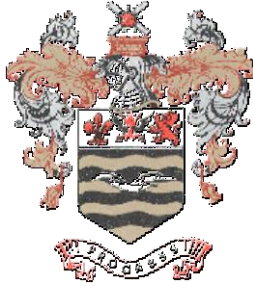


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BLACKPOOL COUNCIL

Thursday, 4 May 2017

To: The Members of Blackpool Council

Madam Mayor, Ladies and Gentlemen

You are hereby summoned to attend a meeting of **Blackpool Council** to be held in the Council Chamber at the Town Hall, Blackpool on Monday, 15 May 2017 commencing at 2.00 pm for the transaction of the business specified below.



Head of Democratic Governance

Business

1 THE ELECTION OF THE MAYOR OF THE COUNCIL

To elect the Mayor of the Council.

2 THE MAYOR'S ACCEPTANCE OF OFFICE

The Worshipful the Mayor to make a Declaration of Acceptance of the Corporate Office of Mayor.

3 THE APPOINTMENT OF THE DEPUTY MAYOR OF THE COUNCIL

To appoint a Deputy Mayor.

4 THE DEPUTY MAYOR'S ACCEPTANCE OF OFFICE

The Deputy Mayor to make a Declaration of Acceptance of the Corporate Office of Deputy Mayor.

5 THE MAYOR'S ADDRESS

The Worshipful the Mayor to address the meeting.

6 CONGRATULATIONS TO THE INCOMING MAYOR

Councillors Blackburn and T Williams, followed by the Bürgermeisterin Monika Budke who will congratulate the new Mayor on behalf of the people of Bottrop.

7 APPRECIATION TO THE EX-MAYOR

To adopt a resolution of appreciation for the ex-Mayor (Councillor Kath Rowson).

8 THE EX-MAYOR'S REPLY TO THE RESOLUTION OF APPRECIATION

The ex-Mayor (Councillor Kath Rowson) to reply to the resolution of appreciation.

9 MINUTES OF THE LAST MEETING HELD ON 29 MARCH 2017 (Pages 1 - 4)

To agree the minutes of the last meeting held on 29 March 2017 as a true and correct record.

10 ANNOUNCEMENTS

To receive official announcements from the Mayor.

11 APPOINTMENT OF COMMITTEES (Pages 5 - 14)

The Council will be asked to consider the appointment of its committees, in accordance with the Council's Constitution and the Local Government Act 1972.

12 SCHEME OF DELEGATION (Pages 15 - 18)

The purpose of the report to agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree.

13 PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS (Pages 19 - 28)

The Council will be asked to consider a programme of meetings for the remainder of 2017 and the calendar year 2018.

Venue information:

First floor meeting room (lift available), accessible toilets (ground floor), no-smoking building.

Other information:

For queries regarding this agenda please contact Yvonne Burnett, Democratic Governance Senior Adviser, Tel: (01253) 477034, e-mail yvonne.burnett@blackpool.gov.uk

Copies of agendas and minutes of Council and committee meetings are available on the Council's website at www.blackpool.gov.uk.

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Present:

Councillor Mrs Rowson (in the Chair)

Councillors:

Benson	Collett	Matthews	Smith
Blackburn	Elmes	Mitchell	Stansfield
Cain	Galley	O'Hara	I Taylor
Callow	Mrs Henderson MBE	Owen	L Taylor
Mrs Callow JP	Hobson	Robertson BEM	L Williams
Clapham	Humphreys	Roberts	T Williams
D Coleman	Hunter	D Scott	Mrs Wright
G Coleman	Hutton	M Scott	
I Coleman	Kirkland	Singleton	

In Attendance:

Neil Jack, Chief Executive

Alan Cavill, Director of Place

Dr Arif Rajpura, Director of Public Health

Mark Towers, Director of Governance and Partnerships/Monitoring Officer

Lorraine Hurst, Head of Democratic Governance

Yvonne Burnett, Democratic Governance Senior Adviser

Kate Staley, Marketing and Campaigns Manager

Denise Dawson, Communications Officer

Apologies:

Apologies for absence were received on behalf of Councillors Cross and Jackson who were on official Council business.

1 DECLARATIONS OF INTEREST

There were no declarations of interest at this point in the meeting.

2 MINUTES OF THE LAST MEETING HELD ON 23 FEBRUARY 2017

Resolved: That the minutes of the Council meeting held on 23 February 2017, be signed by the Mayor as a correct record.

