



## **Annual Meeting of the Council**

Wednesday, 20 May 2015 at 14:00  
Lowther Pavilion, West Beach, Lytham, FY8 5QQ

TO: THE MEMBERS OF FYLDE BOROUGH COUNCIL

THE MAYOR - MR R.K. EASTHAM  
DEPUTY MAYOR – COUNCILLOR K.M HENSHAW JP

Councillors	B. Aiken	Councillors	N. Harvey
	C. E. Akeroyd		P.J. Hayhurst
	F.R. Andrews		P. Hodgson
	T. Ashton		A. Jacques
	M.E. Bamforth		C. Little
	J. Barker		R. Lloyd
	K. Beckett iso		J.K. Mulholland
	B. Blackshaw		B.A. Nash
	J. Brickles		E. Nash
	K. Buckley		G. Neale
	M. Chew		L. J. Nulty
	A. Clayton		E.A. Oades
	D. Collins		S. Pitman
	P. Collins		A.G. Pounder
	M. S. Cornah		R. Redcliffe
	L. Davies		L. Rigby
	D. Donaldson		V. Settle
	D. Eaves		E.M. Silverwood
	S. M. Fazackerley		J.R. Singleton JP
	Dr T. Fiddler		R. Small
	T. Ford JP		H.A Speak
	R. Fradley		R. Taylor
	G. Goodman JP		R. Thomas
	S. Green		T. Threlfall
	P. Hardy		V.M Willder

At the commencement of the meeting, the Mayor (Mr Kevin Eastham) will occupy the Chair. The Deputy Mayor, (Councillor Karen Henshaw) will sit in the Chair on the right of the Mayor

Prayers will be offered by the retiring Mayor's Chaplain, Reverend Alan Clark.

### **Mayor's Welcome**

The Mayor (Mr Kevin Eastham) will welcome everyone to the meeting and take the opportunity to speak about his year in office.

### **B U S I N E S S**

1. To elect a Mayor for the Borough of Fylde for the ensuing Municipal Year.

Mover: Councillor Elizabeth Oades

Seconder: Councillor Linda Nulty

"That Councillor Peter Hardy be elected Mayor of the Borough of Fylde, for the ensuing Municipal Year".

Upon the Resolution being passed, the newly elected Mayor will proceed to the dais and will there make his Declaration of Acceptance of Office as Mayor of the Borough of Fylde.

The Mayor's Attendant will then escort the newly elected Mayor to the retiring room accompanied by the retiring Mayor, the Chief Executive, and the Mover and Seconder of the Resolution, where the newly elected Mayor will be invested with the Robe and Chain of Office and so escorted will return to the Main Hall and occupy the Chair.

The Mayoress, Mrs Sheila Hardy, will be invested with the Mayoress's Chain of Office.

2. To appoint a Deputy Mayor of the Borough of Fylde for the ensuing Municipal Year.

Mover: The Mayor, Councillor Peter Hardy

Seconder: Councillor Peter Collins

"That Councillor Heather Ann Speak, be appointed Deputy Mayor of the Borough of Fylde, for the ensuing Municipal Year".

Upon the Resolution being passed, the newly elected Deputy Mayor will proceed to the dais to make her Declaration of Acceptance of Office as Deputy Mayor of the Borough of Fylde and thereafter will be invested with the Chain of Office.

The Deputy Mayoress, Mrs Jen Robinson will be invested with the Badge of Office.

The Mayor will present to the immediate past Mayor (Mr Kevin Eastham) an Illuminated Record containing the Resolution passed in May 2014, electing him to the Office of Mayor, together with his past Mayor's Badge. The Mayor will then present to Mrs Valerie Eastham, her past Mayoress' badge.

The Mayor will then address the Council.

3. Declarations of Interest.
4. To confirm as a correct record the attached minutes of the meeting of the Borough Council held on 30 March 2015.
5. Mayor's Announcements, including:-
  - (i) Appointment of Reverend Bundy as Chaplain to the Mayor
  - (ii) Civic Sunday – Sunday, 7th June 2015, St Michael's Church.
6. The Chief Executive to report receipt of any relevant communications which have been received subsequent to the agenda being sent out.
7. Appointment of Leader and Deputy Leader of the Council
8. Confirmation of Committees and Allocation of Membership
9. Appointment to Outside Bodies
10. Schedule of Meetings

The code of conduct for members can be found in the council's constitution at

[www.fylde.gov.uk/council-and-democracy/constitution](http://www.fylde.gov.uk/council-and-democracy/constitution)

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# Minutes Council

<b>Date:</b>	Monday, 30 March 2015
<b>Venue:</b>	Lowther Pavilion, Lytham
<b>Members:</b>	Mayor (Councillor Kevin Eastham) Deputy Mayor (Councillor Karen Henshaw)  Councillors Brenda Ackers, Ben Aiken, Christine Akeroyd, Frank Andrews, Susan Ashton, Timothy Ashton, Keith Beckett ISO, Julie Brickles, Karen Buckley, David Chedd, Maxine Chew, Alan Clayton, Peter Collins, Fabian Craig-Wilson, Susan Cunningham, John Davies, Leonard Davies, David Donaldson, Charlie Duffy, David Eaves, Sue Fazackerley, Dr Trevor Fiddler, Tony Ford JP, Nigel Goodrich, Peter Hardy, Paul Hayhurst, Howard Henshaw, Paul Hodgson, Ken Hopwood, Angela Jacques, Cheryl Little, Kiran Mulholland, Barbara Nash, Edward Nash, Linda Nulty, Elizabeth Oades, Albert Pounder, Dawn Prestwich, Richard Redcliffe, Louis Rigby, Elaine Silverwood, John Singleton JP, Heather Speak, Thomas Threlfall, Vivienne Willder
<b>Officers:</b>	Allan Oldfield, Paul Walker, Ian Curtis, David Oxley, Lewis Middleton, Ross McKelvie, Murray Don, Sharon Wadsworth.
<b>Other attendees:</b>	Reverend Alan Clark and 12 members of the public

## Prayers

Prayers were offered by Reverend Alan Clark, the Mayor's Chaplain, which included a moments silence as a mark of respect for Bernard Judge (a long standing employee of the Council) who sadly died on 3 March.

## 1. Declarations of interest

Members were reminded that any disclosable pecuniary interests should be declared as required by the Localism Act 2011 and any personal or prejudicial interests should be declared as required by the Council's Code of Conduct for Members.

Councillors Fiddler, Rigby and Threlfall declared a personal and prejudicial interest in agenda item 13, the nature of the interest being that they were members of Freckleton Parish Council. They withdrew from the meeting during the consideration and voting on this item.

## 2. Confirmation of minutes

Councillor Oades proposed an amendment to the minutes of the last Council meeting, seconded by Councillor Hayhurst, as outlined below to reflect the questions raised at the last meeting.

*"A question was asked about whether the Trust could be varied and that a solicitors advice be obtained and reported to the next meeting."*

Following a brief debate and a vote by show of hands the amendment to amend the minutes was lost.

Councillor Fazackerley seconded the proposal by the Mayor and RESOLVED: To approve the minutes of the Council meeting, held on 3 March 2015, as a correct record for signature by the Mayor.

