

# KENDAL TOWN COUNCIL

## Notice of Meeting

### MANAGEMENT COMMITTEE

**Monday 19<sup>th</sup> February 2018 at 7.30 p.m.  
in The Mayor's Parlour, Kendal Town Hall**

#### **Committee Membership (11 Members)**

Jonathan Brook (Chair)	Austen Robinson (Vice Chair)	Andy Blackman (Mayor)
Guy Tirvengadam (Deputy Mayor)	Graham Vincent	Clare Feeney-Johnson
Phillip Walker	Jon Robinson	John Veevers
Geoff Cook	Jonathan Owen	

### AGENDA

**1. APOLOGIES**

**2. PUBLIC PARTICIPATION**

Any member of the public who wishes to ask a question, make representations or present a deputation or petition at this meeting should apply to do so before the commencement of the meeting. Information on how to make the application is available on the Council's Website - [www.kendaltowncouncil.gov.uk/Statutory Information/General/ Guidance on Public Participation](http://www.kendaltowncouncil.gov.uk/Statutory%20Information/General/Guidance%20on%20Public%20Participation) at Kendal Town Council Meetings or by contacting the Town Clerk on 01539 793490.

**3. DECLARATIONS OF INTEREST**

**To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda**

*[In accordance with the revised Code of Conduct, Members are required to declare any Disclosable Pecuniary Interests (DPIs) or Other Registrable interests (ORIs) which have not already been declared in the Council's Register of Interests. Members are reminded that it is a criminal offence not to declare a DPI, either in the Register or at the meeting. In the interests of clarity and transparency, Members may wish to declare any DPI which they have already declared in the Register, as well as any ORI.]*

**4. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING** (not otherwise on the agenda). Minutes of meeting held on 22<sup>nd</sup> January 2018 (*see attached*)

**5. URGENT ITEMS OF BUSINESS (CONTACT THE CHAIR PRIOR)**

**6. REPORT ON WORK PROGRAMME** (*verbal*)

**7. KENDAL PARK RUN** (*referred to this meeting for further discussion*)

**8. PRINTING OF AGENDA PAPERS** (*see attached*)

**9. UK HEALTHY CITIES NETWORK** (*see attached*)

**10. FLOODING DECEMBER 2015 – ISSUES RELATING TO RESPONSE TO THE FLOODING**

**11. ITEMS FOR THE NEWSLETTER**

## KENDAL TOWN COUNCIL

### 12. EXCLUSION OF PRESS AND PUBLIC

*To consider whether members of the press and public should be excluded from the next item, which contains exempt information as described in Schedule 12A of the Local Government Act 1972*

#### **Part II (Excluded Items)**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following report is excluded from inspection by members of the press and public as it contains exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:

- *Information relating to any individual [Paragraph 1]*

### 13. PART II STAFFING

### 14. READMISSION OF PRESS AND PUBLIC

### 15. ANY OTHER BUSINESS

**Liz Richardson**  
Town Clerk

By e-mail/post to:      Members of the Committee  
                                 All other Councillors (agenda only, for information)

***Please note that only Committee Members will receive the minutes and attachments, but that other Councillors may request a copy of any agenda papers. Any Councillor who is not a Committee Member may still attend the meeting, as an observer.***

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**Members of the Press and Public are welcome to attend the meeting.**

# KENDAL TOWN COUNCIL

## Management Committee

**Monday 22<sup>nd</sup> January 2018 at 7.30 pm  
in The Mayor's Parlour, Town Hall, Kendal**

- PRESENT** Austen Robinson (Vice Chair), Andy Blackman (Mayor), Guy Tirvengadam (Deputy Mayor), Jon Robinson, John Veevers, Geoff Cook and Jonathan Owen
- APOLOGIES** Councillors Jonathan Brook (Chair) and Clare Feeney-Johnson
- OFFICERS** Liz Richardson (Town Clerk), Nicky King (Council Secretary)
- 863/17/18 PUBLIC PARTICIPATION**
- None.
- 864/17/18 DECLARATIONS OF INTEREST**
- There were no declarations of interest made at this point.
- 865/17/18 ORDER OF BUSINESS**
- It was proposed that the order of business of the Agenda be amended to bring forward item 6 (Presentation on Creating a Kendal Park Run – Brian Harrison, Vice Chair of Kendal BID) and this was agreed by all.
- 866/17/18 PRESENTATION ON CREATING A KENDAL PARK RUN – BRIAN HARRISON, VICE CHAIR KENDAL BID**
- Councillor A Robinson welcomed Brian Harrison, Vice Chair of Kendal BID, to the meeting.
- Brian Harrison briefed the Committee on the aspirations of Kendal BID to set up a Park Run in Kendal utilising facilities in Market Place and on New Road to bring business into the town centre. He explained that Park Runs are attended by hundreds of runners who travel nationwide to take part. There is a wide range of participants of different ages, abilities and gender. A national structure of events exists, along with national advertising. Kendal BID believe that Kendal could host an attractive Park Run event with parking in Westmorland multi storey car park, use of facilities in Market Place (toilets, refreshments, registration etc) and runner assembly point at New Road. The starting point would be on Gooseholme and follow the canal path and return to finish on Gooseholme. The route would require the re-opening of the Gooseholme footbridge. Marshalling would be needed along the route, specifically at Canal Head and Parkside Road.
- Initial proposals and contact with Park Run had been positive and projected costs were within Kendal BID's budget. However subsequent consultation with local running groups found that previous attempts to set up a Park Run had failed due to difficulties

in finding a suitable level route. Kendal BID were recommended to contact Councillor Feeney-Johnson who advised that the canal route could not be used as it was not traffic free. It was thought that the latest SLDC Kendal Development Plan might offer a solution to the traffic free requirement, with proposals for development at Canal Head, Parkside Road and Miller Bridge. Kendal BID had the idea of attaching Community Infrastructure Level or Community Agreement (Section 106) to these developments. Councillor Feeney-Johnson indicated this might offer a way forward with a traffic free route.

Mr Harrison presented the benefits of the proposals and explained ideas for potential funding. He added that an ambassador from Park Run was due to come to Kendal to look at the possibilities and discuss requirements etc.

Councillor J Robinson agreed that there could be potential to use CIL money in order to achieve infrastructure aspirations. However, he stated that Section 106 Agreements could prove difficult as they have to be tied to specific developments.

Councillor Veevers commented that he could foresee many difficulties in setting up the Park Run. Feedback from runners showed that many are reluctant to run on roads and they like a start and finish point following a circular route. He added that Park Run require alternative passage for other park users, timers, tokens, bar code scanner, toilet facilities etc. Park Run will not allow dual usage along the route. He informed Committee that there was a running group in Kendal called Women on the Run. The lady who set up the group had previously tried to create a Park Run in Kendal but had been unsuccessful in finding an appropriate route and therefore had not pursued it.

