



Wyre Borough Council
Date of Publication: 29 November 2017
Please ask for : Roy Saunders
Democratic Services and Scrutiny Manager
Tel: 01253 887481

Dear Councillor,

You are hereby summoned to attend a meeting of Wyre Borough Council to be held at the Civic Centre, Breck Road, Poulton-le-Fylde on **Thursday, 7 December 2017** commencing at 7.00 pm.

Yours sincerely,

A handwritten signature in black ink that reads "Garry Payne".

Garry Payne
Chief Executive

COUNCIL AGENDA

1. Prayers

The Mayor will invite Rev Gary Lewis to say prayers.

2. Apologies for absence

3. Confirmation of minutes

(Pages 1 - 8)

To approve as a correct record the Minutes of the meeting of the Council held on 19 October 2017.

4. Declarations of Interest

To receive any declarations of interest from any Member or Officer on any item on this agenda.

All Members are asked to submit any declarations in writing by 9.30am on Wednesday 6 December, 2017 if possible.

5. Announcements

To receive any announcements from the Mayor, Leader of the Council, Deputy Leader of the Council, Members of the Cabinet, a Chairman of a Committee or the Chief Executive.

6. Appointment of the Leader of the Council

To appoint a new Leader, following the anticipated resignation of Councillor A Vincent as Leader of the Council with effect from 7 December 2017, in accordance with Article 9 of the Constitution for the remainder of the period until the Annual Meeting after the Council elections to be held in May 2019. Councillor Henderson will be proposed as Leader of the Council by the Conservative Group.

7. Cabinet Membership (Pages 9 - 12)

Report of the prospective Leader of the Council and the Chief Executive.

8. Appointments to Committees (Pages 13 - 16)

Report of the prospective Leader of the Council and the Chief Executive.

9. Public questions or statements (Pages 17 - 18)

To receive any questions or statements from members of the public under Procedure Rule 9.1.

Any questions or statements received by the specified deadline of noon on Friday 1 December 2017 will be published and circulated separately.

10. Questions "On Notice" from councillors (Pages 19 - 20)

To receive any questions from Members of the Council to the Mayor, a member of the Cabinet or the Chairman of a Committee under Council Procedure Rule 12.1

Any questions received by the specified deadline of noon on Friday 1 December 2017 will be published and circulated separately.

11. Executive reports

To receive reports from Cabinet Members. (In accordance with Procedure Rule 11.3 Councillors will be able to ask questions or make comments).

- (a) Leader of the Council (Councillor A Vincent) (Pages 21 - 24)
- (b) Resources Portfolio Holder (Councillor A Vincent) (Pages 25 - 26)
- (c) Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Henderson) (Pages 27 - 28)

- (d) Planning and Economic Development Portfolio Holder (Councillor Murphy) (Pages 29 - 32)
- (e) Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry) (Pages 33 - 36)
- (f) Leisure and Culture Portfolio Holder (Councillor Bowen) (Pages 37 - 40)
- 12. Licensing Committee Periodic Report** (Pages 41 - 46)
- Report of the Chairman of the Licensing Committee
Councillor Bridge.
- 13. Dissolution of the Blackpool, Fylde and Wyre Economic Development Company** (Pages 47 - 58)
- Report of the Leader of the Council and Resources Portfolio Holder and the Chief Executive.
- 14. Treasury Management Activity April 2017 to September 2017** (Pages 59 - 64)
- Report of Resources Portfolio Holder and the Head of Finance.
- 15. Councillor Balmain: Dispensation for Non-Attendance at Meetings**
- Report of the Leader of the Council and the Chief Executive.
- 16. Social Media Policy for Councillors** (Pages 65 - 72)
- Report of the chairman of the Standards Committee (Councillor B Birch) and the Monitoring Officer.
- 17. Notices of Motion**
- (1) **Independent Regulatory Body for football in the UK**
- The following notice of motion has been submitted by Councillors A Vincent, Fail, Henderson and Orme under Procedure Rule 14:
- “As Blackpool has obvious and evident issues between its football club and a huge majority of local fans, including many who live in Wyre, this Council has a duty to promote change to the regulatory system to ensure that energy is spent on building not destroying supporter and community relations, therefore:*

This Council requests the Chief Executive to write to the PM Theresa May and the Secretary of State for Digital, Culture, Media and Sports Karen Bradley MP confirming the Councils support for the concept of appointing a Government Independent Regulatory Body for football in the UK.

This Body should address conflicts between owners and fans with the Government to formulate a blueprint for how governance should work and the changes that might be needed to enable such a Body to help prevent future conflicts arising and to help resolve those that do."

If you have any enquiries on this agenda, please contact Roy Saunders, tel: 01253 887481, email: roy.saunders@wyre.gov.uk



Council Minutes

The minutes of the Council meeting held on Thursday, 19 October 2017 at the Council Chamber, Civic Centre, Poulton-le-Fylde.

Councillors present:

The Mayor, Councillor Alice Collinson

Councillors Emma Anderton, Marge Anderton, Howard Ballard, Lorraine Beavers, Roger Berry, Barry Birch, Colette Birch, Lynne Bowen, Simon Bridge, Sue Catterall, Ian Duffy, Ruth Duffy, Emma Ellison, Rob Fail, Peter Gibson, Ron Greenhough, David Henderson, John Hodgkinson, Graham Holden, John Ibison, Tom Ingham, Andrea Kay, Terry Lees, Paul Moon, Pete Murphy, Phil Orme, Patsy Ormrod, Cheryl Raynor, Ron Shewan, Christine Smith, Brian Stephenson, Evelyn Stephenson, Ann Turner, Shaun Turner, Alan Vincent, Matthew Vincent, Michael Vincent, Lynn Walmsley and Val Wilson

Apologies: Councillors Robinson, I Amos, R Amos, Atkins, Balmain, Barrowclough, Jones, McKay and Pimbley

Officers present:

Garry Payne, Chief Executive
Mark Broadhurst, Service Director Health and Wellbeing
Mark Billington, Service Director People and Places
Emma Lyons, Communications Team
Roy Saunders, Democratic Services and Scrutiny Manager
Duncan Jowitt, Democratic Services and Councillor Development Officer

Also present: Aldermen Bannister, Irish and McCann and nine members of the public.

COU40 Councillor Raynor

The Mayor welcomed Cllr Cheryl Raynor to her first Council meeting, following her election as a member for Rossall Ward on 12 October.

COU41 Councillor Gibson

The Mayor announced that Cllr Gibson had informed the Chief Executive that, with effect from this meeting, he was no longer a member of the Conservative Group and would be sitting as an independent Councillor.

COU42 Councillor V Taylor

Tributes were paid to the late Cllr Vivien Taylor by the Mayor (Cllr Collinson), Cllr A Vincent, Cllr Moon, Cllr B Stephenson and Cllr Beavers.

COU43 Confirmation of minutes

(a) 7 September 2017

Councillor A Vincent proposed and Cllr Bowen seconded a proposal that the minutes of the meeting held on 7 September 2017 be confirmed as a correct record.

Councillor Fail proposed and Cllr E Anderton seconded an amendment to insert two additional paragraphs in minute 32(d) (Executive Report of the Planning and Economic Development Portfolio Holder), as follows:

1) In between the current first and second bullets, please insert a new bullet saying.... "Councillor E Anderton about the EU Commission's proposed 30km exclusion zone around each fracking well on ALL produce and the impact this will have on local agricultural producers & suppliers, including a request to write to the Prime Minister."

2) In between the current third and fourth bullets, please insert a new bullet saying.... "Councillor Fail, again about the planning application for the housing development at Lambs Road, Thornton, but with regard to a request for a definitive statement on how the development has been allowed to proceed with an absolute pittance of Public Open Space, what lessons have been learnt, and what action is being taken to resolve this shortfall in Public Open Space via Wain Homes or elsewhere."

The amendment was lost by 25 votes to 9.

RESOLVED that the Minutes of the Council meeting held on 7 September 2017 be confirmed as a correct record (by 25 votes to 8).

(b) 28 September 2017

Councillor A Vincent proposed and Cllr Bowen seconded a proposal that the minutes of the meeting held on 28 September 2017 be confirmed as a correct record.

Cllr R Duffy made comments about the style and content of the minutes and said that the way they were written meant that they did not provide a full and accurate record of the meeting. She said that the Constitution should be changed to require more extensive minutes to be produced.

RESOLVED that the Minutes of the Council meeting held on 7 September 2017, as circulated with the agenda, be confirmed as a correct record (by 25 votes to 8).

COU44 Declarations of Interest

Cllr E Anderton and Cllr M Anderton each declared a personal interest in agenda item 12 (Fielden Fleetwood Charity: Appointment of a Trustee) because they were both current Trustees of the Charity.

COU45 Announcements

The Mayor made announcements about arrangements for forthcoming Civic and charity events, as follows:

- A casino cocktail night in the grounds of Gift Hall farm Winmarleigh on Saturday 21 October 2017;
- The Northern Festival of Remembrance concert, on Wednesday 8 November 2017;
- A raffle for a luxury 2 night break for two in the Lake District in aid of the Mayor's charities.

The Chairman of the Planning Committee (Cllr Greenhough) announced that the meeting of the Planning Committee scheduled for 1 November 2017 had been cancelled. He said that a note setting out the current position on planning appeals would be sent to all members of the Planning Committee.

COU46 Public questions or statements

None.

COU47 Questions "On Notice" from councillors

None.

COU48 Executive reports

- (a) Leader of the Council and the Resources Portfolio Holder (Councillor A Vincent)

The Leader of the Council and Resources Portfolio Holder (Cllr A Vincent) submitted a report.

Cllr Vincent said, in reply to a question from Cllr Bridge on the proposed parliamentary constituency changes in Wyre recently published by the Boundary Commission, that he would contact the other members of the Electoral Review Working Group (appointed in September 2016 and comprising Cllrs Ballard, Holden, S Turner, Michael Vincent, M Anderton and Fail) and, if there was a consensus to do so, he would convene another meeting of the Group to draw up a response.

Cllr A Vincent also responded to comments and questions from:

- Cllr Michael Vincent, about the style and content of minutes;
- Cllr Gibson, about the style of leadership of the Council and about IT equipment provided to Cllr Gibson by the Council;
- Cllr Matthew Vincent, about the implications of Burnley Council's withdrawal from the Lancashire Business Rates Pool;
- Cllr Fail, about allegations made by Cllr Gibson concerning the way in which he had been removed as Leader of the Council and the behaviour of a number of other Councillors;
- Cllr M Anderton about staffing levels in the Planning Team;
- Cllr Ormrod about the proposed digital hub at Fleetwood Market;
- Cllr B Stephenson about the removal of the former Leader of the Council and the process to be followed for the appointment of a new Leader at the Council meeting on 7 December 2017;
- Cllr Beavers about the way in which alleged inappropriate behaviour of Councillors was investigated and about the Council's future financial prospects.

RESOLVED: that the report be noted.

- (b) Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Henderson)

The Street Scene, Parks and Open Spaces Portfolio Holder (Councillor Henderson) submitted a report.

Cllr Henderson responded to comments and questions from:

- Cllr Ballard about safety preparations for bonfire night, particularly proposed measures to tackle problems experienced in previous years with fires in wheelie bins;
- Cllr Hodgkinson about fines imposed for fly-tipping;
- Cllr Fail about proposed improvement projects at Jubilee Gardens;
- Cllr E Anderton about the identification of the costs of dealing with fly-tipping;
- Cllr Shewan about the possibility of considering again the removal of charges for the collection of bulky waste, which he suggested was likely to reduce the amount of illegal fly-tipping;
- Cllr Michael Vincent about the outcome of a previous overview and scrutiny task group review on the removal of waste.

RESOLVED that the report be noted.

- (c) Planning and Economic Development Portfolio Holder (Councillor Murphy)

The Planning and Economic Development Portfolio Holder (Councillor Murphy) submitted a report.

Cllr Murphy said he would arrange for a written reply to be sent to Cllr Beavers on work reported to her by local residents to have taken place at Lakelands View prior to planning permission being obtained.

Cllr Murphy also responded to questions and comments from:

- Cllr M Anderton about measures being taken to ensure the continued operation of an efficient planning service, including arrangements for the recruitment of new planning officers to fill vacancies which had recently occurred for a variety of reasons;
- Cllr Greenhough about responses so far received on the latest stage of consultation currently taking place on the Local Plan;
- Cllr Ingham about arrangements for the promotion and marketing of the Hillhouse Enterprise Zone;
- Cllr Fail about the current position with regard to a possible bridge or road crossing of the railway line at the NPL site.

RESOLVED that the report be noted.

- (d) Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry)

The Neighbourhood Services and Community Safety Portfolio Holder (Councillor Berry) submitted a report.

