to prevent homelessness or support care in the community.

To determine applications in respect of chimney heights under the Clean Air legislation.

The discharge of any function relating to the control of pollution or the management of air quality (including the enforcement of the provisions of the Clean Air Act 1993).

Under the Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 to set and impose a penalty charge (to a maximum of £5000); to undertake the service and signing of notices; to consider and determine representations and objections; to recover the monetary penalty through a certificate signed by the Director of Corporate Services.

Under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 to act as Inspectors; to undertake the service and signing of notices; to set and impose a penalty charge (to a maximum of £5000); to authorise remedial work; to consider and determine representations and objections; to recover a monetary penalty through a certificate signed by the Director of Corporate Services.

To serve notices and to act on behalf of the Council under the Health Act 2006 and to designate authorised Officers who may then act on behalf of the Council under the legislation in accordance with their designation.

### **Non-Executive functions delegated by Licensing Committee**

To investigate and enforce contraventions of Food Safety and hygiene legislation (including the Food Safety Act 1990) and regulations made under the European Communities Act 1972 (including the Food Safety and Hygiene (England) Regulations 2013).

To serve notices and to exercise all powers under Food Safety and hygiene legislation. This includes the service of improvement notices, prohibition notice, entry to food business premises, seizure, requests for information from FBOs and applications for warrants under the Food Safety and Hygiene (England) Regulations 2013.

In consultation with the Chair or Vice Chair to suspend or revoke an operator's licence under Section 62 of the Local Government (Miscellaneous Provisions) Act 1976.

In consultation with the Chair or Vice Chair to suspend or revoke a hackney carriage or private hire vehicle licence under Section 60 or Section 68 of the Local Government (Miscellaneous Provisions) Act 1976 and to suspend or revoke a driver's licence under Section 61, including authority to suspend a licence with immediate effect in the interests of public safety.

To grant and issue any licence, registration or other permission under any legislation within the terms of reference of the Licensing Committee, unless there are any adverse representations or other reasons why the Officer considers it appropriate to refer the matter to the Committee. This does not include authority to refuse a licence, save that the Director of Communities and the Environment and the Licensing Manager are authorised to refuse new applications for hackney carriage or private hire driver licences, where satisfied that the applicant is not a fit and proper person to hold a licence.

To approve any matters within the conditions of licences, registrations or other permissions under any legislation within the terms of reference of the Licensing Committee, which require the approval or consent of the Council.

To designate authorised Officers, who may then act on behalf of the Council, serve notices apply for warrants and take action under the Act in accordance with their designation as authorised Officer under the:

- Local Government (Miscellaneous Provisions) Act 1976;
- Local Government (Miscellaneous Provisions) Act 1982;
- Health and Safety at Work (etc.) Act 1974;
- Various Food Acts (including the Food Safety Act 1990)
- Pet Animals Act 1951
- Caravan Sites and Control of Development Act 1960
- Animal Boarding Establishments Act 1963
- Dangerous Wild Animals Act 1970 and 1991
- Breeding of Dogs Act 1973 and 1991
- Riding Establishments Acts 1964 and 1970
- Zoo Licensing Act 1981
- County of Lancashire Act 1984
- Noise and Statutory Nuisance Act 1993
- Housing and Planning Act 2016.

To allocate permits for street collections unless there are more applications than permits available.

To issue licences, registrations, permissions, orders, notices and consents and take enforcement action in relation to any regulatory function of the Licensing Committee, unless there are any adverse representations or other reasons why the Officer considers it appropriate to refer the matter to the Committee.

To advertise, grant, issue and enforce street trading licences or consents under the Local Government (Miscellaneous Provisions) Act 1982, and to set the appropriate fee or charge.

## **Non-Executive Functions Delegated by the Licensing Sub-Committee**

### Licensing Act 2003

To determine applications for Personal Licences, including with relevant Unspent Convictions provided no Police representation has been made.

To determine applications for Premises Licences/Club Premises Certificates provided no representation has been made.

To determine applications for Provisional Statements provided no representation has been made.

To determine applications to vary Premises Licences/Club Premises Certificates provided no representation has been made.

To determine applications to vary Designated Premises Supervisor Licences.

To determine any request to be removed as a Designated Premises Supervisor.

To determine applications for transfer of Premises Licences provided no police objection has been received.

To determine applications for interim authorities provided no police objection has been received.

To determine whether any representation is irrelevant, trivial, frivolous or vexatious etc.

To agree the appropriate scale of plans required to be submitted by an applicant.

To dispense with a hearing in accordance with Regulation 9 of the Licensing Act 2003 (Hearings) Regulations 2005.

To extend time limits in accordance with Regulation 11 of the Licensing Act 2003 (Hearings) Regulations 2005.

To identify points on which clarification may be required at a hearing, in accordance with Regulation 7 (1) (d) of the Licensing Act 2003 (Hearings) Regulations 2005.

To acknowledge receipt of a Temporary Event Notice under Section 102 of the Licensing Act 2003 and, where appropriate, to serve counter-notice under Section 107 of the Act.

To determine applications for minor variations to Premises Licences/Club Premises Certificates.

In consultation with the Chair of the Licensing Committee or in his/her absence the Vice Chair, authority to authorise applications for hypnotism subject to the standard conditions approved by the Committee.

## Gambling Act 2005

To determine applications for permits for 3 or 4 gaming machines in premises licensed under the Licensing Act 2003.

To determine applications for premises licences under the Gambling Act 2005 where no representations have been received or representations have been withdrawn.

To determine applications for a variation to a licence under the Gambling Act 2005 where no representations have been received or representations have been withdrawn.

To determine applications for a transfer of a licence under the Gambling Act 2005 where no representations have been received from the Gambling Commission.

To determine applications for a provisional statement under the Gambling Act 2005 where no representations have been received or representations have been withdrawn.

To determine applications for club gaming/club machine permits under the Gambling Act 2005 where no objections have been made or objections have been withdrawn.

To determine applications for other permits under the Gambling Act 2005 where no representations have been made.

To cancel licensed premises gaming machine permits.

To grant a temporary use notice under the Gambling Act 2005 where no representations have been made.

In consultation with the Chair of the Licensing Committee to determine film classification restrictions where there has been no classification by the British Board of Film Classification; save that, where

the Director of Communities and the Environment considers it appropriate in view of the nature of the particular film, the matter shall be referred to the Committee.

To act on behalf of the Licensing Authority as Responsible Authority when required under the Licensing Act 2003.

