



# Cabinet

**Date:** Tuesday, 12 May 2009

**Time:** 6.15 pm

**Venue:** Committee Room 1 - Wallasey Town Hall

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## AGENDA

### 1. MINUTES

The minutes of the last meeting have been printed and published. Any matters called in will be reported at the meeting.

RECOMMENDATION: That the minutes be approved and adopted.

### 2. DECLARATIONS OF INTEREST

The members of the Cabinet are invited to consider whether they have a personal or prejudicial interest in connection with any of the items on this agenda and, if so, to declare it and state the nature of such interest.

### FINANCE AND BEST VALUE

#### 3. CABINETS AND COMMITTEES - DUTIES AND TERMS OF REFERENCE (Pages 1 - 38)

#### 4. APPOINTMENT AND CONSTITUTION OF CABINET AND COMMITTEES (Pages 39 - 58)

### CORPORATE RESOURCES

#### 5. APPOINTMENT OF PANELS, STATUTORY/ADVISORY COMMITTEES AND WORKING PARTIES; AND MISCELLANEOUS APPOINTMENTS (Pages 59 - 68)

## **COMMUNITY AND CUSTOMER ENGAGEMENT**

### **6. APPOINTMENTS TO OUTSIDE ORGANISATIONS (Pages 69 - 82)**

### **7. ANY OTHER BUSINESS**

To consider any other business that the Chair accepts as being urgent.

## WIRRAL COUNCIL

### CABINET (SELECTION MEETING) – 12 May 2009

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#### CABINET AND COMMITTEES - DUTIES AND TERMS OF REFERENCE

##### 1. Executive Summary

- 1.1 This report sets out the current terms of reference (portfolios) of Cabinet members and those of overview and scrutiny committees and other committees. Together with other reports on this agenda, it includes information relating to the discharge of executive functions, as required by the Executive Procedure Rules
- 1.2 The Cabinet is requested to consider to what extent, if at all, these need to be amended and to make any appropriate recommendations to the Annual Meeting of the Council. Any changes to the terms of reference would require an amendment to the Constitution and the Council has been alerted to that possibility. This would involve a key decision, as defined by the Constitution, and the matter has been included in the Forward Plan.

##### 2. Cabinet Portfolios, etc.

- 2.1 Appendix 1 sets out current terms of reference for
  - (i) the portfolios for each of the ten Cabinet members (including the Leader);
  - (ii) the five new overview and scrutiny committees, plus the Scrutiny Programme Board, with an indication of how they relate to each Cabinet portfolio;
  - (iii) other committees.

##### 3. Financial and Staffing Implications

- 3.1 There are no financial or staffing implications arising out of this report other than that there is a correlation between the number of committees and costs.

##### 4. Other Implications

- 4.1 There are no direct implications arising out of this report in terms of equal opportunities, ethnic minorities, the elderly or the disabled; nor are there any human rights, community safety, social inclusion, Local Agenda 21, or planning implications. The Cabinet portfolios will, of course, relate to such issues.

5. **Local Member Support**

5.1 This report has no implications for specific wards.

6. **Background Papers**

6.1 Other than the Council's Constitution and minutes or internal departmental records, no background papers have been used in the preparation of this report.

7. **Decision Required**

7.1 The Cabinet is requested (subject to any changes that might be considered necessary) to recommend to the Council, for the municipal year 2009/10, that it approve the terms of reference and responsibilities of Cabinet members, overview and scrutiny committees and other committees, as set out in Appendix 1 to this report.

**Bill Norman**  
**Director of Law, H.R. and Asset Management**

## **DUTIES AND RESPONSIBILITIES OF THE CABINET, COMMITTEES AND OVERVIEW AND SCRUTINY COMMITTEES (at 12 May 2009)**

### **PART 1 (Cabinet and committees)**

#### **THE CABINET**

To consider and determine (subject to the call-in procedure) recommendations made in reports of Chief Officers or in referrals from overview and scrutiny committees relating to any matter not referred or delegated to a committee of the Council, and to consider proposals from Chief Officers and/or overview and scrutiny committees and make recommendations on matters reserved to the Council under the Constitution. ***The terms of reference for the individual portfolios are set out in Part 2 of this appendix and powers delegated to individual Cabinet members in Part 3.***

#### **EXECUTIVE BOARD**

Subject to the specific need for a meeting, the Executive Board has authority to:

- consider all Strategic, Corporate and Policy Framework matters;
- deal with emergency issues;
- consider any matter of Cabinet that it wishes;
- consider any items referred/presented to it by individual portfolio holders;
- consider any items referred/presented to it by the three Statutory Officers and by chief officers;
- place any items it wishes on the agenda (providing those items are within a Cabinet or Policy Framework remit);
- take decisions where there is all-party agreement, or agreement of all parties usually present on the Executive;
- implement any decisions where there is agreement;
- refer matters back to the Cabinet for it to make recommendations direct to the Council where the matter under consideration requires a Council decision;
- refer matters where appropriate to an overview and scrutiny committee.

## **OVERVIEW AND SCRUTINY COMMITTEES - TERMS OF REFERENCE**

The specific terms of reference for each overview and scrutiny committee are set out below. Their general functions are as follows:

**(a) Policy development and review** - Overview and Scrutiny committees may:

- (i) assist the Council and the Cabinet in the development of the budget and policy framework by in-depth analysis of policy issues;
- (ii) conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) question members of the Cabinet and committees and chief officers about their views on issues and proposals affecting the area; and
- (v) liaise with other external organisations operating in the area (whether national, regional or local) to ensure that the interests of local people are enhanced by collaborative working.

**(b) Scrutiny** - Overview and Scrutiny committees may:

- (i) review and scrutinise the decisions made by and performance of the Cabinet and committees and Council officers, both in relation to individual decisions and over periods of time;
- (ii) review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) question members of the Cabinet and committees, and chief officers, about their decisions and performance, whether generally or in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) make recommendations to the Cabinet or appropriate committees of the Council arising from the outcome of the scrutiny process;
- (v) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance; and,
- (vi) question and gather evidence from any person (with their consent).

**(c) Best Value** - Overview and Scrutiny Committees will:

- (i) recommend the terms of reference for best value reviews to the Cabinet;
- (ii) receive progress reports on best value reviews;
- (iii) recommend the final report and improvement plans to Cabinet.

**(d) Finance** - Overview and Scrutiny Committees may exercise overall responsibility for any finance made available to them.

**(e) Annual Report** - Overview and Scrutiny Committees may report annually to the Council on their workings and make recommendations for future work programmes and amend working methods if appropriate.

**(f) Officers** - Overview and Scrutiny Committees may exercise overall responsibility for the work programme of any officers employed to support their work.

## **SCRUTINY PROGRAMME BOARD**

The Scrutiny Programme Board will:

- (i) approve and co-ordinate the work programme for the five themed overview and scrutiny committees including resolving any conflict between such committees;
- (ii) allocate work to (or remove work from) any of the five overview and scrutiny committees
- (iii) review or scrutinise decisions made or other actions taken in relation to any executive functions, particularly (but not exclusively) in relation to cross-cutting issues or matters not within the terms of reference of any of the five themed overview and scrutiny committees.
- (iv) consider any call-in notices in relation to any executive functions and determine such notices or allocate them to one or more of the five themed overview and scrutiny committees as it considers most appropriate.
- (v) be responsible for the development and monitoring of an annual scrutiny work programme;
- (vi) undertake scrutiny in its own right with regard to cross-cutting or strategic issues not covered by other overview and scrutiny committees;
- (vii) identify and share good scrutiny practice across all overview and scrutiny committees.

## **ECONOMY AND REGENERATION OVERVIEW AND SCRUTINY COMMITTEE**

In support of Objective 1 of the Corporate Plan, which is:

***to create more jobs, achieve a prosperous economy and regenerate Wirral, and in particular to:***

- ***reduce worklessness and***
- ***increase enterprise,***

the Overview and Scrutiny Committee will

- (i) review and/or scrutinise decisions made or actions taken in connection with the discharge of the Council's functions;
- (ii) make reports and/or recommendations to the Council and/or the Cabinet and/or any joint or area committee in connection with any policy or the discharge of any functions;
- (iii) consider any matter affecting the area or its inhabitants; and
- (iv) exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Executive;

within the following terms of reference of the Cabinet portfolio(s) indicated:

### **Regeneration and Planning Strategy**

- (1) Matters relating to the economic and urban regeneration of Wirral
- (2) The economic regeneration strategy for Wirral.
- (3) All economic regeneration programmes including European programmes, any other Council programmes and residual issues in relation to the Single Regeneration Budget.
- (4) Consultation and liaison with all organisations involved in regeneration in Wirral, including NWDA, English Partnerships, GoNW, Learning and Skills Council, Greater Merseyside Enterprise, Wirral Metropolitan College, trade unions, the private sector, the voluntary sector, etc.
- (5) All matters in relation to European issues.
- (6) The promotion of Wirral as a premier location for inward investment through the work of Wirral Direct and other organisations; in consultation with the Cabinet Member for Culture, Tourism and Leisure in the case of tourism initiatives.
- (7) To ensure that an adequate supply of sites and premises is provided in order to cater for the needs of local businesses and to help attract new businesses.
- (8) Financial support, where appropriate, to businesses, co-operatives and other profit making and non-profit making ventures for the benefit of Wirral.
- (9) Provision of a comprehensive business support service to local companies.
- (10) The development of community employment and training initiatives and other initiatives designed to strengthen the economy of local communities and combat disadvantage including the development of a comprehensive "pathways to Integration" strategy for Wirral.



- (11) Monitoring economic trends in Wirral and identifying examples of good practice elsewhere in the field of urban policy and economic regeneration from which Wirral can benefit.
- (12) Lobbying Government and other agencies nationally, regionally and internationally, to ensure that Wirral achieves its economic regeneration objectives.
- (13) Welfare to Work.
- (14) The Development Plan and related plans and policies.
- (15) National, regional and strategic issues, including green belt policy.
- (16) The designation and preservation of conservation areas and liaison with conservation bodies.
- (17) The application of the Planning Acts in relation to:
- preservation of general amenity
  - shopping improvement areas
  - derelict sites
  - building regulations
  - mineral planning issues
  - contributions to the Council's urban regeneration initiatives
  - compulsory purchase.
- (18) Liaison on planning matters with other local authorities and external bodies.
- (19) The identification of, and action in relation to, derelict land and buildings.

### **Culture, Tourism and Leisure**

- (20) The development, management, implementation and review of all aspects of the Council's Tourism Strategy.
- (21) The promotion of Wirral as a location for tourism and in consultation with the Cabinet member for Regeneration and Planning Strategy, to encourage tourism initiatives designed to bring new jobs to the Borough.

### **Housing and Community Safety**

- (22) Housing strategy.
- (23) The assessment of housing need including the needs of vulnerable people.
- (24) Enabling vulnerable clients to remain at home, through the provision of low level housing support services (the Supporting People programme).
- (25) The provision of homelessness and housing advice services, including rough sleepers.
- (26) The provision of services to enable access to accommodation.
- (27) The assessment of housing markets.
- (28) Housing market restructuring and renewal.

