COUNCIL
AGENDA

Venue: Bainbridge Room - Copeland Centre, Catherine Street, Whitehaven
Date: Tuesday, 12th June, 2018
Time: 2.00 pm
Contact Officer: Denise James Tel: 01946 598528

1. Apologies for Absence

2. Minutes of the meeting and held on 26 April 2018 The Special, Extraordinary and Annual Meetings on the 8 May 2018 1 - 14

3. Declarations of Interest in Agenda Items:

4. Chairman's Announcements

5. Petitions

6. Questions from Members of the Public

To receive questions from members of the public. Maximum time allowed 30 minutes. Questions must be submitted to the Executive Director Operations at lease three working days prior to the meeting.

7. Questions by Members

   a) Written questions to the Mayor or any other Member of the Council in relation to content of any recommendations or reports before the Council. Questions must be submitted in writing to the Executive Director Operations at least three working days prior to the meeting. (45 minutes allowed) – Procedure Rule 11.2.

   b) Oral questions to the Mayor on any matter where the Council has powers or duties or which affects the Borough. (60 minutes allowed plus any unused time from (a) above) – Procedure Rule 11.1.
8. Mayor's Executive Report

9. Annual Scrutiny Report

10. Annual Outside Bodies Report

11. Data Protection Policy

12. Dispensations

EXEMPT INFORMATION

The Chairman to move:
That under Section 100 (a) (4) of the Local Government Act 1972, the press and public be excluded from the following items on grounds that, if they were present, there could be disclosed to them exempt information as defined in the relevant paragraphs of Schedule 12A of the Act.

13. Disposal of Land - To Follow

14. Date and Time of the Next Meeting:

The next meeting of Council will be held on the 11th September 2018 at 2.00pm venue to be confirmed.

Membership: Councillors Alistair Norwood (Chairman), Carla Arrighi, David Banks, Martin Barbour, Jackie Bowman, John Bowman, Anne Bradshaw, Hugh Branney, Denise Burness, John Burns, Yvonne Clarkson, Peter Connolly (Deputy Chair), John Dirom, Gwynneth Everett, Neil Ferguson, Allan Forster, Jeanette Forster, Raymond Gill, Fred Gleaves, Michael Guest, Tom Higgins, Ian Hill, Keith Hitchen, Allan Holliday, Mark Holliday, Joan Hully, Alan Jacob, Linda Jones-Bulman, John Kane, Bob Kelly, William Kirkbride, Jean Lewthwaite, Charles Maudling, Ged McGrath, Michael McVeigh, Sam Meteer, David Moore, Brian O'Kane, Sam Pollen, Andy Pratt, Christopher Reay, David Riley, Graham Roberts, Gilbert Scurrah, Peter Stephenson, Graham Sunderland, Gillian Troughton, Peter Tyson, Paul Whalley, Doug Wilson and Felicity Wilson

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COUNCIL

MINUTES OF MEETING HELD ON THURSDAY, 26 APRIL 2018

Present: Mike Starkie Mayor; Councillors Peter Connolly, in the Chair; David Banks, Martin Barbour, Jackie Bowman, John Bowman, John Burns, Yvonne Clarkson, Peter Connolly, Gwynneth Everett, Neil Ferguson, Jeanette Forster, Raymond Gill, Tom Higgins, Ian Hill, Keith Hitchen, Allan Holliday, Joan Hully, Linda Jones-Bulman, William Kirkbride, Jean Lewthwaite, Charles Maudling, Ged McGrath, Michael McVeigh, Sam Meteer, David Moore, Brian O’Kane, Sam Pollen, David Riley, Graham Roberts, Gilbert Scurrah, Graham Sunderland, Gillian Troughton and Felicity Wilson

Apologies for absence were received from Councillors: Alistair Norwood, Carla Arrighi, Anne Bradshaw, Hugh Branney, Denise Burness, John Dirom, Allan Forster, Fred Gleaves, Michael Guest, Mark Holliday, Alan Jacob, John Kane, Bob Kelly, Andy Pratt, Christopher Reay, Peter Stephenson, Peter Tyson, Paul Whalley and Doug Wilson

C108 Declarations of Interest in Agenda Items:

There were no declaration of Interest were made.

C109 Unacceptable Behaviour Policy - Withdrawn

(NOTE – This item was withdrawn from the Agenda.)

C110 Exclusion of Press and Public

RESOLVED – That the press and public be excluded for the remaining item of business in view of the likely disclosure of exempt information as defined in paragraph 1-3 of part 1 of the Schedule 12A of the Local Government Act 1972 (as amended)

C111 Senior Management Restructure

Prior to consideration of this item the Managing Director informed members of an update that the Heads of Service would receive 65% of the Chief Executive salary and not 60% as stated in the report.

Consideration was given to a proposal to review the structure of Senior Management.

Note: Both the Managing Director and HR Business partner declared interests in this item as there were issues relating to their posts. Both left the room during discussion on these specific areas.

In response to a question from Councillor Joan Hully the Mayor confirmed that after a period of six months a role which had been made redundant could be replaced. The Mayor agreed to confirm this in writing.
Following a request from Councillor John Bowman the Director, Customer and Community Services undertook to issue the paperwork from North West Employers regarding the pay award for both staff and chief officers to all Members.

In response to a question from Councillor Sam Meteer the Director of Customer and Community Services confirmed that the post of Head of Governance would be advertised and appointed using the agreed process. The Solicitor confirmed that any delegated changes to the constitution would be consequential changes relating to this report only.

In response to a question from Councillor Graham Sunderland regarding financial implications following the deletion of the posts, the Mayor, Mike Starkie confirmed that there would be no financial implication or redundancy payments due to the Business Support Manager post never having been filled and that the Revenues, Benefits and Customer Services Manager was already leaving the employment of the Council.

In reply to a question from Councillor Graham Sunderland the Portfolio Holder, Councillor David Moore confirmed that the trade unions had been consulted throughout the process and no comments had been received.

In response to a question from Councillor John Bowman the Solicitor confirmed that any delegated changes to the constitution would be consequential of the report in front of Members and would be not affect the work of the Constitution Task and Finish Group.

In reply to a request from Councillor Ray Gill it was agreed that when appointing to certain roles the Chairman of relevant Committee would be consulted where possible.

During consideration of this item Councillor Gillian Troughton expressed concern that by delegating some decisions it was taking control from Members. The Solicitor confirmed that call in process only applied to decisions made by the Executive.

It was then moved by Councillor Gillian Troughton by way of an amendment that recommendation (vi) be amended to:-

“That the Personnel Panel, in consultation with the Overview and Scrutiny Committee (or any alternative committee appointed by the Council for dealing with consequential amendments), be delegated with responsibility to consider and make recommendation for amendment to the constitution to Full Council for formal approval.”

The amendment was duly seconded and upon being put to the vote by way of a show of hands on a vote of 9 For 23 Against 0 Abstentions the Amendment was declared LOST.

In response to a comment from Councillor John Bowman it was noted that reference to “Interim” meant “temporary” and it was agreed that this would not be used in the future.

Note: the Managing Director and HR Business Support Manager re-joined the meeting at this point of discussion.

In response to a question from Councillor Graham Sunderland the Solicitor clarified the position with regard to the appointment of Deputy S151 and Monitoring Officers and the HR
Business Partner clarified the process for the appointment of staff earning in excess of £50k and staff reporting directly to the Managing Director.

It was moved by Councillor Gillian Troughton that the recommendations contained in the report be voted on individually the motion was duly seconded and upon being put to the vote by way of a show of hands on a vote of 3 For 29 Against 0 Abstentions the Amendment was declared LOST.

It was then

**RESOLVED – That**

i) the Managing Director role be redesignated Chief Executive in accordance with paragraphs 8 and 9 of the Senior Management Restructure 2018 Business Case as attached at Appendix 1 to the report (the Business Case);

ii) the Director of Customer and Community Services be re-designated Executive Director, in accordance with paragraph 10 of the Business Case;

iii) the business case as a whole be approved as the new Senior Management Structure of the Council;

iv) the Personnel Panel be delegated responsibility to interview and Make appointments to the post of Monitoring Officer (Head of Governance) without further recourse to the Council;

v) the Chief Executive in consultation with the Chair of Personnel Panel and the Executive Director be delegated responsibility to interview and make appointments to other unfilled position within the new structure (and of the appointment of any interim officer needed (including Section 151 and Monitoring Officer) to ensure that statutory or essential appointments are filled to a permanent officer being appointed) without further recourse to the Council; and

vi) Personnel Panel in consultation with the Overview and Scrutiny Committee (or any alternative committee appointed by the Council for dealing with consequential amendments), be delegated responsibility to consider and make amendments to the Constitution which are needed to ensure an effective implementation of the Business Case.

**Date and Time of the Next Meeting:**

It was noted that the next meetings of Council would be held on Tuesday 8th May at Egremont Market Hall as follows:
11.30 Special Meeting
1.30 Extraordinary Meeting to present Honorary Aldermen Pendants followed by the Annual General Meeting at 2.00pm

The Meeting closed at 2.55 pm
COUNCIL

MINUTES OF MEETING HELD ON TUESDAY, 8 MAY 2018

Present: Mike Starkie, Mayor Councillors: Alistair Norwood, in the Chair; Carla Arrighi, David Banks, Jackie Bowman, John Bowman, Denise Burness, John Burns, Peter Connolly, John Dirom, Gwynneth Everett, Neil Ferguson, Allan Forster, Jeanette Forster, Raymond Gill, Tom Higgins, Keith Hitchen, Allan Holliday, Mark Holliday, Joan Hully, Linda Jones-Bulman, John Kane, Bob Kelly, William Kirkbride, Jean Lewthwaite, Ged McGrath, Michael McVeigh, David Moore, Brian O’Kane, Sam Pollen, Andy Pratt, Christopher Reay, Graham Roberts, Gilbert Scurrah, Graham Sunderland, Gillian Troughton, Peter Tyson, Paul Whalley, Doug Wilson and Felicity Wilson

Apologies for absence were received from Councillors: Martin Barbour, Anne Bradshaw, Hugh Branney, Yvonne Clarkson, Fred Gleaves, Michael Guest, Ian Hill, Alan Jacob, Charles Maudling, Sam Meteer, David Riley and Peter Stephenson

C113 Minutes of the meetings held on 10 April (EGM) 10 April and 17 April 2018

Arising from a question from Councillor Bob Kelly relating to the minutes the Portfolio Holder Councillor David Moore confirmed that all Members tablets had now been returned and gave a full update with regard to the current position with regard to Members IT systems.

RESOLVED – That the minutes of the meetings held on 10 April (Ordinary and EGM) and 17 April 2018 be signed by the Chair as a correct record.

C114 Declarations of Interest in Agenda Items:

There were no declarations of interest made.

C115 Chairman’s Announcements

The Chairman, Councillor Alistair Norwood stated that he had enjoyed being Chairman of the Council and it had been a privilege. He went on to thank Councillor Chris Reay for saying prayers at the Council meetings throughout his term of office.

The Chairman announced that Agenda Item 10 – Constitution Working Group had been withdrawn from the Agenda for further consideration prior to being resubmitted for consideration.

C116 Questions from Members of the Public

No questions had been received by Members of the public.

C117 Questions by Members

No questions had been received from Members.
Local Government Boundary Commission for England Review - Draft Recommendations on Warding Arrangements

Consideration was given to the draft response to the Local Government Boundary Commission for England on their draft recommendations on warding and boundary arrangements in connection with the current review of the Council’s electoral arrangements.

It was noted that a supplementary report had been tabled recommending that Gosforth and Seascale be merged with two members representing as opposed to two one Member Wards.

During consideration of this item it was moved by Councillor Dave Banks by way of an amendment that the boundary for Cleator Moor remains unchanged and as such would continue to include Cleator. The amendment was duly seconded and upon Councillor Ray Gill confirming that the proposed amendment would be supported with evidence the amendment was put to the vote by way of a show of hand the amendment was declared CARRIED.

It was further noted that the document still contained errors for the names of areas and it was confirmed that these would be pointed out to the Boundary Commission.

RESOLVED – That subject to the amendment to recommend with evidence that the Cleator Moor Boundary remains unchanged and the recommendation, as tabled, that Gosforth and Seascale be merged with two Members representing as opposed to two one Member Wards the proposed response as set out in paragraph 4 of the report be approved as the Council’s response to the draft recommendations.

The Moorside Project

Consideration was given to a recommendation to restate the Council’s commitment for the Moorside Project.

In response to a question from Councillor Chris Reay, relating to the possible relocation of the distribution centre from the north end of the site to closer to Sellafield’s existing site, the Portfolio Holder, Councillor David Moore, said that it was too early to be considered but he was certain that this would be discussed in due course.

Councillor Ray Gill stressed the importance of sending a supportive united message for the Moorside Project from the Council.

RESOLVED – That subject to resolving key issues relating to infrastructure provision, socio-economic matters, environmental concerns and long term legacy for Copeland’s communities Council’s in principle support for the Moorside Project be restated.

Unacceptable Behaviour Policy

Consideration was given to the draft Unacceptable Behaviour Policy.

Arising from a request from Councillor Joan Hully Councillor Andy Pratt confirmed that the training available to staff would also be offered to Members in due course.
Arising from a question from Councillor John Bowman, Councillor Andy Pratt confirmed that the Policy would commence from that date approved and would work alongside the current Code of Conduct Policy and the Council’s Constitution.

In reply to a question from Councillor Brian O’Kane the Mayor, Mike Starkie, confirmed that there would be full communication of the new policy.

**RESOLVED** – That the Unacceptable Behaviour Policy be approved and adopted.

**C121 Constitution Working Party**

**NOTE** – This item was withdrawn from the Agenda.

The Meeting closed at 12.10 pm

Chairman
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Present: Mike Starkie, Mayor Councillors Alistair Norwood, in the Chair; Carla Arrighi, David Banks, Jackie Bowman, John Bowman, Denise Burness, John Burns, Peter Connolly, John Dirom, Gwynneth Everett, Neil Ferguson, Allan Forster, Jeanette Forster, Raymond Gill, Tom Higgins, Keith Hitchen, Allan Holliday, Mark Holliday, Joan Hully, Linda Jones-Bulman, John Kane, Bob Kelly, William Kirkbride, Jean Lewthwaite, Charles Maudling, Ged McGrath, Michael McVeigh, David Moore, Brian O’Kane, Sam Pollen, Andy Pratt, Christopher Reay, David Riley, Graham Roberts, Gilbert Scurrah, Graham Sunderland, Gillian Troughton, Peter Tyson, Paul Whalley, Doug Wilson and Felicity Wilson

Apologies for absence were received from Councillors: Martin Barbour, Anne Bradshaw, Hugh Branney, Yvonne Clarkson, Fred Gleaves, Michael Guest, Ian Hill, Alan Jacob, Sam Meteer and Peter Stephenson

C123 Declarations of Interest in Agenda Items:

There were no declaration of interest made.

C124 To Present a Honorary Aldermen Pendant

Councillor Michael McVeigh spoke in recognition of the outstanding and eminent work that former Councillor Lena Hogg had achieved during her term of office. Honorary Alderman Lena Hogg was then presented with her Badge of Office.

Councillor David Moore spoke in recognition of the outstanding and eminent work that former Councillor John Jackson had achieved during his term of office. Honorary Alderman John Jackson was then presented with his Badge of Office.