Councillors Fiddler, Rigby and Threlfall did not take part in any debate or voting on the above matter.

### 3. Mayor's Announcements

The Mayor spoke about the well turned out Mayoral Ball that was held at the Grand Hotel on Friday 27<sup>th</sup> March. An impressive £2,500 was raised on the night for the Mayoral charities, YMCA and RNLI.

He expressed his thanks to David Oxley, the Mayors attendant, and Jo Collins, the Mayors secretary, for all their help and assistance with the event and during his Mayoral year.

The Mayor was pleased to see sand yachting back in St Annes for a trial run event and looked forward to more in the future.

As the Mayor reflected on his enjoyable year in the chair he expressed his thanks to the professional and polite way business had been conducted and how much he had appreciated being the mayoral representative.

The Mayor closed his announcements by conveying his best wishes to members that were standing in the upcoming election and to those that were retiring.

### 4. Chief Executive's Communications

The Chief Executive commended the time, effort and dedication the members had devoted and was looking forward to working with returning and new councillors after the election.

### 5. Questions from Members of the Council

The following question had been submitted by Councillor Oades;

*"Does the Leader agree with me that councillors should take an active role in setting the budget and that scrutiny should also be used as an important tool in the budget process?"*

Councillor Fazackerley, Leader of the Council, responded that she was confident that the current level of engagement would continue going forward with the new governance system and the practical arrangements with regards to the scrutiny process would be the responsibility of the new council. Governance arrangements, as proposed by the cross party working group, ensure that the scrutiny function is embedded in the programme committees.

Budget proposals would remain open for comment from the members of the public and the business communities and the new programme committees would be provided with the opportunity to articulate their opinion of budget priorities, with an opening budget being presented to each committee in November each year. If the new arrangements are deemed by members not to provide the necessary degree of scrutiny and challenge then revised constitution changes may be necessary to correct that position.

In exercising her right to ask a supplementary question, Councillor Oades referred to the proposed capital grant to Freckleton Parish Council and to rumours and misinformation, which she said was circulating in Freckleton. Responding, Councillor Fazackerley expressed disappointment at the content of Councillor Oades' question.

The following question had been submitted by Councillor Eaves;

*"Could the portfolio holder give members an update on the progress of the coastal defence project?"*

Councillor Threlfall, Portfolio Holder for Environment and Partnerships, responded that work on the strategy fund replacement Fairhaven and Church Scar has taken many years. The Strategic Appraisal Report which locally began to make a business case for the replacement of a particular section of the coastal defence was submitted to the large projects review group in London in October 2013. The group subsequently approved the report in January 2014. The next stage was the preparation and agreement of a Project Appraisal Report which was fully funded from a grant from DEFA. This report looked at specific details of the project. Currently two consultation events have taken place in Fairhaven and costings are underway. Once the report is complete it would be submitted for sign off by the review group in London in August 2015. The council would expect to hear the results shortly after that date. The government had recently announced that it had brought forward funding for Fairhaven and Church Scar and as a result of lobbying by the council to secure the funding as soon as possible we now show £16.1 million funding for over three years. The Fylde Peninsula Coastal Programme Board, made up of senior officers and portfolio holders from the three Fylde Coast authorities has helped to lever in and release millions of pounds in investment. A small project team acts on behalf of the board. Cllr Threlfall thanked the officers for their work in this project.

#### 6. Questions from Members of the Public

There were two questions from members of the public that were read out by the Chief Executive, Allan Oldfield.

Question 1 - Miss Bess Sharp, Lytham;

*"I would like to ask why the council cannot provide me with smaller bins as I can't get any as you are out of stock and won't order any more as you have to buy in bulk of 300"*

Councillor Pounder, Portfolio Holder for Customer and Operational Services, responded that Fylde Council carried a replacement stock of 240L (green and grey) and 180L (blue and brown) wheeled bins. These were the preferred standard option after extensive consultation when the wheeled bins were introduced. The smaller bins for the green and grey waste are not supplied as the individual unit price is high and there is not sufficient demand to place a bulk order. The bins are issued to the property and remain at the address if the resident moves out. Therefore the standard sized bins are issued to all households. It is not a requirement to leave the bin out for every scheduled collection. If the bin is not full many customer choose to wait until the next collection.

Question 2 - Mike Wright, Warton;

*"Planning Officers regularly grant major planning applications subject to a high number of conditions. Developers are regularly in breach of these conditions - examples being the long running battle by residents in Wrea Green to ensure compliance and a more recent example in Warton where FBC advised the developer that they were in breach and that they should stop work - but to no avail. Residents are repeatedly being told that FBC do not have sufficient resources to adequately police compliance. This clearly leaves the door wide open for developers to abuse the system. FBC have a statutory and legal obligation to ensure compliance and, whilst it is accepted that national planning guidance ties the hands of planning & enforcement officers to some degree, the same guidance states that 'Effective enforcement is important as a means of maintaining public confidence in the planning system'.*

*Residents and local communities increasingly feel let down by FBC's lack of meaningful enforcement and lack of clear evidence of that enforcement. In order to re-build confidence with local communities, what reassurances can the Chief Exec and Head of Planning give that adequate resources are being allocated in the coming financial year to ensure that compliance is given the same priority and resources as new planning applications? And what reassurances can they give that the enforcement process will be much more transparent than it is now?"*

Before Councillor Fiddler, Portfolio Holder for Planning and Development, responded to the question he clarified that although the question asked for reassurances from the Chief Executive and the Head of Planning the Constitution did not allow officers to provide responses to questions at Full Council and that any response would be from the Portfolio Holder.

He went on to state that the National Planning Policy Framework sets out clear guidance to local planning authorities that they should facilitate rather than hinder sustainable development. The Framework sets out that “Local planning authorities should consider whether or otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations.” In line with this guidance, Fylde Borough Council attaches conditions to the vast majority of planning permissions it grants.

The responsibility for complying with planning conditions rests with the developer. There is a formal process in place that requires the submission of details and their discharge by the local planning authority.

Any work carried out in breach of a condition attached to a planning permission is unauthorised. As with any other breach of planning control, the local planning authority needs to establish what form of enforcement action is appropriate having regard to national guidance and the implications of that breach.

In line with the guidance contained within the National Planning Practice Guidance (NPPG), this would start by seeking to ensure compliance through negotiation and discussion with the developer. The aim is to ensure compliance with planning legislation rather than seeking to punish a developer for non-compliance. If a developer continues work contrary to the advice of the local planning authority, then they do so at their own risk. The NPPG sets out that local planning authorities should avoid taking formal enforcement action where there is a trivial or technical breach of control which causes no material harm or adverse impact on the amenity of the site or the surrounding area;

Fylde Borough Council considers that there are adequate resources in place to ensure compliance with planning legislation but, in common with many local planning authorities, works in partnership with the local community to ensure potential breaches are brought to the attention of the Council. There is no evidence of anyone being repeatedly told that there was insufficient resources to police planning conditions.

Planning enforcement is a discretionary function of the Council and so there is no statutory or legal obligation for the Council to commence enforcement action.