- (29) Housing matters relating to:
- dealing with unfitness and poor condition;
  - acquisition and clearance;
  - financial policies for home improvement funding;
  - regulation and enforcement of statutory provisions relating to private sector housing.
- (30) Housing matters relating to:
- the promotion and monitoring of partnerships to achieve wider strategic housing objectives;
  - monitoring the performance of new Housing Stock Transfer organisations;
  - the accreditation and licensing of private landlords.
- (31) Monitoring and responding to the needs of gypsies and travellers.

### **All portfolios**

- (32) Those parts of the Corporate Plan within the remit of this Committee,
- (33) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through these areas.
- (34) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women;
- (35) To scrutinise Local Area Agreements that fall within the areas set out above and to hold partners to account.

## SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEE

In support of Objective 2 of the Corporate Plan, which is:

*to create a clean, pleasant, safe and sustainable environment, and in particular to:*

- *sustain improved levels of recycling;*
- *reduce the Council's carbon footprint;*
- *reduce the number of people killed or seriously injured in road accidents,*

the Overview and Scrutiny Committee will

(i) review and/or scrutinise decisions made or actions taken in connection with the discharge of the Council's functions;

(ii) make reports and/or recommendations to the Council and/or the Cabinet and/or any joint or area committee in connection with any policy or the discharge of any functions;

(iii) consider any matter affecting the area or its inhabitants; and

(iv) exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Executive; and

(v) specifically, act as the Council's **crime and disorder committee** for the purposes of Section 19 of the Police and Justice Act 2006 (as amended);

within the following terms of reference of the Cabinet portfolio(s) indicated:

### **Streetscene and Transport Services**

(1) Highways, streets and footpaths, including street lighting and related enforcement activities.

(2) Traffic regulations and road safety.

(3) The management of Council car parks.

(4) Liaison with the MITA and other external organisations.

(5) Reservoirs, sewerage and land drainage.

(6) The provision of civil engineering services to the Council.

(7) The provision of architectural, quantity surveying and mechanical, electrical and structural engineering services.

(8) Coast protection and sea defences.

(9) Restricted and selective tendering for civil engineering services.

(10) Grass cutting in residential areas

(11) Weed control.

(12) Refuse collection and street cleansing.

(13) Advertisement control.

## **Environment**

- (14) Trading standards and consumer protection.
- (15) Food safety and hygiene.
- (16) Home safety.
- (17) Health education.
- (18) Control of communicable diseases.
- (19) Port health.
- (20) Monitoring of waste disposal.
- (21) Recycling
- (22) Public conveniences.
- (23) Preservation and improvement of amenities in residential areas.
- (24) Clean air and pollution control.
- (25) Abatement of nuisance (other than statutory nuisance in private dwellings).
- (26) Identification and action in relation to derelict land and buildings.
- (27) Sea Fisheries.
- (28) The development and implementation of strategies for continually improving sustainability and reducing the environmental impact of the Council, its policies, plans, programmes and services.

## **Culture Tourism and Leisure**

- (29) The provision of leisure and cultural services including:
  - library services;
  - museums and galleries, promotion of the Arts;
  - civic theatres, entertainment and cultural activities;
  - swimming pools, sports halls and indoor recreation;
  - parks, recreation grounds, and adventure playgrounds;
  - public playing fields, outdoor sports facilities.
- (30) Community centres and public halls.
- (31) Sports activities and development, the promotion of sporting activities and joint use of sporting facilities.
- (32) Resort activities, including publicity.
- (33) Beaches and the Beach Lifeguard Service
- (34) The provision of country parks and allotment gardens.
- (35) The provision and management of cemeteries and crematoria.

(36) The heritage of the Borough, including the preservation of buildings of architectural or historic interest in liaison with the Heritage Champion

### **Housing and Community Safety**

(37) Community Safety including:

- Co-ordinating neighbour nuisance policies in the private and public sector.
- Co-ordinating anti-social behaviour policies.
- Working with partners, the Police and other Cabinet members on youth diversion schemes.
- Working with the appropriate Cabinet member in liaison with the Drug & Alcohol Team.
- Working with the Licensing Team on issues of under age sales of alcohol and with Trading Standards in liaison with the Cabinet member for Environment.
- The use of the Council's powers under the Crime and Disorder Act 1998, the Housing Act 1996 and the Anti-social Behaviour Act 2003;
- The Council's duty under section 17 of the Crime and Disorder Act 1998 to have regard to the effects on crime and disorder in the exercise of all of its powers and duties;
- Liaison with other agencies such as the police, Primary Care Trusts, the voluntary sector and the Probation Service on community safety issues;
- The development and implementation of the Crime and Disorder Reduction Strategy and the Anti-social Behaviour Strategy

(38) The operation and development of Community Patrol

### **All portfolios**

(39) Those parts of the Corporate Plan within the remit of this Committee,

(40) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through these areas.

(41) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women;

(42) To scrutinise Local Area Agreements that fall within the areas set out above and to hold partners to account.

## HEALTH AND WELL-BEING OVERVIEW AND SCRUTINY COMMITTEE

In support of Objective 3 of the Corporate Plan, which is:

***to improve health and well-being for all, ensuring that people who require support are full participants in mainstream society, and in particular to:***

- ***promote greater independence and choice,***

the Overview and Scrutiny Committee will

(i) review and/or scrutinise decisions made or actions taken in connection with the discharge of the Council's functions;

(ii) make reports and/or recommendations to the Council and/or the Cabinet and/or any joint or area committee in connection with any policy or the discharge of any functions;

(iii) consider any matter affecting the area or its inhabitants; and

(iv) exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Executive; and

(v) specifically, examine the healthcare provision within the area in relation to all residents of the Borough; participate in all initiatives for improving health and the healthcare provision within the area and call officers from the NHS community to account and request them to appear before the Committee when appropriate;

within the following terms of reference of the Cabinet portfolio(s) indicated:

### **Social Care and Inclusion**

(1) The planning, commissioning and delivery of social care services for all adult client groups and to provide leadership to the wider vision of social care.

(2) Developing preventative services that will reduce the need for social care intervention.

(3) Work with a range of partners, including health and the voluntary and independent sector, to provide services which are well planned and integrated, make the most effective use of available resources and met the needs of our diverse community.

(4) Social inclusion and to promote the role of the local authority, working with the NHS community on Wirral, to improve Public Health and well-being and to address health inequalities.

(5) Ensure that services are of a high quality and delivered by a well-trained workforce or by informal and family carers who are themselves supported.

(6) Promoting better use of technology to support people.

(7) Ensure that services have an emphasis on preventing problems and that social care and health work on a shared agenda to help maintain the independence of individuals.

(8) Ensure that people with the highest needs receive the support and protection needed to ensure their own well-being and the safety of society.

(9) Ensure that the risks of independence for individuals are openly shared with them and balanced against benefits.

(10) Matters relating to section 47 of the National Assistance Act 1948 (as amended).

**All portfolios**

(11) Those parts of the Corporate Plan within the remit of this Committee,

(12) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through these areas.

(13) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women;

(14) To scrutinise Local Area Agreements that fall within the areas set out above and to hold partners to account.

## CHILDREN AND YOUNG PEOPLE OVERVIEW AND SCRUTINY COMMITTEE

In support of Objective 4 of the Corporate Plan, which is:

***to raise the aspirations of young people, and in particular to:***

- ***raise overall educational attainment, particularly that of lower achieving young people and***
- ***safely reduce the number of looked-after children,***

the Overview and Scrutiny Committee will

(i) review and/or scrutinise decisions made or actions taken in connection with the discharge of the Council's functions;

(ii) make reports and/or recommendations to the Council and/or the Cabinet and/or any joint or area committee in connection with any policy or the discharge of any functions;

(iii) consider any matter affecting the area or its inhabitants; and

(iv) exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Executive;

within the following terms of reference of the Cabinet portfolio(s) indicated:

### **Children's Services and Lifelong Learning**

(1) The powers and duties set out in

- the Children Act, 1989
- the Education Act, 1996
- the School Standards and Framework Act, 1998
- the Education Act, 2002,
- the Children Act, 2004
- the Education Act 2005
- the Education and Inspection Act 2006 and
- any other legislation relevant to the functions defined below.

(2) The promotion of improvement in the outcomes for children and young people in terms of their health, their education and training, their ability to make a positive contribution, and their social and economic well-being.

(3) Ensuring that children and young people in Wirral are safe from harm and neglect, and that their welfare is promoted.

(4) The provision of services for children and young people including services for children and young people in care to the Council, provision for early years childcare and education, primary and secondary education, adult education, and youth and play activities.

(5) The promotion of effective partnership working between all the statutory and non-statutory agencies which provide services for children and young people and, where feasible, to promote the integration of services.

(6) Ensure that systems are in place to manage and scrutinise the performance of all the services for children and young people.

(7) Ensure that resources are efficiently and effectively targeted towards the improvement of outcomes.



(8) Liaison with the Strategic Health Authority and health trusts serving Wirral on matters relating to children and young people.

(9) Liaison with the Learning and Skills Council on matters relating to further education and training, ensuring, in consultation with the Cabinet member for Regeneration and Planning Strategy, that the training needs of employers, employees and prospective employees are met.

(10) Liaison with the Greater Merseyside Connexions Partnership on matters relating to young people's preparation for working life and specifically to have responsibility for the regulation of the employment of young people.

(11) Liaison with the Police Authority, the Probation Service and the Youth Offending Service on matters relating to youth crime and disorder.

### **All portfolios**

(12) Those parts of the Corporate Plan within the remit of this Committee,

(13) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through these areas.

(14) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women;

(15) To scrutinise Local Area Agreements that fall within the areas set out above and to hold partners to account.

## COUNCIL EXCELLENCE OVERVIEW AND SCRUTINY COMMITTEE

In support of Objective 5 of the Corporate Plan, which is:

***to create an excellent council, and in particular to:***

- ***improve the use of the Council's land and assets;***
- ***maintain a sustainable and stable budget, providing value for money;***
- ***improve the Council's budgeting process to fully reflect its priorities,***

the Overview and Scrutiny Committee will

(i) review and/or scrutinise decisions made or actions taken in connection with the discharge of the Council's functions;

(ii) make reports and/or recommendations to the Council and/or the Cabinet and/or any joint or area committee in connection with any policy or the discharge of any functions;

(iii) consider any matter affecting the area or its inhabitants; and

(iv) exercise the right to call in, for reconsideration, decisions made but not yet implemented by the Executive;

within the following terms of reference of the Cabinet portfolio(s) indicated:

### **Community and Customer Engagement**

(1) Development of the Council's approach to Community engagement and to build community capacity.

(2) The Council's Area Forum network.

(3) Initiatives in the wider community that will increase the understanding of the democratic process, and reduce alienation and apathy.

(4) The Council's Customer Access Strategy and for ensuring that it takes full account of the needs of hard to reach people.

(5) The Council's compliance with the requirements of the Freedom of Information Act.

(6) Grants and loans to voluntary and community organisations.

(7) Contributing to the development and operation of Wirral's community Legal Service.

(8) The following areas:

- mayoralty and civic ceremonial
- hospitality
- town twinning
- registration of births, marriages and deaths
- maintenance of memorials
- membership of outside bodies.

(9) The Council's Communication Strategy and public relations.

(10) Equality and diversity.

