

Electoral Review

Pendle Borough Council

Submission on Council Size

January 2019

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SUMMARY

Pendle Council has carried out an assessment of the work of the Council and the roles and responsibilities of its elected Councillors. It considers that a council size of 33 Councillors will be able to secure effective local government going forward from the council elections, due to take place in May 2020. The full Council at its meeting on 5th December 2018 approved the making of this submission to the Local Government Boundary Commission on this basis.

1. PENDLE PROFILE

- 1.1. The Borough of Pendle is located in North East Lancashire on the border between Lancashire and Yorkshire. Its dominant feature is Pendle Hill. To the west and south it shares its border with the Lancashire districts of Ribble Valley and Burnley. To the south east Calderdale and Bradford are both part of West Yorkshire whilst to the north and east lies Craven which is in North Yorkshire.
- 1.2. The Borough covers an area of 169.4 square kilometres and has a population of 90,588 giving it an overall population density of 535 persons per square kilometre.
- 1.3. Two thirds of the population is concentrated in four contiguous settlements – Nelson, Colne, Brierfield and Barrowford – situated in the south of the Borough. To the north, the market towns of Barnoldswick and Earby are the largest settlements in West Craven.
- 1.4. Whilst the age structure of the population is broadly similar to both regional and national averages, it has a relatively young profile, with birth rates in the borough having increased steadily over a number of years.
- 1.5. The majority ethnic group is White British. There is a significant black and minority ethnic population (around 17%) mostly of Pakistani origin and living predominantly in Nelson, Brierfield and Reedley.
- 1.6. In 2015 (latest data available) based on the average Index of Multiple Deprivation Pendle (factoring in population weighting) is ranked 38th out of 326 local authorities. The Ministry of Housing, Communities and Local Government also ranks authorities based on the proportion of lower super output areas (LSOAs) in the top 10% most deprived across the country. On this basis, Pendle ranked 18th out of 326 authorities with 16 of its 57 LSOAs in the top 10% most deprived.
- 1.7. Pendle has deep seated and challenging housing problems with a preponderance of Victorian terraced housing. The average mean household income is just 83% of that for Great Britain. There is still a strong presence in manufacturing, particularly advanced engineering and aerospace, though the importing and distributing of low value goods has replaced many manual jobs with office based and warehousing employment.
- 1.8. Tourism and recreation based on walking and cycling provide an increasingly important contribution to the local economy with 62% of the Borough designated as open countryside. The Leeds and Liverpool canal is a major feature in both urban and rural areas.
- 1.9. The M65 runs through part of the Borough to terminate at Colne. It provides links to the national motorway network at its junctions with the M6 and M61 near Preston. Manchester, Leeds and the Lake District are about an hour away by road. An hourly rail service runs from Colne, Nelson and Brierfield to Preston. Bus operators provide services to nearby towns and Manchester.

- 1.10. Pendle Borough Council is a product of local government reorganisation in 1974 taking in parts of both Lancashire and Yorkshire. It is one of twelve districts in the two tier administrative county of Lancashire. It has one parliamentary constituency, Pendle.
- 1.11 There are twenty Borough wards.
- 1.12 The Council is currently a Conservative-run administration and the political composition, as from May 2018, is:
- | | |
|-------------------|----|
| Conservative: | 25 |
| Labour: | 15 |
| Liberal Democrat: | 9 |
- 1.13 There are nineteen parish councils and one parish meeting meaning that the Borough is fully parished. There are 183 parish and town councillors. Five of the parish councils have the title of town council- Barnoldswick, Brierfield, Colne, Earby and Nelson. Together with Barrowford they are warded.
- 1.14 It is assumed that for the medium term future Pendle will continue to be a district council operating alongside the County Council and the parish and town councils. Whilst from time to time the possibility of voluntary merger of councils and/or unitary government in the county comes up for discussion there are no plans for this.
- 1.15 The most significant recent change in local government affecting the Council has been the creation of the Lancashire Combined Authority. The councils in Lancashire have all come together to work more collaboratively on a range of economic issues. The Combined Authority does not affect the status of the Council as an autonomous democratic body nor does it affect its powers and duties. Looking ahead the Council's functional responsibilities are expected to remain broadly similar to those at present.
- 1.16 The Council's Vision as set out in its Strategic Plan approved by the Council in May 2018 is:

As a Council we have signed up to the vision in our Sustainable Community Strategy and we are committed to working with our partners to ensure that:

***"Pendle is a place where quality of life continues to improve and where people respect one another and their neighbourhoods. We want Pendle to be a place where everyone aspires to reach their full potential.
We want to be recognised locally, regionally and nationally as a great area to live, learn, work, play and visit.***

- 1.17 The Vision is underpinned by four strategic objectives which are:

Working with partners, the community and volunteers to sustain services of good value [STRONG SERVICES]

Through effective partnership working we will ensure that we procure and provide good value services that meet the needs of residents, visitors, and businesses. We will prioritise resources accordingly and operate decision-making structures that are open, transparent and accountable.

Helping to create and sustain jobs with strong economic and housing growth [STRONG ECONOMY]

We will work with our public sector and private sector partners to generate jobs and economic and housing growth in Pendle in a way that secures its long-term economic, environmental and social wellbeing.

Helping to create and sustain resilient communities [STRONG COMMUNITIES]

We will acknowledge and build upon the Borough's diversity, demonstrating our community leadership role by working with and empowering our partners and local people to provide clean, healthy, safe and cohesive communities. We will endeavour to maintain the quality of our environment through effective and efficient services, education, community and voluntary involvement, partnership working and enforcement.

Maintaining a sustainable, resilient and efficient organisation which is Digital by Default [STRONG ORGANISATION]

We will ensure that, as an organisation, we are suitably placed to deliver the priorities identified for Pendle and its residents. To do this we will employ the right people with the right skills in the right job. We will maintain robust financial processes, standards and systems optimising the technology and resources we have available to us, making us more efficient and effective in our service delivery and becoming Digital by Default.

2 RATIONALE FOR REVIEW

2.1 The Council's proposal is for a reduction in the number of its Councillors from 49 to 33, just under 33%. In arriving at this proposal the following structural and organisational changes since the last electoral review in 1999/2000 have been taken into account:

- In 2000 the Council established the Pendle Leisure Trust, a charitable community interest company, which is responsible for managing the portfolio of leisure centres, swimming pools and arts facilities.
- In 2005 the Council entered into a public private partnership with Liberata for the delivery of customer services, revenues and benefits, Information technology, human resources and property services. That contract has recently been renewed and will run until 2030.
- In 2006 the Council transferred its housing stock to a registered social landlord as a result of which the Council's service responsibilities were significantly reduced although it still has a strategic role and maintains the Housing Register and deals with homelessness.
- In 2006 Lancashire County Council took back most highway agency responsibilities which the Council had previously carried out on its behalf.
- In 2009 the Borough became fully parished with the creation of parish (now town) councils for Nelson and Colne. Between them they have 41 councillors which increased the total number of local democratic representatives from 142 in 1999 to 183 today.
- The role of all the parish and town councils has changed radically since 2014 when the Borough Council embarked on a programme of devolution to them of facilities and services. Between them they are now responsible for local events, public conveniences, community centres and former town halls, CCTV and play areas and multi-use games areas. At the same time the total precepts raised by them total around £1.8 million.
- The Council is committed to the principle of devolving powers and services to interested parish and town councils, where this is practicable. The programme is due to be reviewed and is likely to extend to other important services such as town centre street cleaning, local car parks etc.
- Most telephone calls to the Council are now handled through an integrated customer contact centre handling requests and queries directly with the customer.

- In the last few years the Council has invested considerably in digital technology to enable residents to access services through its website and to communicate with the Council effectively by email and online. People can increasingly self-serve. A Project Board is in place to oversee and develop this programme.
- The Council is currently looking at webcasting its full Council meetings which will give more convenient access to residents of the outlying towns and villages.
- Some small scale and back office services are shared with or provided to other authorities, most notably the Pennine Lancashire councils and Craven District Council. These include legal services, land charges and some waste and engineering services.
- In 2018 the Council moved to a Committee system and streamlined its governance system. This together with an extensive scheme of delegation of routine matters to officers has reduced the workload of councillors.
- The Council is also looking at investing in managed mobile devices for all councillors to support them in their work on the move. Specifically it has decided to roll out Microsoft Office 365 by May 2019 giving them greatly enhanced flexibility.
- In 1999/200 the Council employed around 700 full time equivalent staff. In 2010/11 the number was around 450 and it has further reduced to 230 as at December 2018.
- As evidenced above, there has been a gradual strategic shift in how the Borough delivers its services. The Council is now a significantly smaller organisation and is operating through more partnerships, shared arrangements and joint ventures.