Cllr Berry said he would arrange for a written response to be sent to Cllr B Birch about the latest position on the possible provision of body cameras to Council staff.

Cllr Berry also responded to comments and questions from:

- Cllr B Stephenson about the Councils CCTV systems;
- Cllr Ballard and Cllr Kay about responses by residents to recent episodes of anti-social behaviour and the possible creation of more neighbourhood watch schemes.

RESOLVED that the report be noted.

- (e) Leisure and Culture Portfolio Holder (Councillor Bowen)

The Leisure and Culture Portfolio Holder (Councillor Bowen) submitted a report.

Cllr Bowen responded to questions and comments from:

- Cllr Smith about a successful event held at the Marine Hall by the Action on Hearing Loss Group;
- Cllr Greenhough about the value of the work done by volunteers at Marsh Mill.

RESOLVED that the report be noted.

- (f) Health and Community Engagement Portfolio Holder (Councillor A Vincent)

Cllr A Vincent introduced the report of the Health and Community Engagement Portfolio Holder.

He responded to a comment from Cllr Michael Vincent about a meeting of the Life in Wyre Task Group which Cllr Henderson had helpfully agreed to attend.

RESOLVED that the report be noted.

(g) Comments and questions from Cabinet members

None.

COU49 Calendar of Meetings 2018/19

The Leader of the Council (Cllr A Vincent) and the Service Director Performance and Innovation submitted a report on a proposed calendar of meetings for 2018/19.

RESOLVED (unanimously) that the calendar of meetings for 2018/19, set out in Appendix 1 of the report, be approved.

COU50 North West Employers Organisation: Appointment of a Replacement Representative

The Leader of the Council (Cllr A Vincent) submitted a report on a proposed change to the Council's representation on the North West Local Authorities Employers Organisation.

RESOLVED (unanimously) that Cllr Walmsley be appointed, in place of Cllr Holden, as the Council's representative on the North West Local Authorities Employers Organisation, for the remainder of the period until the next Council election in May 2019.

COU51 Planning Policy Group: Membership

The Leader of the Council (Cllr A Vincent) and the Chief Executive submitted a report on proposed changes to the Planning Policy Group.

Cllr Vincent said that he had been informed that, unfortunately, there was an error in the report because Cllr Fail was already a member of the Planning Policy Group and the intention was that Cllr Beavers and Cllr Shewan would replace Cllrs I Duffy and R Duffy on the Group.

He said that the Leader of the Labour Group had also asked that the opportunity be taken at this meeting to make minor adjustments to the Labour representation on other committees, following the recent by-election.

RESOLVED (unanimously):

1. That Cllr Beavers and Cllr Shewan be appointed to the Planning Policy Group in place of Cllr I Duffy and Cllr R Duffy, with Cllr Fail remaining on the Committee as the Labour Group's third representative.

2. That Cllr Raynor be appointed to the Planning Committee in place of Cllr B Stephenson.
3. That Cllr Raynor be appointed to the Audit committee in place of Cllr Fail.
4. That Cllr B Stephenson be appointed to the Licensing Committee in place of Cllr Barrowclough.

COU52 Fielden Fleetwood Charity: Appointment of Trustee

The Leader of the Council (Cllr A Vincent) and the Chief Executive submitted a report on the appointment of replacement Trustee to the Charity.

RESOLVED that the appointment of Mr Danny O'Neil junior as a co-opted Trustee of the Fielden Fleetwood Charity with effect from 11 September 2017, to fill the vacancy left by the previously reported resignation of Mrs Hardman, be noted.

COU53 Notices of Motion

None.

The meeting started at 7.00 pm and finished at 8.25 pm.

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Report of:	Meeting	Date	Item no.
The prospective Leader of the Council (Cllr David Henderson) and the Chief Executive (Garry Payne)	Council	7 December 2017	7

Cabinet Membership

1. Purpose of report

- 1.1 To inform the Council of the membership of the Cabinet and the appointment of a Deputy Leader.

2. Outcomes

- 2.1 Effective executive decision making and the delivery of Council priorities.

3. Recommendations

If Cllr Henderson has been appointed Leader of the Council under agenda item 6:

- 3.1 That the appointment by the new Leader of the Council of the following Members to the Cabinet, with effect from 7 December 2017, be noted:

Cllr A Vincent	Resources Portfolio Holder
Cllr Murphy	Planning and Economic Development Portfolio Holder
Cllr Berry	Neighbourhood Services and Community Safety Portfolio Holder
Cllr Bowen	Leisure and Culture Portfolio Holder
Cllr Michael Vincent	Health and Community Engagement Portfolio Holder

- 3.2 That the intention of Cllr Henderson to retain his former responsibilities as Street Scene, Parks and Open Spaces Portfolio Holder, in addition to his responsibilities as Leader, be noted.

- 3.3** That the designation of Cllr A Vincent as Deputy Leader of the Council, with effect from 7 December 2017, also be noted.
- 3.4** That the re-appointment of Cllr Kay as Lead Member for Children and Young People and the re-appointment of Cllr Ormrod as Lead Member for Older People, to support the Cabinet and the Council, be noted.

4. Background

- 4.1** At the Council meeting on 28 September 2017, Cllr A Vincent was appointed as interim Leader of the Council until 7 December 2017 at the latest. Cllr Vincent has given notice of his intention to resign as Leader at this meeting, as reported under agenda item 6. As also reported under agenda item 6, the Conservative Group has stated that its' nomination for a new Leader of the Council will be Cllr Henderson.
- 4.2** Article 9 of the Council's constitution currently specifies that the Cabinet will comprise the Leader and at least 5 other Councillors appointed by the Leader (the statutory maximum is 10). Article 9 also states that the Leader will appoint a Deputy Leader and can also appoint Lead Members to provide support and advice on their specialist area of activity.
- 4.3** Each Member of the Cabinet will hold office until 3 days after the next Council elections in May 2019, unless:
- he or she resigns;
 - he or she is removed from office by the Leader;
 - he or she ceases to be a Councillor.
- 4.4** The Lead Members have no decision making powers and do not form part of the Executive of the Council. They are expected to develop knowledge and expertise and to champion the delivery of service improvements and the development of effective policies.

5. Key issues and proposals

- 5.1** The prospective Leader of the Council (Cllr Henderson) has indicated that he intends to retain the existing division of responsibilities for Executive Functions as set out in Part 3.03 of the Constitution. However, he has decided to revert to the position prior to May 2015 and appoint five other Members to the Cabinet rather than six. As well as his responsibilities as Leader, he will himself continue to take responsibility for the functions delegated to the Street Scene, Parks and Open Spaces Portfolio Holder. Councillors A Vincent, Murphy, Berry and Bowen will be reappointed to the Cabinet with their respective previous portfolio responsibilities. Councillor Michael Vincent will take on the vacant Health and Community Engagement Portfolio.

Financial and legal implications	
Finance	On the basis that Cllr Henderson will receive the Leader's Special Responsibility Allowance, but will not also receive a Portfolio Holder's Special Responsibility, there will be a reduction in Members Allowances costs in the current year. The Independent Remuneration Panel is currently carrying out its regular three-yearly review of the Members' Allowances Scheme and will be submitting its recommendations to the Council meeting on 8 March 2018.
Legal	The proposed appointments are in accordance with the Council's Constitution and legal requirements.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Roy Saunders, Democratic Services and Scrutiny Manager	01253 887481	roy.saunders@wyre.gov.uk	27/11/2017

List of background papers:		
name of document	date	where available for inspection
None	-	-

LIST OF APPENDICES

None.

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Report of:	Meeting	Date	Item no.
The prospective Leader of the Council (Cllr David Henderson) and the Chief Executive (Garry Payne)	Council	7 December 2017	8

Appointments to Committees

1. Purpose of report

- 1.1 To enable changes to be made to the membership of committees for the remainder of the 2017/18 Council Year.

2. Outcomes

- 2.1 Effective arrangements to carry out the Council's non-executive decision making and advisory functions.

3. Recommendations

- 3.1 That Cllr Ballard be appointed to the Overview and Scrutiny Committee in place of Cllr Michael Vincent.
- 3.2 That a Councillor to be nominated by the Labour Group be appointed to fill the current vacancy on the Overview and Scrutiny Committee.
- 3.3. That Cllr Catterall be appointed to the Standards Committee in place of Cllr Michael Vincent.
- 3.4 That Cllr Lady Atkins and Cllr Ellison be appointed to the Planning Committee in place of Cllr S Turner and Cllr Jones.
- 3.5 That, in order to comply with political balance requirements, a Labour Group nominee be appointed to the Audit Committee in place of Cllr Ballard.
- 3.6 That four Members (two Conservative Group nominees and two Labour Group nominees) be appointed as potential substitutes for Standards Committee hearings, in the event of it not being possible to convene a meeting with a quorum of three members of the Standards Committee for

a particular hearing and that, when necessary, the Monitoring Officer be authorised to use the nominated substitutes to enable a quorum of three to be achieved.

- 3.7** That Cllr Kay be appointed as a second Armed Forces Champion (in addition to Terry Rogers).

4. Background

- 4.1** A number of changes need to be made to the membership of various committees following the appointment of a new Leader of the Council and other vacancies which have arisen, as follows:

- Once Cllr Michael Vincent is appointed to the Cabinet (under agenda item 7) he will no longer be eligible to be a member of the Overview and Scrutiny Committee, which must comprise entirely of Councillors who do not form part of the Executive;
- Cllr Michael Vincent will also stand down from the Standards Committee when he is appointed to the Cabinet;
- Both Cllr S Turner and Cllr Jones have indicated that, owing to other commitments, they intend to resign from the Planning Committee following its next meeting on 6 December 2017;
- There is currently a vacancy on the Overview and Scrutiny Committee. (At the Annual Council on 11 May 2017, only three Labour Councillors were nominated to fill the four places allocated to the Labour Group and, as such the Labour Group may choose to fill the vacancy).

There is also a need to make an adjustment to reflect the current political balance of the Council, as referred to in paragraph 5.4.

- 4.2** In addition to the above, difficulties have recently been experienced in convening a Standards Committee for a Code of Conduct hearing. This occurred as a number of the members had previously been involved in events related to the alleged breach. A mechanism to appoint substitute members, if necessary, is therefore required in order to allow for such circumstances in future. There are six Members on the Standards Committee and the quorum is three.

- 4.3** It is also considered desirable to take this opportunity to appoint a second Armed Forces Champion, owing to the increasing amount of work involved in the role. Terry Rogers is the current Champion. He was first appointed to that role when he was still a councillor and has continued to be re-appointed since then.

5. Key issues and proposals

5.1. Section 15 of the Local Government and Housing Act 1989 requires that the allocation of places on non-executive Committees of the Council must be allocated on the following criteria:

- (a) that all seats on a body are not allocated to the same Political Group;
- (b) that the majority of seats on a body is allocated to a particular Political Group, if the number of persons belonging to that Group is the majority of the Authority's membership;
- (c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary Committees of a relevant Authority which are allocated to each Political Group bears the same proportion to the total of all the seats on the ordinary Committees of that Authority;
- (d) subject to paragraphs (a) - (c) above, that the number of seats on a body which are allocated to each Political Group bears the same proportion to the number of all seats on that body as is borne by the number of members of that Group in membership of the Authority.

5.2 The current political composition of the Council is:

Conservative	35 members	70%
Labour	13 members	26%
Independent	1 member	2%
Vacancy	1 Member	2%
Total	50 Members	100%

5.3 There are a total of 76 seats available on the Committees appointed by the Council. The application of the calculations in paragraph 5.1 therefore leads to an overall allocation of 53 seats to the Conservative Group, 20 seats to the Labour Group and a notional allocation of one or two seats to the Independent and one or two seats to be filled by the person elected to fill the current vacancy. However, under the provisions set out in 1989 Act referred to in paragraph 5.1 above and specifically clarified in paragraph 8 of the Local Government (Committees and Political Groups) Regulations 1990, a single Member does not constitute a 'group' and the Independent Councillor is not automatically entitled to any places on any committees. He can only be allocated a place (or places) if nominated by one of the groups.

5.4 Currently, the actual allocation of seats does not exactly reflect the position set out in paragraph 5.3. The Conservative Group is currently over-represented by one seat on the Audit Committee and the Labour Group is under-represented by one seat on the Audit Committee (an 11:3 split rather than a 10:4 split). The figures will change marginally following the by-election for the Preesall Ward to be held on 11 January 2018, but will not

affect the allocation of seats. A change to the membership of the Audit Committee is therefore required.

- 5.5** The recommendations set out in Paragraph 3 reflect the other changes required.