Councillor Owen commented that it was positive that a Park Run ambassador was due to come to Kendal and Kendal BID should not be put off being ambitious and exploring possibilities.

Members agreed that whilst creating a Kendal Park Run could prove challenging, there were wider possibilities and aspirations regarding development around the town and the benefits and opportunities that these may present should be considered.

It was decided that the Town Clerk would circulate supporting papers to Committee members for further consideration. The item would be added to the Agenda of the next meeting for further discussion.

Brian Harrison to provide the Committee with feedback following the meeting with the Park Run ambassador.

## **RESOLVED**

That the Town Clerk circulate supporting papers on a potential Park Run to Committee members for further consideration. The item to be added to the Agenda of the next meeting for further discussion.

**867/17/18****MINUTES OF THE MEETING HELD ON 18<sup>TH</sup> DECEMBER 2018**

The Chairman presented the minutes of the meeting held on 18<sup>th</sup> December 2018, which had been approved by full Council on 8<sup>th</sup> January 2018.

**Proposals for Interim Arrangements for New Road** (ref minute 767/17/18)

Councillor Owen queried the completion date for the works which was incomplete in the minutes. Town Clerk to check and advise.

**Town Centre Benches** (ref minute 769/17/18)

The Town Clerk advised that this matter had been discussed at the Environment & Highways Committee meeting and was ongoing.

**Kendal War Memorial** (ref minute 771/17/18)

The Town Clerk advised that she was waiting for Kendal Civic Society to come back with proposals.

**Kendal Dementia Action Alliance** (ref minute 778/17/18)

The Town Clerk commented that although it had been agreed at Council that Kendal Dementia Action Alliance would be added to the Outside Bodies list, nobody had volunteered as representative. It was agreed the Town Clerk would write to the organisation confirming their inclusion on the list and notify them that a representative would be appointed following the elections in May.

Councillor Veevers proposed that the minutes be accepted as a correct record. This was seconded by Councillor J Robinson and carried with 1 abstention.

**RESOLVED**

That the minutes of the meeting of the Committee held on 18<sup>th</sup> December 2018 be accepted as a correct record.

**868/17/18****MATTERS ARISING** (Not on Agenda)

None.

**869/17/18****RESIGNATION OF COUNCIL REP CLLR T CLARE AND REPLACEMENT BY CLLR J OWEN**

Councillor A Robinson formally welcomed Councillor Owen to the Management Committee following the resignation of Councillor Clare.

**870/17/18****URGENT ITEMS OF BUSINESS**

None.

**871/17/18****REPORT ON WORK PROGRAMME**

The Town Clerk presented her report on project progress for December 2017 and highlighted the main areas of work as follows:

- Handing over the Environmental & Highways Committee to the Project Manager.
- Regimental Freedom Parade.
- Remembrance Sunday 2018.
- Heritage condition survey report follow on work.
- Maintenance work on allotments.
- Discussions with Continental Landscapes on summer planting. An RAF celebratory colour theme had been agreed (red/white/blue). The Town Clerk noted that blue flowers may be challenging. Councillor J Robinson suggested structures such as trellis painted blue in planters as an alternative.

The Project Manager's main projects included:

- New signs/improvements around Market Place.
- Kendal Castle.
- Green Wall. It was noted that a further refusal had been received from Network Rail.
- Directional signage to the castle. LIP funding application submitted.

**872/17/18**

### **UPDATE ON THE MARKET PLACE**

Members considered an update which had been prepared by Councillor Emmott and circulated prior to the meeting.

Councillor J Robinson commented that the use of awnings had previously been discouraged and asked whether SLDC Planning Department were considering a change of stance in this respect to encourage a café culture. Town Clerk to pass the comment on to Councillor Emmott.

Councillor Veevers asked about progress with formalisation of the Farmers Market. Councillor Cook commented that he had not heard anything further recently. Town Clerk to pass the comment on to Councillor Emmott.

Councillor A Robinson thanked Councillor Emmott for preparing the update and for her work in respect of the works to the Market Place.

**RESOLVED**

That the Town Clerk pass on comments regarding the use of awnings and the Farmers Market to Councillor Emmott.

**873/17/18**

### **CITY OF SANCTUARY UK**

Councillor Tirvengadam presented his proposal for Kendal to become part of the City/Town of Sanctuary network. He observed that Kendal is expecting some refugee families to settle in the town in the near future.

City of Sanctuary holds the vision that the UK will be a welcoming place of safety for all and proud to offer sanctuary to people fleeing violence and persecution. City of Sanctuary began in October in

2005 with Sheffield being the first 'City of Sanctuary' – a city that takes pride in the welcome it offers to people in need of safety.

Councillor Cook thought it was a good idea and asked how Kendal went about becoming part of the network. Councillor Tirvengadam explained that Kendal would need to meet the requirements of the charter and apply to City of Sanctuary. He had a meeting with a co-ordinator on 6<sup>th</sup> February to discuss the process for taking the matter forward.

Councillor Tirvengadam proposed taking the idea to full Council and was seeking agreement in principle from the Committee. He added that he would also be looking to approach SLDC and CCC. Councillor J Robinson seconded the proposal and it was carried unanimously.

Councillor Cook suggested approaching SLDC and CCC at this stage to obtain initial support. It was agreed that Councillor Tirvengadam would contact SLDC (via Councillor Archibald) and Councillor Cook would raise the matter with CCC.

**RECOMMENDATION** That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network

**RESOLVED** That initial support be sought from SLDC and CCC. Councillor Tirvengadam to contact SLDC and Councillor Cook to raise the matter with CCC.

**874/17/18 UPDATE ON SLDC LEASE FOR KTC ACCOMMODATION**

The Town Clerk advised that it was hoped the lease would commence 1<sup>st</sup> April 2018. This would coincide with the end of the current 3 year agreed rent and therefore a rent review was due. All general principles had been agreed but the actual calculations for the rent were awaited. She advised that there was likely to be an uplift in rent.

Councillor Veevers asked whether the lease was for the entire accommodation occupied by KTC and what would happen in the case of KTC seeking alternative premises. The Town Clerk confirmed that it was for the whole of the accommodation and whilst there may be in future an accommodation review and aspiration to seek new accommodation, this was not the current situation and notice could always be given on the lease.

A general discussion ensued regarding appropriate accommodation and the tendency for the public to confuse KTC with the other tiers of Council.