3 ANNOUNCEMENTS

The Mayor welcomed Councillor Michele Scott to her first meeting of the Council, following her recent election at the Warbreck by-election.

With the permission of the Mayor, the Leader of Council also welcomed Councillor Scott to the meeting. The Leader then, on behalf of the Council, expressed thanks to the cross-party support across Blackpool in paying tribute to the victims of the recent Westminster terror attack.

MINUTES OF COUNCIL MEETING - WEDNESDAY, 29 MARCH 2017

The Mayor also announced that the Mayor Elect, Councillor Ian Coleman, had chosen Councillor Gary Coleman as the Deputy Mayor Elect for the forthcoming civic year.

4 EXECUTIVE REPORTS, COMBINED FIRE AUTHORITY REPORTS AND CHAIRMAN OF THE AUDIT COMMITTEE REPORT

The Leader of the Council and the Cabinet Secretary presented reports to the Council on work undertaken in their own portfolio area and those portfolios under their responsibility. The Leader of the Council also presented the report on behalf of the Deputy Leader. The reports covered corporate, strategic and policy issues, together with work being undertaken in transforming services and with partners.

On behalf of the representatives of the Lancashire Combined Fire Authority, Councillor T Williams presented a report detailing the work of the authority from the meetings held in September and December 2016 and February 2017.

The Chairman of the Audit Committee also presented his report to the Council, which detailed work of the committee during the last municipal year and its future work programme.

Questions, comments and debate were invited from all councillors on each of the report areas.

Notes:

- (1) During discussions on the reports from the Leader and Deputy Leader of the Council, the Council agreed to extend the time permitted for questions and comments by a further ten minutes, and the response time by five minutes.
- (2) The Leader of the Council agreed to provide written responses to:
 - Councillor Mrs Callow on the costs incurred when pursuing the collection of outstanding Council Tax debt and the proportion of monies recovered paid to bailiffs
 - Councillor T Williams on the number of businesses that had requested for their Business Rates to be remitted under Section 49 of the Local Government Finance Act 1988
 - Councillor Mrs Callow as to the proportion of the £50,000 funding secured from the Department for Communities and Local Government to support the production of a Masterplan for the Blackpool Airport Enterprise Zone, that would be spent on consultancy fees
 - Councillor Mrs Callow on whether there had been any interest in the development of the former Harry Ramsden building on the Promenade.
- (3) The Leader, on behalf of Councillor Campbell, agreed to provide clarification for:
 - Councillor Mrs Callow as to whether there had been any changes to the Planning Protocol and the involvement of Members at pre-application stage in view of the recent discussions of a proposed development in Norbreck ward
 - Councillor Mrs Callow on the number of fathers that had been involved in the FRED (Fathers Reading Every Day) project.

MINUTES OF COUNCIL MEETING - WEDNESDAY, 29 MARCH 2017

- (4) Following consideration of the report from the Deputy Leader, Councillor Mrs Henderson left the meeting.
- (5) During discussion on the report from the Cabinet Secretary, Councillor Blackburn declared a personal interest on the drug and alcohol tender paragraph within the report, as a non-executive director of the Calico group.
- (6) In response to a request from Councillor Clapham, Councillor Cain agreed to confirm the level of money being spent on drug and alcohol support.

5 APPOINTMENT OF STATUTORY DIRECTOR OF CHILDREN'S SERVICES

The Council was advised that Ms Diane Booth, who had been appointed as Director of Children's Services by the Chief Officers Employment Committee on Wednesday 25 January 2017 and who was currently serving her contractual notice with her current employers, had requested a start date for her new role as 24 April 2017.

Members were reminded that in line with the statutory guidance, the Council had agreed Ms Gani Martins as designated interim statutory Director of Children's Services whilst the Council recruited to the post.

Members were accordingly recommended to confirm Ms Booth as the statutory Director of Children's Services from the intended commencement date of her employment and to agree contingency arrangements in the case of any unforeseen events to appoint or vary the appointment of an interim Director of Children's Services.

Motion: Councillor Cain proposed (and Councillor Blackburn seconded):

- '1. To agree to appoint Ms Diane Booth as the Council's new statutory Director of Children's Services in accordance with Section 18 of the Children's Act 2004 with effect from 24 April 2017.
2. To agree to note that Ms Gani Martins will cease to be Council's interim statutory Director of Children's Services in accordance with Section 18 of the Children's Act 2004 with effect from 24 April 2017.
3. To agree to delegate authority to the Chief Executive to make any further necessary arrangements to appoint or amend the appointment of an interim statutory Director of Children's Services in accordance with Section 18 of the Children's Act 2004 in the event of any unforeseen events occurring between this meeting and the 24 April 2017.
4. To request that the Director of Governance and Partnerships makes all necessary amendments to the Council's Constitution.'