Financial and legal implications	
Finance	None arising directly from this report.
Legal	The proposals in this report are in accordance with legal requirements, as referred to in section 5 of this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Roy Saunders	01253 887481	roy.saunders@wyre.gov.uk	27/11/17

List of background papers:		
name of document	date	where available for inspection
None	-	-

List of appendices

None.

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COUNCIL MEETING
7 DECEMBER 2017

AGENDA ITEM 9

PUBLIC QUESTIONS OR STATEMENTS

No questions have been received from members of the public under Procedure Rule 9 by the deadline of 12.00 noon on Friday 1 December 2017.

Published Friday 1 December 2017
Democratic Services
Tel: 01253 887481

[arm/ex/cou/cr/questions](#)

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COUNCIL MEETING
7 DECEMBER 2017

AGENDA ITEM 10 **QUESTIONS "ON NOTICE" FROM COUNCILLORS**

No questions have been received from Councillors under Procedure Rule 11.1 by the deadline of 12.00 noon on Friday 1 December 2017.

Published Friday 1 December 2017
Democratic Services
Tel: 01253 887481

[arm/ex/cou/cr/questions](#)

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Report of:	To:	Date	Item No.
Cllr Alan Vincent, Leader of the Council	Council	7 December 2017	11(a)

Executive Report: Leader of the Council

1. Purpose of report

1.1 To inform Council of progress on key objectives and the current position on a number of issues, as set out below.

2. Combined Authority update

2.1 On the 23 November the Shadow Combined Authority met to discuss a response from the Rt Hon Sajid Javid MP Secretary of State for Communities and Local Government to a letter sent from Simon Blackburn the Leader of Blackpool Council.

The Secretary of State makes it clear that “the Government’s position on establishing non-mayoral combined authorities, I can confirm that the Government will consider any proposal from local areas for combined authorities. Indeed, we have said in our manifesto that ‘we will support those authorities that wish to combine to serve their communities better’. As legislation requires, in assessing a proposal, I will need to consider whether the proposal meets the statutory tests, namely whether the consultation on the governance review and scheme is sufficient and that no further consultation is necessary, and whether the proposals are likely to improve the exercise of statutory functions in the proposed combined authority area. Before I am able to seek the any legislation to establish a combined authority, all councils in the area concerned must give their formal consent.

In answer to your second question on devolution of budgets, powers, and functions to non-mayoral combined authorities, we are open to discussion with any area on its proposals to drive local growth and productivity. To date, however, the most ambitious devolution deals, involving substantial budgets and new powers, have been agreed on the basis of the directly-elected, strategic and accountable leadership that can be exercised by a mayor working with a combined authority.

You further note that, subject to the above responses, the leaders of the 15 councils will consider a combined authority based on the proposal submitted last year. In terms of the sufficiency of that proposal, I understand that your previous consultation was on the basis of Wyre’s not being part of the combined authority area. Given that the proposal is now to include Wyre, this would suggest that further consultation is

necessary if all are to be confident that there has been full consultation on the proposal that you are now making.”

On the 3 December 2015 full Council took the decision not to be part of a Lancashire Combined Authority and our stance has not changed and we have made that clear to the Shadow Combined Authority and the Secretary of States reference to Wyre being part of a Combined Authority is because that has been inferred by others. In addition in July 2017 Ribble Valley passed a resolution not to be part of a Combined Authority and if their stance were to change they too would need to formally reconsider the matter.

We have consistently stated that we will work collaboratively when there is mutual benefit as evidenced by a report later on this agenda which confirms the dissolution of the Blackpool, Fylde and Wyre Economic Development Company and formation of a Fylde Coast Economic Prosperity Board.

3. Lancashire Business Rates Pool

- 3.1** On the 17 October I attended a meeting of Lancashire District Leaders where the main discussion was about the Lancashire Business Rates Pool. The details of this discussion are set out in my Resources update.

4. Hillhouse Enterprise Zone – signing of collaboration agreement

- 4.1** On the 24 October I, along with Cllr Peter Murphy and the Chief Executive, Garry Payne, witnessed the signing at the House of Commons of a Collaboration Agreement between Wyre Power Ltd (part of the NPL Group) and the China Machinery Engineering Corporation (CMEC).
- 4.2** The event was hosted by Paul Maynard, MP for Blackpool North and Cleveleys and the UK Department for International Trade and representatives from the UK Chinese Embassy were also present.
- 4.3** The agreement paves the way for Wyre Power to push forward plans for a new gas-fired power station on the Hillhouse Enterprise Zone. The 900 MW plant will provide numerous construction and training opportunities and high end operational jobs and the power plant will be sufficient to power one million homes. Works have commenced on the Development Consent Order and the plant is expected to be operational by 2022.

5. Remembrance Services

- 5.1** On the 8 November I had the pleasure of attending The Northern Festival of Remembrance at Marine Hall and on Sunday the 12 November I laid the wreath at the Remembrance Service at Thornton and it was heart-warming to see so many people at the service.

6. Staffing Matters

- 6.1** A number of questions have been raised at recent full Council meetings regarding staffing matters. Members are reminded that staffing matters are the responsibility of officers and if they have any concerns about staffing levels then those concerns should be raised directly with the Chief Executive.

7. Comments and questions

- 7.1** In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.

Arm/ex/cou/cr/17/0712 item 11(a) Leader

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Report of:	To:	Date	Item No.
Cllr Alan Vincent, Resources Portfolio Holder	Council	7 December 2017	11(b)

Executive Report: Resources Portfolio

1. Purpose of Report

1.1 To inform Council of progress on key objectives and the current position on issues within the Resources Portfolio, as set out below.

2. Finance

2.1 On the 17 October I attended a meeting of Lancashire District Leaders to discuss the future of the Lancashire Business Rates Pool. A report was put forward by the Director of Resources at Ribble Valley, in her capacity as the Pool's lead authority and on behalf of all the member authorities' Section 151 Officers, recommending that the Pool remain in existence for 2018/19 on the current terms and conditions. A second report was presented by Burnley Borough Council, who were requesting to re-join the Pool in 2018/19, having left in 2017/18. It was agreed that a letter would be sent to the Department for Communities and Local Government (DCLG) expressing the intention for the Pool to remain but inviting DCLG to accept Burnley's re-admittance on the condition that should this be rejected, the existing Pool would be unaffected. The outcome is expected to be made known officially in December with the announcement of the Local Government Finance Settlement.

3. Human Resources

3.1 We have commissioned North West Employers to deliver commercial awareness training sessions and 89 employees have now been on this course. The aim of the training was to focus on helping us to understand 'commerciality' in the public sector. The intention was to help staff to develop a commercial mind-set and to be better equipped with the right tools to apply this to their own service areas. Feedback from the sessions has been very positive.

3.2 Corporate Management Team and Heads of Service held their annual business planning away day on 6 November. The focus of the session was to prioritise the commercial ideas that had been generated following the staff briefing sessions. Nine commercial projects have been shortlisted which will now be scoped and progressed by a Service Director and a Head of Service or Senior Manager. A refreshed business

plan for 2018 is being drawn up which will be reported to Overview and Scrutiny Committee in January and then full Council in March.

4. Procurement

4.1 We have signed a new Postal Contract with Critiqom. This is a hybrid mail service covering printing, enveloping and posting of letters and batch mail services. The cost of using hybrid mail is the same price per printed, enveloped and posted letter as what the council currently pays in postage costs alone. Instead of printing off batch runs internally and incurring the associated paper, enveloping and postage costs, plus the costs of resources to do the work, an electronic file will be sent to Critiqom. As the external print icon will be readily available on every council PC, every officer will be able to use the hybrid service. It is anticipated that initial savings in postage and associated stationery costs will be in excess of £10,000 per annum, rising to around £30,000 per annum as use of the service becomes standard practice across the council. Further savings may be realised from reductions in the number of printers required and associated rental and utility costs.

5. Asset Management

5.1 The Digital Help Centre at Fleetwood Market is now operational. A formal launch is being planned. The CAB will be helping our residents develop basic digital skills and offering training and support to help people to get online. We also have an office as part of the help centre and will be providing help and advice about revenues and benefits.

5.2 The lease for Seniors' Fish and Chip shop to operate from the vacant half of the Teanlowe day centre building on Queensway, Poulton, has been completed and work is expected to start on site soon.

6. Comments and questions

6.1 In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.



Report of:	To:	Date	Item No.
Cllr David Henderson, Street Scene, Parks and Open Spaces Portfolio Holder	Council	7 December 2017	11(c)

Executive Report: Street Scene, Parks and Open Spaces Portfolio Holder

1. Purpose of report

- 1.1 To inform Council of progress on key objectives and the current position on issues within the Street Scene and Parks and Open Spaces Portfolio, as set out below.

2. Street cleansing

- 2.1 The Area Officers supported the Lancashire Fire and Rescue on bonfire night with the Bright Sparks initiative, responding quickly to reports of bonfires and fly tipped waste that could cause a fire hazard. This joint working was well received by all parties. Lancashire Fire and Rescue have reported a decline in the number of wheeled bin fires they have attended as a result of Area Officer interventions.
- 2.2 Unfortunately once again our coastline was affected by a pollution incident, this time relating to palm oil. The street cleansing team worked in conjunction with other officers to remove the pollutant following daily inspections of the coastline.

3. Waste and recycling

- 3.1 Veolia have been working with students at Thornton Primary School on a topic relating to waste called 'Stig in the Dump'. I am pleased to report the feedback from the school has been positive and the students are reporting that they have persuaded their parents to start recycling / or recycle additional materials.
- 3.2 I can confirm that officers have commenced soft market testing for waste and recycling collection services following the recommendation of the Overview and Scrutiny task group approved by Cabinet on 18 October 2017. Officers have commenced this process and an update report will be provided in the new year. This work will help us prepare options for the delivery of the service beyond the current contract.

4. Parks and Open Spaces

- 4.1** I am pleased to report that at the 2017 North West in Bloom award ceremony saw an unprecedented winning streak for Parks. The Mount Gardens, Fleetwood picked up the 2017 Heritage Award, Jean Stansfield, Poulton and Memorial Park Fleetwood received Gold in the Royal Horticultural Society (RHS) Parks category, together with Kepple Lane Park and Millennium Green in Garstang. Memorial Park also won a RHS Merit of Distinction.
- 4.2** The team working on plans for the Mount met with the Heritage Lottery Fund in November to review progress and discuss feedback from pilots such as the craft sessions held at Larkholme Primary School, Fleetwood Library and the games trail was installed at the site in October.
- 4.3** Officers continue to work with Thornton Action Group and the Wyre Rivers Trust to identify funding opportunities for the King George's Playing Field project in Thornton. They have also consulted with representatives of the group 'Transforming Children and Young People's Emotional Wellbeing and Mental Health in Fylde and Wyre' to explore opportunities to support the group's work through the development of facilities at the site.

5. Comments and questions

- 5.1** In accordance with procedure rule 11.3 any member of council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with procedure rule 11.5.

arm/ex/cou/cr/17/item11(c) street scene



Report of:	To:	Date	Item No.
Cllr Peter Murphy, Planning and Economic Development Portfolio Holder	Council	7 December 2017	11(d)

Executive Report: Planning and Economic Development Portfolio Holder

1. Purpose of report

- 1.1 To inform Council of progress on key objectives and the current position on issues within the Planning and Economic Development Portfolio, as set out below.

2. Coastal Community Teams

Fleetwood

- 2.1 We are continuing to support new and existing businesses and to date 20 town centre businesses have been supported via the successful Shopfront Improvement Scheme. There are a further two applications in the pipeline, which will see the project completed. A contribution has also been made to Fleetwood Market for new signage as part of the wider investment project to improve signage in the town centre. There will be a final Annual Review to be submitted to DCLG next year.

Cleveleys

- 2.2 The painting of 300 bollards and associated signage markers in Cleveleys by HMP Kirkham is nearing completion and this has been a successful partnership.
- 2.3 The High Sherriff of Lancashire accompanied by the Mayor visited Cleveleys to meet the team on Thursday 30 November. He acknowledged the hard work of the team and thanked them for their continued support to the coastal community endeavours.
- 2.4 Future project plans include speciality markets in the town and to explore ways to improve Cleveleys Bus Station.

3. Hillhouse Enterprise Zone (EZ)

- 3.1** Consultants Mott Macdonald are progressing work on the Hillhouse Masterplan. Our officers are continuing to play an active part in helping to develop this key document. A final draft was completed at the end of November, with the implementation and marketing plan to follow shortly.
- 3.2** The draft Masterplan will go out to public consultation at the start of 2018 and we anticipate formal approval and adoption of the Masterplan by the council will be sought in the Spring. The Masterplan will inform the future development of the Hillhouse EZ and will act as a strategic supporting document, which will align with the new Local Plan.
- 3.3** The EZ signage board designs have now been finalised. Land ownership via the Land Registry is currently being confirmed and detailed location plans are now being drawn up with the aim of submitting an application for advertisement consent shortly.