To suspend licences and club premises certificates for non-payment of annual fees in accordance with the Licensing Act 2003.

To designate authorised persons as defined in Section 13(2)(a) of the Licensing Act 2003.

To designate authorised persons as defined in Section 304(2) of the Gambling Act 2005.

### **DELEGATIONS TO ANY OFFICERS DESIGNATED BY THE DIRECTOR FOR COMMUNITIES AND THE ENVIRONMENT IN WRITING**

Under the cascade principle (above) the Director for Communities and Environment may authorise other suitably qualified and experienced Officers to undertake any of the functions set out above.

### **DELEGATIONS TO THE DIRECTOR OF CORPORATE SERVICES**

Authorised to exercise the General Delegations from Council, Committees and Cabinet set out above in relation to the Chief Executive.

To approve the terms and conditions for the disposal or acquisition of freehold land, and the granting or taking of a lease of property, where the consideration or premium or annual rent is at market value and does not exceed £150,000 subject to Ward Councillors being consulted about the principle of the sale/acquisition or, if the property has not previously been leased, the principle of leasing.

To approve the terms and conditions of any other lettings, sub-lettings, concessions or licences to occupy any Council land or premises, where the rent / fee is at market value.

To grant peppercorn leases of land for potential new allotment sites (provided that such land would not be capable of achieving a market rent exceeding £6000 per annum for alternative use) subject to the approval of the Director of the relevant managing Service.

To approve the terms of rent or service charge reviews, licences to assign, deeds of variation and surrenders.

To appropriate land and properties between purposes.

To terminate or forfeit leases, sub-leases and licences.

To approve the payment of compensation due under the Landlord and Tenant Act 1954.

To grant and accept wayleaves and easements and to approve the consideration payable to or by the Council.

To approve the disposal of council houses and flats and subsequent assignments under the statutory Right to Buy provisions.

To institute, defend, settle or compromise or participate in any legal proceedings in any case where such action is necessary to give effect to a decision of the Council or in any case where he/she considers that such action is necessary to protect the Council's interests.

Where any contract or document is necessary to any legal procedure or proceedings on behalf of the Council it will be signed by the Director of Corporate Services or other Officer authorised by him/her unless any enactment otherwise authorises or requires differently, or the Council has given requisite authority to some other person.

To arrange insurance cover for the Council, including the taking out and renewal of policies.

To undertake borrowing and investment decisions and related/supporting operational activity in accordance with the Council's approved Treasury Management Framework.

To sign any documentation on behalf of the Council in accordance with any approved role as "accountable body".

To update the Council's financial systems and records as necessary to bring into effect a decision of the Council or Cabinet.

To exercise the Council's statutory functions and responsibilities in respect of Council Tax, National Non-Domestic Rates, and Housing Benefit and Council Tax Support and to support the Joint Committee with Preston Council.

To authorise Officers to represent the Council in the Magistrates' Court in recovery and enforcement proceedings for Council Tax and National Non-Domestic Rates (NNDR).

To grant relevant reliefs, discounts and exemptions and support awards associated with Council Tax, National Non-Domestic Rates, and Housing Benefit and Council Tax Support (made available either through locally determined or national policies).

To authorise the commencement of civil proceedings for the recovery of sums owed to the Council.

To sign certificates under Regulation 53(5) of the Council Tax (Administration and Enforcement) Regulations 1992 and Regulation 21(5) of the Non-Domestic Rating (Collection and Enforcement (Local Lists) Regulations 1989.

To approve the naming of streets and numbering of properties.

To authorise Officers to appear on behalf of the Council in Courts inquiries and Tribunals, as appropriate.

To certify resolutions and documents as being true copies.

To determine whether or not confidential or exempt Cabinet reports, minutes or background papers are required to continue to be treated as confidential or exempt.

To sign official certificates of search in the register of local land charges and set the fee for a local search and related inquiries in respect of land.

To approve expenditure from the Councillors' conferences budget in consultation with the relevant Cabinet member.



To approve duties for inclusion in the list of Approved Duties for the purposes of the Councillors' Allowances Scheme.

To make orders under the Town Police Clauses Act 1847 where there are no objections to the proposed closure from either the highway authority or the police.

To determine requests for review under the Freedom of Information Act 2000.

To determine listing and compensation reviews in respect of assets of community value under Part 5 Chapter 3 of the Localism Act 2011.

To be the Proper Officer as required by any legislation save where another Officer has been so designated.

To authorise Officers of the Council to appear in any court or tribunal as appropriate.

To institute, defend and be responsible for the conduct of any legal proceedings in any civil or criminal court or tribunal, on behalf of the Council, and to make appropriate arrangements for such matters to be dealt with by the Council's Legal Service.

To instruct Counsel or external solicitors to advise and/or represent the Council, through the Council's Legal Service.

To settle or compromise any claim against the Council or legal proceedings to which the Council is a party, in consultation with the relevant Director.

To take all steps incidental to completing or obtaining the confirmation of any Order or other formal proceedings made by the Council.

To determine nominations for inclusion in the Council's list of assets of community value, and to determine requests from an asset owner for compensation under Part 5 of the Localism Act 2011.

In accordance with relevant legislation and any charging policy set by Council or Cabinet to set fees and charges for services and activities.

#### **DELEGATIONS TO ANY OFFICERS DESIGNATED BY THE DIRECTOR OF CORPORATE SERVICES IN WRITING**

Under the cascade principle (above) the Director of Corporate Services may authorise other suitably qualified and experienced Officers to undertake any of the functions set out above.

#### **DELEGATIONS TO THE DIRECTOR FOR ECONOMIC GROWTH AND REGENERATION**

To determine applications under the Building Regulations, and to serve notices and issue certificates under the Building Regulations 2000 (as amended).

To exercise the Council's powers under Sections 76, 77, 78, 79 and 81 of the Building Act 1984.

To approve Home Loss and Disturbance payments.

To be the Proper Officer for the purposes of Section 93(1)(a) and to authorise Officers to sign documents in accordance with Section 93(1)(b) of the Building Act 1984.

To designate authorised Officers for the purposes of Section 95 of the Building Act 1984.

The discharge of any function relating to the control of pollution and the management of air quality.

In consultation with the relevant Cabinet portfolio holder, to approve grants and other financial assistance to businesses and community enterprises, in accordance with the eligibility criteria and other terms and conditions applicable to the relevant approved grant aid schemes.

In accordance with relevant legislation and any charging policy set by Cabinet, to set fees and charges for services and activities.

