

# Public Document Pack



PLEASE NOTE THAT PRAYERS WILL BE HELD AT 6.50PM BEFORE THE COMMENCEMENT OF THE BUSINESS OF THE COUNCIL.

THE MAYOR REQUESTS THAT ANY MEMBER WISHING TO PARTICIPATE IN PRAYERS BE IN ATTENDANCE IN THE COUNCIL CHAMBER BY NO LATER THAN 6.45PM.

## SUPPLEMENTARY AGENDA

### B U S I N E S S

- |    |   |                 |
|----|---|-----------------|
| 12 | Appointment of Committees, Chairs and Vice-Chairs 2015/2016 | (Pages 5 - 26)  |
| 20 | Reports from Committees - For Information Only              | (Pages 27 - 28) |

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. M.', written over a horizontal line.

Chief Executive

## **NOTICE FOR COUNCILLORS**

### **1. Fire/Bomb Alerts**

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs. Do not stop to collect personal belongings, do not use the lifts.

Fire exits are to be found either side of the rear of the Council Chamber and at the rear of the Public Gallery.

On exiting the building Members, Officers and the Public must assemble at the car park at the rear of the Aspire Housing Office opposite to the Civic Offices. DO NOT re-enter the building until advised to by the Controlling Officer.

### **2. Attendance Record**

Please sign the Attendance Record sheet, which will be circulating around the Council Chamber. Please ensure that the sheet is signed before leaving the meeting.

### **3. Mobile Phones**

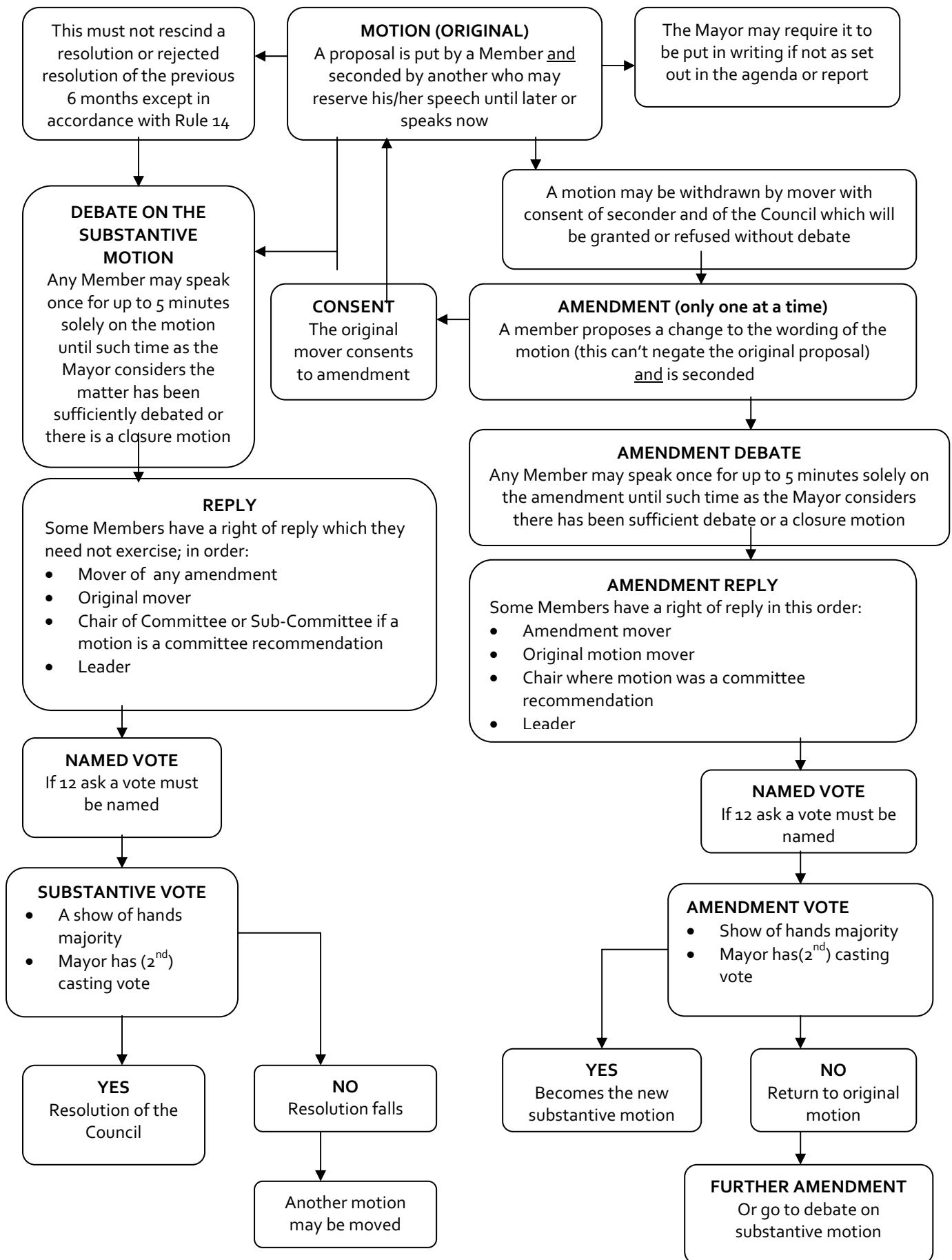
Please switch off all mobile phones before entering the Council Chamber.

