



LANCASTER
CITY COUNCIL

Promoting City, Coast & Countryside

COUNCIL MEETING

Wednesday, 21 June 2023 - 6.00

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. If you would like to watch the meeting and have access to Microsoft Teams, please click the link [HERE](#) to watch the live stream from 6pm on the date of the meeting.

Mark Davies,
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 Wednesday, 21 June 2023 commencing at 6.00 p.m. for the following purposes:

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

To receive as a correct record the Minutes of the Ordinary Meetings of the City Council held on 19 May and 22 May 2023, the Extraordinary Meeting held on 26 April 2023 and the Special meeting held on 19 May 2023 (previously circulated).

3. **DECLARATIONS OF INTEREST**

To receive declarations by Councillors of interests in respect of items on this Agenda.

Councillors 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, Councillors 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, Councillors 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. **QUESTIONS FROM THE PUBLIC UNDER COUNCIL PROCEDURE RULE 11**

To receive questions in accordance with the provisions of Council Procedure Rules 11.1 and 11.3 which require members of the public to give at least 3 days' notice in writing of

questions to a Member of Cabinet or Committee Chairman.

7. PETITIONS AND ADDRESSES

To receive any petitions and/or addresses from members of the public which have been notified to the Chief Executive in accordance with the Council's Constitution.

8. LEADER'S REPORT (Pages 5 - 7)

To receive the Cabinet Leader's report on proceedings since the last meeting of Council.

OTHER BUSINESS

9. EXECUTIVE ARRANGEMENTS (Pages 8 - 11)

Report of the Senior Manager – Democratic Support and Elections

10. COUNCIL PROCEDURE RULES AND ELECTRONIC VOTING (Pages 12 - 15)

Report of the Monitoring Officer

11. APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIPS AND BOARDS (INCLUDING LANCASHIRE POLICE AND CRIME PANEL) (Pages 16 - 25)

Report of the Senior Manager, Democratic Support and Elections.

12. APPOINTMENTS AND CHANGES TO COMMITTEE MEMBERSHIP

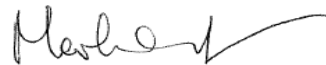
Group Administrators to report any changes to Committee Membership.

13. QUESTIONS UNDER COUNCIL PROCEDURE RULE 12

To receive questions in accordance with the provisions of Council Procedure Rules 12.2 and 12.4 which require a Member to give at least 3 working days' notice, in writing, of the question to the Chief Executive.

14. MINUTES OF CABINET (Pages 26 - 37)

To receive the Minutes of Meeting of Cabinet held 11 April, 2023.



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Chief Executive

Town Hall,
Dalton Square,
LANCASTER,
LA1 1PJ

Published on, 13 June 2023.



Leader's Report

21 June 2023

Report of the Leader of the Council

PURPOSE OF REPORT
To present the Leader's report to Council.
This report is public.

RECOMMENDATIONS

To receive the report of the Leader of Council.

REPORT

1.0 Cabinet

1.1 Information on Cabinet matters is provided in the minutes from the Cabinet meetings held 11 April, later in this agenda.

2.0 Decisions required to be taken urgently

2.1 No urgent Cabinet decisions had been taken in this period.

3.0 Leader's Comments

3.1 Firstly, I would like to extend my congratulations to all the members on their (re)election to the Council. The political landscape in the district has evidently shifted in favour of more progressive and compassionate politics, and this is clearly reflected in the composition of the Council.

3.2 With the inclusion of numerous new faces, I hope that everyone has taken the opportunity to acquaint themselves with council procedures, officers, and facilities. Being a Councillor is a position of privilege that carries the potential to make a tangible difference in the lives of the people residing in our district. I am

eagerly anticipating the opportunity to collaborate with each and every one of you.

Cabinet

- 3.3 As you may be aware, an administration has been formed comprising members from the Labour, Green, and Liberal Democrat Groups on the Council. The allocation of Cabinet seats among these Groups has been determined based on the respective sizes of these Groups on the Council. A report containing the names, portfolios, and individual responsibilities of Cabinet members has been made available to members.
- 3.4 Cabinet members have commenced the process of acquainting themselves with their portfolios and holding briefings with senior officers. The first Cabinet meeting took place on 6th June, and confidential minutes are accessible to members.
- 3.5 Meetings of Cabinet Advisory Groups will resume in due course, potentially following some minor restructuring and an evaluation of officer resources, which will be considered by Cabinet in July.

Devolution

- 3.6 There has been a recent development in the ongoing journey towards devolution in Lancashire. An announcement regarding an agreement between the County Council, Blackpool, and Blackburn with Darwen Unitary Authorities was made on 25th May. If such a combined authority is formed, it will only include the "upper tier," thereby excluding district councils. The proposals do not involve the election of a Mayor, and the devolved powers and additional funding are relatively limited in comparison to devolution arrangements seen in other parts of the country. The sudden nature of this announcement, the modest ambitions for the County, the lack of cooperation, and the exclusion of district councils have raised concerns among several district council leaders. A meeting of Lancashire Leaders is scheduled for 15th June, and further details are expected to emerge.

4.0 Decisions

The following decisions were scheduled to be considered by Cabinet on 6 June 2023:

Redevelopment of 1a Alder Grove site

There have been no Officer Delegated Key Decisions taken since the last Leaders report.

The following Individual Cabinet Member Decisions have been taken since the last Leader's report.

ICMD24	UK Shared Prosperity Fund, Round 2 Award: Community and Place / People and Skills	Published on 28/04/23 Taken by Cllr C. Jackson
ICMD25	UK Shared Prosperity Fund, Round 2 Award: Arts, Culture & Leisure	Published on 28/04/23 Taken by Cllr Thornberry
ICMD26	UK Shared Prosperity Fund, Round 2 Award: Improving Town Centres and High Streets	Published on 28/04/23 Taken by Cllr. Brookes
ICMD27	UK Shared Prosperity Fund, Round 2 Award: Supporting Local Business / People and Skills	Published on 28/04/23 Taken by Cllr. Hamilton-Cox

Background Papers

Cabinet agenda of the meetings held on 6 June 2023.

COUNCIL

**Executive Arrangements
21 June 2023
Report of the Senior Manager – Democratic Support
and Elections**

PURPOSE OF REPORT

To report to Council on the Cabinet Members and their portfolio areas. The report is for noting.