In consultation with the Chief Executive, to instruct Counsel to advise and/or represent the Council.

To designate authorised Officers for the purposes of Sections 196A, 196B, 214B, 214C, 219, 324 and 325 of the Town and Country Planning Act 1990 and Sections 88 and 88A of the Planning (Listed Buildings and Conservation Areas) Act 1990, who may then act on behalf of the Council under the relevant legislation in accordance with their designation as authorised Officer.

To set fees and charges for planning applications and any other services provided under the Terms of Reference of the Committee.

To determine applications under the provisions of Part III and VIII of the Town and Country Planning Act 1990 and Part I of the Planning (Listed Buildings and Conservation Areas) Act 1990, having regard to the approved Development Plan and any relevant approved statement of policy, including proposals affecting Listed Buildings or in Conservation Areas EXCEPT for the following categories of development:

- (a) Applications in the major category as defined by the Ministry of Housing, Communities and Local Government, which are recommended for approval and are the subject of any objections;
- (b) Applications recommended for approval which are departures from the Development Plan;
- (c) Applications made by the City Council or major applications made by the County Council;
- (d) Applications by Councillors or Council Officers and other parties where considerations of probity indicate that a Committee decision is required;
- (e) Any application which the Chief Officer (Regeneration and Planning) considers should be determined by the Committee; and
- (f) Any application which a Councillor asks to be referred to the Committee. This request must be made to the Case Officer within twenty-one days of the application appearing on the Weekly List of Applications; it must be submitted on the requisite form (which can be emailed); and the request cannot be made on a resubmitted application (an application submitted within twelve months of a refusal or withdrawal of an application with the same or similar description, unless the initial application was referred to Committee within its 21 day period before it was withdrawn).

Where a Ward Councillor submits a request, for an application to be referred to the Committee and where the Ward Councillor is also a member of the Planning Regulatory Committee, that Councillor would be expected to register to speak at the Planning Regulatory Committee meeting. In those circumstances, the Ward Councillor could either choose to send a substitute member to take their place on the Committee for the duration of the Committee meeting; or they could alternatively choose to register to speak as a Ward Councillor on that single item, in the knowledge that (as a speaker) they couldn't participate in debate or voting on that particular item. The Ward Councillor would however, be permitted

to return to the Committee benches to be able to participate in debate and vote on other items on the Committee agenda.

To secure compliance with associated conditions or legal agreements in respect of any planning permission granted, to vary such conditions or agreements and to discharge any requirements of such agreements.

To respond to consultations under the provisions of Sections 42 and 43 of the Planning Act 2008 with the exception of responding formally to the Infrastructure Planning Commission or its successors in title under Sections 55 and 60 with the Council's view on Statements of Community Involvement and Local Impact Reports.

To decline to determine applications for planning permission pursuant to Section 70A of the Town and Country Planning Act 1990.

To determine requests for amendments to submitted or determined planning applications or other development related consents.

To advertise and consult on advertising of planning and other like applications.

In conjunction with the Chief Executive to contest appeals regarding matters within the Terms of Reference of the Planning Regulatory Committee.

To serve notices for the preservation/repair of Listed Buildings or buildings/structures worthy of listing under the provisions of Sections 3, 48 and 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

To serve, pursuant to planning legislation, including the Town and Planning Act 1990, Planning Contravention Notices, Breach of Condition Notices, Building Preservation Notices, Enforcement Notices, Stop Notices, Demolition Notices, Completion Notices, Repair Notices or any other Notice and to take any other related action.

To investigate and enforce breaches of planning control, planning condition or planning legalisation.

To make and enforce Tree Preservation Orders and related provisions.

To determine applications for Certificates of Lawful Use or Lawful Development under the provisions of Section 191- 94 of the Town and Country Planning Act 1990.

To issue a screening opinion or a scoping opinion under the Provisions of the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.

To waive the charge for the making of Revocation and Modification Orders in appropriate cases.

To serve statutory notices in respect of any highway matter within the terms of reference of the Planning Regulatory Committee.

To make observations on development and development plans proposed by neighbouring authorities.

To exercise all planning and development control functions including entering into planning agreements such as agreement under section 106 Town and Country Planning Act 1990.

**DELEGATIONS TO ANY OFFICERS DESIGNATED BY THE DIRECTOR FOR ECONOMIC GROWTH AND REGENERATION IN WRITING**

Under the cascade principle (above) the Director for Economic Growth and Regeneration may authorise other suitably qualified and experienced Officers to undertake any of the functions set out above.

**DELEGATIONS TO THE CHIEF FINANCE OFFICER AND TO THE DEPUTY CHIEF FINANCE OFFICER(S)****Executive Functions**

To determine the Council's tax bases and Collection Fund balances in respect of local taxation, together with related matters, in accordance with the Local Government Act 1992, the Local Government Act 2003 and other associated legislation.

To sign any documentation required to be signed by the Council's Chief Finance Officer.

To determine the Council's banking arrangements.

**Non-Executive Functions**

To be responsible for the proper management of the Council's financial affairs and the accounting arrangements of the Council, including (but not limited to) the following:

- All Officer decisions on borrowing, investment or financing in accordance with the approved Treasury Policy Statement and Investment Strategy.
- The investment of the Council's funds in accordance with such policy as the Council may from time to time approve and with a view to achieving such enhanced returns as is consistent with security and liquidity.
- To adjust, where necessary, the authorised and operational limits agreed each year for external debt, and to effect movement between the separately agreed figures for borrowing and long-term liabilities. Any such changes to be reported to the Council at its next meeting following the change.
- Management of the Collection Fund, General and other funds and accounts and the disbursement of monies therefrom.
- Raising of finance including leasing of vehicles, plant and equipment where the acquisition of the item concerned has all necessary approvals.
- Administration and recovery of Housing Benefits, Council Tax Benefits, Business Rates (NNDR) and to write off sums outstanding as irrecoverable.
- The grant of rate relief to charities within principles laid down by the Council.
- To write off all types of debtor accounts up to the level stated in financial regulations.
- To make mortgage advances to applicants fulfilling conditions set by the Council.
- Approve any individual loan or loan scheme.

- Make applications for funding, receive grants and act as accountable Officer.
- Act in receivership of the property of the mentally ill.

To authorise Officers to initiate and conduct legal proceedings in the Magistrates and County Courts on behalf of the Council in connection with the Council's finance and benefit functions.