## **Corporate Resources**

- (11) The development, implementation and review of the Council's arrangements for ensuring effective use of resources including meeting the requirements of the Audit Commission's Use of Resources Assessment.
- (12) Financial monitoring, including standing orders and financial regulations.
- (13) Financial propriety.
- (14) Procurement compliance and contract compliance within the Authority.
- (15) Restrictive and selective tendering (other than civil engineering).
- (16) Where it is not a specified responsibility of the Employment and Appointments Committee, personnel issues including employee development and training, equal opportunities in employment and service delivery, disciplinary and grievance procedures and recruitment.
- (17) The provision of legal and administrative services to the authority; and the Coroner's Service.
- (18) The preparation, maintenance and review of an overall strategy for the management, use and disposal of all Council-owned land property (including the preparation of the Asset Management Plan).
- (19) Land issues including:
  - acquisition, disposal and appropriation of all land and property;
  - provision and management of administrative and civic offices;
  - commercial development and redevelopment of the Council land and property;
  - matters relating to the Council's freehold interest and shareholding in Birkenhead Market.
- (20) The organisation of a corporate planned maintenance policy.
- (21) Co-ordinating performance management and performance indicators.

## **Finance and Best Value**

- (22) The Council's contribution to the major partnership initiatives in which it is engaged, such as the Local Strategic Partnership, Local Area Agreement Partnership Board, Liverpool City Region and Local Government Association.
- (23) The following areas:
  - the formulation and submission of proposals relating to strategic policy;
  - the overall production of the Corporate Plan;
  - revenue and capital budgets, including preparations for the annual budget and Capital Plan;
  - schemes under the Private Finance Initiative;
  - procurement.
- (24) Information technology.
- (25) Financial matters including insurance, rating, council tax and housing and council tax benefits.
- (26) The performance of the Council as measured through the Comprehensive Performance Assessment and Comprehensive Area Assessment process.

(27) Initiatives in relation to local democracy and the modernisation of local government.

**All portfolios**

(28) Those parts of the Corporate Plan within the remit of this Committee.

(29) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through these areas.

(30) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women;

(31) To scrutinise Local Area Agreements that fall within the areas set out above and to hold partners to account.

## **OTHER COMMITTEES – TERMS OF REFERENCE**

### **AUDIT AND RISK MANAGEMENT COMMITTEE**

(1) To provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

(2) In pursuit of this purpose the Council delegated the following duties, powers and authorities:

- (a) approval of the Council's statement of accounts;
- (b) the responsibilities of the Council under section 151 of the Local Government Act 1972 to make proper provision for its financial affairs;
- (c) to consider and make recommendations to Council or Cabinet as appropriate on:
  - (i) the annual Audit Report and the Management Letter of the external auditor;
  - (ii) any other statutory report of the external auditor;
  - (iii) any internal audit report that may be referred to the committee by the Chief Executive, the Director of Finance or the Head of Legal and Member Services (as Monitoring Officer);
  - (iv) summaries of specific internal audit reports as requested;
  - (v) the effectiveness and adequacy of the response by the Council, the Cabinet, any committee or sub-committee of the Council or of any officer to any internal or external audit report or management letter;
  - (vi) the systems of control and the arrangements for the prevention of fraud and corruption within the Council;
  - (vii) any other matter relevant to the audit of the Council's accounts and financial records or its systems for the control and safeguarding of all the Council's assets;
  - (viii) a report from Internal Audit on agreed recommendations not implemented within a reasonable timescale; and
  - (ix) the Head of Internal Audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the Council's corporate governance arrangements;
- (d) to approve (but not direct) the strategy, plan and performance of the Council's internal audit service;
- (e) to oversee the production of the Authority's statement or internal control and recommend its adoption;
- (f) to maintain an overview of the Council's Constitution in respect of contract procedure rules, financial regulations and codes of conduct and to make recommendations to Council or Cabinet, as appropriate;
- (g) to monitor the Council's policies on "Raising Concerns at Work", to the anti-fraud and corruption strategy and the complaints procedure;  
to liaise with the Audit Commission over the appointment of the Council's external auditors.

(3) The Committee may require any member of the Cabinet, the Chief Executive and/or any senior officer to attend before it to explain in relation to any matters within the committee's remit:-

- (a) any particular decision or series of decisions;
- (b) the extent to which any actions taken implement Council policy; and/or
- (c) their performance.

(4) The Committee may refer any matter it considers appropriate to the relevant overview and scrutiny committee for consideration, and consider any references from overview and scrutiny committees that appear to the Committee to fall within its remit.

## **EMPLOYMENT AND APPOINTMENTS COMMITTEE**

(1) To undertake functions relating to the appointment of staff, and to determine the overall framework for the terms and conditions of service on which they hold office, including remuneration.

(2) To approve procedures for appointment and dismissal.

(3) To keep under review and determine the Council's recruitment and selection policies and other issues affecting employees, including health and safety.

(4) To make recommendations to the Council on the designation of the Monitoring Officer and the Chief Finance Officer.

(5) To appointment Chief Officers and Deputies in accordance with the Employment Procedure Rules.

(6) To act as the Committee that makes recommendations to the Council on the appointment of the Head of Paid Service (Chief Executive).

(7) To exercise any of the Council's functions as an Employer under the Local Government Pension Scheme.

(8) To hear and determine appeals in connection with disciplinary action or dismissal of Chief and Deputy Chief Officers.

### **Employment and Appointment Appeals Sub-Committee**

(1) To hear and determine appeals in connection with gradings or grievances, or against disciplinary action or dismissal of employees.

(2) To receive and consider reports from an independent person designated to investigate allegations of misconduct against the Council's Head of Paid Service, the Monitoring Officer or Chief Financial Officer, and to act as the dismissing committee.

(3) To investigate and take disciplinary action in respect of the misconduct of Chief Officers and Deputies (subject to a right of appeal to the Employment and Appointments Committee).

## **LICENSING, HEALTH AND SAFETY AND GENERAL PURPOSES COMMITTEE**

(1) Licensing and registration matters.

(2) Health and safety (other than matters affecting Council employees).

(3) Electoral matters.

- (4) Naming and status of the Authority or areas within its boundaries.
- (5) Bye-laws and local bills/acts.
- (6) Miscellaneous functions relating to approval of the statement of accounts, the payment of compensation and other benefits (maladministration etc), certain functions relating to highways and pavements, footpaths and bridleways (diversion, stopping-up, etc, definitive footpath map and statement), statutory nuisances, interests in land, the designation of unsocial drinking areas and sea fisheries.
- (7) Any other non-Executive not reserved to Council by law or the Constitution or delegated to any other committee, sub-committee or officer.

## **LICENSING ACT 2003 COMMITTEE**

- (1) To exercise the Council's duties and responsibilities under the Licensing Act 2003
- (2) Functions relating to powers granted by the Gambling Act 2005.

## **PENSIONS COMMITTEE**

The powers and duties of the Council in relation to its functions as administering authority of the County of Merseyside Pension Fund, including the following:

- (1) To exercise on behalf of the Council all of the powers and duties of the Council in relation to its functions as Administering Authority of the County of Merseyside Pension Fund, and in particular the following:
- (2) To be responsible for the overall investment policy, strategy and principles of the Fund and its overall performance.
- (3) To appoint and terminate the appointments of the professional advisers to, and external managers of the Fund and agree the basis of their commission and remuneration.
- (4) To receive actuarial valuations of the Fund and determine the level of employers' contributions necessary to balance the Fund.
- (5) To monitor the Local Government Pension Scheme, including the benefit regulations, the payment of pensions and their day-to-day administration, and to be responsible for any policy decisions relating to the administration of the scheme.
- (6) To consider any views expressed by employing organisations and staff representatives relating to the Scheme.
- (7) To appoint members of the Investment Monitoring Working Party with responsibility for reviewing the performance of the Fund's investments and its asset allocation, and regularly reporting their findings to the Pensions Committee.
- (8) To award contracts for goods and services relating to the Fund in accordance with the contract procedure rules after taking into account the recommendations of officers and external professional advisers (where appropriate).

## **PLANNING COMMITTEE**

### **Functions relating to town and country planning and development control**

- (1) To determine applications for planning permission.
- (2) To determine applications to develop land without compliance with conditions previously attached.
- (3) To grant planning permission for development already carried out.
- (4) To decline to determine applications for planning permission.
- (5) Duties relating to the making of determinations of planning applications.
- (6) To determine applications for planning permission made by a local authority, alone or jointly with another person.
- (7) To make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights.
- (8) To enter into agreements regulating development for use of land.
- (9) To issue a certificate of existing or proposed lawful use or development.
- (10) To serve a completion notice.
- (11) To grant consent for the display of advertisements.
- (12) To authorise entry onto land.
- (13) To require the discontinuance of a use of land.
- (14) To serve a planning contravention notice, breach of condition notice or stop notice.
- (15) To issue an enforcement notice.
- (16) To apply for an injunction restraining a breach of planning control.
- (17) To determine applications for hazardous substances consent, and related powers.
- (18) To determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject.
- (19) To require proper maintenance of land.
- (20) To determine applications for listed building consent, and related powers.
- (21) To determine applications for conservation area consent.
- (22) To serve a building preservation notice, and related powers.
- (23) To issue enforcement notices in relation to the demolition of unlisted buildings in conservation areas.
- (24) To acquire a listed building in need of repair and to serve a repairs notice.



- (25) To apply for an injunction in relation to a listed building.
- (26) To execute urgent works in respect of listed buildings and buildings in conservation areas.

### **Functions relating to planning policy and the Local Development Framework**

- (27) To issue such planning policy directions as may be considered appropriate.
- (28) In consultation with the relevant overview and scrutiny committee, to make appropriate recommendations to the Cabinet on the formulation of the local development framework.

### **Miscellaneous functions**

- (29) To exercise the powers of the Council relating to the protection of trees and important hedgerows.
- (30) To exercise the powers of the Council in relation to the making of limestone pavement orders.
- (31) To obtain information as to interests in land.
- (32) To obtain particulars of persons interested in land.
- (33) To appoint proper officers and deputies, where required by Act of Parliament, to discharge council functions delegated to the committee.
- (34) To give effect to any legislation relating to any of the committees functions requiring the exercise of the Council's non-Executive powers.

### **STANDARDS COMMITTEE**

- (1) To promote and maintain high standards of conduct among councillors, co-opted members and church and parent governor representatives.
- (2) To assist councillors, co-opted members and church and parent governor representatives in observing the Members' Code of Conduct.
- (3) To advise the Council on the adoption or revision of the Members' Code of Conduct.
- (4) To monitor the operation of the Members' Code of Conduct.
- (5) To advise, provide training or arrange for training to be provided for councillors, co-opted members and church and parent governor representatives on matters relating to the Members' Code of Conduct.
- (6) To grant dispensations to councillors, co-opted members and church and parent governor representatives from the requirements relating to interests set out in the Members' Code of Conduct.
- (7) To deal with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter that is referred by an Ethical Standards Officer to the Monitoring Officer.
- (8) To monitor and review as necessary the operation of 'whistle-blowing' procedures.

(9) To consider reports arising from external inspections, audit investigations, Ombudsman investigations where maladministration is found, legal challenges and other sources which cast doubt on the honesty or integrity of the Council or its members.

