

**COUNCIL BUSINESS  
COMMITTEE**

6.00 P.M.

30TH MAY 2024

**PRESENT:-** Councillors David Whitaker (Chair), Matthew Black (Vice-Chair), Suhir Abuhajar, John Livermore, Sarah McGowan, Jean Parr and Paul Stubbins

Officers in attendance:

Liz Bateson	Principal Democratic Support Officer, Democratic Services
Phillip Abel	Democratic Support Officer

**1 APPOINTMENT OF VICE-CHAIR**

The Chair requested nominations for the position of Vice-Chair of the Council Business Committee for the municipal year 2024-25.

It was proposed by Councillor Parr and seconded by Councillor Stubbins, "That Councillor Matthew Black be appointed Vice-Chair of the Council Business Committee for the municipal year 2024/25". There being no further nominations, the Chair declared the proposal to be carried.

***Resolved:***

- (1) That Councillor Matthew Black be appointed Vice-Chair of the Council Business Committee for the municipal year 2024/25.

**2 MINUTES**

The minutes of the meeting held 29 February 2024 were signed by the chair as a correct record.

**3 ITEMS OF URGENT BUSINESS AUTHORISED BY THE CHAIR (Pages 4 - 5)**

The Chair had accepted an item of urgent business which asked the Committee to consider cancelling several meetings during the pre-election period. The meetings in question were the 19 June meeting of Council and the meetings of Overview & Scrutiny Committee, Joint Consultative Committee and Standards Committee taking place during the week commencing 1 July 2024.

It was proposed by Councillor Parr, seconded by The Chair and agreed by all present that "the Committee agrees to cancel the 19 June meeting of Council and the meetings of Overview and Scrutiny Committee, Joint Consultative Committee and Standards Committee scheduled for the week beginning 1 July 2024."

***Resolved Unanimously:***

(1) That the following meetings originally scheduled to take place during the pre-election period be cancelled:

- Council – 19 June 2024
- Overview and Scrutiny Committee – 3 July 2024
- Joint Consultative Committee – 3 July 2024
- Standards Committee – 4 July 2024

**4 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5 INDUCTION REVIEW & MEMBER SATISFACTION SURVEY**

The Committee considered the Induction Review & Member Satisfaction Survey to note the findings of the report and to consider commissioning extra training on equalities to complement the current mandatory Learning Zone training module.

The Chair asked the committee to give their thoughts on the proposed training and during discussion it was agreed that additional training would be useful and that it would be desirable for this training to come from local sources if experienced trainers were available.

When discussing the Member Induction and Member Satisfaction Survey the Committee expressed disappointment in the low number of respondents but remarked that some of the comments made were useful. A suggestion for future surveys was made to include a “not applicable” option for questions that follow-on from a previous answer as this would give more accurate and useful information. It was also noted by the Committee that some of the comments identified a need for some additional areas of training for Councillors and that charring skills would be particularly useful.

At the conclusion of discussion it was proposed by the Chair, seconded by Councillor Parr and agreed by all that: “The progress of the Member Induction Programme and the Member Satisfaction Survey be noted, and that Officers seek quotes from local organisations to provide additional training on the subject of Equality, Diversity and Inclusion and report back to Council Business Committee.”

***Resolved Unanimously:***

- (1) That the progress of the Member Induction Programme be noted.
- (2) That the findings of the Member Satisfaction Survey be noted with comments raised in discussion by the Committee.
- (3) That Officers approach local organisations with proposals for additional Equality, Diversity and Inclusion training that will complement the existing eLearning offer and report back to Council Business Committee with information about the proposed trainers and cost quotations.

**6 PAST MAYOR AND MAYORESS BADGES**

The Committee considered the report of the Senior Manager Democratic Support and Elections to consider whether to continue presenting badges to retiring Mayors and Mayoresses.

The Chair suggested that all members of The Committee might have an interest in this item; himself as a recipient of a past Mayor's badge and other members present as potential future Mayors.