**The Chief Finance Officer (Section 151) will nominate a deputy in writing.**

### **DELEGATIONS TO THE MONITORING OFFICER**

- (a) **Advise whether Cabinet decisions are within the Budget and Policy Framework** - The Monitoring Officer will advise whether decisions of the Cabinet are in accordance with the Budget and Policy Framework.
- (b) **Provide advice** – The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors.
- (c) **Ensure lawfulness and fairness of decision making** – After consulting with the Chief Executive and Chief Finance Officer, the Monitoring Officer will report to the Cabinet in relation to an executive function or Full Council in respect of a non-executive function if they consider that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- (d) **Maintain the Constitution** – The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Councillors, staff and the public and shall keep it up to date making minor amendments or implementing amendments decided by others.
- (e) **Be the Proper Officer for access to information** – The Monitoring Officer will ensure that decisions, together with the reasons for those decisions, and relevant Officer reports and background papers, are made publicly available as soon as possible.
- (f) To institute, defend, or participate in and be responsible for the conduct of any legal proceedings in any civil or criminal court or tribunal, on behalf of the Council, and to make appropriate arrangements for such matters to be dealt with by the Council's Legal Service.
- (g) To instruct Counsel or external solicitors to advise and/or represent the Council, through the Council's Legal Service.
- (h) To settle or compromise any claim against the Council or legal proceedings to which the Council is a party, in consultation with the relevant Director.
- (i) The Common Seal of the Council will be kept in a safe place within the custody of the Monitoring Officer. A decision of the Council, or any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which, in the opinion of the Monitoring Officer, should be sealed. The affixing of the Common Seal will be attested by a Director, Chief Finance Officer or Monitoring Officer.

### **Non-Executive Functions Delegated by the Personnel Committee**

In accordance with the Model Disciplinary Procedure contained in the JNC Handbook for Chief Executives, Investigation and Disciplinary Committee meetings shall be convened by the Monitoring Officer who will, filter out and deal with allegations which are clearly unfounded, trivial or can best be dealt with under some other procedure relating to the Chief Executive and the Chief Finance Officer (in consultation with the Chair of Personnel Committee).

### **Non-Executive functions delegated by the Standards Committee**

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.

**Conduct investigations** – To determine, in accordance with the Standards Committee's arrangements under the Localism Act 2011, whether an allegation of breach of the Councillors' Code of Conduct should be investigated, whether there should be local resolution or no action taken.

The Monitoring Officer will conduct investigations and may appoint an investigating Officer as appropriate.

Make arrangements for any hearings as appropriate.

To authorise the granting of dispensations pursuant to Section 33 of the Localism Act 2011.

**The Monitoring Officer will nominate a deputy in writing in accordance with Section 5(7) of the Local Government and Housing Act 1989.**

### **DELEGATIONS TO THE DEMOCRATIC SERVICES MANAGER**

#### **Non-Executive functions delegated by the Licensing Committee**

To empanel ad hoc Sub-Committees from the pool of ten Licensing Committee members.

### **DELEGATIONS TO THE LICENSING MANAGER**

#### **Non-Executive functions delegated by Licensing Committee**

To designate authorised Officers for the purposes of the Local Government (Miscellaneous Provisions) Act 1976, who may then act on behalf of the Council under the Act in accordance with their designation as authorised Officer.

To designate authorised Officers for the purposes of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, who may then act on behalf of the Council under the Act in accordance with their designation as authorised Officer.

To allocate permits for street collections unless there are more applications than permits available.

To suspend or revoke a driver's licence under Section 61 of the Local Government (Miscellaneous Provisions) Act 1976, including authority to suspend a licence with immediate effect in the interests of public safety.

To suspend or revoke an operator's licence under Section 62 of the Local Government (Miscellaneous Provisions) Act 1976.

To suspend or revoke a hackney carriage or private hire vehicle licence under Section 60 or Section 68 of the Local Government (Miscellaneous Provisions) Act 1976.

To grant and issue any licence, registration or other permission under any legislation within the terms of reference of the Licensing Committee, unless there are any adverse representations or other reasons why the Officer considers it appropriate to refer the matter to the Committee. This does not include authority to refuse a licence, save that the Director of Communities and the Environment and the Licensing Manager are authorised to refuse new applications for hackney carriage or private hire driver licences, where satisfied that the applicant is not a fit and proper person to hold a licence.

To approve any matters within the conditions of licences, registrations or other permissions under any legislation within the Terms of Reference of the Licensing Committee, which require the approval or consent of the Council.

To designate authorised persons as defined in Section 13(2)(a) of the Licensing Act 2003.

To designate authorised persons as defined in Section 304(2) of the Gambling Act 2005.

To exercise any other functions that may be delegated by the Director for Communities and the Environment or the Licensing Committee from time to time.

### **DELEGATIONS TO THE SENIOR PROPERTY OFFICER**

#### **Executive Functions**

To approve the terms and conditions for the disposal or acquisition of freehold land, and the granting or taking of a lease of property, where the consideration or premium or annual rent is at market value and does not exceed £50,000 subject to Ward Councillors being satisfied with the principle of the sale/acquisition or, if the property has not previously been leased, the principle of leasing.

To approve the terms and conditions of any other lettings, sub-lettings, concessions or licences to occupy any Council land or premises, where the rent / fee is at market value.

To grant peppercorn leases of land for potential new allotment sites (provided that such land would not be capable of achieving a market rent exceeding £6,000 per annum for alternative use) subject to the approval of the Director of the relevant managing Service.

To approve the terms of rent or service charge reviews, licences to assign, deeds of variation and surrenders.

To terminate or forfeit leases, sub-leases and licences.

To serve or to authorise the service of notices under the Landlord and Tenant Act 1954.

To approve the payment of compensation due under the Landlord and Tenant Act 1954.

To grant and accept wayleaves and easements and to approve the consideration payable to or by the Council.

To approve the disposal of council houses and flats and subsequent assignments under the statutory Right to Buy provisions.

### **DELEGATIONS TO ALL DIRECTORS AND HEADS OF SERVICES IN RESPECT OF OFFICERS WITHIN THEIR SERVICE**

#### **Non-Executive functions**

To extend the term of any fixed term or temporary contract.

To change the designation of a post.

To recruit to established permanent or temporary posts (below JNC Chief Officer level), and determine commencing salary and subsequent granting or withholding of incremental progression.

To determine applications and approve arrangements in accordance with the provisions of the Council's Attendance Management Policies and Family Leave Scheme, Parental Leave Scheme and Flexible Working Scheme.