**875/17/18 FLOODING DECEMBER 2015 - ISSUES RELATING TO RESPONSE TO THE FLOODING**

Councillor A Robinson referred to the paper he had prepared for the last Committee meeting. He said he had produced the paper because he was frustrated that KTC's comments regarding flooding

issues appear to be falling on stony ground. Several developments, including those on Strawberry Fields and land north of Laurel Gardens, had been given the go ahead despite a series of floods since 2015. He added that no other organisation appeared willing to put their heads above the parapet and asked whether KTC would be the organisation to do that. He did not feel that KTC had been properly represented.

Councillor A Robinson had attended a meeting of the Kendal & District Engineering Society at the beginning of January. Information on proposals to help alleviate potential for flooding had been presented at this meeting. The Environment Agency were due to hold a meeting on 7<sup>th</sup> February (1-2pm for Councillors and interested flood groups; 2-7pm for the general public). Councillors were urged to attend.

Councillor J Robinson suggested that the flooding sub-group agreed at the last meeting held its first meeting prior to the EA meeting and Councillor Blackman's leave from 3<sup>rd</sup> February.

Councillor Veevers referred to the waste treatment works at Watercrock and said it was noticeable that works on a replacement drainage pipe damaged in Storm Desmond had stopped. He added that foaming in the water and smell indicated that there may be an issue with the quality of wastewater being pumped into the river. It was not known if water samples were being collected. He also raised the question of whether the path would be made good once works were complete and noted that it is a public footpath and is currently very overgrown. Councillor A Robinson suggested that the Town Clerk write to United Utilities seeking assurance that nothing inappropriate is being put into the river and asking whether the water quality is being monitored. An update as to the progress of the work and the footpath would also be requested. Letter to be copied to the EA and CCC.

## **RESOLVED**

1. That the flooding sub-group meet prior to 3<sup>rd</sup> February 2018.
2. That the Town Clerk write to United Utilities regarding works at Watercrock. Letter to be copied to the EA and CCC.

## **876/17/18**

### **ITEMS FOR THE NEWSLETTER**

Councillor Tirvengadam requested a small article regarding the Kendal Unity Festival in the Spring edition. A larger review of the event with photographs etc to appear in the Autumn edition.

It was agreed to include an article on the Regimental Freedom Parade in the summer edition.

## **877/17/18**

### **REVIEW OF SPEND AGAINST BUDGET 2017/18**

Town Clerk presented the Budgetary Control Statement for nine months ended 31<sup>st</sup> December 2017.

A likely underspend in the Supplies and Services heading was highlighted.

It was noted that there was budget remaining under IT and website. The Town Clerk informed Members that her laptop was due for replacement under the rolling replacement programme and requested approval to purchase a new one. This was proposed by Councillor Owen, seconded by Councillor J Robinson and carried unanimously.

£5,000 remained in budget for 'Support for Kendal TIC'. The Town Clerk is aware of discussions on the Kendal TIC. The funds would be kept until such time as a proposal is forthcoming.

Councillor Tirvengadam asked whether the uptake had been good at the Credit Union. Councillors agreed that an excellent presentation was made to January Council and uptake was thought to be ahead of expectations.

**878/17/18****EXCLUSION OF PRESS AND PUBLIC**

It was proposed by Councillor Veevers and seconded by Councillor A Robinson to move to Part II, this was carried unanimously.

**RESOLVED**

That the press and public be excluded for the following items of business.

**Part II**

In accordance with Section 100(B)(2) of the Local Government Act 1972, the following reports were excluded from inspection by members of the public as they contain exempt information as described in Schedule 12A of the Act, as amended by the Local Government (Access to Information) (Variation) Order 2006, as follows:-

Information relating to any individual [*Paragraph 1*]

**STAFFING MATTERS** [Paragraph 1]**879/17/18**

The Town Clerk advised Committee that the Admin Assistant had indicated she was likely to apply for early retirement due to continued ill health. A quotation had been requested from the pension supplier and was being considered by the Admin Assistant. She was currently signed off work until the end of March and early retirement would be likely to commence 1<sup>st</sup> April. Councillor A Robinson proposed a recommendation to agree in principle to proceed with early retirement, subject to the Admin Assistant accepting the pension quotation. Current temporary admin support to be continued for continuity until recruitment could commence. This was seconded by Councillor Tirvengadam and carried unanimously.

**RECOMMENDATION**

That Council agree in principle to proceed with early retirement for the Admin Assistant, subject to her acceptance of the pension

quotation. Current temporary admin support to be continued for continuity until recruitment could commence.

**880/17/18 READMISSION OF PRESS AND PUBLIC**

It was proposed by Councillor J Robinson to re-admit the press and public. This was seconded by Councillor J Veevers and carried unanimously.

**RESOLVED** that the press and public be re-admitted for the remainder of the meeting.

**ANY OTHER BUSINESS**

**881/17/18 SLDC Overview and Scrutiny Committee**

The Town Clerk had received correspondence from the SLDC Overview and Scrutiny Committee requesting suggestions for their work programme for 2018/19. A response had been requested by 24th February. It was agreed that the Town Clerk would forward the email to all Councillors.

Councillor Blackman suggested that the matter of tree management on SLDC land be put forward as this had been raised by the Environment & Highways Committee at their last meeting.

**RESOLVED** That the Town Clerk forward the email from SLDC Overview and Scrutiny Committee to all Councillors and pass on suggestions, including tree management on SLDC land.

**882/17/18 Footfall Survey**

The Town Clerk advised that she had received the results of the footfall survey for the period June - December 2017. The busiest days were noted to be around Christmas and in September which coincided with the Torchlight Festival. Saturday was the busiest day of the week. Town Clerk to circulate the results to all Councillors.

**RESOLVED** That the Town Clerk circulate the results of the footfall survey to all Councillors.

**883/17/18 Annual Report Submissions**

The Town Clerk urged Chairs of Committees to provide her with their submissions for the Annual Report.

**884/17/18 Kendal Lads & Girls Club**

Councillor Owen put forward a request by Kendal Lads & Girls Club to be added as an Outside Body. It was agreed that a recommendation be made to Council to decide at the next meeting.

**RECOMMENDATION** That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.

**885/17/18 Snow Clearing Equipment**

Councillor Veevers asked whether KTC still held snow clearing equipment at Canal Head. The Town Clerk replied that it had not

been used for 3/4 years. She had requested the Townscape Manager to make enquires and also check on salt levels. She had also appraised the Townscape Manager of his duties in the case of snow and ice.

**886/17/18**

**SLDC Annual Review of Constitution.**

Councillor A Robinson noted the deadline for comment had passed. It was agreed that it was important to keep an eye on this in future.

