



Herbert Warehouse
The Docks
Gloucester
GL1 2EQ

Wednesday, 12 November 2014

TO EACH MEMBER OF GLOUCESTER CITY COUNCIL

Dear Councillor

You are hereby summoned to attend a **MEETING OF THE COUNCIL** of the **CITY OF GLOUCESTER** to be held at the Civic Suite, North Warehouse, The Docks, Gloucester, GL1 2EP on **Thursday, 20th November 2014** at **19:00** hours for the purpose of transacting the following business:

AGENDA

1. **APOLOGIES**

To receive any apologies for absence.

2. **MINUTES (Pages 9 - 22)**

To approve as a correct record the minutes of the Council Meeting held on 25 September 2014.

3. **DECLARATIONS OF INTEREST**

To receive from Members, declarations of the existence of any disclosable pecuniary, or non-pecuniary, interests and the nature of those interests in relation to any agenda item. Please see Agenda Notes.

4. **PUBLIC QUESTION TIME (15 MINUTES)**

The opportunity is given to members of the public to put questions to Cabinet Members or Committee Chairs provided that a question does not relate to:

- Matters which are the subject of current or pending legal proceedings or
- Matters relating to employees or former employees of the Council or comments in respect of individual Council Officers.

5. **PETITIONS AND DEPUTATIONS (15 MINUTES)**

A period not exceeding three minutes is allowed for the presentation of a petition or deputation provided that no such petition or deputation is in relation to:

- Matters relating to individual Council Officers, or
- Matters relating to current or pending legal proceedings

6. **ANNOUNCEMENTS (COUNCIL PROCEDURE RULE 2(VII))**

To receive announcements from:

- a) The Mayor
- b) Leader of the Council
- c) Members of the Cabinet
- d) Chairs of Committees
- e) Head of Paid Service

ISSUES FOR DECISION BY COUNCIL

7. **SUSPENSION OF COUNCIL PROCEDURE RULES**

To waive Council Procedure Rules to allow the relevant officers to address the Council in respect of item 12 on the agenda.

8. **JOINT PROPOSAL FOR A SHARED MANAGING DIRECTOR & COMMISSIONING DIRECTOR FOR GLOUCESTER CITY COUNCIL & GLOUCESTERSHIRE COUNTY COUNCIL (Pages 23 - 28)**

To consider the joint report of the Leaders of Gloucester City Council and Gloucestershire County Council seeking approval to appoint a Managing Director for the City Council and a Commissioning Director for the County Council to deliver a new concept of joint working between the two organisations.

9. **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - REVIEW OF PROCEDURAL GUIDE (Pages 29 - 54)**

To consider the report of the Head of Paid Service concerning the annual review of the RIPA Procedural Guide.

10. **REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2014 (Pages 55 - 70)**

To consider the report of the Returning Officer concerning the recommendations for Gloucester City Council following the consultation period for the 2014 Polling District and Polling Places Review.

11. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

“That the press and public be excluded from the meeting during the following item of business on the grounds that it is likely, in view of the nature of business to be transacted or the nature of the proceedings, that if members of the press and public are present during consideration of this item there will be disclosure to them of exempt information as defined in Schedule 12A of the Local Government Act 1972 as amended”.

Agenda Item No.
12

Description of Exempt Information

Paragraph 1: information relating to any individual.

Paragraph 3: information relating to the financial or business affairs of any particular person (including the Authority holding that information).

12. UPDATE ON GOVERNANCE ARRANGEMENTS FOR GLOUCESTERSHIRE AIRPORT LIMITED (Pages 71 - 78)

To consider the report of the Cabinet Member for Regeneration and Culture concerning the governance arrangements for Gloucestershire Airport Limited.

13. QUESTIONS BY MEMBERS (COUNCIL PROCEDURE RULE 12)

a) Written questions to Cabinet Members

No written questions have been received.

b) Leader and Cabinet Members' Question Time (45 minutes)

Any member of the Council may ask the Leader of the Council or any Cabinet Member any question without prior notice, upon:

- Any matter relating to the Council's administration
- Any matter relating to any report of the Cabinet appearing on the Council's summons
- A matter coming within their portfolio of responsibilities

Only one supplementary question is allowed per question.

c) Questions to Chairs of Meetings (15 Minutes)

MOTIONS FROM MEMBERS

14. NOTICES OF MOTION

(1) MOVED BY COUNCILLOR HAIGH

“This Council notes that we are committed to be a Living Wage Council and to pay employees the current national Living Wage rate of £7.85 an hour. Not only is this the right thing to do as an employer but as a council we can show leadership and encourage our partners, public and private, to deliver services and do business that also acts in the interests of our residents.