2.2 The effect is that overall the changes have reduced the decision making role of councillors. For example there is no longer a Leisure Committee managing the operation of the leisure service and instead there is an independent board on which the Council has three councillor places.

2.3 Similarly the contract with Liberata is overseen by the Public Private Partnership Board which meets quarterly and on which there are 5 councillors. Within the Council the Policy and Resources Committee has responsibility for the development, operation and effectiveness of all the strategic partnerships.

2.4 The Council has also looked at councillor:elector ratios in other similar councils as a cross check on its proposed reduction. The Pendle electorate as at December 2018 is 66,626 which produces a councillor: elector ratio of 1:1360.

2.5 The national average for councils of the same type as Pendle is 1:1954(December 2017 figure)

2.6 When compared to the 15 statistical “near neighbours” (councils with similar populations and other characteristics) in the CIPFA group, the Borough has the second largest council size and also the lowest number of electors per councillor.

With the proposal to move to 33 councillors from 2020 onwards, the Borough would have a new councillor: elector ratio of 1:2019 which would be mid table in the CIPFA family group.

2.7 The Borough’s population is currently 90,588. The Office for National Statistics (May 2016) predicts that the population will increase only marginally to 91,700 by 2039.

- 2.8 Forecasts to 2025 taking into account planning permissions granted and likely rates of actual new housebuilding further suggest only a small population increase.
- 2.9 On the basis of the above information the Council believes that the reduction to 33 councillors and the resulting councillor:elector ratio would not be out of the ordinary and would mean manageable workloads for councillors and a satisfactory level of democratic representation.

3 THE COUNCIL'S ELECTORAL CYCLE

- 3.1 The Council currently has 49 councillors across 20 wards which are a mix of one member, two member and three member and each councillor serves a four year term with elections by thirds.
- 3.2 In July 2018 the Council commenced a public consultation exercise on the possibility of changing to all out elections every four years. At a Special Council meeting in September this failed to get the necessary two thirds majority to make the change.
- 3.3 We understand that this now means that the Local Government Boundary Commission is under a duty to start its review with a presumption of a future electoral cycle of a uniform pattern of three member wards. This submission proposes 33 councillors, a number divisible by three, which would lead to 11 new wards.

4 GOVERNANCE

- 4.1 The Council started to operate a Leader and Cabinet style of governance in 2000 as required by the legislation requiring most councils to adopt executive arrangements.
- 4.2 At the Annual Council meeting in May 2018 it moved to a Committee system as permitted by the Localism Act 2011. With the possibility of this electoral review in mind, the Council considered its future governance arrangements in detail and streamlined them significantly. In essence there is now a single central committee (Policy and Resources) supporting and supported by area committees and regulatory committees.
- 4.3 In 2017/18 the Council operated with a total of 20 committees, panels and working groups. This had been the case for several years. From May 2018 this was reduced to 14 and the number of councillors on several of them was also reduced. The net effect was that the total committee places reduced from 155 (an average of 3.16 per councillor) to 106 (an average of 2.16 per councillor). A reduction to 33 councillors would mean an average of 3.21, just about the same as last year. (The full comparison is at Appendix1).
- 4.4 In terms of number of meetings there were 108 scheduled in the calendar for 2017/18. This has reduced to 90 in 2018/19. In the seven months since May it has not been necessary to arrange any additional meetings, which suggests committees can comfortably deal with the level of business.
- 4.5 These reductions in committee places and meetings held strongly suggest that the workloads of 33 councillors would not be significantly different from the workloads in previous years.
- 4.6 Attendance at most meetings is excellent and it is very rare that a meeting is inquorate.
- 4.7 The following is an outline of the governance structure:

Full Council

All forty-nine elected Members are expected to attend Full Council meetings which typically take place seven times a year. The main role of Full Council is to determine policies as the framework for the way the Council carries out its functions and to set the budget and council tax levels.

At its Annual meeting in May, Council appoints the Mayor and deputy Mayor for the forthcoming municipal year and elects the Leader of the Council. It also appoints committees and chairs, allocates places on them in accordance with the political balance rules, makes appointments to strategic outside bodies and appoints Champions for certain thematic issues (see Appendix 2).

Full Council also provides a platform whereby members of the public may ask questions of the Leader and Committee Chairs. Likewise, Members of the Council may present petitions on behalf of local residents, and question the Leader and the chairs of committees.

An example of a Full Council agenda is at Appendix 3.

Policy and Resources Committee

This is the central committee of the Council and has a wide ranging ambit. The Committee is 13 strong and is politically balanced currently comprising 7 Conservatives; 4 Labour; 2 Liberal Democrat.

The Committee meets monthly. With the move away from an executive there are no longer any portfolio holders appointed. There is however an informal system whereby the Conservative members act as lead spokespersons on certain matters. No special responsibility allowances are paid in respect of this.

An example of an agenda of the Committee is at Appendix 4.

Area Committees

There are five Area Committees which together cover the whole of the Borough. Each councillor is a member of one of these committees and there are co-opted members from parish and town councils and other organisations. They meet monthly in local venues around the Borough. An example of an agenda is at Appendix 5.

- Barrowford and Western Parishes
- Brierfield and Reedley
- Colne and District
- Nelson
- West Craven

As can be seen from the agendas in the Appendices the Council is very keen to engage with residents at all its meetings but especially through its Area Committees. It is very rare that the public are excluded for consideration of an item. There is a public question time at the start of every meeting and any member of the public can give notice to speak for 5 minutes on any item on the agenda. Arising from consideration of items, meetings both formal and informal regularly take place between councillors and residents.

Regulatory

The regulatory committees are:

- Accounts and Audit (5 members) which meets quarterly.
- Licensing Committee (11 members) which deals with all Licensing functions and meets as and when required, in practice three or four times a year.
- Area Committees (for all planning matters).

The majority of planning and licensing applications are determined at officer level.

Other Panels and Committees

Other panels and committees are:

- Health and Social Care Panel
- Community Safety Partnership

Which have scheduled meetings approximately every two months.

- Employment Appeals
- Restructuring Committee
- Standards Hearing Panel
- Governance Working Group

Which meet as and when required, which in practice is rarely.

Appendix 6 sets out the detailed terms of reference of all Committees.

The Council also has Joint Arrangements and Partnerships e.g.

- Lancashire Economic Partnership
- Pennine Lancashire PLACE

Finally it has four Joint Venture companies. PEARL, PEARL 2 and , PEARL (Brierfield Mill) which are partnerships with a major local contractor to deliver housing and regeneration projects; and PEARL Together which also includes Housing Together, the major social landlord in the Borough. Four members represent the Council on the Board.

5 SCRUTINY

- 5.1 When considering its future governance structure on the move to a streamlined Committee system the Council looked very closely at the future arrangements for Scrutiny. The previous system of formal Scrutiny committees, whilst undertaking some good work, was felt to be rather cumbersome and slow moving. The Council decided eventually not to appoint Scrutiny committees as is permitted by the Localism Act 2011 but put in place the following.
- 5.2 The standing Health and Social Care Panel which had been a feature of the previous system was retained as a panel of the Policy and Resources Committee. Its role was reviewed and aligned more closely with the work of the East Lancs Clinical Commissioning Group's Pendle Health and Wellbeing Board to make it more effective and more focussed on priority issues.
- 5.3 A call in procedure for decisions of the Policy and Resources Committee similar to that previously for Executive decisions was, retained in a revised form. Any three councillors representing between them at least two political groups may submit a call in notice which will be discussed by the group leaders and the callers in. The matter is then referred back to the Policy and Resources Committee for further consideration or if appropriate may be taken to the full Council.

