

**Subject:** Lancashire Local - Rossendale      **Status:** For Publication

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**Report to:** Cabinet      **Date:** 21<sup>st</sup> January 2009

Full Council      26<sup>th</sup> February 2009

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**Report of:** Executive Director - Business

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**Portfolio**

**Holder:** Finance and Resources

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**Key Decision:** No – matter for Full Council

Forward Plan       General Exception       Special Urgency

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**1. PURPOSE OF REPORT**

- 1.1 To request Members formally to adopt the Constitution of Lancashire Local – Rossendale as amended following the consultation considered by the Cabinet in October 2008.

**2. CORPORATE PRIORITIES**

- 2.1 The matters discussed in this report impact directly on the following corporate priorities and associated corporate objective.
- Well Managed Council (Improvement, Community Network)

**3. RISK ASSESSMENT IMPLICATIONS**

- 3.1 All the issues raised and the recommendation(s) in this report involve risk considerations as set out below:
- Lancashire Local – Rossendale provides an opportunity for joint working in relation to delivery of local government services. A potential risk to not engaging would be a failure to maximise the impact of joint working and not achieving the best possible outcomes for local people. A further risk of not adopting the new Lancashire Local constitution is that the Lancashire Local will be unable to respond to emerging local and national policy.

#### **4. BACKGROUND AND OPTIONS**

- 4.1 In October Cabinet considered a consultation by the County Council to see whether there was scope for expanding the remit of the Lancashire Locals and developing the model further.
- 4.2 A request has been received from Lancashire County Council that the Council considers the amendments to the Constitution of the Lancashire Local (attached) and that these should be formally adopted by Rossendale Borough Council as part of its Constitution.
- 4.3 The Constitutions highlight new/revised wording in bold and italics for ease of reference.

In short, the main additions/changes are:-

- The inclusion of the Lancashire Young People's service including;
    - determination of the annual outcomes expected by each district delivery plan
    - determination of the resource allocation to each element of the service
    - recommending proposals for the deployment of Playbuilders Funding
    - monitoring the delivery of the annual district delivery plan
  - Powers to approve highways gating orders and determination of the construction of cycle tracks in the place of footways.
  - Approval and monitoring the proposals and priorities of the County's Corporate Face to Face Strategy.
  - A new provision allowing additions to be made to the powers of the Lancashire local on an ongoing basis,
  - Greater flexibility for each Lancashire Local to decide how and when to engage members of the public in their meetings.
  - Inclusion of the protocols for engaging young people and parish and town councils as part of the constitution
- 4.4 The other significant difference in the new constitution is its emphasis on local priorities and aspirations and the need to strengthen links with district based partnerships such as LSPs.

#### **5. COMMENTS OF THE SECTION 151 OFFICER**

- 5.1 There are no specific financial implications arising from this report.

#### **6. COMMENTS OF THE MONITORING OFFICER**

- 6.1 The Council has already decided that the Lancashire Local – Rossendale should be a Joint Committee.

**7. COMMENTS OF THE HEAD OF PEOPLE AND ORGANISATIONAL DEVELOPMENT**

7.1 There are no specific human resources implications.

**8. CONCLUSION**

8.1 That the amendments to the Constitution of the Lancashire Local – Rossendale be formally adopted by the Council.

**9. RECOMMENDATION(S)**

9.1 That Full Council be recommended to formally adopt the Constitution of the Lancashire Local – Rossendale as amended with immediate effect.

9.2 That clarification from the County Council be sought in relation to how the LSP and Lancashire Local will agree matters to ensure that there is no duplication.

**10. CONSULTATION CARRIED OUT**

10.1 Senior Officers

**11. EQUALITY IMPACT ASSESSMENT**

Is an Equality Impact Assessment required                      No

Is an Equality Impact Assessment attached                      No

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Background Papers	
Document	Place of Inspection
The Constitution of Lancashire Local	website

## Lancashire Local – Rossendale

### Constitution

#### JOINT COMMITTEE

	<u>Page No.</u>
<b>Section 1</b> <b>Context and Purpose</b>	<b>1</b>
<b>Section 2</b> <b>Functions</b>	
<b>(A)</b> <b>General Remit</b>	<b>3</b>
<b>(B)</b> <b>Delegated Powers</b>	<b>4</b>
<b>Section 3</b> <b>Standing Orders</b>	<b>9</b>
<b>Appendix</b> <b>Examples of use of the General Remit</b>	<b>17</b>

## Section 1 – Context and Purpose

Lancashire Local - Rossendale is a Joint Committee of the County Council and Rossendale Borough Council. The impact of Lancashire Local - Rossendale needs to be focused, visible and transparent.