This report is public

RECOMMENDATIONS

- (1) **That Council notes the Cabinet Portfolio Holders and their portfolio areas as set out in this report.**

1.0 Introduction

- 1.1 Rule 2 of the Cabinet Procedure Rules provides for the Leader to present the names of the people appointed to Cabinet and the detailed remits of their portfolios at the Annual Council meeting.
- 1.2 At the meeting on 22 May 2023, the Leader was appointed and informed Councillors that he would report details of his Cabinet and their portfolios at a later date.
- 1.3 Members were informed by Democratic Support of the Leader's Cabinet arrangements via email on 30 May 2023, however this formal report is required in accordance with the Constitution.

2.0 Cabinet Members

- 2.1 Cabinet members and their portfolio titles are set out below. **Appendix A** shows the detailed areas that are contained within each portfolio area. As reported in May, the two members who serve on the Shared Service for Revenues and Benefits Joint Committee with Preston are the Leader and the Finance Portfolio holder, which is now conformed as Councillor Hamilton-Cox.

Councillor Black – Leader of the Council

Councillor Ainscough – Environmental Services

Councillor Dowding - Climate Action

Councillor Hamilton-Cox – Finance and Resources

Councillor Caroline Jackson – Housing and Homelessness (Deputy Leader of the Council)

Councillor Peter Jackson – Communities, Well-Being and Partnerships

Councillor Parr – Planning and Placemaking

Councillor Potter – Visitor Economy, Community Wealth Building and Culture

Councillor Wilkinson - Regeneration, Skills and Digital Innovation

Councillor Wood – Corporate Services

3.0 Conclusion

3.1 The portfolio information in this report and Appendix is for noting.

CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing): No direct impact	
LEGAL IMPLICATIONS This Cabinet portfolios and other executive arrangements are reported to Council in accordance with the requirements in the Constitution (Rule 2, Cabinet Procedure Rules).	
FINANCIAL IMPLICATIONS: None identified.	
OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces: None identified	
SECTION 151 OFFICER'S COMMENTS The Section 151 Officer has been consulted and has no comments to add.	
MONITORING OFFICER'S COMMENTS The Monitoring Officer has been consulted and has no comments to add.	
BACKGROUND PAPERS The Council's Constitution, published on the website www.lancaster.gov.uk	Contact Officer: Debbie Chambers Telephone: 01524 582057 Email: dchambers@lancaster.gov.uk

Leader – Phillip Black

Principal Spokesperson

Emergency Response, Community Resilience and Recovery

Levelling Up

Plan 2030

Lead on Establishment & Achievement of Council Priorities & Principles

Frontier Land

Property & Assets (Civic and Operational)

Environmental Services – Joanne Ainscough:

Waste & Recycling

Parks and Green Spaces

Common, Reserves, Open Spaces

Water including Rivers and Coast

Nature Conservation

Biodiversity

Street Cleansing

Environmental Health & Enforcement

Allotments, Food Production and Food Waste

Climate Action – Gina Dowding:

Flood Prevention

Low Carbon Energy Generation & Energy Conservation

Climate Emergency Response (cross portfolio)

Climate Change Resilience

District Net Zero Partnership

Retrofit & Electrification

EV charging

Active Travel (Implementation & Monitoring)

Finance and Resources – Tim Hamilton-Cox

Strategic Control of Financial Resources

Treasury Management

Procurement and Fair Trade

Audit & Risk Register

Financial Services

Revenues & Benefits

Property & Assets (Commercial and Investment)

ICT

Housing & Homelessness (Deputy Leader) – Caroline Jackson:

Deputise for Leader as required

Council Housing

Homelessness

Private Sector Housing

Social Housing

Caravan Sites

Traveller Sites

Refugee / Asylum Seeker Housing

Household Support and Resilience

Communities, Well-Being and Partnerships – Peter Jackson:

Rural Communities and AONB
Partnerships – Police, NHS, Morecambe Summit, Events
Public order and antisocial behaviour
Voluntary, faith and community groups
Health & Well-Being
Sport and Leisure
Salt Ayre Leisure Centre
Community Safety Partnership
Council Owned Community Facilities
Community Connectors
UKSPF

Planning & Placemaking – Jean Parr:

Active Travel & Modal Shift (Strategic development)
Planning including Local Plan
Conservation and Urban Design
Transport Policy and Parking – Air quality
Development and Building Control
Compulsory Purchase
Neighbourhood Plans
South Lancaster Development

Visitor Economy, Community Wealth Building & Culture – Catherine Potter:

Community Wealth Building
Local Supply Chains
Sustainable Business Innovation (Including HEI technology transfer)
Economic development & growth
Tourism and Marketing
Theatres, Museums and Visitor Information
Arts, culture & festivals
Eden North

Regeneration, Skills and Digital Innovation – Nick Wilkinson:

Lancaster & Morecambe BIDs
High Streets
Regeneration
Low Carbon Sector
Jobs and Skills – Including Green Skills
Digital Strategy and Implementation
Canal Quarter
Business Recovery (Response to economic shocks)
Business Support & Information
Markets

Corporate Services – Jason Wood:

Facilities Management (Operational)
Legal Services
Democratic Support, Civic, Mayoral & Elections
Customer and Advice Services
Governance
Fair Work Charter, Equalities and Social Justice
Human Resources

COUNCIL

Council Procedure Rules and Electronic Voting 21 June 2023 Report of the Monitoring Officer

PURPOSE OF REPORT

To seek a decision regarding the use of the electronic voting system now available in the Council Chamber.

This report is public

RECOMMENDATIONS

- (1) That Council approves the use of electronic voting for public meetings held in the Council Chamber at Morecambe Town Hall and agrees the draft protocol for the use of e-voting appended to this report.
- (2) That the Monitoring Officer be authorised to amend the Constitution as set out in paragraph (2.4) of the report.

1.0 Introduction

- 1.1 The Council recently acquired professional livestreaming system, new microphones and four large screens in the Council Chamber at Morecambe Town Hall. The system is equipped with an electronic voting function which could replace the traditional show of hands.

2.0 Proposal

- 2.1 It is proposed to introduce electronic voting at the meetings of the City Council held in the Council Chamber at Morecambe Town Hall. E-voting can be used without livestreaming although, subject to future decisions and the success of livestreaming Council meetings, livestreaming could be widened to all public meetings of Council Committees held in the Council Chamber at Morecambe Town Hall. The equipment is static and only available in the Council Chamber, not any other rooms at Morecambe Town Hall or at Lancaster Town Hall.
- 2.2 It should be noted that it may not be appropriate to livestream one or two Committees which mostly receive exempt items (such as the People and Organisational Development and the Standards Committees) however these meetings currently meet at Lancaster Town Hall anyway.
- 2.3 The voting buttons are on the screen of the new microphone units. There is one microphone between two Councillors according to the seating plan with voting on each side of the unit. Councillors will use their ID badges to log in for each meeting and this will record how they vote. If the meeting is livestreamed, then the camera will move to the Councillor speaking as soon as they switch on their

microphone and the name of the Councillor logged in and speaking will come up on the screen for the viewers.

