

ETHICS AND ENGAGEMENT COMMITTEE

Monday, 17 March 2014

6.00 pm

Committee Room 1, City Hall

Membership:	Councillors Geoff Ellis (Chair), David Jackson (Vice-Chair), Chris Burke, Ronald Hills, Ric Metcalfe, Hilton Spratt, Ralph Toofany, Katie Vause and Loraine Woolley
Substitute member(s):	Councillors Brent Charlesworth, David Grattrick, Gary Hewson and Geoff Kirby
Independent Person(s):	Chris Elkington and Roger Vine
Officers attending:	Democratic Services and Carolyn Wheeler

A G E N D A

SECTION A	Page(s)
1. Confirmation of Minutes - 3 February 2014	3 - 6
2. Declarations of Interest	
Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.	
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Present: Councillors Councillor Geoff Ellis (*in the Chair*), Gary Hewson (substituted for Loraine Woolley), Ronald Hills, Ric Metcalfe, Hilton Spratt, Ralph Toofany and Katie Vause

Apologies for Absence: Councillor David Jackson, Councillor Chris Burke and Councillor Loraine Woolley

Also in Attendance: Chris Elkington and Roger Vine

35. Confirmation of Minutes - 11 December 2013

RESOLVED that the minutes of the meeting held on 11 December 2013 be confirmed.

36. Matters Arising

Minute No 30

Councillor Hills queried why after the Ethics and Engagement Committee had passed a resolution granting a dispensation to all members of Planning Committee to enable them to consider the Tank Memorial application it had been approved under Officer delegation arrangements. In addition he also referred to an application considered at the last Planning Committee which had been referred to the Committee because the applicant had a relative working at the Council. He considered that it was more appropriate for the Planning Committee to have considered the Tank Memorial application.

Carolyn Wheeler (Assistant Director – Legal and Democratic Services) advised that it had always been the intention to submit the application to Planning Committee and that was why the request for the dispensation had been made. This had been agreed with Officers in Planning but it would appear that it had not been communicated to the rest of the Team.

37. Declarations of Interest

No declarations of interest were received.

38. Code of Conduct: Cases Review

The Assistant Director of Legal and Corporate Support Services:

- a) presented a report containing information on recent cases relating to other local authorities' codes of conduct.
- b) highlighted that members should identify any issues raised within the report as being relevant for further consideration with regard to their impact upon members.
- c) invited members' questions and comments.

Members:

- In respect of the opposition groups on Hackney London Borough Council and Hinckley and Bosworth Borough Council I think they have got it wrong. The committees are appointed proportionally and if we as an opposition did this we would be bringing the Council into disrepute.
- In respect of the Brighton and Hove Council I have some sympathy with the lady Councillor and consider that the decision is out of order. The committee have classed her as a racist.
- There is an expectation that all members undertake Equalities training to ensure all members know what is acceptable. Golliwogs were produced at a time when peoples attitudes to black people were poor. We need to ensure that we are clear on what is and is not acceptable.

The Assistant Director (Legal and Corporate Support Services) advised that it was important for all members to undertake equalities training as it is an important consideration when members are taking decisions on matters eg Disabled Parking. This was the subject of a judicial review. If training has not taken place the outcome of a judicial review could be affected.

RESOLVED that the report be noted.

39. Standards Post-Implementation Review

The Assistant Director of Legal and Corporate Support Services:

- a) presented a report outlining the manner in which revisions made to the Council's standards regime have changed as a result of the Localism Act 2011 and the effectiveness of the Council's revised arrangements.
- b) Reminded members of the changes made as detailed in paragraph 2.1 of the report.
- c) Advised on how the Council had reacted to these changes and adopted a new Code of Conduct which was approved at the Council meeting held on the 7 August 2013.
- d) Advised that since the implementation of the new code only one complaint has been received and dealt with according to the new arrangements.
- e) Advised on the principal actions detailed in paragraph 3.4 of the report relating to the new standards regime which the Committee had taken on board.
- f) Suggested that as it appeared that some members still had difficulties understanding what the requirements were in respect of Disclosable Pecuniary Interests some form of refresher training be provided.

Members:

- Referred to the practice at the County Council that if an interest had been recorded it did not need to be declared at a meeting.

The Assistant Director of Legal and Corporate Support Services advised that the requirements of the County Council's Code of Conduct were different to the City Council's in the manner in which declarations had to be declared. This was a matter of choice for local authorities when adopting their individual codes of conduct.

RESOLVED that the report be noted and a briefing note be issued to all members on the “Do’s and Don’ts” in respect of declaring interests.

40. Increasing the Diversity of Electoral Candidates

Assistant Director of Legal and Corporate Support Services:

a). advised on options with regard to the Council taking a more pro-active role in encouraging people from a diverse range of backgrounds to consider standing for election as councillors.

b). advised that Ethics and Engagement Committee had a responsibility, as part of its work programme and terms of reference, for developing innovative and effective proposals to improve democratic engagement.

c). advised on options to improve accessibility including:-

- Improving Awareness
- Information Provided to Prospective Candidates
- Outreach to Key Groups
- Working with Employers
- Support for Parents and Carers

d). provided information on the makeup of the authority in respect of age and gender.

e). advised that whilst information was already available on the website on how to become a councillor this would be enhanced by providing information on what being a councillor entails supported by information detailing the experiences of newer councillors.

f). invited members’ comments and questions.

Members:

- Being a Councillor is not a job it is a role.
- This authority has evening meetings which may suit persons in daytime employment.
- Obtaining time off from work for council duties is difficult. The only time I got leave for council duties was when I was Mayor.

RESOLVED that

(1). the contents of the report be noted.

(2). The information on the website be enhanced to provide information on what is expected of somebody who is elected as a councillor and the experiences of newer elected councillors.

41. Work Programme Update

The Principal Democratic Officer:

- a. presented the current Ethics and Engagement Committee work programme for consideration by members.
- b. invited members' questions and comments.

RESOLVED that the work programme be approved.

SUBJECT: CODE OF CONDUCT: CASES REVIEW

REPORT BY: DIRECTOR OF RESOURCES

LEAD OFFICER: CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

- 1.1 To provide information on recent cases relating to other local authorities' codes of conduct and consider their potential relevance to the Council.

2. National Cases Relating to Councillor Conduct

- 2.1 Since the removal of the Standards for England Board as part of the changes brought through the Localism Act 2011, the Council no longer receives a summary of cases reported from across the country. As a result, the cases chosen for consideration are drawn primarily from local government networks and media reports, and are summarised below.