Motion carried: The motion was submitted to the Council and carried.

6 PAY POLICY STATEMENT

The Council considered the Pay Policy Statement, which was required to be approved for the 2017/ 2018 financial year. The Statement set out policy on Chief Officer Remuneration, remuneration of its lowest paid employees including the definition used for this group as well as the relationship between the chief officer remuneration and that of other staff.

Members noted that the policy was likely to be reviewed during the 2017/ 2018 year as a result of a number of changes proposed by the Government to the terms and conditions of public sector workers and that appropriate changes would be made and resubmitted to Council, when further guidance was issued.

Motion: Councillor Blackburn proposed (and Councillor Cain seconded):

‘To approve the Pay Policy Statement for the 2017/18 financial year’.

Motion carried: The motion was submitted to the Council and carried.

Mayor

(The meeting ended at 8.04 am)

Any queries regarding these minutes, please contact:
Lorraine Hurst, Head of Democratic Governance
Tel: 01253 477127
E-mail: lorraine.hurst@blackpool.gov.uk

Report to:	COUNCIL
Relevant Officer:	Mark Towers, Director of Governance and Partnerships
Relevant Cabinet Member:	Councillor Blackburn, Leader of the Council
Date of Meeting:	15 May 2017

APPOINTMENT OF COMMITTEES

1.0 Purpose of the report:

1.1 The Council will be asked to consider the appointment of its committees, in accordance with the Council's Constitution and the Local Government Act 1972.

2.0 Recommendation(s):

2.1 To appoint the following Council committees, in line with the political balance calculations and adjustments at Appendix 11(a) and to agree that the powers and duties remain as set out in the Council's Constitution:

- Audit Committee (membership of nine and with a composition of six Labour, three Conservative plus one co-opted member)
- Appeals Committee (membership of seven and with a composition of five Labour and two Conservative).
- Planning Committee (membership of seven and with a composition of five Labour and two Conservative).
- Standards Committee (membership of seven and with a composition of five Labour and two Conservative).
- Chief Officers Employment Committee (membership of seven and with a composition of five Labour and two Conservative).

2.2 That the Independent Remuneration Panel be asked to consider a suitable allowance for an Independent member of the Audit Committee and report back to Council accordingly.

2.3 That in relation to scrutiny:

- (i) To appoint the following committees, in line with the political balance calculations and adjustments at Appendix 11(a) and the revised responsibilities for functions set out in Appendix 11(b):
 - Tourism, Economy and Resources Scrutiny Committee (membership of nine and with a composition of six Labour and three Conservative)
 - Children's Scrutiny Committee (membership of nine and with a composition of six Labour and three Conservative).
 - Adults and Health Scrutiny Committee (membership of nine with a

composition of six Labour and three Conservative)

- (ii) To appoint two diocesan co-opted representatives and the two governor co-opted representatives to the Children's Scrutiny Committee
 - (iii) To agree that all three scrutiny committees are assigned the power to deal with any 'call-in' requests initiated in line with Part 4 of the Council's Constitution
 - (iv) To agree that the Chairman position in all three scrutiny committees is filled by a majority group councillor and the Vice Chairman position is filled by an opposition councillor representative.
- 2.4 That the Licensing Committee also be re-appointed with the powers and duties as set out in the Constitution (membership of fifteen and a composition of ten Labour and five Conservative).
- 2.5 Subject to (2.4) above, the Licensing Committee be requested to re-appoint the Public Protection Sub-Committee, with the powers and duties, as set out in the Constitution (membership of seven and with a composition of five Labour and two Conservative).
- 2.6 Subject to the approval of the above recommendations, to note the appointment of members to committees as set out in Appendix 11(c) (to be circulated separately) and thereafter any nominations or changes to nominations reported to the Director of Governance and Partnerships by the relevant Group Leader.
- 2.7 Subject to the approval of the above recommendations, to agree to the appointment of the Chairmen and Vice Chairmen for those committees and the Health and Wellbeing Board as identified at Appendix 11(c) based on the above recommendations.
- 2.8 To confirm the membership of the Health and Wellbeing Board as set out in Appendix 11(c) (to be circulated separately).
- 2.9 Subject to the approval of the above recommendations, to agree that the Director of Governance and Partnerships be authorised to amend the Constitution accordingly.
- 3.0 Reasons for recommendation(s):**
- 3.1 To enable Council business to be transacted by various committees and for the size of the committees to reflect the current political balance of the political groups on the Council. This will also meet statutory requirements.
- 3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

There are no other options other than a different or varied set of committees; however, the current committees have been appointed by Council in recent years and help transact the business of Council efficiently. The reconfiguration of scrutiny committees is in line with the health and social care transformation agenda.