- 2.4 Rules 19.3 and 19.4 of the Council Procedure Rules state:

19.3 Show of Hands

Unless a recorded vote is demanded under Rule 19.4, the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

19.4 Recorded Vote

If 10 Councillors present at the meeting or in the case of a Committee one sixth of those present, rounded up if necessary with a minimum number of three, indicate their support for a recorded vote by standing (or if unable to stand, by otherwise indicating), the Proper Officer shall take the vote by calling the names of Councillors and recording whether they vote for or against the motion or amendment or abstain from voting in writing and this shall be entered into the Minutes.

- 2.4 If Council is minded to use e-voting where the option is available, then the Monitoring Officer could be authorised to amend Rules 19.3 and 19.4 above, to read:

19.3 Electronic Voting and Show of Hands

Unless a recorded vote is demanded under Rule 19.4, electronic voting will be the method used where available and at the discretion of the Chair. If electronic voting is not used, the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

19.4 Recorded Vote

If 10 Councillors present at the meeting or in the case of a Committee one sixth of those present, rounded up if necessary with a minimum number of three, indicate their support for a recorded vote by standing (or if unable to stand, by otherwise indicating), the clerk shall record in writing whether each Councillor votes electronically for or against the motion or abstains from voting and this shall be entered into the minutes.

If the facility for electronic voting is not available, the Proper Officer shall take the vote by calling the names of Councillors and recording whether they vote for or against the motion or amendment or abstain from voting in writing and this shall be entered into the Minutes.

A draft protocol for inclusion in the Constitution is also appended for Council to consider.

3.0 Conclusion

- 3.1 Council is asked to make a decision regarding moving towards electronic voting for meetings held in the Council chamber at Morecambe Town Hall.

CONCLUSION OF IMPACT ASSESSMENT

(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing): Forward thinking Councils now livestream their meetings if they are able. This aids transparency and accessibility to the public who, if they have access to the online livestream, no longer have to be present in the room to hear and see proceedings.

LEGAL IMPLICATIONS

As set out in the report, the current Constitution does not allow for e-voting and would need to be amended if Council is minded to use the new e-voting facility.

FINANCIAL IMPLICATIONS: None identified, there is no extra charge for using e-voting, it comes with the package that has already been purchased.

OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces: None identified

DEPUTY SECTION 151 OFFICER'S COMMENTS

The Deputy Section 151 Officer has been consulted and has no comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to add.

BACKGROUND PAPERS

The Council's Constitution, published on the website www.lancaster.gov.uk

Contact Officer: Debbie Chambers

Telephone: 01524 582057

Email: dchambers@lancaster.gov.uk

APPENDIX

Draft Protocol on E-Voting in the Council Chamber at Morecambe Town Hall

1. Each Member will have a desk unit (one unit between two Councillors at Council meetings held in the Chamber at Morecambe Town Hall) and will use their Council issued identity pass to login in and register their attendance at the start of the meeting. Councillors must log out and in again should they need to leave the room for any reason and return.
2. Each unit houses a microphone, an LCD screen and buttons on each side of the screen to allow up to two Councillors sitting either side of the unit to vote for a motion, against a motion, or abstain from voting.
3. To ensure there is a consistent approach for the operation of electronic voting, it is recommended that the following procedure will be followed:
 - a. The Mayor/Chair will confirm that all are clear about the motion to be voted upon and declare when the vote is open.
 - b. The vote will be open for 20 seconds and Members must cast their vote in this time. Members can change their vote while the vote is open. However, their vote cannot be altered once the vote has been closed.
 - c. The Mayor/Chair will announce that the vote is closing and confirm the vote is closed after 20 seconds have passed.
 - d. The outcome of the vote will be displayed on television screens in the Chamber. The clerk will check the number of votes cast does not exceed the number of Members in attendance and then the Mayor/Chair will announce the outcome of the vote.
 - e. The vote will only take effect once the outcome is confirmed by the Mayor/Chair.
4. The Mayor/Chair may decide at any time to discontinue use of the electronic voting system if satisfied that it is not working correctly. If the Mayor/Chair considers that there has been any malfunction of the equipment or any incorrect use of it, s/he may require or allow the vote to be retaken, either electronically or by show of hands.
5. If the vote is tied and the Mayor/Chair needs to make a casting vote, the casting vote shall be made verbally.

COUNCIL

**Appointments to Outside Bodies, Partnerships and Boards
(including Lancashire Police and Crime Panel)
21 June 2023**

**Report of the Senior Manager, Democratic Support
and Elections**

PURPOSE OF REPORT

To allow Council to consider its appointments to outside bodies, partnerships and boards, as set out in the report.

This report is public

RECOMMENDATIONS

- (1) That Council determines the basis on which appointments to the outside bodies listed in Appendices A and B are to be made as well as to the Lancashire Police and Crime Panel and the Council nomination for the board of The Dukes.**
- (2) That Council makes appointments at this meeting to the outside bodies where the basis of appointment is determined to be by nomination and voting by Council.**
- (3) That Council notes the bodies in paragraph 4.0 which have either ceased to exist or have informed the Council that a representative is no longer required.**

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. The appointments would normally be made at the Annual Council meeting however on 22 May 2023 it was resolved to defer the matter to this meeting. 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.
- 1.2 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.

2.1 Proposal

- 2.2 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.

- 2.3 Council is requested to confirm or amend the lists in Appendices A and B. 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.

3.0 Options available for basis of appointment

- 3.1 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.
- 3.2 Option 2 – to determine a different basis of appointment for each or any of the appointments listed in the appendices.

4.0 Appointments Which Have Ceased

- 4.1 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:
- Morecambe Football Club Community Sports
 - Fylde, Lancaster and Wyre Children’s Partnership Board
 - Relate

5.0 The Dukes – appointment of a Trustee

- 5.1 The Dukes have recently formally requested that a Councillor be appointed as a Trustee; the basis of nomination to the Dukes for the Trustee position should be decided first and, if this is by nomination and voting, it can be dealt with at this meeting.

6.0 Lancashire Police and Crime Panel

- 6.1 The Police and Crime Panel is administered by Blackburn-with-Darwen Council.
- 6.2 The City Council is asked to make one appointment to the Panel and there may be a second appointment to reflect the political balance across Lancashire. If that is the case, Democratic Services will be informed by Blackburn-with-Darwen. The appointment is usually the appropriate Cabinet Member, so this could be referred to the next Cabinet meeting for appointment.