The development sites that have been referred to in the question have been visited by the Council’s tree specialist, planning enforcement and planning officers. A great deal of resource had been used to investigate alleged breaches of planning control in a manner that is appropriate and proportionate. Many of the alleged breaches that have been investigated at key sites have been unfounded and others are subject to planning investigation and subsequent possible action.

The Council’s Planning Enforcement Charter sets out how it will investigate reports of unauthorised development and the levels of service that both the complainant and the person who the complaint has been made about can expect.

Councillor Fiddler gave his assurance that the enforcement service would continue to work within the defined parameters.

## 7. Notice of Motion - Crematorium

Following notice given under rule 11 of the Council Procedure Rules, the following Motion was proposed by Councillor Keith Beckett and seconded by Councillor Oades.

*“The Notice of Motion is that the Council look in to Crematorium re-Extension to the Chapel and Car Parking as for it to be put in to the next capital program”.*

Councillor Beckett stated that the current facilities at the crematorium were no longer fit for purpose and that he wanted the Council to look at increasing the size and capacity of the chapel and car parking facilities.

Following a discussion an amendment was moved by Councillor Little and seconded by Councillor Fazackerley as following;

“That this issue is looked at and considered during the next municipal year in preparation for submission to the next capital programme.”

Following a vote by a show of hands the amendment was CARRIED.

The substantive motion, amended as set out, was then CARRIED by a show of hands.

## 8. Governance Arrangements

Councillor Buckley presented the new constitution for formal adoption by the Council. She explained that a new constitution was necessary to formalise the move from the Leader and Cabinet system of governance to a committee system.

Councillor Fazackerley seconded the proposal, and following a show of hands it was RESOLVED to adopt the amended constitution as the council's new constitution with effect from the 2015 annual meeting of the council.

## 9. Community Infrastructure Levy (CIL); The Preparation of a Draft Charging Schedule and a Regulation 123 (Infrastructure) List

Councillor Dr Fiddler updated the Council of the Community Infrastructure Levy (CIL), the preparation of a Charging Schedule and the drafting of a Regulation 123 (Infrastructure) List for Fylde. He explained that the new charge can be levied on owners or developers carrying out built development so that they contribute to the costs of providing the infrastructure needed to support development of the area and would become the primary mechanism for securing infrastructure contributions following its adoption. Section 106 (S106) would still apply, particularly in relation to larger schemes, to mitigate the impacts of specific developments. It was confirmed that the CIL would only fully come into force when the Local Plan for Fylde is implemented.

Councillor Pounder seconded the proposal and, following a brief discussion and show of hands, it was RESOLVED to:

1. Approve the preparation and progression of a Community Infrastructure Levy (CIL) through the prescribed consultation stages to adoption.
2. Approve the preparation of a Charging Schedule, which would set out the charging rates. The proposed charging rates would be subject to an independent examination by an examiner from the Planning Inspectorate.
3. Approve the drafting of a Regulation 123 list of all of the infrastructure types and projects that it was intended would be or may be, wholly or partly funded by CIL.
4. Prepare and present to members a further report once the above recommendations are achieved to approve the final proposals.



10. Request for Funded Budget Increase – Funded by Use of Retained Section 106 (Planning Agreement) – Sums

Councillor Buckley presented the report regarding the request from Great Places Housing Group for financial support with the delivery of an affordable housing scheme in St Anne's. The Section 106 sum held by the Council had been specifically provided in connection with a housing development in Lytham and the scheme had full planning permission and would provide much needed additional affordable housing in St Anne's.

The proposal was seconded by Councillor Fiddler and following a show of hands it was RESOLVED to approve the fully-funded revenue budget increase in the sum of £300,000 in 2015/16 to meet the payment to Great Places Housing Association to assist the provision of affordable housing at the former Kwik Save site in St Annes. The monies would be met from the Section 106 Planning Agreement sum retained by the Council in an equivalent sum (arising from the Hastings point development) which was held specifically for this purpose.

11. Review of Scrutiny

Councillor Fazackerley gave a brief history of the life of the scrutiny committees and in announcing the formal end of the Overview and Scrutiny Committees congratulated the members of the committees for all their time and work with officers and residents over the years. Councillor Fazackerley expressed her own thanks to the chairmen of the committees, Councillors Craig-Wilson and Mulholland.

Councillor Buckley seconded the proposal, and following a show of hands it was RESOLVED to:

1. Receive the report of the Council's Scrutiny Committees on their work and to thank those members who had served on those committees for their input.
2. Note that the work of current Steering Groups and Task & Finish Groups would be addressed by the appropriate programme committee under the new governance arrangements.

12. Noting of Urgent Decisions Taken 2014/2015

Councillor Fazackerley gave formal notification that there had been no urgent decisions made by Cabinet during the last 12 months.

Councillor Buckley seconded the proposal and it was RESOLVED to note the report.

13. Budget 2015/16 Capital Scheme – Contribution to Freckleton Memorial Garden Community Project

Councillors Fiddler, Rigby and Threlfall left the room, having declared a personal and prejudicial interest at the beginning of the meeting.

Councillor Fazackerley presented a proposal for a contribution to the Friends of Freckleton Memorial Park for a scheme to create a fully inclusive play area and surrounding gardens within Freckleton Memorial Park. In doing so Councillor Fazackerley provided members with the background and events leading to the request, clarification on different types of possible funding and the current stage that the Friends group were at in the community parks improvement programme.

Councillor Fazackerley moved the following recommendations, seconded by Councillor Mulholland;

1. To approve a capital contribution of £50,000 to the Friends of Freckleton Memorial Park Community Group subject to;
  - a) The project being managed and money spent through Fylde Councils Parks Development processes,

- b) Confirmation when funding in place for the whole project before going out to tender and reporting to committee,
- c) That a time limit of two years is placed on securing the total project funding and that if the project funding has not been secured within the time limit the contribution is rescinded and returned to the capital investment reserve,
- d) Fylde Council to receive full publicity for its contribution in any publicity or communication release including on site notice boards.

Councillor Oades moved the following amendment, seconded by Councillor Hayhurst;

1. At this stage in the community parks programme, £20,000 of the capital budget is immediately given to the Friends of Freckleton Memorial Garden to immediately aid match funding.
2. That the existing £30,000 budget be held in the capital budget until such time as the Friends group has exhausted all its external fundraising efforts. If, at that time, the £30,000 is still needed by the group to complete the scheme, the funds should be released to them.
3. That the Friends group be urged to apply to the Rawstorne Trust and the Freckleton Charitable Trust for donations towards the project.
4. That £20,000 is put into future years' capital budgets in order that Town and Parish Councils, in conjunction with Parks groups, can in future access funding to access external funding schemes to improve parks throughout the Borough.

Following a full debate and a recorded vote, having been requested by five or more members under council procedure rule 14.5(i), the amendment was LOST.

**Votes for the amendment (19):** Councillors K Henshaw, Beckett, Brickles, Chedd, Chew, Clayton, Collins, J Davies, Duffy, Ford, Hardy, Hayhurst, H Henshaw, Hodgson, Hopwood, Nulty, Oades, Silverwood and Speak.

