

APPENDIX B

CABINET LIAISON GROUPS

BUSINESS CABINET LIAISON GROUP

Cabinet Members with Responsibility for:

- The Economy

Terms of Reference:

- (1) To enable the City Council and representatives from business organisations in the district to liaise and consider items affecting the local economy.

Cabinet Minute No 126, 16 February 2010 Refers

Frequency: Quarterly.

CANAL CORRIDOR CABINET LIAISON GROUP

Chairman:

- Cabinet Member with Special Responsibility for Economic Regeneration

Terms of Reference:

- (1) That a Cabinet Liaison Group be created to consider the development proposals for the Canal Corridor site.
- (2) The purpose of the Liaison Group is to provide a forum prior to the submission of a planning application where:
 - information on the detailed studies undertaken to support the planning application can be shared as it becomes available;
 - details of the form, design and uses within the proposed development can be shared as it develops.

**Cabinet Minute No 8, 3rd June 2008 & Cabinet Minute 91, 18 January 2011
Refers**

Frequency: As required

CLIMATE CHANGE CABINET LIAISON GROUP

Cabinet Members with Responsibility for:

- Climate Change

Terms of Reference:

- (1) To establish a comprehensive Council wide 5 year Climate Change Strategy.
- (2) This year, to establish and implement a series of actions which can be implemented within existing budgets available and that will have positive outcomes in terms of adapting to and /or mitigating the impacts of climate change.
- (3) To advise and monitor the delivery of outcomes and targets set out the Council's Corporate Plan. i.e.
 - To reduce the amount of energy used by both the Council and households across the district.
 - To undertake all works in the City Council's Energy Management Action Plan.
 - Energy efficiency measures at Salt Ayre Sports Centre.
 - Implement national/EU sustainability policies through planning policy and planning decisions and the implementation of Building Regulations to be undertaken this year.
 - Reduce overall energy use in City Council buildings from 6,563,842kwh (05/06) to 5,328,114kwh in 08/09.
 - Reduce CO2 emissions from City Council buildings from 0.0666 (05/06) to 0.057 in 08/09).
 - Increase the % of energy the City Council uses from sustainable sources from 9.90% in 05/06 to 60% in 08/09.

Cabinet Minute No 26, 24th July 2007 Refers

Frequency: As required

DISTRICT WIDE TENANTS LIAISON GROUP

Cabinet Member with Responsibility for:

- Housing

Composition:

Councillors sit as non-voting members of the Forum. Councillor representation comprises the Cabinet Member with responsibility for Housing plus 5 other Councillors invited by the Cabinet Member.

Terms of Reference:

- To promote the interests of all council tenants of the district, and to assist in maintaining good relations between all members of the community.
- To promote council tenants' rights and the maintenance and improvement of housing conditions, amenities, and the environment.
- To ensure that all tenants have effective opportunities to participate in the management of their homes and neighbourhoods.
- To promote change in response to tenants' needs and aspirations.
- To act as a consultative group on all issues concerning tenants at district wide level.
- To work towards the elimination of all forms of discrimination within the community by encouraging all tenants to participate in the management of their homes and neighbourhoods.

Cabinet Minute No 8, 3rd June 2008 Refers

Frequency: Minimum of four times a year

LANCASTER MARKET CABINET LIAISON GROUP

Cabinet Member with Responsibility for:

- Markets

Terms of Reference: (To be Reviewed)

The working group will be required to report to Cabinet at key points.

Cabinet Minute No 156, 20 April 2010 Refers

Frequency: As required.

PLANNING POLICY CABINET LIAISON GROUP

Cabinet Member with Responsibility for:

- Planning

Terms of Reference:

This Group is a non-decision making consultative forum to assist Cabinet Members in their decision-making responsibilities. The forum will provide the expertise to the appropriate Cabinet Members to allow them to either take individual decisions or to make recommendations into Cabinet.