As Lancashire Locals bed down across Lancashire, their purpose has crystallised.

Lancashire Locals are the County Council's key vehicle for empowering local County Councillors to:-

1. Determine the design and delivery of local government services through its delegated powers.
2. Influence the shape of our services at a local level by working jointly with District Councillors drawing on the knowledge and expertise of Cabinet / Executive Members and Officers in their respective councils and councillors from relevant Parish and Town Councils.

The Local provides a forum through which the County Council can prioritise its resources to best meet local needs and aspirations. Meetings of the Lancashire Local are generally open to the press and public. Parish and Town Councillors, together with local people interested in specific agenda items, are able to have their say before decisions are taken.

The Lancashire Local has a strong role to play as a County Council problem solving body for Rossendale. Local problem solving is a key role for councillors as community advocates, and Lancashire Local - Rossendale can significantly enhance this role. The County and Borough Councillors on the Lancashire Local have the detailed local knowledge, along with Parish and Town Councillors, that is needed to find realistic solutions to neighbourhood and district community concerns relating to County Council services in Rossendale.

The involvement of Borough Council representatives on the Lancashire Local provides the opportunity to identify local solutions and service improvements for Borough Council services also, working alongside County Council services. The Local can thus seek to jointly deliver local government service improvements for the residents, businesses and visitors to Rossendale. This means both Councils being proactive in bringing service issues to the Local and seeking to deliver local priorities together.

The Lancashire Local will concentrate on the agreed local priorities and targets in the Rossendale Local Strategic Partnership's Sustainable Community Strategy and the Joint County / Borough Locality Plan – as far as they involve Lancashire County Council services or closer working between the County and the Borough.

Lancashire Local - Rossendale will formalise its own specific working arrangements alongside the Rossendale Local Strategic Partnership to agree how best it can support the Partnership and establish a regular dialogue strengthening that relationship. The role and responsibilities of the Lancashire Local sits at arms length from the Local Strategic Partnership, but supports the Sustainable Community Strategy for Rossendale.

Lancashire Local - Rossendale will deliver focused, visible, and transparent outcomes for the residents, businesses, and visitors to Rossendale, in accordance with local priorities and targets relating to local government services.

## Section 2 - Functions

The scope and overall purpose of the Lancashire Local is as set out in Section 1. The general remit of the Lancashire Locals is set out below and the more specific delegated functions are outlined in later sections.

### (A) General Remit

The general remit of the Lancashire Local is:-

1. To exercise those functions delegated to it by the County Council and Borough Council.
2. To seek solutions to local concerns relating to County Council services.
3. To express views on policy, strategy or other matters specifically referred to it by the County Council or the Borough Council including where appropriate the co-ordination of consultation with local stakeholders and communities.
4. To monitor the delivery of the Locality Plan where one exists, and explore opportunities for joint working between the County Council and the Borough Council on complementary service delivery where this would bring benefits to local people.
5. To advise the County Council, the Borough Council and other public bodies as appropriate on issues of local interest or concern which are brought to its attention by members, Rossendale Councils' Area Committees, Parish and Town Councils other bodies and members of the public.
6. To assist the County Council in its response to Government policy in relation to neighbourhoods.
7. Lancashire Local - Rossendale has the remit to shape and influence any matter relating to any local County Council service in the district of Rossendale, and to discuss any opportunities for a closer alignment of County and Borough services in the district, for example joint working around regeneration and economic development.