- 5.4 So far there have been seven calls in one of which resulted in a change of the original decision.
- 5.5 Both the full Council and the Policy Resources Committee have the express power to consider the need for in depth scrutiny of any issue and to establish arrangements for this to be undertaken. A very recent example of this is the Council decision to appoint an all-party task group to look at the desirability and practicalities of building new Council housing to complement existing and new provision by housing associations.
- 5.6 Area Committees have retained the right to initiate recommendations to the Policy and Resources Committee on any matters within or affecting their areas.
- 5.7 At every Council meeting a report on the work of the Policy and Resources Committee is submitted and all councillors have the right to ask questions of the Leader in relation to it.
- 5.8 The new arrangements are a mix of detailed scrutiny and policy development (e.g. the Health and Social Care Panel and ad hoc panels) and holding decision makers to account. The overall volume of work is about the same as under the former executive arrangements and is expected to remain so. The new arrangements are still settling in but the Council is confident that there has been no loss of oversight or scrutiny across the Council.

6 COUNCILLOR ROLES AND WORKLOADS

- 6.1 The Council considers that its membership is reasonably representative of the Pendle community in terms of background, employment, ethnicity and age.
- 6.2. Most meetings are held in the evenings and in local venues which is helpful for younger and working councillors. Travelling to meetings is not a problem.
- 6.3. Elections for Borough wards are invariably contested. That said local political parties do report increasing difficulty in recruiting candidates, especially younger people, to stand for election. A reduction in size could help ease the difficulties in attracting sufficient high quality candidates for election.
- 6.4 Allowances are amongst the lowest in the country. (Appendix 7 is the Members Allowances Scheme).
- 6.5 A description of the role of councillors is set out in the Council's Constitution (Appendix 8).
- 6.6 The work of Borough councillors is varied and it is for each elected Member to decide how to organise their work. Technological change has reduced the amount of work councillors need to do, and has made it easier to carry it out at a time and place of the councillor's choosing. As mentioned above Microsoft Office 365 is to be rolled out shortly. Overall the provision of information to councillors about policy issues and proposed decisions has been eased and speeded up. This trend is expected to continue.
- 6.7 Councillors engage with their ward residents in a range of ways, including via email, leaflet drops, telephone calls, face-to-face discussions and social media. More and more councillors are making use of social media for council business. All councillors are on one of the Area Committees which are well attended by local people. A significant number are members of Parish or Town Councils or attend their meetings.
- 6.8 The improvements in the Council's website have increased the amount of information and number of transactions with the Council that customers can access directly, without using

a councillor as an intermediary. The Council has plans to take all this further and faster in meeting its financial challenges.

- 6.10 The Council appoints members to outside bodies. These representational roles add to a Councillor's workload though generally not very demanding. At the current time, it appoints to 72 places on 42 outside bodies. In the main it is the Leader who represents the Council on strategic bodies. The list is at Appendix 2.
- 6.11. Whilst in some respects there is now more interaction with parish and town councils, the transfer of facilities and services to them (such as play areas, public conveniences, community centres, local events, bus shelters and potentially parks and recreation grounds) is reducing the workload for borough councillors and this will continue.

7. FINANCIAL CONTEXT

- 7.1 Pendle Council faces an extremely challenging position given the impact of a long period of austerity.
- 7.2 The Council's net revenue budget has shrunk from £17.526m in 2010/11 to £12,197m in 2018/19. Analysis undertaken by LGFUTURES, a respected independent public sector financial management and funding consultancy, shows that our core spending power fell by 43% over that period. This represents the third highest reduction of all councils in England.
- 7.3 On the basis of recent announcements on funding allocations, Pendle faces a further reduction of around £800k in 2019/20.
- 7.4 Our projections for the period 2019-2022 indicate a further requirement to save c£4.0 million. This is after taking a further £2.5 million from already significantly reduced reserves.
- 7.5 Despite this significant reduction in funding the Council has been innovative in its response as evidenced by the changes listed at paragraph 2.1 above.
- 7.6 This will continue to be the case with an all-party determination to protect core frontline services and working closely with town and parish councils and neighbouring authorities.
- 7.7 With regard to the costs of democracy, in 2018/19 the budget for direct support to members was £192,810. Of this £162,100 was for allowances. In recent years the Council has not increased the basic allowance payable and has drastically reduced the number and level of payment of special responsibility allowances.
- 7.8 Implementing the proposed reduction to 33 councillors is expected to generate a saving of around £50,000 from 2020.

8. CONCLUSION

This submission addresses the key points in the Local Government Boundary Commission's technical guidance which stresses the importance of well-reasoned proposals that are based on the individual characteristics and needs of the Council's area and its communities.

It will assist the Commission in recommending a council size that allows the Council to take decisions effectively, manage the business and responsibility of the Council successfully: and provide effective community leadership and representation.

As demonstrated in paragraph 2, since the last review there has been a gradual strategic shift in how the Borough delivers its services. There are now more joint ventures, partnerships and shared services supporting the Council's continued efforts to achieve operating efficiencies. The new council size would more accurately reflect the reduced size of the organisation and the work required of councillors. It would generate an appreciable cost saving.

APPENDICES

Appendix 1- Comparison of committees and committee size 2017/18 and 2018/19

Appendix 2- Appointments to Outside Bodies

Appendix 3- Full Council agenda (4/07/2018)

Appendix 4- Policy and Resources Committee agenda (24/07/2018)

Appendix 5 – West Craven Area Committee agenda (08/05/2018)

Appendix 6- Terms of reference of Council and committees

Appendix 7- Members' Allowances Scheme

Appendix 8- The Role of a Councillor

APPENDIX 1

Committees (with numbers of members)2017/18

5 Area Committees (49)
Executive (10)
Scrutiny Management Team (12)
Health and Social Care Scrutiny Panel (5)
Development Management (12)
Licensing Committee (15)
Taxi and other Licensing Committee (9)
Accounts and Audit Committee (5)
Employment Appeals Panel (3)
Standards Hearing Committee (5)
Governance Working Group (6)

Committees appointed by the Executive –

- Budget Working Group (6)
- Gearing up for Growth Grants Panel (3)
- Transfer of Services & Facilities to Town and Parish Councils Committee (6)
- Local Plans (Part 2) Working Group (6)
- Scrap Metal Licensing Executive Sub-Committee (3)

155 / 49 = **3.163**

Committees (with numbers of members) 2018/19

5 Area Committees (49)
Policy and Resources Committee (13)
Licensing Committee (11)
Accounts and Audit Committee (5)
Employment Appeals Panel (3)
Standards Hearing Committee (5)
Governance Working Group (6)
Restructuring Committee (5)

Committees appointed by Policy and Resources Committee –

- Gearing up for Growth Grants Panel (3)
- Health and Social Care Panel (6)

106 / 49 = **2.163**

COUNCIL REPRESENTATIVES ON OUTSIDE BODIES AND OTHER ORGANISATIONS 2018/2019

ORGANISATION	MEETINGS	MEMBERS OF COUNCIL OR NOT	NUMBER TO BE APPOINTED	PERIOD OF OFFICE (YEAR)	CURRENT REPS	PROPOSED REPS
Airedale General Hospital Foundation Trust	4 ordinary meetings per year. Plus other special meetings.	No	1	1	Councillor Margaret Foxley	
Burnley and District Society for the Blind		Yes	1	1	Councillor Sheila Wicks	
Burnley and Pendle Citizens' Advice Bureau		Yes	1	1	Councillor Nawaz Ahmed Councillor Wayne Blackburn	
Burnley, Pendle and Rossendale CVS Board	4 ordinary meetings per year.	Yes	1	1	Councillor Wayne Blackburn	
District Councils Network		Yes	1 (Leader of the Council)	1	Councillor Paul White	
District Early Years Development and Childcare Forum		Yes	1	1	Councillor Dorothy Lord	
Fairtrade Group		Yes	3	1	Councillor Maurice Horsfield	

			(1 from each of the 3 main political groups)		Councillor Dorothy Lord Councillor Sheila Wicks	
Forest of Bowland AONB		Yes	1	1	Councillor James Starkie	
Growth Lancashire Ltd. <i>(formerly Regenerate Pennine Lancashire)</i>	4 times per year	Yes	1 (Leader of the Council)	1	Councillor Paul White	
ITHAAD Advisory Services Sub-Committee		Yes	1	1	Councillor Nadeem Ahmed	
Joint Venture Company (PEARL Board, PEARL Board, Brierfield Mill and PEARL Together)	4 or 5 meetings per year	Yes	4 (1 Lab, 1 Con, 1 Lib Dem and Leader)	1	Councillor Paul Foxley Councillor David Whipp Councillor Paul White Councillor Nadeem Younis	
LCC Health Scrutiny Committee		Yes	1	1	Councillor Wayne Blackburn	
Lancashire Police and Crime Commission		Yes	1	1	Councillor Margaret Foxley	<i>Subject to application County wide of political balance rules.</i>
Lancashire Waste Partnership (LCC)	3 times per year	Yes	1	1	Councillor Paul White	
Local Government Association (a) General Assembly (b) Voting re: - Lancashire Leaders Group		Yes	1 (Leader of the Council)	1	Councillor Paul White	