**887/17/18**

**Police & Crime Commissioner - Council Tax Levey Consultation**

It was noted that there had been a very low response.

The meeting closed at 9.31pm.

**Summary of Information, Resolutions and Recommendations to Council**

<b>Min</b>	<b>Subject</b>	<b>Information/Resolution/Recommendation to Council</b>	
<b>866</b>	Presentation on Creating a Kendal Park Run	<b>RES</b>	That the Town Clerk circulate supporting papers on a potential Park Run to Committee members for further consideration. The item to be added to the Agenda of the next meeting for further discussion.
<b>872</b>	Update on the Market Place	<b>RES</b>	That the Town Clerk pass on comments regarding the use of awnings and the Farmers Market to Councillor Emmott.
<b>873</b>	City of Sanctuary UK	<b>REC</b>  <b>RES</b>	That Council agree in principle to Kendal becoming part of the City/Town of Sanctuary network  That initial support be sought from SLDC and CCC. Councillor Tirvengadam to contact SLDC and Councillor Cook to raise the matter with CCC.
<b>875</b>	Flooding December 2015	<b>RES</b>	3. That the flooding sub-group meet prior to 3 <sup>rd</sup> February 2018. 4. That the Town Clerk write to United Utilities regarding works at Watercrock. Letter to be copied to the EA and CCC.
<b>879</b>	Staffing Matters	<b>REC</b>	That Council agree in principle to proceed with early retirement for the Admin Assistant, subject to her acceptance of the pension quotation. Current temporary admin support to be continued for continuity until recruitment could commence.
<b>881</b>	SLDC Overview and Scrutiny Committee	<b>RES</b>	That the Town Clerk forward the email from SLDC Overview and Scrutiny Committee to all Councillors and pass on suggestions, including tree management on SLDC land.
<b>882</b>	Footfall Survey	<b>RES</b>	That the Town Clerk circulate the results of the footfall survey to all Councillors.
<b>884</b>	Kendal Lads & Girls Club	<b>REC</b>	That Council consider whether Kendal Lads & Girls Club should be added as an Outside Body.

## KENDAL TOWN COUNCIL REPORT

To: Management Committee	19 February 2018
From: The Town Treasurer	Agenda Item No. 8

### PRINTING OF AGENDA PAPERS

The Mayor has recently suggested that, in view of the volume of printed agendas which are recycled at the end of Committee meetings, the Council could consider the use of a projector and screen for Members' papers.

Some of the advantages of the suggestion are as follows:

- Much less paper would be used:
  - The majority of agenda papers are not retained by Councillors attending the meeting and are handed in at its close.
  - Agendas are printed for all Committee members who have not submitted an apology, so several may never be used.
  - Spare printed agendas for public use are rarely used.
- The staff time and costs in printing and collating agendas would be saved, offset by the time in setting up the projection equipment.
- The meeting can focus on the current agenda item.

There are also likely to be some disadvantages:

- Although an individual Councillor may choose to use their own laptop or tablet at the meeting, this could not be relied upon as the Council does not provide equipment for their use.
- Similarly, without a laptop/tablet, an individual Councillor would only be able to refer backward or forward within the agenda via the projection.
- Officers would need to navigate through the agenda and its projection, which could be a distraction from clerking the meeting; it is likely that officers would need printed copies in order to support the meeting.

If the Committee are interested in the suggestion, it would be practical to start with a trial of meetings of one or more of the Committees. For a small meeting, the use of the Council's TV monitor might be more manageable than a projector and screen. It would also be possible to introduce a procedure where Committee papers will only be produced for Members if they request them and they have indicated that they will be attending the meeting.

The Committee is asked to consider whether it wishes to consider a trial of "paperless" meetings and, if so, the basis of the trial.

# KENDAL TOWN COUNCIL REPORT

To: Management Committee	19 February 2018
From: The Town Treasurer	Agenda Item No. 9

## UK HEALTHY CITIES NETWORK

The Deputy Mayor has asked that the Committee consider whether the Council should apply for membership of the UK Healthy Cities Network.

Full details are given in the attached membership application form, which provides the following information about the Network:

*Healthy Cities is a global movement that engages local authorities and their partners in health development through a process of political commitment, institutional change, capacity-building, partnership-based planning and innovative projects.*

*The vision of the UK Healthy Cities Network is to develop a creative, supportive and motivating network for UK local authorities, towns and cities that are tackling health inequalities and striving to put health improvement and health equity at the core of all local policies. Its aims are to:*

- enhance learning and build capacity through sharing ideas, experience and best practice*
- widen participation in the Healthy Cities movement and support member towns, cities and local authorities to develop and test innovative approaches to emerging public health issues*
- become a strong collective voice for health, wellbeing, equity and sustainable development – informing and influencing local, regional, country and national policy.*

Ulverston Town Council has recently worked towards Network status, so may be able to give advice on the process and the commitment that would be expected from the Council.

Cherrie Trelogan and Mike Conefrey from Cumbria County Council are attending the March Council meeting, together with a representative from Kendal Integrated Care Community, to discuss Healthy Towns, so it appears to be an opportune time to consider membership of the Network.



**APPLICATION FOR MEMBERSHIP OF THE UK HEALTHY CITIES NETWORK**



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## APPENDICES

- APPENDIX 1    MEMORANDUM OF UNDERSTANDING
- APPENDIX 2    TERMS AND CONDITIONS

*Please complete the declaration and questionnaire/supporting statement/ memorandum of understanding / terms and conditions and send electronically to Sandra Brookes at [contactus@healthycities.org.uk](mailto:contactus@healthycities.org.uk).*

## BACKGROUND AND INTRODUCTION

Healthy Cities is a global movement that engages local authorities and their partners in health development through a process of political commitment, institutional change, capacity-building, partnership-based planning and innovative projects. Within Europe, there are around 100 cities that are designated as members of the [World Health Organisation \(WHO\) European Healthy Cities Network](#) (including 14 in the UK) – and in addition, there are approximately 30 national Healthy Cities networks involving more than 1400 local authorities, towns and cities as members. Originally established with funding from the Department of Health for England, the UK Healthy Cities Network is one of 20 networks accredited by the WHO as a member of the Network of European National Healthy Cities Networks. The Network now supported by its members and operates a partial subscription model. It will play an invaluable role in enabling local authorities, towns and cities to access the latest UK and international learning and contribute their learning and experience to the developing pool of knowledge.