The Meeting closed at 1.40 pm

Chairman
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COUNCIL

MINUTES OF MEETING HELD ON TUESDAY, 8 MAY 2018

Present: Mike Starkie, Mayor Councillors: Alistair Norwood, in the Chair; Carla Arrighi, David Banks, Jackie Bowman, John Bowman, Denise Burness, John Burns, Peter Connolly, John Dirom, Gwynneth Everett, Neil Ferguson, Allan Forster, Jeanette Forster, Raymond Gill, Fred Gleaves, Tom Higgins, Keith Hitchen, Allan Holliday, Mark Holliday, Joan Hully, Linda Jones-Bulman, John Kane, Bob Kelly, William Kirkbride, Jean Lewthwaite, Charles Maudling, Ged McGrath, Michael McVeigh, David Moore, Brian O’Kane, Sam Pollen, Andy Pratt, Christopher Reay, David Riley, Graham Roberts, Gilbert Scurrah, Graham Sunderland, Gillian Troughton, Peter Tyson, Paul Whalley, Doug Wilson and Felicity Wilson

Apologies for absence were received from Councillors: Martin Barbour, Anne Bradshaw, Hugh Brannay, Yvonne Clarkson, Michael Guest, Ian Hill, Alan Jacob, Sam Meteer and Peter Stephenson

C1 Election of Chairman for 2018/19

Prior to seeking nominations of Chairman for 2018/19 the Chairman reiterated what a privilege it had been to be Chairman for 2017/18 he stated that it had been an honour and the highlight of his Council career as a Councillor he thanked Members for their support during his term.

It was then moved by Councillor Ray Gill duly seconded and

RESOLVED – That Councillor Peter Connolly be appointed Chairman for the 2018/19 municipal year.

C2 Chairman’s Announcements

The Chairman, Councillor Peter Connolly thanked the outgoing Chairman, Councillor Alistair Norwood, for his commitment as Chairman during his term of office.

In the Chairman’s announcements he expressed his concern over the condition of Whitehaven Academy and committed to work with the Member of Parliament the Mayor and all other partners to help with this project and committed to work with the Mayor and Whitehaven Town Council and partners to promote the regeneration of Whitehaven. The Chairman then announced that his Chaplain would be Father Paul Johnston

C3 Appointment of Deputy Chairman for 2018/19

It was the moved by Councillor Ray Gill duly seconded and

RESOLVED – That Councillor Joan Hully be appointed Deputy Chairman for the 2018/19 municipal year.

C4 To note Appointment of Members to the Executive and Responsibilities

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Prior to consideration of this item the Mayor thanked the outgoing Chairman for his hard work during his term of office and congratulated Councillor Connolly on his appoint as Chairman. The Mayor then highlighted the Council’s achievements during 2017/18.

Consideration was then given to a report advising Council of the Mayor’s Executive appointments and portfolio responsibilities for 2018/19.

RESOLVED – That the Executive Portfolios and appointments as set out in Appendix A to the report be noted.

C5 To Appoint Members to Overview and Scrutiny Committee, Panels, Audit and Governance Committee and Other Bodies for 2018/19

Consideration was given to the appointments to Committees, Panels, and other Outside Bodies for the 2018/19 municipal year.

During consideration of this item it was moved by Councillor Ray Gill by way of an amendment changes to Committee chairs as follows:

a) Planning Panel Chairman Councillor Mike McVeigh
b) Overview and Scrutiny Committee Councillor Ray Gill
c) Licensing Committee Councillor Peter Tyson to replace Councillor Graham Roberts
d) Taxi and General Licensing Panel Councillor Dave Banks to replace Councillor Gilbert Scurrah
e) Member Training and Development Panel Councillor Allan Forster to replace Councillor Keith Hitchen
f) Local Development Framework Working Party Councillor David Riley
g) Strategic Nuclear and Energy Board Councillor Ray Gill to replace Councillor David Moore
h) Electoral Review Working Party Councillor Peter Connolly
i) Personnel Panel Councillor Paul Whalley
j) NSIPS Panel Mayor Mike Starkie

the amendment was duly seconded and upon being put to the vote by way of a show of hands the amendment was declared CARRIED.

It was therefore RESOLVED - That the appointment of chairs be confirmed as

a) Planning Panel Chairman Councillor Mike McVeigh
b) Overview and Scrutiny Committee Councillor Ray Gill
c) Licensing Committee Councillor Peter Tyson
d) Taxi and General Licensing Panel Councillor Dave
e) Member Training and Development Panel Councillor Allan Forster
f) Local Development Framework Working Party Councillor David Riley
g) Strategic Nuclear and Energy Board Councillor Ray Gill
h) Electoral Review Working Party Councillor Peter Connolly
i) Personnel Panel Councillor Paul Whalley
j) NSIPS Panel Mayor Mike Starkie

It was then moved by Councillor Ray Gill by way of amendment changes to Outside Bodies as follows:

a) Councillor Ray Gill to replace Councillor David Moore on the Copeland Community Fund
b) Councillor Neil Ferguson to replace Councillor Allan Holliday as reserve for Mayor Mike Starkie on the Copeland Community Fund.
c) Councillor Dave Riley to replace Councillor Allan Holliday on the WCSSG – LLWR

d) Councillor Neil Ferguson to replace Councillor Alistair Norwood on the WCSSG – Spent Fuel and Nuclear Material

e) Councillor John Kane to replace Councillor Andy Pratt on the WCSSG – Risk Hazard Reduction and Waste Management Working Group

f) Cumbria Health & Wellbeing Scrutiny Committee – Chair of Overview and Scrutiny Committee or nominee.

The Mayor, Mike Starkie, offered to stand down as representative on the Copeland Community Fund in favour of Councillor David Moore this was accepted by Councillor Ray Gill. The Portfolio Holder Councillor David Moore as Chairman of WCSSG agreed to add Councillors Dave Riley; Neil Ferguson and John Kane to the WCSSG’s (Recommendation c d and e refer) this was also accepted by Councillor Gill.

The amendment that

a) Councillor Ray Gill to replace the Mayor Mike Starkie on the Copeland Community Fund

b) Councillor Neil Ferguson to replace Councillor Allan Holliday as reserve for Mayor Mike Starkie on the Copeland Community Fund.

c) Councillor Dave Riley be added to the WCSSG – LLWR

d) Councillor Neil Ferguson be added to the WCSSG – Spent Fuel and Nuclear Material

e) Councillor John Kane be added to the WCSSG – Risk Hazard Reduction and Waste Management Working Group

f) Cumbria Health & Wellbeing Scrutiny Committee – Chair of Overview and Scrutiny Committee or nominee.

the amendment was duly seconded and upon being put to the vote by way of a show of hands declared CARRIED it was therefore

RESOLVED – That

a) Councillor Ray Gill replace the Mayor Mike Starkie on the Copeland Community Fund

b) Councillor Neil Ferguson replace Councillor Allan Holliday as reserve for Mayor Mike Starkie on the Copeland Community Fund.

c) Councillor Dave Riley be added to the WCSSG – LLWR

d) Councillor Neil Ferguson be added to the WCSSG – Spent Fuel and Nuclear Material

e) Councillor John Kane be added to the WCSSG – Risk Hazard Reduction and Waste Management Working Group

f) Cumbria Health & Wellbeing Scrutiny Committee – Chair of Overview and Scrutiny Committee or nominee.

It was noted that as the report on the setting up of a Constitution Working Group had been withdrawn from the Special Meeting of Council (C 121 refers) this would also be deleted from the appointments made.

It was further noted that Councillor Ray Gill, Leader of the Labour Group, had submitted his nominations for the Labour Group to the Democratic Services Officer. It was then moved duly seconded and

RESOLVED – That

1. the schedule of Committee appointments as set out in Appendix A to the report and as notified by the Leader of the Labour Group at the meeting be approved;
2. the appointments to the Chair of the following: Committees/Panels as amended (see above) with the omission of the Constitution Working Group

   Planning Panel
   Overview and Scrutiny Committee
   Licensing Committee
   Taxi and General Licensing Panel
   Member Training and Development Panel
   Local Development Framework Working Party
   Strategic Nuclear Energy Board
   Electoral Review Working Party
   Personnel Panel
   NSIP Panel

3. the membership of the Overview and Scrutiny Performance Sub Committee be determined by the Overview and Scrutiny Committee.

4. the increase in membership to the Council Tax setting Committee as set out in 3.1 of the report be agreed.

5. the continued co-option of Michael Bonner as an Independent Member of and Chairman of Audit and Governance Committee be confirmed;

6. the 3 Member of the Independent Remuneration Panel maintain this role be noted and endorsed;

7. the two Independent persons from 2017/18 maintain their role within the Audit and Governance Committee and any sub committees in 2018/19 be noted and endorsed; and

8. the schedule of Outside Body appointments as amended (see above) be agreed.

The Meeting closed at 2.55 pm

Chairman
Strategic Leadership - Mayor Mike Starkie

Communications

The second Copeland Open for Business Conference, held at Whitehaven Golf Club in April, attracted a significant amount of positive media coverage for the council. The conference, as well as the announcements made on Whitehaven’s Buzz Station and Millom’s In-Harmony housing project, were covered extensively by all the local print, radio and television outlets.

Also attracting significant positive coverage during the week of the conference was BEC’s announcement, in partnership with ourselves and Whitehaven Harbour Commissioners, of the Whitehaven North Shore project for a new office complex, hotel and multi-storey car park.

Our new recycling project, and corresponding communications campaign, has reached a wide audience and has attracted a great deal of coverage, from practical guidance at the roll-out of the scheme and the distribution of boxes, bags and lids, to the recent statistics that show the high take-up of the scheme. The communications campaign will continue permanently.

The Copeland Pride of Place campaign, and the weekly page in The Whitehaven News, continues to go from strength to strength with items covered including litter-picks in Hensingham and Egremont, a recycling assembly at West Lakes Academy, and the building grants regeneration scheme.

Also receiving recent media coverage have been:
- Members’ meeting attendance statistics
- The Beacon Museum’s Pirates: Fact and Fiction and Waggonways to Whitehaven exhibitions
- The appointment of John Jackson and Lena Hogg as Aldermen, and of Councillors Peter Connolly and Joan Hully as Chair and Deputy
- The launch of our Conservation Area Design Guide
- Our revamp of the Orgill play park in Egremont

Cumbria Local Enterprise Partnership (LEP)

Cumbria LEP have recently appointed a new director, Jo Lappin, who has taken over the development of the Cumbria Local Industrial Strategy. A writing group has been established to support the development of the strategy, with an external consultant in support and early work is focusing on bringing together the evidence, mapping opportunities and challenges for Cumbria and place-based opportunities. Consultation events will take place throughout June into July towards providing all partners with the opportunity to influence
the development of the strategy at an early stage to help increase its deliverability and capture the long-term investment plans of public and private sector partners.

The Chief Executive has met with Mrs Lapin, and she will be spending half a day in the council later this month.

**Copeland Pride of Place – Town Centre Improvement scheme**

The Building Grants scheme has continued to deliver across the Borough with 218 enquiries to date, leading to 36 building grants, totalling £98,096, and with several developing applications underway. Work on the potential to re-allocate any remaining building grant budget to bring back into use one key vacant building in each of the four towns is underway with draft criteria being developed towards exploring which buildings in each town would come forward as a priority.

Initial discussions have been held with the Town Councils and Locality Partnerships to agree their involvement on working with the Council to bring forward improvements to the street scene and public realm in the four main towns. A tender brief has been issued towards securing an experienced, multi-disciplinary consultant team to work with the Council and our partners to develop a high quality and distinctive public realm scheme for each town centre.

**Whitehaven Townscape Heritage Initiative (THI)**

Following the allocation of funding to two properties on James Street, an application for a final property on Market Place is due at the next Stakeholder Partnership in June. Work is progressing to make improvements to the public realm area in front of the market hall and drawings will be circulated to inform stakeholders of planned improvements, linked into the works carried out to date.

**Derelict and Dilapidated Buildings**

Since the last update two properties in Millom has been improved by the owners and notices have been served on a further two properties in Cleator Moor.
The Moorside Project and North West Coast Connections Project

Members will recall that in May of last year NuGeneration Ltd announced a ‘strategic review’ of the Moorside Project and the formal announcement of the new owner of the company is still awaited.

Geological Disposal Facility

Members will be aware that in April the Council submitted responses to two UK Government consultations under the Government White Paper – ‘Implementing Geological Disposal: A Framework for the long-term management of higher activity radioactive waste’, one on ‘Working with Communities’ and the other on the National Policy Statement for GDF Infrastructure. Both were submitted following a programme of Member engagement including Member workshops and presentations from Government officials. Consultations are now being considered by UK Government and the proposals for taking forward the siting process will now be the subject of Parliamentary scrutiny, before a decision by UK Government to launch the process and the search for a volunteer host community.

Sellafield Ltd.

Officers continue to work with Sellafield Ltd colleagues to understand the workforce and supply chain implications of the implementation of the Sellafield Ltd Transformation Plan, which has been developed in response to the Government policy to cease the reprocessing of spent nuclear fuel on site. The plan includes for the transferring of staff to new roles from November this year and continuing over the next 4 years.

In addition, work continues on developing a Transport and Movement Strategy for Sellafield Ltd’s operations in Copeland and an accompanying Accommodation Strategy. Members will be aware that a presentation from SL colleagues on implementing proposals to reduce the number of cars travelling to the site on a daily basis is being held immediately prior to this meeting. A Members briefing session on the Transformation Plan has also been arranged for Monday 18th June from 4pm to 6pm in the Bainbridge Room at the Copeland Centre. As part of the Transformation Plan, and the change in activity on site from re-processing to storage and decommissioning, a forward plan of significant planning applications likely to come forward over the next 12 months has been established and these will be considered by the Council’s Planning Panel in due course.

GDPR (General Data Protection Regulation)

The Council has undertaken its preparations in advance of the GDPR go live date of 25 May 2018. We have been delivering a programme of data protection training over the past year and have made this mandatory for staff and strongly encourage all members to take advantage of this training in line with their responsibilities under the data protection legislation. The Council’s Data Protection Officer has responded to requests for advice and
training from Parish and Town Councils. The Council is working through its programme of Information Governance actions including data protection. The data protection policy of the Council has been updated in line with the new legislation and GDPR requirements.

**Human Resources Update – New Senior Appointments**

**Head of Governance and Commercial**

Personnel Panel have appointed Sarah Pemberton as our new Head of Governance in August. Sarah joins us from Gen II and brings with her extensive experience in Finance, Commercial and change management. She will also be the Council’s Monitoring Officer and will be a member of the Corporate Leadership Team.

**Head of Corporate Resources**

Personnel Panel appointed Jo McLeod to be our new Head of Corporate Resources. Jo will be familiar to many of you as our HR Business Partner. Jo has provided invaluable support to CLT over the last few months while the organisation has been transitioning to the new Senior Management Structure and has led many of the Business Support Functions on an interim basis. Jo has extensive experience in both the public and private sector and formally joins the Corporate Leadership Team effective from 1st June.

**Chief Finance Officer**

Following the decision at Full Council, Steven Brown joins us from Cumbria County Council having started on Monday 4th June. He brings with him a wealth of experience in Local Government Finance and Leadership. He will be the Council’s S.151 Officer and will also be a member of the extended Corporate Leadership Team.

**Property and Estates Manager**

Barbara Vernon will join us as our Property and Estates Manager from Carlisle City Council at the end of June. Barbara is a returning face who previously worked for us here at Copeland as our Estates and Valuation Manager. She will be coming back with a well earned reputation as an experienced and valued leader. She will join the Council’s Leadership Management Group.
Growth and Welfare Reform – Councillor Allan Holliday

Strategic Housing Team

Tackling Homelessness

The Homeless Reduction Act commenced on 3rd April 2018 and is the most fundamental change in homeless legislation since the 1970s. The Council’s preparations for the change have been underway since November of last year and have resulted in a smooth transition to the new way of dealing with those facing homelessness. The main changes are that we now assist people at a much earlier stage meaning more customers are captured earlier. In addition, the law now requires us to work on causes of homelessness to prevent it happening again, not just resolving the immediate problem. At Copeland, our strength has always been in our Homeless Prevention service and we pride ourselves on going over and above the basic legal requirements to help people make long-term lasting changes in their lives. This has meant the transition has been much more successful that some other districts have experienced.