4.0 Council Priority:

4.1 The appointment of Council committees will help the Council achieve all its priorities.

5.0 Background Information

5.1 **Overview and Scrutiny** - The Council currently has three scrutiny committees, two of which are based around the Council's priorities with the third focussing on health. In line with the Government's health and social care integration agenda, it is proposed that scrutiny of the portfolio areas in relation to adult services is combined with health scrutiny. In effect this would mean the following three scrutiny committees:

- Children's Scrutiny Committee
- Adults and Health Scrutiny Committee
- Tourism, Economy and Resources Scrutiny Committee

5.2 It is suggested that the three scrutiny committees meet approximately every eight weeks. Updated terms of reference for all scrutiny committees are attached at Appendix 11(b).

5.3 It is recommended that the Chairman for the three scrutiny committees be a majority party councillor and the Vice Chairman of the committees be an opposition councillor (as per current practice).

5.4 It is also recommended that the 'call in' of Executive decisions function, be dealt with by the relevant scrutiny committee, as per the proposed responsibilities.

5.5 **Audit Committee** – it is proposed that the Audit Committee appoints an appropriately qualified independent co-opted member, who would serve on the committee with non-voting rights. This is in line with the recommendation of the Audit Committee as part of the consideration of the action plan from the current Annual Governance Statement, to help strengthen the assurance and challenge role for that committee.

- 5.6 **Proposed committees** – the committees and their number of members are set out below:
- Tourism, Economy and Resources Scrutiny (nine members)
 - Children’s Communities Scrutiny (nine members plus four co-opted members)
 - Adults and Health Scrutiny (nine members)
 - Audit (nine members plus one co-opted independent member)
 - Appeals (seven members)
 - Planning (seven members)
 - Standards (seven members)
 - Chief Officers Employment (seven members)
 - Licensing (fifteen members)
- 5.7 Although not subject to political balance rules, it is recommended that the same methodology be applied to Licensing and for a committee of fifteen there would be ten Labour councillors and five Conservative councillors.
- 5.8 The Licensing Committee would also need to appoint one permanent sub-committee - Public Protection - which is subject to the political balance rules and therefore has to be included in the aggregated proportionality calculations.
- 5.9 In 2013, the Council appointed a Health and Wellbeing Board. The membership of the Board is also listed at Appendix 11(c)
- 5.10 A full schedule of political balance calculations for all the proposed committees and the permanent sub-committee is attached at Appendix 11(a).
- 5.11 **Appointment of Chairmen** - the appointment of Chairmen of committees can be undertaken by either the Council or the committees themselves. At previous Annual Council meetings, the Council has appointed the Chairmen and Vice Chairmen and it is recommended that this practice continues. Appendix 11(c) lists the notified names of committee members and proposed chairmanship and vice-chairmanship positions. (The appointment of the Chairmen and Vice Chairmen for the Public Protection Sub-Committee is a matter for the Licensing Committee to deal with).
- 5.12 In addition to the scrutiny chairmanship proposals, it is recommended that the Chairman of the Audit Committee be from the opposition group and the Vice Chairman be from the majority group. All the other proposals for Chairmen and Vice Chairmen are proposed from the majority group as has been previous practice.
- 5.13 The recent Planning peer review recommended the Labour group appointing one of its Cabinet Members to the Planning Committee (within its existing allocation of seats for that committee) to strengthen the link between that committee and the

Executive. This is common practice in a number of councils.

No

List of Appendices:

Appendix 11(a) - sets out the political balance calculations

Appendix 11(b) - sets out the revised responsibilities of the scrutiny committees

Appendix 11(c) - sets out the proposed members to be appointed to Council committees and the Health and Wellbeing Board (to be circulated separately).

6.0 Legal considerations:

6.1 The Local Government and Housing Act 1989 requires the Council to review periodically the political composition of the Authority and how this is applied to appointments to Council bodies. The rules for securing political balance on committees and sub-committees appointed by local authorities are contained in sections 15 and 16 of the Act and the Local Government (Committees and Political Groups) Regulations, 1990. See:

<http://www.legislation.gov.uk/uksi/1990/1553/regulation/17/made>

7.0 Human Resources considerations:

7.1 There are no Human Resources considerations.

8.0 Equalities considerations:

8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 Special responsibility allowances for the proposed Chairman and Vice Chairman are met from the Members Allowances budget. It is envisaged that any additional allowance for an independent member could be met from that budget.