The Healthy Cities approach seeks to put health high on the political and social agenda of its members and to build a strong movement for public health at the local level. It strongly emphasizes *equity, participatory governance, solidarity, intersectoral collaboration, sustainable development and action to address the social, economic and environmental determinants of health*. Successful implementation of this approach requires innovative action addressing all aspects of health and living conditions, and extensive networking between cities across Europe and beyond. This entails:

- explicit political commitment
- leadership
- institutional change
- intersectoral partnerships.

[Phase VI of the WHO European Healthy Cities Network](#) runs from 2014-2018. Phase VI maintains the previous Phase V focus of *Health and Health Equity in All Local Policies* – based on an appreciation that population health and inequities in health are largely determined by policies and actions beyond the health sector.

Its overarching goals are

- improving health for all and reducing health inequities; and
- improving leadership and participatory governance for health

Both strategic goals reinforce the strong standing commitment of the WHO European Network to addressing equity and the social determinants of health and striving to improve governance for health.

The core themes in Phase VI will be based on a local adaptation of the four priorities for policy action of Health 2020:

- Investing in health through a life course and empowering people;
- Tackling the European Region's major health challenges of infectious and non-communicable diseases;
- Strengthening people-centred systems and public health capacity and emergency preparedness and surveillance; and
- Creating resilient communities and supportive environments.

The four themes are not discrete areas of action but are interdependent and mutually supportive.

[Click to see summary of Phase VI](#)

## VISION AND AIMS

The vision of the [UK Healthy Cities Network](#) is to develop a creative, supportive and motivating network for UK local authorities, towns and cities that are tackling health inequalities and striving to put health improvement and health equity at the core of all local policies. Its aims are to:

- enhance learning and build capacity through sharing ideas, experience and best practice
- widen participation in the Healthy Cities movement and support member towns, cities and local authorities to develop and test innovative approaches to emerging public health issues
- become a strong collective voice for health, wellbeing, equity and sustainable development – informing and influencing local, regional, country and national policy.

## JOINING THE UK HEALTHY CITIES NETWORK

The UK Healthy Cities Network offers members the opportunity to be part of a dynamic and supportive network of local authorities, towns and cities committed to embedding health and health equity in all local policies, to improving the health of their populations and to developing a strong collective voice for public health and sustainable development.

Membership is via an annual subscription and is open to cities, towns and local authorities across the UK. To become a member of the Network, local authorities, towns and cities are required to demonstrate that they meet our membership criteria (see Declaration on p.4).

## BENEFITS OF MEMBERSHIP

Specific benefits of being a member of the UK Healthy Cities Network include:

- quarterly Network meetings
- capacity building workshops, master classes and training events
- sub-groups on Healthy Cities themes and approaches
- regular e-bulletin and news updates
- development of a City specific microsite accessible via the UKHCN website
- dissemination of learning and expertise from WHO, its Collaborating Centres and global leaders in the field
- access to knowledge and experience drawn from local authorities, towns and cities across Europe active in Healthy Cities
- being part of a values-based movement with a strong history of putting the principles of equity, empowerment, partnership and community participation into practice in local urban settings.
- Online discussion forum for City co-ordinators

***N.B. A full list of benefits can be found in the Network Memorandum of Understanding see Appendix 2***

## DECLARATION

**Name of Local Authority** hereby applies to join the UK National Healthy Cities Network. This declaration confirms that **Name of Local Authority** has met the minimum requirements for membership as detailed below.

We hereby confirm that **Name of Local Authority** endorses the Healthy Cities approach and the vision and aims of the [UK Healthy Cities Network](#).

**Name of Local Authority:**

- is a city or town/ Local authority
- has a named lead politician to support work in pursuit of Healthy Cities and has explicit commitment from the Council Leader or elected Mayor endorsing Health 2020 and Phase VI (please provide scanned signed copy and/or copy of Council Resolution)
- has an identified lead with appropriate administrative and technical support for taking forward Healthy Cities work
- has formal local partnership arrangements that demonstrably focus on health and health equity and can steer Healthy Cities work
- has in place a range of strategies and activities to address the overarching goals and core themes of [Phase VI of the WHO European Healthy Cities Network](#), as detailed in the attached supporting statement :

- **improving health for all and reducing health inequities; and**
- **improving leadership and participatory governance for health**

Both strategic goals reinforce the strong standing commitment of the WHO European Network to addressing equity and the social determinants of health and striving to improve governance for health and promote health in all policies. The core themes in Phase VI will be based on a local adaptation of the four priorities for policy action of Health 2020:

- **Investing in health through a life course and empowering people;**
- **Tackling the European Region's major health challenges of infectious and non-communicable diseases;**
- **Strengthening people-centred systems and public health capacity and emergency preparedness and surveillance; and**
- **Creating resilient communities and supportive environments.**

- is committed to attending at least one meeting of the UK National Healthy Cities Network each year and to participating actively in the work of the Network by:
  - sharing information about activities and learning with the wider network
  - participating in and contributing to communications and learning activities (both face to face and virtual)
- will provide an annual update on activities and progress.

Name:

Signature:

Date:

*Political Representative*

Name:

Signature:

Date:

*Healthy Cities Lead*

## QUESTIONNAIRE/SUPPORTING STATEMENT FOR APPLICANTS FOR MEMBERSHIP

Town/City:	
Local Authority:	
Lead Officer for Healthy Cities work:	
▪ Name	
▪ Position	
▪ Tel No	
▪ Email Address	
Lead Politician for Healthy Cities work:	
▪ Name	
▪ Position	
▪ Tel No	
▪ Email Address	
Partnership arrangements - how will Healthy Cities be delivered locally (Please provide supporting documents/evidence preferably via hyperlinks): Please outline how these will support your Healthy City Initiative and outline how this will be steered and what governance arrangements are in place. Key prompts:	
<ul style="list-style-type: none"> <li>▸ Membership of current or planned groups</li> <li>▸ Terms of Reference</li> <li>▸ Other key documents</li> </ul>	
Strategies/activities to address the overarching goals and core themes of Phase VI of the WHO European Healthy Cities initiative This will provide a situation analysis against Health 2020 – please use the goals and themes to assess the local position (Please provide supporting documents/evidence preferably via hyperlinks.)	
<ul style="list-style-type: none"> <li>• Tackling Health Inequalities – improving health for all and reducing health inequities</li> </ul> <p>Key Prompts:</p> <ul style="list-style-type: none"> <li>▸ Links to Marmot work</li> <li>▸ Local vision and mission / key values/principles</li> <li>▸ Links to other work streams, e.g. PHE Centres, Public Health Unit, Core Cities; Health and Well Being Board; economic development and</li> </ul>	<p>Please see attached documents for: Funding for Communities to address the local determinants of health, CCC Health and Wellbeing Strategy 2017 – 2019, South Lakeland Health and Wellbeing Forum.</p> <p>CCC Key values – Health and Wellbeing Strategy</p> <ul style="list-style-type: none"> <li>• Every Child has the best start in life</li> </ul>