**Votes against the amendment (24):** Councillors Ackers, Aitken, Akeroyd, Andrews, S Ashton, T Ashton, Buckley, Craig-Wilson, Cunningham, L Davies, Donaldson, Eaves, Fazackerley, Goodrich, Jacques, Little, Mulholland, B Nash, E Nash, Pounder, Prestwich, Redcliffe, Singleton and Willder.

**Abstentions (1):** Councillor Eastham

A brief debate followed, during which Councillor Mulholland moved under council procedure rule 12.11(c) that the question be now put. The Mayor considered that the motion had been sufficiently discussed, and put procedural motion to the vote. The procedural motion was carried by a show of hands.

The substantive motion, as originally proposed by Councillor Fazackerley was voted on and by a show of hands was CARRIED.

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# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	20 MAY 2015	7

## APPOINTMENT OF LEADER AND DEPUTY LEADER

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

Members are invited to appoint a leader and deputy leader of the council.

### RECOMMENDATIONS

1. Appoint a leader and deputy leader of the council.

### SUMMARY OF PREVIOUS DECISIONS

Not applicable

### REPORT

1. The council's constitution requires that the council appoint a leader to hold office for the next four years<sup>1</sup> and allows it to appoint a deputy leader.
2. Members are invited to appoint a leader and deputy leader.

IMPLICATIONS	
Finance	None arising from the report.
Legal	None arising from the report.
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

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<sup>1</sup> The term of office of the leader also ends if they resign, cease to be a councillor, or are removed by a resolution of the council.

REPORT AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 658506	12 May 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	COUNCIL	20 MAY 2015	8

## CONFIRMATION OF COMMITTEES AND ALLOCATION OF MEMBERSHIP

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The council is required to confirm the committees that it wishes to appoint at its Annual Meeting in a year when there are council elections. It must also allocate the membership of those certain committees in accordance with the principles of political balance under the Local Government and Housing Act 1989.

Members are also asked to appoint members of the Member Development Steering Group.

### RECOMMENDATIONS

1. Appoint the committees set out in the appendix for the municipal year 2015-16, with the terms of reference set out against each committee.
2. Allocate committee seats in accordance with the principles of political balance as set out in the table in paragraph 6.
3. Invite the political groups (if they have not already done so) to submit their nominations to the seats allocated to them in accordance with the Local Government and Housing Act 1989 and regulations made under it.
4. (If nominations have been received from the political groups) Appoint members to seats on committees required to be politically balanced in accordance with the nominations made by the political groups, and appoint Mr Ronald Ellwood and Mr Brian Horrocks as co-opted members of the Chief Officer Employment Committee.
5. Appoint members to the Licensing Committee, which is not required to be politically balanced.
6. Appoint chairmen and vice-chairman to all committees.
7. Appoint eight members to the Member Development Steering Group, and appoint a chairman and vice-chairman to the group.

### SUMMARY OF PREVIOUS DECISIONS

The council receives a similar report each year at the meeting preceding its annual meeting. In an election year, the report must be presented to the annual meeting.

## REPORT

### POLITICALLY BALANCED COMMITTEES

1. Under its constitution, the council is required at its annual meeting in an election year to decide which committees to establish for the municipal year; decide the size and terms of reference for those committees; and decide the allocation of seats on those committees to political groups in accordance with the political balance rules where applicable.
2. The appendix sets out the committees which the council is obliged to appoint following the governance referendum which was held in 2014, with their terms of reference. The size of each committee is as put forward by the majority political group following the May 2015 elections. The council is invited to appoint those committees as its committees for the municipal year 2015-16 with the terms of reference and size as set out.
3. The Local Government and Housing Act 1989 requires the council to calculate the membership of committees in accordance with the requirements of political balance set out in the act. The act also requires that the council give effect to those calculations by allocating seats in accordance with the wishes of the political groups<sup>1</sup> to whom the seats have been allocated<sup>2</sup>. The four principles of political balance can be summarised like this:
  - All seats on a committee must not be allocated to the same group;
  - The majority group must have the majority of seats on each committee;
  - The total number of committee seats across the council must be allocated proportionately to the number of seats each group has on the full council; and
  - The seats on each committee must be allocated in proportion to the number of seats of each group on the full council.
4. The four principles are in order of priority. This means that the second principle is applied subject to the first. Similarly, the third principle is applied subject to the first and the second, and so on.
5. Under recent legislative changes<sup>3</sup>, the council must appoint at least two co-opted members to its Chief Officer Employment Committee. The co-opted members must be drawn from the independent persons appointed as part of the member standards machinery under the Localism Act 2011. The council is therefore invited to appoint Mr Ronald Ellwood and Mr Brian Horrocks as co-opted members of the Chief Officer Employment Committee in addition to other members.
6. The table below sets out a distribution of seats across committees that fulfils the requirement for political balance. Committees that are not required to be politically balanced are not included.

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<sup>1</sup> A political group must have at least two members to count for the purposes of the 1989 act.

<sup>2</sup> Where a seat is allocated in accordance with the political balance principles to members who do not belong to a political group, the choice of non-group member to fill the seat rests with the council.

<sup>3</sup> See paragraphs 5-6 of schedule 3 to the Local Authorities (Standing Orders) (England) Regulations 2001. The provisions set out criteria for deciding which independent persons to appoint. An independent person who is a local government elector for Fylde must be preferred to one who is not.

Committee	Total seats	Con	Ind	Lib Dem	Others
Finance and Democracy	12	7	3	1	1
Environment, Health and Housing	12	7	3	1	1
Operational Management	12	8	4	0	0
Tourism and Leisure	12	8	3	0	1
Development Management	12	7	3	1	1
Public Protection	11	7	3	0	1
Audit and Standards	9	6	3	0	0
Chief Officers Employment	6	4	2	0	0

The table above is a permutation that would meet the requirements for political balance. It is not the only possible permutation which would meet the requirements for political balance.

7. If all of the political groups are able to nominate the individual members they wish to fulfil their allocations on each committee, the council can make those individual appointments at today's meeting. It is obliged to follow the nominations of each group to seats allocated to that group.<sup>4</sup>
8. If appointments to committees are made at today's meeting, members are also invited to appoint a chairman and vice-chairman to each committee.

#### LICENSING COMMITTEE

9. The Licensing Committee is not subject to the political balance rules. It is concerned exclusively with carrying out the council's responsibilities under the Licensing Act 2003 and the Gambling Act 2005. The committee has a membership of **15** and the council is invited to appoint that number of members to the committee, including appointments as chairman and vice-chairman.

#### MEMBER DEVELOPMENT STEERING GROUP

10. The Member Development Steering Group is not a committee, but it is convenient to deal with appointments to it in this report. The group is an internal working group and its functions are

<sup>4</sup> If not all of the political groups are yet able to nominate individual members to the seats allocated to the group, the council would need to resolve to allocate the seats to the political groups and to invite the groups to nominate individual members to the seats allocated to each group. The committees could not meet until the appointments were confirmed at a council meeting.



leading, co-ordinating and monitoring the Council's actions in delivering the Member Development Strategy. The membership of the group is cross party. Its main purpose is to ensure that elected members are fully engaged in the formulation, monitoring and evaluation of member development programmes. It will oversee all councillor training and development on behalf of the council.