4. Business support

- 4.1** A successful 'Social Media for Business' workshop took place at the Civic Centre on 25 October. The workshop was restricted to six people, which gave them an in depth understanding of social media and enabled them to create their own social media profiles with 1-2-1 professional advice from an industry expert. There is demand for another workshop, which will be held in early 2018.
- 4.2** The 4th Wyre Business Awards was held on Thursday 30 November at the Marine Hall, Fleetwood. With a record number of nominations (70) and attendees at the event it was a great success. We had 16 award categories, which were independently judged by Ann Turner, Principal of Myerscough College, Maria Moriarty Eames, Marketing Lancashire, Paula Davies, Radio Wave, Andrew Leeming, Boost Business and Radio Lancashire presenter John Gilmour also attended the evening and presented an award.

5. Planning policy

Local Plan

- 5.1** The six week consultation on the 'Publication' draft Wyre Local Plan ended at 17:00 hours on Friday 3 November 2017. Most of the responses to the consultation were received in the last two days of the consultation (around 150 on the two days). The responses have been registered and around 270 were received in total. Individual responses include a number of separate representations.
- 5.2** The main task has been to summarise and respond to the various representations, and prepare for submission which includes preparing a schedule of any modifications, updating the housing figures to the 30 September 2017, updating the Statement of Compliance with the Duty to Cooperate and completing soundness and legal compliance self-assessment. Every effort is being made to complete the tasks and submit the plan for examination before Christmas.

5.3 At a duty to cooperate meeting with adjoining local authorities on 14 November 2017, it was agreed that it is necessary to confirm the Objectively Assessed Need figure for Wyre and any shortfall in supply through the examination. Blackpool and Fylde Councils have submitted representations objecting to the Wyre OAN figure. Once a shortfall figure is established it will then be appropriate to discuss how and where it can be met.

6. Comments and questions

6.1 In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.

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Report of:	To:	Date	Item no.
Cllr Roger Berry, Neighbourhood Services and Community Safety Portfolio Holder	Council	7 December 2017	11(e)

Executive Report: Neighbourhood Services and Community Safety Portfolio Holder

1. Purpose of report

1.1 To inform council of progress on key objectives and the current position on issues within the Neighbourhood Services and Community Safety Portfolio as set out below.

2. Care and Repair Affordable Warmth Initiative

2.1 Funded by Lancashire County Council Public Health, our Affordable Warmth initiative is underway again this Winter, providing support with heating for households which are most vulnerable to harm from cold homes. Support is also available to access loft and cavity wall insulation. Referrals can be made to Care & Repair on 01253 887569 or to careandrepair@wyre.gov.uk. All referrals will receive an assessment to determine what level of support can be provided.

3. My Home Choice Fylde Coast Consultation

3.1 My Home Choice Fylde Coast is the Choice Based Lettings (CBL) scheme operating across the Fylde Coast that sets out how social housing is allocated. A Consistent Assessment Policy underpins the CBL scheme and forms the principal element of the allocation scheme for each Fylde Coast Local Authority (Blackpool, Fylde and Wyre) and for the Registered Housing Providers operating in the area.

3.2 The Consistent Assessment Policy is formulated and regularly reviewed in consultation with Local Authority members, housing providers and the public. It takes into account the level and patterns of the demand for social housing, stock profile, vacancies which are likely to become available and also reflects agreed strategic priorities. Blackpool, Fylde, and Wyre Councils, together with local registered providers, are proposing to make some changes to how people find and are offered social housing in the area.

- 3.3** Some of the main changes include:
- Enabling residents who have moved between the three Fylde Coast boroughs to access the system (however, priority will still be given to Wyre residents for Wyre properties).
 - Letting properties in two different ways – the majority of homes including those in shortest supply will still go to those with a housing need, but some will be advertised on a first come first served basis (subject to local connection).
 - Simplifying the number of priority bands to A – C to represent those with a housing need. Those persons with no housing need will not be banded and will only be able to access those properties advertised on a first come first served basis.
 - Preventing existing social housing tenants from moving between properties unless they have a housing need.
 - Encouraging people in work to access social housing. It is proposed that 20% of the homes made available on a first come first served basis will be offered in priority to people in paid or voluntary work.
 - Enabling tenants to access properties with additional bedrooms as long as it is affordable for them.

3.4

It is anticipated that the changes will allow more people to access the housing allocation system and make it quicker and easier for them to find the home they are looking for. The proposed changes to the Consistent Assessment Policy are now in public consultation, closing on Monday 18th December. The online consultation can be found at <http://www.smartsurvey.co.uk/s/CBRYN/>. Hard copies of the consultation document are also available in the Civic Centre reception and the draft Consistent Assessment Policy is available to view on the Council's website.

4. Community Safety

Community Protection Warning Notices Served

- 4.1** Following youth related anti-social behaviour experienced over the summer months, in partnership with Lancashire Constabulary, we have identified several youngsters who it is believed acted as ring leaders within a larger group. Community Protection Warning Notices have been served.
- 4.2** Where the youngsters were younger than 16 their parents have been served with a Community Protection Warning Notice. Where the youngsters were older than 16 it is considered they are old enough to be responsible for their own actions and therefore they were served with a Community Protection Warning Notice directly.
- 4.3** The use of Community Protection Warning Notices is a graduated approach as no one wants to label a child with a criminal record which could harm their later life chances. However, if anyone receives a Community Protection Warning Notice they should be in no doubt that if behaviours do not improve, Wyre Council together with our partners at

Lancashire Constabulary will have no option but to pursue all legal options to protect the community.

Mediation

- 4.4** Our Environmental Health and Community Safety Teams, together with partners, are responsible for investigating alleged incidents of anti-social behaviour and excessive noise complaints. In many alleged incidents the perpetrator and the victim live next door to each other and no one else is involved. In such cases it is not always easy to gather sufficient evidence to determine exactly where the fault lies and without sufficient evidence a legal remedy is not possible.
- 4.5** This means that, despite best endeavours, whatever caused the problem between the two neighbours may remain unresolved and there always remains the chance that the situation could escalate further. It is increasingly recognised that the best opportunity to resolve such issues on a more permanent basis is for the two neighbours to come to an agreement on what is acceptable to each other. In order to try and assist in this process we have invested in training a number of council officers in mediation. In future, where possible, we will be integrating the offer of mediation into our investigative processes – explaining that often this produces the best outcome for all concerned. However, it should be noted that for mediation to work both parties need to agree to take part in the process.

Lancashire Victim Services

- 4.6** In April last year Lancashire Victim Services was established by the Police and Crime Commissioner for Lancashire to provide support to victims and witnesses of crime across the county. Part of this remit is to provide support to victims of domestic abuse. As part of a regional agreement the Council provides an annual £10,000 contribution to the Police and Crime Commissioner's Office in support of the domestic abuse element of the service. As part of the service we receive a quarterly update on the work undertaken by Lancashire Victim Services in respect of services delivered here in Wyre.
- 4.7** Between the beginning of July and the end of September the service received 165 domestic abuse referrals from the Wyre area; almost all these referrals came from the Police; 28 of the referrals did not proceed as the alleged victim refused contact. The update provides details of a number of interventions which can be split into two categories: immediate support and intervention and; ongoing support to cope and recover. The cases are further split into three different risk categories dependent on the severity of the domestic abuse being faced by the victim: High, Medium and Standard. Immediate support and intervention was provided to ten high risk, five medium risk and eight standard risk victims. Ongoing support to cope and recover was provided to sixteen high risk, six medium risk and eight standard risk victims. There is a 24 hour telephone service available. A pan-Lancashire survey has shown that in high risk cases physical abuse reduces from 69% of cases prior to support, down to 7%

on exit, sexual abuse down from 28% to 1% and harassing and jealous behaviour from around 80% to around 20%.

White Ribbon Campaign

- 4.8** As part of the White Ribbon Campaign, which commences on 27 November, the Council champions – Councillor Christine Smith and Councillor Barry Birch and Mark Broadhurst, Neil Greenwood and Ian Williamson will be attending a training course. Wyre Council will be undertaking visits to large employers in the area to raise awareness of their responsibilities with regard to this issue.

5. Flooding

- 5.1** On the evening of the 22 November large areas of Wyre suffered from flooding as a result of exceedingly high rainfall. I would like to thank the officers and volunteers who worked through the evening and into the night to support communities affected by the flooding and we delivered approximately 5,000 sandbags to a variety of locations across the borough. The council along with its partners have been working very hard to raise awareness of the flood risk faced by much of the borough, and we will continue to support communities and encourage the setting up of flood action groups and for residents to take measures to protect their homes from future events. Simple measures such as signing up for flood warnings and keeping your own stock of sandbags at home can make all the difference.

6. Comments and questions

- 6.1** In accordance with procedure rule 11.3 any member of council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with procedure rule 11.5.

arm/ex/cou/cr/17/item 11(e) neighbourhood



Report of:	To:	Date	Item No.
Cllr Lynne Bowen, Leisure and Culture Portfolio Holder	Council	7 December 2017	11(f)

Executive Report: Leisure and Culture Portfolio Holder

1. Purpose of report

- 1.1 To inform Council of progress on key objectives and the current position on issues within the Leisure and Culture Portfolio, as set out below.

2. Arts, Events and Volunteering

Christmas Lights Switch On Events

- 2.1 Christmas light switch on events have taken place across the Borough beginning with Fleetwood on 18 of November, Marsh Mill on 26 November and Poulton-le-Fylde on 1 December. Events have been organised alongside parades, festive celebrations and Christmas markets and I would like to thank the many volunteers in our community and colleagues across our Town and Parish Councils for the important roles that they have played in once again making our communities look bright and festive at this very special time of year.

Larkholme Grasslands School Workshops

- 2.2 Two local artists have delivered workshops with Larkholme Primary School which went very well. All the work that has been produced from these sessions has now been collated and a panel which includes officers from across our Engineering, Countryside Ranger and Arts Teams together with Stephen Broadbent will decide collectively what work will be included in the final design options for the Grassland.

Volunteering

- 2.3 The Volunteer Service has been working with the Engagement Team on Together We Make A Difference (TWMAD). Specifically support has been provided to help a group of residents improve an area of open-space in Thornton. Our Volunteer Coordinator will be further assisting the TWMAD roadshow which will be visiting various locations around Wyre from 5-8 December, promoting community engagement and volunteering.

3. Sports Development

Wyre Sports Awards

- 3.1** I can confirm that the Wyre Sports Awards winners who went on to represent Wyre at the Lancashire Sports Awards on 24 November were:

Coach of the Year – Roy Clarke (Shakespeare Primary School)
Community Club of the Year – Wyre Wheels
Young Volunteer of the Year – Joe Stockell
Adult Volunteer of the Year – David Lawson (Pilling Primary School)
Primary School of the Year – Garstang Community Primary School
Secondary School of the Year – Garstang Community Academy
Young Achiever of the Year - Kieran Antony Wilkinson (Sale Sharks Rugby)
Lifetime Achievement - Commitment to Sport – John Ball (Garstang Cricket Club)
Community Project of the year – Fleetwood Town Fylers Football Club
Contribution to Women’s Participation – Chris Morton (Fleetwood Town Juniors)

Congratulations to all of our winners and thank you for the important role that each of them play in promoting and supporting sport in Wyre.

Community Table Tennis

- 3.2** Following a successful funding application to England Table Tennis earlier in the year to provide a table and equipment at Fleetwood YMCA the project has been awarded funding through Healthier Fleetwood to help create a new table tennis group at the centre.

Walking and Cycling Strategy

- 3.3** Lancashire County Council aided by a wider partnership of stakeholders are developing a Cycling and Walking Strategy for Lancashire that aims to tackle worsening levels of physical inactivity. The ambitious plan aims to double the number of people cycling by 2026 and increase walking by 10% over the same period. The strategy will shape local spending priorities aimed at developing Lancashire's walking and cycling offer over the next ten years.

Tackling Inactivity and Economic Disadvantage

- 3.4** Fylde Coast YMCA have recently submitted an expression of interest to Sport England’s Tackling Inactivity and Economic Disadvantage Fund. If successful the development grant would be used to increase capacity and bring together key partners from the Healthier Fleetwood partnership to undertake research and work up a Stage Two application which would be targeted at increasing participation in lower socio-economic groups in Fleetwood, particularly the Pharos and Park Wards.

