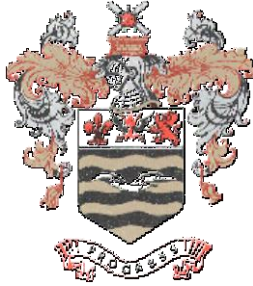


# Public Document Pack



## BLACKPOOL COUNCIL

Tuesday, 14 May 2019

To: The Members of Blackpool Council

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 Wednesday, 22 May 2019 commencing at 2.00 pm for the transaction of the business specified below.



Director of Governance and Partnerships

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### **Business**

**1 THE ELECTION OF THE MAYOR OF THE COUNCIL**

To elect the Mayor.

**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:

a) in relation to her forthcoming year and in respect of the service of the ex-Mayor.

At this point, the Mayor will present to the ex-Mayor, the ex-Mayor's badge.

## **6 DECLARATIONS OF INTEREST**

Members are asked to declare any interests in the items under consideration and in doing so state:

(1) the type of interest concerned either a

- (a) personal interest
- (b) prejudicial interest
- (c) disclosable pecuniary interest (DPI)

and

(2) the nature of the interest concerned

If any member requires advice on declarations of interests, they are advised to contact the Head of Democratic Governance in advance of the meeting.

## **7 MINUTES OF THE LAST MEETING HELD ON 27 FEBRUARY 2019** (Pages 1 - 6)

To agree the minutes of the last meeting held on 27 February 2019 as a true and correct record.

## **8 ANNOUNCEMENTS**

To receive official announcements from the Mayor.

## **9 ELECTION OF THE LEADER OF THE COUNCIL**

To elect the Leader of the Council, to serve for a four year term office, until the Annual Council meeting in 2023, in accordance with the Local Government and Public Involvement in Health Act 2007.

## **10 SCRUTINY COMMITTEES** (Pages 7 - 18)

The Council will be asked to consider the appointment of a Scrutiny Leadership Board and its Chairman. A review of the arrangements and terms of reference of the remaining Scrutiny committees is also to be considered.

**11 APPOINTMENT OF COMMITTEES** (Pages 19 - 28)

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/ CHANGES TO THE CONSTITUTION** (Pages 29 - 32)

The purpose of the report is to agree the scheme of delegation and consider changes to the Council's Constitution.

**13 PROGRAMME OF COUNCIL AND COMMITTEE MEETINGS** (Pages 33 - 44)

The Council will be asked to consider for approval a programme of meetings for 2019/ 2020 and to note provisional meeting dates from May to December 2020.

**14 APPOINTMENT OF HONORARY ALDERMAN OF THE BOROUGH** (Pages 45 - 48)

To make arrangements for a Special meeting of Council to confer upon one recently retired Councillor (former Councillor Kath Rowson), who, in the opinion of the Council, has rendered eminent service to the Borough, the title of 'Honorary Alderman'.

**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](mailto: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](http://www.blackpool.gov.uk).

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### Present:

Councillor G Coleman (in the Chair)

### Councillors

Benson	Critchley	Matthews	Singleton
Blackburn	Cross	Mitchell	Smith
Cain	Elmes	O'Hara	Stansfield
Callow	Galley	Owen	I Taylor
Mrs Callow JP	Mrs Henderson MBE	Robertson BEM	L Taylor
Campbell	Hobson	Roberts	L Williams
Clapham	Hunter	Rowson	T Williams
D Coleman	Hutton	Ryan	Mrs Wright
Collett	Jackson	D Scott	
Cox	Kirkland	Mrs Scott	

### In Attendance:

Neil Jack, Chief Executive

John Blackledge, Director of Community and Environmental Services

Alan Cavill, Director of Communications and Regeneration

Karen Smith, Director of Adult Services

Steve Thompson, Director of Resources

Mark Towers, Director of Governance and Partnerships

Lorraine Hurst, Head of Democratic Governance

Yvonne Burnett, Democratic Governance Senior Adviser

Jenny Bollington, Media Manager

## 1 DECLARATIONS OF INTEREST

Councillors Hutton, Singleton, Stansfield and L Taylor declared personal interests in agenda item 5 'Proposed Rent Review' as Council-appointed non-executive directors of Blackpool Coastal Housing Ltd.

In relation to agenda item 7 'Council Tax 2019/20':

- Councillors Hutton, Singleton, Stansfield and L Taylor declared prejudicial interests in relation to income from Blackpool Coastal Housing Ltd as Council-appointed non-executive directors
- Councillors Hobson, Hunter, Robertson and Singleton declared prejudicial interests in relation to income from Blackpool Housing Company Ltd as Council-appointed non-executive directors
- Councillors Blackburn, Jackson and T Williams declared personal interests as Council-appointed representatives on Lancashire Combined Fire Authority
- Councillor Blackburn also declared a personal interest as a tenant of a property owned by Blackpool Housing Company Ltd.

## MINUTES OF COUNCIL MEETING - WEDNESDAY, 27 FEBRUARY 2019

### 2 MINUTES OF THE LAST MEETING HELD ON 30 JANUARY 2019

**Resolved:** That the minutes of the Council meeting held on 30 January 2019 be signed by the Mayor as a correct record.

### 3 CAPITAL STRATEGY 2019/20 TO 2021/22

Councillors considered the recommendations from the Executive meeting of 4 February 2019 in relation to the proposed capital strategy which was intended to give an overview of how capital expenditure, capital financing and treasury management activities contribute to service provision, along with an overview of associated risks management activities and implications for future sustainability.

**Motion:** Councillor Blackburn proposed (and Councillor Campbell seconded):

‘To approve the Capital Strategy 2019/20 to 2021/22 incorporating the Property Investment Strategy.’

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

Note: Councillor D Coleman left the meeting following consideration of the item.

### 4 CAPITAL PROGRAMME 2019/20 TO 2021/22

The Council considered the recommendations of the Executive in relation to the Capital Programme for 2019/20 and noted that the programme ran concurrently with the 2019/20 revenue budget and projected forward indicative spending for three years.

Members also noted that the programmes had been drawn up based upon individual allocations and current proposals and would be reviewed as part of the budget processes for those years in light of changing priorities.

**Motion:** Councillor Blackburn proposed (and Councillor Campbell seconded):

‘To approve the recommendations of the Executive from its meeting held on 4 February 2019, namely:

1. To approve of the Capital Programme for 2019/20 as set out at Appendices A and B to the Executive report.
2. To adopt the Single Capital Pot approach as outlined in Section 4 of the Capital Programme report as circulated with the agenda for the Executive meeting with a top slice of 12.5% to allow for investment in key priority areas and overspends that are not otherwise fundable.
3. To approve the Capital Prudential indicators as identified in Appendix C to the Executive report.
4. That Executive approval continues to be required for all prudential borrowing schemes.’