1. To provide a forum to consider the implications of the transition from the adopted Lancaster District Local Plan to the new development plan system of Local Development Frameworks introduced under the 2004 Planning and Compulsory Purchase Act.
2. To prepare, review, carry out consultations, and consider representations in order to assist the appropriate Cabinet Member in bringing forward recommendations to Cabinet on the adoption of Supplementary Planning Guidance to the adopted Lancaster District Local Plan.
3. To prepare, review, carry out consultations, and consider representations in order to assist the appropriate Cabinet Member in bringing forward recommendations to Cabinet on the adoption of the Council's Local Development Scheme and Local Development Framework, including;
 - Development Plan Documents including the Core Development Framework and Development Control Policies;
 - Supplementary Planning Documents including Town Centre Strategies for Lancaster and Morecambe and guidance on issues such as design and sustainability;
 - The Council's Statement of Community Involvement and Strategic Environmental Assessment.
4. To provide appropriate assistance to rural communities with the preparation of Parish Plans and to assist the appropriate Cabinet Member in bringing forward recommendations regarding the inclusion of appropriate Parish Plans within the Local Development Framework.
5. To assist the appropriate Cabinet Member in monitoring progress on the implementation of the Local Development Framework by preparing an Annual Monitoring Report
6. To assist the appropriate Cabinet Member to ensure proper systems and processes are in place to maintain and keep under review the information base for planning policy including:
 - housing land availability,
 - housing need,
 - retail capacity,
 - town centre vitality and viability;
 - the need for employment land;
 - accessibility issues;

- issues relevant to the Strategic Environmental Assessment

and to assist the appropriate Cabinet Member bring forward recommendations to cabinet on the commissioning of additional studies where necessary.

7. To act as a forum for assisting the appropriate Cabinet Member to prepare appropriate responses to the Lancashire Structure Plan, the Lancashire Minerals and Waste Local Plan and the Lancashire Local Transport Plan and any successor documents.
8. To assist the appropriate Cabinet Member in the preparation of appropriate responses to Regional Planning Guidance for the North West and the Regional Spatial Strategy.
9. To assist the appropriate Cabinet member in monitoring the progress of Local Development Framework documents in neighbouring authorities and recommending consultation responses to cabinet where the interests of Lancaster District are affected.
10. In the event of future Local Government re-organisation, to assist the appropriate Cabinet member in managing and making recommendations to Cabinet on the planning policy implications of the transition to new Local Authority boundaries;
11. To assist the appropriate Cabinet Member in monitoring developments in national planning policy and recommending consultation responses to Cabinet where necessary.
12. To assist the appropriate Cabinet Member in reviewing existing Conservation Areas and the need for new designations, undertaking Conservation Area Appraisals and preparing proposals for the preservation and enhancement of historic areas.

Cabinet Minute No 8, 3rd June 2008 Refers

Frequency: As required.

HOUSING REGENERATION CABINET LIAISON GROUP

Cabinet Member with Responsibility for:

- **Housing**

Terms of Reference:

The purpose of the group would be to assist the Cabinet Members in overseeing implementation of options for housing regeneration priorities including:

- (1) To examine the options for delivering and financing affordable housing schemes through the HRA (including schemes in the West End).
- (2) To examine the viability of building new council homes with a particular focus on meeting the housing needs of the growing population of older people in the medium to long term.
- (3) The adoption of a rent policy for council housing.
- (4) Consideration of an empty homes strategy.
- (5) Opportunities for affordable housing schemes through the land allocations in the LDF.
- (6) The potential impact on residents and the Council of the changes to the welfare reform system.
- (7) The adoption of a tenancy strategy for the district.
- (8) Any other funding opportunities to support housing regeneration priorities, including any through the council's General Fund.
- (9) To consider housing regeneration related reports prior to being presented to Cabinet, Individual Cabinet Member Decisions or other council committees.

Cabinet Minute 106, 13 March 2012 Refers

Frequency: As required

APPENDIX C

APPOINTMENTS MADE BY CABINET

ORGANISATION
British Resorts Association
Children's Trust Partnership Lancaster District (Cabinet Member appointed to Lancaster District Children's Trust Board)
Historic Towns Forum
Lancashire Leaders Meeting (Leader)
Lancashire Rural Affairs
LGA Coastal Issues Special Interest Group
LGA Executive (Leader)
LGA Rural Commission (Cabinet Member for Rural Affairs +1 Member appointed by Group on rotation)
Morecambe Bay Partnership
Museums Advisory Panel Cabinet Member
North Lancashire Local Action Group executive Group (Member + named substitute)
North West Rural Affairs Forum
Regional Leaders' Forum (formerly NW Regional Assembly) (Leader)
Storey Centre for Creative Industries
Lancashire Waste Partnership

POST LDLSP APPOINTMENTS

Organisation	Basis of appointment
Lancaster District Children's Trust Board	Cabinet Member (+ Cabinet Member substitute)
Community Safety Partnership	Cabinet Member (+ Cabinet Member substitute)
Health and Wellbeing Partnership	Cabinet Member (+ Cabinet Member substitute)

LANCASTER AND DISTRICT VISION BOARD

ORGANISATION	BASIS OF APPOINTMENT
Lancaster and District Vision Board	Leader