Nelson and Colne College		No	1	1	Councillor Paul White	
North Western Local Authorities' Employers Organisations		Yes	1 (Leader of the Council)	1	Councillor Paul White	
Pendle Community Health and Wellbeing Board	6 meetings per year	Yes	1 (plus the Chief Executive)	1		Delegated to Policy and Resources Committee to appoint
Pendle Community Safety Partnership Steering Group		Yes	4	1	Councillor Wayne Blackburn Councillor Neil McGowan Councillor Christian Wakeford Councillor David Whipp	
Pendle Countryside Access Forum	Twice a year (June and December)	Yes	3 (1 from each of the 3 main political groups)	1	Councillor Tony Greaves Councillor Jonathan Nixon Councillor David Whalley	
Pendle Heritage Trust Board		Yes	2	1	Councillor Linda Crossley	
Pendle Hill Landscape Partnership Board		Yes	1	1	Councillor Linda Crossley	
Pendle Leisure Trust Board		No	3	1	Councillor Naeem Ashraf Councillor Margaret Foxley Councillor Dorothy Lord	
Pendle Public/Private Partnership Board (with Liberata)	4 times per year	Yes	5 (2 Con, 2 Lab and 1 Lib Dem)	1	Councillor Mohammed Ammer Councillor Mohammad Sakib Councillor Ken Turner Councillor David Whipp Councillor Paul White	

Pendle Twinning Association	6 meetings per year	Yes	3 (1 from each of the 3 main political groups)	1	Councillor Pauline McCormick Councillor Graham Roach Councillor Kathleen Shore	
Pendle Youth Orchestra		Yes	3	1	Councillor Margaret Foxley Councillor Ken Hartley Councillor Kathleen Shore	
Pennine Lancashire Leaders and Chief Executive (PLACE)		Yes	1 (Leader of the Council)	1	Councillor Paul White (plus Chief Executive)	
Shadow Lancashire Combined Authority		Yes	1 (Leader of the Council)	1	Councillor Paul White	

Annual Council (17.05.2018)

MEMBER CHAMPIONS

RESOLVED

That the following Councillors be appointed as Member Champions for 2018/19 Municipal Year:

Armed Forces Champion	Councillor Neil Butterworth
Cycling Champion	Councillor Nawaz Ahmed
Dementia Champion	Councillor David Whalley
Disability and Mental Health Champions	Councillor Wayne Blackburn
Every Child Matters	Councillor Dorothy Lord
Loneliness Champion	Councillor Paul White
Older People's Champion	Councillor Pauline McCormick
Young People Champion	Councillor Nathan McCollum

Area Committee Resolutions re: Representatives on Outside Bodies

West Craven Committee – 2nd October 2018

77. COUNCIL REPRESENTATION ON OUTSIDE BODIES

Members were informed that on 1st November 2018 the appointments of two Council representatives, Councillors R. E. Carroll and M. Horsfield, on the Earby and Salterforth Internal Drainage Board, would come to an end. Members were asked to consider appointing two Councillors to this organisation for a further three years.

RESOLVED

That Councillors R. E. Carroll and M. Horsfield be reappointed as the two Council representatives on the Earby and Salterforth Internal Drainage Board for a further three years.

Barrowford & Western Parishes Committee – 7th June 2018

24. REPRESENTATIVES ON OUTSIDE BODIES

At the Annual meeting of the Council the responsibility for appointing two trustees to the Reuben Burton Educational Foundation was referred to this Committee. It was noted that Councillors C. Wakeford and J. K. Starkie were the current Trustees until such time as they resigned.

Colne and District Committee – 7th June 2018

26. REPRESENTATIVES ON OUTSIDE BODIES

The Committee were asked to consider nominations to a number of outside bodies.

RESOLVED

That the following nominations onto outside bodies be agreed:

Colne First Aiders	Councillor J. Cooney
Hartley Homes Trust	Councillor P. J. Foxley
Luther Greenwood Festival Committee	Councillor N. Butterworth
Trawden and District Agricultural Society	Councillor N. Butterworth

Nelson Committee – 4th June 2018

8. REPRESENTATIVES ON OUTSIDE BODIES

(a) Appointment of Representatives on Outside Bodies

At the Annual Meeting of the Council the responsibility for appointing representatives to some outside bodies was referred to this Committee.

RESOLVED

- (1) That Councillors K. Shore and M. Iqbal be appointed representatives on to the Marsden Heights Educational Foundation (Representative Trustee) until June 2021.

- (2) That Councillor T. Cooney be appointed representative of the William Walton Cottage Homes and the Mancknols Walton Cottage Homes Charities.

(b) Appointment of Nelson Market Panel

The Committee were asked to appoint representatives to Nelson Market Panel for the Municipal Year 2018/19.

RESOLVED

That Councillors W. Blackburn and N. Ahmed be appointed as representatives on Nelson Market Panel.

**MEETING OF THE
COUNCIL
TO BE HELD ON
WEDNESDAY 4th JULY, 2018
AT 7.00 p.m.**

IN THE COUNCIL CHAMBER AT NELSON TOWN HALL

Minutes of all meetings held since the last Council meeting can be accessed via the Council's website www.pendle.gov.uk followed by the "Council" tab.

Members are reminded that it is now not necessary to submit amendments in writing prior to the start of the meeting. Members are however urged wherever possible to continue to do this so that the effect of amendments can be fully understood.

For further information please contact **Jane Watson** on telephone **661648**.

PHILIP MOUSDALE, CORPORATE DIRECTOR



If you would like this information in a way which is better for you, please telephone us.



اگر آپ یہ معلومات کسی ایسی شکل میں چاہتے ہیں، جو کہ
آپ کے لئے زیادہ مفید ہو تو براہ مہربانی ہمیں بتائیے۔

A G E N D A

1. Apologies

2. Minutes of Council

Enc. To approve as a correct record, or otherwise, the Minutes of the meeting held on ??

3. Declarations of Interest

Members are reminded of the legal requirements concerning the declaration of interests.

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting.

In addition the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

4. Announcements from the Mayor and Leader of the Council (if any)

5. Questions on Notice from the Public to the Leader (if any)

6. Questions on Notice by Members to the Leader, a Committee Chairman or a Representative on an Outside Body on Matters not otherwise on the Agenda (if any)

7. Report from the Leader on the work of the Policy and Resources Committee

Enc. To consider the attached report.

8. Council Size and Frequency of Elections

Enc. To consider the attached report from the Corporate Director.

9. Community Governance Review

Enc. To consider the attached report from the Corporate Director.

10. Strategic Plan 2018-2020

Enc. To consider the attached report from the Chief Executive.

This report is to be considered by the Policy and Resources Committee on 26th June, 2018 and any recommendations will be reported to Council.

11. Implementation of New Recycling Arrangements

Enc. To consider the attached report from the Corporate Director.

This report is to be considered by the Policy and Resources Committee on 26th June, 2018

and any recommendations will be reported to Council.

12. Review of Revenue Reserves as at 31st March, 2018

Enc. To consider the attached report from the Chief Finance Officer.

This report is to be considered by the Policy and Resources Committee on 26th June, 2018 and any recommendations will be reported to Council.

13. Notices of Motion

(a) Accessible Pendle

To be moved by Councillor W. Blackburn, seconded by Councillor

This Council acknowledges the potential difficulties that can be posed for disabled people in accessing town centre services and premises.

This Council is keen to highlight these inherent issues, to promote accessibility and ensure both Members and the wider community are aware of the issue and the small changes that can be made to ensure full accessibility for all.

This Council, through the work of the Disability and Mental Health Champion, agrees to work with local businesses, Pendle Disability Forum and other organisations to promote an “Accessible Pendle” campaign and work towards an “Accessible Pendle” event to highlight these issues.

(b) Rolls Royce, Barnoldswick

To be moved by Councillor C. Teall, seconded by Councillor T. Whipp –

Council notes with grave concern the announcement of job losses at Rolls-Royce, Barnoldswick together with a nationwide reduction in the company's workforce of thousands of people.