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

## **5 PROPOSED RENT REVIEW 2019/20**

The Council considered the recommendations of the Executive from its meeting on 4 February 2019, regarding the levels of rents and service charges for Housing Revenue Account dwellings to be applied to the 2019/2020 financial year, as well as new charges for Housing Revenue Account Services and related Non-Housing Revenue Account properties.

**Motion:** Councillor Blackburn proposed (and Councillor Campbell seconded):

‘To approve the recommendations of the Executive from its meeting held on 4 February 2019, namely:

1. To agree that a rent reduction of a minimum of 1% is implemented for all Housing Revenue Account properties in 2019/2020.
2. To agree that the level of Housing Revenue Account balances remains protected at £1 million, as previously agreed.
3. To agree that the de-pooled services (as detailed in Appendix C to the report to the Executive) and that other service charges (as detailed in Appendix D and E to that report) are charged as outlined.’

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

## **6 TREASURY MANAGEMENT STRATEGY 2019/2020**

Members considered the recommendations of the Executive in relation to the proposed Treasury Management Strategy 2019/2020, which incorporated an Investment Strategy and set out how the Council would manage its investments and cashflows over the forthcoming financial year.

**Motion:** Councillor Blackburn proposed (and Councillor Campbell seconded):

‘To approve the recommendations of the Executive from its meeting held on 4 February 2019, namely:

1. To approve the Treasury Management Strategy 2019/20 including both the Borrowing and Investment Strategies set out in Annex C and Annex D to the Executive report.
2. To adopt the Treasury Management Policy Statement, the three key principles and four clauses taken from CIPFA’s Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2017 Edition) and set out in Annex B to the Executive report.
3. To approve the revised Prudential Indicators and limits for 2018/19 and the new Prudential Indicators and limits for 2019/20 – 2021/22 set out in Annex E to the Executive report.

## MINUTES OF COUNCIL MEETING - WEDNESDAY, 27 FEBRUARY 2019

4. To approve the Minimum Revenue Provision Policy Statement for 2019/20, which will ensure a prudent Minimum Revenue Provision charge in the annual statement of accounts. The policy is set out within Annex D to the report to the Executive.'

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

### 7 COUNCIL TAX 2019/ 2020

Members considered the recommendations from the Executive at its meetings on 4 February and 25 February 2019 in relation to the draft General Fund Revenue Budget and setting of Council Tax for 2019/2020.

Members firstly considered the proposed budget saving of as a result of the income from Blackpool Coastal Housing Ltd in the sum of £500,000 and technical savings of £150,000 from the recovery of development fees from Blackpool Housing Company Ltd.

**Motion 1:** Councillor Blackburn proposed (and Councillor Campbell seconded):

- '1. To approve the income from Blackpool Coastal Housing Ltd in the sum of £500,000 (line 4 of Section A, Appendix 2 Budget Savings of the report to the Executive on 4 February 2019)
2. To approve the technical savings of £150,000 from the recovery of development fees in respect of Blackpool Housing Company Ltd (line 1.1 of Section B, Appendix 2 Budget Savings of the report to the Executive on 4 February 2019.'

**Recorded vote:** The Council noted that under the Local Authorities (Standing Order) (England) (Amendment) Regulations 2014, there was a requirement for a recorded vote on setting the Council tax and budget. The voting was as follows:

**For the motion:** Councillors Benson, Blackburn, Cain, Campbell, Collett, Critchley, Cross, Elmes, Jackson, Kirkland, Matthews, Mitchell, O'Hara, Owen, Rowson, Ryan, Smith, I Taylor, L Williams, Mrs Wright - **Total 20.**

**Against the motion:** Councillors Mrs Callow, Callow, Clapham, Cox, Galley, Mrs Henderson, Roberts, Scott, Mrs Scott, T Williams – **Total 10.**

**Abstentions:** Councillor G Coleman – **Total 1.**

**Motion 1 carried:** The motion was therefore carried.

Note: Having declared prejudicial interests, Councillors Hobson, Hunter, Hutton, Robertson, Singleton, Stansfield and L Taylor left the meeting during consideration of the above part of the item.



## MINUTES OF COUNCIL MEETING - WEDNESDAY, 27 FEBRUARY 2019

**Motion 2:** Councillor Blackburn proposed (and Councillor Campbell seconded):

'To approve the following remaining recommendations outlined in Appendix 7(c), bringing together the recommendations from the Executive meetings on 4 February 2019 and 25 February 2019, into a summary document, set out in accordance with the requirements of the Localism Act 2011.

1. That the £1,544,000 Social Care Support Grant is allocated in full to Children's Social Care (ref. paragraph 4.7 of the report to the Executive on 4 February 2019).
2. To agree the level of net expenditure for the General Fund Revenue Budget 2019/20 of £124,073,000 (ref. paragraph 6.2 of the report to the Executive on 4 February 2019).
3. To agree a level of budget savings of £8.35m (ref. paragraphs 7.1 and 7.2 and Appendix 2 of the report to the Executive on 4 February 2019).
4. That the Chief Executive be authorised to take any necessary steps to ensure all staffing savings are achieved (ref. paragraph 8.1 of the report to the Executive on 4 February 2019).
5. To agree that the Business Loans Fund is increased from £100m to £200m with immediate effect (ref. paragraph 8.3 of the report to the Executive on 4 February 2019).
6. That the target level of working balances remains at £6m (ref. paragraph 10.4 of the report to the Executive on 4 February 2019).
7. To request a detailed review of earmarked reserves takes place at Provisional Outturn 2018/19 to reprioritise and un earmark funds to replenish working balances to their target level in 2019/20 should this be necessary (ref. paragraph 10.4 of the report to the Executive on 4 February 2019).
8. To agree that the 2019/20 costs of £1.188m associated with the Ofsted action plan are agreed and met from higher than anticipated returns from the Business Loans Fund (ref. paragraph 10.5 of the report to the Executive on 4 February 2019)
9. To adopt the formal Council Tax Resolutions set out at Appendix 7(c) (Annex 1) and in so doing agree a Council Tax Requirement of £56,838,000 and a Council Tax Base of 36,521.
10. To note the calculation of Aggregate Amounts as directed by Section 31A of the Local Government Finance Act 1992 as set out at Appendix 7 (c)(Annex 1 and 2).
11. To approve a level of Council Tax for the financial year 2019/20 of £1,556.31 at valuation Band D equivalent (a 2.99% increase excluding the precepts for the Police and Crime Commissioner for Lancashire and the Lancashire Combined Fire Authority).