When exercising this function, Lancashire Locals are encouraged to select those services for shaping/influencing that are relevant for addressing local issues/priorities specific to the district, as outlined in the Sustainable Community Strategy, and other evidence based data/plans such as Parish Plans. These local government priorities will be incorporated into the annual joint locality plan (where one is to be produced) where it is considered to be a priority for the district in that year. The Appendix attached suggests *some* of the services that Lancashire Local - Rossendale may want to consider where their Local Strategic Partnership priorities identify council services as a local priority. This list is not comprehensive and is intended only as a guide.

## **(B) Delegated Powers**

The services identified below are delegated by the County Council or Rossendale Borough Council as indicated, for decision making by the Lancashire Local, in accordance with the relevant legislation.

In discharging the delegated powers, the Lancashire Local must act at all times within the approved policies, budgets and financial regulations of the Council delegating the functions, and in accordance with Standing Orders at Section 3 of this Constitution.

There is set out below a list of the functions that are currently delegated to Lancashire Local - Rossendale. Additional functions and matters for determination may be delegated to the Local in the future by Lancashire County Council and Borough Council, which will form part of this Constitution. The Secretary to the Local will maintain a record of all additional delegated functions and will ensure that any such additions are reported to the Local at the next meeting after the delegation takes place.

### **Highways** (delegated by Lancashire County Council)

#### 1. Budget Allocation

To exercise discretion for the provision of highway authority functions (except winter maintenance) within an annual countywide allocation to be apportioned to each Lancashire Local in accordance with road lengths in their area.

#### 2. Street lighting special maintenance schemes.

To determine the priority of street lighting special maintenance schemes within the County Council's allocated budget.

#### 3. Local Safety Schemes

- a) To determine the priority of local safety schemes including walking and cycling proposals where there is more than one such scheme for the District in an approved programme.
- b) To determine specific schemes where objections or representations have been received.

#### 4. Crime reduction street lighting schemes

To determine the priority of crime reduction street lighting schemes where there is more than one such scheme in the District in the approved programme.

#### 5. Retaining Walls Strengthening Programmes

To determine the priority of retaining wall strengthening schemes where there is more than one such scheme in the District, in the approved Strengthening Programme.



## 6. Gating Orders

To approve the making of Gating Orders under Section 129A of the Highways Act, 1980 pursuant to the Highways Act 1980 (Gating Orders) (England) Regulations, 2006, where objections or adverse comments have been received and after a public inquiry (if any) has been held.

## 7. Removal of Footways and construction of Cycle Tracks

To decide not to provide a footway under Section 66 of the Highways Act, 1980 but instead to approve the construction of a cycle track with a right of way on foot under Section 65 of the Highways Act, 1980.

## 8. Pavement Cafes

To approve applications for licences for pavement cafes.

## 9. Residents parking schemes

To determine specific schemes where objections or representations have been received.

## 10. Traffic Regulation Orders/Speed Limit Orders

To approve the making of Traffic Regulation Orders and Speed Limit Orders where objections or representations have been received.

## 11. 20mph Speed Limit Zones

- a) To determine the priority of 20mph zones where there is more than one scheme in the approved programme for the district.
- b) To approve the making of schemes for such zones where objections or representations have been received

## 12. Road Humps

To determine the establishment of road humps under Section 90A of the Highways Act, 1980 where objections or representations have been received.

## 13. School Crossing Patrols

To review and determine the continuation of a School Crossing Patrol when the current Patrol Officer leaves the service.

## 14. Car parking

Out of any monies which are declared by the County Council both to be surplus in the on street parking account and also available generally to the Lancashire Locals for the purpose of highway improvement projects under s.55(4)(ii) of the Road Traffic Regulation Act, 1984 as amended, to determine the priority of such measures within that purpose.

15. Pedestrian Crossings

- a) To determine the priority for pedestrian crossings where there is more than one in an approved programme for the district.
- b) To approve specific proposals where objections or representations have been received.

16. Bus Shelters

To determine the locations of bus shelters within the County Council's responsibility (e.g. on Quality Bus Routes).

**Waste Management** (delegated by Lancashire County Council)

To determine the location of household waste recycling centres where there are viable alternative site options.

**Lancashire Locals Climate Change Fund** (delegated by Lancashire County Council)

From funds made available by the County Council to consider for approval projects submitted by community and voluntary groups, or Parish Councils, to support local climate change in accordance with the criteria laid down by the County Council.