- 2.2 The reports highlighted are gathered solely from information made available by the relevant local authorities. As cases are often considered to contain exempt information, there are potentially elements of the case which may not be publicly available. As such, members should be aware that the cases below are provided for the purpose of discussion and may not give the full picture in every regard.

2.3 Enfield Council

A councillor has been found to have breached the member code of conduct after disclosing confidential information to the media. The councillor found documents at the town hall regarding child abuse cases, deaths of children in care, medical records, mental health reports and financial accounts which were then publicised in a local newspaper. A further publication included a copy of one letter disclosing the name of an officer. The complaints committee agreed he had deliberately disclosed information of a very personal nature, which had come into his possession by means of his position as an elected member, to the media.

2.4 Kirklees Council

A councillor who took part in voting on matters relating to council tax while having an outstanding council tax liability contrary to section 106 of the Local Government Finance Act 1992 has been cleared of wrongdoing by a court. The councillor had been unaware of the restrictions placed upon a councillor whose council tax liability was in arrears and that she had also been unaware that a direct debit payment to clear the arrears had been reversed.

2.5 Worcester City Council

The council's standards committee has determined that a councillor breached the member code of conduct by using council headed paper to campaign against a

lap-dancing club and urge people to contact a political campaigner for advice if they shared his concerns. The campaigner in question was a former council director with knowledge of the relevant law. The investigation found that although there was a breach of the code of conduct, the council did not have a policy in place for politicians using personalised letter headings.

3. Potential Learning Points

- 3.1 Having regard to these complaints which have been investigated by other local authorities, members should consider whether any appropriate actions can be identified to ensure that the likelihood of any future breaches of the Member Code of Conduct by members representing the City of Lincoln Council is limited.
- 3.2 The Ethics and Engagement Committee may wish to consider the following actions if any learning points are identified:
- Issuing guidance to members and any other relevant parties on a general topic which presents a cause for concern with a view to potential future breaches of the Member Code of Conduct.
 - Requesting specific training for all members or members whose individual status would be relevant to the particular training.
 - Proposing amendments to the Member Code of Conduct and the procedure for considering complaints, if improvements can be identified.
 - Any other actions falling within the remit of the Committee which might aid the improvement of councillors' conduct.
- 3.3 If members are aware of further cases of broad interest from other local authorities in relation to ethical behaviour by councillors, details can be submitted via Democratic Services or raised at the meeting of the Committee for potential inclusion in a future report.

4. Strategic Priorities

- 4.1 The development of a fit-for-purpose council relies upon the proper conduct of officers and members. By considering the lessons learned from other local authorities the Council is better positioned to take preventative action to resolve any potential issues before they arise.

5. Organisational Impacts

5.1 Finance

There are no direct financial implications arising from this report.

5.2 Legal Implications

The Ethics and Engagement Committee's role includes the promotion and maintenance of high standards of conduct by councillors and co-opted members; this report forms a part of the work of the Committee in proactively addressing any matter that could detract from the reputation and behaviour of the Council or its councillors.

6. Recommendation

- 6.1 That the Ethics and Engagement Committee note the contents of the report and

recommend any suitable action arising from it.

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SUBJECT:	MEMBER DEVELOPMENT UPDATE
REPORT BY:	DIRECTOR OF RESOURCES
LEAD OFFICER:	CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

1.1 To provide members with an update on the delivery of member development within the Council. The Council is committed to developing its councillors to ensure they have the skills and knowledge to carry out their roles in the most effective manner. The member development programme is a key part of this process, and this report provides a summary of the current position for members' consideration.

2. 2013/14 Summary

2.1 As no elections were scheduled for 2013/14 the member development events provided this year have been aimed at consolidating existing knowledge or assisting councillors already in post.

2.2 In addition to *ad hoc* workshops and seminars covering consultations with members and briefings on areas of Council business, training in the following areas was or will be delivered during 2013/14:

- Planning Committee. All Planning Committee members are required to attend this annual refresher course reminding councillors of the key principles and factors to bear in mind when making planning decisions.
- Licensing Sub-Committee. In common with the Planning Committee, all councillors who sit on the sub-committees of the Licensing Committee must attend training to ensure decisions are made fairly and in keeping with the law.
- Urban Design. As part of the Planning Committee's role in shaping the development of Lincoln, a series of all-day briefing were held for Planning Committee members to develop their understanding of the fundamentals of urban design.
- Chairing Meetings. Intended for current and aspiring chairs and provided in response to member feedback, this training was attended by nine councillors.
- Risk Management. Following the revision of the Risk Management Strategy, this training was delivered in partnership with Lincolnshire County Council and attended by 16 members.
- Contributing towards Effective Meetings. A counterpart to the chairing meetings training, this session was attended by nine members, and offered guidance on the best ways for members to participate in meetings and to facilitate the contributions of others.
- Emergency Planning. Attended by 15 members, this event provided by

Lincolnshire County Council's seconded emergency planner, delivered guidance on how the city prepares for and deals with large-scale emergencies.

- Personnel Appeals Panel briefing. This briefing was provided for all members of the Personnel Appeals Panel to provide guidance on best practice in handling appeals.
- Speed Reading. Provided in response to member requests, this extended training was attended by seven councillors, who were given advice on quickly scanning through and absorbing information provided in written form.
- A Councillor's Guide to Social Media. Scheduled to take place on 12 March 2014, this session will give members guidance and practical advice on making the most of online platforms such as Twitter and Facebook for engaging with individuals and communities.

2.3 The Council has also provided opportunities for councillors to attend relevant training and briefing events with Local Government East Midlands, as well as offering the opportunity to attend training events organised collaboratively with other local authorities in Lincolnshire. However, locally-hosted events continue to form the focus of the member development programme, as is likely to be the case in 2014/15.