(10) To approve the payment of compensation involving sums in excess of £5,000 (or less, if considered appropriate) to settle complaints of maladministration.

(11) To establish such sub-committees as are required or allowed by the Standards Committee (England) Regulations 2008 to deal with the initial assessment, review and hearing of complaints made alleging that an elected or co-opted member of the Council has failed, or may have failed, to comply with the Council's Code of Conduct for Members.

(12) To consider and make recommendations on such other matters as the Committee itself thinks appropriate, or which are referred to it by the Council, which further the aim of promoting and maintaining the highest standards of conduct within the Authority.

## **PART 2**

### **CABINET PORTFOLIOS – TERMS OF REFERENCE**

Each Cabinet member will have the following general responsibilities:

- (1) To have overall responsibility for those parts of the Corporate Plan within the remit of their portfolio.
- (2) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through their portfolio.
- (3) To support the Council's equal opportunity policies by promoting and monitoring initiatives to encourage equality of opportunity amongst disadvantaged groups including: the disabled, ethnic minorities, the long-term unemployed, the poor, and women.

The responsibilities for individual portfolios are set out in the following pages.

## **CHILDREN'S SERVICES AND LIFELONG LEARNING**

- (1) To have overall responsibility for all the powers and duties set out in
  - the Children Act, 1989
  - the Education Act, 1996
  - the School Standards and Framework Act, 1998
  - the Education Act, 2002,
  - the Children Act, 2004
  - the Education Act 2005
  - the Education and Inspection Act 2006 and
  - any other legislation relevant to the functions defined below.
- (2) To promote improvement in the outcomes for children and young people in terms of their health, their education and training, their ability to make a positive contribution, and their social and economic well-being.
- (3) To have overall responsibility for ensuring that children and young people in Wirral are safe from harm and neglect, and that their welfare is promoted.
- (4) To have overall responsibility for the provision of services for children and young people including services for children and young people in care to the Council, provision for early years childcare and education, primary and secondary education, adult education, and youth and play activities.
- (5) To promote effective partnership working between all the statutory and non-statutory agencies which provide services for children and young people and, where feasible, to promote the integration of services.
- (6) To ensure that systems are in place to manage and scrutinise the performance of all the services for children and young people.
- (7) To ensure that resources are efficiently and effectively targeted towards the improvement of outcomes.
- (8) To liaise with the Strategic Health Authority and health trusts serving Wirral on matters relating to children and young people.
- (9) To liaise with the Learning and Skills Council on matters relating to further education and training ensuring, in consultation with the Cabinet member for Regeneration and Planning Strategy, that the training needs of employers, employees and prospective employees are met.
- (10) To liaise with the Greater Merseyside Connexions Partnership on matters relating to young people's preparation for working life and specifically to have responsibility for the regulation of the employment of young people.
- (11) To liaise with the Police Authority, the Probation Service and the Youth Offending Service on matters relating to youth crime and disorder.

## **COMMUNITY AND CUSTOMER ENGAGEMENT**

- (1) To develop the Council's approach to community engagement and to build community capacity.
- (2) To have responsibility for the Council's Area Forum network.
- (3) To develop initiatives in the wider community that will increase the understanding of the democratic process, and reduce alienation and apathy.
- (4) To have responsibility for the Council's Customer Access Strategy and for ensuring that it takes full account of the needs of hard to reach people.
- (5) To ensure the Council's compliance with the requirements of the Freedom of Information Act.
- (6) To have overall responsibility for grants and loans to voluntary and community organisations.
- (7) To have responsibility for contributing to the development and operation of Wirral's community Legal Service.
- (8) To have overall responsibility for:
  - mayoralty and civic ceremonial
  - hospitality
  - town twinning
  - registration of births, marriages and deaths
  - maintenance of memorials
  - membership of outside bodies.
- (9) To liaise with the Leader on issues concerning the Council's Communication Strategy and public relations.
- (10) To be the Council's Lead Member on Equality and Diversity.

## **CORPORATE RESOURCES**

- (1) To have overall responsibility, in liaison with the Leader as appropriate, for:
  - the development, implementation and review of the Council's arrangements for ensuring effective use of resources including meeting the requirements of the Audit Commission's Use of Resources Assessment
  - financial monitoring, including standing orders and financial regulations
  - financial propriety
  - procurement compliance and contract compliance within the Authority
  - restrictive and selective tendering (other than civil engineering)
- (2) Where it is not a specified responsibility of the Employment and Appointments Committee, to have overall responsibility for personnel issues including employee development and training, equal opportunities in employment and service delivery, disciplinary and grievance procedures and recruitment.
- (3) To have overall responsibility for the provision of legal and administrative services to the authority; and for the Coroner's Service.
- (4) To have overall responsibility for the preparation, maintenance and review of an overall strategy for the management, use and disposal of all Council-owned land property, (including the preparation of the Asset Management Plan)
- (5) To have overall responsibility for land issues including:
  - acquisition, disposal and appropriation of all land and property;
  - provision and management of administrative and civic offices;
  - commercial development and redevelopment of the Council land and property;
  - matters relating to the Council's freehold interest and shareholding in Birkenhead Market.
- (6) To have overall responsibility for the organisation of a corporate planned maintenance policy.
- (7) To have responsibility for co-ordinating performance management and performance indicators
- (8) To seek to achieve continuing and improving performance, better value for money and customer satisfaction in respect of those services provided through this portfolio and, where this portfolio is held by the Council's deputy leader, to work in liaison with the Leader to achieve the same across the Council.

## **CULTURE, TOURISM AND LEISURE**

- (1) To have overall responsibility for the provision of leisure and cultural services including:
  - library services;
  - museums and galleries, promotion of the Arts;
  - civic theatres, entertainment and cultural activities;
  - swimming pools, sports halls and indoor recreation;
  - parks, recreation grounds, and adventure playgrounds;
  - public playing fields, outdoor sports facilities.
- (2) To have overall responsibility for community centres and public halls.
- (3) To have overall responsibility for sports activities and development, the promotion of sporting activities and joint use of sporting facilities.
- (4) To have overall responsibility for resort activities, including publicity.
- (5) To have overall responsibility for beaches and the Beach Lifeguard Service
- (6) To have overall responsibility for the provision of country parks and allotment gardens.
- (7) To have overall responsibility for the provision and management of cemeteries and crematoria.
- (8) To have overall responsibility for the development, management, implementation and review of all aspects of the Council's Tourism Strategy.
- (9) To have responsibility for promoting Wirral as a location for tourism and, in consultation with the Cabinet member for Regeneration and Planning Strategy, to encourage tourism initiatives designed to bring new jobs to the Borough.
- (10) To have overall responsibility for the heritage of the Borough, including the preservation of buildings of architectural or historic interest in liaison with the Heritage Champion.

## **ENVIRONMENT**

- (1) To have responsibility for trading standards and consumer protection.
- (2) To have responsibility for food safety and hygiene.
- (3) To have responsibility for home safety.
- (4) To have responsibility for health education.
- (5) To have responsibility for control of communicable diseases.
- (6) To have responsibility for port health.
- (7) To have responsibility for monitoring of waste disposal.
- (8) To have responsibility for recycling
- (9) To have responsibility for public conveniences.
- (10) To have responsibility for the preservation and improvement of amenities in residential areas.
- (11) To have responsibility for clean air and pollution control.
- (12) To have responsibility for abatement of nuisance (other than statutory nuisance in private dwellings).
- (13) To have joint responsibility with the Cabinet member for Regeneration and Planning for identification and action in relation to derelict land and buildings.
- (14) To have responsibility for Sea Fisheries.
- (15) To have responsibility for co-ordinating the development and implementation of strategies for continually improving sustainability and reducing the environmental impact of the Council, its policies, plans, programmes and services.



## **FINANCE AND BEST VALUE (the Leader's portfolio)**

- (1) To Chair the Cabinet
- (2) To represent the Council in external dealings and relationships (other than civic duties the responsibility of the Mayor).
- (3) To take the lead on the Council's contribution to the major partnership initiatives in which it is engaged, e.g. Local Strategic Partnership, Local Area Agreement Partnership Board, Liverpool City Region and Local Government Association.
- (4) To have overall responsibility for:
  - the formulation and submission of proposals relating to strategic policy
  - the overall production of the Corporate Plan
  - revenue and capital budgets including preparations for the annual budget and Capital Plan
  - schemes under the Private Finance Initiative
  - procurement
- (5) To have overall responsibility for information technology and to act as the Council's e-government Champion.
- (6) To have overall responsibility for financial matters, other than those within the (Corporate Resources) Portfolio, including insurance, rating, Council Tax and Housing and Council Tax benefits.
- (7) To have overall responsibility, in liaison with the Deputy Leader, for the performance of the Council as measured through the Comprehensive Performance Assessment and Comprehensive Area Assessment process.
- (8) To have responsibility for initiatives in relation to local democracy and the modernisation of local government, unless they specifically relate to any other portfolio.
- (9) To have overall responsibility for the Council's Communications Strategy and public relations, in liaison with the portfolio holder for Community and Customer Engagement.
- (10) To have residual responsibility for any relevant matter not referred to another Cabinet member or to a committee of the Council.

## **HOUSING AND COMMUNITY SAFETY**

- (1) To have overall responsibility for housing strategy.
- (2) To have overall responsibility for the assessment of housing need including the needs of vulnerable people.
- (3) To have overall responsibility for enabling vulnerable Clients to remain at home, through the provision of low level housing support services (the Supporting People programme).
- (4) To have overall responsibility for the provision of homelessness and housing advice services, including rough sleepers.
- (5) To have overall responsibility for the provision of services to enable access to accommodation.
- (6) To have overall responsibility for the assessment of housing markets.
- (7) To have overall responsibility for housing market restructuring and renewal.
- (8) To have overall responsibility for:
  - dealing with unfitness and poor condition;
  - acquisition and clearance;
  - financial policies for home improvement funding;
  - regulation and enforcement of statutory provisions relating to private sector housing.
- (9) To have overall responsibility for:
  - the promotion and monitoring of partnerships to achieve wider strategic housing objectives;
  - monitoring the performance of new Housing Stock Transfer organisations;
  - the accreditation and licensing of private landlords.
- (10) To have overall responsibility for monitoring and responding to the needs of gypsies and travellers.
- (11) To have overall responsibility for Community Safety including:
  - co-ordinating neighbour nuisance policies in the private and public sector;
  - co-ordinating anti-social behaviour policies;
  - working with partners, the police & other Cabinet members on youth diversion schemes;
  - working with the appropriate Cabinet member in liaison with the Drug & Alcohol Team;
  - working with the Licensing Team on issues of under age sales of alcohol and with Trading Standards in liaison with the Cabinet Member for Environment;
  - the use of the Council's powers under the Crime and Disorder Act 1998, the Housing Act 1996 and the Anti-social Behaviour Act 2003;
  - the Council's duty under section 17 of the Crime and Disorder Act 1998 to have regard to the effects on crime and disorder in the exercise of all of its powers/duties;
  - liaison with other agencies such as the police, Primary Care Trusts, the voluntary sector and the Probation Service on community safety issues;
  - to have overall responsibility for the development and implementation of the Crime and Disorder Reduction Strategy and the Anti-social Behaviour Strategy.
- (12) To have overall responsibility for the operation and development of the Community Patrol.