10.0 Risk management considerations:

10.1 Failure to appoint certain committees will hinder the Council in maintaining its statutory duties i.e. consideration of planning applications, hearing of appeals etc.

11.0 Ethical considerations:

11.1 There are no ethical considerations.

12.0 Internal/ External Consultation undertaken:

12.1 The Leader of the Council and the Leader of the Conservative Group will put forward nominations for their representatives to serve on the recommended committees.

13.0 Background papers:

13.1 There are no additional background papers to this report.

Provisional Political Balance Allocations 2017/2018

STAGE 1 - Percentage representation on the Council:

Party	Membership	Percentage %
Labour	29	69.05
Conservative	13	30.95
	<hr/> 42	<hr/> 100

STAGE 2 - Total number of seats on committees to be allocated:

Committee Name	Membership
Tourism, Economy and Resources Scrutiny Committee	9
Children's Scrutiny Committee	9
Adults and Health Scrutiny Committee	9
Audit Committee	9
Planning Committee	7
Appeals Committee	7
Public Protection Sub-Committee	7
Chief Officers Employment Committee	7
Standards Committee	7
	<hr/> 7
Total	71

STAGE 3 - Total allocation of seats to each party:

(This stage is to ensure as far as possible that the number of seats allocated to a group in total, is in the same proportion as the number of members of the group on the Council as a whole)

Party	Number of seats	Seats (rounded up)
Labour	49.02	49
Conservative	21.98	22
		<hr/> 71

STAGE 4 - Working calculations for individual committees

(This stage is to ensure that as far as possible, the number of seats allocated to a group on each committee, is in the same proportion as the number of members of the group on the Council as a whole)

Note 1: Stage 3 overrides Stage 4

Note 2: The majority political group must have the majority of seats on every committee

Committee	Party	Seats on each committee	Seat entitlement	Total for each	Seats on each
Tourism, Economy and Resources Scrutiny	Labour	9	6.21	6	9
	Conservative		2.79	3	
Children's Scrutiny Committee	Labour	9	6.21	6	9
	Conservative		2.79	3	
Adults and Health Scrutiny Committee	Labour	9	6.21	6	9
	Conservative		2.79	3	
Audit	Labour	9	6.21	6	9
	Conservative		2.79	3	
Planning	Labour	7	4.83	5	7
	Conservative		2.17	2	
Appeals	Labour	7	4.83	5	7
	Conservative		2.17	2	
Public Protection Sub-Committee	Labour	7	4.83	5	7
	Conservative		2.17	2	
Chief Officers Employment	Labour	7	4.83	5	7
	Conservative		2.17	2	
Standards	Labour	7	4.83	5	7
	Conservative		2.17	2	
Total Seats				71	

	Stage 4	Stage 3
Labour	49	49
Conservative	22	22
	71	71

Note 3

In this scenario, stage 3 = stage 4 which means that no adjustments are necessary in the allocation of seats.

If the Council wishes to allocate seats **other** than described above, this would require a resolution of Council, which no member votes against.

Note 4

The Licensing Committee does not fall under these statutory rules and has therefore not been included in the political balance calculations

However, it is recommended that the composition of the Licensing Committee be also reflective of the political balance of the Council which equates for a committee of 15 to 10 Labour and 5 Conservative members.

Note 5

The Public Protection Sub-Committee **does** not derive its responsibility from the Licensing Act 2003 and is therefore part of the aggregate political balance calculations.

Proposed revised responsibilities for functions for scrutiny committees

(No change to the general provisions of the scrutiny committees)

Specific functions for the Tourism, Economy and Resources Scrutiny Committee

1. To scrutinise the functions and responsibilities within the portfolios of the Leader of the Council, Deputy Leader of the Council and Cabinet Member for Projects and Partnerships.
2. To undertake financial management monitoring including holding relevant budget holders to account.
3. To monitor and comment on the Council's treasury management strategy.
4. To assist the Council and the Executive in the development of its budget framework.
5. To undertake a budget consultation exercise with the Trade Unions and Non-Domestic Ratepayers and feedback observations/ recommendations from the consultations to Executive.
6. To discharge the Council's additional statutory responsibilities in terms of crime and disorder scrutiny (Sections 19 to 22 of the Police and Justice Act, 2006)
7. To discharge the Council's additional statutory responsibilities in terms of flood risk (Chapter 2, 9FH of the Localism Act 2011)

Specific functions for the Children's Scrutiny Committee

1. To scrutinise the functions and responsibilities within the portfolio of the Cabinet Secretary relating to Children's services.