## MINUTES OF COUNCIL MEETING - WEDNESDAY, 27 FEBRUARY 2019

12. To note that the Police and Crime Commissioner for Lancashire's precept for the financial year 2019/20 is £201.45 (a £24.00 increase, equivalent to 13.52%) for a Band D Tax equivalent and the Lancashire Combined Fire Authority precept for the financial year 2019/20 is £69.48 for a Band D Tax equivalent (a 2.99% increase).
13. To confirm that the aggregate levels of Council Tax for Valuation Bands A to H will be as below:

VALUATION BAND	A	B	C	D	E	F	G	H
	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9
	£	£	£	£	£	£	£	£
BLACKPOOL	964.45	1,125.20	1,285.93	1,446.68	1,768.16	2,089.65	2,411.13	2,893.36
ADULT SOCIAL CARE PRECEPT	73.09	85.27	97.45	109.63	133.99	158.36	182.72	219.26
BLACKPOOL TOTAL CTAX	1,037.54	1,210.47	1,383.38	1,556.31	1,902.15	2,248.01	2,593.85	3,112.62
POLICE	134.30	156.68	179.07	201.45	246.22	290.98	335.75	402.90
FIRE	46.32	54.04	61.76	69.48	84.92	100.36	115.80	138.96
COUNCIL TAX 2019/20	1,218.16	1,421.19	1,624.21	1,827.24	2,233.29	2,639.35	3,045.40	3,654.48

**Recorded vote:** The Council noted that under the Local Authorities (Standing Order) (England) (Amendment) Regulations 2014, there was a requirement for a recorded vote on setting the Council tax and budget. The voting was as follows:

**For the motion:** Councillors Benson, Blackburn, Cain, Campbell, Collett, Critchley, Cross, Elmes, Hobson, Hunter, Hutton, Jackson, Kirkland, Matthews, Mitchell, O'Hara, Owen, Rowson, Ryan, Singleton, Smith, I Taylor, L Taylor, L Williams, Mrs Wright - **Total 25.**

**Against the motion:** Councillors Mrs Callow, Callow, Clapham, Cox, Galley, Mrs Henderson, Roberts, Robertson, Scott, Mrs Scott, Stansfield, T Williams – **Total 12.**

**Abstentions:** Councillor G Coleman – **Total 1.**

**Motion 2 carried:** The motion was therefore carried.

### Mayor

(The meeting ended at 7.19 pm)

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

<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	<b>Mark Towers, Director of Governance and Partnerships</b>
<b>Relevant Cabinet Member:</b>	<b>Councillor Blackburn, Leader of the Council</b>
<b>Date of Meeting:</b>	22 May 2019

## SCRUTINY ARRANGEMENTS

### 1.0 Purpose of the report:

1.1 To consider the establishment of a Scrutiny Leadership Board and to appoint its Chairman. Council will also be asked to review the arrangements and terms of reference of the remaining Scrutiny Committees, following the review by North West Employers.

### 2.0 Recommendation(s):

2.1 To agree to constitute a Scrutiny Leadership Board to lead the scrutiny function, comprising the Chairs and Vice Chairs of the three Scrutiny Committees, the Audit Committee Chairman and a separate chairman and that the terms of reference for this Board be as set out in Appendix 10(a).

2.2 To agree the role profile for the chairman of the Scrutiny Leadership Board as set out at Appendix 10(b) and to appoint Councillor Maxine Callow as chairman of the Scrutiny Leadership Board, as she has significant experience of undertaking scrutiny and has also served on the Executive.

2.3 Subject to (2.1) and (2.2) above, that the Council receive a bi-annual report from the Chair of the Scrutiny Leadership Board on the impact of the scrutiny function.

2.4 To amend the Overview and Scrutiny Procedure Rules to allow the Chairman of the Scrutiny Leadership Board to attend and speak, but not vote at any Scrutiny Committee or Panel meeting, in accordance with the role.

2.5 To note the appointments to committees are to be made in the next agenda item (agenda item 11) but to agree as a principle that the Chairman positions in all three Committees be filled by majority group councillors and the Vice Chairman positions be filled by principal opposition councillor representatives.

2.6 To agree the role profile for the co-opted members of the Children and Young People's Scrutiny Committee at Appendix 10(c) and to delegate authority to the Director of Governance and Partnerships to determine the recruitment process for two diocesan co-opted representatives and the two governor co-opted representatives.

### **3.0 Reasons for recommendation(s):**

3.1 To ensure effective scrutiny at Blackpool Council.

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 to consider which would be in accordance with the North West Employers review.

### **4.0 Council Priority:**

4.1 The proposed Scrutiny Committees and the Scrutiny Leadership Board will focus on the proposed priorities of the Council and performance management in those areas.

### **5.0 Background Information: Overview and Scrutiny**

5.1 In 2018/ 2019 the Council had three scrutiny committees: Tourism, Economy and Resources Scrutiny Committee, Resilient Communities and Children's Scrutiny Committee and Adult Social Care and Health Scrutiny Committee. North West Employers (NWE) was commissioned to undertake a review of scrutiny at the Council and completed their review in September 2018 with a feedback event to Executive Members, Scrutiny Chairs and Vice Chairs and Senior Officers. Following the review a cross party working group was established to consider changes required and identify ways in which to implement the recommendations of the review.

5.2 A key recommendation of the NWE review proposed the introduction of a Scrutiny Leadership Board to drive forward the scrutiny function and be responsible for the work planning and leadership of the function. The review suggested that the Board be a management board comprising of the Chairs and Vice Chairs of each scrutiny committee, the Chair of Audit and a new Scrutiny Lead Member. At the Full Council meeting in January 2019, Members supported the introduction of the Scrutiny Leadership Board in principle. The proposed terms of reference of the new Scrutiny Leadership Board can be found at Appendix 10(a).

5.3 The Council is requested to appoint three scrutiny committees namely:

- Tourism, Economy and Communities Scrutiny Committee
- Children and Young People's Scrutiny Committee
- Adult Social Care and Health Scrutiny Committee

The proposal is a minor variation on the previous committee structure and allows for a clear and defined focus on scrutiny of Children's Services. Statutory scrutiny of the Community Safety Partnership and Flood Risk Management will be carried out by the Tourism, Economy and Communities Scrutiny Committee with the Adult Social Care and Health Scrutiny Committee designated to undertake statutory health scrutiny.