**Libraries** (delegated by Lancashire County Council)

To determine, taking into account the results of consultation undertaken by the County Library Service the pattern of library opening hours together with other appropriate local developments within existing resources.

**Museums and Heritage** (delegated by Lancashire County Council)

To determine, taking into account the results of consultation undertaken by the County Museums Service, the pattern of opening hours for the County Museums Service within existing resources.

**Lancashire Young People's Service** (delegated by Lancashire County Council)

1. Within the national framework and corporate policies, to determine and approve, in consultation with young people, the priorities and deployment of youth resources (except staffing) within available budgets and oversee a District Strategic Plan and annual Delivery Plan for the Lancashire Young People's Service, encompassing :-
  - a) Determination of the annual outcomes expected by the Rossendale District Delivery Plan.
  - b) Determination of the resource allocation to each element of the service in Rossendale, and the availability of young people's provision within the existing service budget and statutory requirements, to best meet the needs

of the neighbourhoods, the needs of minority groups and those of vulnerable young people across Rossendale.

2. To recommend proposals for the deployment of Playbuilders' Funding for Rossendale district, with particular emphasis on the effectiveness of the partnership arrangements by taking into account the priorities of the local Children's Trust Partnership for Rossendale.
- 3 To monitor the delivery of the Annual Rossendale District Delivery Plan through:-
  - a) A six month review of delivery of the Plan.
  - b) Ongoing local problem-solving with the service.
  - c) Ongoing identification of opportunities for closer working between the Lancashire Young People's Service and complementary Borough Council service activities eg – Leisure, Cultural and Arts Services.
4. To work closely with the Lancashire Young People's Service in order to make effective the committee's problem-solving / opportunity seeking remit.
5. To work with young people in Rossendale to establish and monitor a Rossendale Protocol on engagement with young people, encompassing the allocation of Small/Project Grants and local youth issues generally.

**A copy of the Protocol regarding engagement with young people, as agreed by the Lancashire Local - Rossendale at the meeting on \*\*\*\*\* , is attached as Annex A to this Constitution.**

6. To approve Small/Project Grants to youth organisations in accordance with guidelines issued by the County Council, following consultation with young people. Where the criteria for funding give priority to decisions by young people the outcomes must reflect their conclusions.

**Links with Local Children's Trust Partnership** (delegated by Lancashire County Council)

To formalise its own working arrangements with the Local Children's Trust Partnership, as outlined in Section 1, in order to ensure that the Local Trust Partnership and the Lancashire Local play a clear and complementary role in delivering quality local services across all functions delivered by the Children & Young People's Directorate.

**Customer Access (delegated by Lancashire County Council)**

To approve and monitor the proposals and priorities of the County's Corporate Face to Face Access strategy, in relation to it's work in the Rossendale District.

**Local Grants Scheme** (delegated by Lancashire County Council)

To consider for approval recommendations from County Councillors for grants to support local groups in accordance with criteria laid down by the County Council.

**Local Gateway Grants** (delegated by Lancashire County Council)

To consider for approval applications for Local Gateway funding in accordance with the criteria laid down by the County Council.

## Section 3 - Standing Orders

### Membership

1. (i) Membership of Lancashire Local - Rossendale shall be all local County Councillors with electoral divisions in Rossendale, and an equivalent number of Councillors appointed by Rossendale Borough Council. At least one Borough Council member shall be a member of that Council's Executive. All Borough Council representatives shall be appointed in accordance with the political balance rules as they are applied to their authority by the Local Government and Housing Act, 1989.
- (ii) A person shall cease to be a member if he/she ceases to be a member of the County Council or a member representing an electoral division in Rossendale, or in the case of a member of the Borough Council ceases to be a member of that Council or resigns from the Lancashire Local.
- (iii) Prior to the meeting, the Secretary must be notified of substitutions for Borough Council Members made in accordance with that Council's normal procedures.

### Parish and Town Councils

2. (i) Lancashire Local - Rossendale shall, in consultation with Parish and Town Councils in its area, draw up a Protocol to ensure that Parish and Town Councils can engage effectively with the Lancashire Local.