Specific functions for the Adults and Health Scrutiny Committee

1. To scrutinise the functions and responsibilities within the portfolio of the Cabinet Secretary relating to Adult Services.
2. The scrutiny of local health services in accordance with the Health and Social Care Act 2001, S190 of the Health and Social Care Act 2012, the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013, and any consequential regulations, directions or guidance issued by the Secretary of State and in particular:
 - (i) To review how and to what effect health policy is being implemented, and health improvement achieved, by the Council and local National Health Service bodies and to make reports and recommendations, as appropriate.
 - (ii) To promote greater awareness of health issues within the borough and to engage the people of Blackpool in the health improvement agenda.

- (iii) To scrutinise any proposals for a substantial development or variation of health services within the authority's area, or any substantive changes that affect National Health Service patients residing within the authority's area.
 - (iv) To consider such other proposals as are referred to it by National Health Service bodies and the Council and to report back the result of its considerations to the referring body and others as appropriate.
 - (v) To appoint members to Joint Overview and Scrutiny Committees with other local authorities, as directed under the Health and Social Care Act 2001, to respond to consultation initiated by a National Health Service body, which is consulting more than one local authority on proposals for substantial development or variation in health services.
2. To scrutinise the functions and responsibilities of Public Health.

Report to:	COUNCIL
Relevant Officer:	Mark Towers, Director of Governance and Partnerships
Relevant Cabinet Member:	Councillor Blackburn, Leader of the Council
Date of Meeting:	15 May 2017

SCHEME OF DELEGATION

1.0 Purpose of the report:

1.1 The purpose of the report to agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree.

2.0 Recommendation(s):

2.1 To agree that no changes are made to the scheme of delegation for which the Council has responsibility.

3.0 Reasons for recommendation(s):

3.1 To undertake this annual review in accordance with the Council's Constitution.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

To make changes to the scheme of delegation relating to the Council functions, although this is not recommended.

4.0 Council Priority:

4.1 The review of the Scheme of delegation will help the Council achieve all its priorities.

5.0 Background Information

5.1 As Members will be aware, under the provisions of the Local Government Act 2000, the Executive ceased to be a committee of the Council within the meaning of the Local Government Act 1972 and the functions assigned to the Executive are for the Leader of the Council to delegate. The Council's non-executive functions and scheme of delegation are for the Council itself to delegate.

Does the information submitted include any exempt information?

No

List of Appendices:

None.

6.0 Legal considerations:

6.1 The Council's Constitution (Procedure Rule 2.2 of Part 4 of the Constitution) requires the Annual meeting to consider changes (if any) to the scheme of delegation or such part of it as the constitution determines it is for the Council to agree. The current scheme of delegation is set out in Part 3 of the Constitution (Responsibility for Functions).

7.0 Human Resources considerations:

7.1 There are no Human Resources considerations.

8.0 Equalities considerations:

8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 There are no financial considerations.

10.0 Risk management considerations:

10.1 There are no risk management considerations.

11.0 Ethical considerations:

11.1 There are no ethical considerations.

12.0 Internal/ External Consultation undertaken:

12.1 No further consultation has taken place with this item.

13.0 Background papers:

13.1 There are no additional background papers to this report.

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Report to:	COUNCIL
Relevant Officer:	Mark Towers, Director of Governance and Partnerships
Relevant Cabinet Member:	Councillor Blackburn, Leader of the Council
Date of Meeting:	15 May 2017

PROGRAMME OF MEETINGS 2017/ 2018

1.0 Purpose of the report:

1.1 The Council will be asked to consider a programme of meetings for the remainder of 2017 and the calendar year 2018.

2.0 Recommendation(s):

2.1 To approve the calendar of meetings and the start times of meetings as attached at Appendix 13(a).

3.0 Reasons for recommendation(s):

3.1 To have in place scheduled meeting dates to enable the Council's committees to transact their business during the Municipal Year.

3.2a Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No

3.2b Is the recommendation in accordance with the Council's approved budget? Yes

3.3 Other alternative options to be considered:

To not schedule meeting dates although this will not allow Council and its committees to plan their business and meeting dates for the municipal year ahead.