Council also notes the statements of major multi-national manufacturing companies Airbus, Siemens and BMW about the impact of Brexit on their presence in Britain. Council further notes that the proportion of people employed in manufacturing in Pendle is the highest in the country.

Council therefore resolves to urge Pendle's MP, other North West MPs and Members of the House of Lords to do all that they can to ensure that further jobs in manufacturing are not lost due to Brexit and instructs the Chief Executive to write to them accordingly.

(c) “Together an Active Future” Programme

To be moved by Councillor T. Whipp, seconded by Councillor M. Adams –

Council notes that the Health and Wellbeing Partnership in Pennine Lancashire has identified the need to work together with residents to help them become more active and improve physical and mental health.

Council further notes that Lancashire County Council has ceased funding for free primary pupil age swimming during school holidays; and that Government cuts are causing severe financial

problems in the continued provision of leisure services such as sports centres, swimming pools and parks.

This Council therefore resolves

- (1) To extend **congratulations** to Pendle Leisure Trust and Partners on their successful bid to secure funding from Sport England to support the “Together an Active Future” programme.
- (2) To Support the Together an Active Future programme where it is possible to do so.
- (3) To call on central government to provide adequate funding to ensure sport and leisure facilities can continue to be affordable, accessible and available to Pendle residents.

Council therefore instructs the Chief Executive to write to Pendle’s MP and the relevant government ministers requesting their support for the terms of this resolution.

(d) Road Repairs

To be moved by Councillor D. Whipp, seconded by

This Council notes that there are still huge problems with wrecked roads in Pendle due to potholes and wider damage to road surfaces many months after severe deterioration was caused due to winter weather.

Council also notes that Lancashire County Council is spending hundreds of thousands of pounds taking up relatively good pavements on Venables Avenue in Colne, Reedyford Road in Nelson – and that Greenberfield Lane in Barnoldswick is being resurfaced, despite three quarters of it being fully resurfaced in 2016.

Accordingly, Council resolves to write to County Council Leader Geoff Driver to ask his administration to reconsider their priorities for road repairs and invest in repairing the roads desperately needing doing in Pendle.

(e) Grass Cutting

To be moved by Councillor B. Newman, seconded by

Council notes that Lancashire County Council is reported to have increased its budget for highway grass cutting but further notes that Old Laund Booth Parish Council has had to commission grass cutters to cut the verge on the A6068.

This Council expresses concern that a parish council is having to have the grass cut to ensure safety when there’s supposedly more funding for such work from LCC and resolves to write to the county council accordingly.

(f) Flooding

To be moved by Councillor D. Whipp, seconded by

Council notes that it’s now two and a half years since the devastating Boxing Day floods of 2015 in Pendle and that Earby has suffered further flooding in September 2016 and a ‘near miss’ more recently at the beginning of June.

With regard to Earby, Council welcomes the imminent commencement of work on repairs to the Victoria Clough culvert but notes with concern that the much anticipated and overdue flood alleviation study into Earby flooding has yet to report; and that match funding of £425,000 of Government Grant in aid enabling £635,000 of European money to be invested in flood defences in Earby has yet to be approved.

At Ghyll Meadows, Council welcomes the scheduled commencement of work on a further length of larger culvert in September, and thanks council staff who have secured funding and designed the new culvert scheme.

Council also notes that the Senior Engineer for Drainage, Luke Edwards, has secured an engineering manager post elsewhere and will be leaving Pendle Council after 23 years. Council places on record its appreciation of Mr. Edwards work in alleviating flooding in the borough.

Council resolves that;

- (1) Government Ministers are informed of the deep concern at the failure to produce the Earby flood alleviation report; to provide the match funding for the European money; and the timescale given for any progress on the major flood defence initiative.
- (2) The post of drainage engineer be filled at the earliest possible opportunity.



APPENDIX 4

MEETING OF THE POLICY AND RESOURCES COMMITTEE

(Members: Councillors Nadeem Ahmed, Musawar Arshad, Wayne Blackburn, Joe Cooney, Margaret Foxley, Paul Foxley, Mike Goulthorp, Mohammed Iqbal, Yasser Iqbal, Asjad Mahmood, Brian Newman, David Whipp and Paul White (Chr.))

TO BE HELD ON
TUESDAY 24th JULY, 2018
AT 7.00 p.m.

IN THE WILSON ROOM AT NELSON TOWN HALL

The meeting will commence with **PUBLIC QUESTION TIME**. Members of the public are invited to attend and ask questions of the Committee.

Members of the public may also speak on any agenda item in which they have a direct interest. Petitions may also be presented.

If the item is a planning application then you must make your request **in writing or by telephone by 12 noon on the day of the meeting**.

For other items you should try to make your request in **writing or by telephone by 12 noon on the day of the meeting**. If you are unable to do this the Chairman may still allow you to speak if you turn up at the meeting.

PHILIP MOUSDALE, CORPORATE DIRECTOR

If you would like this information a way which is better for you, please telephone us.



اگر آپ یہ معلومات کسی ایسی شکل میں چاہتے ہیں، جو کہ
آپ کے لئے زیادہ مفید، تو براہ کرم ہمیں بتائیے۔

Under the Openness of Local Government Bodies Regulations 2014, people attending open meetings can film, audio record, take photographs or use social media. Oral commentary is not allowed during meetings as it would be disruptive. If you are attending a meeting, you need to be aware that you may be filmed by others attending. This is not within our control.

A G E N D A

1. Declarations of Interest

Members are reminded of the legal requirements concerning the declaration of interests.

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting.

In addition the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

2. Public Question Time

To receive, for a maximum of 15 minutes, questions from members of the public on issues which do not appear on the agenda.

3. Minutes

Enc. To approve, or otherwise, the minutes of the Policy and Resources Committee meeting held on 26th June, 2018.

4. Gearing up for Growth – Apprenticeship Provision

Enc. To consider the attached report from the Chief Executive.

5. Local Plan Altering the Housing Requirement

Enc. To consider the attached report from the Planning, Building Control and Licensing Services Manager.

6. Lomeshaye Development Brief

To consider the attached report from the Planning, Building Control and Licensing Services Manager. **TO FOLLOW**

7. Brownfield Sites Fund Review

Enc. To consider the attached report from the Housing, Health and Economic Development Services Manager.

8. Disposal of Sites for Housing

Enc. To consider the attached report from the Housing, Health and Economic Development Services Manager.

9. Call In - Disposal of Property Interests

Enc. This item was considered at the last meeting on 26th June, 2018 but was subsequently called in. A note of the call-in meeting will be presented at the meeting.

10. **PEARL Joint Venture Company's Development Programme 2018/19**
- Enc.** To consider the attached report from the Housing, Health and Economic Development Services Manager.
11. **Call In - Holt House, Colne**
- Enc.** This item was considered at the last meeting on 26th June, 2018 but was subsequently called in. A note of the call-in meeting will be presented at the meeting.
12. **Pendle Housing Strategy 2018-2023**
- Enc.** To consider the attached report from the Housing, Health and Economic Development Services Manager.
13. **Universal Enforcement Team**
- Enc.** To consider the attached report from the Corporate Director.
14. **GDPR**
- To consider the attached report from the Corporate Director. **TO FOLLOW**
15. **Vulnerable Persons Policy: Debt Recovery**
- Enc.** To consider the attached report from the Chief Executive.
16. **Taxi Licensing Convictions Policy Guidelines**
- Enc.** To consider the attached report from the Planning, Building Control and Licensing Services Manager.
17. **Land at Thomas Street Car Park, Colne**
- Enc.** To consider the attached report from the Chief Executive.
18. **The Sutton Building, Netherfield Road, Nelson**
- Enc.** To consider the attached report from the Chief Executive.
19. **Peter Birtwistle Trust – Land Acquisition**
- To consider the attached report from the Chief Executive. **TO FOLLOW**
20. **Tenders**
- Enc.** To consider the attached report from the Corporate Director.

21. **Matters Referred from Area Committees**

(a) Back Street Lighting in Whitefield

At a meeting of the Nelson Committee on 2nd July, 2018 it was resolved “that £5,000 be allocated from the Committee’s 2018/19 Capital Programme towards the installation of 3 street lights on Buccleugh Road subject to the Policy and Resources Committee agreeing to a supplementary estimate of £12,000.”