<p><i>investment; key partnerships</i></p> <ul style="list-style-type: none"> <li>‣ <i>Progress with embedding health and health equity in your city's policies – and approach taken</i></li> </ul>	
<ul style="list-style-type: none"> <li>● Promoting and improving city leadership and participatory governance for health</li> </ul> <p><i>Key Prompts:</i></p> <ul style="list-style-type: none"> <li>‣ <i>Active citizenship and community engagement</i></li> <li>‣ <i>Health and Health equity in all local policies</i></li> <li>‣ <i>Alignment with national policy</i></li> <li>‣ <i>Use of JSNA's and Health Impact Assessments</i></li> <li>‣ <i>Stakeholder engagement</i></li> <li>‣ <i>Partnerships, alliances, joint working and Integration of services</i></li> <li>‣ <i>Local political commitment</i></li> </ul>	
<ul style="list-style-type: none"> <li>● Investing in health through a life course and empowering people;</li> </ul> <p><i>Key Prompts:</i></p> <ul style="list-style-type: none"> <li>‣ <i>Active citizenship and community engagement</i></li> <li>‣ <i>Addressing the social gradient</i></li> <li>‣ <i>Age Friendly programmes and initiatives</i></li> <li>‣ <i>Early years investment and programmes</i></li> <li>‣ <i>Healthy literacy</i></li> <li>‣ <i>Vulnerable groups</i></li> <li>‣ <i>Tackling social exclusion</i></li> </ul>	
<ul style="list-style-type: none"> <li>● Tackling major health challenges of infectious and non-communicable diseases;</li> </ul> <p><i>Key Prompts:</i></p> <ul style="list-style-type: none"> <li>‣ <i>Joint initiatives in tackling NCD's</i></li> <li>‣ <i>You may wish to outline key activities/initiatives around the following topics</i></li> <li>‣ <i>Physical Activity</i></li> <li>‣ <i>Nutrition and Obesity</i></li> <li>‣ <i>Alcohol</i></li> <li>‣ <i>Tobacco</i></li>   <li>‣ <i>Mental health and Wellbeing</i></li> </ul>	
<ul style="list-style-type: none"> <li>▪ Strengthening people-centred systems and public health capacity and emergency preparedness and surveillance;</li> </ul>	

<p><i>Key Prompts:</i></p> <ul style="list-style-type: none"> <li>‣ <i>Development of localised services</i></li> <li>‣ <i>Integration of Health and Social Care</i></li> <li>‣ <i>Supporting Public Health capacity – integration of Depts.</i></li> <li>‣ <i>Localised training and CPD</i></li> </ul>	
<ul style="list-style-type: none"> <li>▪ <b>Creating resilient communities and supportive environments.</b></li> </ul> <p><i>Key Prompts:</i></p> <ul style="list-style-type: none"> <li>‣ <i>Creating resilient communities – engaging communities</i></li> <li>‣ <i>Asset based approaches</i></li> <li>‣ <i>Citizenship – panels – community champions</i></li> <li>‣ <i>Creating healthy settings – schools/universities/prisons/workplaces etc.</i></li> <li>‣ <i>Healthy urban planning and links to spatial planning partnership</i></li> <li>‣ <i>Transport and travel planning</i></li> <li>‣ <i>Housing and regeneration</i></li> <li>‣ <i>Environmental pollution/climate change</i></li> <li>‣ <i>Creativity and liveability</i></li> </ul>	
<p>What do you envisage doing differently as a result of becoming a member of the UK Healthy Cities Network?</p> <p><i>Key Prompts:</i></p> <ul style="list-style-type: none"> <li>‣ <i>How do you think you will benefit from being a member of the UK Network</i></li> <li>‣ <i>How will membership of the UK Network help you build on existing work?</i></li> <li>‣ <i>How will you further embed core Healthy City goals and themes within your town/city?</i></li> </ul>	
<p>Endorsement of Health 2020 and Phase VI Goals and themes</p>	<p><i>Please provide scanned signed copy and/or copy of Council Resolution.</i></p>

***Please complete the declaration and questionnaire/supporting statement/ memorandum of understanding / terms and conditions and send electronically to Helen Wilding at [contactus@healthycities.org.uk](mailto:contactus@healthycities.org.uk).***

## **CONTACTS FOR APPLICATION SUPPORT**

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0191 211 6461

Kate McLoughlin  
Room 245, Civic Centre  
Barras Bridge  
Newcastle upon Tyne  
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0191 211 5674

**The coordination of the UK Healthy Cities Network is hosted at Newcastle City Council**

**Email:** [UKHCN@newcastle.gov.uk](mailto:UKHCN@newcastle.gov.uk)

**Website:** <http://www.healthycities.org.uk/>

## Appendix 1



## MEMORANDUM OF UNDERSTANDING

BETWEEN

UK HEALTHY CITIES NETWORK (PHASE VI)

AND

**NAME OF LOCAL AUTHORITY****1. BACKGROUND**

Healthy Cities is a ground-breaking and values-based World Health Organization (WHO) initiative that focuses on city-level political leadership, partnership working and participatory processes to tackle the social determinants of health and health inequality.

The UK Healthy Cities Network (UKHCN) is one of 20 such national networks accredited by the World Health Organization (WHO) and forms part of the wider Healthy Cities movement – which has served as a ‘field laboratory’ for tackling inequalities in health and developing innovative and sustainable solutions to public health challenges over more than 25 years.

The Network was established in 2011 with funding from the Department of Health for England and the Public Health Agency for Northern Ireland. Its founding membership comprised the 14 UK cities formally designated as members of the WHO European Healthy Cities Network. Since its inception, it has built a firm infrastructure able to support the delivery of health in and through local government – and has expanded this membership to include other cities, towns and authorities committed to Healthy Cities values and goals.

In 2014 Newcastle City Council became the coordination host for UKHCN, and provides coordination staff and financial management of our behalf.

**2. PURPOSE OF MEMORANDUM**

The purpose of this Memorandum is to formalise the working relationship between **Name of Local Authority** and the UKHCN and sets out matters of agreed values and principles, establishes criteria for Membership of the UK Healthy Cities Network and identifies key responsibilities for both the Network and its members.

**3. VALUES, PRINCIPLES AND CORE THEMES**

The Healthy Cities approach seeks to put health high on the political and social agenda of cities and to build a strong movement for public health at the local level. It strongly emphasizes equity, participatory governance, solidarity, intersectoral collaboration, sustainable development and action to address the social, economic and environmental determinants of health. Successful implementation of this approach requires innovative action addressing all aspects of health and living conditions, and extensive networking between cities across Europe and beyond. This entails: explicit political commitment; leadership; institutional change; and intersectoral partnerships.