### **4. Tea/Coffee**

Refreshments will be available at the conclusion of the meeting, or in the event of a break occurring, during that break.

### **5. Notice of Motion**

A Notice of Motion other than those listed in Standing Order 19 must reach the Chief Executive ten clear days before the relevant Meeting of the Council. Further information on Notices of Motion can be found in Section 5, Standing Order 20 of the Constitution of the Council.



This page is intentionally left blank

## APPOINTMENT OF COMMITTEES, CHAIRS AND VICE-CHAIRS 2015/2016

**Submitted by:** Democratic Services Manager

**Ward(s) affected:** All

### **Purpose of the Report**

To appoint to committees, and to appoint chairs and vice-chairs for 2015/16.

### **Recommendations**

- (1) That the membership of committees for 2015/2016 be appointed in accordance with the attached nominations;
- (2) That the chairs and vice-chairs of committees for 2015/2016 be appointed in accordance with the attached nominations;
- (3) That the terms of reference and delegations to committees be as set out in the council's constitution
- (4) That substitutes not be appointed for the Planning Committee until there has been further consideration of this matter by the Constitution Review Working Group.

### **Reasons**

Section 102 of the Local Government Act 1972 gives local authorities the power to appoint committees for the purpose of discharging functions in pursuance of arrangements made under section 101 (arrangements for discharge of functions by local authorities). Committees are appointed under this power for the "effective and convenient discharge of the authority's non-executive functions". Part 1A of the Local Government Act 2000 (updated by the Localism Act 2011) states that executive arrangements by a local authority must include provision for the appointment by the authority of one or more scrutiny committees. Section 6 of the Licensing Act 2003 requires each licensing authority to establish a licensing committee consisting of at least ten, but not more than fifteen, members of the authority to discharge the majority of its functions under that legislation.

### **1. Background**

- 1.1 The Local Government and Housing Act 1989 ("the 1989 Act") imposes political proportionality requirements in respect of the appointment of committees (other than the Executive).
- 1.2 Specifically, section 15 of the Act requires that four principles be followed in allocating committee seats:-
  - (a) All seats on a committee cannot be allocated to the same political group;
  - (b) The majority of the seats on each committee should be allocated to the political group holding the majority of seats on the council;
  - (c) Subject to (a) and (b) above, the number of seats on the total of all the ordinary committees of the council allocated to each political group should bear the same proportion to the proportion of their seats on the council;
  - (d) Subject to (a), (b) and (c) above, the number of seats on each ordinary committee of the council allocated to each political group should bear the same proportion to the proportion of their seats on the council.

- 1.3 In order to fulfil these requirements in the order stated, and particularly to achieve the best fit of requirement (d) while maintaining requirement (c), it is usual for a small number of manual adjustments to be required to the allocations for individual committees.
- 1.4 Under Council Procedure Rule 3, the council also appoints chairs and vice-chairs of committees at its annual meeting.
- 1.5 Government advice on Scrutiny Committees suggests that local authorities might consider it appropriate to have all or some of these committees chaired by members outside the majority group.