4.0 Council priority:

4.1 The appointment of Council committees will help the Council achieve all its priorities.

5.0 Background information

- 5.1 The Constitution states that at the Annual meeting of the Council, a programme of ordinary meetings of the Council shall be determined. In agenda item 11 there is a range of committees due to be considered, should these committees be appointed then the calendar put forward is reflective of those proposals. A similar cycle as before is proposed for the majority of committees with the revised scrutiny committees and Audit Committee moving to an (approximately) eight weekly cycle. There is also an Audit Committee meeting provisionally scheduled to take place as close as possible to 31 July 2018 as the timetable for the production of the Council's Statement of Accounts will change for that year.
- 5.2 It is for the Leader of the Council to schedule Executive meetings, but proposed dates have been listed in the programme at Appendix 13(a), for completeness. It will also be for the Licensing Committee to formalise the schedule of Public Protection Sub-Committee meetings.
- 5.3 In terms of the Health and Wellbeing Board, meeting dates have been scheduled only until the end of 2017 as it is anticipated that the pan-Lancashire arrangements may be in place at some point after that period.
- 5.4 Members will note that a budget scrutiny panel is likely to be included as the Tourism, Economy and Resources Scrutiny Committee will be asked to establish a budget scrutiny panel towards the end of 2017 (similar to last year). This will be scheduled in due course in line with the budget preparation timeline.
- 5.5 A proposed programme of meetings is set out at Appendix 13(a) with the start times for all committees are listed at the end of the Appendix.

Does the information submitted include any exempt information?

No

List of Appendices:

Appendix 13 (a) - Calendar of Meetings 2017/ 2018

6.0 Legal considerations:

- 6.1 The Council's Constitution provides for the Annual meeting to formulate a schedule of Council and Committee meetings for the forthcoming municipal year.

7.0 Human Resources considerations:

- 7.1 There are no human resources considerations.

8.0 Equalities considerations:

8.1 There are no equalities considerations.

9.0 Financial considerations:

9.1 There are no additional financial considerations.

10.0 Risk management considerations:

10.1 Failure to put in place a schedule of meetings will put at risk the ability for the Council to transact its business efficiently.

11.0 Ethical considerations:

11.1 There are no ethical considerations.

12.0 Internal/external consultation undertaken:

12.1 No further consultation has taken place with this item as the schedule of meetings is in accordance with previous practice.

13.0 Background papers:

13.1 There are no additional background papers to this report.

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CALENDAR OF MEETINGS – 2017

	Monday	Tuesday	Wednesday	Thursday	Friday
May	15 Annual Council	16	17	18	19
	22	23	24 Licensing Public Protection Sub	25	26
May/ June	29 Spring Bank holiday	30	31	1	2
June	5	6	7	8 Parliamentary Election	9
	12	13 Planning	14	15	16
	19 Executive	20 Public Protection Sub	21 Tourism, Economy and Resources Scrutiny	22 Audit	23
	26	27	28 Council	29 Children's Scrutiny	30
July	3 Appeals	4 Planning	5 Adults and Health Scrutiny	6	7
	10	11 Standards	12	13	14
	17 Executive	18 Public Protection Sub	19 Health and Wellbeing Board	20	21
	24	25	26	27	28
July/ Aug	31	1 Planning	2	3	4
Aug	7	8	9	10	11
	14	15 Public Protection Sub	16	17	18
	21	22	23	24	25
Aug/ Sept	28 Summer Bank holiday	29	30 Planning	31	1
Sept	4 Appeals	5	6	7 Children's Scrutiny	8
	11 Executive	12 Public Protection Sub	13 Tourism, Economy and Resources Scrutiny	14 Audit	15
	18	19	20 Council	21	22
	25	26 Planning	27 Adults and Health Scrutiny	28	29
		Monday	Tuesday	Wednesday	Thursday

2017

	Monday	Tuesday	Wednesday	Thursday	Friday
Oct	2	3	4	5	6
	9 Executive	10 Public Protection Sub	11	12	13
	16	17	18 Health and Wellbeing Board	19 Children's Scrutiny	20
	23 Appeals	24 Planning	25 Tourism, Economy and Resources Scrutiny	26	27
Oct/ Nov	30	31	1	2	3
Nov	6 Executive	7 Public Protection Sub	8	9	10
	13	14	15 Adults and Health Scrutiny	16 Audit	17
	20	21 Planning	22 Council	23	24
Nov/ Dec	27	28 Standards	29 Health and Wellbeing Board	30	1
Dec	4	5	6	7 Children's Scrutiny	8
	11 Executive	12 Public Protection Sub	13 Tourism, Economy and Resources Scrutiny	14	15
	18 Appeals	19 Planning	20	21	22
	25 Christmas Day	26 Boxing Day	27	28	29
	Monday	Tuesday	Wednesday	Thursday	Friday