11. The group has a membership of **8** and the council is invited to appoint that number of members to the group, including appointments as chairman and vice-chairman.

IMPLICATIONS	
Finance	None arising from the report.
Legal	Political balance is a legal requirement for most committees of the council.
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

REPORT AUTHOR	TEL	DATE	DOC ID
Ian Curtis	01253 658506	12 May 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

Attached documents

1. List of committees with terms of reference

## **Terms of Reference**

### **Tourism and Leisure Committee**

1. To consider and scrutinise reports relating to performance of services under the remit of the committee
2. To consider and scrutinise periodic revenue and capital budget monitoring reports on areas under the committee's remit
3. Considering reports, reviewing, and formulating where necessary, policies relating to leisure management and community development
4. Considering reports, reviewing, and formulating where necessary policies in relation to recreation including parks and open spaces development and grounds maintenance in relation to areas under the jurisdiction of the council
5. Considering reports, reviewing, and formulating where necessary policies relating to arts, culture and heritage
6. Considering reports, reviewing, and formulating where necessary policies relating to sand dunes management
7. Considering reports, reviewing, and formulating where necessary, policies relating to tourism and events promotion
8. Considering reports, reviewing, and formulating where necessary policies relating to beach management
9. To review, and formulate where necessary, policies relating to coast and countryside
10. To deal with issues arising in relation to the Trust set up to manage Lowther Pavilion and Gardens
11. To consider swimming provision and deal with partnership issues arising in relation to the operation of swimming pools
12. To keep under review income generating activity and subsequent contractual arrangements with respect to parks and open spaces
13. To consider any management issues arising in relation to land or property within the remit of the committee
14. To keep the Council's sports development programme under review
15. To interface with partners involved in the work of the committee as necessary
16. To establish any Working Group to consider, and make recommendations, on any issues within the remit of the committee's terms of reference

### **Operational Management Committee**

1. To consider and scrutinise reports relating to performance of services under the remit of the committee
2. To consider and scrutinise periodic revenue and capital budget monitoring reports on areas under the committee's remit

3. To keep under review arrangements regarding depot arrangements with respect to operational services and consider issues relating to the Council's Vehicle Replacement Programme
4. Considering reports, reviewing, and formulating where necessary policies relating to waste management and recycling
5. Considering reports, reviewing, and formulating where necessary policies relating to public toilet provision
6. Considering reports, reviewing, and formulating where necessary policies relating to amenity cleaning
7. Considering reports, reviewing, and formulating where necessary policies relating to car parking
8. Considering reports, reviewing, and formulating where necessary policies relating to customer access, ICT and website
9. Considering reports, reviewing, and formulating where necessary policies relating to coastal defences
10. Considering reports, reviewing, and formulating where necessary policies relating to dog Control
11. Considering reports, reviewing, and formulating where necessary policies relating to Emergency Planning
12. To consider and review provision in relation to footway lighting and bus shelters
13. To consider any management issues arising in relation to land or property within the remit of the committee
14. To interface with partners involved in the work of the committee as necessary
15. To establish any Working Group to consider, and make recommendations, on any issues within the remit of the committee's terms of reference

#### **Environment, Health and Housing Committee**

1. To act as the crime and disorder committee for the purposes of the Police and Justice Act 2006
2. To make reports or recommendations to the council or any committee with respect to any matter which is a local crime and disorder matter in relation to a councillor
3. To consider and scrutinise reports relating to performance of services under the remit of the committee
4. To consider and scrutinise periodic revenue and capital budget monitoring reports on areas under the committee's remit
5. Considering reports, reviewing, and formulating where necessary, policies relating to housing, homelessness and housing advice
6. To consider any matters arising in relation to health development and promotion including matters relating to the Health and Wellbeing Board
7. To keep under review matters relating to disabled facilities grants, housing standards and energy efficiency

8. Considering reports, reviewing, and formulating where necessary policies relating to community safety including CCTV provision
9. To fulfil the statutory overview and scrutiny role in terms of the Crime and Disorder Reduction Partnership
10. Considering reports, reviewing, and formulating where necessary policies relating to environmental health, protection and sustainability
11. Considering reports, reviewing, and formulating where necessary policies relating to cemetery and crematorium
12. Considering reports, reviewing, and formulating where necessary policies relating to Fylde Coast Bathing Waters
13. Considering reports, reviewing, and formulating where necessary , policies relating to Food hygiene
14. Considering reports, reviewing, and formulating where necessary , policies relating to Pest Control
15. Considering reports, reviewing, and formulating where necessary, policies relating to the Children's Trust, Working Together for Families partnership and the Health and Well-Being Partnerships
16. To receive reports from partners who receive community grants from the council and to interface with partners involved in the work of the Committee including Fylde CAB, Age Concern, Care and Repair and Face to Face
17. To establish any Working Group to consider, and make recommendations, on any issues within the remit of the committee's terms of reference

#### **Finance and Democracy Committee**

1. To consider and scrutinise reports relating to performance of services under the remit of the committee
2. To consider and scrutinise periodic revenue and capital budget monitoring reports on areas under the committee's remit
3. To lead the budget setting process, in consultation with the other programme committees, and to put forward a draft budget package to the Council for approval
4. To consider Medium Term Financial Strategy updates and provide guidance and commentary to other committees as necessary
5. To consider the Financial Outturn report of the Council annually
6. To consider reports from the Head of the Shared Service as necessary in relation to revenues and benefits service related matters including debt write offs
7. To keep under review the Council tax reduction scheme and make recommendations to the Council on the same
8. To review the Pay Policy annually and make recommendations to the Council on the same
9. To consider any matters arising in relation to Strategic Procurement
10. To keep under review matters relating to the Council's Community projects fund

11. To consider any matters arising in relation to the mayoralty, civic functions and civic ceremonial
12. To monitor and evaluate progress towards achieving the objectives by the council within the Corporate Plan
13. Considering reports, reviewing, and formulating where necessary policies relating to public relations and communications
14. To manage any land and property owned by the council and not specifically held for the purposes of another committee
15. To consider any community assets nominations
16. All of the Council's functions relating to elections
17. To interface with partners involved in the work of the committee as necessary
18. To establish any Working Group to consider, and make recommendations, on any issues within the remit of the committee's terms of reference

### **Development Management Committee**

1. The functions of the Council as Local Planning Authority and any planning control functions which, by virtue of agency arrangements between the County Council and the Borough Council, the Borough Council is authorised to discharge.
2. Determining applications for planning permission; for consent under the Town and Country Planning (Control of Advertisements) Regulations 1992; for listed building consent; determining whether planning permission is required; certificates of appropriate alternative development; matters relating to the Building Regulations 1991, the Building Act 1984, and the Building (Local Authority Charges) Regulations 1998; all matters relating to Tree Preservation and development proposals under Department of Environment circular 18/84 or any amendment thereto.
3. Taking appropriate action in respect of dangerous dilapidated or ruinous buildings or structures seriously detrimental to the amenities of the neighbourhood; and land in such condition as to be injurious/detrimental to amenities.

