

APPENDIX B

CABINET LIAISON GROUPS

CANAL CORRIDOR CABINET LIAISON GROUP - (TO BE STOOD DOWN)

Chairman:

- **Cabinet Member with Special Responsibility for Economic Regeneration**

Terms of Reference:

That a Cabinet Liaison Group be created to consider the emerging development proposals for the Canal Corridor site.

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, and the evidence base created to support the development proposals can be shared as they become available.
- details of the form, design and uses within the proposed development can be shared as they develop and without prejudice feedback given.
- the group can advise the appropriate Cabinet Member(s) on how to take proper account of how best to use the City Council's landownership interests to ensure that the most appropriate regeneration solution for the land is secured within the framework of the development agreement.

**Urgent Business Decision 11 June 2013 and Cabinet Minute 8, 23 July 2013
Refers**

Frequency: As required

CANAL QUARTER CABINET LIAISON GROUP

Chairman:

- **Cabinet Member with Special Responsibility for Economic Regeneration**

Composition

- Up to 20 members of the group
- Open invitation to all Councillors from all political groups
- No substitute members attending
- The Chairman may invite other representation to join the group
- Any member of the group missing three meetings without a reasonable grounds will be invited to leave the group
- Agreement to the non-disclosure agreement in relation to any commercially sensitive information.
- The meetings will be minuted.

Terms of Reference

1. To advise the Cabinet member and Cabinet on the Canal Quarter Development.
2. To assist the Cabinet member and Cabinet to ensure the development is of the highest standard and uses best practice in the development.
3. To provide a public written report each quarter summarising the discussions and recommendations made to the Cabinet member.
4. To invite and consider reports from the Council's Officers and agents on the development.
5. To invite and consider third party presentations and proposals, and if required to summarise the information in a recommendation to the Cabinet member.
6. To monitor the progress of the Canal Quarter Development.
7. To advise, facilitate and assist in the expeditious progress of the development.
8. To advise, facilitate and assist in the progress of consultations
9. To meet monthly.

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

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.

**PREVIOUS TERMS OF REFERENCE OF THE HOUSING REGENERATION
CABINET LIAISON GROUP (AGREED IN MARCH 2012)**

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

HOUSING REGENERATION CABINET LIAISON GROUP - **REVISED TERMS OF REFERENCE FOR CABINET APPROVAL**

Cabinet Member with Responsibility for:

- **Housing**
 - a) To consider housing regeneration related reports prior to being presented to Cabinet, individual Cabinet Member Decisions or other Council committees.
 - b) To examine the options for delivering and financing affordable housing schemes.
 - c) To examine the viability of building new council homes with a particular focus on meeting the housing needs of the growing population.
 - d) Pursuing funding opportunities to support housing regeneration priorities, including Morecambe's West End.
 - e) To pilot a programme of targeted enforcement action against poorly performing private sector landlords in Morecambe's West End for an 18 month period, review the effectiveness and, if necessary, consider further options, which may include the implementation of additional and selective licensing.
 - f) To explore options to set up a Housing Company as a housing/regeneration delivery vehicle.
 - g) Identifying opportunities for affordable housing schemes through the land allocations set out in the Local Plan.
 - h) To consider the impact on residents and the Council of the changes to the welfare reform system.
 - i) To monitor and review the Housing, Homelessness and Tenancy Strategies for the district.
 - j) To monitor progress on the Community Housing Fund.
 - k) Meetings of the Housing Regeneration Cabinet Liaison Group will normally be arranged at six monthly intervals.

MUSEUMS CABINET LIAISON GROUP

Cabinet Member with Responsibility for:

- **Leisure, Culture & Tourism**

TERMS OF REFERENCE

This Group is a non-decision making consultative forum to assist Cabinet Members in their decision-making responsibilities.

The Group will consider and advise on redevelopment options for the City Council's museums in the context of the district's heritage and cultural offer for visitors and residents, providing a forum where information can be shared and feedback provided on the following:

- The results of feasibility works undertaken for specific redevelopment proposals, as agreed;
- Analysis of consultation and engagement with visitors, residents, staff, funders and partners;
- Design options and relative benefits/constraints;
- Museums expenditure and income;
- Additional opportunities to develop the use of the City Council's buildings linked to museums and the wider heritage and culture of the district;
- Management arrangements.

Frequency: As required.

Cabinet Minute 23, 4th October 2016 Refers

PROPERTY REVIEW CABINET LIAISON

Chairman:

Cabinet Member with Responsibility for Property Services

Terms of Reference:

Generally:

To act as an engagement and consultative forum for the Cabinet Member:

- to help develop and promote ideas for improving best practice / value for money from the Council's corporate property portfolio, in support of the Council's Corporate Plan; and
- to help develop proposals regarding the Council's wider corporate property strategy.

Initial Focus:

To act as an engagement and consultative forum for the Cabinet Member:

- to share information and views on the accommodation review, to inform its development and future decision-making.

Expected Outputs:

Feedback into Cabinet's decision-making (which may then require referral on to Council).

Frequency:

As required

Cabinet Minute 44, 7th November 2017 Refers