

Workington Town Council

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15 March 2017

To Members of Policy and Resources Committee

A Bales (chair)	J Osborn
P Bales	D Rollo
A Lawson	M Rollo
A McGuckin	N Schofield
V Morgan	J Wright

(Copy for information only to other members of Workington Town Council)

You are summoned to a meeting of Workington Town Council Policy and Resources Committee on **Tuesday 21 March 2017** at 6pm in the Town Hall, Workington.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C Bagshaw'.

Chris Bagshaw
Town Clerk

AGENDA

1. Apologies

To receive and accept any apologies for absence.

2. Declarations of Interest

To receive any declarations of interest relating to matters which appear on this agenda, but which have not been previously declared on members' declarations of pecuniary interest and other interests.

3. Exclusion of Press and Public (Public Bodies Admission to Meetings Act 1960)

To consider whether there are any agenda items during consideration of which the press and public should be excluded.

4. Minutes of the Last Meeting

To receive the minutes of the meeting on 19 January 2017 and affirm them as a true record.

5. Electoral Review

To consider the changes to the electoral boundaries as set out by the Local Government Boundary Commission for England (LGBCE).

Background

Allerdale Borough Council is having its electoral boundaries reviewed by the Local Government Boundary Commission for England. They are proposing to reduce the number of Allerdale councillors from 56 to 49. In doing so they are proposing to equalize the ratios of electors to councillors across the Borough, and reduce the number of Wards from 31 to 22. The town council has been asked to respond to the proposals. The consultation ends on 3 April 2017, so the Policy and Resources Committee should submit a response on behalf of the council. A breakdown of the changes proposed appears in Appendix 1.

Decision

The committee should submit its observations to the LGBCE. It may make other observations, for instance on whether a subsequent Community Governance Review is desirable, to Allerdale Borough Council.

6. Budget 2017-18

To review the Policy and Resources budget allocations for 2017-18.

Background

In order to make the necessary payments in April 2017, the committee is required to confirm its spending for 2017-18. The committee has agreed to spend the following:

Community Development	£15,000
Community Information facilities	£10,000
Member development	£2,500
Youth provision	£15,000

The Community Development and Information lines require confirmation of recipients. There was a suggestion at Full Council that 'Youth Provision' should be redistributed back into its constituent parts allowing the Culture Committee to continue to provide a Youth Sport programme.

7. Dementia Action Alliance

To consider Workington Town Council's position on supporting and becoming a member of Workington's Local Dementia Action Alliance.

Background

Dementia Action Alliance (DAA) is an alliance of over 150 national organisations across England who connect, share best practice and take action on dementia. Everything is done in partnership, and informed by people living with dementia and those who care for them. The DAA work locally, with the aim to make communities dementia friendly. This is achieved

by bringing together local groups, organisations and authorities to form Local DAA's. Workington Town Council has been contributing to DAA meetings over the last few months, the Workington DAA has now become established and it set to launch fully in May 2017.

Decision Required

The committee should decide whether to support the initiative.

Financial implications

None, beyond staff time.

8. Council Plan

a) To review the aims and priorities of the Town Council in the development of a Council Plan.

Background

The council is currently developing a plan to deliver its objectives for the next five years. The existing plan was developed through the committees. It is proposed that this approach is continued, with each committee developing its proposed priorities to bring together in a central scheme. An opportunity exists for the Policy and Resources Committee to set the boundaries for this approach, or to set some overarching aims.

b) To update the governance statement within the Council Plan

Background

The Governance statement in the Council Plan describes the committee structure and terms of reference. An amended proposal is included in Appendix 2.

Decision Required

The committee should consider the document in Appendix 2 and commend a completed version to Full Council.

9. Allerdale Local Plan (Part 2): Site Allocations Consultation

To consider a response to Allerdale Borough Council's Local Plan (part 2): Site Allocations Consultation.

Background

Allerdale Borough Council is consulting on the policy and preferred site allocations within their Local Plan (Part 2). Councillors have been asked to review the documentation and make any recommendations for officers to formalise a response. The Planning Committee have requested that a draft response be presented to the Policy and Resources Committee before the 24 March 2017 consultation deadline. A draft of this response will follow.

Appendix 1

Changes to the Workington Parish Wards proposed by the Local Government Boundary Commission for England's review of Allerdale Borough Council.