7.0 Other Issues

- 7.1 Lancaster & District Chamber of Commerce is awaiting the results and recommendations from an EDI Study of Chamber membership and the Board of Directors representation. They have requested that we postpone making any appointments until they have reflected on the results and recommendations of this work.
- 7.2 Morecambe BID CIC has requested that the member appointed to their board is a representative of a Morecambe ward. Likewise, the Yorkshire Dales National Park Board would prefer the Council representative to be from a ward which is wholly or partly within the boundaries of the Yorkshire Dales National Park. Both of these appointments are currently considered by Cabinet, therefore it is recommended that the basis of appointment be changed to a Ward Councillor.
- 7.3 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.

8.0 Conclusion

- 8.1 Council is asked to agree the basis of all appointments to Outside Bodies, Partnerships and Boards in line with a Members' role such as Ward Councillor, Cabinet or Committee Member, or by nomination and voting at Council. For those determined to be by nomination and voting at Council, the appointments can be made at this meeting.
- 8.2 All appointments are made following the City Council elections for a 4-year period 2023/24 to 2026/7 subject to confirmation at each Annual Council Meeting.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health and Safety, Equality and Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>There are no direct implications as a result of this report.</p>	
<p>FINANCIAL IMPLICATIONS</p> <p>Members of outside bodies are entitled to travel expenses, which are currently being funded from within existing budgets.</p>	
<p>LEGAL IMPLICATIONS</p> <p>There are no legal implications as a direct result of this report.</p>	
<p>SECTION 151 OFFICER'S COMMENTS</p> <p>The Section 151 Officer has been consulted and has no comments.</p>	
<p>MONITORING OFFICER'S COMMENTS</p> <p>The Monitoring Officer has been consulted and has no comments.</p>	
<p>BACKGROUND PAPERS</p> <p>Representations on Outside Bodies file.</p>	<p>Contact Officer: Debbie Chambers Telephone: 01524 582057 E-mail: dchambers@lancaster.gov.uk</p>

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

APPOINTMENTS MADE BY VIRTUE OF ROLE/POSITION

APPOINTMENTS TO BE 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 General Assembly (Leader of the Council)
 Lancashire Police and Crime Partnership (appropriate Cabinet Member)
 Yorkshire Dales National Park Board

VETERANS' CHAMPION

Ex-Officio Trustee of the Kings Own Royal Regiment Museum

APPOINTMENTS TO BE MADE BY OVERVIEW & SCRUTINY

(one appointment unless otherwise stated)

Homelessness Forum
 Lancaster, Morecambe and District Fairtrade Group

APPOINTMENTS TO BE MADE BY OTHER COMMITTEES

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

APPOINTMENTS HELD BY WARD COUNCILLORS

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

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

**APPOINTMENTS MADE BY FULL COUNCIL
(one appointment unless otherwise stated)**

Arnsdale 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
 Heysham Nuclear Power Station Local Community Liaison Council (9 places)
 James Bond/Henry Welch Trust
 Lancaster and Skipton Rail User Group (LASRUG)
 Lancaster Canal Regeneration Partnership
 Lancaster Community Fund Grants Panel (1 place; the other place is a Cabinet appointment)
 Lancaster District CVS
 Lancaster Ripley Church of England Education Trust
 Lancashire County Council Health Scrutiny Committee (co-optee, non voting)
 Lancashire Enterprise Partnership Joint Scrutiny Committee
 LGA Coastal Issues Special Interest Group
 National Association for Areas of Outstanding Natural Beauty (Landscapes for Life)
 North Lancashire Citizens' Advice Bureau Board (3 places, Morecambe, Lancaster and Rural)
 PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee
 Preston and Western Lancashire Racial Equality Council
 Reserve Forces and Cadets Association for the N. West of England and the Isle of
 The Community Rail Partnership (formerly Leeds-Morecambe and Settle-Carlisle Railway
 Development)

BASIS OF APPOINTMENT TO BE CONFIRMED

The Dukes
 The Lancashire Police and Crime Panel

OUTSIDE BODIES – INFORMATION ABOUT MEETING TIMES ETC.		APPENDIX C
Body	Response	
Arnsdale and Silverdale AONB Unit	<p>AONB Executive Committee meetings are usually held twice a year in May and October with occasional additional meetings to focus on particular issues/decisions.</p> <p>They are usually held on Wednesday afternoons at 2pm - 4.30pm at RSPB Leighton Moss meeting room (The Holt) in Silverdale. The next meeting will be 18th October. Members of the Executive Committee are also encouraged to attend other AONB events from time to time.</p>	
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.</p> <p>Meetings last approximately an hour to an hour and a quarter on average. 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>The Board of the Lancaster District Chamber of Commerce would like to delay making any appointments for the time being until the findings of a membership report have been considered.</p>	
Community Safety Partnership	<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. The Councillor on the CSP would be the Cabinet Member with responsibility for safety in their portfolio</p>	

Crook O'Lune Advisory Committee	The Crook O'Lune Advisory Committee meets rarely, conducting most business by E-mail. Its primary function is to look after the Hermitage Field which was gifted to the Council in perpetuity.
Forest of Bowland AONB Advisory Committee	There is one allocation to Lancaster City Council on the Forest of Bowland AONB Committee. They meet twice a year around April 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.
Friendship Centre Management Committee	One Councillor from Castle Ward by agreement
Furness Line Community Railway Partnership	Meets 4 times a year, usually twice on Zoom and twice in-person. The next meeting is 15 th June at 10am. Likely to be at Carnforth Heritage Centre but will be confirmed closer to the date.
Fylde, Lancaster and Wyre Children's Partnership Board	This body has been disestablished so will no longer require a representative.
George Fox School Educational Charity	Meets twice a year at 19.00 on Zoom, in January and July. The Charity has a website https://georgefoxschoolcharity.co.uk which will give more information.
Growth Lancashire Limited	One cabinet member to be appointed. Meets approximately 4 times a year via Zoom.
Health and Wellbeing Partnership	This is an informal partnership that aims to oversee the implementation of an agreed approach to population health and to co-ordinate local action aimed at reducing health inequalities across the Lancaster District Meetings are usually held on Teams once a month and last about 2 hours.
Health Scrutiny Committee	Meets approximately every 6 weeks at County Hall, Preston. Meetings begin at 10:30. Terms of Reference are available from Democratic Services if required.
Heysham Nuclear Power Stations LCLC	Nine members appointed. Meetings are every 6 months and take place on-site at Heysham Power Station Visitor Centre
Homelessness Forum	No response at the time of agenda publication
Lancashire Leaders' Meeting	There is no set meeting schedule, but meetings take place at County Hall in Preston on weekday afternoons.

