

Report of	Meeting	Date
Chief Executive (Introduced by the Executive Leader)	Executive Cabinet	20 March 2014

REPLACING THE 3 TIER FORUM

PURPOSE OF REPORT

1. To seek approval to establishing pilot arrangements with Lancashire County Council to replace the current 3 Tier Forum.

RECOMMENDATION(S)

2. That approval be given to the proposed pilot arrangements with Lancashire County Council to replace the existing Lancashire County Council 3 Tier Forum and Chorley Borough/Parish Council Liaison Meeting with a new body which includes all three levels of local government in Chorley, entitled the Chorley 3 Tier Liaison.
3. That the terms of reference and procedural details for this new body be as set out in Appendix 1 to this report.
4. That subject to Lancashire County Council also agreeing this proposal at their Cabinet meeting on 8 May 2014, full Council be asked to agree the necessary Constitutional changes to replace the Borough Parish Liaison with the new joint arrangements and Annual Council in June 2014 be asked to appoint Members to the new body.
5. Should Lancashire County Council, in considering this proposal at their Cabinet meeting in May, make comment or disagree with any element of these proposals then the Executive Leader, in consultation with the Chief Executive be given delegated authority to discuss and resolve matters with the County Council and report back.

Confidential report Please bold as appropriate	Yes	No
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Key Decision? Please bold as appropriate	Yes	No
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Reason Please bold as appropriate	1, a change in service provision that impacts upon the service revenue budget by £100,000 or more	2, a contract worth £100,000 or more
	3, a new or unprogrammed capital scheme of £100,000 or more	4, Significant impact in environmental, social or physical terms in two or more wards

REASONS FOR RECOMMENDATION(S)

(If the recommendations are accepted)

6. This proposal aims to allow meaningful consultation and discussion about strategic issues across the full three tiers of local government. It builds LCC inclusion and involvement into a successful existing borough parish liaison meeting in Chorley.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

7. Discussions have taken place with Lancashire County Council on alternative options and this appears to best meet the requirements and resources available at both Councils to support meetings.

CORPORATE PRIORITIES

8. This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all	X	A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	X

BACKGROUND

9. The 3 Tier Forum is a Lancashire County Council meeting of the 7 County Councillors and 7 Borough Councillors and one Parish Councillor which was introduced by the County Council in 2011/12, across all districts as a replacement to the Lancashire Locals. At the time, Parish Councils expressed considerable concern that they did not have sufficient representation on the new forum.
10. In recent months the County Council has indicated that it wishes to review existing 3TF arrangements and has invited views and ideas on alternatives, including looking at different arrangements for different districts.
11. Chorley and Lancaster Councils have been approached to pilot new arrangements and discussions have taken place between the leadership of both Chorley and Lancashire County Councils and a proposal has now been developed.

A NEW 3 TIER CONSULTATIVE BODY

12. Chorley's proposal is to take the best of current successful liaison arrangements with the parish and town councils, build in existing neighbourhood working provision and integrate County Council representation. This minimises duplication and will hopefully ensure full involvement and participation from the three Council tiers. Detailed terms of reference and membership details which have been developed by LCC are set out in the attached Appendix, however in summary:
 - This new joint body would primarily be a consultative forum and would consider strategic issues which impact on local communities.
 - It would meet 4 times a year in Chorley Town Hall – dates are suggested later in this report.
 - Membership would be: all 7 County Councillors; the 8 Borough Councillors which Chair the 8 Neighbourhood Area meetings; an additional Councillor who represents Chorley town (as a non parished area); and one councillor representative from each of the Parish and Town Councils in the Borough.

- The Chair and Vice Chair would alternate between the County and the Borough Councils and they would work together to agree agenda items.
- Meetings would start with a 20 minute public speaking or public question session – this aspect is still under discussion, pending the views of the existing forum.
- The arrangements would be reviewed after 12 months.

13. The new body would aim to achieve genuine consultation on strategic issues before decisions are made and will build on existing relationships with neighbourhoods and parish/town councils with a move towards greater neighbourhood working in the longer term.
14. In terms of procedure, the current Borough Parish Liaison Meeting would be replaced with the new joint body and would be incorporated into the Council's Constitution with the membership being appointed at Annual Council in June 2014. Existing Parish and town Councillor Members on Borough Parish Liaison are aware of the potential change to the 3 Tier Forum and as soon as new arrangements have been agreed in principle, they will be advised accordingly. The existing 3 Tier Forum will consider the proposals at their meeting on 8 April 2014.
15. It is proposed, however, that the Council retains the option to call ad hoc meetings of the Borough Parish Liaison, should the need be identified.

PROPOSED MEETING DATES IN 2104/15

16. Provision dates had already been made in the calendar for Borough Parish Liaison but these need to be revised in order to accommodate 4 rather than 3 meetings for the year. Suggested meeting dates are therefore as follows:

16 July 2014;
17 September 2014;
21 January 2015; and
15 April 2015, all at 6.30pm.

17. Member's views are requested on the proposal. The terms of reference and protocol for the meeting are suggested in the attached Appendix.

IMPLICATIONS OF REPORT

18. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
Human Resources		Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

19. There are no budgetary issues arising from this report, apart from staffing resources to be used that are already included in the Council's base budget

COMMENTS OF THE MONITORING OFFICER

20. No comments.

**GARY HALL
CHIEF EXECUTIVE**

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Carol Russell	5196	11 March 2014	

Chorley Three Tier Liaison Forum -Terms of Reference

Role and Purpose

The Chorley Three Tier Liaison Forum is a joint meeting of the County Council, Chorley Borough Council, and the Parish and Town Councils in the Chorley district area.