Private Rented Sector

One other change in the law is that we are expected to work much closely with private landlords to house homeless people and not rely overly on social housing. Government will be monitoring how many are housed in the private sector this through our monthly returns. We have, with Government funding, recruited to a 1 year post to improve our relationship with private sector landlords, we will be establishing a Forum to bring them together and looking at how we can support and incentivise them to accept customer who the Homeless Team are working with.

This year will see other changes to the private rented sector with new Laws around rogue landlords and Houses in Multiple Occupation being enacted. The latter will have an impact on many landlords in our district who offer accommodation to visiting workers but where it is not their permanent home. It means that regardless of permanency, properties will need to meet certain health and safety standards around matters such as room size, bathroom and kitchen facilities and enhanced fire safety. This will bring up the standard to our private rented sector and help us to deliver our strategic aim to improve the offer. The housing team will support landlords to achieve the changes.

Domestic Abuse and Sexual Exploitation

The council was successful in attracting funding to deliver a two-year project offering personalised support and accommodation for people at risk of abuse and exploitation. The Project Officer started in January and so far has supported 13 people to leave abusive relationships, some after many years of mental and physical abuse. These cases are often complex, sensitive and longstanding and often require patience along with intense intervention over a long period. Our project has seen such take in a short space of time and we project it to grow through word of mouth and publicity. Due to this, we have spoken to
our funders and have secured a further 12K this year to extend our project to take on a further temporary accommodation unit.

**Community Led Housing**

This exciting project provides grant funding via DCLG to enable communities to deliver small local solutions to housing need in their areas. The key criteria for CLH is that it must be community led, it must provide housing in perpetuity for local people and the community must have an ongoing involvement in its management. CBC is working with Action for Communities Cumbria as our delivery partner on this project because they are trusted by our communities and they are currently supporting 10 local groups to access this fund.

Copeland received 193k from the Government last year. The grants we give out are funding from this income and will deliver a range of project including local housing needs studies, land feasibility studies, regeneration capital work programmes and research projects in to innovative ways of bringing existing empty homes back into use. So far, we have committed 30% of the funding with grant applications in the pipeline, which would bring it up to 75% committed in the next few months. We are intending to write to the ministry to highlight the level of need in our district and make a special case for more funding to be released locally for Copeland to administer, rather than it be accessed via a national grant programme, which our small local groups would struggle to do.

**Disabled Facilities Grant**

The Council has had confirmation of the DFG allocation, distributed via Cumbria County Council, for the coming year. Copeland’s allocation is 662,402. In 17/18 we had 615k and so an uplift of around 47k.

Whilst the increase is welcome projections show we really need closer to 800k to meet growing demand just to deliver our statutory and mandatory duty. Whereas other districts are able to offer discretionary works Copeland’s focus mainly on mandatory work. This is because the demand is so high and the funding is taken up meeting that demand. Referrals have increased by almost 20% since 15/16 and the trend continues upwards. In addition, many of the customer live in the older Victorian stock, which is more costly to adapt and often need adapting sooner than new property types because of configuration.

Officers met with CCC recently, and we were supported by the Manger of the Occupational Therapy service, to request more funding. CCC are not at liberty to increase our pot beyond the standard uplift reflected above. It is based on a historical calculation but we hope for change in 2020 and we are working with other districts to scope that. In the meantime, Officers continue to seek additional funds at all levels, locally and nationally. Customer feedback remains positive. The Councils work in this area is vital to ensure our most vulnerable residents can remain safe and well at home and that people can come home from hospital as soon as possible thus assisting with the hospital discharge strategy.
**Planning Performance**

The council had one of the highest rates of planning application approval nationally in 2017/18, with over 98 per cent of applications received given the go-ahead.

It is also one of the top performing planning authorities for the speed in which it determines applications, and has successfully defended 80 per cent of appeals against its decisions in the last 12 months.

The council currently offers a pre-application service without any charge. The summary of achievements presented to councillors at the AGM shows:

- 100 per cent (13 out of 13) of ‘major’ planning applications, including large housing estates and office space, determined within a 13-week deadline (65 per cent target)
- 96 per cent (314 out of 326) of ‘minor’ and ‘other’ planning applications, including smaller housing estates, non-major office/retail space and domestic alterations, determined within an eight-week deadline (80 per cent target)
- 80 per cent (four out of five) planning appeals dismissed

**Welfare Reform**

The Council has entered into a further year of partnership with DWP and local voluntary and community sector providers under the Delivery Partnership Agreement. There has been a range of issues and learning from being one of the first areas for full service. We continue to focus on those residents most impacted by welfare reform through this and the resources it enables for digital and personal budgeting support for residents with complex issues. Our partnership on financial inclusion delivery with Copeland Citizens Advice and WEDCU, our local Credit Union, continues and we are working together to identify resources for a five year project to deliver support across Copeland including targeting areas of high child poverty. The Discretionary Housing Payment delivery for 2018/19 has received a large number of applications in its first couple of months.
Communities – Councillor Mark Holliday

Copeland Work & Skills Partnership

The Copeland Work and Skills programme continues to progress well and over-deliver against agreed funding targets:

<table>
<thead>
<tr>
<th>Workstream</th>
<th>Target (nos. of people to help by June 2019)</th>
<th>Output to date (May 2018)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Advice &amp; Guidance NVQ</td>
<td>6</td>
<td>14</td>
</tr>
<tr>
<td>Employer-led sector-based schemes</td>
<td>45</td>
<td>49</td>
</tr>
<tr>
<td>Employability Fund</td>
<td>45</td>
<td>48</td>
</tr>
<tr>
<td>Community based apprentices – area-based subsidy</td>
<td>10</td>
<td>15 starts (1 complete)</td>
</tr>
</tbody>
</table>

Running alongside the programme delivery, research has been undertaken by the Centre for Regional Economic Development (CRED) at the University of Cumbria to assess the impact of the Partnership, its programmes and opportunities for further interventions to fill gaps and target identified areas of need. CRED has produced a report that is being discussed with partners towards broadening the existing programme of support in Copeland; this has included a recent workshop with key employers from the nuclear industry and WC Mining with delivery partners towards identifying opportunities to improve collaborative delivery.

Bereavement Services Update

The Council, through the budget setting process, and Executive at its April meeting have approved the next phase of the Bereavement Services Investment Programme to deliver a new cremator and a development of the Crematorium. Relevant documents to support the project are in place and have allowed work to start gathering vital information that will be the foundation stone of the project. Rose Project Management have been appointed and are currently working on a feasibility study. An Architect is being procured. Fortnightly project meetings are in place as are monthly strategic meetings with project sponsor.

A previous phase of investment was the new music system (Wesley). This is now live and offers bereaved families the option of a holding image, montage of pictures, webcasting and USB recordings. With our Communications Team we have informed residents of the service and are also in the process of producing flyers that the Funeral Directors can hand out to relatives when they are arranging the funeral. The staff at the Crematorium are also on hand to show families examples of visual tributes and the Funeral Directors.

A linked phase of the development of Bereavement Services is installing a computer system, which will offer a booking system which will link to Wesley, allowing the full booking process...
to be completed by the Funeral Directors using one system, records of all the graves in our
grave yards, topple testing of the headstone etc.. Work is currently underway to procure
the best system to meet our needs now and also accommodate for additional modules as
the Bereavement Services develops.

The Nether Wasdale land offer for an extension agreed by Executive at the end of 2017 is in
process and we are amending our policy paperwork to ensure they are reflective of the
requirements for this extension and donation.

**Coastal Programme**

An expression of interest has been submitted to the Coastal Communities Fund towards
securing match funding to deliver a programme of improvements to Copeland’s coast. The
intention is to combine infrastructural improvements, including trails, river crossings and
signage, with new visitor attractions and activities to increase local use and tourism along
our coast. The scheme builds on our Coastal Economic Plans that were developed by our
north and south coastal teams, and create an opportunity for high profile events, as well as
year-round use and improved access.

The coastal programme has the potential to link into countywide initiatives to increase
access to the coastal corridor, linked to the recently reopened Carlisle airport and the
emerging Borderlands initiative and we are exploring this opportunity with partners.

**Recycling summary**

The new recycling service, which began collections on Monday 16 April, has proven to be
extremely successful with the majority of residents responding to the call for recycling. This
major change project, which has been two years in planning, has seen the amount of
material collected for recycling from the kerbside, increase from around 30 tonnes per week
prior to the new service to over 70 tonnes a week in the first 6 weeks. To put this into
context, more material has been collected in the first 6 weeks than was collected in a 3-
month period in past years.

We are coping with a huge volume of recyclables. In isolation, this would be a significant
challenge for the service. Like any major change project, there have been some teething
problems as the team get to grips with this new service and a completely new way of
working.

The new vehicles are loaded in a different way to the previous ones and are more
complicated to operate. Built in compaction equipment on the vehicles allows compaction
of card and plastic and metals on the move to ensure the vehicles are fully loaded and
operating efficiently.

We now collect 5 materials for recycling. We empty multiple containers (checking for non-
recyclables like pizza in boxes and black plastics at the same time) and leave them neatly
and in a suitable location, which can be time consuming. The vehicles are designed to be
self-emptying, each material has to be offloaded into a separate area at the transfer station and vehicles have to return to the weighbridge after each one is unloaded to ensure the correct weight is recorded for each material. This ensures the appropriate value is allocated to each for income.

The service was completely redesigned so teams are navigating new rounds.

The tonnage figures speak for themselves in terms of the projects success. The sheer volume of materials along with the challenges of all things new, has led to long working hours for operational teams. Many people will have seen their recycling collected well into the evening over the first few collections. This has meant that the vast majority of collections have been completed on the planned day. However working beyond the closing time of the transfer station (4pm) means that instead of starting the next day with an empty vehicle, the teams have to first head for the transfer station to off-load, delaying the next day’s work. We are grateful for the commitment of our colleagues in recycling in managing the transition and success of the service.

The Executive has approved a request for some additional support to enable an additional hired recycling vehicle and crew to provide much needed resilience for the service during this settling in period and through the summer.

**Leisure Developments**

Cleator Moor Bowls Centre is receiving some maintenance and upgrades including new showers to offer a gym and increased local fitness facilities. Consultation has been taking place with the bowls club located there in the winter months to ensure more effective sharing of space and time to offer increased health and fitness activities to meet local residents needs for affordable health and fitness.

The Executive have agreed to the business case and to progress the development activity to upgrade the Whitehaven Sports Centre. An application for funding will be made in July. The final design and procurement activity will be finalised over the next few months to ensure the full requirement and detail of the capital programme to enable this upgrade and redesign. The capital programme request is expected to be brought to Full Council for decision in September with a member briefing on the detail being planned in advance.

**The Beacon Museum- April / May**

Yearend visitor figures show just over 23 000 visitors have used the Beacon Museum during 2017/18. A number of these visitors many of whom are pass holders visited the Beacon Museum for exhibitions and events throughout the year. This figure represents a 6% dip from the previous year. This was anticipated from the delay to the completion of the Portal building works and the impact of this delay. Revenue from retail and events grew by 10% in line with our continued push to drive the commercial business.
Spring 2018

The Beacon Museum have had a spring season where bursts of footfall have been matched by periods where the very good/very bad weather has been a key factor in both attracting and keeping visitors away. A busy key Easter fortnight outperformed 2017 like for like, but was balanced out by the quieter periods in late April and early May. We are currently in a free Copeland pass period with a local Cumbrian exhibition on railways.

Spring Feature exhibition

Overall, the Spring feature exhibition *Pirates Pants and Wellyphants* was both well received and financially successful, turning a strong return during the 7 week run. 3,841 visitors attended the exhibition during this period, generating income from admissions, linked workshops and events and retail. Retail performed strongly also off the back of book sales. This exhibition received good media exposure and we received almost universally positive feedback.

Our other exhibition, Pirates began on 31 March and has also proven popular. It continues until 3 June alongside a self-made exhibition created in collaboration with local railway enthusiasts- titled Waggonways to Whitehaven.

Copeland Pass

We have been ensuring our pass activity, both Copeland and Beacon Pass, as a discretionary service of the Council is compliant with GDPR legislation. Our staff are currently working to renew 2000+ passes after the initial 1 year period of the pass. Off the back of an initial push in winter/spring 2017 when we had a rush of signups we are now seeing them expire in equal quantities and through our marketing and communications joint work with the Council’s communications team looking to ensure our visitor interest and database is maintained. We are encouraging community leaders and local groups and organisations to encourage local residents to renew or obtain a free Copeland Pass.

Summer programme and upcoming events

The museum team have been working on a programme of events based around the feature Brick Dinos exhibition

* Summer half term- Science shows

  - Family learning project with CCC
  - Rag rug crafting workshops
  - Oil painting workshops

* 9 June – 30 September- Brick Dinos feature exhibition
- Dino footprints activity trail

* 16-24 June- EVAN art trail residency + daily workshops

* Saturdays through summer- reptile discovery sessions

* 27-29 July- Dino Fest- festival alongside Taste Cumbria festival

* July-Sept (Preliminary) STEM Lego robots sessions – awaiting confirmation of funding.

**Room hire at the Beacon Portal**

Bookings are being made for the Beacon Portal and the venue hosted 4 schools sessions and 14 mini workshops for the Easter exhibition. We continue to build a commercial campaign to ensure the fantastic location and well-resourced facility is identified as value for money for the offer and well used.

The team are working to make inroads with a number of online booking facilitators who are using the venue more and more.

**Business Planning**

The Beacon is now in year 5 of its first five-year collaborative business plan. Delivery against the targets and development programme have been met and we continue with a creative and varied programme of activity and exhibitions to attract a wide local and external visitor interest. We are preparing our 2019 and 2020 exhibition programmes which include national collaborations, local interest and family focused feature exhibitions. A review is completing along with development work to inform and shape the next five-year business plan i.e. 2019-24. It is anticipated that this will be finalised by September 2018 to provide lead in for any new development and activity plans and stability for the workforce at the Beacon.

**Schools and Learning**

The Beacon is an award winning learning offer and we continue our work with schools across Copeland and Allerdale. A Council project is in planning for the 100 year recognition of the end of the Great War and the Beacon is working with schools, town councils and other partners and linking in to the national curriculum and local heritage as a core part of this. Further details will be released to members in the coming months.
Report of Overview and Scrutiny Committee

REPORT FROM: Overview and Scrutiny Committee
LEAD OFFICER: Julie Betteridge, Director of Customer and Community Services
REPORT AUTHOR: James Young, Scrutiny Officer

WHY HAS THIS REPORT COME TO THE COUNCIL?
This report has come to the Council to consider the Overview and Scrutiny Annual Report for 2017-2018.

RECOMMENDATIONS:
The Council are recommended to:

(a) Note and comment on the Overview and Scrutiny Committee Annual Report 2017-2018.

(a) The Overview and Scrutiny Committee Annual Report 2017-2018 has been created to highlight the achievements of the Committee from May 2017 until April 2018. The Council are invited to review and comment on the report.

Appendices:

Overview and Scrutiny
Annual Report 2017-2018
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Chair’s Forward

I have the privilege of being the Chair of Copeland Borough Council’s Overview and Scrutiny Committee. The Committee has the great responsibility of ensuring that the actions and decisions made by Council and the Executive are examined, scrutinised and challenged in a constructive and productive manner.