## REGENERATION AND PLANNING STRATEGY

- (1) To have overall responsibility for the co-ordination and monitoring of all matters relating to the economic and urban regeneration of Wirral with the objective of improving the competitiveness, sustainability and strength of the Wirral economy, reducing the level of unemployment, safeguarding existing jobs, and the creation of new jobs of a high quality (including the power of 'well-being' under the Local Government Act 2000).
- (2) To prepare, implement and monitor (in conjunction with partners) an economic regeneration strategy for Wirral.
- (3) To have overall responsibility for the initiation, preparation, implementation and monitoring of all economic regeneration programmes including European programmes, Single Regeneration Budget and other Council programmes.
- (4) To have overall responsibility for consultation and liaison with all organisations involved in regeneration in Wirral, including NWDA, English Partnerships, GoNW, Learning and Skills Council, Greater Merseyside Enterprise, Wirral Metropolitan College, trade unions, the private sector, the voluntary sector, etc.
- (5) To have overall responsibility for co-ordination of all matters in relation to European issues.
- (6) To have overall responsibility for the promotion of Wirral as a premier location for inward investment through the work of Wirral Direct and other organisations; in consultation with the Cabinet Member for Culture, Tourism and Leisure in the case of tourism initiatives.
- (7) In conjunction with the relevant Cabinet members and outside organisations, to ensure that an adequate supply of sites and premises is provided in order to cater for the needs of local businesses and to help attract new businesses.
- (8) To provide financial support, where appropriate, to businesses, co-operatives and other profit making and non-profit making ventures for the benefit of Wirral.
- (9) To help provide a comprehensive business support service to local companies.
- (10) To have overall responsibility for the development of community employment and training initiatives and other initiatives designed to strengthen the economy of local communities and combat disadvantage including the development of a comprehensive "pathways to Integration" strategy for Wirral.
- (11) To have overall responsibility for monitoring economic trends in Wirral and identifying examples of good practice elsewhere in the field of urban policy and economic regeneration from which Wirral can benefit.
- (12) Lobbying Government and other agencies nationally, regionally and internationally, to ensure that Wirral achieves its economic regeneration objectives.
- (13) To have overall responsibility for Welfare to Work.
- (14) To have overall responsibility for the preparation and maintenance of the Development Plan and related plans and policies.
- (15) To have overall responsibility for the consideration of national, regional and strategic issues, including green belt policy.
- (16) To have overall responsibility for the designation and preservation of conservation areas and liaison with conservation bodies.

- (17) To have overall responsibility for the application of the Planning Acts in relation to:
- preservation of general amenity;
  - shopping improvement areas;
  - derelict sites;
  - building regulations;
  - mineral planning issues;
  - contributions to the Council's urban regeneration initiatives
  - compulsory purchase.
- (18) To have overall responsibility for liaison on planning matters with other local authorities and external bodies.
- (19) To have responsibility for identification and action in relation to derelict land and building, in liaison with the Cabinet member for the Environment.

## **SOCIAL CARE AND INCLUSION**

- (1) To have responsibility for the planning, commissioning and delivery of social care services for all adult client groups and to provide leadership to the wider vision of social care.
- (2) To have lead responsibility for developing preventative services that will reduce the need for social care intervention.
- (3) To work with a range of partners, including health and the voluntary and independent sector, to provide services which are well planned and integrated, make the most effective use of available resources and met the needs of our diverse community.
- (4) To have overall responsibility, in liaison with other Cabinet members, for social inclusion and to promote the role of the local authority, working with the NHS community on Wirral, to improve public health and well-being and to address health inequalities.
- (5) To ensure services are of a high quality and delivered by a well-trained workforce or by informal and family carers who are themselves supported.
- (6) To ensure better use of technology to support people.
- (7) To ensure services have an emphasis on preventing problems and that social care and health work on a shared agenda to help maintain the independence of individuals.
- (8) To ensure that people with the highest needs receive the support and protection needed to ensure their own wellbeing and the safety of society.
- (9) To ensure that risks of independence for individuals are openly shared with them and balanced against benefits.
- (10) To have overall responsibility for matters relating to section 47 of the National Assistance Act 1948 (as amended).

## **STREETSCENE AND TRANSPORT SERVICES**

- (1) To have overall responsibility for highways, streets and footpaths, including street lighting and related enforcement activities.
- (2) To have overall responsibility for traffic regulations and road safety.
- (3) To have overall responsibility for the management of Council car parks.
- (4) To liaise with the MITA and other external organisations.
- (5) To have overall responsibility for reservoirs, sewerage and land drainage.
- (6) To have overall responsibility for the provision of civil engineering services to the Council.
- (7) To have overall responsibility for the provision of architectural, quantity surveying and mechanical, electrical and structural engineering services.
- (8) To have overall responsibility for coast protection and sea defences.
- (9) To have responsibility for restricted and selective tendering for civil engineering services.
- (10) To have responsibility for grass cutting in residential areas
- (11) To have overall responsibility for weed control.
- (12) To have responsibility for refuse collection and street cleansing
- (13) Advertisement control.

## **PART 3**

### **DELEGATION OF FUNCTIONS TO INDIVIDUAL CABINET MEMBERS**

Within the terms of reference for their own portfolio, and in accordance with the protocol set out below, each Cabinet member has delegated authority to determine all matters that do not involve a key decision.

#### **Protocol**

Chief Officers will ensure that matters for decision are placed before Cabinet members following the appropriate consultation with other officers within the Council.

In addition, the Constitution requires that delegated decisions should only be taken by portfolio holders following the expiry of three clear working days from the notification of matters by Chief Officers. The portfolio holder will also notify the Leader of the Council of the decisions that he or she intends to make following the elapse of the three clear working days. During this period, the portfolio holder or the Leader of the Council may request that the matter be referred to the next meeting of the Cabinet rather than taken under delegated powers, by notifying the Director of Law, H.R. and Asset Management.

A formal decision record will be produced and published on the Council's Intranet and Internet sites. All members of the Council will be informed of the decision by email and advised that it will be open for call-in for five working days.

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## WIRRAL COUNCIL

CABINET - 12 MAY 2009

### REPORT OF THE DIRECTOR OF LAW, HR, AND ASSET MANAGEMENT

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#### APPOINTMENT AND CONSTITUTION OF THE CABINET AND COMMITTEES

##### 1. Executive Summary

- 1.1 The purpose of this report is to request that recommendations be made to the Council, in accordance with the relevant statutory provisions and the terms of the Constitution, in respect of the appointment of the Leader of the Council and Cabinet and committee membership for 2009/10.

##### 2. Background and Present Position

- 2.1 Standing Order 24 requires the Cabinet to make recommendations to the Annual Meeting of the Council with regard to the appointment of the Leader, Deputy Leader and Cabinet, and the constitution and membership of committees. In doing so, members must have regard to the requirements of section 15 of the Local Government and Housing Act 1989, and the relevant regulations (which deal with political balance on committees and sub-committees), and the terms of the High Court judgement in the case of *R v Brent LBC ex-parte Gladbaum and Wood* (which requires the relevant parent committee, rather than the Council, to appoint members of sub-committees and panels).

- 2.2 The current political composition of the Council (in the absence of elections) remains as follows:

Conservative	24 seats	(36.36% of the 66 seats)
Labour	21 seats	(31.82%)
Liberal Democrat	20 seats	(30.30%)
Independent	1 seat	(1.52%)

- 2.3 Based on the numbers of committee members recently agreed by the Council, the total number of committee places to be allocated in accordance with the above percentages - the Cabinet and Standards Committee are excluded from the calculations - is **119** (referred to as available seats). This is assuming a membership of ten for the Scrutiny Programme Board. The method of calculation is set out in Appendix 1.

##### 3. Statutory and Other Considerations

- 3.1 Unless appointed as full members, the Leaders and Deputy Leaders of the three largest political parties represented on the Council are entitled to attend meetings of all committees and sub-committees, but with no right to vote and the right to speak only at the Chair's invitation (Standing Order 25(4)).

- 3.2 The Cabinet is reminded that seats must be allocated to political groups in accordance with the following principles:

- (a) not all seats may be allocated to the same group (except in the case of the Cabinet);
- (b) a group with an overall majority is entitled to a majority of the seats on every committee;
- (c) subject to (a) and (b), the total of available seats must be allocated in the same proportion as each group's membership bears to the Council's membership;
- (d) subject to (a) to (c), the number of seats on each committee must be proportional to the group's membership of the Council.

Note: Only principles (a), (b) and (d) apply to the appointment of sub-committees, panels and advisory committees.

- 3.3 In proposing the new structure for overview and scrutiny committees, the Cabinet has expressed the view that all non-executive members of the Council (other than the Mayor) should have the opportunity to serve on an overview and scrutiny committee if they so choose (a total of 50 places is available, assuming that all members of the Scrutiny Programme Board will already be members of one or more of the other O&S committees).
- 3.4 Although the same might be said for all committees, for the Pensions and Standards Committees in particular it is considered desirable to maintain continuity of membership.
- 3.5 A list of the current membership of the Cabinet and committees is attached as Appendix 2 and may prove useful as a guide. No membership has been included for the new overview and scrutiny committees, and the numbers indicated for each group may need to be adjusted to ensure overall proportionality. The co-opted members of current committees have been 'slotted in' to the new committee that covers the functions with which they are concerned.

#### **4. Standards Committee**

- 4.1. The Standards Committee is not included in the overall calculation for the allocation of places and is not subject to the proportionality requirement (though the current 3:3:3 ratio of elected members does conform to that). In addition, there are three independent members, i.e. 25% of the total membership, which is the minimum prescribed by statute.
- 4.2. Membership of the Standards Committee cannot include either the Mayor or the Council Leader. It can include one Cabinet member (and it is recommended that it should). It should also be noted that the Standards Committee, rather than the Council, appoints its own Chair, which must now be an independent member.

#### **5. Co-opted members**

- 5.1 The position with co-opted members is that any O & S committee is entitled to recommend to the Council the appointment of any non-voting co-optees. The Children's Services and Lifelong Learning Overview and Scrutiny Committee will have four voting co-optees – there is a statutory requirement to have representatives of the Catholic and Church of England dioceses and of parent governors. The independent members of the Standards Committee also have voting rights (see part 4 above), as do the co-opted members of the Pensions Committee, who represent the other four districts in Merseyside and the wider membership of the Merseyside Pension Fund.

5.2 There are a number of issues that members might wish to consider in relation to co-opted membership:

- Their period of office, especially for Standards Committee members, which is currently two years, but which might be regarded as too short for them to build up the necessary expertise.
- Additional co-opted members for the Standards Committee, given that three is the statutory minimum.
- New scrutiny committees – the existing co-opted members have provisionally been re-allocated to them (which requires confirmation by the Council), but should *all* scrutiny committees be encouraged to seek an appropriate range of representation by co-opted members? For example, the two co-opted members included on the Economy and Regeneration O&S Committee appear only to represent housing issues.
- Whether to adopt a scheme for allowing more (or all) co-opted members to vote (adoption of such a scheme is a non-executive function, i.e. not to be determined by the Cabinet).