## 2. **Issues**

- 2.1 There are some potential issues in the way committees are constituted which can hinder an authority's ability to fulfil the requirements of the 1989 Act.
- 2.2 If a committee has an even number of seats, depending on the size of the majority, this can effectively prevent the fulfilling of requirement (b) without grossly distorting the allocation and adversely affecting the ability to fulfil the other requirements. For this reason it is best practice for committees to have an odd number of seats.
- 2.3 Certain sizes of committee can lead to the necessity to make a large number of manual adjustments to the allocations on those committees to achieve overall proportionality (requirement (c)). This, in turn, distorts the ability to achieve a closeness of fit to requirement (d) in respect of the individual committees. For this reason it is best practice to avoid certain numbers of seats on individual committees, although these numbers will vary depending on the overall number of seats on an authority and how these are divided up between the political groups.
- 2.4 Section 16(2A) of the 1989 Act (inserted by Regulation 16 of the Local Government (Committees and Political Groups) Regulations 1990) provides that each independent member (ie a member who is not part of a political group) is treated in the same way as a group for the purpose of the allocation of seats. This regularises the position insofar as it is in any case only possible to comply with the legislation and also fill all committee seats by treating each independent member in this manner.
- 2.5 The Licensing Committee, being the committee established under section 6 of the Licensing Act 2003, is not subject to the proportionality rules of the 1989 Act. However, this council (like many others) has previously determined that it will be treated in the same manner as the ordinary committees in that respect, and it is therefore included in the overall calculations.

## 3. **Proposal**

- 3.1 In light of the issues identified under section 2 above and recent changes to the memberships of the political groups, the overall size of the council's committees and the allocation of seats has been reviewed.
- 3.2 The resulting proposed committee structure and allocation of seats is set out below.

## 3.3

<b>Committee</b>	<b>Places</b>	<b>Lab</b>	<b>Con</b>	<b>Liberal Democrats</b>	<b>Newcastle Independent Group</b>	<b>UKIP</b>	<b>Green</b>	<b>IND</b>
Finance Resources and Partnerships SC	<b>11</b>	5	4	1	1			
Economic Development and Enterprise SC	<b>11</b>	5	4	1	1			
Cleaner, Greener and Safer SC	<b>11</b>	5	4	1	1			
Active and Cohesive Communities SC	<b>11</b>	5	4	1	1			
Health and Well-Being SC	<b>11</b>	5	4	1	1			
Planning	<b>16</b>	8	5	1	1	1		
Conservation Advisory	<b>5</b>	2	2				1	
Licensing	<b>15</b>	7	5	1		1		1
Public Protection	<b>13</b>							
Audit and Risk	<b>7</b>	4	2			1		
Staffing	<b>11</b>	5	4	1	1			
Employees Consultative	<b>7</b>	4	2		1			
Standards	<b>8</b>	4	3	1				
Grants Assessment	<b>9</b>	4	3	1			1	
Member Development	<b>9</b>	4	3	1				1
<b>Total</b>	<b>155</b>	<b>73</b>	<b>53</b>	<b>12</b>	<b>9</b>	<b>4</b>	<b>2</b>	<b>2</b>

3.4 The political groups have been requested to submit nominations in accordance with their group allocations, and these are appended.

3.5 The groups' nominations for the chairmanships and vice-chairmanships of committees are also appended.

4. **Legal and Statutory Implications**

- 4.1 The establishment of committees and the allocation of seats are undertaken in accordance with the relevant legislation, primarily the Local Government Act 1972, the Local Government and Housing Act 1989, the Local Government (Committees and Political Groups) Regulations 1990 (as amended), the Local Government Act 2000, the Localism Act 2011 and the Licensing Act 2003.

5. **Equality Impact Assessment**

- 5.1 No equality or diversity issues have been identified in the preparation of this report.

6. **Financial and Resource Implications**

- 6.1 There are no significant direct financial or resource implications arising from the proposals. There is no change to the number of chairmanships or vice-chairmanships so no impact on members' allowances.

7. **Major Risks**

- 7.1 It is essential that the council's decision making structures and processes are robust and established in line with the relevant legislation and principles of good governance, to minimise the risk of legal challenge. The proposed approach seeks to ensure those aims are met.

The appointment of scrutiny committees enables the Council to achieve enhanced accountability and transparency of decision making process. Scrutiny is a key element of the Council's executive arrangements and is the main way by which executive decision-makers are held to public account for the discharge of the functions for which they are responsible.

- 7.2 The scrutiny process is a key mechanism for enabling councillors to represent the views of their constituents and other organisations to the cabinet and to the Council and, by examining the operation and impact of the Council's policies, is a useful means of improving the development and delivery of services. Lack of an effective scrutiny function could lead to a lack of democratic accountability for the Council.

8. **List of Appendices**

- 8.1 The nominations for committee places, chairmanships and vice-chairmanships from each group are appended.

9. **Background Papers**

- 9.1 None.