3. 2014/15 Plans

- 3.1 Elections for 11 Council seats are scheduled to take place on 22 May 2014. A number of incumbent councillors have indicated that they are unlikely to stand for re-election, which increases the likelihood of needing to provide inductions for new members.
- 3.2 As the Council elects by thirds, the frequency of induction events is three times higher than in local authorities which elect using all-out elections. This means that induction events tend to be provided in-house in order to protect the member development budget for broader training throughout the year.
- 3.3 With this limitation in mind, officers are seeking to ensure that the induction process does the most effective job possible in providing councillors with the knowledge and skills to carry out their roles. In particular, this year's process has a greater focus on providing practical working knowledge specific to Lincoln. Previous years' inductions have been carried out over a number of weeks with evening training sessions covering relevant areas in significant detail.
- 3.4 Following feedback from recently-elected councillors, officers from across the Council will have much more considerable involvement with new members than in the past. The 'meet the officers' sessions will give members the chance to directly question representatives from the areas which councillors use most frequently, allowing a valuable opportunity to understand the responsibilities of a service and how to address a variety of concerns which residents may raise with them.
- 3.5 The 2014/15 member induction is scheduled to take place over two days at the end of May using the following provisional schedule:

Tuesday, 27 May 2014

- 10:00 Formalities, including:
- Issuing of City Hall access cards
 - Taking photographs for Council material
- 12:30 Lunch break
- 13:30 Meet the Officers I
- 15:00 Member Code of Conduct and Meeting Procedure Rules Briefing
- 15:45 Close

Wednesday, 28 May 2014

- 10:00 An introduction to scrutiny
- 11:00 Meet the Officers II
- 12:20 Lunch break
- 13:20 Introduction to Equality and Diversity
- 14:20 Meet the Officers III
- 15:45 Close

- 3.6 As in previous years, new members will be requested to complete a Personal Development Profile with a member of the Democratic Services team to shape any more detailed training which may need to be provided either for individual councillors or for newly-elected members as a group. Wherever possible, training opportunities will also be made available to existing members.
- 3.7 The Member Induction Pack provided to new members on entering the Council is also being significantly re-worked to remove extraneous content and provide additional practical tips for councillors seeking to understand how best to navigate the Council's various services.
- 3.8 In addition to the member development events put forward for any new members, suggestions and requests for any further development areas are invited from members. Following consideration by the Ethics and Engagement Committee other elected members will also be invited to put forward any requests for member development in 2014/15.

4. Organisational Impacts

4.1 Finance

Any suggested changes to the delivery of or support for member development must be funded from within its existing budget.

4.2 Legal Implications

None.

5. Recommendation

- 5.1 That members note the current status of member development.
- 5.2 That members provide feedback on the operation of member development, including any specific guidance on the training areas to be delivered during 2013/14 and for the new municipal year.

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SUBJECT: PROMOTING CONSTRUCTIVE DEBATE WITHIN MEETINGS

REPORT BY: DIRECTOR OF RESOURCES

LEAD OFFICER: CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

1.1 Members exercise a significant proportion of their powers and responsibilities when taking part in public committee meetings. As such, members should consider whether the Council has done all it can to facilitate effective debate and discussion through the training provided to members and the procedure rules in place for formal meetings.

2. Training Opportunities

2.1 On election to the Council, councillors will not always have experience either of taking part in committee meetings or of speaking in public. While a wide variety of a councillor's duties can be carried out without these skills, participation in public meetings remains fundamentally important in seeking to influence outcomes and public perception of the Council's actions.

2.2 With a view to ensuring members are able to play a full part in committee meetings, training has been provided in the past year for members on both contributing towards and chairing meetings. In providing these sessions, there was recognition that councillors have both a responsibility for their own contributions and, with particular regard to a meeting's chair, facilitating the contributions of others. This training was broadly positively received by those who took part in it, although a number of more experienced members noted that training of this kind was unlikely to benefit them.

2.3 Further training in these areas will be provided as and when required, in particular in reaction to any feedback from new or existing councillors. As noted in the update report on member development, newly-elected members will be given guidance on the Council Procedure Rules which is likely to take the form of a mock meeting; this will provide an opportunity to ensure councillors are fully aware of good practice for taking part in committee meetings and are able to identify areas for improvement in a private environment. It should be noted that similar events could be held for existing councillors should they so require.

2.4 The areas which are particularly to be emphasised in any training are considered to be as follows:

- Carrying out all necessary preparative work before attending the meeting.
- Speaking as clearly as possible for the benefit of other members and any members of the public.

- Giving participants sufficient time to express their views without interruption.
- Addressing members and officers with suitable respect and courtesy.
- Ensuring that any points raised are relevant to the business of the meeting.
- Making full use where appropriate of procedural facilities such as motions and the calling of extraordinary meetings to discuss matters of pressing concern.
- Engaging the public and external representatives in helping to reach effective decisions.
- Providing clear guidance on the outcome and resolution of an item.
- Having regard to the need for confidentiality and sensitivity in relation to some items.
- Developing the confidence to play a full part in the meeting and represent residents' views.

Any feedback from the Committee regarding these target areas and the most effective means by which they can be achieved would be welcomed and given priority in tailoring future events.

3. Council Procedure Rules

- 3.1 In common with all local authorities, the Council has agreed its own set of rules governing how members are able to participate in meetings. These are contained within the Council's constitution as the Council Procedure Rules, which are attached as Appendix A. Members should note that the rules do not apply to Executive meetings and that some provisions are specifically excluded for non-Council meetings.
- 3.2 A number of the rules are governed by statutory authority, meaning that the Council is unable to deviate from the requirements of the relevant legislation. Other areas of the rules are often based upon model standing orders which are in place in many other local authorities and offer increased scope for tailoring to the Council's particular requirements.
- 3.3 Of particular note with regard to the promotion of constructive debate are the following sections of the rules:
- Extraordinary meetings
 - Questions by the public
 - Questions by members
 - Motions on notice
 - Rules of debate
 - Members' conduct
- 3.4 Members may be of the view that the present Council Procedure Rules offer an appropriate balance to ensure the effective conduct of meetings. Indeed, having undertaken brief comparisons with the rules in place at a number of other authorities it is notable that there are a number of areas in which the Council is already more open to debate from its members. Of particular note is the relative lack of restrictions on members seeking to put questions to Council and participate in debates. However, it remains good practice to undertake periodic reviews of the relevant articles as a whole in order that any improvements can be recommended

for Council's consideration.

3.5 A number of areas which are addressed in other councils' procedure rules and which may be of interest to members include provisions relating to:

- Setting a maximum length for meetings or prescribed time periods for all items.
- Scope for members to propose topics for debate at Council, potentially allotted by random draw or on the basis of political proportionality
- Increased provision for non-executive members to put forward questions without notice.
- Holding occasional meetings of Council dedicated to a single topic.