To determine applications for car loans.

To determine ex gratia payments.

To terminate employment in accordance with Council policy, and on grounds of permanent ill health.

To determine action in sickness absence cases lasting six months or more.

To take disciplinary action in accordance with Council policy (except JNC Chief Officers) and deal with grievances, capability or other staffing issues.

To authorise attendance of staff at appropriate courses, and the granting of financial assistance in accordance with the National Scheme of Conditions of Service.

The award of a maximum of two merit increments for examination success and in other appropriate cases provided that the award is within the approved establishment grade of the post-holder.

## **DELEGATIONS TO ALL LINE MANAGERS IN RESPECT OF OFFICERS THEY LINE MANAGE**

To approve non-contentious terminations of employment (employee resignations or standard retirements), not including ill-health retirements or early access to pension as a result of redundancy within Council policy.

To manage Officers and take action as required by, and in accordance with, the terms of Council employment policies and procedures, including determining commencing salary for new appointees.



**COUNCIL****Appointment of a Veterans' Champion****20 May 2019****Report of Chief Executive****PURPOSE OF REPORT**

To appoint a non-Cabinet Veterans' Champion for the four year period 2019/20 to 2022/2023, as detailed in the report.

This report is public

**RECOMMENDATIONS**

- (1) **That a Veterans' Champion for be appointed by Council for the four year term 2019/20 to 2022/23.**

**1.0 Introduction**

- 1.1 On 6 February 2013, Council created the role of Veterans' Champion as a result of a motion on notice. It is a role for a non-Cabinet Councillor with a remit to: ***"support and champion the plight of services leavers within our District."*** The Champion is required to make an annual report to Council on their work.

**2.0 Proposal**

- 2.1 The appointment to be made at this meeting will be for a four year term, in accordance with a Council resolution made on 12 May 2014 (minute 17 refers) "...to enable the champions to develop their knowledge and carry out their duties over a longer period."

**3.0 Conclusion**

- 3.1 Council is asked to appoint a Veterans Champion for the four year term ending in May 2023. Only non-Cabinet Members may be nominated. The role does not attract any special responsibility allowance.

**CONCLUSION OF IMPACT ASSESSMENT**

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

Diversity – the Veterans’ Champion is appointed to take a particular interest in services and circumstances which affect and impact upon this particular group in the district, recognising that there are different and varying needs within this section of the Community.

**FINANCIAL IMPLICATIONS**

There are no financial implications as a direct result of this report. The Veterans’ Champion may claim travel expenses incurred attending meetings necessary to their role and these will be met from within the existing members travel budget.

**LEGAL IMPLICATIONS**

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

**SECTION 151 OFFICER’S COMMENTS**

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

**MONITORING OFFICER’S COMMENTS**

The Deputy Monitoring Officer has drafted this report in her capacity as Democratic Services Manager.

**BACKGROUND PAPERS**

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<b>Council</b>
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**Appointments to Outside Bodies,  
Partnerships and Boards  
20 May 2019**

**Report of the Director of Corporate Services**

<b>PURPOSE OF REPORT</b>
To consider the basis and the procedure for making the necessary appointments to outside bodies, partnerships and boards.
<b>This report is public</b>

**RECOMMENDATIONS**

- (1) That Council considers the options set out in paragraph 4.1 and determines the basis on which appointments to the outside bodies listed in Appendices A and B are to be made.
- (2) That Council considers the options set out in paragraph 4.2 for the making of appointments and determines the process for dealing with those appointments to outside bodies that are to be made by way of nomination rather than by virtue of role/position.
- (3) That Council notes the discontinuation of the appointments listed below:
  - The Rainbow Centre
  - Domestic Abuse Reduction Group
  - Headlands to Headspace Board (H2H)
  - Heysham Mossgate Facilities Limited
  - Museums Advisory Forum

**1.0 Introduction**

- 1.1 A number of outside bodies invite the Council to appoint Councillors to represent the Council on those bodies, and this report deals with the process for making such appointments.
- 1.2 In October 2003 it was agreed that Council would determine the basis on which all appointments to outside bodies and partnerships are made. Unless otherwise requested by the outside body concerned, appointments are made to the date of the next City Council elections, subject to confirmation at each Annual Council meeting.
- 1.3 In November 2008 Council agreed to a protocol to allow appointments to be made by virtue of a Councillor's position where appropriate, and the remaining appointments to

be subject to nomination, with Council taking a vote on each appointment. Council Minute 67 (2008/2009) refers as follows:

*“That for future appointments to outside bodies, Council determine whether the appointment should be made by virtue of a Councillor’s position (such as Cabinet Member or Ward Councillor) and for the remaining appointments nominations be invited from any Councillor without restriction, to be voted upon by full Council.”*

- 1.4 Council must therefore agree the basis of appointment to each outside body at this meeting before any appointments can be made.

## **2.0 Proposals**

### **2.1 Basis of appointments**

- 2.1.1 All the appointments are set out in **Appendices A** and **B**. **Appendix A** shows those appointments which have previously been made by virtue of position and **Appendix B** shows appointments made by nomination and voting at Council.
- 2.1.2 Council is requested to confirm or amend the lists in Appendices A and B. Options are outlined in paragraph 4.1 below.

### **2.2 Procedure for appointing**

- 2.2.1 Appointments by virtue of position will be referred to Cabinet or the appropriate Committee for appointment. Ward Councillor appointments will be made automatically, except where a lesser number of representatives is required than there are ward councillors. Such appointments will be dealt with by nomination.
- 2.2.2 Members are asked to consider a procedure for dealing with all appointments which are to be made by nominations. Options for this are outlined below.

## **4.0 Options available**

### **4.1 Options for the basis of appointments**

- 4.1.1 Option 1 – to confirm that the appointments to be made in respect of the bodies listed in Appendix A continue to be made by virtue of role/position, and that those appointments listed in Appendix B be made by nomination and voting.
- 4.1.2 Option 2 – to determine a different basis of appointment for each or any of the appointments listed in the appendices.

### **4.2 Options for the procedure for appointing by nominations**

- 4.2.1 Option 1 – Members to vote on the nominations for each appointment at this meeting.
- 4.2.2 Option 2 – Members to submit nominations to the Democratic Services Manager by Friday 14 June 2019 to be voted on at the next Council meeting on 26 June 2019 and to delegate to the Democratic Services Manager any appointments where there are no more nominations than places on the outside body.
- 4.2.3 Option 2 will save time at this meeting. It will, however, mean that there will be a delay in making the appointments.