RECOMMENDATION

That this matter be deferred and considered as part of the Community Infrastructure Fund report in August, 2018.



MEETING OF THE
WEST CRAVEN COMMITTEE

APPENDIX 5

TO BE HELD ON
TUESDAY 8TH MAY, 2018

AT 6.45 P.M.

**AT THE RAINHALL CENTRE,
BARNOLDSWICK**

The meeting will commence with **PUBLIC QUESTION TIME**. Members of the public are invited to attend and ask questions of the Committee.

Members of the public may also speak on any agenda item in which they have a direct interest. Petitions may also be presented.

If the item is a planning application then you must make your request **in writing or by telephone by 12 noon on the day of the meeting**.

For other items you should try to make your request in **writing or by telephone by 12 noon on the day of the meeting**. If you are unable to do this the Chairman may still allow you to speak if you turn up at the meeting.

For further information and to make a request to speak please contact
Joanne Eccles on tel: 661654

If you would like this information in a way which is better for you, please telephone us.



اگر آپ یہ معلومات کسی ایسی شکل میں چاہتے ہیں، جو کہ
آپ کے لئے زیادہ مفید ہو تو براہ مہربانی ہمیں بتائیے۔

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A G E N D A

1. Appointment of Chairman

To consider the appointment of a Chairman of the Committee for the municipal year 2018/19.

2. Appointment of Vice-Chairman

To consider the appointment of a Vice-Chairman of the Committee for the municipal year 2018/19.

3. Appointment of Co-optees

To consider the appointment of co-optees to the Committee for the municipal year 2018/19.

Current co-optees include representatives from: Earby Town Council, Salterforth Parish Council, Kelbrook and Sough Parish Council, Bracewell and Brogden Parish Meeting and Barnoldswick Town Council.

4. Declaration of Interests

Members are reminded of the legal requirements concerning the declaration of interests.

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting.

In addition the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.

5. Public Question Time

To receive, for a maximum of 15 minutes, questions from members of the public on issues which do not appear on the agenda.

6. Minutes

Enc. To approve or otherwise, the Minutes of the meeting held on 27th March, 2018.

7. Police and Community Safety Issues

The Police have been invited to the meeting to discuss the crime statistics for April which will be circulated prior to the meeting. There will also be an opportunity for members of the public to raise police and community safety issues.

PLANNING MATTERS

8. Planning applications

(a) Planning Applications

Enc. The Planning, Building Control and Licensing Services Manager submits the attached report on the following planning application for determination -

Application No.	Proposal and Location	Recommendation	Page No.
18/0137/FUL	Full: Change of use from retail (Use Class A1) to mixed use retail with hot food takeaway (Use Class A1 and A5) and installation of flue to rear at 7-9 Colne Road, Earby	Approve	2

(b) Planning Appeals

Enc. The Planning, Building Control and Licensing Services Manager submits the attached report about outstanding planning appeals in West Craven.

9. Enforcement/Unauthorised Uses – Complaints received

(a) Outstanding

Enc. The Planning, Building Control and Licensing Services Manager submits for information the attached report on outstanding enforcement cases.

(b) Enforcement Action

Enc. The Head of Legal Services submits the attached report giving the up-to-date position on prosecutions for information.

FINANCIAL MATTERS

10. Revised funding arrangements for 2018/19 Capital Programme

Enc. The Financial Services Manager submits the attached report on the new arrangements for wholly capital funding in 2018/19.

11. Capital Programme 2018/19

The Neighbourhood Services Manager reports that the balance for the Committee's 2018/19 Capital Programme is £29,267

- Barnoldswick balance: £17,166
- Earby balance: £12,101

Enc. Members are asked to consider the attached bid from Kelbrook and Sough Parish Council seeking £1,000 for Christmas decoration improvements.

MISCELLANEOUS ITEMS

12. Uniroyal Global

The Housing, Health and Economic Development Services Manager reports that on 25th April 2018 two Abatement Notices were served on Uniroyal Global Limited: one to abate the noise nuisance and one to abate the nuisance caused by the plasticiser fallout.

As agreed at the last Uniroyal Global/Residents Working Group meeting, in conjunction with the company, the compliance dates for the notices are as follows;

30th June 2018 to abate the noise nuisance

31st October 2018 to abate the plasticiser fallout

Environmental Health will be visiting the company in the meantime in order to assess current practices. The working group is meeting again on Tuesday 15th May to discuss progress on the improvement works. Environmental Health will continue to attend the working group meetings as agreed.

13. Environmental Crime

Enc. The Environmental Services Manager submits the attached report on environmental crime in West Craven for the period 1st January to 31st March 2018, along with annual totals for 2017/18.

14. Problem Buildings

Enc. The Planning, Building Control and Licensing Services Manager submits the attached programme about problem buildings in West Craven.

15. Premises Improvement Grants: 2017/18 Summary

Enc. The Housing, Health and Economic Development Services Manager submits the attached report on the Premises Improvement Grant scheme in 2017/18 in West Craven. Members are asked to nominate at least 2 Members to be on a Premises Improvement Grant Panel. Previously the Committee has nominated two members from Barnoldswick and two members from Earby.

16. Vacant Houses

Enc. The Housing, Health and Economic Development Services Manager submits the attached report about the management of vacant houses in West Craven.

17. Outstanding items

The following item has been requested by this Committee and a report will be submitted to a future meeting -

- (a) Land at Earlham Street/Chapel Square & Land at Red Lion Street, Earby – survey of residents (27/3/18)

APPENDIX 6

TERMS OF REFERENCE OF COMMITTEES

POLICY AND RESOURCES COMMITTEE

- To develop and make recommendations to the Council on matters of strategic policy.
- To oversee the Medium Term Financial Strategy.
- To make recommendations to the Council on the council tax to be levied, the general fund revenue budget requirement and the capital programme.
- To oversee treasury management, local taxation, council tax and housing benefits, insurance provision, procurement, grants, writing off debts, virements and effective use of resources.
- To drive the economic development of the Borough and its Jobs and Growth Strategy.
- To promote the Borough and its towns and villages as a great place to live, learn, work, play and visit.
- To formulate the Local Plan and make recommendations to the Council accordingly.
- To determine planning matters which stand referred from area committees.
- To determine planning applications for 60 or more housing units.
- To oversee the development, operation and effectiveness of the Council's strategic partnerships.
- To oversee the management of the Council's land and property holdings including the approval of disposals and acquisitions.
- To oversee the transfer of services and facilities to town and parish councils programme.
- To consider and respond to Government and other relevant consultations and proposals affecting the Borough.
- To monitor the performance of services.
- To authorise the making of legal orders e.g. compulsory purchase orders, public space protection orders.
- To oversee the operation of the standing Health and Social Care Panel including its interaction with the Pendle Health and Wellbeing Board
- To consider from time to time the need for in depth scrutiny of any issue relating to the Council's functions and to establish the arrangements for this to be undertaken.
- To be the statutory crime and disorder scrutiny committee.
- To oversee the Council's arrangements for health and safety and emergency planning.
- To oversee the Council's work on equalities and community cohesion.
- To deal with matters referred by Area Committees.
- To deal with any other matters referred to it by the Council.

CALL IN PROCEDURE

When a decision is made by the Policy and Resources Committee, the decision shall be published by electronic means normally within 1 day of being made. All members of the Council will be notified of all decisions within the same timescale by the Corporate Director.

That notification will specify that the decision will come into force and may then be implemented on the expiry of 5 working days after the publication of the decision, unless it is called in. Within 3 days of notification any three members of the Council (representing at least two of the political groups) may sign and deliver to the Corporate Director a call-in notice stating why they feel that the decisions should be considered further.

The Corporate Director will then consult with the Group Leaders and will obtain each of their views as to whether it is appropriate for the decision to be referred back to the Policy and Resources

Committee for re-consideration or that no further action be taken on it. If necessary a meeting would be convened with the callers in to explore the merits of the issue.

If the majority view of the Group Leaders is that it be referred back to the Policy and Resources Committee for re-consideration the Corporate Director will arrange for this to be done to the next meeting. All action on the matter will be suspended until the decision has been confirmed or otherwise by the Policy and Resources Committee.

This procedure shall not apply where the decision is urgent. A decision will be urgent if any delay likely to be caused by the call-in procedure would seriously prejudice the Council's or the public interest.

The record of the decision shall state that in the opinion of the Policy and Resources Committee it is an urgent one and therefore not subject to call-in. The Corporate Director must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency.