## Notification of Political Groups of the Borough Council

Members are advised that the Proper Officer has received notification, under the provisions of the Local Government (Committees and Political Groups) Regulations 1990, of the operation of four political groups on the Council namely:-

NAME & NUMBER OF MEMBERS	DESIGNATED LEADER	DESIGNATED DEPUTY LEADER
LABOUR	ELIZABETH SHENTON	TERRY TURNER
CONSERVATIVE	STEPHEN SWEENEY	DAVID LOADES
LIBERAL DEMOCRAT	MARION REDDISH	IAN WILKES
NEWCASTLE INDEPENDENT GROUP	DEREK HUCKFIELD	EILEEN BRAITHWAITE
UKIP	KENNETH OWEN	DAVID HARPER

There is also one Green Party Councillor and one Independent Councillor.

## Representation of Political Groups in Committees and Appointment of Members to Committees

		LABOUR	CONSERVATIVE	LIB DEM	UKIP	NEWCASTLE INDEPENDENT GROUP	GREEN	INDEPENDENT
<b>Audit &amp; Risk</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
		<b>Sarah Pickup</b>	<b>Paul Waring</b>		<b>Ken Owen</b>			
		<b>Sylvia Dymond</b>	<b>David Loades</b>					
		<b>Sylvia Burgess</b>						
		<b>tbc</b>						
<b>Substitutes</b>		<b>4</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
			<b>Stephen Sweeney</b>		<b>David Harper</b>			

			Mark Holland					
<b>Independent Member</b>				<b>PHILL BUTTERS</b>		<b>Until end 2017/18</b>		
<b>Employees Consultative</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		Elizabeth Shenton	Stephen Sweeney			Derek Huckfield		
		Sandra Hambleton	John Cooper					
		Bert Proctor						
		Ann Beech						
<b>Substitutes</b>		<b>4</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
			David Loades			N/A		
			Trevor Johnson					
<b>Staffing Committee</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		Sylvia Dymond	Mark Holland	Marion Reddish		Dave Woolley		
		Amelia Rout	Stephen Sweeney					
		Ann Beech	John Cooper					
		Rob Wallace	Avril Frankish					
		Gill Williams						
<b>Substitutes</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		Tony Kearon	David Loades	June Walklate		Eileen Braithwaite		
			Chloe Mancey					

<b>Grants Assessment</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
		Joan Winfield	Julie Cooper	June Walklate			Wenslie Naylor	
		Sophia Baker	Andrew parker					
		Rob Wallace	Lucinda Wing					
		Sylvia Burgess						
<b>Substitutes</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
		Hilda Johnson	David Loades	Andrew Wemyss				
		Colin Eastwood	Gill Heesom					
		Dave Stringer						
<b>Licensing</b>	<b>15</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
		Trevor Hambleton	Simon Tagg	Andrew Wemyss	David Harper			Simon White
		Sandra Simpson	Chloe Mancey					
		Billy Welsh	Avril Frankish					
		Colin Eastwood	Trevor Johnson					
		Gill Williams	Andrew Parker					
		Joan Winfield						
		Reg Bailey						
<b>Substitutes</b>	<b>15</b>	<b>7</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
		Tony Kearon	David Loades	Marion Reddish	Ken Owen			
		Dave Stringer	Stephen Sweeney					
		Rob Wallace	Paul Northcott					
			John Cooper					

<b>Member Development</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
		<b>Rob Wallace</b>	<b>Tracey Peers</b>	<b>Ian Wilkes</b>				<b>Simon White</b>
		<b>Bert Proctor</b>	<b>Trevor Johnson</b>					
		<b>Joan Winfield</b>	<b>Paul Waring</b>					
		<b>Trevor Hambleton</b>						
<b>Substitutes</b>	<b>9</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
			<b>Mark Holland</b>	<b>Andrew Wemyss</b>				
			<b>Ian Matthews</b>					
			<b>Gill Heesom</b>					
<b>Conservation Advisory</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
		<b>Sandra Simpson</b>	<b>Julie Cooper</b>				<b>Wenslie Naylor</b>	
		<b>Dave Allport</b>	<b>Trevor Johnson</b>					
<b>Substitutes</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
		<b>Kyle Robinson</b>	<b>Stephen Sweeney</b>					
		<b>Sylvia Burgess</b>						
<b>Planning</b>	<b>16</b>	<b>8</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
		<b>Sophia Baker</b>	<b>Paul Northcott</b>	<b>Marion Reddish</b>	<b>Ken Owen</b>	<b>Eileen Braithwaite</b>		
		<b>Dave Stringer</b>	<b>Andrew Fear</b>					
		<b>Bert Proctor</b>	<b>Chloe Mancey</b>					
		<b>Sandra Hambleton</b>	<b>Gill Heesom</b>					
		<b>Gill Williams</b>	<b>John Cooper</b>					
		<b>John Williams</b>						
		<b>Billy Welsh</b>						
		<b>Terry Turner</b>						
<b>Substitutes</b>	<b>16</b>	<b>8</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>