- 5.4 Previously, financial scrutiny has been carried out solely by the former Tourism, Economy and Resources Scrutiny Committee. In order to provide a more holistic approach the terms of reference for each committee have been amended to incorporate financial scrutiny of the services within the remit of each committee. In the new proposals, the Tourism, Economy and Communities Scrutiny Committee will have responsibility for scrutiny of the Council's core financial strategies including the Treasury Management Strategy and the Medium Term Financial Strategy. Proposed terms of reference for each Committee can be found at Appendix 10(a).
- 5.5 At the suggestion of the NWE review and with the support of the working group, the Council is asked to endorse the suggested regular informal meetings of the Scrutiny Leadership Board with the Executive and individual relevant cabinet members with Scrutiny Chairs and Vice Chairs of related committees in order to improve relationships and develop a stronger mechanism for input into policy development and forthcoming projects. These meetings will be undertaken informally with feedback to the Scrutiny Leadership Board as appropriate.
- 5.6 It is recommended that the Chair for the scrutiny committees be a majority party councillor and the Vice Chair of the committees be a principal Opposition councillor as previous practice. The Chair of the Scrutiny Leadership Board was identified in the review as a key role and a role profile has been drawn up attached at Appendix 10(b). It is considered that to further endorse the role of scrutiny, Councillor Mrs Maxine Callow be appointed Chair of this Board, as she has significant experience of undertaking scrutiny and has also served on the Executive. The Chair will report to Council twice a year on progress made and value added by the scrutiny function and it is recommended be allowed to attend and speak, but not vote at any Scrutiny Committee or Panel meeting, in accordance with the role.
- 5.7 It is proposed that any 'call-ins' will be dealt with by the scrutiny committee within which the subject matter falls into the terms of reference.
- 5.8 The appointments to the proposed committees are considered in the next agenda item in accordance with political balance proposals.
- 5.9 As a result of the many changes to scrutiny it is suggested that key policies and procedures be reviewed including the Overview and Scrutiny and Executive Member Protocol, the public speaking at Scrutiny Committee procedure and that a new procedure be introduced to strengthen the relationship between the Audit Committee and the scrutiny function in order to establish the pathway for the Audit Committee to make suggestions for scrutiny reviews. It is recommended that the

Scrutiny Leadership Board leads on this work.

- 5.10 A role profile for co-opted members has also been developed as a matter of good practice and it is proposed that these are used for appointing to the positions.

Does the information submitted include any exempt information? No

**List of Appendices:**

Appendix 10(a): Scrutiny Leadership Board and Scrutiny Committees' Terms of Reference

Appendix 10(b): Scrutiny Leadership Board Chair Role Profile

Appendix 10(c): Scrutiny Co-opted Member Role profile

**6.0 Legal considerations:**

- 6.1 The Local Government Act 2000 set out the statutory responsibilities in terms of the Council's scrutiny arrangements. This includes the requirement for co-opted members on scrutiny committees dealing with educational matters.

**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 may be a consideration in terms of members' allowances although these will be reported to the June Council meeting.

**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 A cross party working group was established prior to the election to consider the recommendations from the NWE review.

**13.0 Background papers:**

- 13.1 There are no additional background papers to this report.

## Section 3: Overview and Scrutiny

### Scrutiny Leadership Board

1. To co-ordinate the work of the scrutiny function, ensuring no duplication or gaps across the three committees and ensuring each committee is undertaking an effective programme of in-depth work.
2. To ensure a learning approach to scrutiny is taken, sharing lessons across the three committees and seeking to continuously improve the function.
3. To lead on the design and provision of any necessary development and training for scrutiny members and review of key scrutiny policies and documents including the role descriptions related to scrutiny.
4. To ensure robust systems capturing the added value of scrutiny and impact of reviews.
5. To raise the profile of scrutiny both internally and externally.
6. To meet with Executive Members both individually and collectively (and where appropriate the Corporate Leadership Team) during the Municipal Year on an informal basis, to discuss respective work programmes and future developments.
7. To undertake specific scrutiny activities in the following areas:
  - a. Oversight of key corporate cross-cutting strategies and plans, including the Council Plan and overarching performance against those strategies and plans.
  - b. To assist in identification of value for money reviews to be carried out by Scrutiny Committees to inform the budget scrutiny process.
  - c. Overarching role relating to monitoring key performance data of the Council.
  - d. To instigate task and finish working on key financial or strategic scrutiny topic areas.
  - e. To receive referrals for scrutiny work from the Audit Committee and develop the relationship between scrutiny and audit.

### Scrutiny Committees

1. To discharge the Council's overview and scrutiny responsibilities as detailed in the Local Government Act 2000. In order to carry out the functions effectively, the Committees will:
  - Hold the Executive and Cabinet Members to account in terms of both decisions taken and proposed Key decisions published in the Forward Plan
  - Undertake policy development task and finish work and monitor the implementation and impact of new and existing policies
  - Make reports or recommendations to the Executive with respect to the discharge of any executive or non-executive function of the Council and other public bodies in the area
  - Scrutinise relevant service performance information to ensure that targets are met in order to improve outcomes in these specific areas
  - Monitor the implementation of accepted scrutiny recommendations
  - Ensure compliance with the approved Protocol on Overview and Scrutiny Committee / Cabinet member relations
  - Undertake a series of scrutiny review panels

**RESPONSIBILITY FOR FUNCTIONS**

- Carry out value for money reviews in order to contribute to the Council's budget setting process
- 2. To deal with any decisions that have been 'called-in' in line with the approved procedure, i.e. to recommend that a decision made, but not implemented be reconsidered by the body or person who made it, or be referred to full Council in accordance with the Council's Overview and Scrutiny Procedure Rules.
- 3. To receive reports from the Local Government Ombudsman, when the Council is recommended to ensure the outcomes of decisions are presented to elected members.

**Specific functions for the Tourism, Economy and Communities Scrutiny Committee**

1. To scrutinise all functions and responsibilities of the Council except for Children's Services, Adult Services and Public Health.
2. To undertake financial management monitoring of the services that fall under the remit of the Committee including holding relevant budget holders to account.
3. To monitor and comment on the Council's treasury management strategy, medium term financial strategy and any other overarching financial strategies deemed appropriate.
4. 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)
5. 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 Adult Social Care and Health Scrutiny Committee**

1. To scrutinise the functions and responsibilities of the Council relating to Adult Services and Public Health.
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 challenge local health services on their performance and improve health outcomes for residents of Blackpool.
  - (ii) 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.
  - (iii) To promote greater awareness of health issues within the borough and to engage the people of Blackpool in the health improvement agenda.