5.3 The Cabinet might wish to refer the question of co-option, plus any general issues affecting O&S committees, to the Scrutiny Programme Board in the first instance.

## **6. Appointment of Chairs and Vice-Chairs**

6.1 Standing Order 25(1) provides for the Council to appoint Chairs and Vice-chairs, but for the past few years it has left the appointment of vice-chairs to individual committees. Not all of them have made such an appointment, but it is recommended that they be urged to do so, particularly to avoid the possibility of a meeting being postponed because the Chair might not be available.

## **7. Deputies**

7.1 Standing Order 25(6) permits the Council to appoint up to a maximum of eight deputies for each political group on committees and sub-committees. It is not necessary for deputies to be appointed for the Licensing Act 2003 Committee. This is because the vast majority of its work will be done by sub-committees comprising any three members of the Committee.

7.2 Given the proposed membership of the Scrutiny Programme Board, separate consideration might have to be given to its pool of deputy members to ensure that representation by all five themed O&S committees is maintained.

## **8. Financial and Staffing Implications**

8.1 There are no financial or staffing implications arising directly out of this report, though it is recognised that there could be cost implications if the number of committees or committee places is varied.

## **9. Other Implications**

9.1 There are no implications arising out of this report in terms of equal opportunities, ethnic minorities, the elderly or the disabled; nor are there any human rights, community safety, social inclusion, Local Agenda 21, or planning implications, though individual committees will be concerned with such issues.

**10. Local Member Support**

10.1 This report has no implications for specific wards.

**11. Background Papers**

11.1 Other than published works, the only background papers used in the preparation of this report were the Council's Constitution and departmental records relating to current Cabinet/committee memberships.

**12. Decisions required**

12.1 The Cabinet is requested to make recommendations to the Annual Meeting of the Council, asking the Council to:

- (a) agree the appointment of Leader, Deputy Leader and Cabinet members for 2009/10, including the allocation of portfolios;
- (b) agree the constitution and membership of committees in 2009/10 (including deputies), having regard to the "proportionality" requirements of the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990;
- (c) in the case of the Scrutiny Programme Board, agree the numbers of members and arrangements for deputies;
- (d) agree the appointment of chairs and, if considered appropriate, vice-chairs;
- (e) note the designation of party spokespersons;
- (f) agree any other recommendations arising from this report in relation to co-opted members, vice-chairs, etc.

**Bill Norman**

Director of Law, H.R. and Asset Management

## **APPOINTMENT AND CONSTITUTION OF COMMITTEES**

### **Calculation of committee places**

(1) This note advises on the allocation of committee places to political groups and representation on the joint authorities in the light of the relative strength of the groups, which, as there were no May elections, remains as follows:

Conservative	24 seats		36.36%
Labour	21 seats		31.82%
Liberal Democrat	20 seats		30.30%
Independent	1 seat		1.52%
	66 seats	<b>Totals</b>	100.00%

(2) Based on the above percentages, the following table indicates the arithmetical entitlement to places that each group would have for different sizes of committee. The figures are rounded up or down (with the precise entitlement shown in brackets). In the case of rounding up, priority is given to the party with the higher figure after the decimal point.

	<u>Conservative</u>	<u>Labour</u>	<u>Lib/Dem</u>
15 places	5 (5.454)	5 (4.773)	5 (4.545)
12 places	4 (4.363)	4 (3.818)	4 (3.636)
11 places	4 (4.000)	4 (3.500)	3 (3.333)
10 places	4 (3.636)	3 (3.182)	3 (3.030)
9 places	3 (3.272)	3 (2.864)	3 (2.727)
8 places	3 (2.909)	3 (2.546)	2 (2.424)
7 places	3 (2.545)	2 (2.234)	2 (2.121)
6 places	2 (2.182)	2 (1.909)	2 (1.818)
5 places	2 (1.818)	2 (1.591)	1 (1.515)
4 places	2 (1.454)	1 (1.273)	1 (1.212)
3 places	1 (1.091)	1 (0.955)	1 (0.909)

### **Allocation of committee places**

(3) The Council has firstly to apply the percentages in (1) above to the overall number of committee places (members of the Cabinet and the Standards Committee are not included in those calculations). Applying those percentages and based upon the probable\* total of **119** committee places (see (4) below), the three political groups would be entitled to a **total** of committees places as shown below:

Conservative	43.27 rounded down to	43
Labour	37.87, rounded up to	38
Liberal Democrat	36.06, rounded down to	36

That totals 117, but there is no automatic entitlement to the remaining two places.

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\* assuming a membership of 10 on the Scrutiny Partnership Board

(4) Applying the arithmetical entitlement in (2) above to **individual** committees would result in the following allocations:

<u>Committee</u>	<u>Places</u>	<u>Con</u>	<u>Lab</u>	<u>L/Dem</u>
Audit and Risk Management	6	2	2	2
Employment and Appointments	6	2	2	2
Licensing Act 2003 Cttee	15	5	5	5
Licensing, Health & Safety etc.	10	4	3	3
Pensions	10	4	3	3
Planning	12	4	4	4
Children & Young People	10	4	3	3
Economy & Regeneration	10	4	3	3
Health & Well-being	10	4	3	3
Sustainable Communities	10	4	3	3
Council Excellence	10	4	3	3
Scrutiny Programme Board	10	4	3	3
<u>Total</u>	<u>119</u>	<u>45</u>	<u>37</u>	<u>37</u>

(5) Comparing those totals with each group's total entitlement (in brackets) leaves the following situation:

Total	45 (43)	37 (38)	37 (36)
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### **Adjustments**

(6) It is therefore necessary to make an adjustment to the allocation of places – the Conservative group has to give up two places and the Liberal Democrats one; the Labour group should receive one extra place. That leaves two places unallocated. In the past, such places have been offered to any independent members, though there is no actual entitlement in the case of a single member, who can not count as a political group.

### **Joint Authorities**

(7) Appointments to outside organisations (elsewhere on the agenda) require that appointments to the Merseyside Fire and Rescue Authority (4 places), the Merseyside Integrated Transport Authority (4 places) and the Merseyside Police Authority (2 places) should be made so as to reflect the political composition of the Council.

(8) In terms of the Fire and Transport appointments, the appropriate allocation would be 2 Conservative (1.454), 1 Labour (1.273) and 1 Liberal Democrat (1.212), and appointments to the Police Authority should be 1 Conservative and 1 Labour member (i.e. the places allocated to the two largest parties).

## **APPENDIX 2**

### **MEMBERSHIP of CABINET and COMMITTEES**

#### **CABINET (10 councillors – 5 Labour, 5 Liberal Democrat)**

<b>Portfolio</b>	<b>Councillor</b>	<b>Party</b>	<b>Address</b>	<b>Ward</b>
Finance & Best Value	Steve Foulkes <b>Leader of the Council</b>	Labour	8 Snowdrop Avenue Claughton CH41 0EA	Claughton
Children's Services & Lifelong Learning	Phil Davies	Labour	9 Hillfield Drive Pensby CH61 5UH	Birkenhead & Tranmere
Community & Customer Engagement	Stuart Kelly	LibDem	37 Tabley Close Oxton CH43 2LB	Prenton
Corporate Resources	Simon Holbrook <b>Deputy Leader</b>	LibDem	20 Reedville Oxton CH43 4UH	Oxton
Culture, Tourism & Leisure	Bob Moon	LibDem	68 Fairway North Bromborough CH62 3NA	Bromborough
Environment	Gill Gardiner	LibDem	173 South Parade West Kirby CH48 3HX	Birkenhead
Housing & Community Safety	George Davies	Labour	46 Shamrock Road Claughton CH41 0EQ	Greasby, Frankby & Irby
Regeneration & Planning Strategy	Jean Stapleton	Labour	85 Grange Road West Birkenhead CH41 4XB	Claughton
Social Care & Inclusion	Moir McLaughlin	Labour	15 Stoneleigh Grove Rock Ferry CH42 4NH	Rock Ferry
Streetscene & Transport Services	Jean Quinn	LibDem	84 Black Horse Hill West Kirby CH48 6DT	Greasby, Frankby & Irby

#### **EXECUTIVE BOARD (4 councillors – 2 Labour, 2 Liberal Democrat)**

Councillors: Foulkes (Chair), PL Davies, Holbrook (Vice-Chair) and Moon

**AUDIT AND RISK MANAGEMENT COMMITTEE**  
**(6 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<p><b>2 Conservative:</b></p> <p>Simon Mountney <b>(S)</b>  Irene Povall</p>	<p>C Blakeley  DM Elderton  GCJ Watt  Paul Hayes  Mrs LA Rennie  JE Green  J Hale  L Fraser</p>
<p><b>2 Labour:</b></p> <p>Ron Abbey <b>(S)</b>  Jim Crabtree</p>	<p>G Davies  WJ Davies  IO Coates  DE Roberts  ARC McLachlan  DT Knowles  JJ Salter  PA Smith</p>
<p><b>2 Liberal Democrat:</b></p> <p>Paula Southwood <b>(Chair)</b>  Sarah Quinn</p>	<p>F Doyle  PN Gilchrist  T Harney  C Teggin  A Taylor  S Niblock  D Mitchell  P Reisdorf</p>



**EMPLOYMENT AND APPOINTMENTS COMMITTEE**  
**(6 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>2 Conservative:</b>  Gerry Ellis <b>(S)</b> Jeff Green	Mrs L Rennie S Clarke C Blakeley P Hayes J Hale S Mountney L Fraser D Elderton
<b>2 Labour:</b>  Iris Coates <b>(Chair)</b> Phil Davies	A McLachlan G Davies S Foulkes M McLaughlin J Stapleton H Smith DE Roberts Brian Kenny
<b>2 Liberal Democrat:</b>  Pat Williams <b>(S)</b> Tom Harney	S Holbrook R Moon S Kelly G Gardiner J Quinn F Doyle A Taylor A Bridson

**LICENSING, HEALTH & SAFETY AND GENERAL PURPOSES  
COMMITTEE  
(10 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>3 Conservative:</b>  Andrew Hodson <b>(Chair)</b> Ian Lewis Geoffrey Watt	R L Abbey J F George I O Coates C Meaden PA Smith H Smith W Smith Brian Kenny
<b>4 Labour:</b>  Bill Davies <b>(S)</b> Denis Knowles John Salter Denise Roberts	R L Abbey J F George I O Coates C Meaden PA Smith H Smith W Smith Brian Kenny
<b>3 Liberal Democrat:</b>  Alan Taylor <b>(S)</b> Steve Niblock Bob Wilkins	T Harney A Jennings D Mitchell S Quinn M Redfern P Southwood C Teggin P Williams

**LICENSING ACT 2003 COMMITTEE**  
**(15 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b> No provision for deputies
<b>4 Conservative:</b>  Bill Duffey Andrew Hodson <b>(Chair)</b> Cherry Povall Sheila Clarke	
<b>5 Labour:</b>  Iris Coates Bill Davies <b>(S)</b> Denise Roberts John Salter Harry Smith	
<b>5 Liberal Democrat:</b>  Alan Taylor <b>(S)</b> Steve Niblock Chris Tegg Bob Wilkins Mrs Pat Williams	
<b>1 Independent:</b>  David Kirwan	