3.6 However, it should be stressed that the Council Procedure Rules can only ever set out a framework for general behaviour and often govern exceptional circumstances. Much relies upon the conduct of individual members and the chair of the meeting for setting an appropriate tone and an atmosphere conducive to debate. While meetings of the Council are usually subject to stricter rules and formalities, ordinary committee meetings often have considerable scope for chairs in consort with members to find formats which address issues of concern.

4. Organisational Impacts

4.1 Finance

There are no financial implications to this report. There is scope within the annual member development budget to provide additional training should it be required.

4.2 Legal Implications

There are no legal implications to this report.

5. Recommendation

5.1 That members note the report and offer comments regarding the encouragement of constructive debate within meetings.

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COUNCIL PROCEDURE RULES - Council and CommitteeMeetingsCONTENTSRule

1	Annual Meeting of the Council
2	Ordinary Meetings
3	Extraordinary Meetings
4	Appointment of Substitute Members of Committees and Sub-Committees
5	Time and Place of Meetings
6	Notice of and Summons to Meetings
7	Chair of Meetings
8	Quorum
9	Allocation of Seats
10	Duration of Meeting
11	Questions by the Public
12	Questions by Members
13	Recommendations to Council
14	Motions on Notice
15	Motions Affecting Persons Employed By the Council
16	Motions Without Notice
17	Rules of Debate
18	Previous Decisions and Motions
19	Voting
20	Minutes
21	Record of Attendance
22	Exclusion of the Public
23	Members' Conduct
24	Disturbance by Public
25	Interpretation
26	Suspension and Amendment of Council Procedure Rules
27	Recording/Broadcasting of Meetings
28	Application to Committees and Sub-Committees
29	State of the Area Debate

COUNCIL PROCEDURE RULES RELATING TO MEETINGS

1. ANNUAL MEETING OF THE COUNCIL

1.1 Timing and Business

The Annual Meeting of the Council shall be held on the twelfth day after the first Thursday in May.

The Annual Meeting will:-

- (i) appoint the Mayor of Council;
- (ii) elect the Deputy Mayor of Council;
- (iii) appoint the Sheriff
- (iv) receive any announcements from the Mayor and/or Head of the Paid Service;
- (v) elect the Leader;
- (vi) appoint members of the Executive;
- (vii) appoint the committees provided for in this Constitution;
- (viii) appoint substitute members of certain committees in accordance with Rule 4;
- (ix) agree a scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3, Table 3 of this Constitution);
- (x) approve a programme of ordinary meetings of the Council and its committees for the year; and
- (xi) consider any other business set out in the notice convening the meeting.

1.2 Appointment of Councillors to Committees and Outside Bodies

At the Annual Meeting, the Council meeting will:-

- (i) decide which committees (if any) to establish for the municipal year in addition to those provided for in this Constitution;
- (ii) decide the size and terms of reference for those committees;
- (iii) decide the allocation of seats on all committees to political groups in accordance with the political balance rules;

- (iv) receive nominations of councillors to serve on each committee and outside body; and
- (v) appoint to those committees and outside bodies except where appointment to those bodies has been delegated by the Council or is exercisable only by the executive

2. ORDINARY MEETINGS

Ordinary meetings of the council will take place in accordance with a programme decided at the Council's annual meeting. Ordinary meetings will:-

- (i) elect a person to preside if the Mayor and Deputy Mayor are not present;
- (ii) approve any outstanding minutes of the meeting;
- (iii) receive any declarations of interest from members;
- (iv) receive any announcements from the Mayor, Leader, members of the executive or the head of paid service;
- (v) receive questions from, and provide answers to the public
- (vi) receive reports from the leader, Members of the Executive, the Council's committees, and the Chairs of Council Committees and receive members' questions and comments and the relevant Chairman's responses on any of those reports;
- (vii) receive reports about the business of joint arrangements and external organisations and receive members' questions and comments and the chair's or representatives responses to them;
- (viii) consider recommendations from the Executive, members of the Executive, committees of the Council and officers, properly made to the Council in accordance with the provisions of the Constitution.
- (ix) consider motions;
- (x) consider any other business specified in the summons to the meeting.
- (xi) Approve the work plans for scrutiny committees.
- (xii) Receive and debate any petitions received in accordance with the Petition Scheme.

3. EXTRAORDINARY MEETINGS

3.1 Calling extraordinary meetings

Those listed below may request the Chief Executive and Town Clerk to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Mayor;
- (iii) The head of paid service, monitoring officer; and the officer responsible for the financial affairs of the Council ; and
- (iv) any five members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

4. APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

4.1 Allocation

As well as allocating seats on committees and sub-committees, the Council will appoint substitute members to any of its committees.

4.2 Number

For each committee or sub-committee, the council will appoint not more than two substitutes in respect of each political group. In the event of the named substitute not being available any other member from the relevant political group may take their place.

4.3 Powers and duties of substitute members

Substitute members will have all the powers and duties of any ordinary members of the committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting and in particular may not chair the meeting.

4.4 Substitution

Substitute members may attend meetings in that capacity only:-

- (i) to take the place of an ordinary member of the same political group;
- (ii) where the ordinary member will be absent for the whole of the meeting; and

5. TIME AND PLACE OF MEETINGS

All meetings of Council except the Annual Meeting and meetings the time of which is otherwise fixed by statute shall be held at 6.30 pm at a place determined by the Chief Executive and Town Clerk and notified in the summons.

6. NOTICE OF AND SUMMONS TO MEETINGS

The Chief Executive and Town Clerk will give notice to the public of the

time and place of any meeting in accordance with the Access to Information Rules. At least five clear days before a meeting, the Chief Executive and Town Clerk will send a summons signed by him or her by post to every member of the Council, leave it at their usual place of residence or provide access to it electronically if requested by the member. The summons will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such reports as are available.

7. CHAIR OF MEETING

The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to the committee and sub-committees, references to the Mayor also include the chairman of committees and sub-committees.

8. QUORUM

The quorum of a meeting will be one quarter of the whole number of members, unless specified elsewhere within the Constitution. During any meeting if the Mayor counts the number of members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

9. ALLOCATION OF SEATS

The allocation of seats on Committees shall be in accordance with Section 15 and 17 of the Local Government and Housing Act 1989.

10. DURATION OF MEETING

There will be no requirement for meetings to end at a specified time.

11. QUESTIONS BY THE PUBLIC

11.1 General

Members of the public may ask questions of the Leader, any Member of the Executive or the Chair of any Committee at ordinary meetings of the Council.