4. Marine Hall and Thornton Little Theatre

- 4.1** The wedding offer at Marine Hall has continued to spark interest and generate new business, with several full page editorials appearing in Fleetwood and Blackpool newspapers. Press reviews have included photos of a happy couple up at The Mount Pavilion. This photo opportunity

has been built into Marine Hall's wedding offer; providing couples with the chance to enjoy this unique Fleetwood asset with wonderful views.

- 4.2** We are receiving an increasing number of filming requests, from local, regional, national and international TV production companies and Radio stations. Several pieces of filming have taken place over the last few months which have featured Marine Hall and events taking place in and around the venue, and there are others still in discussion.
- 4.3** BBC Radio Lancashire will be broadcasting from Marine Hall at least twice this December. Brett and Sally will present their mid-morning show on the 15th as hosts of a Christmas Concert with special guests 'The Band of the Kings Division'. The tickets for this concert were issued free from the BBC and Marine Hall and we expect a full house. The concert will be live on the BBC from 10am until 12 noon.
- 4.4** On Monday 18th, BBC Radio Lancashire return with John Gilmore to broadcast live from our festive afternoon tea dance.
- 4.5** Our new, drop-in singing session, set up at Marine Hall at the end of September, called 'Harmony and Health' continues to go from strength to strength. These sessions are open to anyone and have been taking place every Tuesday afternoon, starting at 1.30pm. The project is a partnership between Healthier Fleetwood and Wyre Council and will run until 19th December. The aim of the project is to improve well-being through singing. No experience is necessary. The sessions so far have regularly brought in over 50 people, many of whom have health issues. These sessions provide non-intimidating and relaxed social interaction. The BBC recently came to film one of the sessions as part of their interest in Healthier Fleetwood. The group has agreed to meet and sing at Fleetwood Market on 14th December as part of the festive community activities taking place there over the coming weeks.
- 4.6** Visitor numbers to Marine Hall have grown over the last few months. The Heritage weekend brought in around 500 extra visitors on top of those already attending events. The Annual Food and Drink Festival was more successful than ever with many of the stallholders rebooking on the day for the Christmas Market which took place on 19th November. Each of these events attract over 5,000 customers; a mix of local people and visitors from much further afield.
- 4.7** The Annual Fleetwood Fireworks Night was also a great success. Marine Hall worked closely with The Rotary to ensure a great night for all. New food and drink concessions were brought in and our bar and café areas (including the Mount Pavilion) were open for visitors to enjoy a drink and keep warm in between the entertainment. Stars from this year's Panto were also in the venue, promoting the show and having photos taken. Over 1,000 people passed through the doors of Marine Hall on the night.
- 4.8** Both Marine Hall and Thornton Little Theatre were used in connection with Civic Events and Services for Remembrance Sunday.

4.9 Thornton Little Theatre has attracted a number of new local hirers, and more of our community groups are coming on board with the Theatre's computerised ticket system rather than trying to sell their own paper tickets.

4.10 The new brochure for the Wyre Theatres programme from January 2018 is currently being developed. Next year is already shaping up to be a very busy one!

5. Tourism

Lancashire Tourism Awards – 9 November

5.1 Wyre had five finalists in the recent Lancashire Tourism Awards which showcased the best tourism and hospitality businesses in Lancashire. We had one winner on the night which was Dewlay Cheesemakers in the Lancashire Producers and Makers Category. My congratulations go to Dewlay.

Garstang Victorian Festival

5.2 Garstang Victorian Festival will be taking place in Garstang on 11 and 12 December. The Visit Garstang Tourism Information Centre is an integral part of this event and, supported by the Countryside Team, will be open on both days and evenings to promote Garstang, Wyre and Lancashire. The Centre will be selling a range of Christmas gifts and will have a small local arts and crafts fair as well as bookable crafting workshops for visitors.

6. Comments and questions

6.1 In accordance with procedure rule 11.3 any member of Council will be able to ask me a question or make a comment on the contents of my report or on any issue, which falls within my area of responsibility. I will respond to any such questions or comments in accordance with Procedure Rule 11.5.

arm/ex/cou/cr/17/0712 item 8(f) leisure



Report of:	Meeting	Date	Item No.
Cllr Simon Bridge, Chairman of the Licensing Committee	Council	7 December 2017	12

Periodic Report-Licensing

1 Purpose of report

- 1.1 To inform the Council of the current position on issues dealt with by the Licensing Committee and Licensing Team during the period October 2016 to October 2017 (inclusive).

2 Licensing Committee Hearings

The Licensing Committee has met 11 times, and Licensing sub-committees has met three times, during this reporting period, dealing with a total of 22 matters.

2.1 Licensing Act 2003

Ten applications have been determined by the Committee, following objections by Responsible Authorities and/or residents, during the statutory consultation period.

In addition there was one Summary Review application from Police, following serious crime and/or disorder at the Premises trading as Uber, Vicarage Road, Poulton, and one Standard Review application by Police, following the execution of a drugs warrant at premises trading as Yum Yum's, Brook Street, Fleetwood.

The Uber case necessitated two sub-committee hearings in December 2016, followed by a full hearing in January 2017, where Members revoked the licence and determined that the interim step of suspension, should continue until the determination of the appeal.

This matter was eventually concluded in May 2017, when Magistrates ratified that the licence be transferred to the current holder, subject to reduced hours and additional conditions.

The Yum Yum's case was heard in October 2017 when Members revoked the Licence.

There have been four applications for new Premises Licences which are summarised below.

- Garstang SF Connect Service Station - Granted subject to conditions.
- Dolphinholme House Farm, Wagon Road, Dolphinholme - Granted but with reduced hours of operation and subject to additional conditions.
- Valiants, Lancaster Road, Out Rawcliffe – Granted for two events per annum, subject to additional conditions attached.
- Charlie James 'Pie 'n' Mash' – Granted in the terms applied for.

The following three applications sought to vary existing premises licences to extend the hours.

- Glasshouse, Bispham Road, Thornton Cleveleys – Partially granted. This decision is the subject of an appeal which has been listed for hearing at Manchester Magistrates Court on 4 December 2017.
- The Cube, Breck Road, Poulton – Granted subject to additional conditions.
- Déjà vu, Vicarage Road, Poulton – Granted subject to additional conditions.

There were also two Temporary Event Notices considered by Members, following representations by the Police and Environmental Health respectively.

- 1 Station Road, Fleetwood – A counter notice was issued refusing to authorise the event.
- The Glasshouse, Bispham Road, Thornton Cleveleys – The TEN was authorised subject to the imposition of conditions.

The Committee also considered and granted one application for a new Personal Licence, where the applicant had disclosed a recent conviction.

2.2 Taxi/private hire drivers

Eight applicants/drivers were brought before committee during the period covered by this report.

- Six applications for Dual Driver Licences were considered and granted licences by Members;
- One new application was refused, owing to the applicants criminal offending history;
- One licensed driver was brought before Members, following compliance issues and speeding offences, as a result of which he was deemed no longer a fit and proper person to hold a Wyre Driver's Licence.

3. Licences/permits/registrations issued by the Licensing Unit

3.1 Licensing Act 2003 applications

- 17 New premises licences
- 67 Variations to existing premises licences
- 18 Applications to transfer existing licences
- 99 New Personal licences
- 51 Amendments to Personal Licences
- 254 Temporary Event Notices

3.2 Miscellaneous Licensing/Permitting (new and renewal applications)

- 15 Home Boarding Establishments
- 16 Animal Boarding Establishments
- 2 Dog Crèches (Day Boarding Establishments)
- 2 Dog Breeders
- 8 Pet Shops
- 6 Riding Establishments
- 16 House to House Collection Permits
- 10 Street Collection Permits
- 9 Street Trading Consents
- 9 Scrap Metal Collection Licences
- 6 Scrap Metal Site Licences
- 3 Skin Piercing Registrations
- 2 Tattoo Artist Registrations
- 1 Acupuncture Registration

3.3 Taxi Licensing (new, renewal, transfer applications)

- 300 Vehicle Licences (private hire and hackney carriage)
- 216 Dual Driver Licences
- 8 Private Hire Operator Licences

3.4 Gambling Act 2005 (new, renewal applications)

- 13 Betting Shop
- 1 Bingo Premises
- 1 Adult Gaming Centre

- 2 Family Entertainment Centres
- 3 Licensed premises gaming machine permits, 3 to 5 machines
- 5 Licensed premises gaming machine notification, up to 2 machines
- 144 Small Society Lottery Registrations

4. Licensing activity

4.1 Licensing Act 2003

There are three active Pubwatch groups in the borough, Poulton and Fleetwood meet on a monthly basis and Garstang meets bi-monthly. These groups are supported by the Licensing Enforcement Officer, who regularly attends the meetings.

4.2 Annual fee payments continue to be closely monitored by the Licensing Team and where Premises Licence Holders fail to pay their annual fees, Licensing Officers suspend licences until such time as the fees are paid.

Generally such suspensions are very short lived, and in many cases suspensions are lifted on the same day.

At the time of writing, two premises licences are under suspension. Neither of these businesses are trading at the moment, but as the licence holders have not surrendered their licences, the business continue to attract an annual fee.

4.3 Hackney Carriage and Private Hire Regulation

Two drivers have had their licences revoked by the Head of Environmental Health and Community Safety, under delegated powers, following investigations by Licensing Officers.

The first case involved a licensed driver who got out of his cab and assaulted a member of the public on the street, with the whole incident being captured on CCTV.

The second case involved a licensed driver being convicted of fraud, who then failed to disclose this conviction to the Authority, as required by the licence conditions.

In both cases officers were satisfied on the evidence before them, that the drivers' conduct fell well below the standards of behaviour required of licensed drivers, so much so, that they could no longer be considered fit and proper to hold Wyre Drivers Licences.

A third case was concluded when the individual concerned was issued with a Local Authority Simple Caution for offences under s.47 of the Town Police Clauses Act 1847.

Officers found compelling evidence that the individual concerned had continued to drive a Hackney Carriage Vehicle at a time when they did not

hold a valid Dual Driver's Licence. There was no evidence to suggest that this had been a deliberate act to avoid the scrutiny individuals are subjected to at the point of application, rather it was an administrative oversight by the driver.

4.4 General

The Licensing Team responded to 19 requests for information from members of the public and pressure groups submitted under the Freedom of Information Act. Information relating to animal welfare establishments continues to be the most popular area of Licensing work that gives rise to these requests, followed closely by taxi and private hire work and then the Licensing Act 2003.

4.5 Taxis - Nominated garage for vehicle inspections

The current contract for licensed vehicle inspections to be undertaken on the council's behalf by Burn Naze garage, in Thornton, will cease at the end of March 2018.

Following the completion of the Copse Road Project to create an approved MOT testing facility at the council's own vehicle depot. It is intended that the testing of hackney carriage and private hire vehicles will be brought back in-house from 1 April 2018.

Financial and legal implications	
Finance	No financial implications with this report.
Legal	No legal implications with this report.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with an x.

risks/implications	✓ / x
community safety	✓
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None	-	-

List of appendices

None

arm/ex/cou/cr/17/0712nb1



Report of:	Meeting	Date	Item no.
Cllr Alan Vincent, Leader of the Council and Garry Payne, Chief Executive	Council	7 December 2017	13

Proposal to dissolve the Blackpool, Fylde and Wyre economic development company and form an economic prosperity board

1. Purpose of report

- 1.1 To consider a more efficient and effective way of managing the governance of the economic development agenda across the Fylde Coast.

2. Outcomes

- 2.1 To introduce a stronger and more robust governance framework for the economic development agenda across the Fylde Coast with greater political accountability.
- 2.2 To attract investment to the Fylde Coast and support businesses to survive, grow and prosper.

3. Recommendations

- 3.1 That the Leader of the Council be authorised, in his role as 'member' of the Blackpool, Fylde and Wyre Economic Development Company (EDC), to dissolve the aforementioned company.
- 3.2 That the proposed decision of the Cabinet, subject to paragraph 3.1 above, to establish a Blackpool, Fylde and Wyre Economic Prosperity Board (EPB), in the form of a Joint Committee and operating under the Procedure Rules attached at Appendix 1, be noted.
- 3.3 That the proposed decision of the Cabinet to appoint the Leader of the Council to be this Authority's representative on the EPB and to authorise the Leader of the Council, in accordance with the Procedure Rules of the EPB, to appoint a substitute member to attend in his absence, should the need arise, be noted.