The Forum will be a consultative meeting held in public at which the three tiers of local government in the Chorley area consider issues of shared priority and concern, and through which all three tiers can seek the views of others on strategic issues which impact on the local community.

Functions

The key functions of the Chorley Three Tier Forum are:-

- To allow elected representatives to have an overview of Borough and County strategic priorities
- To enable Parish and Town Councils to engage with the County and Borough Council on issues of strategic importance which impact on the local community within the Chorley borough area.
- To provide a forum for significant issue facing all three tiers of government to be raised and debated in advance of decisions being made

Membership

The membership of the Chorley Three Tier Forum shall be

- All seven Chorley County Councillors.
- One Borough Councillor from each of the eight Neighbourhood Areas.
- One additional Borough Councillor to represent Chorley town area
- One Parish/Town Councillor from each of the 22 Parish/Town Councils in Chorley Borough

Any County Council or Borough Council Executive Member may attend and speak at any meeting of the Forum, at the invitation of the Chair.

The officer(s) supporting the meeting must be notified of any changes in membership, prior to a meeting. Political balance rules do not apply to the Three Tier Forum

Meetings

The Chorley Three Tier Forum shall meet four times a year at Chorley Town Hall, unless otherwise agreed by the Chair of the Forum.

Agendas

- The Forum will discuss issues that are of joint interest across the three levels of local government in the area. Agenda items will focus on strategic matters that impact on the local community.
- Any member of the Forum can request that an item is considered at a future meeting of the Forum. The Chair and Deputy Chair are jointly responsible for agreeing the agenda and deciding whether an issue raised by a member will appear on an agenda. Where an issue

raised does not fall within the remit of the Forum these will be dealt with via the appropriate mechanism and the member advised accordingly.

- Urgent business is allowed in exceptional circumstances and with the consent of the Chair and Deputy Chair. Any member wishing to raise a matter of urgent business should advise the Chair via the officer support for the Forum as soon as possible.

Officer Support

Secretarial support to the Chorley Three Tier Forum will be provided by an officer nominated by the Chief Executive of Chorley Borough Council.

Officers of the County Council and the Borough Council may attend the Forum if appropriate.

Public Speaking (or Public Questions – to be determined)

The Protocol for public speaking/public questions is below.

Debate

The Chair of the meeting is responsible for managing the debate at the Forum. The Chair's ruling on any aspect of a member of the committee's right to speak will be final. Members who persistently ignore the ruling of the Chair may be asked to leave the meeting.

Voting

As a Consultative Forum it is expected that decisions will be taken mainly by consensus, however where a vote is required, decisions are by simple 'show of hands' majority with the chair having a casting vote.

Access to Information

The Forum is not a formal committee of the County, District or Parish Councils, therefore Access to Information provisions do not apply. However, as it is a public meeting, agendas and minutes will be available on the website of the County Council and the Borough Council and by request can be obtained in person at County Hall, Preston and Chorley Town Hall.

Chair and Deputy Chair

The Chair and Deputy Chair will be elected at the first meeting in the Council year from amongst the membership of the Forum. Should a vacancy arise during the year, a new Chair or Deputy will be elected. A Chair or Deputy may be removed from their position by a vote of the Forum.

The Chair shall alternate each year between the County Council and the Borough Council. The Deputy Chair will always be from the County or Borough Council not represented by the Chair.

The Chair shall preside at all meetings of the Forum. In the absence of the Chair, the Deputy Chair shall preside. In the absence of both the Chair and Deputy, the members present, as the first item of business, appoint one of their number to be Chair of the meeting.

Protocol for Public Speaking (*please note that an alternative approach being considered is public questions on notice – the views of the existing forum will be sought in which case the detail below may change*)

In order to allow members of the Forum and members of the public to raise issues of local concern, a period of 20 minutes has been set aside at the beginning of the meeting.

For the purpose of this protocol, "members of the public" includes members of the press and parish and district councillors who are not members of the Forum. It does not include officers of county or district authorities who are in attendance to support and advise the meeting.

A member of the public may speak for no more than 3 minutes. Members of the public are not required to give notice of the issue they intend to raise, although it is expected in the case of service issues that the appropriate mechanisms for resolving the issue have been explored. Where a question is raised which cannot be answered at the Forum, a record will be kept by officers supporting the Forum and it will be responded to via the appropriate mechanism.

Whilst a member of the public is speaking, no interruption shall be allowed from either a member of the Forum or another member of the public.

However, the Chair of the meeting may intervene in the speech of a member of the public. This includes the right of the Chair to terminate a speech if it is felt appropriate to do so. The Chair's judgement will be informed by the following provision:

Members of the public must not

- Speak at a point in the meeting other than those specified
- Interrupt another speaker
- Speak for longer than the allotted time
- Reveal personal information about another individual
- Make a personal complaint about a service provided by County, District or Town / Parish Councils in the area
- Make individual or personal complaints against any member of the authority
- Reveal information which they know or believe to be confidential
- Use offensive, abusive or threatening language
- Ignore the ruling of the Chair of the meeting

Members of the public who breach these guidelines may, following a warning, be asked to leave the meeting.