## **5.0 Discontinued Appointments and Name Changes**

5.1 Members should note that the following organisations have either ceased to exist or have ceased to require Council representation since the last report to Council:

- The Rainbow Centre
- Domestic Abuse Reduction Group
- Headlands to Headspace Board (H2H)
- Heysham Mossgate Facilities Limited
- Museums Advisory Forum

## **6.0 Other issues**

6.1 The Forest of Bowland Area of Outstanding Natural Beauty (AONB) unit would prefer the local authority representative to have a strong interest in AONB and countryside matters and/or live in or represent an AONB.

6.2 Democratic Support have asked bodies if they could provide information about how often they meet, where the meetings take place and what time of day or evening they start. Where this information has been supplied it is provided in **Appendix C** for Members' information.

## **7.0 Conclusion**

7.1 Council is asked to agree the basis of all appointments to Outside Bodies, Partnerships and Boards in line with a Member's role such as Ward Councillor, Cabinet or Committee Member, or by nomination and voting at Council.

7.2 These appointments are made following the City Council elections for a 4 year period subject to confirmation at each Annual Council Meeting.

### **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 result of this report.

### **FINANCIAL IMPLICATIONS**

Members of Outside Bodies are entitled to travel expenses. Costs resulting from these appointments are met from democratic representation budgets and changes to the method of appointment will not affect costs.

### **SECTION 151 OFFICER'S COMMENTS**

The S151 Officer has been consulted and has no further comments.

<b>DEPUTY MONITORING OFFICER'S COMMENTS</b>	
The Deputy Monitoring Officer has drafted this report in her capacity as Democratic Services Manager.	
<b>BACKGROUND PAPERS</b>	<b>Contact Officer:</b> Debbie Chambers <b>Telephone:</b> 01524 582057 <b>E-mail:</b> dchambers@lancaster.gov.uk

**SCHEDULE OF APPOINTMENTS TO OUTSIDE BODIES,  
PARTNERSHIPS AND BOARDS**

**APPOINTMENTS MADE BY VIRTUE OF ROLE/POSITION**

**APPOINTMENTS MADE BY CABINET**

(one appointment unless otherwise stated)

BID Company Ltd  
 Community Safety Partnership (Cabinet Member and reserve)  
 Growth Lancashire Limited (Cabinet Member and reserve)  
 Health and Wellbeing Partnership (Cabinet Member and reserve)  
 Lancashire Leaders Meeting (Leader of the Council)  
 Lancashire Waste Partnership  
 Lancaster Community Fund Grants Panel (1 place; the other place is by nomination and voting at Council)  
 Lancaster Business Improvement District (BID) Management Group  
 LGA Coastal Issues Special Interest Group  
 Morecambe Bay Partnership  
 Yorkshire Dales National Park Board

**APPOINTMENTS MADE BY OVERVIEW & SCRUTINY**

(one appointment unless otherwise stated)

Homelessness Forum  
 Lancaster, Morecambe and District Fairtrade Group

**APPOINTMENTS MADE BY OTHER COMMITTEES**

Organisation	Basis of Appointment
<b>Crook O'Lune Advisory Committee</b>	1 rep from Planning Committee (and ward Members, see below)
<b>North West Local Authority Employers' Organisation</b>	Chair of Personnel Committee (Vice Chair of Personnel Committee as substitute)

**APPOINTMENTS HELD BY WARD COUNCILLORS**

Organisation	Ward (All Ward Councillors unless otherwise stated)
<b>Crook O'Lune Advisory Committee</b>	Lower Lune Valley – one Member by agreement and Halton ward Member (plus a rep from the Planning Committee, see above)
<b>Friendship Centre Management Committee</b>	Castle; one rep by agreement
<b>Marsh Community Centre Management Committee</b>	Marsh; one representative by agreement

**SCHEDULE OF APPOINTMENTS TO OUTSIDE BODIES,  
PARTNERSHIPS AND BOARDS**

**APPOINTMENTS MADE BY NOMINATION TO COUNCIL**

(one appointment unless otherwise stated)

Arnside and Silverdale AONB Unit  
 Board of the Lancaster District Chamber of Commerce  
 Board of Trustees of the Lancaster Charity (6 places)  
 Forest of Bowland AONB Advisory Committee  
 Furness Line Community Railway Partnership  
 George Fox School Educational Charity  
 Health Scrutiny Committee  
 Heysham Nuclear Power Station Local Community Liaison Council (9 places)  
 James Bond/Henry Welch Trust  
 Lancaster Canal Regeneration Partnership  
 Lancaster and Skipton Rail User Group  
 Lancaster Community Fund Grants Panel (1 place; the other place is a Cabinet appointment)  
 Lancaster District CVS  
 Lancaster Ripley Church of England Education Trust  
 Landscapes for Life  
 Lune Park Children's Centre  
 Morecambe FC Community Sports Trustee  
 North Lancashire Citizens Advice Bureaux Board (3 places, Morecambe, Lancaster and Rural)  
 Preston and Western Lancashire Racial Equality Council  
 Relate Lancashire – Lancaster District  
 Reserve Forces and Cadets Association for the N. West of England and the Isle of Man  
 The Community Rail Partnership (formerly Leeds-Morecambe and Settle-Carlisle Railway Development)



OUTSIDE BODIES – INFORMATION ABOUT MEETING TIMES ETC.		APPENDIX C
Organisation	Responses	
Arnside and Silverdale AONB Unit	No response at time of agenda publication.	
Board of Trustees of Lancaster Charity	<p>Lancaster Charity and Platten and Benson Trust require six Council appointed representatives, in line with their Governing document.</p> <p>Trustees are required to attend four meetings per year on the second Tuesday of January, April (AGM), July and October. Meetings always take place at 10.30am at the address at the foot of this email. Meetings last approximately an hour to an hour and a quarter on average.</p> <p>In addition, Trustees host a Christmas lunch for residents on the first Tuesday in December, at a local hotel venue, and so would be required to attend that event. There are also occasional outings during the year which Trustees are encouraged to support and attend, such as a summer daytrip, Blackpool lights trip etc.</p>	
Board of the Lancaster District Chamber of Commerce	<p>We would very much like to continue to have a Lancaster City Council representative sit on the Chamber Board.</p> <p>Most of the information required can be found in the Role of the Chamber Board document (<i>available from Democratic Support</i>) and I have also included dates of the remaining meetings for 2019.</p> <p>The position on the Board is for one City Council representative.</p> <p>Please note that once the Council has chosen their representative, they will be put forward to the Chamber Board for approval and then the individual will need to be voted in by the members at the AGM on June 12<sup>th</sup>.</p>	
Community Safety Partnership	<p>Yes Lancaster City Council are one the statutory partners on the CSP.</p> <p>Meets 4 times per year- during the day.</p> <p>Other statutory partners are Police, Fire and Rescue, County – we also invite some other partners- Probation Services, CVS etc.</p>	