4. Background

- 4.1** In June 2016 a revised set of articles of association for the Blackpool, Fylde and Wyre Economic Development Company (EDC) were agreed by the Board and subsequently approved by the 'members' (the Leaders of the three Councils, Blackpool, Fylde and Wyre). These revised articles were intended to bring the articles up to date and reflect changes such as the departure of Lancashire County Council from the company.
- 4.2** As part of that process, a governance review was undertaken with a view to changing the articles to reflect new responsibilities including the programme for managing delivery of the Blackpool Airport and Hillhouse Technology Enterprise Zones.
- 4.3** Part of the review also involved the examination of examples of similar arrangements elsewhere across the country. Views were sought and feedback received from the Local Government Association (LGA), who encouraged partners to consider a series of options, some of which represented new ideas beyond the original remit of the review.
- 4.4** Based on this review of the EDC's current purpose and function and the scope of strategic economic development on the Fylde Coast, it was acknowledged that consideration should be given to alternative models of delivering the kind of governance required. For example, in many regions local partners and clusters of Local Authorities in functional economic areas deliver what is required through an 'Economic Prosperity Committee'. In the context of the Fylde coast, such a committee would comprise of the three councils, with partners (co-opted members), as opposed to the existing company structure. This arrangement would deliver effective oversight on the work being undertaken in the Enterprise Zones, an effective political interface and accountability on strategic policy areas for the Fylde Coast as well as a link with the Lancashire Enterprise Partnership.
- 4.5** The review has indicated that a company by its nature is a 'clunky' and inefficient way of delivering joined-up working on economic development. A company does not naturally have an oversight role that adequately mirrors councils whose representatives make up its Board (i.e. the Chief Executives). A company also has a number of functions that are not applicable to the aims of an EPB such as the production of accounts (whether trading or not), producing an annual confirmation statement, filing returns, associated fees and paying for insurances for Directors. There is also no direct political accountability in the current EDC.

5. Key issues and proposals

- 5.1** A Joint Committee is recommended as the most efficient and effective way of managing the governance arrangements to progress the economic development agenda across the Fylde Coast. In considering the formation of a Joint Committee, a number of areas of good practice were reviewed and attached at Appendix 1 is a proposed set of Procedure Rules.
- 5.2** Although legally it will be a Joint Committee, it is recommended that it be known as an Economic Prosperity Board. In addition to the three Leaders of the Councils, there be three co-opted members drawn from the private sector, to reflect the important contribution made by private sector representatives under the former EDC.
- 5.3** The EDC has proved a good vehicle for officer collaboration. The three Chief Executives now meet on a regular basis and will act as principal advisers to the new Board. In terms of formally supporting the Board, it is recommended that the servicing of the Board on a constitutional basis be done by rotation (unless otherwise agreed by the Board) and that one of the constituent authorities acts as the 'Lead Authority' in terms of undertaking the economic duties delegated to the Board.

Financial and legal implications	
Finance	No additional costs have been identified at this stage. It is anticipated that requirements on officer time can be met from existing resources. If additional costs are identified at a later date then, where appropriate, these will be shared across the constituent authorities.
Legal	A Joint Committee can be formed pursuant to powers under the Local Government Acts 1972 and 2000 and under the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

Appendix 1 – Proposed Procedure Rules for the EPB.

arm/ex/cou/cr/17/0712mh

The Blackpool, Fylde and Wyre Economic Prosperity Board – Procedure Rules

1.0 Purpose

- 1.1 The purpose of the Economic Prosperity Board ('EPB') will be to bring together local authority partners in a robust, formally constituted arrangement which will help shape and drive economic development across the Fylde Coast. This will be undertaken by collaboration and mutual co-operation. The fact that some functions will be discharged jointly by way of these procedure rules does not prohibit any of the constituent authorities from promoting economic wellbeing in their own areas, independent of the Board.

2.0 Governance

- 2.1 The EPB will act as a Joint Committee pursuant to powers under the Local Government Acts 1972 and 2000 and under the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 2.2 The EPB will comprise of Blackpool Borough Council, Fylde Borough Council and Wyre Borough Council ("constituent authorities") and three co-opted members, one each from each constituent area. Any reference to 'executive', 'executive arrangements', 'executive function' or 'committee system' has the meaning given by Part 1A of the Local Government Act 2000.
- 2.3 The EPB is not a self-standing legal entity but is part of its constituent authorities. Any legal commitment entered into pursuant of a decision of the EPB must be made by all constituent authorities.
- 2.4 Political Proportionality rules will not apply to the EPB as so constituted.
- 2.5 The EPB may establish sub-committees or advisory groups, to undertake elements of its work, if required.
- 2.6 The EPB has powers delegated to it by the constituent authorities in the following areas:
- a) to review future governance requirements and delivery arrangements and how these can be best achieved on the Fylde Coast;
 - b) to have direct oversight of key economic growth focussed projects and initiatives that the EPB has influence over the funding of;
 - c) to have strategic oversight of other key growth focussed projects and initiatives across the Fylde Coast, and;
 - d) to lobby and carry out other activities that help achieve the promotion or improvement of economic wellbeing on the Fylde coast.

The EPB will not hold funds or monies on behalf of the constituent authorities.

2.7 Each constituent authority operating executive arrangements will be responsible for considering whether it is necessary [in order to comply with Access to Information legislation regarding the publication of agendas including Forward Plan requirements] to treat prospective decisions as 'key decisions' and/ or have them included in their Forward Plan. A constituent authority operating a committee system will apply its own local statutory procedures.

3.0 Remit

3.1 The remit of the EPB will be to provide political and democratic accountability and in doing so:

- a) act as the key strategic forum for economic development issues on the Fylde coast and to make recommendations to the Lancashire Enterprise Partnership (LEP) and other bodies on economic development investments and other priorities;
- b) have insight and the opportunity to review the LEP Board's activities and consider any further measures necessary to strengthen the relationship with the LEP Board;
- c) co-ordinate and monitor investment plans of the constituent authorities pertaining to economic growth at the discretion of the individual authorities;
- d) act as the Programme Board for Hillhouse Technology and Blackpool Airport Enterprise Zones (EZ's) and report into the LEP and its EZ Governance Committee as appropriate;
- e) seek to ensure that adequate resources are made available to enable the delivery of Hillhouse Technology and Blackpool Airport EZs and other key Fylde coast economic development priorities and projects;
- f) actively engage with a range of businesses on the Fylde coast in relation to economic development decision making and to engage with other stakeholders where appropriate;
- g) consider and advise on the appropriateness and viability of alternative, successor economic governance arrangements, and;
- h) co-ordinate and agree wider place-making policy within the Fylde coast economic footprint, wherever possible.

4.0 Membership

4.1 Membership will consist of one member from each constituent authority. Such member to be the Leader of the Council or other executive member, in an authority operating executive arrangements (or Leader of the Council or committee chairman, or vice chairman from a council operating committee system arrangements) and for the purposes of these procedure rules, this member will be known as the 'principal member'.

4.2 Each principal member to have a named substitute member who must be an executive member where the authority operates executive arrangements. Where governance in a constituent authority is by a committee system form of governance, that substitute member shall be as per that authority's rules of substitution. All constituent authorities must provide no less than twenty four hours' notice to the Secretary where a substitute member will be attending in place

of the principal member. Regardless of any such notification, where both the principal member and the substitute member attends a meeting of the EPB, the principal member shall be deemed as representing their authority.

- 4.3 In the event of any principal member of the EPB ceasing to be a member of the constituent authority which appointed him/her, the relevant constituent authority shall as soon as reasonably practicable appoint another principal member in his/her place.
- 4.4 Each constituent authority may remove its principal member or substitute member and appoint a different member or substitute as per that authority's rules of substitution and by providing twenty-four hours' notice to the Secretary.
- 4.5 There will be co-opted members appointed to the Board, with the number of co-opted members being the same as the number of constituent authorities. Each co-opted member will represent their relevant constituent area and the appointment and term of office of these co-opted members will be determined by formal decision of the Board. There are no substitute arrangements for co-opted members.
- 4.6 Each constituent authority may individually terminate its membership of the EPB by providing six months' written notice of its intent to leave the EPB to the Secretary. At the end of these six months, but not before, the authority will be deemed to no longer be a member of the EPB.
- 4.7 Where an authority has previously terminated its membership of the EPB it may re-join the EPB with immediate effect on the same terms as existed prior to its departure, where the EPB agrees to that authority re-joining via a majority vote.
- 4.8 Any other qualifying authority seeking to be a constituent member, may join the Board with immediate effect on the terms set out in these procedure rules, where the EPB agrees to that authority joining via a majority vote.
- 5.0 Quorum**
- 5.1 The quorum shall be two constituent authority members and one co-opted member with a requirement that each of the three authority areas be represented (either an authority member or co-opted member from each constituent area must be present). Should the constituent authorities change in number the quorum will be increased to reflect the change, the precise arrangements to be determined by agreement. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chairman or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.
- 6.0 Chairman and Vice Chairman**
- 6.1 The chairmanship of the EPC will rotate annually between each of the principal members. The Chairman or in his/her absence the Vice-Chairman (if one is appointed) or in his/her absence the member of the EPB elected for this purpose, shall preside at any meeting of the EPB.
- 6.2 Appointments will be made for a maximum period not extending beyond each principal member's remaining term of office as a councillor.

6.3 Where, at any meeting or part of a meeting of the EPB both the Chairman and Vice Chairman (if appointed) are either absent or unable to act as Chairman or Vice Chairman, the EPB shall elect one of the principal members of the EPB present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate. For the avoidance of doubt, the role of Chairman and Vice- Chairman (if appointed) vests in the principal member concerned and in their absence the role of Chairman or Vice-Chairman (if appointed) will not automatically fall to the relevant constituent Authority's substitute member.

7.0 Voting

7.1 The EPB's decision making will operate on the basis of mutual co-operation and consent and will take into account the views of the co-opted members. It is expected that decisions will be taken on a consensual basis wherever possible. Where a formal vote is required it shall be one vote for each constituent authority, made by the principal member, or in their absence, their nominated substitute. Co-opted members are not permitted to have a vote.

7.2 All questions shall be decided by a majority of the votes of the members present, the Chairman having the casting vote in addition to his/her vote as a member of the Committee. Voting at meetings shall be by show of hands.

7.3 Where immediately after a vote is taken at a meeting, if any member so requests, there shall be recorded in the minutes of the proceedings of that meeting whether each person cast his/ her vote for or against the matter or whether he/ she abstained from voting.

8.0 Hosting, Administration and Lead Authority

8.1 The EPB will be hosted by each constituent authority in turn, with the rota determined by a formal decision of the Board and the host authority's Monitoring Officer shall be Secretary to the Board ('the Secretary') (the position may be taken by a representative on their behalf). The Host Authority will also identify representatives to provide relevant financial, governance and legal advice to the EPB. For the avoidance of doubt, the Monitoring Officer of the host authority shall be 'Proper Officer' for the purposes of publishing the agendas, background papers and recording decisions. The historic official records of the EPB will pass to each host authority. The administrative costs of supporting the Board will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members, or co-opted members representing that area.

8.2 A 'Lead Authority' will be appointed by a formal decision of the EPB to deliver the economic development functions delegated to the Board. This Lead Authority, may be the same as the Host Authority, or may be another constituent authority.

8.3 The functions of the Secretary shall be:

- a) to maintain a record of membership of the EPB and any sub-committees or advisory groups appointed;
- b) to summon meetings of the EPB or any sub-committees or advisory groups;
- c) to prepare and send out the agenda for meetings of the EPB or any subcommittees or advisory groups; in consultation with the Chairman and the Vice Chairman of the Board (or sub-committee/ advisory group);

- d) to keep a record of the proceedings of the EPB or any sub-committees or advisory groups, including those in attendance, declarations of interests and to publish the minutes;
- e) to take such administrative action as may be necessary to give effect to decisions of the EPB or any sub-committees or advisory groups, and;
- f) to perform such other functions as may be determined by the EPB from time to time.

9.0 Meetings

- 9.1 The EPB will meet no less than quarterly, unless the EPB formally decides otherwise.
- 9.2 Meetings will be held at such times, dates and places as may be notified to the members of the EPB by the Secretary, being such time, place and location as the EPB shall from time to time resolve. Meeting papers will be circulated five clear working days in advance of any meeting.
- 9.3 The Chairman may choose to accept or reject urgent items that are circulated in a shorter timescale or tabled at any meeting. Any such urgent items will be by reason of 'special circumstances' and will be specified in the minutes, as to the reason the Chairman is of the opinion that the item should be considered as a matter of urgency.
- 9.4 'Special circumstances' justifying an item being considered as a matter of urgency will relate to both why the decision could not be made at a meeting allowing proper time for inspection by the public as well as why the item or report could not have been available five clear days before the meeting.
- 9.5 Additional ad hoc meetings may be called by the Secretary, after consultation, where practicable, with the Chairman and Vice Chairman of the Committee (if one is appointed), in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the EPB, addressed to the Secretary:
- (a) from and signed by two members of the EPB, or
 - (b) from the Chief Executive of any of the constituent authorities.
- 9.6 The Secretary shall settle the agenda for any meeting of the EPB after consulting, where practicable, the Chairman or in their absence the Vice Chairman (if one is appointed); and shall incorporate in the agenda any items of business and any reports submitted by:
- (a) the Chief Executive of any of the constituent authorities;
 - (b) the officers responsible for legal, governance, finance and economic development at any of the constituent authorities;
 - (c) any Member of the EPB.
- 9.7 The EPB shall, unless the person presiding at the meeting or the EPB determines otherwise in respect of that meeting, conduct its business in accordance with these procedure rules.
- ## **10.0 Access to Information**
- 10.1 Meetings of the EPB will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed. Only members of the EPB and

relevant advising officers from the constituent authorities and any person referred to in paragraph 11.2 below, will be permitted to be present for such items.