Phase VI of the WHO European Healthy Cities Network runs from 2014-2018. The following two strategic goals of [Health 2020](#) provide the overarching themes for Phase VI:

- improving health for all and reducing health inequities; and
- improving leadership and participatory governance for health

Both strategic goals reinforce the strong standing commitment of the WHO European Network to addressing equity and the social determinants of health and striving to improve governance for health and promote health in all policies.

The core themes in Phase VI will be based on a local adaptation of the four priorities for policy action of Health 2020:

- Investing in health through a life course and empowering people;
- Tackling the European Region’s major health challenges of infectious and non-communicable diseases;
- Strengthening people-centred systems and public health capacity and emergency preparedness and surveillance; and
- Creating resilient communities and supportive environments.

The four themes are not discrete areas of action but are interdependent and mutually supportive.

[Click to see summary of Phase VI](#)

#### **4. VISION AND AIMS OF THE NETWORK**

The vision of the [UK Healthy Cities Network](#) is to develop a creative, supportive and motivating network for UK cities and towns that are tackling health inequalities and striving to put health improvement and health equity at the core of all local policies. Its aims are to:

- enhance learning and build capacity through sharing ideas, experience and best practice
- widen participation in the Healthy Cities movement and support member towns and cities to develop and test innovative approaches to emerging public health issues
- become a strong collective voice for health, wellbeing, equity and sustainable development – informing and influencing local, regional, country and national policy.

#### **5. THE NETWORK OFFER**

The UK Healthy Cities Network offers members the opportunity to be part of a dynamic and supportive network of cities and towns committed to embedding health and health equity in all local policies, improving leadership and participatory governance for health, supporting and delivering sector-led improvement to ensure the health of local populations and to develop a strong collective voice for public health and sustainable development.

##### **5.1 NETWORK BENEFITS**

The following outlines the Key benefits offered by networking in UKHCN:

###### **Learning and Best Practice from the UK and Europe:**

- the opportunity to learn from others who may be further ahead in implementing key policy priorities – and to disseminate learning and best practice
- access to the ideas and experiences underpinning local- and national-level policy and practice within other countries active in the Healthy Cities movement
- participation in and access to learning from WHO European Healthy Cities Sub-Networks.

###### **Briefings, Toolkits and Guidance Documents:**

- access to materials developed in response to demand and drawing on the assets of Network members and the wider Healthy Cities movement (examples to date include: 20 mph speed limits, smoke-free children’s play areas, alcohol minimum pricing).

**Policy Development:**

- the opportunity to contribute to the development of Network position statements on key policy issues
- engagement with the development and implementation of policy at the WHO/European level, thereby influencing 'upwards' whilst also informing local planning and action.

**Collaborative Innovation and Creativity:**

- the potential to access expertise and leadership in UK and European cities/towns, national Healthy Cities networks and WHO collaborating centres
- the opportunity to work collaboratively with towns and cities to develop, share, test, refine and implement innovative and creative interventions and programmes.

**Advocacy:**

- the opportunity to advocate for 'health and health equity in all policies' at a national level through participating in and helping build the Network as a powerful shared voice and vehicle for change
- the potential to strengthen local advocacy through agreeing common priorities and approaches among member cities/towns.

**5.2 DELIVERY MECHANISMS**

Members will be offered a combination of meetings and learning events through a variety of face-to-face and virtual collaborative technology. This will include the following:

**Network Meetings:**

- Comprising business, WHO update, sharing of practice, peer support and training workshop.

**Themed Learning Events:**

- Interactive training and capacity building workshops and master classes each year (examples to date include: community development; age-friendly cities; planning and health; resilience and assets; welfare reform and health).

**Sub-Groups and Collaborations:**

- Focused [sub-groups](#) and collaborations to support particular groups of stakeholders (e.g. co-ordinators, local politicians, academics) and facilitate shared learning and action on core Healthy Cities themes and approaches (e.g. healthy planning, community development, age-friendly local authorities, towns and cities).

**Website:**

- A web-based portal comprising background information; a searchable database of resources and case studies; reports and presentations from meetings; and relevant links. In addition to this cities get access to their own microsite accessible via the city location dots on the UK map of the main site

**E-Bulletin:**

- The production and dissemination of a monthly electronic bulletin, 'Snippets', providing up-to-date information and links relevant to Healthy Cities.

**Webinars:**

- Combining expert input of topical issues and themes with interactive dialogue and debate.

**Open Access Conference Calls:**

- Open access conference calls offering the opportunity for members to discuss and support one another in addressing priority issues and concerns.

**Consultation Responses:**

- The facilitation and co-ordination of Network responses to a limited number of relevant national and WHO/European consultations on policy and other developments.

**Network Support and Development:**

- Support to members, to strengthen Healthy Cities work and facilitate the maintenance and further development of a dynamic and effectively functioning network.

**Online discussion forum for City co-ordinators**

- This offers additional support to members, providing an additional mechanism for sharing and learning and sourcing solutions to specific issues and challenges.

**6. EXPECTATIONS OF MEMBERS**

The section outlines the key expectations the Network has of it's of members.

**6.1. ROLE OF THE HEALTHY CITIES CO-ORDINATOR**

This will be different across individual Towns/Cities as the architecture that supports the development and delivery of the Healthy Cities programme will depend on local structures, mechanisms and partnerships. The Healthy Cities Co-ordinator will play a critical role in co-ordinating and providing effective and dynamic leadership across their town/city and with local partners. The role will focus on championing the Healthy Cities approach which seeks to put health high on the political and social agenda of cities and to build a strong movement for public health at the local level. It strongly emphasizes equity, participatory governance, solidarity, intersectoral collaboration, sustainable development and action to address the social, economic and environmental determinants of health. Successful implementation of this approach requires innovative action addressing all aspects of health and living conditions, and extensive networking between cities across Europe and beyond.

**Main Duties and Responsibilities:**

1. To advocate and be an ambassador for Healthy Cities, engaging partners across their town/city, identifying strategic opportunities and working across sectoral, professional and political boundaries to develop and progress these.
2. Attendance at National Network meetings and contribute to meetings and agendas (a minimum of 1 meeting)
3. To support development of Network sub groups, task groups and products (e.g. topic specific briefings, case studies, learning resources).
4. To contribute to the development and support the delivery of the Network Learning support plan.
5. To support the local co-ordinator actions outlined in the Network Communications plan.
6. To host National Network meetings on a rota basis.
7. Contribute to the development of the Network website, local microsites and E-Bulletin and actively promote the Network website and to provide links to from local websites.
8. Respond to requests for information from the Network and its members
9. Hold telephone calls with the National Network Co-ordination Team to support development and planning of Network activity.