An example of this was brought to our attention when the Executive, acting through the Mayor, acted beyond their powers in a matter relating to Chief Officers and was a non-executive function. This matter was considered by the Committee and Full Council to regularise the situation. By being alert the Committee were able to keep the Council on the right tracks.

As Chair of Overview and Scrutiny (OSC), it has been my intention for the Committee to provide more ‘overview’ than ‘scrutiny’ and so working with the Council and its Executive to overview policy changes and the implementation of those changes.

This report shall highlight some of the achievements of the Committee in the 2017-18 municipal year but I wish to personally highlight some work that has been done this year.

Firstly, I’d like to thank Cllr Keith Hitchen who stepped down as Deputy Chair this year. Cllr Hitchen contributed much to the Committee and its effectiveness and was replaced by Cllr Felicity Wilson. Myself and Cllr Wilson work very well together as the Chair and Deputy Chair.

At the Councils Annual General Meeting, there was a change in membership of the Committee. Cllr Peter Tyson stood down and was replaced by Cllr Jackie Bowman, my thanks go to Peter for his contribution during his tenure and I am sure Jackie will be an asset to the working of the committee.

I would like to thank the members of the Strategic Housing Panel that was abolished by OSC this year and in particular the Panel’s Chair Cllr Jones-Bulman. All strategic housing issues shall now be considered by the full Overview and Scrutiny Committee.
The Overview and Scrutiny Performance Sub-Committee, under their Chair Cllr Anne Bradshaw, has done sterling work this year. The devastating cyber-attack in August 2017 hampered the Sub-Committee’s work as finance and performance reports were delayed but I hope that these issues will be resolved soon so the Sub-Committee can continue their crucial work of monitoring the Council’s performance.

We also made the decision to involve all Members of the Council in our Task and Finish groups this year. This has always been the case but it was not always communicated effectively to those Members of the Council who were not already involved in the Overview and Scrutiny Committee. Cllr Andy Pratt was the first member not on the OSC to chair a Task and Finish group and the group created the Unacceptable Behaviour Policy.

A key piece of work done was by the Recycling Task and Finish group chaired by Cllr Neil Ferguson. The group did a very long and detailed investigation and made recommendations to the Executive on the new recycling service. Although a number of the recommendations were rejected by the Executive (which they have the right to do) the work they did was very thorough and was welcomed by the Executive.

We are about to embark on a very exciting journey in the development of effective scrutiny for local government. The Government are in the process of strengthening and increasing the prominence and impact of overview and scrutiny in local government and, to ensure that the Council is ahead of the curve, meetings are being arranged between OSC and the Executive to implement these changes and formalise the relationship between us.

After pressure from the Committee the Executive have appointed a full-time Scrutiny Officer to service the Committee. The Committee welcomed the appointment of James Young to the post and I know that he will bring with him a fresh perspective to the work of the Committee and energise our performance.

Finally, I would like to thank all members of the Overview and Scrutiny Committee for their hard work this year and all Councillors who have helped us in our activities. We have much work to do in the next year and I look forward with relish to the challenges ahead.

Cllr. Raymond Gill
Chair of Copeland Borough Council Overview and Scrutiny Committee
1.0 Introduction

1.1 Welcome to the 2017-18 Annual Report on the overview and scrutiny function of Copeland Borough Council (CBC). This report will detail the work of the Overview and Scrutiny Committee (OSC), the Overview and Scrutiny Performance Sub-Committee and task & finish groups.

1.2 Scrutiny is one of the main checks and balances to the power of the Executive. The key roles of the Overview and Scrutiny Committee are:

- **Ensuring the Executive is accountable;** this enables more transparent and effective decision making. This includes the power to ‘call-in’ a decision made by the Executive that has not yet been implemented.
- **Reviewing and developing policies;** the Committee supports the development of effective policies and initiatives through policy review and development.
- **Ensuring the continuous improvement of Council Services;** receiving quarterly performance and finance reports to ensure that the Council is performing to the best of its abilities for its residents.

1.3 Over this year, we have had fourteen full Overview and Scrutiny Committee meetings, four meetings of the Overview and Scrutiny Committee Performance Sub-Committee, three meetings to consider Call-Ins and twenty meetings of Task and Finish groups.

1.4 In 2017-18 the members of the Copeland Borough Council Overview and Scrutiny Committee were:

- Cllr Raymond Gill (Chair)
- Cllr Felicity Wilson (Deputy Chair)
- Cllr Keith Hitchen
- Cllr Neil Ferguson
- Cllr Anne Bradshaw
- Cllr Hugh Branney
- Cllr Yvonne Clarkson
- Cllr Peter Tyson
- Cllr Sam Pollen
- Cllr Carla Arrighi
- Cllr Brian O’Kane
- Cllr Jeanette Forster
- Cllr Sam Meteer
2.0 **2017-2018 Highlights**

2.1 **Recycling Task and Finish Group**

2.1.1 Task & Finish Group Chair: Cllr Neil Ferguson.

2.1.2 Membership of Task & Finish Group: Councillors Neil Ferguson, Ray Gill, Hugh Branney, Keith Hitchen, Brian O’Kane, Sam Pollen, Anne Bradshaw, John Bowman, Jeanette Forster, Carla Arrighi.

2.1.3 The Overview and Scrutiny Committee started a project in support of the new recycling scheme due for implementation in April 2018. The Task & Finish group were asked to make recommendations in support of an achievable and effective communications campaign and to recommend suitable receptacles for use in the new recycling service.

2.1.4 The group met five times and had presentations from the Waste and Resources Action Plan (WRAP) and a practical demonstration from a team of Waste Operatives to show how the new system will work. The group carried out a substantial amount of research to ensure that they looked at all options that were available to them. After a business case was done for the chosen receptacle the Executive thanked the OSC for their hard work but opted for receptacles that did not require the substantial investment that the recommended ones did. The group had a positive impact on the Communications plan highlighting the need for member involvement to their local communities.

2.1.5 Janice Carrol, the Waste and Enforcement Manager for CBC, said “Working with the OSC task and finish group helped to raise the profile of recycling. The group recognised the need for a significant change of attitudes towards waste and acknowledged the need for a strong and sustained education and awareness campaign. The work carried out within the group has underpinned the current communications campaign for the new recycling service”
2.2 Disabled Facilities Grants (DFG) Task and Finish Group

2.2.1 Chair of Task & Finish Group: Cllr Anne Bradshaw.

2.2.2 Membership of Task & Finish Group: Councillors Anne Bradshaw, Hugh Branney and John Bowman.

2.2.3 For the second successive year the Overview and Scrutiny Committee has monitored the progress of Disabled Facilities Grants. The process was very thorough covering all stages and elements of the service. Two key areas became a point of focus for discussion at the meeting:

1) The fundamental and critical role of the Occupational Therapy Team, recent changes and the link with effective service delivery.

2) The ongoing government capital grant funding restraints and the increasing levels of demand and cost (due to factors including an ageing population with more complex and multiple health needs than is apparent in other districts and Victorian built stock within the town centres, where much of the demand falls, which is costly to adapt).

2.2.4 As a result of detailed discussions, several actions were suggested by members which have helped address challenges. For example, a leaflet is now in development which we will use with Occupational Therapists (especially those new to the service) explaining the difference between mandatory and discretionary adaptations and the associated budget availability, plus other options they might consider helping the disabled person. Reassurance was given to members that DFG budgets would be a priority for the Council during the budget setting process. Since the Task & Finish group completed their work, the Director of Customer and Community has secured a further £57,000 from Government when additional funding was offered.

2.2.5 The Strategic Housing and Social Inclusion Manager said of the process “I found the Members to be supportive and knowledgeable about the subject and the challenges Officers face. The process felt quite unified with staff and Members seeking solutions to challenges rather than being problem focused or critical”.

2.3 Budget Consultation Questionnaire

2.3.1 The Overview and Scrutiny Committee met twice with Julie Betteridge and Andrew Clarke, representing the Communications team, to help formulate the questions for the budget consultation document.
2.3.2 The first meeting involved the committee members discussing and devising the questions, and three days later, the second meeting was to review and finalise the questions once drafted. Both meetings were extremely productive and resulted in a wide-ranging set of questions being agreed that were then put to the Executive for consideration. The Communications team also took on board other comments and suggestions from the committee that pertained to the layout of the consultation document and the consultation process as a whole.

2.3.3 The consultation document attracted 125 responses from the public, an increase of around 50 from the previous year.

2.4 **2018-2019 Budget Proposals**

2.4.1 The Overview and Scrutiny Committee were given specialist training in financial scrutiny on 1st November 2017 in preparation for their scrutiny of the 2018-2019 budget proposals.

2.4.2 The Mayor presented his third budget to the OSC in January 2018. The Committee scrutinised the proposals in depth and raised thirty-nine questions. These questions were answered in depth by the Executive and this contributed to the 2018-19 budget being agreed unanimously by Council.

2.5 **Unacceptable Behaviour Policy Task & Finish Group**

2.5.1 Chair of Task & Finish Group: Cllr Andy Pratt

2.5.2 Membership of Task & Finish Group: Councillors Andy Pratt, Jackie Bowman, Anne Bradshaw, John Bowman, Jean Lewthwaite, Gwynneth Everett, Yvonne Clarkson, Ged McGrath and Jeanette Forster.

2.5.3 The Director of Customer and Community Services asked the Overview and Scrutiny Committee to form a Task & Finish group to create an Unacceptable Behaviour Policy for the Council. The policy was to be created to provide a policy that would enable Council staff and elected members to manage unacceptable behaviour from customers, stakeholders and members of the public.
2.5.4 The group interviewed fourteen Council departments where witnesses gave evidence on what unacceptable behaviour they have witnessed and ideas on what the policy and procedure should include.

2.5.5 As a result of concerns raised by witnesses the Cautionary Register Policy has been redesigned by the Council to help further protect employees and elected members.

2.5.6 The policy and procedure were consulted on with the Audit and Governance Committee, the Corporate Leadership Team, Trade Unions and was approved by Council on 8th May 2018. When the Policy was approved at Council the Mayor said that if the policy was in place twelve months ago it could have saved Copeland around £150,000 when taking into account time and resources lost when dealing with unacceptable behaviour.

2.5.7 A report was considered by the Executive that had eleven recommendations. These recommendations were created from suggestions by witnesses during their interviews with the Task & Finish group. All the recommendations were accepted.

2.6 Overview and Scrutiny Performance Sub-Committee

2.6.1 The Overview and Scrutiny Performance Sub-Committee is tasked with scrutinising the quarterly Financial and Performance Management reports produced by the Council.

2.6.2 The Sub-Committee is chaired by Cllr Anne Bradshaw and is comprised of Councillors Keith Hitchen, Sam Meteer, Jeanette Forster and Peter Tyson. Councillor Carla Arrighi was added to the Sub-Committee when the Overview and Scrutiny Committee increased its membership this municipal year.

3.0 Other Work

3.1 House of Commons Communities and Local Government Committee, Effectiveness of Local Overview and Scrutiny Committees Report - The first report from the House of Commons and Local Government Committee was presented to the Committee. The Committee analysed the recommendations and produced a report that identified seven area that could improve the scrutiny function of the Council, for example increasing the amount of reports from OSC presented to Council to increase the visibility of scrutiny. This report was presented to the Executive and accepted. These recommendations will be implemented at the beginning of the 2018-19 municipal year.

3.2 Strategic Housing Panel – The Strategic Housing Panel was created in 2016 and met quarterly to scrutinise all housing matters that the Council are responsible for. After several meetings were not quorate the Panel recommended that it be disbanded and the responsibility of scrutinising Strategic Housing Services be returned to the Overview and Scrutiny Committee. This was approved, and the Strategic Housing Panel was disbanded by Council at its meeting on 12th September 2017.
3.3 **Call-Ins** – The OSC received four Call-Ins this year on Recycling, Chief Officer Roles and the Parks and Open Spaces Re-Organisation twice. The Committee judged if these were valid call-ins and several recommendations were made and passed to the Executive.

3.4 **Review of the Support Services Review** – The Support Service Review was implemented in the first quarter of 2017 and a review of the new structure was brought to OSC in December 2017. The review of the Support Service Review was scrutinised by the Committee. Several changes had been made and the Committee supported them all drawing attention to the decision to increase the Scrutiny Officer role from part-time to full-time as a highlight.

3.5 **Constitution Task & Finish Group** – The Constitution Task & Finish Group met a total of three times. Due to Council being in the process of appointing a Constitution Working group, and not wanting to duplicate any work, the group was disbanded by the Overview and Scrutiny Committee in April 2018.

3.6 **Members ICT Review Task and Finish Group** – A Task and Finish group was established to analyse the paperless agenda at the Council. During the preliminary meetings of the group it was decided that the scope was too broad and instead the group would scrutinise the Member’s ICT. The group decided to postpone the work of the Member’s ICT Review Task and Finish group until after the members ICT equipment has been returned.

3.7 **Pride of Place Task and Finish Group** - The Economic Development department presented their update to the OSC on the Pride of Place building grant scheme. The Committee formed a Task and Finish group to scrutinise the document and make recommendations that were passed to the Executive. The group also analysed the proposals for the Public Realms aspect of the scheme and gave feedback to the department.

4.0 **Conclusions and Next Steps**

4.1 The Overview and Scrutiny Committee has had a positive impact on the Community and the Council it serves through its 2016-17 Work Programme. The Committee are excited for the challenges ahead.

4.2 The Committee encourages all members of the Council to partake in task and finish groups. Doing this shall enable Scrutiny to utilise the myriad skills, abilities and experience that our Council possess.

4.3 The recommendations from the House of Commons Communities and Local Government report will be implemented this year such as reporting to Council quarterly, working closer with local universities and mandatory training of Scrutiny members.
4.4 The work programme for the coming year contains interesting topics which could make a difference to the communities and Council that the Overview and Scrutiny Committee serves. Topics such as social isolation, child poverty and the living wage have potential to positively impact Copeland. If any members wish to raise other topics for the Overview and Scrutiny Committee work programme please contact the Scrutiny Officer.

**Scrutiny Contact Details**

**James Young**  
Scrutiny Officer  
01946 598375  
[Scrutiny@Copeland.gov.uk](mailto:Scrutiny@Copeland.gov.uk)
OUTSIDE BODIES ANNUAL REPORT

EXECUTIVE MEMBER: Councillor David Moore
LEAD OFFICER: Julie Betteridge, Executive Director Operations
REPORT AUTHOR: Julie Betteridge

SUMMARY:

This report provides copies and an analysis and overview of the annual reports received by Council Members representing the Council in 2017/18 on Outside Bodies.

RECOMMENDATIONS:

That the report be noted.

1. INTRODUCTION

1.1 The outside bodies representation list is reviewed and agreed annually by Full Council. The list includes for both outside body representation and Member thematic champions and for 2017/18 is reproduced at Appendix C. This report relates to representation for the 2017/18 year.

1.2 Members formally allocated to outside body representation are expected to provide an annual feedback report. Each year it is acknowledged that members have been active in their outside bodies and are using existing mechanisms, mainly linked officers, to feed any actions or issues into the council. Attendance in past years has consistently been over 50% with over three quarters of members providing an annual report in 2016/17. In 2016/17, this committee recommended to Full Council that this obligation for annual reporting should be re-stated at Full Council. The Member Champions currently have the choice of using the annual feedback form to let all members know what they have been actively engaged with during the year.

1.3 Members representing the Council on outside bodies have a responsibility to report back actions, issues and risk to ensure required activity is undertaken by the Council and any necessary concerns and mitigation is considered appropriate action taken. A standard summary feedback form template is in place for member representatives to use following a meeting which can then be circulated
to the relevant officers and members for follow up information, communication and action.