**A copy of the Parish and Town Council Protocol, as agreed by the Lancashire Local - Rossendale at the meeting on \*\*\*\*\*, is attached as Annex B to this Constitution.**

- (ii) A representative of a Parish or Town Council may participate at Lancashire Locals when items are discussed which are specifically concerned with their area.

### Appointment of Chair and Deputy Chair

3. (i) The Chair, who shall be a County Councillor, shall be elected at the annual meeting of the Lancashire Local.
- (ii) The Deputy Chair, who shall be of a different political group to the Chair, shall be elected at the annual meeting of the Lancashire Local and, wherever possible, shall be a member of the Borough Council.
- (iii) Existing office holders are eligible for re-election.

- (iv) The Chair and Deputy Chair shall, unless he or she resigns the office or ceases to be a member of the Lancashire Local, continue in office until a successor is appointed.
- (v) The Chair shall not preside at the election of his or her successor if he or she is a candidate at that election. In those circumstances, the Deputy Chair continuing in office under (iv) above shall preside or if there is no such Deputy, a Chair shall be appointed by the Local for the purposes of conducting the election.

## **Secretary**

- 4. A nominated representative of the Chief Executive of the County Council shall act as Secretary to Lancashire Local - Rossendale and shall be responsible for preparing and circulating agendas for meetings, advising on constitutional matters and for producing the minutes.

## **Meetings**

- 5.
  - (i) Meetings shall be held in public other than in the circumstances set out in Standing Order 27.
  - (ii) Meetings shall be held on a six or eight weekly cycle to be determined along with venues, by the Lancashire Local.
  - (iii) The meeting held in June each year, or if there is no scheduled meeting that month the first meeting after June, shall be the Annual Meeting of the Lancashire Local – Rossendale.
  - (iv) The Chair or in his/her absence the Deputy Chair may call a special meeting of the Lancashire Local - Rossendale to consider a matter that falls within its remit but cannot await the next scheduled meeting, provided at least 10 clear working days notice in writing is given to the Secretary.
  - (v) The Lancashire Local may prepare a Protocol to facilitate the opportunity for other members of the Borough Council to participate at Lancashire Locals, but not vote, when items are discussed which are specifically concerned with their ward.

**The following Protocol regarding engagement with Borough Councillors who are not members of the Local was agreed by the Lancashire Local.**

**Lancashire Local – Rossendale has agreed that any Member of the Borough Council who is not a member of the Lancashire Local should be allowed to speak on any item at the point where the item is reached and prior to discussion by the Lancashire Local, the Chair exercising discretion as to the time allowed for the Member to speak.**

## **Delegated Powers**

6. The delegated powers mean those powers to be discharged by the Lancashire Local as set out in Section 2(B) of this Constitution.
7. The Lancashire Local - Rossendale shall discharge the delegated powers, within the budgetary and policy framework set by the County Council in the case of County functions or by the Borough Council in the case of its functions.
8. When discharging the delegated powers the Lancashire Local shall take decisions only after taking into account advice given in writing or orally from relevant Officers of the County Council or of the Borough Council as appropriate, including legal, financial and policy advice.

## **Executive and Key Executive Decisions**

There are particular requirements to be met when the Lancashire Local is exercising delegated powers in respect of executive and key executive decisions, and these are set out below:

9. An executive decision means a decision by the Lancashire Local that has been delegated to it by the Executive (or Cabinet) of the County Council or of the Borough Council.
10. Consideration of Key Executive Decisions
  - (i) A meeting of the Lancashire Local shall be held in public if a decision to be made at that meeting will be a Key Executive Decision.
  - (ii) A Key Executive Decision shall not be taken by the Lancashire Local unless the report which it intends to take into consideration has been made available for inspection by the public for five clear working days prior to the meeting.
  - (iii) Any Key Executive Decision to be taken by the Lancashire Local shall be included in the monthly Forward Plan of the County Council or of the Borough Council as appropriate.
  - (iv) Where the inclusion of a matter in the Forward Plan is impracticable and the matter would be a Key Executive Decision, that decision shall only be made where:
    - (a) the Chair of the relevant Overview and Scrutiny Committee of the County Council or Borough Council as appropriate, has been informed in writing of the matter about which the decision is to be made;
    - (b) the provisions of paragraph (ii) above are complied with
  - (v) Where the date by which an urgent Key Executive Decision must be made makes compliance with paragraph (ii) above impracticable, the decision shall

only be made where the Chair of the relevant Overview and Scrutiny Committee of the County Council or the Borough Council as appropriate, agrees that the making of the decision is urgent and cannot reasonably be deferred.