	The Leader is automatically appointed to this post
Lancashire Waste Partnership	One cabinet member to be appointed. There are 3 meetings per year (in March, July and November) which are held at County Hall.
Lancaster Canal Regeneration Partnership	Meetings are quarterly with additional opportunities to be part of task and finish groups by invitation.
Lancaster, Morecambe and District Fairtrade Group	Meets on average about 5 times a year at St Thomas' Church Centre, Marton Street, Lancaster.
Lancaster and Skipton Rail User Group	LASRUG holds its committee meetings at Bentham station, at 7pm on the third Thursday of January, March, May, July and November, the second Thursday in September. The AGM is normally on the third Friday in September at 7pm at Bentham Town Hall. These meetings can also be attended in person or online.
Lancaster Community Fund Grants Panel	One member required to cover three meetings or two to cover three between them. Both members are not required to attend all the dates. Meets 3 times a year online at 15:00 – 16:30/17:00. 2023/24 meetings are as follows: 25.05.2023 22.11.2023 21.02.2024
Lancaster District CVS	Meets every two months at The Cornerstone, Sulyard Street, Lancaster with sub-committee meetings held in-between. Occasionally meets at St. Pauls Church, Scotforth, Lancaster
Lancaster Ripley Church of England Education Trust	There is a requirement in the Trust Deed to have two Trustees from Lancaster City Council. 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. The meetings normally last no longer than 90 minutes. In addition the Trustees normally have one school visit per annum.
LEP Joint Scrutiny Committee	LEP Scrutiny provides locally elected members the opportunity to scrutinise the work of LEPs on behalf of the area's constituents.

	<p>The Joint Scrutiny Committee is comprised of one elected representative from each of the 15 councils in Lancashire plus an Independent Private Sector Representative who will act as Chairman.</p> <p>The Joint Scrutiny Committee meets at least twice a year in accordance with business needs as and when required</p>
LGA Coastal SIG	There are 4 quarterly meetings held, at least 2 of these are held virtually or hybrid via Zoom usually, 1 is a field trip and the other is usually in person at LGA Headquarters in London, though the venue is subject to change based on availability. They are held in March, June, September and December and usually last around 4 hours.
Management Group of Lancaster BID Management Group	No response at the time of agenda publication
Morecambe BID Community Interest Group	Morecambe BID CIC would still like to appoint a representative from Cabinet but would prefer for it to be a member from a Morecambe ward.
Morecambe FC Community Sports Trustee	Due to a change in the makeup of the trustee group, a representative is no longer needed.
National Association of Areas of Outstanding Natural Beauty	NAAONB (Landscapes for Life). One member is invited to their AGM which will take place on 23 November 2023
North Lancashire Citizens' Advice Bureau Board	No response at the time of agenda publication
NW Local Authority Employers' Organisation	No response at the time of agenda publication
PATROL Adjudication Joint Committee	The Annual JC meetings are held once a year in Westminster, London around July. However, If the Cllr nomination opts to volunteer themselves to sit on the PATROL JC Exec Sub Committee there are two further meetings held in January and October.
Preston and Western Lancashire Racial Equality Council	No response at the time of agenda publication
Relate Lancashire – Lancaster District	Unable to contact this organisation
Reserve Forces and Cadets Association	<p>Members are asked to attend the AGM each year. This year the AGM takes place in June at Altcar Training Camp in Merseyside.</p> <p>From time to time they may ask for volunteers from within their membership to be part of committees should a position become available, but this is on a voluntary basis should they wish.</p>

	Our member also receives a copy of our Quarterly Magazine...the Volunteer which will keep them up to date on the Reserves and Cadets within the region.
The Community Rail Partnership	The LMCRP Management Group meets quarterly on the last Wednesday of January, April, July and October. The AGM is on the first Wednesday in July at Bentham Town Hall. At the moment meetings take a hybrid format, with members meeting in person at Bentham station, normally at noon, with additional members joining via a Teams link.
Yorkshire Dales National Park Board	Meetings are held in Bainbridge. A full calendar is available from Democratic Services.

CABINET

6.00 P.M.

11TH APRIL 2023

PRESENT:- Councillors Caroline Jackson (Chair), Dave Brookes, Gina Dowding, Tim Hamilton-Cox, Tricia Heath, Cary Matthews, Sandra Thornberry, Anne Whitehead and Jason Wood

Apologies for Absence:-

Councillor Kevin Frea (Vice-Chair)

Also in attendance: Councillors Austen-Baker & Colin Hartley

Officers in attendance:-

Mark Davies	Chief Executive
Paul Thompson	Chief Officer - Resources and Section 151 Officer
Mark Cassidy	Chief Officer - Planning and Climate Change
Jonathan Noad	Chief Officer - Sustainable Growth
Richard Hammond	Cultural Development Manager
Rephael Walmsley	Senior Solicitor and Deputy Monitoring Officer
Jennifer Curtis	Licensing Manager
Liz Bateson	Principal Democratic Support Officer

93 MINUTES

The minutes of the meeting held on Tuesday 14 March 2023 were approved as a correct record.

94 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

The Chair advised that there were no items of urgent business.

95 DECLARATIONS OF INTEREST

No declarations were made at this point.

96 PUBLIC SPEAKING

Members were advised that there had been no requests to speak at the meeting in accordance with Cabinet's agreed procedure.

97 MORECAMBE FUTURE HIGH STREET BID INFORMAL TASK GROUP

The Chair of the Overview and Scrutiny Committee introduced a report in order that Cabinet could consider the recommendations of the Overview Scrutiny Committee regarding the Morecambe Future High Streets bid. A Task Group had been set up following the unsuccessful Morecambe Future High Street bid to make recommendations to increase the City Council's chances in the future.

In introducing the report Councillor Austen-Baker, Chair of Overview & Scrutiny advised

the meeting that the recommendations had been agreed by the Overview & Scrutiny Committee but rejected when initially presented to Cabinet in 2021 unaccompanied by a report. Councillor Austen-Baker had not been a member of Overview & Scrutiny at that time but had written the report based on the recommendations agreed two years ago. The Leader thanked Councillor Austen-Baker and the task group for their efforts in undertaking this work.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

Option 1: To accept the recommendations as set out in the report.

Option 2: Not to accept the recommendations as set out in the report.

Option 3: To make alternative proposals to those recommended by the Overview and Scrutiny Committee.