- 10.2 These rules do not affect any more specific rights to information contained elsewhere under the law.
- 10.3 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each constituent authority is to co-operate with the Secretary in fulfilling any requirements.
- 10.4 Any Freedom of Information Act requests received by the EPB should be directed to the relevant constituent authority for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.
- 11.0 Attendance at meetings**
- 11.1 The Chairman may invite any person, whether a member or officer of one of the constituent authorities or a third party, to attend the meeting and speak on any matter before the EPB.
- 11.2 Where agenda items require independent experts or speakers, the officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in EPB meetings will be subject to the discretion of the Chairman.
- 12.0 Order of Business**
- 12.1 Subject to paragraph 12.2, the order of business at each meeting of the EPB will be:
- i. Apologies for absence
 - ii. Declarations of interests
 - iii. Approve as a correct record and sign the minutes of the last meeting
 - iv. Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not and which items are subject to 'call in', in accordance with procedure rule 18.1.
 - v. Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public.
- 12.2 The person presiding at the meeting may vary the order of business at the meeting.
- 13.0 Codes of Conduct and Disclosable Pecuniary Interests**
- 13.1 Principal members of the EPB (and their substitute members) are governed by the provisions of their own Council's Codes and Protocols including the code of conduct for members and the rules on Disclosable Pecuniary Interests. Co-opted members are governed by the code of conduct for members of the 'Lead Authority'.
- 14.0 Minutes**
- 14.1 There will be no discussion or motion made in respect of the minutes, except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chairman shall sign the minutes.

15.0 Role of the Chairman

- 15.1 A Member wishing to speak shall address the Chairman and direct their comments to the question being discussed. The Chairman shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. His/her ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.
- 15.2 The Chairman shall have the discretion to regulate the behaviour of all individuals present at the meeting in the interests of the efficient conduct of the meeting, including excluding members of the press and public in the event of a disturbance.

16.0 Motions / Amendments

- 16.1 A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:
- i. To amend the motion
 - ii. To adjourn the meeting
 - iii. To adjourn the debate or consideration of the item
 - iv. To proceed to the next business
 - v. That the question now be put
 - vi. That a member be not further heard or do leave the meeting
 - vii. To exclude the press and public under Section 100A of the Local Government Act 1972.

17.0 Application to Sub-Committees

- 17.1 These procedure rules shall apply to meetings of any sub-committees of the EPB.

18.0 Scrutiny of decisions

- 18.1 Decisions of the EPB which relate to the executive functions of a constituent authority will be subject to scrutiny and 'call-in' arrangements (or any other arrangements equivalent to 'call-in' that any constituent authority operating a committee system, may have). This would only apply where the decision is one which could have been made locally by that constituent Authority acting alone. No decision in this circumstance shall be implemented until the call-in period has either expired or if 'called-in' the matter concluded, in accordance with the call-in procedures of the relevant constituent Authority.

19.0 Winding up of the EPB

- 19.1 The EPB may be wound up immediately by a unanimous vote of all constituent authorities.

20.0 Amendment of these Procedure Rules.

- 20.1 These Procedure Rules can only be amended by unanimous resolution of the EPB, following the consideration of advice from the Monitoring Officers of each of the constituent authorities.

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Report of:	Meeting	Date	Item no.
Cllr Alan Vincent, Resources Portfolio Holder and Clare James, Head of Finance	Council	7 December 2017	14

Treasury Management Activity April 2017 to September 2017

1. Purpose of report

- 1.1 To report on the overall position and activities in respect of Treasury Management for the first half of the financial year 2017/18.

2. Outcomes

- 2.1 An informed Council who have an understanding of Treasury Management activity, in line with the approved Treasury Management Policy and Strategy Statements and Treasury Management Practices.

3. Recommendation/s

- 3.1 That the Annual Report on Treasury Management Activity for the first half of the 2017/18 financial year be approved.

4. Background

- 4.1 In order to demonstrate compliance with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management a review of the Treasury Management Policy Statement, Treasury Management Procedures, Strategy and Minimum Revenue Provision Policy Statement is undertaken each year and reported to Cabinet in March. The Council, in accordance with legislation is also formally required to approve the formulation of the plan or strategy for the control of the authority's borrowing, investments or capital expenditure and for the determination of the authority's minimum revenue provision. This is agreed by Council in April.

- 4.2** A requirement of the Treasury Management Code of Practice is the reporting of the results of treasury management activity twice a year. This report covers the six months ending 30 September 2017. A further report including activity for the 2017/18 financial year in its entirety will be considered by Council in July 2018.
- 4.3** The Treasury Management Procedures indicate that the report should include the following issues, where relevant:
- a) Total debt and investments at the beginning and end of the review period and average interest rates;
 - b) Explanations for variance between original strategies and actual;
 - c) Debt rescheduling done in the year;
 - d) Actual borrowing and investment rates achieved through the year;
 - e) Comparison of return on investments to the investment benchmark; and
 - f) Compliance with Prudential and Treasury Indicators.
- 4.4** CIPFA have recently consulted with the public sector on proposed changes to both their Prudential Code and their Treasury Management Code and Cross-Sectoral Guidance Notes. The results of these consultations are awaited and any changes will be incorporated into the relevant Council Policies in line with any timescales imposed.

5. Key issues and proposals

- 5.1** The EU has now set a deadline of 3 January 2018 for the introduction of regulations under Markets in Financial Instruments Directive II (MIFIDII). These regulations will govern the relationship that financial institutions conducting lending and borrowing transactions will have with local authorities from that date. Financial Services officers have been co-ordinating the administrative impact of the new Directive which requires the authority to 'opt up' to Professional Status in order to continue to be able to invest in Money Market Funds. The majority of local authorities are in a similar position and will also be opting up in order to maintain the diversity of investment opportunities available and maximise their return.
- 5.2** The Monetary Policy Committee (MPC) meeting of 14 September 2017 took a more forceful tone when warning of the need to increase the Bank Rate. As such, it looks very likely that the MPC will increase the Bank Rate to 0.5% in November or if not then, in February 2018. This may result in slightly increased interest rates from the councils' counterparties and a higher return on investments.
- 5.3** The table below illustrates the council's debt and investment position at the beginning of the 2017/18 financial year and as at 30 September 2017:

	1 April 2017	30 September 2017
	£	£
Loans - Temporary	0	0
- Cash Overdrawn	179,366	121,403
Total Short-Term Debt	179,366	121,403
Loans - Long-Term Borrowing	1,552,000	1,552,000
Total Long-Term Debt	1,552,000	1,552,000
Investments - Temporary	19,191,041	21,020,873
Total Short-Term Investments	19,191,041	21,020,873
Cash in Bank	0	0
Cash held by the Authority	2,547	2,567
Total Cash and Cash Equivalents	2,547	2,567

- 5.4** The Prudential Code for Capital Finance aims to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable. The Code sets out indicators that must be used and requires local authorities to set relevant limits and ratios. The indicators for the 2017/18 financial year were originally considered by Cabinet 15 February 2017 and agreed at Council on 2 March 2017. During the six months to 30 September 2017 the council operated within these treasury limits and Prudential Indicators.
- 5.5** The 2017/18 Budget assumed no additional long-term borrowing and that capital schemes were to be funded instead by grants and contributions, capital receipts and the Capital Investment Reserve.
- 5.6** From 1 September 2011, and following a cost/benefit analysis it was decided to cease the formal overdraft facility. The formal overdraft facility used to cost the council £2,000 plus 1% over the base rate for overdrawn net balances over £500,000. The new arrangement now incurs charges at 4% over the current base rate for net overdrawn balances with no annual arrangement fee. The council's net bank account position was overdrawn on one occasion during the period April to September 2017. An overdrawn balance of £1,467,893 in August occurred when the Bank of Scotland failed to action a recall of funds. This was picked up the following working day and the Bank of Scotland transferred funds immediately and the overdrawn interest charge of £512.75 was refunded.
- 5.7** There were no short-term borrowing transactions (i.e. less than 365 days) during the first six months of 2017/18.
- 5.8** Debt rescheduling opportunities have been very limited in the current economic climate given the consequent structure of interest rates. No debt rescheduling has been undertaken during the 6 months to 30 September 2017.

- 5.9** Interest payments in respect of short-term and long-term borrowing for the first half of the financial year are on target and total £34,415 compared to a budgeted figure of £68,830 for the full year. Including miscellaneous payments in 2017/18 the actual at 30 September is £34,425 compared to a full year budget of £69,850. The budget includes £1,000 for interest in the latter part of the financial year owing to potential temporary borrowing requirements as income from Council Tax reduces in February and March.
- 5.10** The council has continued to invest any surplus balances with the council's Bank, NatWest on call deposit facility, Money Market Funds (MMF) with Prime Rate Capital Management and Legal and General Investment Management (LGIM), the Bank of Scotland (Overnight/Call account and fixed rate 6 month notice facilities), Goldman Sachs International Bank (3 month and 6 month fixed notice facilities), Santander (60 day and 95 day corporate notice facility) and Qatar National Bank (1 month and 3 month fixed notice facilities).
- 5.11** There have been two occasions where funds greater than £100,000 have remained in the council's accounts overnight as a surplus balance in the first six months of 2017/18. To address this, the council has set up a new control account that will off-set any funds remaining in the NatWest accounts at the end of the day and roll up balances into the interest bearing Liquidity account. Once activated by the bank this new facility should prevent any excess balances being held in the current account overnight.
- 5.12** The current investment counterparty selection criteria approved in the Treasury Management Strategy is meeting the requirement of the treasury management function.
- 5.13** The equated investments for the first half of 2017/18 are detailed in the following table:-

	Equated Investment Principal	Interest Due	Rate of Return
	£	£	
NatWest Liquidity Account	768,996	77	0.01%
Money Market Funds	2,547,102	5,744	0.23%
Bank of Scotland Call Account	1,147,735	1,249	0.11%
Bank of Scotland 6 month Fixed	452,055	2,713	0.60%
Qatar 1 month Fixed	360,959	1,277	0.36%
Qatar 3 month Fixed	202,740	912	0.45%
Goldman Sachs IB 3 month Fixed	152,055	745	0.49%
Goldman Sachs IB 6 month Fixed	1,255,480	9,219	0.73%
Santander (60 Day Notice)	1,504,110	6,017	0.40%
Santander (95 Day Notice)	1,504,110	7,270	0.48%
Total	9,895,342	35,223	0.36%

The table above reflects that investments earned an average return of 0.36% against a benchmark LIBID (London Interbank Bid Rate) 7-day average of 0.11%.

5.14 Interest receivable on investments for the first half of the financial year is £31,071 (or £33,618 including miscellaneous items) compared to an annual budget of £60,810. The rate of interest received is expected to reduce through the second part of the year owing to the funds available for investment diminishing as a result of increased capital expenditure and reduced levels of Council Tax income in the last quarter of the year.

5.15 Within the Council's current Annual Investment Strategy, the Investment Policy criteria are based on Sector's creditworthiness service and it is meeting the requirement of the treasury management function. The council, to date, has adopted a very cautious approach and regularly monitors organisations with which investments are held to ensure they meet the Investment Policy criteria.

Financial and legal implications	
Finance	Considered in detail in the report above.
Legal	The approval of the recommendations will ensure compliance with the CIPFA Code of Practice.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with an x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
Julie Woods	01258 887601	Julie.woods@wyre.gov.uk	27/10/17

List of background papers:		
name of document	date	where available for inspection
None		

List of appendices

None

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Report of:	Meeting	Date	Item no.
Cllr B Birch, Chairman of the Standards Committee and Liesl Hadgraft, Monitoring Officer	Council	7 December 2017	16

Social Media Policy for Councillors

1. Purpose of report

1.1 To enable a social media policy for Councillors to be approved.

2. Outcomes

2.1 More effective communication and public engagement and improved standards of behaviour by Councillors.

3. Recommendation

3.1 That the contents of the proposed Social Media Policy for Councillors, attached as Appendix 1, be approved and included in Part 5 of the Constitution.