	<p>One of the statutory partners will be the Chair of the CSP.</p> <p>The Councillor on the CSP would be the Cabinet Member with responsibility for safety in their portfolio.</p>
Crook O'Lune Advisory Committee	No response at time of agenda publication.
Forest of Bowland AONB Advisory Committee	<p>There is one allocation to Lancaster City Council on the Forest of Bowland AONB Committee.</p> <p>They meet twice a year around March and October. There is a site visit arranged for the morning from 10am followed by lunch and then the JAC meeting commences at 2pm for approximately 2 hours. The meetings are held somewhere within the Forest of Bowland and are determined in advance.</p> <p>The meetings scheduled currently are:  31 October 2019 (Preston area)  23 April 2020 (Craven area)</p>
Friendship Centre Management Committee	<p>We would like to continue to have a City Council Representative on our board of Trustees. The Lancaster Friendship Centre was founded in 2000 and its aim is to counteract isolation in the Over 55's in Lancaster. We do not have our own premises and have to rent the Baptist Church Halls in Robert Street. We have 130 approx. members who pay £10 per year to belong and £1 per attendance which covers tea/coffee &amp; biscuit. We operate on Monday, Wednesday &amp; Friday mornings from 9.30 (after the Bus Pass starts) to 1.pm. Every week, bar one week in August. We offer Classes and Activities to stimulate mental and physical exercise. These are run by Paid and Volunteer Tutors. On Mondays we offer - Singing. Card and crafts (every member gets a quality handmade card delivered on their Birthday) Sequence Dancing. On Wednesdays we offer - Massage, Crosswords, Art, Local History, Line Dancing and a Soup Lunch. On Fridays we offer- Massage, Gentle Exercise, Knit and Knatter, Keep Fit and a Fish and Chip Lunch. Once a month in the summer months we have a day's Coach outing - Retail Therapy in the morning and "culture" (an historic house etc) in the afternoon.</p>

	<p>We will accept any one over 55 who wishes to be a member and the premises are DDA compliant with lifts and disabled toilets. We welcome persons with a dementia diagnosis and their carers. We can enable the carer to participate in activities, providing we are not expected to undertake personal care tasks. We also welcome residents of care homes so that they may maintain links with the community.</p> <p>We have a full set of Policies and procedures which are being updated methodically. A Trustee would be expected to attend a monthly Trustees meeting at the Centre (across from the Town Hall) at 1pm on one Wednesday a month. Lasting about 90 minutes. A more active participation would also be welcomed, if possible - occasionally staffing Reception or chatting to the members.</p>
Furness Line Community Railway Partnership	No response at time of agenda publication.
George Fox School Educational Charity	<p>Yes the charity would like a replacement Member from the Council.</p> <p>We meet twice a year at 19.00, usually in the Boot &amp; Shore, Scotforth, in January and July.</p> <p>We have a new website <a href="https://georgefoxschoolcharity.co.uk">https://georgefoxschoolcharity.co.uk</a> which will give more information.</p>
Growth Lancashire Limited	<p>Following on from your email below I can confirm that there is one allocation to Lancaster City Council on Growth Lancashire Limited along with a named alternative.</p> <p>They meet four times a year, around March, July, October and December. The meetings are held at 4.30pm till approximately 6pm at the Globe in Accrington.</p> <p>The meetings scheduled currently are:</p> <p>17 July 16 October 11 December</p>
H2H Landscape Partnership Board	<p>Our H2H Landscape Partnership completes at the end of May 2019.</p> <p>Beyond this date, the Board will no longer meet and so we will not need a representative from Lancaster city council.</p>

Health and Wellbeing Partnership	<p>Yes, the HWB partnership would like 1 Member representative from the city council. The partnership meets once every 2 months on Wednesday afternoons 1pm – 4pm at CCG offices, Moor Lane Mills, Lancaster.</p> <p>The partnership is a multi-agency group aiming to improve the health and wellbeing of communities and reduce health inequalities.</p>
Health Scrutiny Committee (Lancashire County Council)	<p>Yes we would like one representative from Lancaster City Council. The Committee meets on a Tuesday at 10:30am on these dates:</p> <ul style="list-style-type: none"> <li>• 2/7/19</li> <li>• 24/9/19</li> <li>• 5/11/19</li> <li>• 10/12/19</li> <li>• 4/2/20</li> <li>• 13/3/20</li> <li>• 13/5/20</li> </ul>
Heysham Nuclear Power Station LCLC	No response at time of agenda publication.
Homelessness Forum	The Homeless Forum usually meets quarterly during the day at one of the Town Halls with the objective of meeting with partner organisations to deliver the action plan developed as part of the homelessness strategy. We are currently undertaking a review of the strategy as it is now out of date. We normally have a least 2 City Council representatives.
James Bond/Henry Welch Trust	Charity trust fund for the provision of financial assistance for people with diseases of the chest and lung and to children with disabilities and other special needs living within the administrative district covered by Lancaster City Council. Meets quarterly on Fridays at 2pm at Lancaster Town Hall.
Kings Own Royal Regiment Museum - Ex Officio Member	No response at time of agenda publication.