11.2 Notice of Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Chief Executive and Town Clerk no later than midday seven days before the day of the meeting. Each question must give the name and address of the questioner and must identify the office holder to whom it is to be put.

Questions must be written as succinctly as possible.

11.3 Number of Questions

No person may submit more than one question at any one meeting.

11.4 Scope of Questions

The Chief Executive and Town Clerk may reject a question if it:-

- (i) does not relate to a matter of general interest; or
- (ii) does not relate to a matter for which the Council has responsibility or which affects the interests of the City; or
- (iii) relates exclusively to an individual grievance or personal issue; or
- (iv) is defamatory, offensive, or frivolous; or
- (v) is substantially the same as a question which has been put at a meeting of the Council within the previous six months; or
- (vi) requires the disclosure of exempt or confidential information.

11.5 Record of Questions

- (a) The Chief Executive and Town Clerk will maintain a register of questions received which will be available to public inspection. A copy of the question shall be sent to the office holder to whom it is to be put.
- (b) Copies of all questions will be circulated to all Members and will be made available to the public attending the meeting.

11.6 Rejection of Questions

Any person whose question is rejected in accordance with 11.4 above will be informed in writing including the reason for rejection.

11.7 Asking the Question at the Meeting

Questions will be asked in the order in which notice of them was received, except that any person who has asked a question at the preceding meeting of the Council will only be entitled to put his or her question after questions from persons who have not asked questions at the preceding meeting have been dealt with. The Mayor will invite the questioner to put the question to the office holder named in the notice. The questioner must read out the question in person unless he or she is prevented from doing so by any disability. The question must be put strictly in the form in which it was submitted. Answers will be given by the office holder the question is directed to, unless it properly falls within the remit of another office holder.

11.8 Supplemental Question

A questioner who has put a question in person may also put one supplementary question without notice to the Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or reply. The Mayor may reject a supplementary question on any of the grounds in Rule 11.4.

11.9 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer. All written answers will also be submitted to all Members of the Council.

11.10 Length of Question Time

Question time will be limited to 20 minutes.

12. QUESTIONS BY MEMBERS

12.1 On reports of the Executive Member or Committee Chairman

A member of the Council may ask the Leader, Portfolio Holders or the Chairman of a committee any question or make comment without notice relating to an item in the report of the Executive or a committee respectively when that item is being received or is under consideration by the Council.

12.2 Questions on Notice at Full Council

Subject to Rule 12.4, a member of the Council may ask:

- a member of the Executive; or
- the chairman of any committee or sub-committee

a question on any matter within his or her competence in relation to which the Council has powers or duties or which affects the area.

12.3 Questions on Notice at Committees and Sub-Committees

Subject to Rule 12.4, a member of a committee or sub-committee may ask the chairman of it a question on any matter in relation to which the Council has powers or duties, or which affects the area and falls within the terms of reference of that committee or sub-committee.

12.4 Notice of Questions

A member may only ask a question under Rule 12.2 or 12.3 if either:

- (a) they have submitted their question to the Chief Executive in writing by 10am two clear working days before the day of the meeting, not including the day of the meeting (under normal circumstances questions for a Full Council meeting on a Tuesday would need to be submitted by 10am on the preceding Friday); or
- (b) the question relates to urgent matters, they have the consent of the Executive member or chairman to whom the question is to be put and the content of the question is given to the Chief Executive and Town Clerk by 10am on the day of the meeting.

12.5 Response

Any response to any question or comment raised under Rules 12.1, 12.2

and 12.3 may take the form of:

- (a) a direct oral answer ; or
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the question is asked without notice and the reply cannot conveniently be given orally, a written answer circulated later to all members of the Council or committee (as the case may be) and reported to the next meeting.

12.6 Supplementary Question

A member asking a question under Rule 12.2 or 12.3 may ask one supplementary question without notice of the member to whom the first question was asked. The supplemental question must arise directly out of the original question or the reply.

12.7 Duration of Question Time

No question of which notice has been given under Rule 12.2 or 12.3 shall be asked after the expiration of 1 hour from the Mayor or Committee Chair calling for the first question at any meeting under Rule 12. Any questions not put to the meeting under this provision shall be given a written answer circulated to all members .

13 RECOMMENDATIONS TO COUNCIL

- 13.1** Where reports are received under Rule 2 (viii) the Chair of the Committee or relevant member of the Executive will propose the recommendations to Council. Rules 17.4, 17.5, 17.6, 17.9, 17.10, 17.11, 17.12 and 17.13 will apply, with the recommendations being classed as a motion and the relevant Chair-Executive member classed as the proposer of the motion.

14 MOTIONS ON NOTICE

14.1 Notice

Except for motions which can be moved without notice under Rule 16, written notice of every motion must be given to the Chief Executive and Town Clerk by at least two members, one of whom must be the proposer and another the seconder of the motion. Such Notice must be given not less than 7 working days before the date of the meeting at which it is to be considered. Notice may be given in writing or by e-mail or facsimile. The proposer and seconder must sign the notice of motion. In the case of a notice delivered by electronic means, a printed copy must be signed not later than the commencement of the meeting at which it is to be considered. All notices will be entered in a book open to public inspection.

14.2 Motion Set Out in Agenda

Motions for which notice has been given will be listed on the agenda in the order in which notice was received, unless the member giving the notice states, in writing, that they propose to move it to a later meeting or withdraw it.

14.3 Scope

- (1) Motions must be about matters for which the Council has a responsibility or which affect the City of Lincoln.
- (2) In the event of a Motion being received on a matter for which the Council does not have a responsibility for or which does not affect the City of Lincoln the Chief Executive or the Monitoring Officer shall have the power to refuse the Motion and advise the proposer the reasons why it is being refused.

14.4 Absence of Proposer or Secunder

In the absence of the proposer or seconder a person nominated by either of them may act in their place providing notice has been given to the Chief Executive and Town Clerk prior to the commencement of the meeting.

15 MOTIONS AFFECTING PERSONS EMPLOYED BY THE COUNCIL

If any question arises at any meeting regarding the appointment, promotion, dismissal, salary, superannuation or conditions of service, or the conduct of any person employed by the Council, such questions shall not be the subject of discussion until the meeting has decided whether or not the power of exclusion of the public under Section 100 A(4) of the local Government Act 1972 shall be exercised.