- (vi) The Secretary shall ensure that a copy of a report referred to at paragraph (ii) above shall, as soon as is reasonably practicable, be sent to the Chair of the relevant Overview and Scrutiny Committee of the County Council or of the Borough Council as appropriate.
- (vii) A report referred to in paragraph (ii) above shall include a list of background papers, and the Secretary shall make available for public inspection a copy of each of the documents on the list of background papers.
- (viii) Where an Executive Decision by the Lancashire Local was not treated as being a Key Executive Decision and the relevant Overview and Scrutiny Committee of the County Council or the Borough Council as appropriate, is of the opinion that the decision should have been so treated the relevant Committee may require the Lancashire Local to submit a report to the County Council's or the Borough Council's Full Council setting out the reasons why the Lancashire Local was of the opinion that the decision was not a Key Executive Decision.

## **Overview and Scrutiny**

11. Executive decisions made by the Lancashire Local are subject to scrutiny by the County Council's or the Borough Council's relevant Overview and Scrutiny Committee (depending on which authority delegated the particular function), including an Overview and Scrutiny Committee's right under the Local Government Act 2000 to request that an Executive Decision made but not implemented be reconsidered by the decision-taker (often referred to as 'call-in').
12. The processes and procedures for the exercise by the relevant Overview and Scrutiny Committee of their 'call-in' function shall be in accordance with the Constitutions of the County Council or the Borough Council depending on which Authority delegated the executive decision in question.
13. An Overview and Scrutiny Committee shall not exercise the 'call-in' function in respect of an executive decision by the Lancashire Local where that decision has been designated by the Lancashire Local as being urgent in that any delay in its implementation could adversely affect the efficient execution of their responsibilities on behalf of the County Council or the Borough Council, and provided that the designation and the reasons for it are recorded in the Minutes.
14. Executive decisions made by the Lancashire Local shall be implemented by the County Council or the Borough Council as appropriate, in accordance with their respective Constitutions.

The following general provisions apply to the consideration of all matters within the Lancashire Local's remit.



## **Chairing of Meetings**

15. In the absence of the Chair, the Deputy Chair shall preside at the meeting. In the absence of both, the members present shall, as the first item of business, appoint one of their number who is a member of the County Council to be Chair of the meeting.

## **Access to Information**

16. Items of business may not be considered at a meeting of the Lancashire Local unless a copy of the item has been open to inspection by members of the public for at least five working days before the meeting (or where the meeting is convened at shorter notice, from the time the meeting is convened). However an item that has not been open to inspection may be considered where, by reason of special circumstances which shall be specified in the Minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

## **Agendas and Minutes**

17. Agendas for meetings of the Lancashire Local shall be dispatched by the Secretary five clear working days in advance of a meeting, and copies will be made available for public inspection at the designated County and Borough Council offices, libraries, other local public information points and on the Democratic Information System on the County Council's Website.
18. Agendas will identify separately matters which are for decision by the Lancashire Local under delegated powers, and which of those are executive or non-executive decisions.
19. The Rossendale Borough Council and any Member of the Lancashire Local may suggest items for inclusion in the Agenda within its remit provided such requests are received by the Secretary at least 10 clear working days in advance of the meeting. It shall then be for the Lancashire Local to determine whether it wishes to receive a report on the matter at a future meeting.

Where, in the opinion of the Secretary, the matter requires a more immediate response, it shall be for the Chair and Deputy Chair to determine whether the Lancashire Local should receive a full report at its next meeting.

20. The minutes of a meeting shall be published on the Democratic Information System as soon as is reasonably practicable, and wherever possible within three clear working days after a meeting at which an executive decision has been made.