### **Development Management Committee (Policy)**

1. To consider Development Management policies.
2. To formulate the relevant parts of the Local Development Framework (Local Plans)
3. Considering reports, reviewing, and formulating where necessary policies relating to Economic Development and associated matters
4. Considering reports, reviewing, and formulating where necessary policies relating to Regeneration
5. To consider and scrutinise periodic revenue and capital budget monitoring reports on areas under the committee's remit
6. To establish any Working Group to consider, and make recommendations, on any issues within the remit of the committee's terms of reference

### **Public Protection Committee**

1. Hearing and determining any appeal made by a council employee, as permitted by the appropriate procedure, in respect of (i) disciplinary action taken against him or her (ii) the grading of his or her post or (iii) any grievance raised by him or her.

Exercising the council's functions in respect of the following:

2. Power to issue licences authorising the use of land as a caravan site ("site licences") under Section 3(3) of the Caravan Sites and Control of Development Act 1960.
3. Power to alter conditions attached to site licences under Section 8 of the Caravan Sites and Control of Development Act 1960.
4. Power to license the use of moveable dwellings and camping sites under Section 269(1) of the Public Health Act 1936.
5. Power to license hackney carriages and private hire vehicles under (a) as to hackney carriages, the Town Police Clauses Act 1847, as extended by section 171 of the Public Health Act 1875, and section 15 of the Transport Act 1985; and sections 47, 57, 58 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976; and (b) as to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
6. Power to license drivers of hackney carriages and private hire vehicles under sections 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
7. Power to license operators of hackney carriages and private hire vehicles under Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976.
8. Power to license sex shops and sex cinemas under the Local Government (Miscellaneous Provisions) Act 1982, section 2 and Schedule 3.
9. Power to license performances of hypnotism under the Hypnotism Act 1952.
10. Power to license premises for acupuncture, tattooing, ear piercing and electrolysis under sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982.
11. Power to license pleasure boats and pleasure vessels under Section 94 of the Public Health Acts Amendment Act 1907.
12. Power to license market and street trading under part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982.
13. Power to license dealers in game and the killing and selling of game under sections 5, 6, 17, 18 and 21 to 23 of the Game Act 1831; sections 2 to 16 of the Game Licensing Act 1860, section 4 of the Customs and Inland Revenue Act 1883, sections 12(3) and 27 of the Local Government Act 1874, and section 213 of the Local Government Act 1972.
14. Power of register and license premises for the preparation of food under section 19 of the Food Safety Act 1990.
15. Power to license scrap metal dealers under section 1 of the Scrap Metal Dealers Act 2013.
16. Power to license premises for the breeding of dogs under section 1 of the Breeding of Dogs Act 1973 and section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999.
17. Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business under section 1 of the Pet Animals Act 195; section 1 of the Animal Boarding Establishments Act 1963; the Riding Establishments

- Act 1964 and 1970; section 1 of the Breeding of Dogs Act 1973, and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999.
18. Power to license zoos under section 1 of the Zoo Licensing Act 1981.
  19. Power to license dangerous wild animals under section 1 of the Dangerous Wild Animals Act 1976.
  20. Power to license knackers' yards under section 4 of the Slaughterhouses Act 1974 and the Animal By-Products Order 1999.
  21. Power to license persons to collect for charitable and other causes under section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939.
  22. Power to grant consent for the operation of a loudspeaker under schedule 2 to the Noise and Statutory Nuisance Act 1993.
  23. Power to sanction use of parts of buildings for storage of celluloid under Section 1 of the Celluloid and Cinematograph Film Act 1922.
  24. Power to approve meat product premises under regulations 4 and 5 of the Meat Products (Hygiene) Regulations 1994.
  25. Power to approve premises for the production of minced meat or meat preparations under regulation 4 of the Minced Meat and Meat Preparations (Hygiene) Regulations 1995.
  26. Power to approve dairy establishments under regulations 6 and 7 of the Dairy Products (Hygiene) Regulations 1995.
  27. Power to approve egg product establishments under regulation 5 of the Egg Products Regulations 1993.
  28. Power to issue licences to retail butchers' shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods under schedule 1A to the Food Safety (General Food Hygiene) Regulations 1995.
  29. Power to approve fish products premises under Regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
  30. Power to approve dispatch or purification centre under regulation 11 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
  31. Power to register fishing vessels on board which shrimps or molluscs are cooked under regulation 21 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
  32. Power to approve factory vessels and fishery product establishments under regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
  33. Power to register auction and wholesale markets under regulation 26 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998.
  34. Duty to keep register of food business premises under Regulation 5 of the Food Premises (Registration) Regulations 1991.
  35. Power to register food business premises under regulation 9 of the Food Premises

(Registration) Regulations 1991.

36. Power to register premises or stalls for the sale of goods by way of competitive bidding
37. Closing orders with respect to take-away food shops under section 4 of the Local Government (Miscellaneous Provisions) Act 1982.
38. Power to grant permission to use an object or structure in, on or over a highway for the provision of services or amenities, recreation or refreshment facilities or for purposes which will result in the production of income, for a centre for advice or information or for advertising under section 115E of the Highways Act 1980.

### **Licensing Committee**

1. All licensing functions under the Licensing Act 2003 (other than the functions conferred by section 5 of the act).
2. All functions of a licensing authority under part 8 of the Gambling Act 2005 except those that by virtue of section 154 cannot be delegated.

### **Chief Officers Employment Committee**

1. The appointment of:
  - (i) The Officer designated as the Head of the Authority's Paid Service;
  - (ii) A statutory Chief Officer within the meaning of Section 2(6) of the Local Government and Housing Act 1989; and
  - (iii) A non-statutory Chief Officer
2. The dismissal of, or disciplinary action against, any Officer referred to in paragraph (i) to (iii) above.

### **Audit and Standards Committee**

The committee's activities and areas of responsibility are as follows:

- (a) **Audit Activity**
  - (i) Considering the Chief Internal Auditor's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
  - (ii) Approving (but not directing) internal audit's strategy, plan and performance.
  - (iii) Considering summaries of specific internal audit reports as requested.
  - (iv) Considering reports dealing with the management and performance of internal audit.
  - (v) Considering a report from the Chief Internal Auditor on agreed recommendations not implemented within a reasonable timescale.
  - (vi) Considering the external auditor's annual letter, relevant reports and the report to those charged with governance.



- (vii) Considering specific reports as agreed with the external auditor.
- (viii) Commenting on the scope and depth of external audit work and ensuring it gives value for money.
- (ix) Under current legislation to appoint the council's external auditor.
- (x) Commissioning work from internal and external audit.
- (xi) Ensuring that there are effective relationships between external and internal audit, inspection agencies and relevant bodies, and that the value of the audit process is actively promoted.