16 MOTIONS WITHOUT NOTICE

The following motions may be moved without notice:

- (a) to appoint a chairman of the meeting at which the motion is moved;
- (b) in relation to the accuracy of the minutes;
- (c) to change the order of business in the agenda;
- (d) to refer something to an appropriate body or individual;
- (e) to appoint a committee or member arising from an item on the summons for the meeting;
- (f) to receive reports and consider recommendations of committees or officers and to pass any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question now be put;
- (k) to adjourn a debate;
- (l) to adjourn a meeting;

- (m) extending the time limit for speeches;
- (n) to suspend a particular council procedure rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4;
- (q) to give the consent of the Council where its consent is required by this Constitution.

17 RULES OF DEBATE

17.1 No speeches until Motion Seconded

No speeches may be made after the mover has moved a proposal and explained the purpose of it, until the motion has been seconded.

17.2 Right to Require Motion in Writing

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed

17.3 Secunder's Speech

When seconding a motion or amendment, a member may reserve the right to speak until later in the debate.

17.4 Content and Length of Speeches

Speeches must be direct to the question under discussion or to a personal explanation or point of order. No speech may exceed five minutes without the consent of the meeting.

17.5 When a Member may Speak Again

A member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and

- (f) by way of personal explanation.

17.6 Amendments to Motions

- (a) An amendment to a motion must be proposed and seconded and must be relevant to the original motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words.

As long as the effect of (ii) to (iv) is not to negate the motion.

- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of, provided that the Mayor may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course of action would facilitate the proper conduct of the Council's business.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the chairman will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

17.7 Alteration of Motion

- (a) A member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

17.8 Withdrawal of Motion

A member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

17.9 Right of Reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

17.10 Motions which may be moved during Debate

When a motion is under debate, no other motion may be moved except the following procedural motions:

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question now be put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) to extend the time limit for a speech;
- (h) to exclude the public and press in accordance with the Access to Information Rules;
- (i) to not hear further a member named under Rule 23.3 or to exclude them from the meeting under Rule 23.4; and
- (j) to refer the subject of debate back to a relevant committee.

17.11 Closure Motions

- (a) A member may move, without comment, the following motions at the end of a speech of another member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.

- (c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed, he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

17.12 Point of Order

A member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Procedure Rules or the law. The member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

17.13 Personal Explanation

A member may make a personal explanation at any time. The Mayor will allow the meeting to hear the personal explanation immediately where it relates to an issue of the members or another's integrity or reputation. In all other circumstances the Mayor will determine whether the personal explanation should be heard immediately or after the current speaker has concluded his speech. A personal explanation may only relate to some material part of an earlier speech by the member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

18 PREVIOUS DECISIONS AND MOTIONS

18.1 Motion to rescind a previous decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least five members.

18.2 Motion similar to one previously rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least five members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

19 VOTING

19.1 Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those members voting and present in the room at the time the question was put.

19.2 Mayor's casting vote

If there are equal numbers of votes for and against, the mayor will have a second or casting vote. There will be no restriction on how the mayor chooses to exercise a casting vote.

19.3 Show of hands

Unless a recorded vote is demanded under Rule 19.4 the mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

19.4 Recorded vote

If one third of the members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

19.5 Right to require individual vote to be recorded

If a member so requests immediately after the vote is taken, his or her vote will be so recorded in the minutes to show whether he or she voted for or against the motion or abstained from voting.

19.6 Voting on appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

20 MINUTES

20.1 Signing the minutes

The Mayor will sign the minutes of the proceedings at the next suitable meeting. The Mayor will move that the minutes of the previous meeting be signed as a correct record. The only part of the minutes that can be discussed is their accuracy.

20.2 No requirement to sign minutes of previous meeting at extraordinary meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting), then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of schedule 12 relating to signing of minutes.

20.3 Form of minutes

Minutes will contain all motions and amendments in the exact form and order the Mayor put them.

21 RECORD OF ATTENDANCE

A record shall be kept of all members present during the whole or part of a meeting.

21A WITHDRAWAL FROM THE MEETING

Where a member has a disclosable pecuniary interest in any business of the authority they must withdraw from the room or chamber where a meeting considering the business is being held unless they have obtained a dispensation from the authority's Ethics and Engagement Committee or Monitoring Officer.

22 EXCLUSION OF THE PUBLIC

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by Public).

23 MEMBERS' CONDUCT

23.1 Standing to Speak

When a member speaks at full council he or she must stand and address the meeting through the Mayor. If more than one member stands, the Mayor will ask one to speak and the others must sit. Other members must remain seated whilst a member is speaking unless they wish to make a point of order or a point of personal explanation.

23.2 Mayor Standing

When the Mayor stands during a debate, any member speaking at the time must stop and sit down. The meeting must be silent.

23.3 Member not to be heard further

If a member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the member be not heard further. If seconded, the motion will be voted on without discussion.

23.4 Member to leave meeting

If a member continues to behave improperly after such a motion is carried, the mayor may move that either the member leaves the meeting or that the meeting is adjourned for a specific period. If seconded, the motion will be voted on without discussion.

23.5 General disturbance

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

24 DISTURBANCE BY PUBLIC

24.1 Removal of member of the public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

24.2 Clearance of part of meeting room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared, and may adjourn the meeting for so long as he/she thinks necessary.

25 INTERPRETATION

The ruling of the Mayor or Chair as to the construction or application of any of these Procedure Rules, or regarding any proceedings of any Council meeting or committee shall not be challenged at any meeting of the Council.

26. SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

26.1 Suspension

All of these Council Rules of Procedure except Rules 19.2, 19.5 and 20.2 may be suspended by motion on notice or without notice if at least one half of the whole number of members of the Council are present. Suspension can only be for the duration of the meeting.

26.2 Amendment

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

27. RECORDING/BROADCASTING OF MEETINGS

The recording or broadcasting of the proceedings or photographing of any Council or Committee meeting shall not be permitted without the prior consent of the Mayor (in the case of a Council meeting) or the Chair (in the case of a committee meeting). Before granting consent the Mayor or Chair shall consult the Leader of the Council.

28. APPLICATION TO COMMITTEES AND SUB-COMMITTEES

All of the Council Procedure Rules apply to meetings of full Council. None of the rules apply to meetings of the Executive. Only rules 4,6,8,9 and 10, 12.3-12.7,19-28 (but not rule 23.1 and 26) apply to meetings of committees and sub-committees.