**RESPONSIBILITY FOR FUNCTIONS**

- (iv) 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.
  - (v) 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.
  - (vi) 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.
  - (vii) To engage with Healthwatch Blackpool, the Health and Wellbeing Board and community and voluntary groups as appropriate in order to ensure the views of the service user are reflected.
2. To undertake financial management monitoring of the Council services that fall under the remit of the Committee including holding relevant budget holders to account.

**Specific functions for the Children and Young People's Scrutiny Committee**

- 1. To scrutinise the functions and responsibilities of the Council relating to Children's Services.
- 2. To undertake financial management monitoring of the services that fall under the remit of the Committee including holding relevant budget holders to account.

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## **Role Description: Chair of Scrutiny Leadership Board**

### **Your roles and responsibilities as the Scrutiny Lead Member**

- To be the visible lead of the scrutiny function at the Council, driving forward improvement and raising the profile of the function both internally and externally.
- To Chair the Scrutiny Leadership Board and ensure all scrutiny committees are working together to achieve value added and can demonstrate their impact.
- To be the key point of liaison between the Executive, Corporate Leadership Team and Scrutiny and lead in developing and improving those relationships.
- To support the Chairs and Vice Chairs of the Scrutiny Committees in carrying out their duties.
- To be active in undertaking research and improving your knowledge of Council and other relevant services; and in seeking out and identifying areas that scrutiny can have an impact on or can help improve.
- To work with the Scrutiny Manager (Statutory Scrutiny Officer) and Scrutiny Officers to achieve a positive, proactive and reactive scrutiny workplan.
- To prepare and present a report on the work of scrutiny to the full Council meeting periodically and answers questions from other councillors

### **Values, Skills and Attributes**

A full person specification can be found on the following page.

### **Time Commitment**

The position of Scrutiny Lead Member is a prominent role. You will be required to prepare for and attend meetings of the Scrutiny Leadership Board, attend and observe Scrutiny Committee meetings where necessary, meet regularly with key stakeholders including the Leader of the Council, Executive Members, Directors and the Scrutiny Manager.

You will also need to continually develop and increase your knowledge of the Council and the role of scrutiny through reading, research and by attending training and development events.

The time commitment is estimated to be four days per month.

**Person Specification for Scrutiny Lead Member**

	Essential/ desirable
<b>Background and experience</b>	
<ul style="list-style-type: none"> <li>• A record of achievement at senior leadership level</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of holding senior leaders to account and, in turn, accustomed to a high level of accountability</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of leading or managing significant change</li> </ul>	D
<b>Skills and personal attributes</b>	
<ul style="list-style-type: none"> <li>• Highly developed interpersonal and communication skills including being able to discuss sensitive issues tactfully</li> </ul>	E
<ul style="list-style-type: none"> <li>• Confidence in presenting and ability to question and challenge appropriately</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to analyse reports and data and review issues objectively</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to take responsibility for decisions and ensuring that decisions are well informed</li> </ul>	E
<ul style="list-style-type: none"> <li>• A good listener and disciplined speaker, able to weigh up arguments and summarise for others</li> </ul>	E
<ul style="list-style-type: none"> <li>• Commitment to taking a proactive role including undertaking extensive reading and research, regularly attending meetings and attending training events/seminars</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to act with integrity, adhere to governance policies and understand the importance of avoiding conflicts of interest</li> </ul>	E
<ul style="list-style-type: none"> <li>• Personal integrity and commitment to confidentiality in appropriate circumstances</li> </ul>	E

## **Role Description: Scrutiny Co-opted Member**

There is a requirement, where a council is responsible for education functions for certain voting co-optees to be appointed to the relevant committee. The provisions made in the Education Act 1996 Act apply to overview and scrutiny committees by virtue of Schedule 1 of the 2000 Local Government Act.

For most authorities, this will mean the appointment of two diocesan representatives (one Church of England and one Catholic) and two parent governor representatives (one primary, one secondary, and both from maintained schools). Such co-optees have voting rights on all education matters and can participate in discussions on other items on the Committee's agendas.

Appointments to the positions will be made on an annual basis, however, existing co-optees will be invited to continue in their role – normally for up to three years - before a new appointment is sought.

### **Your role and responsibilities as a scrutiny co-opted member**

Your contribution is vital to effective scrutiny in Blackpool. You can do this by ensuring that you:

- Prepare for meetings by reading the agenda thoroughly
- Participate and fully contribute in meetings
- Identifying areas within education or related matters for further consideration
- Build your understanding of scrutiny through attending training and other events
- Be independent and value the importance of good scrutiny.

### **Values, Skills and Attributes**

As a scrutiny co-opted member, you should be able to demonstrate that you:

- Can analyse and evaluate data and research presented, identifying potential outcomes and recommendations that would improve services
- Understand and be able to monitor performance and service delivery and investigate and address the causes of underperformance
- Have strong listening and questioning skills
- Have confidence in challenging others appropriately and be prepared to test answers to questions, assumptions and statements
- Have a high level of knowledge of education matters in Blackpool.

### **Time Commitment**

You will be expected to take the time to thoroughly read agendas and papers, giving consideration to areas for questioning, subject matters for further investigation and potential recommendations that could be made.

Each Committee is scheduled to meet five times per year in the evening, with meetings on average lasting approximately two hours. Before each meeting a pre Committee briefing will be held that all

## **Blackpool Council**

members are requested to attend and regular training events will be provided through the year at which attendance is expected. The time commitment, including all preparation, per meeting is estimated to be six hours.

You may also be asked to participate in Review Panels relating to education matters. Panels investigate issues in more depth and can vary between one of meetings and lengthy reviews depending on subject matter. It is therefore difficult to estimate time commitment, however, members will be expected to read and research the subject matter in detail.

### **Additional information**

Statutory co-opted members are subject to the code of conduct and are required to make a declaration of disclosable pecuniary interests and to declare offers of gifts and hospitality made to them in their role as a co-opted member.

<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member:</b>	Councillor Blackburn, Leader of the Council
<b>Date of Meeting:</b>	22 May 2019

## 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, with powers and duties as set out either in the Council's Constitution or previously agreed earlier on the agenda:

- Scrutiny Leadership Board
- Adult Social Care and Health Scrutiny Committee
- Tourism, Economy and Communities Scrutiny Committee
- Children and Young People's Scrutiny Committee
- Audit Committee
- Appeals Committee
- Planning Committee
- Standards Committee
- Chief Officers Employment Committee
- Shareholder's Advisory Board

2.2 To agree the political balance attached at Appendix 11(a) and appointments to the above committees at Appendix 11(b), the latter will be circulated separately.