ACCOUNTS AND AUDIT COMMITTEE

Accounts

- To review and approve the annual Statement of Accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Policy and Resources Committee.
- To consider the External Auditor's report to those charged with governance on issues arising from the audit of the accounts.

Audit Activity

- To approve the Strategic Internal Audit Plan (and Annual Internal Audit Plan).
- To consider the Annual Audit Report and opinion and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements.
- To consider summaries of specific internal audit reports, as requested and all Limited Assurance Audits.
- To consider a report from Internal Audit on the implementation of recommendations and to act as a forum to ensure the rapid delivery and implementation of audit recommendations once agreed, ensuring that auditors and officers collaborate effectively.
- To consider the External Auditor's Annual Letter, relevant reports and the report to those charged with governance.
- To consider specific reports as agreed with the External Auditor.
- To comment on the scope and depth of external audit work and to ensure that it gives value for money.
- To consider the appointment of the Council's External Auditor.
- To commission work from Internal and External Audit.

Regulatory Framework

- To maintain an overview of the Council's Contract Procedure Rules, Financial Procedure Rules and make recommendations in this respect to the Policy and Resources Committee and/or Council.

- To monitor the procedures for the development and operation of risk management and corporate governance and make recommendations to the Council and the Policy and Resources Committee.
- To monitor the implementation of the Council's Anti-Fraud, Theft and Corruption Strategy.
- To comment on the Council's Annual Governance Statement and agree the necessary actions to ensure compliance with best practice.
- To scrutinise the Council's Treasury Management Strategy and treasury performance and make recommendations to the Council as appropriate.

Performance

- To maintain an overview of the Council's Performance Management Framework and make recommendations in this respect to the Policy and Resources Committee.

AREA COMMITTEES

The Council will appoint the following area committees being satisfied that to do so will lead to improved service delivery in the context of best value and more efficient, transparent and accountable decision making. The committees will comprise the councillors representing the wards in the area and such non-voting co-optees as the committee will appoint:-

Barrowford and Western Parishes
 Brierfield and Reedley
 Colne and District
 Nelson
 West Craven

Planning

1. To deal with applications for planning permission, advertisement consent, listed building consent etc., under the Town and Country Planning Acts and to approve Section 106 Agreements.
2. To consider all enforcement and other action, including legal proceedings, under the Town and Country Planning Acts.
3. To take action, including the institution of legal proceedings, for non-compliance with the Building Regulations.
4. To take action, including the institution of legal proceedings, to secure compliance with notices served in respect of dangerous buildings under the Building Act 1989.
5. To deal with all matters relating to tree preservation and protection of hedgerows, including the making of orders and the institution of legal proceedings.
6. To make revocation, modification, completion and discontinuance orders in cases where no compensation is payable.
7. To deal with all matters relating to designated conservation areas.

N.B.

On a planning matter where the Planning, Building Control and Licensing Services Manager has advised before the vote is taken that the decision that the area committee is minded to take would represent:

- (a) a significant departure from policy;
- (b) a significant risk of costs; or
- (c) straddles Area Committee boundaries

and the Head of Legal Services (having also contacted the Chairman (or in his or her absence the Vice Chairman) of the relevant Committee) has confirmed in writing that he agrees with that view no later than 2 working days after the day of the relevant Committee, whether it is a decision relating to enforcement action or the determination of a planning application, then the matter will be determined by the Policy and Resources Committee.

Public Rights of Way

- 1. To approve the making of orders for the creation, diversion and extinguishment of footpaths and bridleways.
- 2. To take action to protect public footpaths including the removal and licensing of obstructions and the institution of legal proceedings.

General

- 1. To make recommendations to the Policy and Resources Committee on issues relating to the area, or on area committee services generally.
- 2. To monitor the management by the Pendle Leisure Trust of its facilities in the area.
- 3. To liaise and co-operate with local voluntary and other organisations.
- 4. To make appointments to local outside bodies.
- 5. To liaise with town and parish councils in the area.
- 6. To allocate and oversee the management of the area committee's capital budget and to be consulted on revenue budgets relating to area committee services.

Car Parking and Highways

- 1. To oversee the management of public car parks.
- 2. To appoint hackney carriage stands.
- 3. To consider the making up and adoption of private street works.
- 4. To oversee street naming and numbering.
- 5. To consider local traffic and highway issues and to make recommendations on them to Lancashire County Council.

Parks, Cemeteries and Outdoor Recreation

1. To monitor the management of parks and open spaces, including playing fields, pitches, bowling greens, tennis courts etc.

N.B.

Victoria Park is the responsibility of the Nelson Committee but the Barrowford and Western Parishes Committee is to be consulted on issues of significance and, in the event of any conflict between the area committees the matter in dispute will be referred to the Policy and Resources Committee for resolution.

2. To oversee the management of children's playgrounds.
3. To oversee the management of playing fields and pitches.
4. To oversee the operation of cemeteries.

Miscellaneous

1. To identify problems associated with litter and take appropriate action.
2. To consider matters relating to town centres, including town centre development and grants.
3. To monitor grot spots and problem sites and take appropriate action.
4. To oversee the management of markets, including consultation with representatives of stallholders.
5. To take action in relation to drains and private sewers.
6. To oversee the handling of noise and other nuisance complaints of a local nature.
7. To oversee the operation of the dog warden and pest control services.
8. To oversee the enforcement of refuse collection and recycling matters.
9. To liaise within the Community Safety Partnership and its working groups.

Land

1. To oversee the management of permanent and temporary garage sites and caravan storage sites.
2. To oversee the maintenance of cenotaphs and war memorials.
3. To make recommendations to the Policy and Resources Committee as to the future use of any land within the area which has become surplus to operational requirements (where, in the opinion of Liberata Property Services, the value of the land is less than £5,000 the area committee shall have power to determine the matter).
4. To make recommendations to the Policy and Resources Committee as to the appropriate user or change of user clauses in leases of commercial and miscellaneous properties.

Housing

1. To deal with unfit and vacant private sector houses, including making recommendations for compulsory purchase orders and other statutory action.
2. To deal with matters arising from the carrying out of renovation grant work.

LICENSING COMMITTEE

The Council will appoint a Licensing Committee to discharge the regulatory functions relating to taxi licensing and the functions under the Licensing Act 2003, the Gambling Act 2005 and the Local Government (Miscellaneous Provisions) Act 1982 in particular:

- To determine applications for hackney carriage drivers and private hire drivers and operators licenses, which the Planning, Building Control and Licensing Services Manager refers to the Committee, including interviewing applicants where appropriate.
- To oversee all functions relating to street trading and sex establishments.
- To oversee all functions under the Licensing Act 2003 and the Gambling Act 2005, in particular to keep the Statements of Policy under review, to promote the licensing objectives under the Licensing Act 2003 and to determine applications not delegated to the Planning, Building Control and Licensing Services Manager.
- To make recommendations on licence conditions and requirements.
- To provide a forum for discussion with the licensed trades and appropriate statutory bodies.
- To take all necessary enforcement action including legal proceedings.

The Committee will have the authority to appoint such sub-committees as it considers appropriate.

EMPLOYMENT APPEALS PANEL

To hear and determine appeals against dismissal arising out of the Council's employment procedures.

RESTRUCTURING COMMITTEE

To review and revise the Council's officer structure.

STANDARDS HEARING COMMITTEE

To hear any cases of alleged breaches of the Member Code of Conduct referred to it by the Monitoring Officer; and to make recommendations to Council in respect of a finding of a breach.

SENIOR MANAGEMENT APPOINTMENTS COMMITTEE

- To make recommendations to the Council on the appointment of the officer designated as the Head of Paid Service.
- To make appointments to the posts designated as Monitoring Officer and Chief Finance Officer.
- To make appointments to the posts of Service Managers.

APPENDIX 7

PENDLE BOROUGH COUNCIL

MEMBERS' ALLOWANCES SCHEME

1ST APRIL 2018 – 31ST MARCH 2019

INTRODUCTION

As required by law, the Council established an Independent Panel to consider allowances for its members. The Council has had regard to the Independent Panel's report and recommendations in making this scheme which came into full effect on 1st April 2018. The levels of payments are those agreed by the Council at its budget meeting in February 2018.