In Workington the proposals affect our parish electoral wards as follows, assuming ward boundary changes are matched by the parish ward boundary where they are one in the same:

Parish Ward	Members current	Members proposed	Boundary change proposed	Comment
Northside	1	1	No boundary change, but ward would now be included in Seaton Borough Ward.	Borough councillor for Seaton would gain an area in Workington parish. This is unusual in so far as it is more often the other way around (ie a Workington Borough ward councillor picks up parish duties in outlying settlements). The ward is already in a county division which includes Seaton so the change is not that dramatic.
St Michaels	6	5	The boundary realigns with the County Electoral division to include the areas created in Iredale and St Joseph's wards in 2012.	Realigning with the county electoral division effectively removes the reason for the creation of these additional wards. St Michaels boundary now follows the churchyard wall at St John's. Iredale – which is really Moss Bay becomes a geographical outlier, though this accords with the county electoral division.
St John's	3	4	Boundary expands east across Park End Road up to school boundary.	
St Joseph's	1	2	No change suggested	Parish ward was created in 2012 to allow for new county electoral divisions which did not align with Borough Wards. The anomaly has been removed so a case could

				be made to remove the ward by merging it into St Michael's parish ward.
Ellerbeck	1	1	Expands to include Chaucer Road area, by extension of St John's Borough Ward into Moorclose.	Improves electoral credentials of this ward by increasing numbers.
Stainburn	2	2	Loses houses east of Park End Road to St John's. Stainburn and Clifton Borough Ward takes Winscales off Harrington.	Clarifies anomaly of Park End Road.
Iredale	1	1	No change proposed	Parish ward was created in 2012 to allow for new county electoral divisions which did not align with existing Borough Wards. The anomaly has been removed so a case could be made to remove the ward by merging it into St Michael's parish ward.
Moss Bay	2	2	Borough ward is abolished and merged with Moorclose	Old Moss Bay ward boundary is now a 'zombie' parish ward boundary.
Moorclose	6	5	Borough ward is abolished and merged with Moss Bay. Chaucer Road area is transferred to St John's Ward	Chaucer Road area moves into Ellerbeck Ward
Salterbeck	4	3	Borough ward used to include Moss Bay, but is now divided so that Salterbeck matches County Division to merge with Harrington.	'Zombie' boundary now divides Salterbeck from Harrington, though this is geographically sensible.
Harrington	3	4	Borough ward now merged with Harrington to match County Division in Workington. Winscales parish now moved to Stainburn	This Borough Ward is now focussed entirely within Workington Civil Parish.

			and Clifton borough ward.	
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Workington Town Council

Policy and Resources Committee

21 March 2017

Appendix 2

Draft Council Plan 2017-21

GOVERNANCE

1. Constitution of the Council

1.1 The Council is a Corporation constituted in law by sections 9-17 of the Local Government Act 1972 as amended.

1.2 The Council has the powers functions and duties vested in it by Acts of Parliament and subsidiary regulations made under such Acts.

1.3 Privileges or rights, whether rights to property or otherwise, including those set out in the Charter of Incorporation of the Municipal Borough of Workington, which belonged immediately before 1st April 1974 to the burgesses of the Borough of Workington continue after that date to belong to citizens of Workington, and powers in respect of such privileges or rights which were exercisable immediately before that date for the Corporation of Workington by the Workington Town Council, and for an interim after that date for the citizens of Workington by the Charter Trustees of Workington, are since 1982 exercisable by the Workington Town Council.

1.4 There are thirty members of the Council, known as 'Town Councillors', who are elected from town wards as determined by Statutory Order and hold office for four years from the fourth day after a general council election until the fourth day after the subsequent general council election. Where a vacancy arises amongst the members of the Council between general council elections, electors of the ward affected may require the holding of a by-election; otherwise, the vacancy is filled by co-option.

2. Mayor

2.1 The Mayor is elected by the Council annually and will chair meetings of the Council. The Mayor is the first citizen of Workington and shall represent the Council at civic business and events. The Mayor will uphold the Constitution of the Council, the office of Councillor, and the privileges and rights of the Council and of the citizens of Workington. The Council also elects a Deputy Mayor annually who in the absence of the Mayor will exercise all the functions of the Mayor. The Mayor and Deputy Mayor hold office for a year and are eligible for re-election provided they remain members of the Council at the date of re-election.

3. Code of Conduct

3.1 Members of the Council, appointed persons, and officers are bound by a Code of Conduct which the Council must adopt by law. The Code of Conduct is at Annexe 1.

4. Standing Orders

4.1 In addition to the legislation which governs the Council in general, it also adopts Standing Orders which prescribe detailed procedures for the conduct of the Council's ordinary business. Standing Orders are at Annexe 2

5. Financial Regulations

5.1 All business of the Council must be conducted in accordance with the Financial Regulations it has adopted. Financial Regulations are at Annexe 3.