29 STATE OF THE AREA DEBATE

29.1 The leader may call one or a series of the state of areas debate on dates and in a form to be agreed with the Mayor .

29.2 Form of Debate

The Leader in consultation with the Mayor will decide the form of the debate with the aim of enabling the widest possible public involvement and publicity .

29.3 Chairing the Debate

The debate will be chaired by the Mayor.

29.4 Results of Debate

The results of the debate will be :

- (i) disseminated as widely as possible within the community and to agencies and organisations in the area; and
- (ii) considered by the Leader in proposing the budget and policy framework to the council for the coming Year.
- (iii) Council may also decide to refer the outcome of the debate or part of it to a committee of the Council for further development and or research .

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SUBJECT: ELECTORAL REGISTRATION IN LINCOLN

DIRECTORATE: DIRECTOR OF RESOURCES

REPORT AUTHOR: STEVE SWAIN – PRINCIPAL DEMOCRATIC OFFICER

1. Purpose of Report

- 1.1 To respond to members' concerns in respect of the canvassing of properties during the annual electoral register canvass and the numbers of properties with no electors.

2. Executive Summary

- 2.1 At the Audit Committee meeting held on the 10 December 2013 members expressed concern over the numbers of properties in the centre of the City without electors registered.
- 2.2 This report details the Electoral Registration Officer's duties and the work undertaken in Lincoln during the annual canvass. In addition information is also provided on the work which will be undertaken now that the canvass has been completed to ensure that individuals are aware of their current registration duties when they arrive in the city and the changes being made as part of the Individual Electoral Registration (IER) process.

3. The Electoral Registration Officer and The Canvass (ERO)

- 3.1 The ERO has a number of statutory duties including:
- duty to maintain a register of Parliamentary Electors, Local Government Electors and EU Citizens.
 - Conducting an annual canvass
 - Producing an Edited Register
- 3.2 Each year an annual canvass is held in Lincoln. The timing of this during the last two years has been changed due to the PCC Elections in 2012 and the transitional work of IER which will be the new way of registration from the 10 June 2014.
- 3.3 Approximately 45,000 properties are canvassed by 33 canvassers. All forms are hand delivered to properties by the canvassers who also try and make personal contact with the occupiers of non responding properties. Our average response rate is just over 98%, and this covers everything from eligible and non eligible voters to vacant properties. The small number of properties remaining, are ones which confirmation work has to be undertaken via Council Tax or by writing out to the properties to try and elicit a response.
- 3.4 Forms for the purpose built student accommodation blocks are left with the

accommodation officers for the blocks who arrange for the forms to be issued to students. It has not been possible to gain access to these properties so other means have been used to try and encourage the return of electoral registration forms e.g. Logon messages in respect of registration. Students unlike other electors have three options in the way that they can register:-

- At home
- At their term time address
- Or both

3.5 There are a number of reasons why properties may not have electors registered:-

- Second Homes
- Students registered at home address
- Non Eligible Citizens because of nationality
- Empty at the time of the Canvass

4. After the Canvass

4.1 To try and maintain the accuracy of the register on the run up to both the elections in May and the final transition to IER in June a number of initiatives are being undertaken as follows:-

- Empty Homes Canvass – Homes that are classed as empty on the Electoral Register database will be compared with the Council Tax database. Where there is evidence that the property may be occupied it will be canvassed to see if there are eligible electors requiring to be entered.
- Publicity – Electoral Commission posters have been distributed to premises in Lincoln with public noticeboards requesting them to be displayed. The posters remind electors of the need to register and signpost them to the Electoral Commissions website Aboutmyvote.com. The website provides application forms which can be downloaded.
- Specific mini – canvass’s targeting certain groups eg Students, rising 18’s via schools and the College and European Citizens.

4.2 Whilst we anticipated having to fund these initiatives ourselves we were aware that there was the possibility of the authority being awarded a “Maximising Registration” grant. We have now been advised by the Cabinet Office that we have been awarded a grant of £11,983.

4.3 In view of the significant amount of funding being made available to the Council Officers are discussing how best to utilise the funds. The funding has been provided to enable authorities to ensure that the register is as accurate as possible in advance of and during the transition to IER.

4.4 To assist local authorities the Association of Electoral Administrators are producing examples of good practice to assist local authorities in this process. A

further update on how the Council might use the funding will be given at the meeting.

5. Individual Electoral Registration (IER)

5.1 Individual Electoral Registration (IER) will go live in England and Wales on the 10 June 2014. A transitional canvass will be undertaken this year which will commence soon after this date consisting of the following parts:-

- Electoral data comparison with DWP data base
- All persons confirmed in the first part of the process will receive a letter confirming that they are on the register
- Outstanding electors will try to be confirmed using local data mining
- Properties with no electors will be sent a Household Enquiry Form (HEF). This form requests the details of current occupiers.
- On receipt of a HEF any elector detailed on the form will be sent an Invitation to Register Form (ITR)
- On receipt of an ITR or the person providing their details on-line the information will be compared with the DWP information. If the details match those held by the DWP then the person will be sent a confirmation letter.
- Any outstanding electors who cannot be confirmed will be dealt with through an exceptions process.

5.2 The City Council, like all authorities, was involved in a dry run comparison process in July 2013 and we achieved a 79% match rate. This was increased when a small amount of local data mining was undertaken. We anticipate that the match rate and local data mining to be undertaken in July will leave about 10% of the electorate to be the target of a personalised canvass.

5.3 Included within the 10% figure will be students living in purpose built accommodation including the Campus. Discussions have taken place with officers from the University to see how we can ensure that students are aware of their rights. The University has informally agreed to supply name, address and nationality of all students who enrol with them. The Council will treat this database as the Household Enquiry Form (HEF) and this will enable the Council to issue reminders to students who have not applied on-line. The University has also agreed to include the IER URL at the end of their on-line enrolment form.

5.4 The arrangements with the University have still to be formalised and will be the subject of a Data Sharing Protocol.

6. Organisational Impacts

6.1 Finance (including whole life costs where applicable) – Following the provision of a grant of £11,983 from the Cabinet Office sufficient funds are available to undertake a number of initiatives to maximise registration.

6.2 Legal Implications including Procurement Rules – None other than those detailed in the report in respect of the requirements of the Electoral Registration Officer.