2.3 To reappoint the Licensing Committee with the powers and duties as set out in the Constitution (membership of fifteen and a composition of eight Labour, five Conservative, one Norbreck Independent and one Blackpool Independent).

2.4 Subject to (2.3) above, to request the Licensing Committee to re-appoint the Public Protection Sub-Committee, with the powers and duties, as set out in the Constitution including the Chair and Vice-Chair.

- 2.5 To agree that any nominations or changes to committees be reported to the Director of Governance and Partnerships by the relevant Group Leader for implementation.
- 2.6 Subject to the approval of the above recommendations, to agree to the appointment of the Chairmen and Vice Chairmen for those committees as identified at Appendix 11(b) (to be circulated separately) based on the above recommendations.
- 2.7 To confirm the membership of the Health and Wellbeing Board and the appointment of the Chair and Vice-Chair of the Board as set out in Appendix 11(b) (to be circulated separately).
- 2.8 To agree that the quorum of the Shareholder’s Advisory Board is two members.
- 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.

**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 **Proposed committees** – the committees are set out below:

- Scrutiny Leadership Board
- Adult Social Care and Health Scrutiny Committee



- Tourism, Economy and Communities Scrutiny Committee
  - Children and Young People’s Scrutiny Committee
  - Audit Committee
  - Appeals Committee
  - Planning Committee
  - Standards Committee
  - Chief Officers Employment Committee
  - Shareholder’s Advisory Board
- 5.2 Following the all out election on 2 May, the political makeup is 23 Labour, 15 Conservative and two groups of two independent members – the Norbreck Independent Group (comprising of Councillors Maxine and Peter Callow) and the Blackpool Independents (comprising of Councillors Gary and Debbie Coleman). Prior to the election, it was 26 Labour, 12 Conservative, three Blackpool Independent Residents Group and one independent member. This has caused a need to review the political balance calculations in order to meet the requirements of the Local Government and Housing Act 1989 and the associated regulations.
- 5.3 Although not subject to political balance rules, it is recommended that the same methodology be applied to Licensing and for a committee of fifteen would be eight Labour councillors, five Conservative councillors, one Norbreck Independent councillor and one Blackpool Independent group councillor.
- 5.4 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.
- 5.5 A full schedule of political balance calculations for all the proposed committees and the permanent sub-committee is attached at Appendix 11(a). These have been allocated by ‘political group’. A ‘political group’ is one, which has been constituted in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990 and consists of at least two members.
- 5.6 **Appointment of Chairs** – these can be undertaken by either the Council or the committees themselves. At previous Annual Council meetings, the Council has appointed the Chairs and Vice Chairs and it is recommended that this practice continues. Appendix 11(b) (to be circulated separately) lists the notified names of committee members and proposed chair and vice-chair positions. The appointment of the Chair and Vice Chair for the Public Protection Sub-Committee is a matter for the Licensing Committee to deal with.

5.7 It is recommended that as has been previous practice:

- the Chair of the Audit Committee is from the principal opposition group and the Vice Chair from the majority group
- all other proposals for Chairs and Vice Chairs are proposed from the majority group.

The Chairs of scrutiny committees are referred to in the previous item.

**List of Appendices:**

Appendix 11(a) - Political balance calculations

Appendix 11(b) - Proposed membership of the Council's 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/ukxi/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 Chairs and Vice Chairs are met from the Members Allowances' budget, which is currently subject to review and will be reported to the June Council meeting.

**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 Group Leaders 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.

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## Provisional Political Balance Allocations 2019/2020

**STAGE 1 - Percentage representation on the Council:**

Party	Membership	Percentage %
Labour	23	54.76
Conservative	15	35.71
Norbreck Independents	2	4.76
Blackpool Independents	<u>2</u>	<u>4.76</u>
	42	100.00

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

Committee Name	Membership
Scrutiny Leadership Board	8
Tourism, Economy and Communities Scrutiny Committee	9
Children and Young People's Scrutiny Committee	9
Adult Social Care and Health Scrutiny Committee	9
Audit Committee	9
Planning Committee	9
Appeals Committee	5
Public Protection Sub-Committee	9
Chief Officers Employment Committee	9
Standards Committee	5
Shareholder's Advisory Board	<u>4</u>
<b>Total</b>	<b>85</b>

**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)
Labour	46.55	47
Conservative	30.36	30
Norbreck Independents	4.05	4
Blackpool Independents	4.05	<u>4</u>
		<b>85</b>

**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	Allocation for each committee	Adjusted seat allocation	New total of seats on each committee
Scrutiny Leadership Board	Labour	8	4.38	4	3	8
	Conservative		2.86	3	4	
	Norbreck Independents		0.38	0	1	
	Blackpool Independents		0.38	0	0	
Tourism, Economy and Communities Scrutiny Committee	Labour	9	4.93	5	5	9
	Conservative		3.21	3	3	
	Norbreck Independents		0.43	0	0	
	Blackpool Independents		0.43	0	1	
Children and Young People's Scrutiny Committee	Labour	9	4.93	5	5	9
	Conservative		3.21	3	3	
	Norbreck Independents		0.43	0	0	
	Blackpool Independents		0.43	0	1	
Adult Social Care and Health Scrutiny Committee	Labour	9	4.93	5	5	9
	Conservative		3.21	3	3	
	Norbreck Independents		0.43	0	0	
	Blackpool Independents		0.43	0	1	
Audit	Labour	9	4.93	5	5	9
	Conservative		3.21	3	3	
	Norbreck Independents		0.43	0	1	
	Blackpool Independents		0.43	0	0	
Planning	Labour	9	4.93	5	5	9
	Conservative		3.21	3	3	
	Norbreck Independents		0.43	0	0	
	Blackpool Independents		0.43	0	1	
Appeals	Labour	5	2.74	3	4	6
	Conservative		1.79	2	2	
	Norbreck Independents		0.24	0	0	
	Blackpool Independents		0.24	0	0	
Public Protection Sub-Committee	Labour	9	4.93	5	5	9
	Conservative		3.21	3	3	
	Norbreck Independents		0.43	0	1	
	Blackpool Independents		0.43	0	0	
Chief Officers Employment	Labour	9	4.93	5	5	9
	Conservative		3.21	3	3	
	Norbreck Independents		0.43	0	1	
	Blackpool Independents		0.43	0	0	
Standards	Labour	5	2.74	3	3	5
	Conservative		1.79	2	2	
	Norbreck Independents		0.24	0	0	
	Blackpool Independents		0.24	0	0	
Shareholder's Advisory Board	Labour	4	2.19	2	2	3
	Conservative		1.43	1	1	
	Norbreck Independents		0.19	0	0	
	Blackpool Independents		0.19	0	0	
<b>Total Seats</b>			<b>69</b>			<b>85</b>