**(b) Regulatory framework**

- (i) Maintaining an overview of the council's constitution in particular the Contracts Procedure Rules, Financial Regulations and Codes of Conduct.
- (ii) Advising the Council on changes to the Constitution.
- (iii) Reviewing any issue referred to it by the Chief Executive or a Director, or any council body.
- (iv) Monitoring the effective development and operation of risk management and corporate governance within the Council.
- (v) Ensuring that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it
- (vi) Monitoring council policies on Whistleblowing and the Anti-Fraud and Corruption Policy and Strategy and the council's complaint process.
- (vii) Overseeing the council's arrangements for corporate governance and agreeing necessary action to ensure compliance with best practice.
- (viii) Considering the council's compliance with its own and other published standards and controls
- (ix) Ensuring effective scrutiny of the treasury management strategy and policies.

**(c) Accounts**

- (i) Reviewing and approving the Annual Statement of Accounts. Specifically, considering whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- (ii) Considering external audit's report to those charged with governance on issues arising from the audit of accounts.

**(d) Standards**

- (i) To assist the Council in fulfilling its duty under the Localism Act 2011 to promote and maintain high standards of conduct by members.
- (ii) To monitor and advise the Council about the adoption, revision and operation of its Code of Conduct in the light of best practice and any changes in the law.

- (iii) To keep under review the arrangements for dealing with allegations that a member of the Council or a member of a town or parish council within the Council's district has failed to comply with the relevant Code of Conduct.
- (iv) To determine whether a member for the Council or a member of a town or parish council within its district has failed to comply with the relevant Code of Conduct.
- (v) Where it finds that a failure to comply with the Code of Conduct has occurred, to determine what action, if any, to take.
- (vi) To assist the Council with the appointment of an Independent Person(s) as required by the Localism Act 2011.
- (vii) To determine any request for a dispensation under Section 33 of the Localism Act 2011.
- (viii) To advise the Council on, and review as necessary, any local Protocols regulating the conduct of Members and to deal with allegations of breach of any such Protocol.
- (ix) To consider reports referred by the Monitoring Officer.
- (x) To respond on behalf of the Council to national reviews and consultations on standards related issues.
- (xi) To consider and make recommendations to the Council on any other matter that may be referred to the Committee relating to the conduct of Members within the Authority.

(d) **Procedures**

The Committee will

- (i) meet a minimum of four times per year, (timetable to be agreed);
- (ii) receive reports from the Chief Internal Auditor who may report directly to the Chairman of the Committee if deemed necessary; and
- (iii) meet the external auditor and Chief Internal Auditor in private if deemed necessary; and
- (iv) have the authority to request the attendance of any elected Member or Officer of the Authority.

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
MONITORING OFFICER	COUNCIL	20 MAY 2015	9

## APPOINTMENTS TO OUTSIDE BODIES

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

#### SUMMARY

The Council makes a number of appointments to outside bodies, which are confirmed each year.

Every member serving on an outside body is required to complete a reporting form every six months, with all completed information being circulated to all members of the Council for information. It is the intention that this information will be made available to the new programme committee members to which the external partnership relates.

Those members failing to complete the information following a second reminder will be brought to the attention of Group Leaders. Group Leaders must then determine whether they wish to request a Notice of Motion at the next Council meeting as to whether the subject member should continue to represent the Council on the particular outside body.

The current list of outside bodies and members appointed are attached as an appendix.

#### RECOMMENDATION

1. To confirm existing appointments to outside bodies for the 2015/16 municipal year, as shown in appendix 1, in instances where members have been re-elected.
2. To confirm that any previous Portfolio Holder appointments are to be allocated to the new respective committee chairmen.
3. To defer consideration of any vacancies arising to the next ordinary council meeting.

#### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	✓
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	✓

## **SUMMARY OF PREVIOUS DECISIONS**

Council are required to confirm the appointments to outside bodies annually.

## **REPORT**

1. The Council makes a number of appointments to outside bodies in each municipal year.
2. The outside bodies to which the Council nominates, together with the names of those members currently nominated, is attached as appendix 1.
3. This list has been reviewed by Group Leaders during the course of 2014/15 and refined to reflect current practice and live partnerships.
4. The current protocol is that members are required to produce regular reports on the bodies on which they serve, currently every six months. It is the intention that this information will be made available to the new programme committee members to which the external partnership relates.

<b>IMPLICATIONS</b>	
Finance	None arising from the report.
Legal	None arising from the report.
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

<b>LEAD AUTHOR</b>	<b>TEL</b>	<b>DATE</b>	<b>DOC ID</b>
Tracy Morrison	01253 658521	12 May 2015	

<b>LIST OF BACKGROUND PAPERS</b>		
Name of document	Date	Where available for inspection
None		

Attached documents

Appendix 1 – Previous Representations to Outside Bodies.

Outside bodies / partnerships attended by Elected Members	Seats Occupied	Previous representation
Childrens Partnership Board (formally the Children's Trust)	1	Councillor Redcliffe
Council for Voluntary Services, BWF	1	Councillor L Davies
Duty to Cooperate	2	Chairman and Vice Chairman of DM Committee
East Lytham Working Group	1	Portfolio Holder for Environment and Partnerships
Education Liaison Group	2	Councillor Redcliffe and Councillor Nulty
Face to Face	1	Councillor Singleton
Fylde & Wyre Health & Wellbeing Partnership	1	Portfolio Holder for Social Wellbeing
Fylde Citizens Advice Bureau	3	Cllrs Hardy, Nulty and Vacancy
Fylde Coast Women's Aid	1	Portfolio Holder for Social Wellbeing
Fylde Community Projects Fund	1	The Mayor
Fylde Economic Development Company (EDC)	1	Leader of the Council
Fylde Peninsular Coastal Programme Board	1	Portfolio Holder for Environment and Partnerships
Fylde Peninsular Water Management Group	1	Portfolio Holder for Environment and Partnerships
Lancashire Health and Wellbeing Board	1	Portfolio Holder for Social Wellbeing
Lancashire Waste Partnership	1	Portfolio Holder for Customer and Operational Services
LCC Health & Scrutiny Committee	1	(Now vacant)
Local Liaison Committee Springfield Works	2	Cllrs Collins and Threfall
Lowther Trust	1	Portfolio Holder for Leisure and Culture
Lytham Town Trust	1	Councillor T Ashton
MARAC (Tasking and Coordinating)	1	Councillor Little
North West Employers Organisation	1	Portfolio Holder for Customer and Operational Services
North West of England & the Isle of Man Reserve Forces & Cadets Association	1	Councillor E Nash
Ormerod Trust	1	Councillor Jacques
Police Crime Commissioners Forum	1	Portfolio Holder for Social Wellbeing
Police and Crime Commissioner Panel	2	Portfolio Holder for Social Wellbeing and Cllr Oades
Progress Housing	1	Councillor Willder
Registered Social Landlord (RSL) Partnership	1	Councillor Aitken
Rural Splash YMCA	1	Portfolio Holder for Leisure and Culture
SHLAA Working Group	2	Two members of the Development Management Committee
Sintropher Working Group	1	Councillor Pounder
Three Tier Forum	6	Cllrs Fazackerley, Pounder, Redcliffe and three vacancies
<b>Key</b> Green = a Limited Company Pink = a Limited Company that is also a Registered Charity Blue = an Unincorporated Association Grey = a Statutory Body		
<b>Internal Group</b>  Accommodation Working Group	6	Councillors Fazackerley, Buckley, Fiddler, Oades, Eastham and vacancy
<b>Deleted Outside Bodies</b> Age UK Lancashire BFW Volunteering Centre Elected Member Older People's Network North West of England Fylde Arts Association - Executive Committee Fylde Substance Misuse Tactical Group		

# DECISION ITEM



REPORT OF	MEETING	DATE	ITEM NO
DIRECTOR OR RESOURCES	COUNCIL	20 MAY 2015	10

## SCHEDULE OF MEETINGS 2015/16

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY

The attached Schedule of Meetings document highlights the proposed committees meeting dates for the forthcoming municipal year, 2015/16.