			N/A	N/A	N/A	N/A		
			N/A					
			N/A					
			N/A					
			N/A					
<b>Public Protection</b>	<b>13</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
		Kyle Robinson	Ian Matthews	Andrew Wemyss	David Harper	Eileen Braithwaite		
		Sylvia Dymond	Peter Hailstones					
		Gill Williams	Linda Hailstones					
		Dave Allport	John Tagg					
		Joan Winfield						
		Tony Kearon						
<b>Substitutes</b>	<b>13</b>	<b>6</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
			Trevor Johnson	June Walklate	Ken Owen	N/A		
			Gill Heesom					
			Lucinda Wing					
			Paul Waring					
<b>Standards Committee</b>	<b>8</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
		Sandra Hambleton	Chloe Mancey	Andrew Wemyss				
		Joan Winfield	Gill Heesom					
		Tony Eagles	Trevor Johnson					
		Reg Bailey						
<b>Substitutes</b>	<b>8</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

			John Cooper	Ian Wilkes				
			Stephen Sweeney					
			Paul Northcott					
Health & Well Being Scrutiny	11	5	4	1	0	1	0	0
		Colin Eastwood	David Loades	June Walklate		Dave Woolley		
		Hilda Johnson	Paul Northcott					
		Reginald Bailey	Linda Hailstones					
		David Allport	Avril Frankish					
		Joan Winfield						
Substitutes	11	5	4	1	0	1	0	0
			Stephen Sweeney	Marion Reddish		N/A		
			Mark Holland					
Active & Cohesive Scrutiny	11	5	4	1	0	1	0	0
		Gill Williams	Julie Cooper	June Walklate		Dave Woolley		
		Glyn Plant	Gill Heesom					
		Joan Winfield	John Tagg					
		Colin Eastwood	Andrew Parker					
		Trevor Hambleton						
Substitutes	11	5	4	1	0	1	0	0
			Lucinda Wing	Ian Wilkes		N/A		
			Avril Frankish					
			Paul Waring					

<b>Economic Development Scrutiny Committee</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		Dave Stringer	Mark Holland	Ian Wilkes		Derek Huckfield		
		Gill Williams	David Loades					
		Mike Stubbs	Ian Matthews					
		Sylvia Burgess	Paul Northcott					
		Trevor Hambleton						
<b>Substitutes</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		Sophia Baker	Stephen Sweeney	Andrew Wemyss		N/A		
			Andrew Fear					
			Avril Frankish					
			Lucinda Wing					
<b>Cleaner, Greener &amp; Safer Scrutiny Committee</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		Dave Allport	Chloe Mancey			Eileen Braithwaite		
		Billy Welsh	Simon Tagg					
		Sylvia Dymond	Peter Hailstones					
		Joan Winfield	Lucinda Wing					
		Kyle Robinson						
<b>Substitutes</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
			Julie Cooper			N/A		
			David Loades					
			Trevor Johnson					

<b>Finance, Resources and Partnerships Scrutiny</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
		<b>Mike Stubbs</b>	<b>Stephen Sweeney</b>	<b>Ian Wilkes</b>		<b>Derek Huckfield</b>		
		<b>Rob Wallace</b>	<b>David Loades</b>					
		<b>Sarah Pickup</b>	<b>Andrew Fear</b>					
		<b>Dave Stringer</b>	<b>Paul Waring</b>					
		<b>Gill Williams</b>						
<b>Substitutes</b>	<b>11</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
			<b>Mark Holland</b>	<b>Marion Reddish</b>		<b>N/A</b>		
			<b>Avril Frankish</b>					
			<b>Paul Northcott</b>					
			<b>Ian Matthews</b>					
<b>Governance Review Sub Committee</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>1</b>				
		<b>Elizabeth Shenton</b>	<b>Mark Holland</b>	<b>Ian Wilkes</b>				
		<b>Terry Turner</b>	<b>Simon Tagg</b>					



## Appointment of Chairs and Vice-Chairs of Committees (in accordance with Standing Order 46(1))

Members are advised of the following nominations for the positions of Chair and Vice-Chair for the various Committees of the Council. Where there are two nominations (**highlighted in bold**), the Council must vote on which Member to appoint:-