## **Quorum**

21. The quorum for any meeting shall be a quarter of the membership (rounded up) but not less than 4 members with at least one Member from each authority. If there is not a quorum of Members, the meeting shall stand adjourned for 15 minutes. If

after that time there is still no quorum the meeting shall stand adjourned until a date and time to be fixed by the Chair.

## **Members Code of Conduct**

22. Members are bound by the Code of Conduct of the authority which appointed them to the Lancashire Local and should particularly observe the provisions of their respective Codes concerning the declaration of personal and prejudicial interests when attending meetings of Lancashire Locals.

## **Declaration of Neutrality**

23. A Member will be required to declare a position of neutrality when the Lancashire Local considers formulating a recommendation which will fall to that Member to decide upon in their capacity as a Cabinet Member of the County Council or the Borough Council.
24. A declaration of neutrality will permit the Member to advise the meeting on any policy background or other general issues that might assist discussion but he/she shall refrain from indicating his or her intended position on the issue and shall abstain from voting.

## **Voting**

25. All members are entitled to vote and voting shall be by show of hands, and in the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

## **Members of the public**

26. The Lancashire Local will have the flexibility to determine what the mechanisms should be for the public to participate at meetings including the need to avoid undue influence by a vocal minority. Unless other mechanisms are adopted by the Lancashire Local the following process shall be applied:-

Members of the public shall be allowed to speak at each meeting in relation to items on the agenda. Each Lancashire Local will agree how this is best conducted locally. The Lancashire Local will be requested to periodically review their arrangements for public participation, to ensure they remain effective.

**The following Protocol regarding public participation was agreed by the Lancashire Local.**

**Lancashire Local – Rossendale has agreed that members of the public be invited to comment at the start of the discussion on each agenda item i.e. once the Officer has presented the report. The Chair would then manage the time permitted for public comments at his discretion after which members of the Local would consider the item and come to a conclusion.**

## **Exclusion of the Press and Public**

27. The Lancashire Local may, by resolution, exclude the press and public from a meeting during an item of business wherever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during that item there would be disclosure of Exempt or Confidential information as defined by the Local Government Act 1972 and the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000.

## **Urgent Business Procedure**

28. The County Secretary and Solicitor may in consultation with the Rossendale Borough Council, and with the Chair and Deputy Chair of the Lancashire Local, deal with matters of urgency which cannot await the next meeting and which do not in the view of the Chair and Deputy Chair warrant a special meeting being convened.

## **Sub-Committees and Working Groups**

29. The Lancashire Local may appoint
- (i) Sub-Committees with power to act to discharge any of its functions, provided:
    - they comprise an equal number of Members of the County Council and of the Borough Council,
    - at least one quarter of the Sub-Committee is present at the meeting.
  - (ii) Working Groups which cannot make decisions but may consider specific matters and report back to a future meeting of the Lancashire Local.

## **Conduct at Meetings**

30. The conduct of meetings and the interpretation of these Standing Orders are at all times a matter for the Chair of the meeting whose ruling is final.

**ANNEX A**

**Protocol for engaging young people with the Lancashire Local**

**ANNEX B**

**Protocol for Parish and Town Council engagement with the Lancashire Local.**

## **Examples of use of General Remit**

The Lancashire Local's General Remit includes a responsibility to shape and influence any matter relating to any local County Council service in the district of Rossendale, and to discuss any opportunities for a closer alignment of local authority services in the district.

This will enable the Lancashire Local to help influence County Council activity generally in Rossendale.

The list below is not comprehensive, and offers examples only, which may serve to prompt Lancashire Local - Rossendale to explore the potential for local service improvement and closer alignment of local authority services in Rossendale district.

The local priorities in the District's Sustainable Community Strategy will be the key determinant of the focus of the Lancashire Local's attention and as such will form the basis of a joint locality plan where one is to be developed. In many cases this will involve shaping and influencing County Council services not included in the examples below.

Examples of the use of the General Remit

### **Highways**

#### 1. Highway Authority Functions

- a) Consider and express views on matters relating to the exercise of Highway Authority Functions within the Rossendale area, including performance monitoring, contributing to policy development and assisting in the development of Best Practice.
- b) Consider and express views for changes in highway policies and standards.