### RECOMMENDATION

To approve the Schedule of Meetings for 2015/16 subject to any necessary amendments.

### CORPORATE PRIORITIES

To Promote the Enhancement of The Natural & Built Environment ( <b>Place</b> )		To Encourage Cohesive Communities ( <b>People</b> )	
To Promote a Thriving Economy ( <b>Prosperity</b> )		To Meet Expectations of our Customers ( <b>Performance</b> )	√

### SUMMARY OF PREVIOUS DECISIONS

The Schedule of Meetings is approved at full Council each municipal year.

### REPORT

- Appendix 1 highlights the proposed committee meeting dates for the forthcoming municipal year. Members are invited to endorse these proposals.
- The proposed schedule is based on the level of service for 2015/16 for which there is support from within existing budgetary provision.

IMPLICATIONS	
Finance	Provision is contained within the council budget for scheduled meetings.
Legal	None arising from the report.
Community Safety	None arising from the report.
Human Rights and Equalities	None arising from the report.
Sustainability and Environmental Impact	None arising from the report.
Health & Safety and Risk Management	None arising from the report.

LEAD AUTHOR	TEL	DATE	DOC ID
Tracy Morrison	01253 658521	13 April 2015	

LIST OF BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
none		

Attached documents

1. Appendix 1 – Schedule of Meetings 2015/16

2015-2016														
	CYCLE 1				CYCLE 2		CYCLE 3		CYCLE 4		CYCLE 5			
2015/16	May	June	July	August	September	October	November	December	January 2016 -	February	March	April	May	2015/16
Mo		1								1				Mo
Tu		2 Operational MGMT			1			1		2	1			Tu
We		3	1		2 Dev Mgmt			2		3	2 Budget Council			We
Th		4 Tourism and Leisure	2		3	1		3		4	3			Th
Fr	1	5	3		4	2		4	1 New Years Day	5	4	1		Fr
Sa	2	6	4	1	5	3		5	2	6	5	2		Sa
Su	3	7	5	2	6	4	1	6	3	7	6	3	1	Su
Mo	4 May Day	8	6 Council	3	7	5	2	7	4	8 Council	7	4	2 Bank Holiday	Mo
Tu	5	9 Environmental, Health and Housing	7	4	8 Environmental, Health and Housing	6	3	8	5 Environmental, Health and Housing	9	8 Operational MGMT	5	3	Tu
We	6	10 Dev Mgmt	8 Dev Mgmt	5	9	7 Dev Mgmt	4 Dev Mgmt	9 Dev Mgmt	6 Dev Mgmt	10 Dev Mgmt	9 Dev Mgmt (POLICY)	6	4	We
Th	7 Election Day	11	9	6	10 Tourism and Leisure	8	5	10	7 Tourism and Leisure	11	10 Tourism and Leisure	7	5	Th
Fr	8	12	10	7	11	9	6	11	8	12	11	8	6	Fr
Sa	9	13	11	8	12	10	7	12	9	13	12	9	7	Sa
Su	10	14	12	9	13	11	8	13	10	14	13	10	8	Su
Mo	11	15	13	10	14	12 Council	9	14 Council	11	15	14	11 Council	9	Mo
Tu	12	16	14	11	15 Operational MGMT	13	10 Environmental, Health and Housing	15	12 Operational MGMT	16	15	12	10	Tu
We	13	17 Dev Mgmt (POLICY)	15	12	16 Dev Mgmt (POLICY)	14	11	16	13	17	16 Dev Mgmt	13	11 Council AGM (14:00) ?	We
Th	14	18	16	13	17	15	12 Tourism and Leisure	17	14	18	17 Audit/Stand	14	12	Th
Fr	15	19	17	14	18	16	13	18	15	19	18	15	13	Fr
Sa	16	20	18	15	19	17	14	19	16	20	19	16	14	Sa
Su	17	21	19	16	20	18	15	20	17	21	20	17	15	Su
Mo	18	22 Finance and Democracy	20	17	21	19	16	21	18	22 Special Finance and Democracy - Budget	21 Finance and Democracy	18	16	Mo
Tu	19	23	21	18	22	20	17 Operational MGMT	22	19	23 Environmental, Health and Housing	22	19	17	Tu
We	20 Council AGM (14:00)	24	22	19	23	21	18 Dev Mgmt (POLICY)	23	20 Dev Mgmt (POLICY)	24	23	20 Dev Mgmt	18	We
Th	21	25 Audit/Stand (18:00)	23	20	24 Audit/Stand	22	19	24	21 Audit/Stand	25	24	21	19	Th
Fr	22	26	24	21	25	23	20	25 Christmas Day	22	26	25 Good Friday	22	20	Fr
Sa	23	27	25	22	26	24	21	26	23	27	26	23	21	Sa
Su	24	28	26	23	27	25	22	27	24	28	27	24	22	Su
Mo	25 Spring Bank Hol	29	27	24	28 Finance and Democracy	26	23	28 Boxing Day	25 Finance and Democracy	29	28 Easter Monday	25	23	Mo
Tu	26	30	28	25	29	27	24	29	26		29	26	24	Tu
Wed	27		29 Dev Mgmt	26	30	28	25	30	27		30	27	25 Dev Mgmt	Wed
Th	28		30	27		29	26 Audit/Stand	31	28		31	28	26	Th
Fr	29		31	28		30	27		29			29	27	Fr
Sa	30			29		31	28		30			30	28	Sa
Su	31			30			29		31				29	Su
Mo				31 Summer Bank Hol			30 Finance and Democracy						30 Spring Bank Hol	Mo
Tu													31	Tu

KEY 2015/16 MEETINGS:		
Council x 7	7	Mondays
Finance x 6	6	Mondays
Operational Mgmt x 5	5	Tuesdays
Environmental, Health & Housing x 5	5	Tuesdays
Dev Mgmt x 12	12	Wednesdays
DM (POLICY) x 5	5	Wednesdays
Tourism & Leisure x 5	5	Thursdays
Audit/Stand x 5	5	Thursdays
<b>TOTAL 2015/16 =</b>	<b>50</b>	<b>MEETINGS</b>
School Holidays		

Additional Information		
<b>2014/15 Scheduled meetings</b>		
Council x 7	7	
Dev Mgmt x 11	11	
Standards x 2	2	
Audit x 5	5	
Cabinet x 7	7	
CFSC x 7	7	
PDSC x 6	6	
Local Plan steering group	5	
<b>TOTAL 2014/15 =</b>	<b>50</b>	<b>MEETINGS</b>