2. FEEDBACK RECEIVED

2.1 The responses from outside body member representatives are fully reproduced in Appendix A and B. This includes 21 member representatives, % of outside bodies on the list, and 2 Member Champions. As was evidenced in last year’s responses, Members have been active in their outside bodies during the past year. They continue to work with officers and use existing mechanisms, including circulating notes and minutes of meetings attended to feed issues into the Council. As highlighted last year, a good proportion of the outside bodies publish their papers which are available to Members and Staff to access such as Copeland Community Fund and the Lake District National Park.

2.2 A number of key partnerships are reported on through the Portfolio reports to Full Council and using the quarterly performance reporting framework. The latter is part of the performance sub-committee activity.

2.3 A number of members are using the summary feedback form after meetings, Other members are sending information to go in the members weekly update. An example is provided in Appendix D from the Heritage Champion. The main feedback focus is on action, issues and potential risks for the Council to be aware of or respond to. Minimal risks have been identified in the members feedback from outside bodies, the Champions report back has included a range of risks relating to reputation, partnership working and focus of attention on the issues. Please see appendix A and B for specific comments on risk and issues highlighted. A good 90% of reports identified that there were no direct risks for the Council from the outside body representation and actions.

2.5 The review invites further comments and these include:

- Keenness to generate opportunities for more media coverage in 2018/19
- Encourage members to attend briefings and events
- Need to continue our commitment to domestic abuse and sexual exploitation partnership working
- There are clashes with other meetings
- Positive feedback relating to the Council’s apprenticeship programme and the young people engaged with this. Expect another good year for engagement in 2018/19.

2.6 Two theme Champions have reported on their annual activities: Youth and Homelessness. This annual reporting is not obligatory and those received are reproduced at Appendix B. Champions do use opportunities throughout the year
to report through our standard communications mechanisms on issues and activities. Some Champions take the opportunity to meet with staff regularly, eg monthly, others are active members of partnerships and linked initiatives.

3. CONCLUSIONS

3.1 The purpose of the annual review report is to ensure members are able at least once a year to reflect and report on their activity highlighting any issues. No review report received has asked for a review of the representation to the outside body so all outside bodies have continued and been allocated for 2017/18.

3.2 In summary, the annual reporting for 2017/18 has been at nearly 60%, less than the 80% response from the previous year. The vast majority of representatives are attending very regularly. The use of feedback mechanisms vary and representatives have access to weekly member briefings to get relevant information circulated to other members. As reflected last year, officer attendance does assist with ensuring that actions, issues and risks get fed in directly. The conclusion last year was that the use of summary feedback forms is inconsistent and this remains the case. OSC may wish to take a view on this.

3.3 This report is provided to OSC for consideration and comment. Any comment will be circulated to all members via the OSC minutes distribution or recommendations from OSC taken to the next full council meeting in June 2018.

List of Appendices

Appendix A – Outside Bodies Feedback Forms received
Appendix B – Member Champion Feedback Forms received
Appendix C - Agreed Outside Bodies List 2017/18
Appendix D - Example of champion communication feedback

List of Background Documents:
Previous Reports, Forms received.
Appendix B  2017/18 – Member Champion Annual Feedback Received

Members on Outside Bodies
Annual Review Feedback Form 2017/18

Name of Councillor(s):  Hugh Branney

Name of Outside Body:  Young People’s Champion

Frequency of meetings:
Number of meetings attended in 2017/18:
Reporting activities undertaken in 2017/18:

Engaged with highlighting issues generally across my roles for the Council rather than attending specific meetings.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18?:

Maintaining links with key projects including Inspira, Foyer. Encouraging leisure contract to engage with young people’s requirement for facilities as part of consultation activity on Cleator Moor Bowls Centre and Whitehaven Sports Centre.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18?:

No

Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs:  N/A
If yes, how does this happen

Do you have any further comments or issues to be carried forward into 2018/19?

Positive feedback relating to the Council’s apprenticeship programme and the young people engaged with this. Expect another good year for engagement in 2018/19.
Will stay engaged with GLL updates and redesigns to ensure young people’s agendas are picked up.
Appendix C  2017/18 – Outside Bodies List

COPELAND BOROUGH COUNCIL
Members on Outside Bodies
Annual Feedback Form 2017/18

<table>
<thead>
<tr>
<th>Name of Councillor(s):</th>
<th>Cllr Sam Pollen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Outside Body:</td>
<td>Homelessness Champion - meeting with the team and service providers.</td>
</tr>
<tr>
<td>Frequency of meetings:</td>
<td>Every two months with the Housing Team and ** with Calderwood</td>
</tr>
<tr>
<td>Number of meetings attended in 2017/18:</td>
<td>4 with Housing Team &amp; ** with service providers (inc Calderwood meetings and events and meeting with WCT)</td>
</tr>
</tbody>
</table>

Reporting activities undertaken in 2017/18 including type and where feedback given:

- Developed and agreed Homeless Champion Role Profile
- Agreed schedule of meetings for year ahead with Housing Team
- Attended CBL Policy Review Event in Sept 17
- Attended Copeland Housing Partnership event in Oct 17
- Attended “Housing Providers and Vulnerable Customers” discussion in Nov 17
- Develop relationship with Time to Change and Supported Calderwood events throughout the year
- Hosted special briefing on Homelessness Reduction Act to Full Council for members in Feb 18
- Raised profile of homelessness externally in the Borough through supporting events and generating press coverage eg Calderwood litter pics and funding events
- Understood impact of HRA on resources for the council and supported team proposals to meet resources needs and utilise additional Govt funding
- Championed the work of the team, its importance and success to members of council
Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

The key risk is related to the Introduction of the HRA and ensuring the Council and its staff were fully informed prepared and properly resourced to meeting its new statutory duties under the new Act.

Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  
Yes / No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

- Keen to generate opportunities for more media coverage in 18/19 so that people understand the service we offer and the good work we do with homeless people, especially preventing it

- Need to continue our commitment to Domestic Abuse and sexual exploitation and work in partnership to provide a more streamlined services to those experiencing it

- Would like to see encourage better attendance from other members at special events (sadly only 6 members attended the previous briefing)

- Recognise that we have a core of challenging customers (criminal background, drug use, asb etc) for whom our current accommodation offer
## Appendix C 2017/18 Outside Bodies List

### OUTSIDE BODIES 2017/18

<table>
<thead>
<tr>
<th></th>
<th>Outside Body / Partnership</th>
<th>Member representative</th>
<th>Corporate Strategy Alignment</th>
<th>Annual Report received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copeland Community Fund</td>
<td>Mayor, Mike Starkie and Portfolio Holder for Nuclear and Corporate Services, Councillor David Moore. Reserves: Councillor Lena Hogg for Mike Starkie Councillor Keith Hitchen for Councillor David Moore</td>
<td>All Ambitions</td>
<td>Yes x2</td>
</tr>
<tr>
<td>2</td>
<td>Greenwich Leisure Limited Board - Copeland</td>
<td>Councillors David Riley and John Dirom</td>
<td>Ambition 3</td>
<td>Yes</td>
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<tr>
<td>3</td>
<td>Copeland Partnership</td>
<td>Mayor, Mike Starkie, and open to all Members</td>
<td>All Ambitions</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Howgate and Distington Partnership</td>
<td>All in Partnership area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>NE Copeland - NE Locality Partnership</td>
<td>All in Partnership area</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>West Locality Partnership</td>
<td>All in Partnership area</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mid Copeland Partnership</td>
<td>All in Partnership area</td>
<td></td>
<td></td>
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<tr>
<td>8</td>
<td>Whitehaven Partnership</td>
<td>All in Partnership area</td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>South Copeland Partnership</td>
<td>All in Partnership area</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>3 Tier Quarterly Meetings</strong></td>
<td><strong>Open to all members to attend</strong></td>
<td><strong>All Ambitions</strong></td>
<td></td>
</tr>
<tr>
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<td></td>
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<tr>
<td>10</td>
<td>West Cumbria Community Safety Partnership</td>
<td>Portfolio Holder (delegated to Councillor Linda Jones Bulman)</td>
<td>Ambition 1, 3 and 4</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>West Cumbria Site Stakeholder Group (WCSSG)</td>
<td>Mayor, Councillors Ray Gill and Fee Wilson</td>
<td>Ambition 1 and 3</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>WCSSG LLWR</td>
<td>Councillors Jackie Bowman; Alan Jacob and Graham Sunderland</td>
<td>Ambition 1 and 3</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>WCSSG Spent Fuel Management and Nuclear Materials</td>
<td>Councillors John Kane; Alistair Norwood and Charles Maudling</td>
<td>Ambition 1 and 3</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>WCSSG Risk and Hazard Reduction and Waste Management Working Group</td>
<td>Councillors David Banks; Felicity Wilson and Andy Pratt</td>
<td>Ambition 1 and 3</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>WCSSG Environmental Health</td>
<td>Councillors John Bowman and Alistair Norwood</td>
<td>Ambition 1 and 3</td>
<td></td>
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<tr>
<td>17</td>
<td>WCSSG Emergency Planning</td>
<td>Councillor Felicity Wilson</td>
<td>Ambition 1 and 3</td>
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<tr>
<td>18</td>
<td>Cumbria Community Foundation – West Cumbria Grants Panel</td>
<td>Councillor John Kane Councillor Keith Hitchen</td>
<td>Ambition 1 and 3</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>West Cumbria Cycleway Partnership</td>
<td>Councillor Graham Sunderland</td>
<td>Ambition 1 and 3</td>
<td></td>
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<tr>
<td>22</td>
<td>Cumbria LEP</td>
<td>Mayor, Mark Starkie, West Cumbria representative – shared on 2 year cycle with Allerdale Borough Council</td>
<td>All Ambitions</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Organisation</td>
<td>Leader/Holder</td>
<td>Ambitions</td>
<td>Engagement</td>
</tr>
<tr>
<td>-----</td>
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<td>---------------------------------------------------</td>
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<tr>
<td>23</td>
<td>Cumbria Leadership Board</td>
<td>Mayor, Mike Starkie</td>
<td>All Ambitions</td>
<td>Yes</td>
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<tr>
<td>24</td>
<td>Joint District Leaders Board</td>
<td>Mayor, Mike Starkie</td>
<td>All Ambitions</td>
<td>Yes</td>
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<tr>
<td>25</td>
<td>Cumbria Housing Group</td>
<td>Portfolio Holder for Economic Growth</td>
<td>All Ambitions</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>West Cumberland Hospital Stakeholder Group</td>
<td>Mayor, Mike Starkie</td>
<td>Ambition 1 and 3</td>
<td></td>
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<tr>
<td>27</td>
<td>Cumbria Public Health Alliance</td>
<td>Portfolio Holder</td>
<td>All Ambitions</td>
<td></td>
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<tr>
<td>28</td>
<td>Cumbria Health &amp; Wellbeing Scrutiny Committee</td>
<td>Chair of CBC OSC</td>
<td>All Ambitions</td>
<td>Yes</td>
</tr>
<tr>
<td>29</td>
<td>Cumbria Waste Partnership</td>
<td>Portfolio Holder</td>
<td>All Ambitions</td>
<td></td>
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<tr>
<td>30</td>
<td>Lake District National Parks Authority</td>
<td>Councillor Hugh Branney</td>
<td>Ambition 3 and 4</td>
<td>Yes</td>
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<tr>
<td>31</td>
<td>LDNP Partnership</td>
<td>Councillor Keith Hitchen</td>
<td>Ambition 1, 3 and 4</td>
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<tr>
<td>32</td>
<td>PCC Panel</td>
<td>Councillor Graham Sunderland</td>
<td>Ambition 1, 3 and 4</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Connecting Cumbria</td>
<td>Councillor John Bowman</td>
<td>All ambitions</td>
<td>Yes</td>
</tr>
<tr>
<td>34</td>
<td>Pensions Forum</td>
<td>Councillor Gillian Troughton</td>
<td>Ambition 4</td>
<td></td>
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<tr>
<td>35</td>
<td>Cumbria Nature Partnership</td>
<td>Councillor Hugh Branney</td>
<td>Ambition 1 and 3</td>
<td>Yes</td>
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<tr>
<td>36</td>
<td>Cumbria Community Foundation Board</td>
<td>No representative</td>
<td>Ambition 1 and 3</td>
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<tr>
<td>37</td>
<td>North West Employers Organisations</td>
<td>Councillor John Bowman</td>
<td>Ambition 3 and 4</td>
<td>Yes</td>
</tr>
<tr>
<td>38</td>
<td>Nuleaf</td>
<td>Portfolio Holder for Nuclear</td>
<td>All ambitions</td>
<td></td>
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<tr>
<td>39</td>
<td>The Alliance</td>
<td>Councillor Ray Gill</td>
<td>Ambition 1, 2 and 3</td>
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<tr>
<td></td>
<td>Champion Area</td>
<td>Champion Name</td>
<td>Ambition(s)</td>
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<tr>
<td>40</td>
<td>Armed Forces Champion</td>
<td>Councillor Allan Forster</td>
<td>Ambition 3</td>
<td></td>
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<tr>
<td>41</td>
<td>Conservation Champion</td>
<td>Councillor Mike McVeigh</td>
<td>All ambitions</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Equalities Champion</td>
<td>Councillor Anne Bradshaw</td>
<td>All Ambitions</td>
<td></td>
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<tr>
<td>43</td>
<td>Safeguarding Champion</td>
<td>Councillor Anne Bradshaw</td>
<td>All ambitions</td>
<td></td>
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<tr>
<td>44</td>
<td>Homeless Champion</td>
<td>Councillor Sam Pollen</td>
<td>Ambition 1, 3 and 4</td>
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<tr>
<td>45</td>
<td>Voluntary and Community Sector</td>
<td>Portfolio Holder</td>
<td>All ambitions</td>
<td></td>
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<tr>
<td>46</td>
<td>ASB Champion</td>
<td>Councillor Jeanette Forster</td>
<td>Ambition 1, 3 and 4</td>
<td></td>
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<tr>
<td>47</td>
<td>Young Peoples Champion</td>
<td>Councillor Hugh Branney</td>
<td>All ambitions</td>
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<td>48</td>
<td>Older Persons Champion</td>
<td>Vacancy Councillor Jean Lewthwaite</td>
<td>All Ambitions</td>
<td></td>
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<tr>
<td>49</td>
<td>SME Champion</td>
<td>Councillors Doug Wilson and Gillian Troughton to share North and South</td>
<td>Ambition 1, 2 and 4</td>
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<tr>
<td>50</td>
<td>Democracy and Engagement Champion</td>
<td>Councilor Andy Pratt</td>
<td>Ambition 3 and 4</td>
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<tr>
<td>51</td>
<td>Health and Wellbeing Champion</td>
<td>Portfolio Holder</td>
<td>All ambitions</td>
<td></td>
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<tr>
<td>52</td>
<td>Whitehaven Maternity Trust</td>
<td>Councillors Jeanette Forster, Mark Holliday &amp; Carla Arrighi</td>
<td>Ambition 3</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Pipers Educational Trust</td>
<td>Councillor Brian O’Kane</td>
<td>Ambition 3</td>
<td></td>
</tr>
</tbody>
</table>
Appendix D 2017/18 Example of Champion feedback

From: Cllr Michael McVeigh
Sent: 14 May 2018 17:35
Subject: World Heritage Status.