	Stage 4	Stage 4 (revised)	Stage 3
Labour	47	47	47
Conservative	29	30	30
Norbreck Independents	0	4	4
Blackpool Independents	0	4	4
	<b>76</b>	<b>85</b>	<b>85</b>

**Note 3**

Stage 3 overrides Stage 4, but political balance rules require that the administration must have a majority on every committee. (Council agreed in principle in January 2019, to have a Scrutiny Leadership Board which was not politically balanced). The seat allocation has been adjusted accordingly. This also takes into account the necessity to allocate seats to the independent groups

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 to a committee of 15: 8 Labour, 5 Conservative, 1 Norbreck Independent, 1 Blackpool Independent

**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.

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<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member:</b>	Councillor Blackburn, Leader of the Council
<b>Date of Meeting:</b>	22 May 2019

## **SCHEME OF DELEGATION/ CHANGES TO THE CONSTITUTION**

### **1.0 Purpose of the report:**

1.1 The purpose of the report to agree the scheme of delegation.

### **2.0 Recommendation(s):**

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

2.2 To agree that the Director of Resources be authorised to appoint an interim Deputy Statutory Finance Officer to cover a period of planned absence.

### **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 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. There are no proposed changes to the scheme of delegation.

5.2 Mr Redmond the Chief Accountant, who is also the Deputy Statutory Finance Officer is due to take a period of planned absence from work. Council is asked to delegate to the Director of Resources the authority to appoint an interim Deputy Statutory Finance Officer for the relevant period of time.

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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<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member:</b>	Councillor Blackburn, Leader of the Council
<b>Date of Meeting:</b>	22 May 2019

## PROGRAMME OF MEETINGS 2019/ 2020

### 1.0 Purpose of the report:

1.1 The Council will be asked to consider for approval a programme of meetings for 2019/ 2020 and to note provisional meeting dates from May to December 2020.

### 2.0 Recommendation(s):

2.1 To approve the calendar of meetings for 2019/ 2020 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.

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 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.

5.4 Meeting dates for the joint Economic Prosperity Board have not been added at this stage as these will be confirmed and added at a later date.

Does the information submitted include any exempt information?

No

**List of Appendices:**

Appendix 13(a) - Calendar of Meetings 2019/ 2020

**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 – May 2019 to May 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
May	6 Early May Bank Holiday	7	8	9	10
	13	14	15	16	17
	20	21	22 Annual Council	23	24
	27 Spring Bank Holiday	28	29	30	31
June	3 Licensing	4 Planning	5	6	7
	10 Appeals Executive	11	12 Public Protection Sub	13 Audit	14
	17	18	19 Health and Wellbeing Board Tourism, Economy and Communities Scrutiny	20 Children and Young People's Scrutiny	21
	24	25	26 Council	27	28
Jul	1	2 Shareholder's Advisory Board Planning	3 Adult Social Care and Health Scrutiny	4	5
	8	9 Standards	10	11	12
	15 Executive	16	17	18	19
	22 Appeals	23 Public Protection Sub	24	25 Audit	26
Jul/ Aug	29	30	31 Planning	1	2
Aug	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26 August Bank Holiday	27	28	29	30
Sept	2	3 Planning	4	5	6
	9	10 Licensing Public Protection Sub	11	12 Audit	13
	16 Appeals Executive	17 Shareholder's Advisory Board (BCH/BHC)	18 Council	19 Scrutiny Leadership Board	20
	23	24	25	26	27
Sept/ Oct	30	1 Planning	2	3 Health and Wellbeing Board	4
Oct	7	8 Shareholder's Advisory Board (BTS/SGAO)	9 Tourism, Economy and Communities Scrutiny	10 Children and Young People's Scrutiny	11
	14 Executive	15 Public Protection Sub	16 Adult Social Care and Health Scrutiny	17	18
	21	22	23	24	25

Appendix 13(a)

	Monday	Tuesday	Wednesday	Thursday	Friday
Oct/ Nov	28	29	30	31	1
Nov	4 Appeals	5 Shareholder's Advisory Board (BECL/BOC) Planning	6	7	8
	11 Executive	12 Public Protection Sub	13	14 Audit	15
	18 Appeals	19 Standards	20	21 Scrutiny Leadership Board	22
	25	26	27 Council	28	29
Dec	2	3 Licensing	4 Health and Wellbeing Board Tourism, Economy and Communities Scrutiny	5 Children and Young People's Scrutiny	6
	9 Executive	10 Planning	11 Adult Social Care and Health Scrutiny	12	13
	16	17 Public Protection Sub	18	19	20
	23	24	25 Christmas Day	26 Boxing Day	27
Dec/ Jan	30	31	1 New Year's Day	2	3
Jan	6	7	8	9	10
	13	14	15	16	17
	20 Appeals Executive	21 Public Protection Sub	22 Planning	23 Audit	24
	27	28 Shareholder's Advisory Board (BCH/BHC)	29 Council	30	31
Feb	3 Executive (budget)	4	5 Tourism, Economy and Communities Scrutiny	6	7
	10	11 Planning	12 Adult Social Care and Health Scrutiny	13 Children and Young People's Scrutiny	14
	17	18	19	20	21
	24 Executive (budget)	25 Public Protection Sub	26 Council (budget)	27	28
March	2 Appeals	3 Planning	4	5 Scrutiny Leadership Board	6
	9	10 Shareholder's Advisory Board (BTS/SGAOL)	11	12 Audit	13
	16 Executive	17 Public Protection Sub	18 Health and Wellbeing Board	19	20

**Appendix 13(a)**

	23	24	25 Council	26	27
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>

## Appendix 13(a)

	Monday	Tuesday	Wednesday	Thursday	Friday
March /April	30	31 Planning	1	2	3
April	6	7	8	9	10 Good Friday
	13 Easter Monday	14	15	16	17
	20 Executive	21 Public Protection Sub	22 Tourism, Economy and Communities Scrutiny	23 Children and Young People's Scrutiny	24
April/ May	27 Appeals	28 Planning	29 Adult Social Care and Health Scrutiny	30 Audit	1
May	4 Early May bank holiday	5 Shareholder's Advisory Board (BOCL/BECL)	6	7 POLLING DAY – PCC ELECTION	8
	11 Annual Council	12	13 Licensing	14	15
	Monday	Tuesday	Wednesday	Thursday	Friday

### Timing of meetings

The following 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
- Shareholder's Advisory Board: start time 2.00pm

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

- |                  |   |                             |             |
|------------------|---|-----------------------------|-------------|
| • Council        | • Adult Social Care and Health Scrutiny     | • Audit                     | • Planning  |
| • Budget Council | • Children and Young People's Scrutiny      | • Licensing                 | • Standards |
| • Executive      | • Tourism, Economy and Communities Scrutiny | • Scrutiny Leadership Board |             |

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

It is recommended that the Public Protection Sub-Committee determines the appropriate start time based upon membership.