4. Background

4.1 When they are first elected, all Councillors are required to sign the Council's computer use policy which, although it refers to electronic communications on behalf of the Council, relates mainly to the use of Council equipment and systems. Some general guidance about social media has also been made available in the past, but the Council does not currently have a specific policy on the use of social media by Councillors. The Council's Standards Committee, at its meeting in June 2017, asked the Monitoring Officer to draw up such a policy for consideration.

5. Key issues and proposals

- 5.1** The use of social media has expanded hugely in recent years and its use by Councillors is now much more prevalent. Both nationally and locally, complaints about comments made by councillors on social media platforms, often in response to comments made by members of the public, are becoming more common. Many councils now have a social media policy.
- 5.2** In order to provide clearer guidance to Wyre Councillors and to be transparent about the Council's position, it is proposed that a policy be approved and made public. The inclusion of such a policy in the Constitution will also make it easier for the Standards Committee to decide, if required to do so when dealing with a complaint, whether comments made on social media by a Councillor amount to a breach of the Code of Conduct.
- 5.3** The social media policy attached as Appendix 1, which has been developed from a policy already in place at South Ribble, was considered and endorsed by the Standards Committee at its meeting on 16 November 2017 and is now recommended for adoption by the Council.

Financial and legal implications	
Finance	None.
Legal	General legal issues to be considered when using social media are included in paragraph 4 of the proposed policy.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
data protection	x

report author	telephone no.	email	date
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List of background papers:		
name of document	date	where available for inspection
None	-	-

List of appendices

Appendix 1 - Social Media Policy

Appendix 2 - Flow Chart

arm/ex/cou/cr/17/0712rs

Wyre Council

Social Media Policy for Councillors

1. Purpose

Social Media is an incredibly powerful method of engagement which many Councillors now use as a platform to enhance their profile and communicate with the public. It allows you to open up new conversations with the people you represent, understand and respond swiftly to local concerns, coordinate campaigns, assist with casework and let your constituents know what you are doing as their local councillor, all at often a fraction of the cost of more traditional means of communication.

However, there can also be pitfalls and to help minimise any risk this policy sets out what you need to keep in mind whenever you use Social Media in your official role as a Wyre Councillor.

2. What is Social Media?

This is a term used to describe websites and applications for social networking. Popular social media platforms include Facebook, Twitter, LinkedIn, YouTube, Flickr, Instagram, Snapchat, WhatsApp and blogs. On social media sites users share information, discuss opinions and build online communities and networks.

You may already use social media in a private capacity. Consider if you want to create a separate account for any “Councillor” related use such as a separate Twitter account or YouTube channel. However Facebook are now clamping down on what they consider to be ‘duplicate’ accounts therefore as a Facebook user you need to consider if you wish your account to be for private use only or used for public engagement.

This policy and the Code of Conduct for Members both only apply when you are acting in your official capacity as an Elected Member. However, you need to be aware that it may not always be apparent to a member of the public in which capacity you are commenting. This “blurred identity” may have implications if comments made in a private capacity are taken to be those of the Council itself or your political party.

Online impressions count, how you portray yourself online is very important. Consider carefully how you may appear to someone who doesn’t know you personally – Is your online profile reflective of who you are and what you represent? Use our [social media checklist for Councillors](#) and/or the attached diagram as a guide to help you develop your online presence.

3. Social Media and the Code of Conduct for Members

Certain sections of the Code of Conduct for Members will apply to your online activity in just the same way as they do to any other written or verbal communication. The key to whether the Code applies is whether you are (or even just appear to be) acting in your capacity as a Wyre Councillor rather than as a private individual.

When using any social media platform you should take particular care not to publish anything which might result in you breaching the Code of Conduct, taking care, in particular, to comply you comply with the general provisions and obligations set out in Part 1 of the Code of Conduct. In doing so, have regard to the following behaviours:

You should always treat others with respect – do not use social media to make personal attacks or indulge in rude, disrespectful or offensive comments.

You must comply with equality laws – take care that you do not publish anything which might be considered to be sexist, racist, ageist, homophobic or anti faith.

You must not bully or intimidate anyone – do not say anything that might be construed as bullying or intimidation whether the comments relate to a council employee, a fellow Councillor or anyone else.

You must not disclose confidential information – refrain from publishing anything you have received in confidence.

4. General legal considerations

There are no new or additional legal burdens when using social media but you are publishing to the web – it's written down and it's permanent so you need to bear the following in mind:

Libel – If you publish an untrue statement about a person which is damaging to their reputation then they may take a libel action against you. This may also happen if someone else publishes something libellous on your website which you know about and don't take prompt action to remove. A successful libel action can result in an award of damages against you.

Copyright – Publishing images or text on your site from a copyrighted source (e.g. photos or extracts from publications) without obtaining permission first is likely to breach copyright laws. Breaching copyright laws can result in damages being awarded against you.

Data Protection – Take care not to publish the personal data of individuals unless you have their specific permission.

Bias and Pre- determination – Whenever you are involved in making planning, licensing or other quasi-judicial decisions do not say anything on social media which suggests that you have already made up your mind before hearing all the evidence and arguments. Otherwise the decision may be at risk of being challenged and declared invalid.

Obscene material – Obviously you should avoid publishing anything on social media which anyone might consider obscene. Publication of obscene material is a criminal offence.

Harassment – it is a criminal offence to repeatedly pursue a campaign against someone where this is likely to cause alarm, harassment, nuisance or distress.

Electoral Periods - There are some additional duties around campaigning during elections. If you are intending to make comments on social media in the period leading up to an election check the Electoral Commission website for the latest detailed guidance before doing so.

5. Use of Social Media during Council Meetings

Use mobile devices sparingly, discreetly and with common sense at meetings. Take care to avoid extended periods of use which may give the impression that insufficient attention is being paid to the business of the meeting.

Do not use social media during quasi-judicial meetings or during confidential or exempt items of business.

Always ensure that devices are switched to silent during meetings and their use is not disturbing others.

6. Staying Out of Trouble – some Do's and Do not's

Most pitfalls can be avoided if your online content is objective, balanced, informative and accurate.

Here are some tips to help you stay out of trouble:

Some Do's

- Set appropriate privacy settings for your blog or networking site (especially if you have a private non-political account)
- Where possible, consider keeping your personal and elected member profile on social networking sites separate and maintain appropriate professional boundaries
- Look out for defamatory or obscene posts from others on your site and remove them as soon as possible to avoid any impression that you condone such comments
- Be careful about any connection with service users who are vulnerable adults or children as this could be regarded as a safeguarding issue
- Ensure that you seek permission to post information from a copyrighted source or any personal data
- Take care not to give the impression that you have already made up your mind before hearing all the evidence and arguments if you are involved in any planning, licensing or other quasi-judicial decision
- Keep posts positive as evidence suggests these are more popular and likely to generate more support for your cause than negative or critical messages
- Set an example by engaging in healthy and respectful debate which will encourage others (especially young people) to adopt similar online behaviours
- Take care not to publish the personal data of individuals unless you have their specific permission.

Some Do not's

- Post in haste, particularly if your judgement might be impaired (for example if you have consumed alcohol)
- Post comments that you would not be prepared to make face to face, or put in writing in a formal letter
- Use Council facilities for personal or political blogs

- Use social media to attack, insult, abuse, defame or make negative or discriminatory comments about anyone (including council staff, service users, or the Council itself)
- Publish confidential information which you have gained access to as a Wyre Councillor
- Represent your personal views, or those of any political party or specialist interest group you belong to, as being those of the Council
- Distribute any material which could be considered inappropriate, offensive, illegal or discriminatory
- Robust political debate with other politicians is fine from time to time but do not let it degenerate into personal attacks
- Forget to consider your wider audience, online posts may be read by younger people who could be distressed at messages which had been intended for their parents or close relatives
- Make excessive use of social media technology during Council or Committee meetings as this may give the impression you are not engaged in the business of the meeting
- Forget to consider that anything written online can be screenshot and posted publicly.

7. Finally...

Although you need to be aware of the potential risks most Councillors using Social Media engage with the public in an entirely constructive way without ever running foul of either the Code of Conduct or the Law.

For further advice and guidance on using social media look on the [Engagement pages](#) on BRIAN

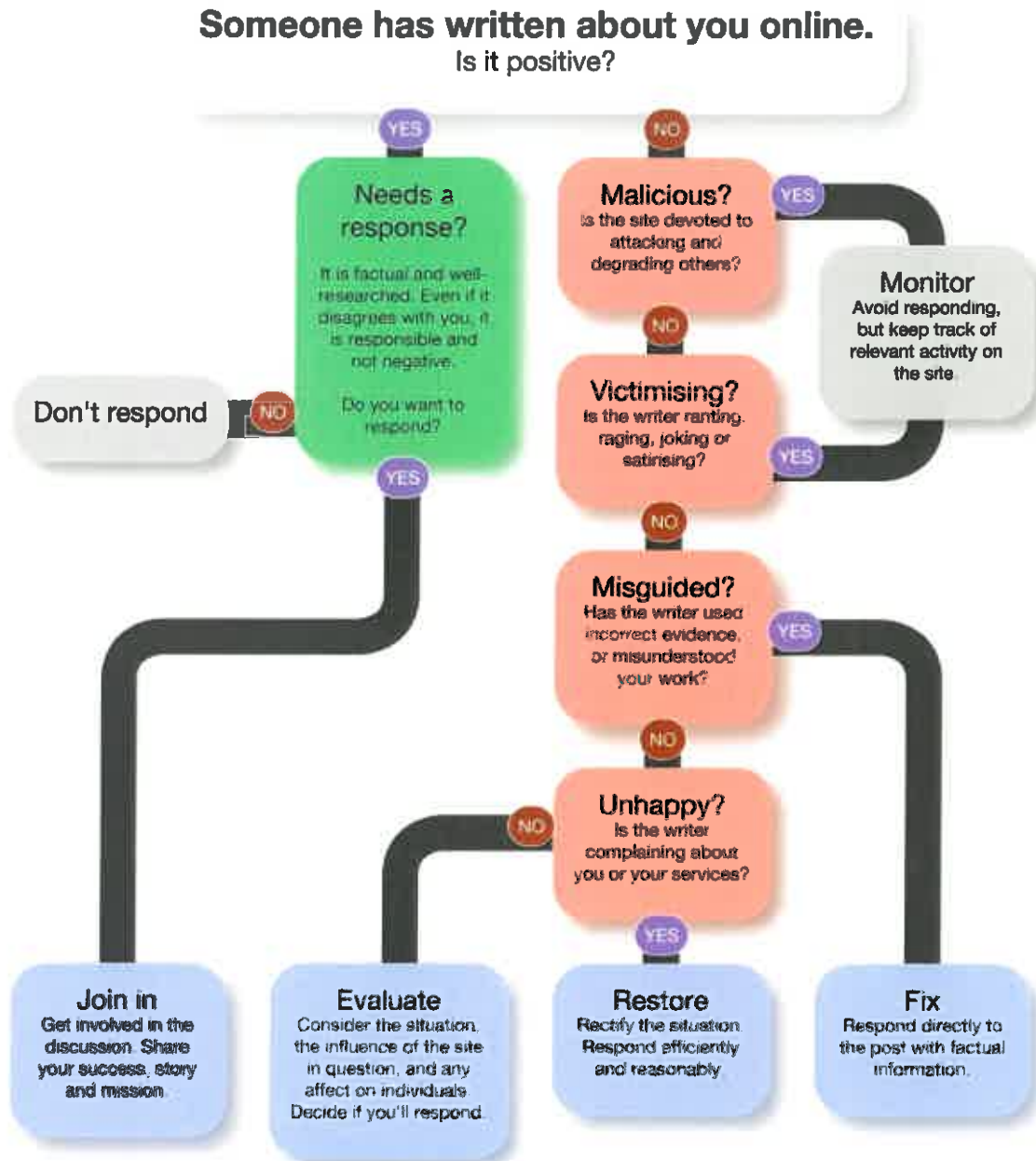
Use your common sense, relax and enjoy.

Monitoring Officer

November 2017

arm/ex/cou/cr/17/0712rs

Knowing when to join the social media conversation



Before you respond...

Be transparent
Be honest about your connection to the story.

Cite sources
Be clear about your sources, and include links to them.

Don't rush
Take time to make your response a good one.

Get the tone right
Reflect your organisation's richness and test your response on a colleague.

Focus
Focus on your most influential online activity.

By Michael Gross, <http://www.need.com>, inspired by US Air Force Blog Assessment. Content is for illustrative purposes. Attribution: Noncommercial-Share Alike. © 2010 United Kingdom. All rights reserved. <http://www.need.com>