CALENDAR OF MEETINGS – 2018

	Monday	Tuesday	Wednesday	Thursday	Friday
Jan	1 New Years Day	2	3	4	5
	8	9	10	11	12
	15 Executive	16 Public Protection Sub	17	18 Audit	19
	22	23 Planning	24 Adults and Health Scrutiny	25	26
Jan/ Feb	29	30	31 Council	1	2
Feb	5 Executive (Budget)	6 Public Protection Sub	7	8 Children's Scrutiny	9 Scrutiny Budget Consultation
	12	13	14	15	16
	19 Appeals Executive (Budget)	20 Planning	21 Tourism, Economy and Resources Scrutiny	22	23
Feb/ Mar	26	27	28 Budget Council	1	2
Mar	5	6	7	8	9
	12 Executive	13 Public Protection Sub	14 Adults and Health Scrutiny	15 Audit	16
	19	20 Planning	21 Council	22	23
	26	27	28	29	30 Good Friday
Apr	2 Easter Monday	3	4	5	6
	9 Appeals	10 Public Protection Sub	11	12 Children's Scrutiny	13
	16 Executive	17 Planning	18	19	20
	23	24	25 Tourism, Economy and Resources Scrutiny	26	27
Apr/ May	30	1	2	3 Audit	4
May	7 Early Spring Bank Holiday	8 Public Protection Sub	9 Adults and Health Scrutiny	10	11
	Monday	Tuesday	Wednesday	Thursday	Friday

2018

	Monday	Tuesday	Wednesday	Thursday	Friday
May	14 Annual Council	15	16	17	18
	21 Appeals Executive	22 Planning	23	24	25
May/June	28 Spring Bank holiday	29	30	31	1
June	4	5 Public Protection Sub	6 Tourism, Economy and Resources Scrutiny	7 Children's Scrutiny	8
	11	12 Standards	13	14	15
	18 Executive	19 Planning	20	21 Audit	22
	25	26	27 Council	28	29
July	2	3 Public Protection Sub	4 Adults and Health Scrutiny	5	6
	9	10	11	12	13
	16 Appeals Executive	17 Planning	18	19	20
	23	24	25	26	27
July/Aug	30 Audit	31 Public Protection Sub	1	2	3
Aug	6	7	8	9	10
	13	14 Planning	15	16	17
	20	21	22	23	24
Aug/Sept	27 Summer Bank holiday	28	29	30	31
Sept	3	4 Public Protection Sub	5	6 Audit	7
	10 Executive	11 Planning	12 Tourism, Economy and Resources Scrutiny	13 Children's Scrutiny	14
	17	18	19 Council	20	21
	24 Appeals	25	26 Adults and Health Scrutiny	27	28
Oct	1	2 Public Protection Sub	3	4	5
	8 Executive	9	10	11	12
	15	16 Planning	17	18	19
	22	23	24	25	26
Oct/Nov	29	30	31	1	2
	Monday	Tuesday	Wednesday	Thursday	Friday

Appendix 13(a)

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov	5 Executive	6 Public Protection Sub	7	8 Audit	9
	12	13 Planning	14 Tourism, Economy and Resources Scrutiny	15 Children's Scrutiny	16
	19	20	21 Council	22	23
Nov/Dec	26 Appeals	27 Standards	28 Adults and Health Scrutiny	29	30
Dec	3	4 Public Protection Sub	5	6	7
	10 Executive	11 Planning	12	13	14
	17	18	19	20	21
	24	25 Christmas Day	26 Boxing Day	27	28
	Monday	Tuesday	Wednesday	Thursday	Friday

These are day meetings due to the nature and length of their business:

- Appeals: start time 10.00am
- Annual Council: start time 2.00pm
- Health and Wellbeing Board: start time 3.00pm

These are early evening meetings due to the nature of their business and/ or public involvement and all start at 6.00pm:

- | | | | |
|------------------|---|-------------------------|-------------|
| • Council | • Children's Scrutiny | • Audit | • Planning |
| • Budget Council | • Tourism, Economy and Resources Scrutiny | • Licensing | • Standards |
| • Executive | • Adults and Health Scrutiny | • Public Protection Sub | |

The Chief Officers Employment Committee would meet as and when required.

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