Had the pleasure to attending "What can we do with World Heritage Status" ?Held at the University of Cumbria Campus Ambleside. Friday 11th May.
The gathering was under the auspices of ACT. Action with communities in Cumbria. Guests primarily from The Lake District National Park Partnership.
Programme was speakers from some of the relevant groups with interest of , Living, Working, Business, Academia, and Council member's from Authority's with vested interest in the way forward from a National park perspective now it has World Heritage Status.
Fran Richardson from Act Chair of meeting.
Eric Barker giving insight of the Journey getting the Status from Unesco nomination in 2011 through to 2017 acceptance , 1000 plus other unique sites world wide.
Outstanding significance.
Presentations from members groups on the Challenges and Opportunities of WHS sites.
Paul Armstrong Head of Enterprise and Innovation University of Cumbria giving interesting presentation on opportunity for Academia make its mark and grasp chances for young people working within the site.
Jim Webster Chair of Cumbria Rural Panel, Member of the Farmer Network and LDNPP post CAP reform group. Farming community a lot of Challenges and Opportunity possibly.

Nick Lancaster, Langdale Leisure Ltd and chair of LDNPP Business Task Force , another very interesting presentation,
We as Borough councillors living working on the Fringes , Border, had a much different perspective of the new status and it was never better highlighted at a planning application recently for an application on the immediate border of the Park and the objection given from "A friend of the Lake district national park" The objector gave every reason why the application should not be given permission, ignoring completely the fact we are working under government edict of The National Planning Policy Forum which states we must presume in Favour unless extenuating circumstance dictate differently, in this instance they didn't and after two visits it was given permission, the point is those with interests in the National park must remember we have a Border line and it doesn't go 500 meters in as a buffer zone.
Of course as an Authority we wish to work with the LDNPA Planners but equally they must recognize we have Growth plans often running close to the park and sure they will do that.

It was good seeing three other councillors from Copeland taking part in the discussion’s, One Borough and two town councillors. Upwards and Onwards.
COPELAND BOROUGH COUNCIL
Members on Outside Bodies
Annual Feedback Form 2017/18

Name of Councillor(s):  

Name of Outside Body:  

Frequency of meetings:  
Number of meetings attended in 2017/18: 2 MEETINGS

Reporting activities undertaken in 2017/18 including type and where feedback given:

I HAVE ATTENDED TWO MEETINGS IN THE 17/18 PERIOD AND PROVIDED FEEDBACK WHEN NECESSARY

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

APPROPRIATE SPEAKERS AND INFORMATION FOR THE MEETING AGENDAS.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

NO
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  
Yes / No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

OCCASIONALLY THE MEETINGS CLASH WITH OTHER COMMITMENTS.

In your opinion should the Council continue to have member representation on this outside body  
Yes / No

Please use this space to provide any comment on your position:

Signed:  
Dated: 5th May 2018
COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): JACKIE BOLOMAN

Name of Outside Body: LLWR CDF Consultation

Frequency of meetings: QUARTERLY

Number of meetings attended in 2017/18: 2 (ONE BEING CDF CONSULTATION)

Reporting activities undertaken in 2017/18 including type and where feedback given:

MINUTES OF MEETINGS SUPPLIED
WHEN I CANNOT ATTEND I GIVE COMMENTS AND ASK QUESTIONS VIA E-MAIL.

CONTRIBUTION TO LLWR CDF CONSULTATION RESPONSE

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

FULL INFORMATION ON PROCESS AND RUNNING OF THE SITE INCLUDING SAFETY, ENVIRONMENTAL REPORTS AND FUTURE PLANNING.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

NO
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  

**YES / NO**

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

```
THE ABILITY TO ATTEND IS AFFECTED BY THE CLASH WITH PLANNING PANEL. BUT THERE ARE TWO OTHER REPRESENTATIVES ON THE COMMITTEE.
```

In your opinion should the Council continue to have member representation on this outside body  

**YES / NO**

Please use this space to provide any comment on your position:

Signed:  

Dated: 18th May 2018
COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): **JOHN W BOWMAN**

Name of Outside Body: **HOUGATE & DISTING TRN PARTNERSHIP**

Frequency of meetings: **QUARTERLY**

Number of meetings attended in 2017/18: **2**

Reporting activities undertaken in 2017/18 including type and where feedback given:

**TWO MEETINGS 17/18 AND I ALSO FEEDBACK TO THE PARTNERSHIP WHEN I CAN'T ATTEND.**

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

**THERE ARE ACCURATE MINUTES AND A WIDE RANGE OF SPEAKERS THAT ATTEND ALL MEETINGS. THE SPEAKERS ARE RELEVANT TO CURRENT ISSUES.**

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

**No**
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs: Yes / No.

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

There are clashes with other meetings. I try my best to attend and contribute in all meetings.

In your opinion should the Council continue to have member representation on this outside body: Yes / No.

Please use this space to provide any comment on your position:

Signed: [Signature]

Dated: 18 May '18
COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): John W Bowman

Name of Outside Body: WCSEG Environmental Health

Frequency of meetings: Annual
Number of meetings attended in 2017/18: 2

Reporting activities undertaken in 2017/18 including type and where feedback given:

TWO MEETINGS IN 2017/18.
I GET EMAILS FROM THE SECRETARY OF WCSEG AND GIVE FEEDBACK WHERE APPROPRIATE.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

ATTENDING MEETINGS AND CONTRIBUTING WHERE APPROPRIATE.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

NO.
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  Yes / No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

I will contribute to all meetings that I attend.

In your opinion should the Council continue to have member representation on this outside body  Yes / No

Please use this space to provide any comment on your position:

Signed:  
Dated: 18 May 18
COPELAND BOROUGH COUNCIL
Members on Outside Bodies
Annual Feedback Form 2017/18

Name of Councillor(s): John W Bowman

Name of Outside Body: Connecting Cumbria.

Frequency of meetings: None in future.
Number of meetings attended in 2017/18: 2 in 2017

Reporting activities undertaken in 2017/18 including type and where feedback given:

Two in 2017. There are no meetings going forward for the foreseeable future.
All feedback is feedback to CLT officers.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

There are accurate emails that give updates on the progress of the full area of Cumbria.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

No
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  Yes / No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

I will contribute to all meeting or emails that are sent to me.

In your opinion should the Council continue to have member representation on this outside body  Yes / No

Please use this space to provide any comment on your position:

Signed: 
Dated: 18 May 18
COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): JOHN W. BOWMAN

Name of Outside Body: NORTH WEST EMPLOYERS

Frequency of meetings: 5/YEAR + AGM
Number of meetings attended in 2017/18: 6 + AGM

Reporting activities undertaken in 2017/18 including type and where feedback given:

I REPRESENT ON THREE COMMITTEES, EXECUTIVE, HR COMMITTEE AND ALSO THE REGIONAL DEVELOPMENT COMMITTEE. THERE ARE 5 MEETINGS + THE AGM AND I HAVE ATTENDED ALL MEETINGS FOR 2017/18.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

THE ARE ACCURATE MINUTES AND EMAILS, I ALSO FORWARD THE EMAILS AND MINUTES AND AGENDA'S TO THE CLT OFFICERS.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

ND
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs

Yes / No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

I WILL CONTRIBUTE TO ALL MEETINGS I ATTEND INCLUDING UPDATING EMAILS.

In your opinion should the Council continue to have member representation on this outside body

Yes / No

Please use this space to provide any comment on your position:

Signed: [Signature]

Dated: 18 May 2018
Members on Outside Bodies

Annual Review Feedback Form 2017/18

Name of Councillor(s): Hugh Branney

Name of Outside Body: Cumbria Local Nature Partnership

Frequency of meetings: Quarterly
Number of meetings attended in 2017/18: 2

Reporting activities undertaken in 2017/18:

4 meetings last year.
All Cumbrian L.A.s involved together with University of Cumbria, Environment Agency, National Trust NFU, CLA, Natural England, Cumbria Wildlife Trust, Friends of Lakes and LDNDA

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18?:

Working to an agreed strategic plan. The Partnership is a government initiative to engage local authorities in appropriate partnerships in the community to identify, enhouse, preserve and educate as to the value of the natural environment. (Nature Capital)

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18?:

No

Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs No
If yes, how does this happen

Do you have any further comments or issues to be carried forward into 2018/19?

The Council Open Spaces Manager could usefully link behind my member role and ensure a connection and follow up regarding the delivery of the action plan.

Signed: Hugh Branney  
Dated: April 2018
## Members on Outside Bodies

### Annual Review Feedback Form 2017/18

<table>
<thead>
<tr>
<th>Name of Councillor(s):</th>
<th>Hugh Branney</th>
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</thead>
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<table>
<thead>
<tr>
<th>Name of Outside Body:</th>
<th>Lake District National Park Authority</th>
</tr>
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<table>
<thead>
<tr>
<th>Frequency of meetings:</th>
<th>Standard Committees are: Full Authority; Development Control; Executive Performance, Strategy and Vision.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of meetings attended in 2017/18:</td>
<td>Until last three months regular attendance at all meetings.</td>
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</tbody>
</table>

### Reporting activities undertaken in 2017/18:

- Available minutes from all public meetings.
- Pick up of issues relating to the world Heritage Status decision and fed into full council.

### What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18?:

- 66% of Copeland Borough is within the Lake District boundary. More than 17 million visitors per annum are attracted to the NP generating in excess of £2.3 million to the local economy and creates thousands of jobs. There has been a slight uplift in 2017 in both visitor numbers and spend in park and Copeland.
- The designation as a UNESCO World Heritage Status was successful with range discussions on next steps and engagement from all stakeholders.

### Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18?:

- Poor broadband and mobile coverage
- Impact of pylons by National Grid and remaining uncertainty of proposed route through the NP and within the setting of the NP
- A595 and A590 not fit for purpose
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs Yes
If yes, how does this happen

Via claims from attendees to the national park office.

Do you have any further comments or issues to be carried forward into 2018/19?

CBC members should encourage Parish Councils within the NP to identify potential opportunities for local and affordable housing build opportunities and plots and submit to LDNPA Local Plan Review.

CBC is engaging with the local plan work.

Signed: Hugh Branney
Dated: April 2018
Members on Outside Bodies
Annual Feedback Form 2017/18

Name of Councillor(s): Ray Gill

Name of Outside Body: Cumbria Health Overview and Scrutiny Committee

Frequency of meetings: Regular and topic meetings
Number of meetings attended in 2017/18: All

Reporting activities undertaken in 2017/18 including type and where feedback given:

Report provided to each Copeland OSC meeting. See minutes and papers.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

See Copeland OSC minutes and papers.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2016/17:

Picked up by report to Copeland OSC, see minutes and papers.

Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

Ongoing review of the hospital trusts and year evaluation of success decisions including maternity services.
In your opinion should the Council continue to have member representation on this outside body? Yes

Please use this space to provide any comment on your position:

Signed: Ray Gill Dated: April 2018
Members on Outside Bodies
Annual Feedback Form 2017/18

Name of Councillor(s): Ray Gill

Name of Outside Body: Industrial Communities Alliance

Frequency of meetings: Various as of interest to Copeland
Number of meetings attended in 2017/18:

Reporting activities undertaken in 2017/18 including type and where feedback given:

I have represented the Council at various meetings of the Industrial Communities Alliance Board and also the area group (NW).

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

The Alliance has been very busy over the past year and much productive work done. A lot of time and energy has been spent on pursuing a Post Brexit Policy in an attempt to ensure that the Government replaces European Funds currently available for the Regions.

To this end a series of meetings were held in Whitehall with senior MPs of all parties, and through our efforts an ALL-Party Post Brexit group of MPs was formed. and we published a document "Post-Brexit Regional Policy" which has just been updated recently.

Consideration was given to The Northern Powerhouse and the Governments shift of Focus onto “Towns” work on this is ongoing, and meetings are being arranged with the Elected Mayors of the Big Cities and others to seek a way forward.

More work has been done on our Industrial Strategy, and it is pleasing to note that after meetings with ministers some of our policies have been accepted by the Government, but much more lobbying needs to be done. A presentation was received on a document published by the Rowntree Foundation in collaboration with Sheffield Hallam University "New Evidence on the labour market in older industrial Towns" and copies of this document were circulated.

We continue to pursue the National Lottery, in an attempt to get them to reinvest more of what they receive back into Industrial Communities, some headway seems to be taking place, but pressure will continue to be applied.

Consideration was given to the Governments Policy on Business Rates, but there seems to be a lack of enthusiasm in certain quarters of Government and the reform appears to have been put on the back burner.

Work was also done on monitoring what is happening with our Steel industry, and the effects of the dumping of Chinese Steel is having, and it appears that at present it is not as bad as we first thought.
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs      No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

I enjoy my time as a board member of the Alliance and would like to thank the Council for appointing me.

In your opinion should the Council continue to have member representation on this outside body      Yes

Please use this space to provide any comment on your position:

Signed: Ray Gill                        Dated: May 2018
Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): David Moore

Name of Outside Body: Copeland Community Fund

Frequency of meetings: bi-monthly plus Annual Meeting (June 2017) and Away Day (Sept 2017)
Number of meetings attended in 2017/18: 8

Reporting activities undertaken in 2017/18 including type and where feedback given:

Role on the CCF Board is to contribute to decision making processes for large grant requests to Fund and strategic direction e.g. Fund’s Vision, Strategic Focus, Future Priorities and allocation of funds between different Fund programmes.

My role is to Chair CCF Board.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

As above – contribution on decision making re Fund Priorities and on specific grant applications including investment grants being considered at Board e.g. Whitehaven Campus, Rosehill Theatre.

Interlinkage with Council priorities e.g. social inclusion agenda etc and ability to identify and prioritise projects for use of socioeconomic community benefit programme funds.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  
No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?


In your opinion should the Council continue to have member representation on this outside body  
Yes

Please use this space to provide any comment on your position:

Signed:  

Dated:
COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s):  David Riley

Name of Outside Body:  Greenwich Leisure Limited Board - Copeland

Frequency of meetings: Every quarter
Number of meetings attended in 2017/18: 3

Reporting activities undertaken in 2017/18 including type and where feedback given:

The Whitehaven sports centre is getting refurbished with the funding coming from Copeland and GLL.

There are also plans to help Cleator Moor Bowling Club become more attractive for the Cleator Moor community. Change it more in to a leisure facility.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

My role as a Councillor was that Copeland got a fair representation at board level.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

The NCL joined GLL and this had a major impact on Copeland.
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs

No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

None

In your opinion should the Council continue to have member representation on this outside body

Yes

Please use this space to provide any comment on your position:

Signed: 

Dated: 23/4/18
Members on Outside Bodies
Annual Review Feedback Form 2017/18

Name of Representative: Mike Starkie

Name of Outside Body: West Cumbria Site Stakeholder Group

Frequency of meetings: Quarterly
Number of meetings attended in 2017/18: 4

Reporting activities undertaken in 2017/18:

Reported regularly through the Executive Report to Council and member briefings/e-mails

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18?:

Community links with Sellafield and LLWR.
Holds Scrutiny over those organisations and the NDA

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18?:

Page 81
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs No

If yes, how does this happen

Do you have any further comments or issues to be carried forward into 2018/19? No

Signed: [Signature] Dated: 22/5/18
Members on Outside Bodies

Annual Review Feedback Form 2017/18

Name of Representative: Mike Starkie

Name of Outside Body: Britain’s Energy Coast Board

Frequency of meetings: Quarterly
Number of meetings attended in 2017/18: 4

Reporting activities undertaken in 2017/18:

Member Briefings/Executive Reports to council

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18?:

Attended by all BEC owners and chaired by an independent Board Member, the purpose of the Board is to oversee the management of the Britain’s Energy Coast Property Portfolio, including Westlakes Science Park. Secondly, to use both its assets, and resources to deliver and drive the growth plans for Copeland and Allerdale aligned to the Economic Blueprint.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18?:

None
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  No

If yes, how does this happen

N/A

Do you have any further comments or issues to be carried forward into 2018/19?