**PENSIONS COMMITTEE**  
**(10 Council members; 5 co-opted members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>3 Conservative:</b>  Bill Duffey ( <b>S</b> ) Geoffrey Watt Les Rowlands	P Johnson S Moseley S Clarke A Pritchard K Wood C Blakeley I Lewis J Hale
<b>3 Labour:</b>  Ann McLachlan ( <b>Chair</b> ) George Davies Harry Smith	R Abbey J George J Crabtree Brian Kenny J Stapleton I Coates KJ Williams DE Roberts
<b>3 Liberal Democrat:</b>  Tom Harney ( <b>S</b> ) Frank Doyle Bob Moon	Ann Bridson Phil Gilchrist Alan Jennings Dave Mitchell Sarah Quinn Mike Redfern Paula Southwood Alan Taylor
<b>1 Independent:</b>  David Kirwan	
<b>5 Co-opted members:</b>  The nominees of: <ul style="list-style-type: none"> <li>• Liverpool City Council</li> <li>• Knowsley MBC</li> <li>• St Helens MBC</li> <li>• Sefton MBC</li> </ul> <i>plus</i> Representative of other Pension Fund employers	

**PLANNING COMMITTEE**  
**(12 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>3 Conservative:</b>  David Elderton <b>(Chair)</b> Peter Johnson Les Rowlands	J Keeley C Blakeley A Pritchard G Watt T Anderson P Hayes I Povall G Ellis
<b>5 Labour:</b>  Jim Crabtree John George Brian Kenny <b>(S)</b> John Salter Denis Knowles	R Abbey I Coates WJ Davies H Smith C Meaden PA Smith DE Roberts KJ Williams
<b>4 Liberal Democrat:</b>  Ann Bridson Alan Jennings <b>(S)</b> Dave Mitchell Mike Redfern	G Gardiner S Kelly S Quinn P Southwood A Taylor C Teggin R Wilkins P Williams

**STANDARDS COMMITTEE**  
**(9 Council members; 3 independent members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>3 Conservative:</b>  Les Rowlands <b>(S)</b> Karen Hayes Chris Blakeley	A Hodson Mrs K Wood S Moseley W Duffey P Hayes T Anderson J Keeley Vacancy
<b>3 Labour:</b>  Bill Davies Ann McLachlan <b>(S)</b> Chris Meaden	Brian Kenny DE Roberts G Davies PL Davies W Smith D Knowles M McLaughlin J Stapleton
<b>3 Liberal Democrat:</b>  Mrs Pat Williams <b>(S)</b> Alan Taylor Chris Teggin	A Bridson S Quinn P Gilchrist T Harney D Mitchell P Reisdorf P Southwood R Wilkins
<b>3 Independent:</b>  Mr Brian Cummings <b>(Chair)</b> (to 31 October 2009) Mr Ken Harrison <b>(Vice-Chair)</b> (to 31 October 2009) Mr Alex Nuttall (to 31 October 2010)	

## OVERVIEW AND SCRUTINY COMMITTEES

### SCRUTINY PROGRAMME BOARD (10 ? Council members)

MEMBERS	DEPUTIES
<b>4 Conservative:</b>	
<b>3 Labour:</b>	
<b>3 Liberal Democrat:</b>	

**CHILDREN AND YOUNG PEOPLE  
OVERVIEW AND SCRUTINY COMMITTEE  
(10 Council members; 5 co-opted members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>4 Conservative:</b>	
<b>3 Labour:</b>	
<b>3 Liberal Democrat:</b>	
<b>Co-opted members:</b>  <b>2 Diocesan representatives</b> (with voting rights): Roman Catholic – Vacancy Church of England – Mrs Margaret Liddy  <b>2 Parent Governor representatives</b> (with voting rights): Mrs Jacqui Kearney (until 28 October 2011) Mrs Maureen Cain (until 8 February 2013)  <b>1 representative of the Voluntary and Community sectors:</b> Mrs Jane Owens - Local Involvement Network (LiNk)	



**ECONOMY AND REGENERATION  
OVERVIEW AND SCRUTINY COMMITTEE  
(10 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>4 Conservative:</b>	
<b>3 Labour:</b>	
<b>3 Liberal Democrat:</b>	
<b>2 Co-opted members:</b>  <b>Wirral Federation of Tenant and Resident Associations:</b> Ann Holme } Peter Smith }	Charles Kennedy

**HEALTH AND WELL-BEING  
OVERVIEW AND SCRUTINY COMMITTEE  
(10 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>4 Conservative:</b>	
<b>3 Labour:</b>	
<b>3 Liberal Democrat:</b>	
<b>2 Co-opted members:</b>  Sandra Wall - Older People's Parliament Diane Hill - Local Involvement Network (LiNK)	OPP representative LiNK representative

**SUSTAINABLE COMMUNITIES  
OVERVIEW AND SCRUTINY COMMITTEE  
(10 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>4 Conservative:</b>	
<b>3 Labour:</b>	
<b>3 Liberal Democrat:</b>	

**COUNCIL EXCELLENCE  
OVERVIEW AND SCRUTINY COMMITTEE  
(10 Council members)**

<b>MEMBERS</b>	<b>DEPUTIES</b>
<b>4 Conservative:</b>	
<b>3 Labour:</b>	
<b>3 Liberal Democrat:</b>	

## WIRRAL COUNCIL

### CABINET (SELECTION MEETING) – 12 MAY 2009

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#### APPOINTMENT OF PANELS, STATUTORY/ADVISORY COMMITTEES AND WORKING PARTIES; AND MISCELLANEOUS APPOINTMENTS

##### 1. Executive Summary

The purpose of this report is to enable the Cabinet to review the continuing need for various panels, advisory committees and working parties, and to appoint members and named deputies to serve on those (including the statutory committees and panels) that are to be retained in 2009/10. The membership of the various bodies in 2008/09 is set out in the Appendix.

##### 2. Statutory Committees and Panels

The following statutory committees and panels, all of which have full delegated authority, were retained during 2008/09, and, where appropriate, the minutes of these bodies were submitted to the relevant overview and scrutiny committees for information.

##### 2.1 CHILDREN'S SERVICES AND LIFELONG LEARNING

The Children's Services and Lifelong Learning Overview and Scrutiny Committee has been reviewing the various bodies associated with this portfolio, primarily with a view to ensuring that the best use is made of members' and officers' time. It is likely that a report will be submitted to the June meeting of the Committee, which may result in recommendations for the Cabinet. This applies also to the bodies referred to in paragraph 3.1 of this report.

##### (i) Complaints Panel (School Curriculum and Related Matters)

To hear and determine complaints about curriculum delivery in schools and related matters as required by statute.

##### (ii) Education Staff Panel

(1) In relation to schools not subject to a scheme of delegation, to hear and determine appeals arising out of the procedure for the dismissal of teachers as contained in the regulations governing their appointment and conditions of service.

(2) To determine appeals by teachers against proposals to dismiss made by the Director of Children's Services under the Education (Teachers) Regulations 1993, or as subsequently amended or re-enacted.

##### (iii) Headteacher Appointments Panel

To participate in and approve the appointment of headteachers of schools not subject to a scheme of delegation.

#### **(iv) Parental Appeals Panel**

To consider, as part of a statutory review process, appeals against decisions by the Local Authority (or the Governors of voluntary or aided schools) concerning the allocation of places in primary and secondary schools, and decisions by governing bodies concerning the exclusion of pupils.

The Parental Appeals Panel is drawn from a “pool” of lay members or members with experience in education (but councillors are ineligible to serve).

#### **(v) Standing Advisory Committee on Religious Education (SACRE)**

SACRE is responsible for advising the local authority on matters concerning the teaching of religious education and collective acts of worship; it decides on applications for determination of cases in which requirements for Christian collective worship are not to apply; and may require the local authority to review its agreed syllabus

#### **(vi) Wirral Schools Forum (Funding Consultative Group)**

The Forum makes recommendations in respect of the allocation of funding for schools, in particular the Dedicated Schools Grant (DSG) received from the DCSF. Any changes to the distribution formula for DSG, plus any additional specific funding proposed by the local authority, must be approved by the Schools Forum. With recent changes in the composition of the Forum, the Council's three representatives act only as observers.

#### **(vii) School Admissions Forum**

The role of the Forum is to consider local admission arrangements and seek agreement on how to deal with difficult admission issues in consultation with admission authorities.

#### **(viii) Children and Young People's Strategic Partnership Board**

This has a variety of responsibilities including to co-ordinate services for children and young people; to identify the needs of Wirral children and young people in terms of the five outcomes in the Children Act 2004; to determine the strategies required to improve the outcomes for children's well-being; to make recommendations to the Council and other partner organisations with respect to the measures that are needed to improve children's well-being; and to recommend joint commissioning strategies and, where appropriate be responsible for pooled budget arrangements.

#### **(ix) Adoption / Fostering Panels**

As part of a wider membership, to determine applications for the adoption and for the fostering of children.

## **2.2 HOUSING AND COMMUNITY SAFETY**

#### **(i) Housing Review Panel**

(1) To consider and determine requests made by individual tenants in accordance with the provisions of Section 129 of the Housing Act 1996 for a review of the Authority's decision to seek an order for possession.

(2) To consider and determine requests made by a person or persons in accordance with the provisions of Section 202 of the Housing Act 1996 for a review of certain decisions made by the Authority in relation to homelessness.

(3) To consider and determine requests made by a person or persons in accordance with Section 164 of the Housing Act 1996 for a review of the Authority's decision either to remove or not to place that person's or persons' name(s) on the housing register.

#### **(ii) Unified Waiting List Management Advisory Board**

To consider appeals from applicants who consider they have been unfairly treated or unfairly excluded from the waiting list, having exhausted the Steering Group appeals procedure.

### **3. Advisory Committees and Working Parties**

- 3.1 The following is a list of advisory and consultative bodies that were retained or created in 2008/09 to assist the Cabinet and overview and scrutiny committees in their work. The Cabinet may wish to make appointments directly to some or all of them, or alternatively, to ask the relevant overview and scrutiny committee to express a view as to whether all of these bodies need to be retained or whether their role could be undertaken by the O & S committee itself. For those bodies that are retained, it is suggested that they report to the relevant committee or O & S committee.

#### **3.1 CHILDREN'S SERVICES AND LIFELONG LEARNING**

##### **(i) Youth and Play Service Advisory Committee**

To support and monitor the youth and play services provided by the local authority and other agencies and to make appropriate recommendations.

##### **(ii) Virtual School Governing Body**

This acts as the governing body of a virtual school, whose roll comprises all of the children that are looked after by the local authority, with particular emphasis on improving their well-being, educational attainment and attendance.

At its last meeting, the Governing Body agreed to establish a working party to review its terms of reference and membership, with the aim of strengthening its role, and report back to the next meeting (in June).

##### **(iii) Headteachers and Teachers JCC**

To meet with headteachers' and teachers' representatives to discuss educational issues.

##### **(iv) SEN Advisory Committee**

To advise the Council on any future plans for the development of special educational needs provision in the borough.