COMMITTEE	CHAIR	VICE-CHAIR
Audit & Risk	PAUL WARING SARAH PICKUP	DAVID LOADES SYLVIA DYMOND
Conservation Advisory	JULIE COOPER WENSLIE NAYLON	TREVOR JOHNSON DAVE ALLPORT
Employees Consultative	JOHN COOPER ELIZABETH SHENTON	<b>NO NOMINATION REQUIRED</b>
Grants Assessment	<b>PORTFOLIO HOLDER</b>	<b>NO NOMINATION REQUIRED</b>
Licensing	SIMON TAGG TREVOR HAMBLETON	TREVOR JOHNSON SIMON WHITE
Member Development	TREVOR JOHNSON ROB WALLACE	<b>NO NOMINATION REQUIRED</b>
Planning	PAUL NORTHCOTT SOPHIA BAKER	MARION REDDISH
Public Protection	IAN MATTHEWS KYLE ROBINSON	ANDREW WEMYSS

Staffing Committee	MARK HOLLAND SYLVIA DYMOND	<b>NO NOMINATION REQUIRED</b>
Standards Committee	GILL HEESOM SANDRA HAMBLETON	CHLOE MANCEY JOAN WINFIELD
Health & Well Being Scrutiny	PAUL NORTHCOTT COLIN EASTWOOD	LINDA HAILSTONES HILDA JOHNSON
Active & Cohesive Communities SC	JULIE COOPER GILL WILLIAMS	JOHN TAGG GLYN PLANT
Cleaner, Greener & Safer Communities SC	PETER HAILSTONES DAVE ALLPORT	LUCINDA WING BILLY WELSH
Economic Development & Enterprise SC	DAVID LOADES DAVE STRINGER	MARK HOLLAND GILL WILLIAMS
Finance, Resources and Partnerships SC	ANDREW FEAR MIKE STUBBS	STEPHEN SWEENEY ROB WALLACE
<b>MAYOR, DEPUTY MAYOR, LEADER AND DEPUTY LEADER NOMINATIONS</b>		
NOMINATION FOR MAYOR	CLLR SANDRA HAMBLETON	
NOMINATION FOR DEPUTY MAYOR	CLLR IAN WILKES	
NOMINATIONS FOR LEADER	CLLR STEPHEN SWEENEY CLLR ELIZABETH SHENTON	
NOMINATION FOR DEPUTY LEADER	CLLR TERRY TURNER	

## Outside Bodies – Community Groups

	Organisation/Partnership	Number of places	Status of Body	Current Representatives	Nominations 2014/15
	Community Centres Management Committees:  Audley Butt Lane Chesterton Clayton Crackley Harriet Higgins Holly Road Knutton Marsh Hall Red Street Silverdale, Park Road Silverdale, Social Centre Whitfield Wye Road	3 on each	Community		Ward members automatically become the Council's nominated representatives for community centres situated within their wards for the period of their office, negating the need to make specific nominations each year
	Bradwell Lodge Centre Management Committee Limited  <i>(constitution only permits one councillor to sit on the board)</i>	1	Community	SANDRA HAMBLETON	<b>SANDRA HAMBLETON</b>

## Outside Bodies – Third Sector

	Organisation/Partnership	Number of places	Status of Body	Current Representatives	Nominations 2014/15
	Community Council for Staffordshire	1	Third Sector	DAVID LOADES	<b>DAVID LOADES</b> <b>SIMON WHITE</b>
	Newcastle Chamber of Trade – Executive Board	1	Third Sector		PORTFOLIO HOLDER FOR ECONOMIC REGENERATION, BUSINESS & TOWN CENTRES
	Newcastle-under-Lyme Almshouses Charity Trustees	3	Third Sector	Mrs Williams Mr Williams Mrs Winfield	<b>Mrs Williams</b> <b>Mr Williams</b> <b>Mrs Winfield</b>
	North Staffs Victim Support	1	Third Sector		PORTFOLIO HOLDER FOR SAFER COMMUNITIES

	Sir John Offley Almhouses Trust	1	Third Sector	BILLY WELSH	<b>BILLY WELSH</b>
	Stoke-on-Trent and North Staffordshire Theatre Trust Limited (New Victoria Theatre)	1	Third Sector		LEADER
	The United Charities Trust	4	Third Sector	Mrs Walklate Mrs Williams Vacancy Mrs Winfield	<b>Terms of office expire November 2016</b>
	Aspire Board	1	Local Body	MRS HAMBLETON	<b>DAVID LOADES  SANDRA HAMBLETON</b>
	Aspire Housing Board	1	Local Body	COLIN EASTWOOD	<b>STEPHEN SWEENEY  COLIN EASTWOOD</b>
	Campaign to Protect Rural England	1	Regional Body	DAVID LOADES	<b>DAVID LOADES  WENSLIE NAYLON</b>