Where future proposed services include a financial expenditure of over £10,000 per annum and the service is not currently delivered by Workington Town Council, a proper community consultation must be demonstrated, prior to final approval of expenditure by full council.

6. Functions of the Council

6.1 The Council may undertake any of the functions otherwise delegated to Committees, Joint Committees, other Councils and Officers (see sections 7-10 below).

6.2 The following functions are reserved to the Council:

a) adopting and changing the Council Plan

- b) adopting and changing Standing Orders
- c) adopting and changing the Code of Conduct
- d) adopting and changing the Annual Budget
- e) levying a precept on the Collection Fund
- f) decisions as to the borrowing of money
- g) adopting and changing Financial Regulations
- h) consideration of an auditor's report made in the public interest
- i) confirmation of compliance with the criteria required to exercise the general power of competence
- j) establishing, appointing members of, and dissolving Committees and Joint Committees
- k) determining the powers to be delegated to Committees, Joint Committees, Officers and other Councils
- l) receiving the minutes of Committees, and Joint Committees.
- m) receiving notice of and decisions made under delegated powers by Committees, Joint Committees, Officers and other Councils.
- n) holding an Annual Town Meeting at which the Council will report to citizens on its activities and seek the views of citizens on future activities; and additional Town Meetings (which may involve citizens of a specific part of the town, or neighbourhood) if Council so decides.
- o) appointing and terminating the employment of the Proper Officer and the Responsible Financial Officer
- p) electing the Mayor and Deputy Mayor
- q) conferring the Freedom of the Town of Workington
- r) making, amending, revoking, re-enacting or adopting byelaws
- s) promoting or opposing the making of local legislation or personal bills.
- t) determining the Councils membership of other bodies and making arrangements for representation

u) making appointments of persons to be members of the governing body of other bodies where the Council is empowered and has resolved to make such appointments.

v) determining whether the Council shall make nominations for office with other bodies where it is invited to do so.

w) all other matters which must in law be reserved to Council.

7. Delegation Arrangements: Committees

7.1 **All Committees** of the Council shall:

a) have a Chair and Vice-chair appointed at the Annual Meeting of the Council

b) comply with this Constitution, the Code of Conduct, Standing Orders, and Financial Regulations

c) have the power to appoint sub-committees and advisory sub-committees

d) have the power to co-opt the attendance of other persons with interest or expertise at meetings, such persons to be members of the Committee without rights of proposal or voting on formal business other than as provided for by the Parish and Community Councils (Committees) Regulations 1990; that is, to vote only on the management of land owned or occupied by the Council; the promotion of tourism; the management of a festival.

e) report minutes of their proceedings to the next available meeting of Council

f) consider and recommend policy in respect of their area of delegation

g) make decisions and commit spending in accordance with the Council Plan and Annual Budget in respect of their area of delegation provided that no decision to commit expenditure of more than £1,000 shall have effect until the day following the meeting of the Council which shall have received the minute of that decision.

f) In exceptional circumstances, a committee may wish to grant funding for a project which requires payment prior to the meeting of the next Full Council. The committee must satisfy the proper officer that such exceptional circumstances exist and that no other course of action is available and that it is in the interests of both the council and the community to expedite a payment. Under these conditions a payment may be made, and the proper officer's report must accompany the presentation of the reporting minute at the subsequent meeting of the Full Council.

h) report any decisions involving the spending of money to the next available meeting of the Council

i) recommend to Council any virement between budget items within the overall budget allocated to their area of delegation

j) have the power to further delegate decisions or actions which implement policies or resolutions of the Committee to the Town Clerk (who may further delegate to responsible staff members) provided that the extent of delegation is clearly stated in resolution, and provided that any incidental expenditure not expressly authorised is below £250 and has the approval of the Chair of the Committee.

7.2 The **Culture Committee** shall

a) consist of ten members appointed at the Annual Meeting in addition to Mayor and Deputy Mayor

b) have a quorum of four members

c) meet in every other month or as determined by the Chairman

d) encourage and sponsor arts, sports, cultural technological and heritage events,

e) work with Allerdale Borough Council and Cumbria County Council and other locally established bodies for the promotion and/management of arts, sports culture and heritage.

f) consider and recommend policy in respect of twinning and undertake twinning arrangements for the Council

g) nominate six members to be members of the Workington Twinning Association's Executive Committee

h) nominate members where appropriate to other cultural associations

7.4 The **Environment Committee** shall

a) consist of ten members appointed at the Annual Meeting in addition to Mayor and Deputy Mayor

b) have a quorum of four members

- c) meet in every other month or as determined by the Chairman
- d) appoint an Advisory working group (Workington in Bloom) to promote the greening of the built environment, such Advisory sub-Committee may include persons who are not otherwise members of the Council.
- f) develop and implement a programme of upgrading of back lanes, working wherever possible with Cumbria County Council and Allerdale Borough Council.
- g) consider heritage issues and matters relating to conservation areas and the listing of buildings.
- h) oversee floral displays and maintenance of areas, parks, open spaces and planted features
- i) ensure the conservation of designated landscapes and nature reserves
- j) exercise the Council's powers and duties under the Litter Act 1983 and the Clean Neighbourhoods and Environment Act 2005
- k) contribute through the Workington Nature Partnership to the effective maintenance and development of the town's green infrastructure.
- l) Send delegates to the the Workington Nature Partnership Steering Group (chair and officer).