The Overview and Scrutiny Committee's Preferred Option was Option 1. To accept the recommendations set out in the report.

The recommendations were as follows:

RECOMMENDATION 1

That Officers ensure in future bids that consultants have a local knowledge base, and that use is made of expertise available in the area, including nearby universities.

RECOMMENDATION 2

That comparisons with other locales should be like-for-like: there is no benefit in comparing a seaside-based, seasonal tourist town with major city yields and operations.

RECOMMENDATION 3

That a Capital Strategy policy be developed to include the purchase of land in Morecambe.

RECOMMENDATION 4:

That any future bids (whether for Morecambe or other parts of the district or the district as a whole) involve consultation with a wider base of stakeholders, with a broader scope of interests, and further that all councillors in the affected area are invited to participate, from Town, City and County councils.

RECOMMENDATION 5

That full consultation takes place with County highways, rail and Eden North to ensure a whole structured, environmentally-friendly transport plan is conceived for the area.

RECOMMENDATION 6

That more sustainable regeneration proposals are developed following wider consultation.

RECOMMENDATION 7

That conversion of empty business premises and new build of housing should be undertaken throughout the town centre, to bring back the community feel of the whole central area.

RECOMMENDATION 8:

That the Winter Gardens is an essential part of Morecambe's future and should be a part of any future bid of a similar nature.

RECOMMENDATION 9:

That the Council tries to source other funding for hyperfast broadband in Morecambe.

RECOMMENDATION 10:

- (i) That this bid is not reused/recycled in the future, as it is outdated and no longer fit for purpose post-COVID.
- (ii) That a new Morecambe Area Action Plan is drafted with full participation of all Morecambe councillors and with business representatives.
- (iii) That for clarity, an Executive Summary be attached to officers' reports on, which also defines the original Council brief, tasks undertaken, personnel involved and third party outsourcing responsibilities.

RECOMMENDATION 11

That, as a rule, final bids (which ultimately involve spending commitments by the Council) should be signed off by the Departmental Head, the Chief Executive, the portfolio-holder and the Leader of the Council.

Councillor Heath as Cabinet Member with Special Responsibility, and Chair of Overview and Scrutiny at the time that the recommendations of the Task Group were agreed, confirmed she proposed to take each recommendation separately with the exception of recommendations (1) & (2) which were taken together.

Councillor Heath proposed, seconded by Councillor Hamilton-Cox:-

"That recommendations 1 and 2 be accepted; recommendation 3 be rejected; recommendation 4 be accepted; recommendation 5 be noted and forwarded to Lancashire County Council as part of the input to the Lancashire transport plan; recommendation 6 be rejected, recommendation 7 be accepted with the following additional wording added at the end; *"these elements to inform the Morecambe Regeneration Plan"*; recommendation 8 be accepted; recommendation 9 be noted as it was currently being implemented; recommendation 10 (i) be accepted; 10 (ii) amended to *'consideration is given to providing a Monitoring Report for evaluating the impact of the existing Morecambe Area Action Plan. The update will then inform any future new Morecambe Area Action Plan, which if produced would be taken forward via the usual democratic planning process. Additionally, Morecambe's Neighbourhood Plan, which is being prepared by Morecambe Town Council could have a design code.'* 10(iii) be rejected; recommendation 11 be revised to "That Cabinet consider the protocol for expressions of interests and Bids as soon as possible."

Councillors then voted:-

Resolved unanimously:

- (1) That the following recommendations from the Morecambe Future High Street Bid Informal Task Group be accepted:

- That Officers ensure in future bids that consultants have a local knowledge base, and that use is made of expertise available in the area, including nearby universities. (Recommendation 1 as set out in the report)
- That comparisons with other locales should be like-for-like: there is no benefit in comparing a seaside-based, seasonal tourist town with major city yields and operations. (Recommendation 2 as set out in the report)
- That any future bids (whether for Morecambe or other parts of the district or the district as a whole) involve consultation with a wider base of stakeholders, with a broader scope of interests, and further that all councillors in the affected area are invited to participate, from Town, City and County councils. (Recommendation 4 as set out in the report)
- That Recommendation 5 as set out in the report be noted and forwarded to County Council as part of the input into the Lancashire Transport Plan.
- That conversion of empty business premises and new build of housing should be undertaken throughout the town centre, to bring back the community feel of the whole central area. These elements to inform the Morecambe Regeneration Plan (Recommendation 7, amended)
- That the Winter Gardens is an essential part of Morecambe's future and should be a part of any future bid of a similar nature. (Recommendation 8 as set out in the report)
- That recommendation 9 as set out in the report be noted as it was currently being undertaken.
- That this bid is not reused/recycled in the future, as it is outdated and no longer fit for purpose post-COVID. (Recommendation 10(i))
- That consideration is given to providing a Monitoring Report for evaluating the impact of the existing Morecambe Area Action Plan. The update will then inform any future new Morecambe Area Action Plan, which if produced would be taken forward via the usual democratic planning process. Additionally, Morecambe's Neighbourhood Plan, which is being prepared by Morecambe Town Council could have a design code. (Recommendation 10 (ii) amended)
- That Cabinet consider the protocol for expressions of interests and Bids as soon as possible. (Recommendation 11, revised).

Officers responsible for effecting the decision:

Chief Executive
Head of Sustainable Growth

Reasons for making the decision:

It is important that Overview & Scrutiny should act as a 'critical friend' to Cabinet.

The report contributes to the Council's priorities, most notably those associated with an Inclusive and Prosperous Local Economy.

The recommendations that were rejected were not approved for the following reasons:

Recommendation 3 was rejected as this was considered out of date as there was now a Capital Strategy Group.

Recommendation 6 was rejected as more clarity was required. It was part of the Council Plan to look at regeneration in the future.

Recommendation 10(iii) was rejected as it was now considered to be superfluous.

98 PLANNING INFORMAL TASK GROUP

The Chair of the Overview & Scrutiny Committee presented a report and recommendations of the Planning Informal Task Group that had been established to review service delivery of the Council's planning functions. In introducing the report Councillor Austen-Baker advised the meeting that the report needed to be read in conjunction with the LGA Planning Peer Review report.

Cabinet was requested to consider the recommendations of the Overview & Scrutiny Committee.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

Option 1: To accept the recommendations as set out in the report.

Option 2: Not to accept the recommendations as set out in the report.