	The Industrial Communities Alliance (formerly the Coalfield Communities Campaign)	1	National Body		PORTFOLIO HOLDER FOR REGENERATION, BUSINESS AND TOWN CENTRES
	Local Government Association – General Assembly	1	National Body		LEADER
	Local Government Association – Rural Commission	1	National Body		LEADER
	Local Government Association – Urban Commission	1	National Body		PORTFOLIO HOLDER FOR REGENERATION, BUSINESS AND TOWN CENTRES
	Locality Action Partnerships:  Audley Butt Lane Betley, Keele and Madeley Clayton Poolfields, Thistleberry and Town East Newcastle Greater Chesterton Kidsgrove Newcastle Rural Partnership of Western Communities	N/A	Local body		The LAP constitutions state that membership is open to “Any County or District Councillor representing any part of the area” - this negates the need to make specific nominations annually.

	Newcastle Town Centre Partnership	1	Local Body		PORTFOLIO HOLDER FOR REGENERATION, BUSINESS AND TOWN CENTRES
	Newcastle-under-Lyme Partnership (Local Strategic Partnership)  (Strategic Board)	1 + sub	Local Body		Leader  (substitute Deputy Leader)
	Staffordshire County Council Health Scrutiny Committee	1	Local body		CHAIR OF HEALTH SCRUTINY
	Staffordshire LGA – Staffs Connects	1	Local Body		LEADER
	Staffordshire LGA – Waste Board	1	Local Body		PORTFOLIO HOLDER FOR ENVIRONMENT & RECYCLING
	Staffordshire Planning Forum	2 + sub	Local Body		Chair of Planning and Portfolio Holder for Regeneration, Planning and Town Centres  (substitute Vice-Chair of Planning)

	Staffordshire Playing Fields Association	1	Local Body	TREVOR HAMBLETON	<b>TREVOR HAMBLETON</b>
	Staffordshire Police and Crime Panel	1+ sub	Local Body		Portfolio Holder for Safer Communities
	Stoke-on-Trent and Staffordshire Strategic Partnership	1	Local Body		LEADER
	West Midland Reserve Forces and Cadets Association	1	Regional Body	MIKE STUBBS	<b>MIKE STUBBS</b>
	West Midlands Employers	1 + sub	Regional Body		LEADER  (SUBSTITUTE - PORTFOLIO HOLDER FOR FINANCE & RESOURCES
	West Midlands Leaders Board	1	Regional Body		LEADER
	District Councils Network	1	National Body		LEADER





## Petition Scheme

### Petitions

The council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the council will receive an acknowledgement from the council within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

Paper petitions can be sent to:

Head of Central Services  
Newcastle-under-Lyme Borough Council  
Civic Offices  
Merrial Street  
Newcastle  
Staffordshire  
ST5 2AG

Or be created, signed and submitted online.

Petitions can also be presented to a meeting of the council. These meetings take place nine times a year, dates and times can be found here ([link](#)). If you would like to present your petition to council, or would like your councillor or someone else to present it on your behalf, please contact Paul Clisby on 01782 742200 or [paul.clisby@newcastle-staffs.gov.uk](mailto:paul.clisby@newcastle-staffs.gov.uk) at least 10 working days before the meeting and he will talk you through the process. If your petition has received 1500 signatures or more it will also be scheduled for a council debate and if this is the case we will let you know whether this will happen at the same meeting or a later meeting of the council.

### What are the guidelines for submitting a petition?

Petitions submitted to the council must include:

- a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the council to take
- the name and address and signature of any person supporting the petition.

Petitions should be accompanied by contact details, including an address, for the petition organiser. This is the person we will contact to explain how we will

respond to the petition. The contact details of the petition organiser will not be placed on the website. If the petition does not identify a petition organiser, we will contact signatories to the petition to agree who should act as the petition organiser.

Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss the revised timescale which will apply. If a petition does not follow the guidelines set out above, the council may not decide to do anything further with it. In that case, we will write to you to explain the reasons.

### **What will the council do when it receives my petition?**

An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

If we can do what your petition asks for, the acknowledgement may confirm that we have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a council debate, or a senior officer giving evidence, then the acknowledgement will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.

If the petition applies to a planning or licensing application, is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply.

We will not take action on any petition which we consider to be vexatious, abusive or otherwise inappropriate and will explain the reasons for this in our acknowledgement of the petition.

To ensure that people know what we are doing in response to the petitions we receive the details of the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us.