7.5 The **Finance, Property and Employment Committee** shall

- a) consist of ten members appointed at the Annual Meeting in addition to Mayor and Deputy Mayor
- b) have a quorum of four members
- c) meet in every other month or as determined by the Chairman
- d) approve the spending of the budget allocated for social investment, the Mayoralty, and Administration
- e) review and update the Financial Regulations and ensure they are observed by the Council.

f) monitor purchases decisions to ensure a Best Value for money approach to all aspects of Council activity in accordance with Financial regulations;

g) receive and review audit reports and consider implementation of any recommendations

h) develop maintain and monitor policy on the management of reserves

i) ensure the keeping of correct and reconciled books of accounts, records and administration processes

j) provide advice and guidance to the Chairman of the other committees and to the full Council on all aspects of financial management

k) nominate persons to be members of outside bodies where the Council is invited and has agreed to make such nominations, save as provided for elsewhere in this Scheme of Delegation.

l) oversee the Archives and Records

m) oversee publicity and communications, including the Council's website.

n) monitor the Council's compliance with the ' Local Council's Award Scheme..

o) ensure the provision of appropriate training and development to enable councillors to be effective community leaders.

p) review land, property, assets, and health and safety with respect to physical assets and property owned or held by the Council and ensure its proper management and maintenance

q) implement the maintenance, improvement and replacement of Council owned street furniture

r) ensure that the heritage property of the Council is correctly administered and conserved in accordance with registered status

s) monitor and review the capital budget of the Council.

t) monitor the council's role as an employer, ensuring compliance with relevant legislation and best practice

t) appoint members of an employment sub-committee to assist the proper officer in the administration of their duties as an employer

7.8 The **Planning Committee** shall

- a) consist of fifteen members appointed at the Annual Meeting in addition to Mayor and Deputy Mayor
- b) have a quorum of four members
- c) meet 12 times per year or as determined by the Chairman
- d) consider as a statutory consultee all planning applications received by Allerdale Borough Council or Cumbria County Council in so far as they relate to Workington
- e) respond where appropriate, giving the views of the Council to the responsible planning authority

7.9 The **Policy & Resources Committee** shall

- a) consist of ten members appointed at the Annual Meeting, to include chairs and vice chairs of other committees in addition to Mayor and Deputy Mayor
- b) have a quorum of four members
- c) meet in every other month or as determined by the Chairman
- d) make recommendations on the Council Plan, and the budgets, plans and objectives therein, to Council
- e) monitor and review other policies outwith the Council Plan, along with the responsible Committee, and make recommendations.
- f) consider the development of Neighbourhood Plans for each neighbourhood in Workington.
- g) promote local democracy and citizenship.
- h) designate its Chair as the principal political spokesperson for the Council.

8. Delegation Arrangements : Joint Committees

8.1 There are currently no delegations to Joint Committees

9. Delegation Arrangements : Other Councils

9.1 There are currently no delegations to other Councils

10 Delegation Arrangements : Officers

10.1 Delegations to officers are set out in Standing Orders, Financial Regulations, Employment Contracts and Job Descriptions, and in specific resolutions of Council or Committees.

11. Advisory Committees and sub-Committees

11.1 The Council has power to appoint Advisory Committees and Committees have power to appoint Advisory sub-committees to advise the Council (or Committee) in respect of any of its functions. An Advisory Committee or sub-Committee may include or be composed entirely of persons who are not members of the Council.

11.2 Aldermanic Bench

The 'Aldermanic' Bench or Past Mayors' Group shall consist of no more than eight former Mayors and/or Aldermen who shall advise the Mayor on the conduct of his duties as first citizen of Workington and on matters of protocol relating to the affairs of the Mayoralty, the Council and the rights and privileges of citizens of Workington under law and the Charter of Incorporation of the Municipal Borough.

Members of the Bench may attend and speak (but not vote) at Meetings of the Council if invited to do so by the Mayor.

11.3 Advisory sub-Committees are listed under their parent Committee above.