Signed: [signature]

Dated: 22/05/64
Members on Outside Bodies
Annual Review Feedback Form 2017/18

Name of Representative: Mike Starkie

Name of Outside Body: Joint Districts

Frequency of meetings: Quarterly
Number of meetings attended in 2017/18: 4

Reporting activities undertaken in 2017/18:

Reported regularly through the Executive Report to Council and member briefings/e-mails

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2016/17?:

Attended by all Cumbrian LA Leaders, the Police and Crime Commissioner, Chair of the Third Sector and Chair of the Cumbrian Clinical Commissioning Group. They discuss many Cumbria wide issues.

Local Govt Reform
Child Poverty

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18?:

No
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  No

If yes, how does this happen

Do you have any further comments or issues to be carried forward into 2018/19?

Signed: [Signature]

Dated: 22/05/18
Members on Outside Bodies
Annual Feedback Form 2017/18

Name of Councillor(s): Mayor Mike Starkie

Name of Outside Body: Copeland Partnership

Frequency of meetings: Quarterly
Number of meetings attended in 2017/18: 2

Reporting activities undertaken in 2017/18 including type and where feedback given:

Engaging with Partners to look at Social Inclusion, impacts of deprivation in Some areas of Copeland. Health & Well-Being Forum for discussion on areas of mutual interest.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

Greater awareness of key issues affecting residents.
Targeting of resources and projects to areas most needed.
Continued dialogue between partners.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs

No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

In your opinion should the Council continue to have member representation on this outside body

Yes

Please use this space to provide any comment on your position:

Signed:  

Dated: 22/5/18.
Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): Mike Starkie

Name of Outside Body: Copeland Community Fund

Frequency of meetings: bi-monthly plus Annual Meeting (June 2017) and Away Day (Sept 2017)

Number of meetings attended in 2017/18: 3

Reporting activities undertaken in 2017/18 including type and where feedback given:

Role on the CCF Board is to contribute to decision making processes for large grant requests to Fund and strategic direction e.g. Fund’s Vision, Strategic Focus, Future Priorities and allocation of funds between different Fund programmes.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

As above – contribution on decision making re Fund Priorities and on specific grant applications including investment grants being considered at Board e.g. Whitehaven Campus, Rosehill Theatre.

Interlinkage with Council priorities e.g. social inclusion agenda etc and ability to identify and prioritise projects for use of socioeconomic community benefit programme funds.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

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Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

In your opinion should the Council continue to have member representation on this outside body  Yes

Please use this space to provide any comment on your position:

Signed:  
Dated: 22/5/18
Members on Outside Bodies
Annual Review Feedback Form 2017/18

Name of Representative: Mike Starkie

Name of Outside Body: Cumbria Leaders Board

Frequency of meetings: Quarterly
Number of meetings attended in 2017/18: 4

Reporting activities undertaken in 2017/18:

Reported regularly through the Executive Report to Council and member briefings/e-mails

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18?:

Attended by all Cumbrian LA Leaders, the Police and Crime Commissioner, Chair of the Third Sector and Chair of the Cumbrian Clinical Commissioning Group. They discuss many Cumbria wide issues. Throughout 2017/18 work was done on;

Child Poverty
Local Govt Reform
Emergency Service Network Masts

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18?:

Page 91
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  No

If yes, how does this happen

Do you have any further comments or issues to be carried forward into 2017/18?

Signed: [Signature]
Dated: 22/5/18
COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): Felicity Wilson

Name of Outside Body: West Cumbria Site Stakeholder Meeting

Frequency of meetings: Quarterly
Number of meetings attended in 2017/18: 3

Reporting activities undertaken in 2017/18 including type and where feedback given:

All Minutes and Data are published on the WCSSG Website.
I have given reports/feedback on community concerns re traffic congestion/control; changes to working practices; Local supplier concerns. Minimum Wages paid by Contract Companies.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

Ensuring information on site related activities is available to CBC and the community we represent and acting as a conduit for issues that are raised from both CBC and Community.

The Sellafield Plan is a key issue to Copeland Council and Community, the impact of changes needs to be communicated and understood (not all changes will be negatives and the positives could be beneficial).

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

Traffic Management around Whitehaven and Site continue to be an issue, however the need to recognise the knock on effect around the Borough is recognised (Layby Parking). I am aware that CBC is taking positive action to help alleviate these issues.

Supply Chain Issues, there are concerns that Local suppliers are overlooked whilst a very strong need for quality and value for money has to be key factor CBC Exec have an effective dialogue with all involved.
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs   Yes / No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

I believe as the Site moves forward with Decommissioning there will be many changes which will require CBC to continue to support the roles of on WCSSG.

Copeland has a number of possible interests in new nuclear projects and the structure of Site Stakeholder Groups enables the community to play a key part in progress.

In your opinion should the Council continue to have member representation on this outside body   Yes

Please use this space to provide any comment on your position:

I believe I am a useful member of the WCSSG, my working background enables me to understand the topics on the agenda (usually) but I have the confidence to seek clarification or challenge if required.

Signed: Felicity Wilson  
Dated: 24th May 2018
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COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

<table>
<thead>
<tr>
<th>Name of Councillor(s):</th>
<th>Felicity Wilson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Outside Body:</td>
<td>West Cumbria Sites Stakeholder Group’s Risk Hazard Reduction and Waste Management Working Group</td>
</tr>
<tr>
<td>Frequency of meetings:</td>
<td>Quarterly</td>
</tr>
<tr>
<td>Number of meetings attended in 2017/18:</td>
<td>3</td>
</tr>
<tr>
<td>Reporting activities undertaken in 2017/18 including type and where feedback given:</td>
<td>Minutes and Documentation related to the Working Group are published on the WCSSG’s Website</td>
</tr>
</tbody>
</table>

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

Ensuring appropriate level of information is available to members of CBC and our community. To ensure site activities are monitored and scrutinised to demonstrate a commitment to employee and public safety, wellbeing and security.

I was most grateful to the Group’s Vice Chair Peter Manning (who expertly led our consultation process on GDF. I attended the meeting of the Enablers Group where a robust but positive response was formulated.

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

To ensure CBC’s continued commitment to participate in this group.

Community Blight was raised and we felt we all have a part to play in ensuring impacts on our community by changes in the Nuclear Industry are understood and mitigated.
Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  
Yes / No

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

As numbers of councillors will reduce next year should we look at numbers of councillors on sub committees and maybe there is an opportunity to co-opt former CBC councillors who have knowledge/ability. In the past Parish reps have sometimes left the Councils and their input has been useful.

In your opinion should the Council continue to have member representation on this outside body  
Yes

Please use this space to provide any comment on your position:

I was elected Chair of this Group when Alderman Hogg retired, Lena set a high bar to follow but I believe we continue to make a useful contribution to the stakeholder overview process.

Signed: Felicity Wilson  
Dated: 24 May 2018
COPELAND BOROUGH COUNCIL

Members on Outside Bodies

Annual Feedback Form 2017/18

Name of Councillor(s): Linda Jones-Bulman

Name of Outside Body: West Cumbria Community Safety Partnership 2017/18

= TDG

Frequency of meetings:
Number of meetings attended in 2017/18: all meetings 6 WCCSP/4 TDG/
2 J Betteridge feedbacks.

Reporting activities undertaken in 2017/18 including type and where feedback given:

- Nothing given to report too, or on in either group throughout the year!
- Notes taken /minutes given to JB from WCCPS and TDG and my own.
- Attended 2 meetings with J Betteridge, listening to others reporting back, and gave my minutes of prev meetings.

What were the key outcomes from your representation on this Outside Body for the Council and Copeland residents in 2017/18:

Key Priorities for 2017-18 are; Anti-Social Behaviour, Reducing Re-Offending, Violent Crime

Alcohol & Substance Misuse and Dom & Sexual Violence.

All will be managed via various multi agencies; Problem solving groups, pubwatch, statutory partners, C Constabulary, Integrated Offender Management program etc. Areas that have been highlighted as current priority are Cyber Crime, Child Sex Exploitation, and Trafficking.

Info: Crime rate Copeland 2017/18 = +15.1% , Positive Outcomes FYTD Crimes 3,247 P.Os 808,
Rate 25% , ASB 1,401 = -15.9%, Violence Against Person 1,149 = +31.8%

Were there any key risks to mitigate or actions needed by the Council in relation to this Outside Body during 2017/18:

To update TDG and WCCPS on The Domestic Abuse refuge status, need someone with that info/link to update them.

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Please confirm if the outstanding body you represent CBC on pays or contributes to your travel and other costs  
Yes   /   No (Didn’t claim petrol)

Do you have any comments or issues from the outside body representation to be carried forward into 2018/19?

To get other Agencies on Board to make full use of these meetings.

In your opinion should the Council continue to have member representation on this outside body  
Yes   /   No

Please use this space to provide any comment on your position:

It would be better that the person representing CBC has knowledge of Housing, Domestic Abuse Refuge etc. so as to engage fully with the WCCSP, otherwise like myself I felt totally ‘left out of the loop’, and only there to take notes, which are minute anyway!

Signed:  L Jones-Bulman  
Dated:  22-5-2018
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DATA PROTECTION POLICY

EXECUTIVE MEMBER: Councillor David Moore
LEAD OFFICER: Julie Betteridge, Executive Director, Operations
REPORT AUTHOR: Julie Betteridge, Cliff Walker

WHAT BENEFITS WILL THESE PROPOSALS BRING TO COPELAND RESIDENTS?

The GDPR impacts all individuals. The Council provides both statutory public duties and discretionary services to its residents and has been preparing for the GDPR live date on 25 May including ensuring communications with our residents and stakeholders. The Council Data Protection Policy frames all its activities, roles and responsibilities with regard to data protection.

RECOMMENDATIONS:

Full Council are requested to agree to the updated Data Protection Policy at Appendix A.

1. INTRODUCTION

1.1 The General Data Protection Regulation is a regulation in EU law on data protection and privacy for all individuals within the European Union. The GDPR aims primarily to give control to citizens and residents over their personal data and to simplify the regulatory environment for business by unifying the regulation within the EU.

1.2 The Council has been operating and delivering in line with the 1998 data protection legislation and requirements. We have our own information officer whose role is changing to that of Data Protection Officer (DPO), to assist the organisation to monitor internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority. The Council’s Senior Information Risk Owner (SIRO) is currently held by the Executive Director. Relevant staff have attended training, workshops and LGA events to ensure we understand our responsibilities and the work required for GDPR (General Data Protection Regulation) compliance.
2. PROPOSAL

2.1 The Council as part of its activities to prepare for GDPR and the new Data Protection Act passed by Government in May 2018 has undertaken a review of its existing Data Protection Policy.

2.2 A number of revisions to the policy have been required to comply with the regulations of GDPR and the new act. The fundamental elements of data protection within the Policy have not changed.

2.3 There are other documents complementary to this policy which the Council is taking the opportunity to review. This includes our retention and disposal policy and detailed positions for all information assets and services and will incorporate a Business Classification Scheme (BCS). The current retention and disposal policy is adequate for current use and continues to guide all our services until the updated policy is completed and signed off at the next full council in September 2018.

2.4 A Privacy Notice has been produced and has been released. Other linked policies and procedures are being updated. These are supported by templates and corporate guidance to ensure a consistent approach to all aspects of GDPR compliance.

2.5 Updated Data Protection training including GDPR implications continues to be delivered to Copeland Staff and Members. This training has also been attended by partners specifically town and parish councils. The Council has worked closely with a range of partners to ensure sharing of learning and understanding.

3. CONCLUSIONS

3.1 The Council has undertaken the necessary activity to ensure that the Data Protection Policy is updated in line with the new GDPR and legislative changes. The Council is recommended to agree the updated Council Data Protection Policy at Appendix A.

4. STATUTORY OFFICER COMMENTS

4.1 The Monitoring Officer’s comments are: The report informs and presents for approval actions relating to a key policy of the Council to comply with the new General Data Protection Regulations and legislative changes to Data Protection. Other reviews and updated policies are in process and will be brought to Council for decision at a future meeting.

4.2 The Section 151 Officer’s comments are: Compliance with GDPR is part of day to day delivery and hence activities being undertaken should be
resourced through the Council’s existing resources and where additional resources are required undertaken in line with the Council’s Financial Regulations.

4.3 EIA Comments: The Council is guided by its approved Equality Scheme.

4.4 Policy Framework: The Council has a statutory requirement to meet data protection legal requirements as set out in the current Data Protection Act and the GDPR. This impacts all aspects of the Council’s policy framework and operational delivery.

4.5 Other Consultee Comments, if any: Feedback on GDPR issues, risks, preparations and implementation is being gathered through our training participants, the Council’s managers and staff.

5. HOW WILL THE PROPOSALS BE PROJECT MANAGED AND HOW ARE THE RISKS GOING TO BE MANAGED?

5.1 The Council has an information governance programme group which includes the data protection changes and activities required and being undertaken to comply. This internal officer group follows the Council’s project management framework and includes the Council’s SIRO as programme sponsor. The risk and issues log is in place and regularly monitored and reviewed.

6. RESOURCE REQUIREMENTS

6.1 The Council’s Information and Data Protection Officer has recently been trained as our formal Data Protection Officer (DPO). All officer time resources are being met through existing resources.

7. WHAT MEASURABLE OUTCOMES OR OUTPUTS WILL ARISE FROM THIS REPORT?

7.1 The Council is meeting its statutory requirement in preparing for and complying with GDPR.

List of Appendices

Appendix A Final Draft Data Protection Policy

List of Background Documents:

Data protection and GDPR detail and guidance papers, existing policies and procedures, working documents, Government legislation.
Data Protection Policy

Version: 2.0
Date: May 2018
Document Control

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<tr>
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Revision History

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Document Approval

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Document Distribution

This policy is to be distributed to all staff and elected members of Copeland Borough Council and placed on the Council’s Intranet Site. A copy must also be provided to contractors and 3rd parties undertaking work on Copeland Borough Council premises.

Contributors

This policy was produced in reference to the following:

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<th><a href="https://ico.org.uk/">https://ico.org.uk/</a></th>
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<tr>
<td>GDPR 2018</td>
<td><a href="https://gdpr-info.eu/">https://gdpr-info.eu/</a></td>
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CHILDREN

AUTOMATED PROCESSING

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REFERENCE
Purpose

This policy sets out how the council will comply with data protection legislation and protect the personal information of everyone who receives services from, or provides services to, the council. It informs customers of their rights, and suppliers of their responsibilities. It shows how we comply with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, other regulations and good practice standards.

Policy Benefits

This policy allows employees and residents/businesses of Copeland Borough Council to understand the process and timescales for the management of information under the Data Protection Act 1998 (DPA) and General Data Protection Regulations 2018 (GDPR). It will help promote greater openness and transparency and help build public confidence in how the Council complies with the Act.

Introduction

The Council, as a provider of public services, recognises the importance of Information Management and states its commitment to information management, data protection and governance.

Scope

This policy applies to employees, contractors, agency staff and councillors. It covers personal data we collect and use on paper and electronically. It covers our corporate databases, computer network and archive of paper records. It covers video and photographs, voice recordings and mobile devices such as laptops, mobile phones and memory sticks.

Accountability

The Council is a data controller which means that it decides why and how personal data is processed. It is accountable for its handling of personal information.

Our Chief Executive is the person accountable for providing the policies for employees to follow under the law, so that we can carry out decisions of the Mayor and council in response to our statutory functions. The Data Protection Policy is part of our corporate governance framework, which contains important policies and procedures maintained and published by the council, that are key to good governance and effective decision making.