Option 3: To make alternative proposals to those recommended by the Overview and Scrutiny Committee.
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The recommendations of Overview & Scrutiny were as follows:

- (1) More (and more regular) training for members of Planning Regulatory Committee, including both planning law and on the respective roles of officers and members.
- (2) More guidance for residents wishing to speak at Committee meetings, in order to make the best of the available time, and more guidance for residents wishing to make written submissions.
- (3) That Council Business Committee, in the new municipal year, be requested to seek the views of the new Chair of the Planning Regulatory Committee as to the most suitable location for meetings of that Committee.
- (4) There should be no change to the system of calling-in applications: the suggestion that there are too many is not supported by evidence from members.
- (5) No substantial change to the scheme of delegation, but if a way could be found to streamline decisions in cases where the application is only coming to committee because of a connexion between the applicant and a council officer, this might be helpful.
- (6) Presentations by officers at Committee should be made shorter. Members can be expected to read the papers beforehand, so the presenting officer only needs to make a brief introduction, draw attention to any particular 'highlights' and then answer questions from members.
- (7) Officers should be encouraged to avoid advocacy of their recommendations.

Non-delegated decisions are made by the Committee and officer recommendations are just that: professional recommendations. The role of officers is to advise the Committee, not push a particular view. If the Committee refuses permission where officers had recommended approval, then officers should be prepared to assist the Council in arguing its own planning grounds for refusal against the applicant's position in the event of an appeal to the extent that this can be done within the rules and codes of conduct of the Royal Town Planning Institute, or other relevant professional body.

- (8) When officers are determining matters of detail after the granting of outline planning permission, they should work co-operatively and proactively with applicants to settle details. The current practice of rejecting detailed plans in relation to specific points, e.g., positioning of the building within the site, and then leaving it to the applicant to come up with new plans, which might also be rejected is wasteful of the time and other resources both of applicants and officers. Officers should be prepared to state what would be acceptable to them, to enable applicants to submit or revise detailed plans accordingly.
- (9) It should be easier for applicants to secure a site visit by an officer – for a reasonable fee (if permitted by law).
- (10) With consistency being vital to public confidence in the planning system, the Task Group strongly urges that there should be constant review of the question of how to secure maximum consistency of approach amongst officers.
- (11) Pre-application advice should follow the application throughout the process, so that officers determining or making recommendations on an application will be aware of what advice was given to the applicant and seek to avoid taking views contrary to the advice where the applicant has adopted the advice given at pre-application stage.
- (12) Effective and prompt enforcement is vital to public confidence, and failure in this area might result in negative ombudsman findings as well as general reputational damage. Accordingly, it is recommended that the Council should lift the freeze on recruitment in respect of the post in enforcement left vacant by the appointee pulling out. It would also be helpful if elected members could receive periodic briefings as to priorities and application of the enforcement process, to enable them to deal most effectively with residents' queries.

The Chair of the Overview & Scrutiny Committee responded to questions on the report.

As Cabinet Member with Special Responsibility Councillor Dowding referred to the recent Planning Peer Review and thanked Councillor Austen-Baker, as the Chair of Overview and Scrutiny and the Informal Task Group for the report which added gloss to some of the recommendations of the Peer Review.

Councillor Dowding proposed, seconded by Councillor Wood:-

“That recommendations 1 to 6 be accepted, recommendation 7 be rejected; the contents of recommendations 8, 9 & 10 be noted but rejected; recommendation 11 be accepted and recommendation 12 be noted”.

Councillors then voted:-

Resolved unanimously:

- (1) That the following recommendations of the Planning Informal Task Group be accepted.
 - More (and more regular) training for members of Planning Regulatory Committee, including both planning law and on the respective roles of officers and members. (Recommendation 1 as set out in the report)
 - More guidance for residents wishing to speak at Committee meetings, in order to make the best of the available time, and more guidance for residents wishing to make written submissions. (Recommendation 2 as set out in the report)
 - That Council Business Committee, in the new municipal year, be requested to seek the views of the new Chair of the Planning Regulatory Committee as to the most suitable location for meetings of that Committee. (Recommendation 3 as set out in the report)
 - There should be no change to the system of calling-in applications: the suggestion that there are too many is not supported by evidence from members. (Recommendation 4 as set out in the report)
 - No substantial change to the scheme of delegation, but if a way could be found to streamline decisions in cases where the application is only coming to committee because of a connexion between the applicant and a council officer, this might be helpful. (Recommendation 5 as set out in the report)
 - Presentations by officers at Committee should be made shorter. Members can be expected to read the papers beforehand, so the presenting officer only needs to make a brief introduction, draw attention to any particular 'highlights' and then answer questions from members. (Recommendation 6 as set out in the report)
 - Pre-application advice should follow the application throughout the process, so that officers determining or making recommendations on an application will be aware of what advice was given to the applicant and seek to avoid taking views contrary to the advice where the applicant has adopted the advice given at pre-application stage. (Recommendation 11 as set out in the report)
- (2) That recommendation 7 of the Planning Informal Task Group, as set out in the report, be rejected.
- (3) That the contents of recommendations 8, 9, 10 & 11 of the Planning Informal Task Group be noted but rejected.
- (4) That recommendation 12 of the Planning Informal Task Group, as set out in the report, be noted.

Officer responsible for effecting the decision:

Chief Officer – Planning and Climate Change

Reasons for making the decision

It is important that Overview & Scrutiny acts as a critical friend for Cabinet.
The report contributes to the Council's priorities.

The recommendations of the task group that were not approved were rejected for the following reasons:

Recommendation 7 was rejected as currently worded. It was recognised that officers should not push their views however officers were there to advise and warn members if a prospective decision appeared indefensible.

Recommendations 8, 9 & 10 were noted but rejected as the planning department already works with developers on matters of detail (recommendation 8), recommendation 9 was already in place with the launch of the pre-app advice system, and consistency referred to in recommendation 10 was already part of the decision checking system whereby Managers review draft planning application decisions.

Recommendation 12 was noted as effective and prompt enforcement was vital to public confidence. In terms of a recruitment freeze it was noted that there was no current 'freeze' on posts; all job vacancies proposed for recruitment are considered by Senior Leadership Team. Vacancies were closely reviewed and those imperative to the continuation of services were recruited to; the difficulty was actually being able to recruit to those positions, particularly for senior roles.