#### 2. Local Transport Plan

Consider and express views on all matters in relation to the Local Transport Plan, especially social inclusion matters.

#### 3. Highway Special Maintenance Schemes

Consider and express views on locations where it is considered that resurfacing or reconstruction of carriageways and/or footways should be included in future programmes of work.

#### 4. Safety Cameras

Comment on proposals for 'community concern' sites put forward by the local Community Safety Partnership and the locations for proposed fixed camera sites.

## 5. Street Scene

Consider and express views around rationalising the street scene, including road signs, road markings, street furniture, lighting, seats, bins, street cleaning, fly posting, graffiti etc, and in particular to influence proposals for traffic management/signing schemes.

### **Traffic Regulation Orders and Speed Limit Orders**

Make suggestions for future Traffic Regulation Orders and Speed Limit Orders.

### **20mph Speed Limit Zones**

Make suggestions for future 20mph Speed Limit Zones

### **IT Public Enquiry Manager (PEM) System**

Consider reports on the IT Public Enquiry Manager system (e.g. highway defect faults) and express views on changes and/or improvements

### **Public Transport**

- a) Consider and express views on local bus networks and proposed changes in provision (subject to statutory timescales)
- b) Consider and express views on local priorities for public transport in terms of Quality Bus Routes and subsidised bus routes.
- c) Facilitate closer joint working between the County and the Borough Council on sharing information and marketing in respect of public transport.
- d) Facilitate effective joint liaison arrangements linking the Borough Council's regeneration initiatives to improving access to public transport.
- e) Consider and express views on local community transport needs.

### **School Travel Plans**

To review annual programmes of School Transport Plans, to monitor progress on their implementation and encourage local schools to pursue such plans.

### **Environmental Projects**

To consider and express views on the following:

- a) The promotion of initiatives to improve the environment of the District, under the Green Partnership Awards.
- b) Opportunities for removing derelict, underused and neglected land and to consider projects that might be supported under the Small Sites Reclamation Programme within Reclamation and Management of Derelict Land in Lancashire (REMADE).

- c) Proposals for the after-use of major land reclamation schemes under the Reclamation and Management of Derelict Land initiative, managed by the North West Regional Development Agency.

### **Waste Management**

Consider and express views on proposed sites for future waste facilities, as part of the Lancashire Waste Management Strategy.

### **Countryside Service**

To consider and express views on the following

- a) Future Public Rights of Way Improvement Plan
- b) The Public Rights of Way Network
- c) The County Council's Countryside and Recreation Policy

### **Adult Social Services**

The Lancashire Local - Rossendale will have the opportunity to receive annual reports on the following service areas to keep local councillors informed and provide an opportunity to examine and influence services.

#### 1. Partnership Boards

Learning/Disability Partnership Board.  
Physical Disability/Sensory Impairment Partnership Board  
Older People Partnership Board

#### 2. Locality Commissioning Plans

The Commissioning Plans for each Adult Social Services client group, i.e. mental health, learning disabilities, physical disabilities and older people.

The annual report will contain the plans for expanding existing services, developing new services and decommissioning services over a three year period. Commissioning plans will be reviewed and updated annually. The services typically commissioned are day care, respite care, home care, rehabilitation, residential and nursing home care, and home care support to very sheltered housing.

#### 3. Supporting People

The work of the Supporting People Team on activities in the District, including performance information and information on service development and delivery

### **Adult Education**

Consider and express views on the development of Community learning provision, especially in areas of deprivation

## **Children and Young People**

To consider and express views on the following.

- a) the development of District based links for the Every Child Matters Agenda
- b) School Organisation Reviews/School Place Planning

## **Museums Services**

Consider and express views on local management arrangements.

## **Asset Management**

Consider and express views on the development of joint County and Borough Council asset management and shared facilities, particularly one-stop shops.

## **Community Strategies**

Monitor and express views on County Council actions identified in local community strategies.

## **Lancashire Local Area Agreement**

Monitor County Council performance at the District level towards relevant targets in the Lancashire Local Area Agreement.