### Provisional calendar of meetings – May to December 2020

This may be subject to change as the calendar will be considered at the Annual Council meeting in 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
May	11 Annual Council	12	13 Licensing	14	15
	18 Executive	19 Planning	20	21 Scrutiny Leadership Board	22
	25 Spring bank holiday	26	27	28	29
June	1	2 Public Protection Sub	3	4	5
	8	9	10	11 Audit	12
	15 Executive	16 Planning	17 Health and Wellbeing Board Tourism, Economy and Communities Scrutiny	18 Children and Young People's Scrutiny Committee	19
	22	23 Standards	24 Adult Social Care and Health Scrutiny	25	26
June/July	29	30 Public Protection Sub	1 Council	2	3
July	6 Appeals	7 Planning Shareholder's Advisory Board (All)	8	9 Scrutiny Leadership Board	10
	13 Executive	14	15	16	17
	20	21	22	23	24
	27	28 Public Protection Sub	29	30 Audit	31
Aug	3	4 Planning	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
Aug/Sep	31 Summer bank holiday	1 Planning	2	3	4
Sep	7 Executive	8 Public Protection Sub	9 Tourism, Economy and Communities Scrutiny	10 Children and Young People's Scrutiny	11
	14 Appeals	15 Shareholder's Advisory Board (BCH/BHC)	16 Council	17 Adult Social Care and Health Scrutiny	18
	21	22	23	24	25
Sep/Oct	28	29 Planning	30	1 Audit	2
Oct	5 Executive	6 Public Protection Sub	7 Health and Wellbeing Board	8	9
	12	13 Shareholder's Advisory Board (BTS/SGAOL)	14	15 Scrutiny Leadership Board	16
	19	20 Planning	21	22	23

	Monday	Tuesday	Wednesday	Thursday	Friday
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**Appendix 13(a)**

	Monday	Tuesday	Wednesday	Thursday	Friday
Oct	26	27	28	29	30
Nov	2 Executive	3 Public Protection Sub	4	5	6
	9	10 Licensing	11	12	13
	16	17 Planning	18 Tourism, Economy and Communities Scrutiny	19 Children and Young People's Scrutiny	20
	23 Appeals	24 Shareholder's Advisory Board (BECL/BOCL)	25 Council	26	27
Nov/Dec	30	1 Standards	2 Health and Wellbeing Board	3 Audit	4
Dec	7 Executive	8 Public Protection Sub	9 Adult Social Care and Health Scrutiny	10	11
	14	15 Planning	16	17	18
	21	22	23	24	25 Christmas Day
Dec/Jan	28 Bank holiday	29	30	31	1
	Monday	Tuesday	Wednesday	Thursday	Friday

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<b>Report to:</b>	<b>COUNCIL</b>
<b>Relevant Officer:</b>	Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member</b>	Councillor Simon Blackburn, Leader of the Council
<b>Date of Meeting</b>	22 May 2019

## HONORARY ALDERMAN

### 1.0 Purpose of the report:

- 1.1 To consider, under section 249(1) of the Local Government Act 1972, whether to make arrangements for a Special meeting of Council to confer upon one recently retired Councillor (former Councillor Kath Rowson), who, in the opinion of the Council, has rendered eminent service to the Borough, the title of 'Honorary Alderman'.

### 2.0 Recommendation(s):

- 2.1 To agree to hold a special meeting of Council to confer the title of 'Honorary Alderman' of the Borough of Blackpool under section 249(1) of the Local Government Act 1972 to former Councillor Kath Rowson, the time and date of this to be agreed by the Mayor.

### 3.0 Reasons for recommendation(s):

- 3.1 To recognise long-serving councillors who have made an exceptional contribution to the Borough and their community during their time in office.

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:

None.

### 4.0 Council Priority:

- 4.1 The recommendations in this report meet all the Council's priorities.

## **5.0 Background Information**

- 5.1 At the meeting of the Council on 25 November 2015, the Council unanimously agreed to adopt the award of Honorary Alderman of the Borough under section 249(1) of the Local Government Act 1972 and it also agreed the process and criteria for such conferment.
- 5.2 The title of Honorary Alderman may be conferred on persons who have, in the opinion of the Council, rendered eminent services to the borough, but who are no longer serving Members. There is no specific definition of 'eminent services', it being left to the discretion of the Council to assess and recognise any individual's contribution to the activities of the Council and the borough. Whilst the award of Honorary Alderman of the Borough does not convey with it any legal rights or responsibilities, Honorary Aldermen support the office of Mayor and are invited to attend civic ceremonial events. A minimum of 15 years' service as a councillor was agreed as part of the criteria in November 2015. Former Councillor Rowson served for 20 years.
- 5.3 It would be expected that an Honorary Alderman would be invited to civic events, act as ambassador for the Council and promote civic pride within the borough. Honorary Aldermen would also be entitled to a car park permit and if appropriate use of a tram/ bus passes, operated by the Transport company.
- 5.4 In accordance with Section 249 of the Local Government Act 1972, nominees must receive the support of not less than two-thirds of the Members voting at a special meeting convened for that purpose and this report is to agree that a special meeting be set up, hopefully prior to the June Council meeting, for such purposes.

Does the information submitted include any exempt information?                      No

### **List of Appendices:**

None.

## **6.0 Legal considerations:**

- 6.1 Section 249(1) of the Local Government Act 1972 allows Councils to confer the award of Honorary Alderman.

## **7.0 Human Resources considerations:**

- 7.1 There are no Human Resource considerations

**8.0 Equalities considerations:**

8.1 There are no equalities considerations

**9.0 Financial considerations:**

9.1 A small badge of office has been purchased which has been met from within current budgets.

**10.0 Risk management considerations:**

10.1 There are no risk management considerations

**11.0 Ethical considerations:**

11.1 The conferring of such an award recognises the dedicated service the nominee will have made to the borough of Blackpool.

**12.0 Internal/ External Consultation undertaken:**

12.1 Consultation has taken place with the Mayor Elect regarding this report and the holding of a special meeting.

**13.0 Background papers:**

13.1 None.

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