THE SCHEME

❖ Basic Allowance

£3,000

This is an annual allowance paid to every Councillor. It is intended to recognise attendances at Council, committees, working groups, meetings and also meetings of outside organisations. It is also intended to cover the time devoted by Councillors to other work including such inevitable calls on their time at meetings with constituents, political group meetings and other incidental costs for which no other provision is made.

❖ Special Responsibility Allowances

The following responsibility allowances will be paid : -

	£
Leader	4,000
Opposition Group Leaders (x2)	1,200
Area Committee Chairman (x5)	1,200
Licensing Committee Chairman	500
Taxi and Other Licensing Committee Chairman	500
Accounts and Audit Chairman	500

These Allowances are intended to cover such activities as: -

- Representing the Council and speaking to the media
- Charing meetings
- Attending briefing meetings
- Representing the political group at various internal meetings
- Agreeing consultation and other responses

❖ Dependent/Child Carer's Allowance

£3.00 per hour towards the cost of such provision whilst attending meetings and other approved duties as defined in Regulation 8 of the Local Authorities (Members Allowances) Regulations 2001. For meetings or duties in the Borough the duration of the meeting or duty

plus one hour's travelling time will be paid. For duties outside the Borough, the duration of the meeting of duty plus actual travelling time will be paid.

Payments will be made in respect of the following :-

- child(ren) under 15 living with the Member (N.B. only one payment irrespective of number of children);
- elderly dependent living with Member and requiring full time care;
- disabled dependent living with Member and requiring full time care.

Exclusions are:-

- in the case of a child(ren), where the care is provided by another parent or the Member's spouse or partner;
- in the case of an elderly or disabled dependent, where the care is provided by another Member of the Member's household;
- where the Member is in receipt of a carer's allowance.

Payment will be made to the Member and not the carer, and only on submission of an authorised claim form to Committee Services. The cared for child(ren) or dependent has to be "registered" with Committee Services in advance of any claim being made.

❖ Travelling

A Councillor may claim payment for travelling expenses to and from the meeting place. Where the Councillor uses his own private vehicle, mileage rates will apply. The rates for these are contained in statutory regulations which change from time to time. The current rate is 46.9p.

FUEL RECEIPTS MUST BE ATTACHED TO ALL TRAVEL CLAIM FORMS

Where public transport is used payment will be based on the ordinary fare or any available cheap fare.

1. PAYMENT OF ALLOWANCES

Helpline

A Member requiring assistance or clarification should contact Sarah Waterworth in Committee Services (ext. 1654). Payments are made by the Payroll Section (contact Judy Williams on 298809).

In cases of uncertainty or ambiguity where a question of interpretation arises as to the payment of an allowance, the matter will be considered by the Corporate Director, who will consult with the Group Leaders where necessary.

Payment

All payments will be made monthly in arrears on the 15th of the month or the nearest working day by bank transfer to the Member's bank account. Such payments will include any travel claims made in time.

Where a Member has arrears of council tax, a voluntary agreement will be sought as to deductions from payments of allowance to clear these. Such agreement will not override the Council's legal procedure to recover council tax arrears.

Travel Claims and Dependent/Child Carer's Claims

Travel claims and Dependent/Child Carer's claims should be submitted as soon as possible after each month end (a claim made after the 3rd of the month is unlikely to be paid in that month).

Attendance Record

Members should ensure that they sign the official attendance record at meetings as this will support a claim for expenses and form part of the permanent record.

Record of Payments

The Council is required to keep a record of all payments to Members indicating the amount paid to each Member in respect of each type of allowance. That record is open to inspection by any local government elector resident in the area of the Council. Furthermore, information as to payments made will be published each year in a local newspaper and on the Council's website.

2. TAXATION

Basic allowance and special responsibility allowance are taxable. They will be taxed at the standard basic rate unless either an appropriate notification of tax coding has been forwarded or the Inland Revenue have given details of any tax free pay. It is up to each Member to contact the Inland Revenue direct in order to obtain such notifications. Mileage claims are tax free.

At the end of the year the allowances paid and tax deducted are notified to the Inspector of Taxes and included by him in the Members' Schedule "E" assessment. Also, a certificate (P60) will be issued to each Member showing the total amount of taxable allowances paid and the total tax deducted in that year. The certificate should be retained to check any notice of assessment which the Tax Office may issue.

3. NATIONAL INSURANCE CONTRIBUTIONS

General Liability

As basic allowance and special responsibility allowance are taxable under Schedule "E" they are also liable for National Insurance contributions under the PAYE procedure.

Liability for contributions will only arise when the gross total of taxable allowances exceeds a lower earnings limit (LEL) and this will then be payable on all taxable allowances up to a maximum upper earnings limit (UEL). These limits are subject to annual adjustment and are available on request.

Members should notify their DSS local office and the Council's Housing and Council Tax benefit sections of any taxable allowances received if they are claiming or receiving benefits (including supplementary, housing or council tax benefit).

Pensionable Age

In general, Members who are of pensionable age are not liable for contributions. Such

members should apply to the DSS local office for a Certificate of Earner's Non-Liability (CF381), or a Certificate of Age Exemption (CF384), as appropriate, and hand this in.

Married Women and Widows

There is now no right to "opt out" of paying the full rate; however, those Members who currently hold a reduced rate certificate, and have paid some contributions over any two year period, can retain the right to pay reduced rate.

Dual Employment

Each employment or office is considered separately for contribution purposes and no account is taken for the fact that a Member may be employed or the holder of another office under another employer or self-employed.

However, in situations where the taxable emoluments received, either in total or in one particular employment exceed the Upper Earnings Limit, Members should contact their DSS local office in order to limit contributions payable (by use of Form RD950) or obtain an appropriate refund of contributions paid.

4. INSURANCE ARRANGEMENTS

Liability Insurance

The Council's liability insurance arrangements provide appropriate cover in respect of its legal liabilities towards and for the actions of Members whilst acting on Council business.

Personal Accident Insurance

The Council has a Personal Accident Insurance Policy which provides financial benefits regardless of legal liability for Members who are accidentally killed or injured while attending a Council or committee meeting or any other function or engagement which forms part of their duties as Member of the Council, or whilst travelling to and from such meetings or functions, including travel abroad on Council business.

Full details are available on request.

Motor Vehicle Insurance

The use of motor vehicles is subject to compulsory insurance cover and where Members use private motor vehicles on Council business, it is the responsibility of individual Members to ensure that their own motor vehicle insurance policies provide appropriate cover for such use.

THE ROLE OF A COUNCILLOR

Guidelines

Councillors are elected by and accountable to the public they represent both inside the Council and outside the Council in the community. The following describes the role of a Councillor. It is reasonable to expect that, while a Councillor may specialise in certain aspects of the role, all Councillors will perform a broad spectrum of duties. A Member should aim to undertake the majority of, if not all, the duties listed below.

Political groups play a crucial role in the selection of candidates and in the organisation of Members. Political groups should monitor the performance of all their Members.

The Role

As an elected Councillor, you will participate constructively in the good governance of the Borough and will specifically:-

1. Contribute actively to the formulation of the Council's policies, budget strategies and service delivery by attending and participating in meetings of the full Council;
2. Represent the interests of your ward and deal with constituents' inquiries and representations. You should be visible in and recognisable to the people living in your ward;
3. Act as community advocate and champion causes both within and outside the Council, with particular emphasis on those issues that will improve the quality of life for people living and working in Pendle;
4. Represent the Council on any outside bodies and governing bodies, as appointed, providing two-way communications between the organisation and the Council; and to this end, develop and maintain a working knowledge of the Council's policies and practices in relation to that body;
5. Attend and participate in any committee, panel or working group to which you are appointed and for any related responsibilities associated with such, including chairmanship if so appointed;
6. Seek out membership or involvement in community based initiatives/groups in your own ward, and where necessary, provide guidance and leadership.
7. Develop and maintain a good working knowledge of the Council's services, management arrangements, powers/duties and constraints sufficient to be able to answer and deal with queries from members of the public;
8. Develop and maintain good working relations with relevant officers of the Council, in accordance with the Employee/Member Code of Conduct;
9. Attend and participate in any training courses, workshops and other sessions either internally or externally provided, to enable you to fulfil your role as a Councillor;

10. Contribute constructively to open government and democratic renewal through actively encouraging the community to participate in the Council's decision making processes; and, to this end, seek to involve the community in decisions that affect them by ensuring they have full information and then by helping them make their views known; and
11. Comply in all respects with the Member Code of Conduct.