The Senior Information Risk Officer (SIRO) is the Director for Customer and Community Services, who is accountable for protecting the council’s information assets.
The Data Protection Officer is a position required in law to ensure the council complies with data protection legislation and acts as a single point of contact for individuals who want to find out about their data.

Each employee and supplier are bound by a contractual duty of confidentiality.

The council has registered with the Information Commissioner, who is the independent regulator appointed by parliament to check compliance with data protection law.

Each councillor is individually registered with the Information Commissioner for the protection of the case files of the residents in their ward.

The council maintains a register of processing activities of the personal information we are responsible for to ensure it is used according to the data protection principles.

**Data protection is a fundamental right**

The protection of a person’s data is a fundamental right. Under the Human Rights Act 1998, everyone has the right to respect for their private and family life, their home and their correspondence. This includes respect for your private and confidential information, particularly when storing and sharing data.

This right can be limited in certain circumstances, but any limitation must balance the competing interests of an individual and of the community as a whole.

In particular any limitation must be covered by law and necessary and proportionate for one or more of the following aims:

- public safety or the country’s economic wellbeing
- prevention of disorder or crime
- protecting health or morals
- protecting other people’s rights and freedoms
- national security

The right to privacy must often be balanced against the right to free expression. Public figures don’t necessarily enjoy the same privacy as others. For example, sometimes the public interest might justify publishing information about senior officers or councillors that would otherwise interfere with their right to privacy.

**Definitions**

In this policy we use the terms “personal data” and “special categories of personal data” which are used in data protection legislation.
In this policy personal data means any information relating to an identifiable living person. This means they can be identified from information such as a name, an address, an identification number (e.g. your National Insurance number, NHS number or case reference number), location data etc.

“Special categories of personal data” is personal sensitive data. This is data regarding an individual’s racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data and biometric data (fingerprints, eye scans etc.) for the purpose of uniquely identifying a person, data concerning health or data concerning a person’s sex life or sexual orientation.

There are extra safeguards for special categories of personal data to ensure no one is discriminated against when it comes to receiving a service.

We generally refer to a person or individual in this policy, although the term in law is “data subject”.

The frequent reference in this policy to “processing” data means any operation performed on personal data, whether using a computer or manual filing systems. It includes collection, use, recording, storing, sending and deleting personal data.

**Roles and Responsibilities**

The DP policy applies to all officers and elected members of the council.

<table>
<thead>
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<th>Executive</th>
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<td></td>
<td>Responsible for monitoring and responding to Data Protection performance reports</td>
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<tr>
<td></td>
<td><strong>Overview and Scrutiny Performance Sub-Group</strong></td>
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<td></td>
<td>Receive and make recommendations from quarterly performance reports around Data Protection issues</td>
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| Corporate Leadership Team | 1. Responsible for ensuring operational compliance with this policy within their own directorate.  |
|                          | 2. Ensure all staff comply with the agreed policy and procedures for DP.  |
|                          | 3. Be responsible for decision making in relation to any refusal of requests for information.  |
|                          | 4. Chief Executive is responsible |

| Leadership & Management Group | 1. Appoint DP Champions within their service to be responsible for DP requests  |
|                              | 2. Ensure that officers with responsibilities for DP requests are supported in their work in terms of commitment and resources  |
|                              | 3. Recognise DP issues in service planning and resource allocation |

| Data Protection Officer | 1. Develop and maintain the corporate DP policy and procedures  |
|                       | 2. Provide advice and guidance on the DP policy and procedures  |
|                       | 3. Provide training in DP issues  |
|                       | 4. Log all the details of the request for information |
5. Ensure that Pentana is kept fully up to date  
6. Coordinate requests for information in conjunction with Service DP Champions  
7. Consider draft responses prepared and ensure that the information requested is being provided (subject to any exemptions under the FOI or DP Act).  
8. In the event of a complaint or review request, gather information about the handling of the original request and set up a review panel to consider the issues.  
9. Maintain and Update the Council’s Publication List on the Councils website.  
10. Monitor and review the effectiveness of the policy and procedures  
11. Identify and communicate any DP issues to directorates  
12. Report on compliance with the policy and procedures to Corporate Leadership Team  

| Monitoring Officer | 1. Act as the first point of contact for all DP Act issues  
2. Provide advice (when requested) on the legality of proposed responses  
3. Provide advice for directors when decision making in relation to any refusal of requests for information.  
4. Provide advice on the wording of refusal notices.  
5. In the event of an internal review, form part of the review team, jointly investigate the merits of the complaint and assist in providing an appropriate response to the complainant. |
|---|---|
| Officers | 1. Be aware of the GDPR and what it means;  
2. To identify any Subject access request (SAR) that falls under the DP Act;  
3. Follow the policy and procedures for handling DP requests  
4. Deal with all requests promptly and within one calendar month of receipt  
5. Provide advice and assistance to persons making requests for information |

**Subject Access Requests**

Subject access is one of the main rights of the Data Protection Act. It gives people the right to access their personal information. An individual can ask an organisation to tell them about any personal information held about them, and to provide them with a copy of that information. In most cases we must respond within one calendar month of receiving it.

If you receive a Subject Access Request (SAR) you should contact the Data Protection Officer immediately.
DP Principals

The council applies data protection principles in its processing of personal data. These principles are set out in the General Data Protection Regulation and have been incorporated into the Data Protection Act 2018. The six principles are that personal data should be:

- Processed lawfully, fairly and in a transparent way
- Collected for a specific purpose
- Adequate, relevant and limited to what’s necessary
- Kept up to date
- Kept for only as long as necessary
- Protected with appropriate security.

Lawful basis of processing personal data

- There are different lawful reasons for processing personal data and special categories of personal data. The council always uses at least one lawful basis for processing personal information and at least one lawful basis for processing special categories of personal data.

The six lawful reasons for processing personal data are:

- a) An individual has given consent for the processing of his or her personal data, and it is freely given, specific, informed, and there must be an indication signifying agreement.
- b) the council has a contract with a person and need to process their personal data to comply with our obligations under the contract; or we haven’t yet got a contract with the person, but they have asked us to do something as a first step (e.g. provide a quote) and we need to process their personal data to do what they ask.
- c) The council is obliged to process personal data to comply with the law. We will always refer to the specific legal provision or source of advice that explains generally applicable legal obligations.
- d) The processing of personal data is necessary to protect someone’s life (“vital interests”).
- e) The processing of personal data is necessary under public functions and powers set out in law; or the council needs to perform a specific task in the public interest that is set out in law.
- f) The processing of personal data is in the legitimate interests of the council, where we use your data in ways that people would reasonably expect and that have a minimal
privacy impact. However, public authorities are more limited than private organisation’s in their ability to rely on this basis for processing personal data.

- The lawful bases for processing special categories of data are:

  (a) an individual has given explicit consent to the processing of personal data for one or more specified purposes, except where limited by law;
  (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the council or a person under employment, social security and social protection law or a collective agreement under law;
  (c) processing is necessary to protect the vital interests of a person or where the person is physically or legally incapable of giving consent;
  (d) processing by non-for-profit bodies for legitimate activities with appropriate safeguards;
  (e) processing relates to personal data which have been made public by a person;
  (f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
  (g) processing is necessary for reasons of substantial public interest under law;
  (h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of law or pursuant to contract with a health professional and subject to the duty of confidentiality;
  processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, subject to the duty of confidentiality;
  (j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

- The council must always demonstrate it processes information with safeguards in place to protect the fundamental rights and interests of the individual.

**Consent**

- Where the council relies on consent or explicit consent as the lawful basis for processing, we will do this to by offering individuals real choice and control.
- We will avoid making consent to processing a precondition of a service.
- We will be clear and concise.
- We keep our requests for consent separate from other terms and conditions.
- We will be specific and ‘granular’ so that we get separate consent for separate things.
- We will name any third parties (i.e. other groups or organisations) who will rely on the consent.
• We will make it easy for people to withdraw consent and tell them how.
• We will keep evidence of consent (who, when, how, and what we told people).
• We will keep consent under review and update it if anything changes.
• For explicit consent we will ensure the individual provides a very clear and specific statement of consent.

**Duty of confidentiality**

Our staff and councillors abide by a common law duty of confidentiality. This means that personal information that has been given to a member of staff or a council by an individual should not be used or disclosed further, except as originally understood by that individual, or with their permission.

Our staff and councillors are subject to a Code a Conduct relating to confidentiality. Staff have a confidentiality clause in their contracts.

**Information about criminal offences**

The processing of information about criminal allegations, convictions or offences by the council is in accordance with our legal obligations as we have legal authority in certain areas, such as the enforcement of parking rules, preventing fly-tipping, upholding food hygiene and licensing of pubs and clubs.

**Children**

The council pays particular protection to the collecting and processing of children’s personal data because they may be less aware of the risks involved.

Where we offer an online service, which is not a preventive or counselling service, directly to a child, only children aged 13 or over are able provide their own consent. For children under this age we will obtain consent from whoever holds parental responsibility for the child.

**Automated processing**

Where the council relies on automated decision-making (making a decision solely by automated means without any human involvement) which affects an individual, we inform the individual; introduce simple ways for them to request human intervention or challenge a decision; and carry out regular checks to make sure that our systems are working as intended.
How we handle personal information - Privacy notices

The council provides privacy notices, which are statements to individuals about the collection and use of their personal data. The information includes our purposes for processing their personal data, retention periods for that personal data, and who it will be shared with.

This information is on the council’s website, and individuals are referred to it at the time we collect their personal data from them.

Where we obtain personal data from other sources, we provide individuals with privacy information within a reasonable period of obtaining the data and no later than one month.

Individual Rights

Individuals whose data is processed by the council have a number of rights in law.

(a) The council will respond to a request by an individual for access to the information we hold about them. We will respond within one month. We may take longer than one month and up to three months if the request is complicated, and we will inform you of this. There is no charge for this service. We will provide the information in secure electronic format unless you prefer otherwise. We will explain why we process your data, the lawful basis for doing so, who sees it and how long we keep it for.

(b) The council will respond within one month to a request from an individual to have inaccurate personal data rectified (corrected) or completed if it is incomplete. Where the council can lawfully refuse to rectify the data, we will explain why.

(c) The council will respond within one month to a request from an individual to have personal data erased. Where the council can lawfully refuse to erase the data, we will explain why.

(d) The council will respond within one month to a request from an individual to move, copy or transfer personal data easily from the council’s computer network to another in a safe and secure way. We will do this in a structured, commonly used and machine-readable form and free of charge.

(e) The council will consider a request from an individual objecting to the processing of their personal data in relation to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

We shall ensure that individuals know about their right to object when we first tell them about the processing and in our privacy notice.
Information sharing

The council believes that the duty to share information can be as important as the duty to protect information. We have signed Information Sharing Protocols setting out the principles of information sharing with partners, such as the police and Department of Work and Pensions.

These protocols are supplemented by Information Sharing Agreements at the point at which data is shared. These set out what data is being shared, how it is transferred and the retention period.

Transfers to other countries

Most of our processing occurs in the UK or European Union. This means that there are common standards for the processing of personal data. However, when personal data is transferred to third countries, the council assures itself that there is a level of adequacy in the data protection arrangements of that country.

Privacy by design

The council is committed to a privacy by design or privacy by default approach to building new systems and updating procedures for processing personal data. We use the best technology and human processes we can in order to limit the risks to privacy.

Data Protection Impact Assessments

The council requires all its services to carry out Data Protection Impact Assessments (DPIAs) when they introduce new technology or changes to the processing of personal data. The assessment identifies the risk to privacy from the customer’s perspective and what steps can be taken to reduce this wherever possible whilst providing a service to the customer. We will consult users. We will publish DPIAs on our website. We will treat them as living documents to be revised and updated whenever necessary.

Contractors

Where the council has a contractual relationship with another organisation or individual, we will ensure we are clear about the contractor’s role, responsibilities and accountability in relation to personal information.

Information Security

The Council has an Information Security policy. The purpose of this policy is to take appropriate technical and organisational measures to protect personal data. The council meets the standards of PCI-DSS, which is the standard for protecting credit and debit card payments.
Breaches

The council tries hard to prevent information breaches, but when these occur, there is an incident reporting procedure. Breaches are reported to Managers and the Data Protection Officer. Where a breach is a serious risk to the rights and freedoms of anyone, it will be reported to the Information Commissioner within 72 hours.

Data Protection Officer

The council has appointed a Data Protection Officer as required by law. Their role will be to ensure the compliance of the council with data protection law.

The Data Protection Officer can be contacted at: info@copeland.gov.uk Telephone 01946 598300

How to complain

If you think we have breached data protection, you can complain. The complaint will be investigated by a case worker independent of the service which provided the original response. We will respond within one month.

If you are still unhappy, the Data Protection Officer will consider your appeal. Their response will take up to one month.

Finally, individuals can take their complaint to the Information Commissioner’s Office for a decision.

Service and benefit

Data protection is a big challenge when digital technology can collect and transmit huge volumes of personal data. For our staff, managers, senior officers and councillors we are positive about the benefits, and serious about our responsibilities. We are transparent and accountable, and we believe that we can both serve, and protect, the information of our citizens and service users.

Monitoring of Policy Adherence

To ensure this policy remains compliant and meets the needs of the council, it will be reviewed every two years (or when major changes to the process occur) by the Data Protection Officer.

The Data Protection Officer will produce a quarterly report including DP requests and compliance with responses to the Corporate Leadership Team. Additionally, DP Compliance is a
Key Performance Indicator for the Council and will be reported quarterly to the Overview & Scrutiny Performance Sub-Group and the Executive as part of the quarterly performance report.

Reference

This policy should be read in conjunction with the following documents:

- Corporate Information Management Strategy
- Freedom of Information & Confidentiality Policy
- Document Retention & Disposal Policy

If you are in doubt about the application of this policy, please contact the Data Protection Officer for help.
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Dispensation for Non-Attendance at Meetings

EXECUTIVE MEMBER: Councillor David Moore
LEAD OFFICER: Julie Betteridge, Executive Director Operations
REPORT AUTHOR: Clive Willoughby, Democratic Services Officer

SUMMARY:
To consider agreeing to dispensations for non-attendance at meetings to Councillors Anne Bradshaw and Alan Jacob.

RECOMMENDATIONS: That (i) for the purpose of section 85 (1) of the Local Government Act 1972, the reason as set out in the report for Councillors Anne Bradshaw’s and Alan Jacob’s continued absence from meetings be approved; and (ii) this such approval lasts until the Annual Meeting of Council in 2019 or the 2019 Borough Council Election should he/she not wish to stand.

1. INTRODUCTION
1.1 Section 85 (1) of the Local Government Act states that:
“if a Member of a local authority fails throughout a period of six consecutive months of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry date of that period, cease to be a member of the Authority”

1.2 Members will be aware that Councillors Anne Bradshaw and Alan Jacob are currently dealing with illness. Members are being asked to approve dispensations for both Councillors.

2. PROPOSALS
2.1 Councillors Bradshaw and Jacob have kept Members up to date through their Group Leaders. It is therefore proposed that the Council accepts their reasons for non-attendance and pass the necessary resolution to grant them dispensation to continue as Councillors until the Annual Meeting in 2019 or the date of the 2019 Election should he/she not wish to stand.
3. STATUTORY OFFICER COMMENTS

3.1 The Monitoring Officer’s comments are: No further issues arise.

3.2 The Section 151 Officer’s comments are: Councillors Anne Bradshaw and Alan Jacob will continue to be eligible for the payment of basic allowance in accordance with the Member allowance scheme, for which there is budget provision.

List of Appendices - None

List of Background Documents: None