Lancashire Leaders' Meeting	<p>The meetings are every month or so at County Hall in Preston, there isn't a regular slot but it's a weekday from 2pm-4pm.</p> <p>It's a meeting for Leaders and Chief Executives, so the elected representative will by default be the new Leader.</p>
Lancashire Waste Partnership	<p>We would still like one representative from Lancaster City Council.</p> <p>The LWP meets on a Thursday morning at 10.00am in March, July and November at County Hall, Preston.</p>
Lancaster Canal Regeneration Partnership	No response at time of agenda publication.
Lancaster, Morecambe and District Fairtrade Group	<p>We require one councillor to act as a liaison between the group and the City Council. The group meets, on average, 6 times between September and May when the A.G.M is held.</p> <p>Meetings, at present, are held in St. Thomas's Church Centre, Marton Street, Lancaster LA1 1XX (opposite the Police Station), on a Tuesday at 3.30pm. However, due to planned building work, a new venue may have to be sought and the meeting times may have to change.</p>
Lancaster and Skipton Rail User Group	No response at time of agenda publication.
Lancaster Community Fund Grants Panel	No response at time of agenda publication.
Lancaster District CVS	No response at time of agenda publication.
Lancaster Ripley Church of England Education Trust	<p>There is a requirement in the Trust Deed to have two Trustees from Lancaster City Council.</p> <p>The Trustees meetings are quarterly, held on the third Thursday of January, April, July and October, held at 2.30pm at the Priory Church Lancaster.</p> <p>The meetings normally last no longer than 90 minutes. In addition the Trustees normally have one school visit per annum.</p>

Landscapes for Life (formerly National Association of Areas of Outstanding Natural Beauty (NAAONB))	No response at time of agenda publication.
LGA Coastal Issues Special Interest Group	<p>The LGA Coastal Special Interest Group (the 'SIG') champions coastal issues for local authorities. The SIG now has a membership in excess of 60 member authorities. It meets regularly with meetings 4 times a year of both officers and members. The Members are usually the coastal portfolio holder (but not always) and a relevant officer. Three of these meetings are in LGA House Smith Square London and another is usually part of a knowledge exchange visit.</p> <p>In addition there are 4 officer meetings (termed SIGSOGs) which are also in London or members can dial in.</p> <p>All meetings are scheduled for an 11:00 am start and finish by 3:00pm</p> <p>More information is on our website <a href="http://www.lgacoastalsig.com">www.lgacoastalsig.com</a>.</p>
Lune Park Children's Centre (formerly Surestart)	No response at time of agenda publication.
Management Group of Lancaster Business Improvement District (BID) Management Group	No response at time of agenda publication.
Marsh Community Centre Management Committee	No response at time of agenda publication.
Morecambe Bay Partnership	No response at time of agenda publication.
Morecambe Bid Community Interest Group	<p>We would welcome the Council's continuing involvement on the BID committee. There is a BID meeting every month, apart from December, and usually we meet every third Thursday of the month @ 6.00 pm.</p>
North Lancashire Citizens' Advice Bureaux Board	No response at time of agenda publication.
North West Local Authorities Employers' Organisation	<p>We will be taking nominations for one representative and one substitute. We currently meet for one AGM (11 July 2019), three executive boards (if appointment) and three member rep sessions (these are same day as the executive board meetings).</p>

<p>Preston and Western Lancs Racial Equality Council</p>	<p>Our organisation would still like a representative from Lancaster City Council.</p> <p>Only 1 representative is required to sit on our Board as a Co-opted Member. The Board of the REDC meet bi-monthly, so there are 6 meetings in total and an Annual General Meeting. The Board meetings usually start at 6.30pm and are held at the Unity Community Centre at 5-6 Shepherd Street, Preston. PR1 3YD. The meetings last no longer than 1.5 hours.</p> <p>The Annual General Meeting usually takes place in the Town Hall Council Chamber at Preston City Council Town Hall on Lancaster Road, Preston. PR1 2RL. This meeting is held once a year and starts at 6.30pm for refreshments and the meeting commences at 7pm with a finish at approximately 8.30pm – 9pm.</p>
<p>Relate Lancashire - Lancaster District</p>	<p>Relate Lancashire meetings are every month normally on a Monday evening in Preston.</p> <p>We have not had any member attend meeting since at least 2014 though I have had individual meetings with members that have been City Council Representative. These meetings and having a voice in the council is still felt as very important to Relate Lancashire and I would hope it continues</p>
<p>Reserve Forces and Cadets Association (for NW of England and IOM)</p>	<p>We would still like a representative from Lancaster City Council.</p> <p>The main aim of the representative is to be a Champion for the Reserve Forces and Cadets in your local area.</p> <p>We ask that members attend the AGM each year. This year our AGM takes place on Friday 21<sup>st</sup> June at Altcar Training Camp in Merseyside.</p> <p>From time to time we do ask for volunteers from within our membership to be part of our committees should a position become available but this is on a voluntary basis should they wish.</p> <p>Our member also receive a copy of our Quarterly Magazine...the Volunteer which will keep them up to date on the Reserves and Cadets within the region.</p>
<p>The Community Rail Partnership (formerly Leeds-Morecambe and Settle-Carlisle Railway Development Partnership)</p>	<p>We would still like a representative from Lancaster City Council to attend the meetings. These are held roughly quarterly and there is also an AGM. The next meetings are:</p>

	<p>Wednesday 10<sup>th</sup> July 2019, AGM, Bentham Town Hall, 12:00</p> <p>Wednesday 31<sup>st</sup> July 2019, Management Group, venue &amp; time to be confirmed (but during office hours)</p> <p>Wednesday 30<sup>th</sup> October 2019, Management Group, venue &amp; time to be confirmed (but during office hours)</p>
Trustee of Morecambe FC Community Sports	<p>The meetings of Trustees take place at least every quarter. There can be times when meetings need to take place more frequently. They take place usually in an evening and last two to two and a half hours.</p> <p>The Trust has its objects set out in the records at the Charity Commission which are viewable on-line. If any Councillor is interested then that would be a very good place to start. Trustees are not involved in the direct running of the Charity. The Charity is fully staffed by paid employees and Trustees liaise principally with the Manager and Assistant Manager.</p> <p>The Trust works alongside Morecambe Football Club in delivering its charitable objectives.</p> <p>The make-up of the Board of Trustees is currently at three Trustees appointment by Morecambe Football Club, one appointed by The Shrimps Trust (Supporters Group) , one appointed by Lancaster City Council. There are two other Trustees appointed by the body presently who have Police, safety and NHS backgrounds.</p>
Yorkshire Dales National Park Board	<p>All meetings are held at our offices in Bainbridge, near to Leyburn. They are daytime meetings, on Tuesdays generally. We have full Authority meetings 4 times a year which we like every Member (we have 25 in total) to attend (wherever possible.)</p> <p>In addition, we have a Planning Committee every month (except January) on the 2<sup>nd</sup> Tuesday at 1.00pm and the Committee is made up of 17 Members.</p> <p>We also have a Finance &amp; Resources Committee (13 Members) 5 times a year and an Audit &amp; Review Committee (12 Members) 3 times a year.</p> <p>Standards Committee (5 Members) meets in November and as/if required on an ad hoc basis.</p> <p>Date of next scheduled meeting is: 25<sup>th</sup> June 2019 at 10.30am.</p>