7. Recommendation

7.1 That members note the contents of the report and make comments.

Lead Officer:

Steve Swain – Principal Democratic Officer
Telephone (01522) 873439

SUBJECT: WORK PROGRAMME 2014-15

REPORT BY: DIRECTOR OF RESOURCES

LEAD OFFICER: CAROLYN WHEATER – ASSISTANT DIRECTOR (LEGAL AND CORPORATE SUPPORT SERVICES)

1. Purpose of Report

1.1 To put forward a proposed Ethics and Engagement Committee 2014-15 work programme for consideration by members.

2. Work Programme Summary

2.1 The work programme attached as **Appendix A** takes into account developments made over the course of the current year and proposes timescales for considering future business.

2.2 Members are encouraged to put forward any proposals for relevant matters of concern or interest to them or the residents of their ward which the Ethics and Engagement Committee may be able to consider.

3. Organisational Impacts

3.1 Finance

There are no direct financial implications arising from this report.

3.2 Legal Implications

Any additions to the work programme should be made in accordance with the scope of the Committee as established within its terms of reference.

4. Recommendation

4.1 That the Committee consider the work programme and propose any suitable changes if necessary.

4.2 That the Committee consider items scheduled for the next meeting and any necessary arrangements relating to them.

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Ethics and Engagement Committee Work Programme 2014/15

23 June 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> ▪ To note the issues raised and consider a suitable response if required.
Defamation Act 2013	To update guidance on defamation as a result of the recently-implemented change in the law.	<ul style="list-style-type: none"> ▪ To consider the guidance, offer any suggestions for amendments, and to recommend circulation to other elected members
Member Induction Review	Following consideration of the plans for the induction of any newly-elected councillors in May 2014, this will provide an opportunity for members to consider the outcome of the induction provided to new members.	<ul style="list-style-type: none"> ▪ To consider the delivery of member inductions and to offer any recommendations for future improvement.
Dual Membership of Local Authorities	Within Lincolnshire, councillors can be elected to represent both a lower and an upper-tier council, which potentially raises conflicts of interests in considering certain items.	<ul style="list-style-type: none"> ▪ To note the suggested guidance and recommend its circulation to councillors.
Local Democracy Week Update	To update members on the plans for Local Democracy Week 2014.	<ul style="list-style-type: none"> ▪ To consider the arrangements made and recommend any suitable changes.
Boundary Review	The City of Lincoln Council's boundaries are being reviewed by the Boundary Commission, which involves an assessment of the relative number of electors in each electoral ward.	<ul style="list-style-type: none"> ▪ To note the consultations undertaken as part of the boundary review and to offer comment on the potential impact for the city's electors.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> ▪ To agree the work programme. ▪ To consider the arrangements for the next meeting.

1 September 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Increasing the Diversity of Electoral Candidates	Across the United Kingdom, elected members in local government are often disproportionately drawn from certain sections of the population, with significant disparities existing in areas such as race, gender, and age.	<ul style="list-style-type: none"> To determine whether any barriers to a broader range of electoral candidates exist that the Council could reasonably address, noting that the Council has no role in influencing the selection process of political parties.
Member Development Update	Member development has become increasingly important in recent years as the Council seeks to ensure elected members have the skills and knowledge to perform their roles as effectively as possible.	<ul style="list-style-type: none"> To consider the current provision of member development and offer guidance on its future operation.
Individual Electoral Registration	Individual electoral registration (IER) is being introduced across the country, shifting the process for registering electors from a household to an individual basis.	<ul style="list-style-type: none"> To consider the manner in which IER is being implemented within Lincoln and the potential impact upon voter registration.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> To agree the work programme. To consider the arrangements for the next meeting.

27 October 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Local Democracy	To update members on the events held during Local	<ul style="list-style-type: none"> To consider any positive and negative

Week Review	Democracy Week.	outcomes from Local Democracy Week with a view to future arrangements.
Polling Station Review	To advise on the outcome of the consultation carried out in respect of the Polling District and Places Review and recommend to Council a Schedule of Polling Stations for approval.	<ul style="list-style-type: none"> ▪ To recommend to Council proposals for Polling Districts, Places and Stations for future elections.
Increasing Democratic Engagement with Young People	The Committee has made particular efforts to engage with young people in recent years and will seek to continue its democratic engagement projects.	<ul style="list-style-type: none"> ▪ To consider the manner in which the Council engages with young people
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> ▪ To agree the work programme. ▪ To consider the arrangements for the next meeting.

8 December 2014

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> ▪ To note the issues raised and consider a suitable response if required.
Encouraging Electoral Engagement	Turnout in Lincoln's local government elections, in common with many other areas of the country, is often below 30%, meaning that the majority of electors are choosing not to exercise their right to vote, while others entitled to vote may not even be registering to do so.	<ul style="list-style-type: none"> ▪ To examine voter registration and electoral turnout, and to discuss the manner in which this can be improved.
Local Decision-Making	The Council may appoint area committees as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of best value and more efficient, transparent and accountable decision making.	<ul style="list-style-type: none"> ▪ To assess whether introducing area committees would improve the operation of the Council and links with communities.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the	<ul style="list-style-type: none"> ▪ To agree the work programme. ▪ To consider the arrangements for the

	Committee.	next meeting.
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2 February 2015

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Committee Structure and Terms of Reference	The Committee's terms of reference extend to considering the governance of the Council. The Committee is therefore requested to consider whether overall committee structure remains appropriate to the Council's functions.	<ul style="list-style-type: none"> To offer views on the appropriateness of the committee structure for the Council's business.
Petition Scheme Review	The Council adopted a petition scheme in April 2010 setting out how petitions will be handled. Since that time, the scheme has not been formally reviewed to assess its effectiveness.	<ul style="list-style-type: none"> To consider whether Petition Scheme would benefit from any revisions.
Work Programme Update	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none"> To agree the work programme. To consider the arrangements for the next meeting.

23 March 2015

Topic	Matter for Consideration	Outcome
Code of Conduct: Cases Review	To examine national developments of relevance to the Members' Code of Conduct.	<ul style="list-style-type: none"> To note the issues raised and consider a suitable response if required.
Member Development Update	Member development has become increasingly important in recent years as the Council seeks to ensure elected members have the skills and knowledge to perform their roles as effectively as possible.	<ul style="list-style-type: none"> To consider the current provision of member development and offer guidance on its future operation.

Work Programme 2015/16	The Committee's work programme is agreed on an ongoing basis in consultation with the Chair and the Committee.	<ul style="list-style-type: none">▪ To agree the work programme for 2015/16.▪ To consider the arrangements for the next meeting.
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