10. To contribute to Network-wide consultations.
11. Provide an annual report of Healthy City activity and contribute to the evaluation of the National Healthy Cities Network and explore local opportunities for wider research and evaluation relating to Healthy Cities.

## 6.2. CRITERIA FOR MEMBERSHIP

The criteria for membership of the Network broadly follow the requirements set out by the World Health Organisation (WHO). They are:

Cities' eligibility for membership will be assessed by a panel drawn from the National Network steering group, and cities will be supported by the Network Co-ordinators to show that they meet these criteria.

Geographic focus	Members should be a city or town or municipality based on a local authority footprint (or county council working with district councils to support the Healthy Cities model) .
Commitment	Members should have an explicit commitment to the values, principles and expectations outlined in this memorandum.
Political commitment	Members should have an explicit commitment from the Council Leader or elected Mayor endorsing the participation in Phase VI. Members should identify a named lead politician to support work on Healthy Cities themes.
Infrastructures	Members should have: <ul style="list-style-type: none"> <li>• an identified co-ordinator/focal point with appropriate office/admin support for taking forward Healthy Cities work,</li> <li>• formal local partnership arrangements that demonstrably focus on health and health equity and can steer Healthy Cities work</li> </ul>
Products and outcomes	Members should have in place a range of activities to promote health and address health inequalities, and be willing to work in partnership to address the core themes of Phase VI of Healthy Cities. Members will be required to provide an annual update on activities and progress and will be asked to reconfirm their commitment at the beginning of each WHO phase.
Networking	Members should attend at least one meeting of the Network per year and actively participate in the work of the Network by: <ul style="list-style-type: none"> <li>• sharing information about activities and learning with the wider network</li> <li>• participating in and contributing to communications and learning activities (both face to face and virtual).</li> </ul>
Financial contribution	Members are required to pay an annual membership fee of: £1500 plus VAT (district and unitary authorities)  Each two tier county application will be assessed on a case by case depending on county size and structure. Based on current membership the indicative amount would be £6,000  (see additional Terms and Conditions)

Signatures

**Authorised Signatory on behalf of the UK Healthy Cities Network**

Signature

Name in capitals      NAME

Post                      Post

Date                      .....

**Authorised Signatory for Other Party**

Signature                .....

Name in capitals      NAME

Post                      Post

Date                      .....

**Appendix 2**



## UK HEALTHY CITIES NETWORK:



## MEMBERSHIP TERMS AND CONDITIONS

### Terms and conditions of membership for UK Healthy Cities Network

These Terms and Conditions shall govern membership agreement of the UK Healthy Cities Network. By submitting an application to become a member of the UK Healthy Cities Network members agree to abide by these Terms and Conditions.

#### Definitions:

“**Member**” means a subscribing member of the Network.

“**Membership**” means membership of the Network.

“**Membership Fee**” means the relevant sum as set out on the membership application form.

“**Network**” means the UK Healthy Cities Network (acting through UCLan Business Services Limited - registered company number 02340053).

“**Network Steering Group**” means the group that oversees and provides strategic direction and guidance to the Network; (more information available on the Network website <http://www.healthycities.org.uk/> )

#### 1. General Notices

- i. This document sets out the Terms & Conditions that will apply to Membership of the Network and is entered into between the Member and the Network.
- ii. The Network reserves the right to amend these Terms and Conditions and any other document governing Membership of the Network at any time.
- iii. Members will be informed of changes to the Terms and Conditions by email and any such changes will also be published on the Network website: <http://www.healthycities.org.uk>

#### 2. Membership

- i. Acceptance for Membership is on the basis of the Network membership criteria (available on the Network website: <http://www.healthycities.org.uk/> ) and at the discretion of the Network's Steering Group. The Network shall be entitled at its sole discretion to refuse an application for Membership. There is no entitlement to appeal.
- ii. The Network shall endeavour to notify the applicant of its decision within 21 days of an application being submitted.
- iii. Membership will commence on the later of the date of acceptance of the application for Membership by the Network or 1<sup>st</sup> January 2013 and will be valid until 31<sup>st</sup> December 2013 (the “**Membership Period**”).
- iv. For the avoidance of doubt, refusal of an application shall not give rise to any claim in damages.

### 3. Membership Fee

- i. The Membership Fee shall be set by the Network Steering Group on an annual basis. The Network's Steering Group may change the Membership Fee from year to year, however, for the avoidance of doubt the Membership Fee may not be changed during the Membership Period.
- ii. The Membership Fee is due annually and in advance.
- iii. The Membership Fee shall be paid by the Member within 30 days of the date of an invoice from the Network for the Membership Fee.
- iv. If any monies remain unpaid for 30 days, the Network shall be entitled to suspend or terminate Membership.
- v. Membership Fees are non-refundable in all circumstances
- vi. In the event the Network ceases to operate Membership Fees will be used to fund costs associated with closing down the Network

### 4. General

- i. These Terms and Conditions are subject to English Law and the exclusive jurisdiction of the English courts.
- ii. The Network reserves the right to terminate the Membership of any Member at any time and with immediate effect where the Member is deemed by the Network to have behaved inappropriately, including breach of these Terms and Conditions, or where the Member has behaved in such a manner as to generally bring the Network into disrepute.
- iii. These Terms and Conditions do not create a relationship of partnership, agency or any further relationship between the Network and the Member.
- iv. These Terms and Conditions constitute the whole agreement between the Network and the Member and supersede all previous agreements relating to Membership of the Network.
- v. To the extent permitted by law, neither party shall be liable for any loss or damage of any kind (whether arising from breach of contract, tort, breach of statutory duty or otherwise) suffered by the other party in connection with Membership of the Network.

## CONTACTS

<p>Helen Wilding Room 245, Civic Centre Barras Bridge Newcastle upon Tyne NE1 8QH</p> <p>0191 211 6461</p>		
✉ <a href="mailto:ukhcn@newcastle.gov.uk">ukhcn@newcastle.gov.uk</a>	✉ <a href="mailto:contactus@healthycities.org.uk">contactus@healthycities.org.uk</a>	🌐 <a href="http://www.healthycities.org.uk">www.healthycities.org.uk</a>

The coordination of the UK Healthy Cities Network is hosted at Newcastle City Council

Email: [UKHCN@newcastle.gov.uk](mailto:UKHCN@newcastle.gov.uk)

Website: <http://www.healthycities.org.uk/>