99 HACKNEY CARRIAGE FARE REVIEW 2023

(Cabinet Member with Special Responsibility Councillor Brookes)

Cabinet received a report from the Licensing Manager to consider consultation responses as required by s65 Local Government Miscellaneous Provisions act 1976 and set a new Hackney Carriage fare tariff; including determination of the date any such change would take effect. The Chair of the Licensing Committee, Councillor Hartley, was in attendance to listen to the discussion.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

	Option 1: Maintain current table of fares approved in April 2022.	Option 2: Apply retail price index (RPI) across the tariff. (14%) Rounding down to the nearest 5p.	Option 3: Deregulate fare setting.	Option 4: Increase flagfall by 7% Increase rolling rate by 10% by reducing the increment from 176 yds to 160 yds.
Advantages	Public are aware of expected fares when hiring a hackney carriage.	Drivers income is increased in line with rising cost of living. This was identified as the preferred methodology to the trade	Allows licensed trade to calculate their own fares, they may be best placed to calculate costs	The uplift is consistently applied across the tariff, not disadvantaging service user groups. e.g, those on long/short journeys.

		through consultation. The licensed profession may be perceived as a career option for local people.		
Disadvantages	The current table of fares may not represent current cost of living.	Second increase in quick succession may lead to a decrease in public use.	Licensing Authority has no control on charges passed to the public. May create confusion as fares could vary across the trade.	The changes across the tariff and amending incremental charges may cause public confusion, leading to an increase in complaints.
Risks	Not consistently applying the methodology approved by Cabinet and supported by the trade. Drivers may decide to leave the trade, fares do not meet the demands of the rising costs of living.	Increase too much for service users. Drivers may see reduced income due to lack of public use.	Lack of public confidence in use of Hackney Carriages due to unknown charges. Varying charges between proprietors creating confusion.	Not consistently applying the methodology approved by Cabinet and supported by the licensed trade. Fares will increase earlier in journeys; regular users of taxis may feel penalised by the uplift.

The Licensing Committee had not considered the consultation responses and therefore made no recommendations to Cabinet.

At an earlier meeting of the Council's Cabinet in February 2023, members approved an updated rate of fares for hackney carriage operating in the and gave approval to the licensing manager to undertake the statutory consultation. As part of the public consultation 2 responses were received from members of the local licensed trade. Both of which objected to the proposed tariff. Currently there were 878 active hackney carriage and private hire licences in the district. These licence holders have had time to consider the proposals and respond within the consultation period and members were requested to determine what weight to place on the responses received balanced with

the number of active licences.

Cabinet was requested to consider the options set out above and determine the hackney carriage table of fares for the coming year (2023/24). Cabinet was also required to set the date of implementation. Legislation dictates that any update must take effect (modified or unmodified) within 2 months of the original date. Officers would recommend a lead time of 5 working days to allow the trade to be sufficiently updated and the service prepared to manage the transition. Officers propose the new table of fares be implemented from Midday on Wednesday 19th April 2023.

Councillor Brookes proposed, seconded by Councillor Hamilton-Cox:-

“That Option 4, (as agreed by Cabinet on 7 February 2023 (Minute 69 refers) be approved without modification with an implementation date of 19th April 2023.”

Councillors then voted:-

Resolved unanimously:

That Option 4, (as agreed by Cabinet on 7 February 2023 (Minute 69 refers) be approved without modification with an implementation date of 19th April 2023.

Officers responsible for effecting the decision:

Licensing Manager

Reasons for making the decision:

The setting of fares is an Executive function as it is not one that is listed in the Local Authorities (Function and Responsibilities) (England) Regulations 2000 and therefore falls to the Cabinet to make the decision. Lancaster City Council set the fares for Hackney Carriages operating in the district, in determining the charges for time/distance it must consider the impact on setting fares too low/too high on both the licensed trade and public who use Hackney Carriages, whilst balancing the rising cost of living and building a sustainable trade; one capable of earning a fair salary.

100 LANCASTER CITY COUNCIL'S STRATEGIC VISION FOR CREATIVITY AND CULTURE

(Cabinet Member with Special Responsibility Councillor Thornberry)

Cabinet received a report from the Chief Officer Sustainable Growth which sought views on the draft of the Council's Strategic Vision for Creativity, Culture and Heritage.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

	Option 1: Cabinet has no amendments to the Strategic Vision and would approve of its use to inform the OBR process once adopted	Option 2: Cabinet would like to see some amendments to the Strategic Vision and would approve of its use to inform the OBR process
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Advantages	The Strategic Vision can progress to formal adoption and then Officers can work with partners to deliver the outcomes identified and establish the partnership.	The views of Cabinet members are integral to the successful delivery of the Strategic Vision. Any proposed amendments to the document can be integrated into a redrafted vision ahead of formal approval by Cabinet.
Disadvantages	No disadvantages identified.	Delay the final version of the strategic vision which could have an impact on partner organisations trying to secure funding.
Risks	As with any long-term plan, there are uncertainties about the context in which the strategic vision would be delivered. This will include capacity within the service and the Council's ability to contribute financially to delivery. However, a review mechanism has been built into the delivery planning which will allow these risks to be assessed and the vision amended accordingly.	As with any long-term plan, there are uncertainties about the context in which the strategic vision would be delivered. This will include capacity within the service and the Council's ability to contribute financially to delivery. However, a review mechanism has been built into the delivery planning which will allow these risks to be assessed and the vision amended accordingly.

The officer preferred option is Option 1, given the high level of dialogue that has taken place in reaching the recommendations set out in this report. The degree of flexibility set out within the monitoring and evaluation process contained within the Vision framework must also be considered in reaching a decision on the recommendation.

Councillor Thornberry proposed, seconded by Councillor Heath:-

"That Cabinet accepts the Lancaster City Council's draft Strategic Vision for Creativity, Culture and Heritage and that recommendation (2) as set out in the report, be approved."

By way of an amendment, that was accepted as a friendly amendment by the proposer and seconder, Councillor Wood proposed that recommendation (2) be revised as follows:

"That the draft strategic vision will be used to inform the Council's Outcome Based Resourcing (OBR) process going forward."

Councillors then voted:-

Resolved unanimously:

- (1) That Cabinet accepts the Lancaster City Council's draft Strategic Vision for Creativity, Culture and Heritage.

- (2) That the draft strategic vision be used to inform the Council's Outcome Based Resourcing (OBR) process going forward.

Officer responsible for effecting the decision:

Chief Officer Sustainable Growth

Reasons for making the decision:

The proposal is entirely consistent with and supports Lancaster City Council's policy. It contributes to the Plan 2030 Priorities for a smart and forward thinking council and healthy and happy communities. The strategic vision is based on a robust evidence based and includes a set of specific creative and cultural outcomes that the Council would wish to achieve through the positioning of its support and resources.

Chair

(The meeting ended at 7.55 p.m.)

**Any queries regarding these Minutes, please contact
Liz Bateson, Democratic Services - email ebateson@lancaster.gov.uk**

MINUTES PUBLISHED ON MONDAY 17 APRIL ,2023.

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:
TUESDAY 25 APRIL, 2023.**