The Committee discussed the reasons for reviewing the presentation of badges, their cost, and any possible alternatives. It was felt that as becoming Mayor was a once in a lifetime opportunity which carried with it the responsibility of chairing Council meetings, some kind of memento was warranted. However, The Committee also felt that there should be options for those who do not wish to have the Past Mayor's badge.

The relative status of the Mayoress and Mayor's Consort was also discussed as the Consort currently has no regalia. The Committee wished this to be discussed at a future meeting of Council Business Committee.

After discussing the matter at-length it was proposed by Councillor Parr and seconded by Councillor Black with the agreement of all present, that "the retiring Mayor has the option of being presented with a badge, brooch, certificate, or a plaque and that the presentation of a badge to the retiring Mayoress be discontinued. A future discussion should also be held about the relative status, regalia, and nomenclature of the Mayoress and Mayor's Consort."

***Resolved Unanimously:***

- (1) That Council Business Committee agrees that the retiring Mayor has the option of being presented with a badge, brooch, a certificate, or a plaque.
- (2) To Discontinue the presentation of a badge to the retiring Mayoress and to discuss at a future meeting the relative status, regalia, and nomenclature of the Mayoress and Mayor's Consort.

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Chair

(The meeting ended at 7.00 p.m.)

**Any queries regarding these Minutes, please contact  
Phillip Abel, Democratic Support - email [pabel@lancaster.gov.uk](mailto:pabel@lancaster.gov.uk)**

**COUNCIL BUSINESS COMMITTEE****Urgent Business - Revisions to Committee Timetable  
30 May 2024****Report of Chief Executive****PURPOSE OF REPORT**

To request that the Council Business Committee considers cancelling certain meetings in the run up to the general election on 4 July 2024.

**This report is public.**

**RECOMMENDATIONS**

- (1) **That the Committee considers whether to cancel a number of meetings in the pre-election period as detailed in 2.1 of the report.**

**1.0 Introduction**

- 1.1 Following the announcement on 22 May 2024 of a General Election being called for Thursday 4 July 2024 the Council Business Committee is asked to consider whether to cancel certain meetings within the pre-election period.
- 1.2 Under its terms of reference, the Council Business Committee has the remit to 'agree the annual timetable of Lancaster City Council meeting and any other timetabling issues that may arise.'

**2.0 Proposal Details**

- 2.1 The run up to the general election will impact on Democratic Support staff and councillors who may be canvassing for their political parties and therefore Council Business Committee are asked to consider cancelling JCC and Overview & Scrutiny Committee scheduled for Wednesday 3 July, Standards Committee scheduled for Thursday 4 July and Full Council scheduled for 19 June 2024.
- 2.2 It is not proposed to cancel either the Planning Committee scheduled for 24 June, or the Licensing Committee scheduled for 27 June unless there are no items of business or unless the Committee feel that these should be cancelled.
- 2.3 Group Leaders and the Mayor have been consulted with regard to the proposal to cancel the June Council meeting. The Chairs of the Standards Committee and Overview & Scrutiny Committee have been advised of the proposal to cancel those particular meetings.

**LEGAL IMPLICATIONS**

None directly arising from this report.

**FINANCIAL IMPLICATIONS**

There will be some small savings with regard to the costs of servicing meetings.

**SECTION 151 OFFICER'S COMMENTS**

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

**MONITORING OFFICER'S COMMENTS**

Schedule 12 of the Local Government Act 1972 provides that a principal council may (in addition to their annual meeting) hold such other meetings during the year as they may determine. Such other meetings shall be held at such hour and on such days as the Council may determine. It is clear from Schedule 12, therefore, that it is entirely the remit of the Council as to when its meetings are held. Any provision for changes to approved dates would therefore have to be contained within the Constitution.

It is important that the Council has full regard to the implications on members' other constitutional rights, particularly the right to put motions on notice and questions on notice (for this reason group leaders have been consulted with).

Whilst there is no officer delegation in the Constitution, Council Business Committee has, within its ToR, "To agree the annual timetable of Lancaster City Council meetings and any other timetabling issues which may arise.". Given the snap election I am of the opinion they therefore have to power to cancel meetings.

**BACKGROUND PAPERS**

n/a

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