### **How will the council respond to petitions?**

Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:

- taking the action requested in the petition
- considering the petition at a council meeting
- holding an inquiry into the matter
- undertaking research into the matter
- holding a public meeting
- holding a consultation
- holding a meeting with petitioners
- referring the petition for consideration by the relevant overview and scrutiny committee\*
- calling a referendum
- writing to the petition organiser setting out our views about the request in the petition

\*Overview and scrutiny committees are committees of councillors who are responsible for scrutinising the work of the council – in other words, the overview and scrutiny committee has the power to hold the council's decision makers to account.

In addition to these steps, the council will consider all the specific actions it can potentially take on the issues highlighted in a petition.

If your petition is about something over which the council has no direct control (for example the local railway or hospital) we will consider making representations on behalf of the community to the relevant body. The council works with a large number of local partners and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example, if what the petition calls for conflicts with council policy), then we will set out the reasons for this to you. You can find more information on the services for which the council is responsible on the "About Us" page of our website.

If your petition is about something that a different council is responsible for we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other council, but could involve other steps. In any event we will always notify you of the action we have taken.

### **Full Council debates**

If a petition contains more than 1500 signatures it will be debated by the full council (this is reduced to 200 signatories or petitioners where the petition relates to a local issue affecting no more than two electoral wards within the Council area) unless it is a petition asking for a senior officer to give evidence at a public meeting. This means that the issue raised in the petition will be discussed at a meeting which all councillors can attend. The council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting. The petition organiser will be given five minutes to

present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The council will decide how to respond to the petition at this meeting. The may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the council executive (Cabinet) are required to make the final decision, the council will decide whether to make recommendations to inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

### **Officer evidence**

Your petition may ask for a senior council officer to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.

If your petition contains at least 750 signatures, the relevant senior officer will give evidence at a public meeting of the council's overview and scrutiny committee (this is reduced to 100 signatories or petitioners where the petition relates to a local issue affecting no more than two electoral wards within the Council's area). Executive Directors and Heads of Service can be called to give evidence, details are available from Member Services. You should be aware that the overview and scrutiny committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs. The committee may also decide to call the relevant councillor to attend the meeting. Committee members will ask the questions at this meeting, but you will be able to suggest questions to the chair of the committee by contacting the Member Services Team up to three working days before the meeting.

### **E-petitions**

The council welcomes e-petitions which are created and submitted through our website. E-petitions must follow the same guidelines as paper petitions. The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of 12 months.

When you create an e-petition, it may take five working days before it is published online. This is because we have to check the content of your petition is suitable before it is made available for signature.

If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of

the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

When an e-petition has closed for signature, it will automatically be submitted to our Member Services Team. In the same way as a paper petition, you will receive an acknowledgement within 10 working days. If you would like to present your e-petition to a meeting of the council, please contact the Member Services Team within 10 working days of receipt of the acknowledgement.

A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

### **How do I 'sign' an e-petition?**

You can see all the e-petitions current available for signature by clicking on the active and completed e-petitions page.

When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. The email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

### **What can I do if I feel my petition has not been dealt with properly?**

If you feel that we have not dealt with your petition properly, the petition organiser has the right to request the council's overview and scrutiny committee review the steps that the council has taken in response to your petition. It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the council's response is not considered to be adequate.

The committee will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting. Should the committee determine we have not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the council executive (Cabinet) and arranging for the matter to be considered at a meeting of the full council.

Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website.

This page is intentionally left blank

## **Public Protection Chairs Report – Meeting 20<sup>th</sup> April 2015**

The Public Protection Committee has been working on a new Taxi Licensing Policy for well over 12 months. The idea to bring several policies into one working document is seen by the committee as best practice. I can confirm that following an extensive consultation exercise, the committee decided to adopt the new Taxi Licensing Policy 2015-19.

Originally there was controversy surrounding the age limit restrictions on Taxi's. The committee took another look at this and decided to adopt an exceptional circumstances test which will allow well looked after vehicles to stay on the road for up to 12 months extra. After much negotiation with the trade, it seems the policy works for all and has now been accepted as fair. An exceptional circumstances test will take place at the Council's Knutton Lane depot at a cost of £65.

Some of the responses from the consultation process did raise certain issues that must be taken seriously following on from what happened in Rotherham. So the committee has taken steps to include training on Child Sexual Exploitation and Safeguarding for all drivers. This training is there to protect the public, but also to protect our drivers and ensure they know how to communicate with the authorities on this issue. It is my personal belief that we must do all we can to ensure these particular issues are routed out wherever they occur. We have a duty to protect everyone.

Members can obtain a copy of the Taxi License Policy from the Councils website and this will also be easily accessible to the public. I would like to thank officers, councillors and members of the trade for their work on this document.

Councillor Kyle Robinson

This page is intentionally left blank