There are, however, 25 employees in roles which are not suitable for fixed hours and these workers are paid below the living wage at £6.56 per hour.

In order that we can continue to show leadership and fairness as an employer this Council agrees to draw up a standardised worker agreement for these roles with term and conditions agreed with the Trade Unions, in line with other Council staff. These workers are to be paid at a minimum of the living wage.”

(2) MOVED BY COUNCILLOR FIELD

“Sky lanterns (also known as Chinese lanterns) are much like miniature hot air balloons that are constructed of tissue paper with a heat source at the base of the lantern such as a wad of cotton fabric soaked with a combustible material. Once released the hot air produced by the fuel source can lift the lantern to extreme heights. It can then drift for long distances until the fuel is depleted, at which point the lantern falls to the ground.

Sky lanterns pose a serious fire safety hazard due to their uncontrolled and unpredictable flight path. These products could land in trees, on rooftops or other combustible properties while still ignited and potentially cause a fire. A sky lantern was probably the cause of the massive fire at Croft Farm Water Park site near Hardwick Gloucestershire, which destroyed 60 caravans in November 2013.

Sky lanterns can also cause damage to the environment. When the device falls to the ground it becomes a hazard to pets, wildlife and livestock as they may ingest the remains of the lantern. Additionally the sky lanterns pose a serious threat to agriculture; an ignition source landing on a crop ready for harvest could cause significant economic hardship for farmers and also other businesses.

This Council resolves therefore to recognise the fire hazard associated with the use of sky lanterns (also known as Chinese lanterns), which can potentially lead to loss of life (human and animal), damage to property and increase the pressure on the Fire Service, Police and medical emergency services.”

The council further resolves to write to the MP for Gloucester, asking him to introduce legislation in the House, to investigate ways to produce sky lanterns that are safer, and biodegradable.”

Yours sincerely

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Martin Shields
Corporate Director of Services and Neighbourhoods

NOTES

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

| <u>Interest</u> | <u>Prescribed description</u> |
|--|---|
| Employment, office, trade, profession or vocation Sponsorship | Any employment, office, trade, profession or vocation carried on for profit or gain. Any payment or provision of any other financial benefit (other than from the Council) made or provided within the previous 12 months (up to and including the date of notification of the interest) in respect of any expenses incurred by you carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract which is made between you, your spouse or civil partner or person with whom you are living as a spouse or civil partner (or a body in which you or they have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged |
| Land | Any beneficial interest in land which is within the Council's area. For this purpose "land" includes an easement, servitude, interest or right in or over land which does not carry with it a right for you, your spouse, civil partner or person with whom you are living as a spouse or civil partner (alone or jointly with another) to occupy the land or to receive income. |
| Licences | Any licence (alone or jointly with others) to occupy land in the Council's area for a month or longer. |
| Corporate tenancies | Any tenancy where (to your knowledge) – (a) the landlord is the Council; and (b) the tenant is a body in which you, your spouse or civil partner or a person you are living with as a spouse or civil partner has a beneficial interest |
| Securities | Any beneficial interest in securities of a body where – (a) that body (to your knowledge) has a place of business or |

land in the Council's area and

(b) either –

- i. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- ii. If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner or person with whom you are living as a spouse or civil partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose, “securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

NOTE: the requirements in respect of the registration and disclosure of Disclosable Pecuniary Interests and withdrawing from participating in respect of any matter where you have a Disclosable Pecuniary Interest apply to your interests and those of your spouse or civil partner or person with whom you are living as a spouse or civil partner where you are aware of their interest.

Access to Information

Agendas and reports can be viewed on the Gloucester City Council website: www.gloucester.gov.uk and are available to view five working days prior to the meeting date.

For further details and enquiries about this meeting please contact Tanya Davies, 01452 396125, tanya.davies@gloucester.gov.uk.

For general enquiries about Gloucester City Council's meetings please contact Democratic Services, 01452 396126, democratic.services@gloucester.gov.uk.

If you, or someone you know cannot understand English and need help with this information, or if you would like a large print, Braille, or audio version of this information please call 01452 396396.

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Any recording must take place in such a way as to ensure that the view of Councillors, Officers, the Public and Press is not obstructed. The use of flash photography and/or additional lighting will not be allowed unless this has been discussed and agreed in advance of the meeting.

FIRE / EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions:

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building; gather at the assembly point in the car park and await further instructions;
- Do not re-enter the building until told by a member of staff or the fire brigade that it is safe to do so.