#### **(v) Wirral Schools' Music Service Consultative Committee**

To represent the views of key stakeholders in the Music Service; to act as a forum for the continuing development of the service; to offer recommendations to the Director of Children's Services; to inform and be accountable to the local authority; and to uphold the right of all young people in the borough to have the opportunity of access to quality music-making activities

### **3.2 CORPORATE RESOURCES**

#### **(i) Members' Training Steering Group**

To advise on the preparation of the annual programme of training for Council members and on individual applications to attend courses.

#### **(ii) Members' Equipment Steering Group**

To review IT equipment provision for members.

### **3.3 CULTURE, TOURISM AND LEISURE**

#### **(i) Birkenhead Park Advisory Committee**

To advise the Council on all issues relating to and affecting Birkenhead Park, and in particular on the regeneration project.

#### **(ii) Hilbre Island Nature Reserve Management Committee**

To manage the nature reserve and to make appropriate recommendations for its preservation and maintenance.

#### **(iii) Heritage Champion**

Role: to join up policy between departments and ensure the historic environment is taken into account in the development of all the Authority's policies and forward strategies; to identify opportunities for the Authority to use the historic environment in the pursuit of its wider corporate objectives; and to help promote the local historic environment and promote its development.

#### **(iv) Parks and Countryside Service Options Group**

### **3.4 HOUSING AND COMMUNITY SAFETY**

#### **Anti-social Behaviour Partnership Body**

This has an advisory role on matters of tackling anti-social behaviour (covering awareness, prevention, enforcement and resettlement); promoting the Government's Respect Action Area agenda; overseeing the co-ordination of allied and related services across the Borough; and promoting good practice in the fields of anti-social behaviour and community safety.



### **3.5 REGENERATION AND PLANNING STRATEGY**

#### **(i) Birkenhead Town Centre Consultative Group**

In view of the complexity of matters relating to the development of Birkenhead town centre and the pace at which certain issues might evolve, it was felt useful to have a consultative group at which elected members could inform and be informed by officers as negotiations progressed.

#### **(ii) Telecommunications Working Party**

To give detailed consideration to issues relating to telecommunications development and to assist in the preparation of a supplementary planning document on the subject as part of the Local Development Framework.

### **3.6 SOCIAL CARE AND INCLUSION**

#### **(i) Advocacy Panel**

[ Terms of reference ]

#### **(ii) Adult Services Reference Group**

To advise on the future provision of adult services.

### **3.7 STREETSCENE AND TRANSPORT SERVICES**

#### **Highway Maintenance and Engineering Works Working Party**

For the purpose of consultation in relation to procurement arrangements for highway maintenance and engineering works contracts.

## **4. Financial and Staffing Implications**

4.1 There are no financial or staffing implications arising out of this report.

## **5. Other Implications**

5.1 There are no implications arising out of this report in terms of equal opportunities, ethnic minorities, the elderly or the disabled; nor are there any direct human rights, community safety, social inclusion, LA21 or planning implications.

## **6. Local Member Support**

6.1 This report has no implications for specific wards, except insofar as it contains some ward-related appointments.

## **7. Background Papers**

7.1 The only background papers used in the preparation of this report were Council and Cabinet minutes and internal departmental records.

## **8. Decisions Required**

### **8.1 The Cabinet is requested:**

- (1) to appoint members and named deputies, as necessary, to serve on the statutory committees, panels and other bodies identified in paragraph 2 above (including Chairs);
- (2) to make appointments to advisory committees, working parties and consultative groups identified in paragraph 3 above (or, alternatively, to seek the views of the relevant overview and scrutiny committees concerning their retention);
- (3) to confirm that, where appropriate, the minutes of the statutory committees and panels, advisory committees and other bodies be submitted to the relevant select committees for information, with any matters requiring an executive decision being referred to the Cabinet as necessary;
- (4) to note the current constitution and membership of the Parental Appeals Panel.

**Bill Norman**  
**Director of Law, H.R. and Asset Management**

## **APPOINTMENT OF PANELS, STATUTORY AND ADVISORY COMMITTEES AND WORKING PARTIES**

**Note:** figures in brackets indicate the political ratio, i.e. (Conservative: Labour: Liberal Democrat); asterisk indicates party spokesperson.

### **(1) STATUTORY COMMITTEES AND PANELS** (listed under relevant portfolio)

#### **(a) CHILDREN'S SERVICES AND LIFELONG LEARNING**

##### **(i) Complaints Panel (School Curriculum and Related Matters)** (1:1:1 plus named deputies)

Councillor S L Clarke

Councillor P L Davies\* (c) (Deputies - Councillors A E R Jones, W Smith, P A Smith, C Meaden)

Councillor T Harney (Deputies - A Bridson, F Doyle)

##### **(ii) Education Staff Panel** (3:2:2 plus named deputies)

Councillors SL Clarke, Karen Hayes, T Anderson (Deputies - C Blakeley, A C Hodson)

Councillors G Davies, P L Davies(c), (Deputies – I O Coates, W Smith, A E R Jones, D E Roberts, C Meaden)

Councillors T Harney\*, S Quinn (Deputy – F Doyle)

##### **(iii) Headteacher Appointments Panel** (2:1:1 plus named deputies)

Councillor S L Clarke, Karen Hayes (Deputy – T Anderson)

Councillors P L Davies\* (c) (Deputies - P A Smith, W Smith, A E R Jones, I O Coates, D E Roberts)

Councillor T Harney\* (Deputies - S A Holbrook, J Quinn)

##### **(iv) Parental Appeals Panel**

Chair Mrs H A Wells

Deputy Chairs Mrs C Muspratt, Mr J Smallthwaite and Dr N Eden

##### **(v) Standing Advisory Committee on Religious Education (SACRE)** (2:2:2)

Councillors A Pritchard, Karen Hayes (Deputy – S R Mountney)

Councillors P A Smith, W Smith (Deputies – W J Davies, I O Coates, Mrs C M Meaden, A E R Jones)

Councillors F Doyle, G D Mitchell (Deputies – P N Gilchrist, Mrs P M Williams)

##### **(vi) Wirral Schools Forum (Funding Consultative Group)** - Observers (1:1:1)

Councillor S L Clarke

Councillor P A Smith

Councillor F Doyle

**(vii) School Admissions Forum (1:1:1)**

Councillor S L Clarke  
Councillor P L Davies  
Councillor F Doyle

**(viii) Children and Young People's Strategic Partnership Board**

Cabinet member (Chair) and Councillors S L Clarke and J Quinn

**(ix) Adoption / Fostering Panels**

Adoption: Councillor S L Clarke (to 2009)  
Fostering: Councillors S L Clarke, A E R Jones and T Harney

**(b) HOUSING AND COMMUNITY SAFETY**

**(i) Housing Review Panel (1:1:1 plus named deputies)**

Councillor A Pritchard (Deputies - Mrs K Wood, L Fraser)  
Councillor G Davies (c) (Deputies – A R C McLachlan, R L Abbey, J V Stapleton)  
Councillor A Taylor (Deputies - A T Jennings, P T C Reisdorf, Mrs P M Williams)

**(ii) Unified Waiting List Management Advisory Board (2:2:1 plus named deputies)**

Councillors Leah Fraser, A Pritchard\* (Deputy - Mrs K Wood)  
Councillors G Davies\*, A R C McLachlan (Deputies - R L Abbey, J V Stapleton, H Smith)  
Councillor A Taylor\* (Deputy - A Jennings)

**(2) ADVISORY COMMITTEES AND WORKING PARTIES** (listed under relevant portfolio)

**(a) CHILDREN'S SERVICES AND LIFELONG LEARNING**

**(i) Youth and Play Service Advisory Committee (8 Council members - 3:3:2)**

Councillors SL Clarke, Karen Hayes, T Anderson (Deputies - A C Hodson, L Fraser, S D Moseley)  
Councillors PA Smith, C M Meaden, W Smith (Deputies – A E R Jones, D E Roberts)  
Councillors T Harney\*, S Quinn (Deputies - A T Jennings, G Gardiner, J Quinn)

**(ii) Virtual School Governing Body (2:2:2)**

Councillors S L Clarke, G C J Watt  
Councillors P L Davies (c), M McLaughlin  
Councillors T Harney, Mrs P M Williams

**(iii) Headteachers and Teachers Joint Consultative Cttee** (7 Council members - 3:2:2)

Councillors S L Clarke\*, Karen Hayes, T Anderson  
Councillors G Davies, P L Davies (c) (Deputies – A E R Jones, I O Coates, K J Williams, D E Roberts)  
Councillors F Doyle\*, J Quinn (Deputies – P M Southwood, G Gardiner)

**(iv) SEN Advisory Committee** (1:1:1)

Councillor A Pritchard  
Councillor PA Smith (Deputies – K J Williams, W W Smith, C Meaden)  
Councillor T Harney (Deputy - A Bridson)

**(v) Wirral Schools' Music Service Consultative Committee** (1:1:1)

Councillor S L Clarke  
Councillor W W Smith  
Councillor P M Southwood

**(b) CORPORATE SERVICES**

**(i) Members' Training Steering Group** (1:1:1)

Councillor Paul Hayes  
Councillor I O Coates  
Councillor P Southwood

**(ii) Members' Equipment Steering Group** (1:1:1)

Councillor C Blakeley  
Councillor A E R Jones  
Councillor P Southwood

**(c) CULTURE, TOURISM AND LEISURE**

**(i) Birkenhead Park Advisory Committee** (2:4:2)

Councillors S L Clarke\*, I Povall  
Councillors Brian Kenny, P L Davies, G Davies (c), D E Roberts  
Councillors S E Kelly, S A Holbrook

**(ii) Hilbre Island Nature Reserve Management Committee** (4:2:2)

Councillors G J Ellis, J Hale, J E Green\*, G C J Watt  
Councillors K J Williams P A Smith  
Councillors G Gardiner\*, A Taylor

**(iii) Heritage Champion**

Councillor K J Williams (subject to annual review).

**(iv) Parks and Countryside Service Options Group (2:2:2)**

Councillors J Hale, S Taylor  
Councillors PA Smith, KJ Williams  
Councillors R Moon, J Quinn

**(d) HOUSING AND COMMUNITY SAFETY**

**Anti-Social Behaviour Partnership Body**

(Three Cabinet members, plus spokespersons for Housing and Community Safety):

Councillors G Davies, P L Davies, M McLaughlin, C Blakeley and A Taylor

**(e) REGENERATION AND PLANNING STRATEGY**

**(i) Birkenhead Town Centre Consultative Group (2:2:1)**

Councillors S R Mountney, D M Elderton  
Councillors Brian Kenny, J V Stapleton  
Councillor S E Kelly

**(ii) Telecommunications Working Party (3:2:1)**

Councillors C Blakeley, G J Ellis, A Pritchard  
Councillors A E R Jones, Brian Kenny  
Councillor A T Jennings

**(f) SOCIAL CARE AND INCLUSION**

**Adult Services Reference Group\* (2:2:2)**

Councillors S L Clarke, G C J Watt  
Councillors P L Davies, M McLaughlin  
Councillors P T C Reisdorf, A Bridson

\*Party Leaders and deputies, if not appointed as members of the Group, may attend meetings with the right to speak, (at the invitation of the Chair).

**(g) STREETSCENE AND TRANSPORT SERVICES**

**Highway and Engineering Services Procurement Exercise (HESPE) Working Party (2:2:2)**

Councillors Elderton and P Hayes  
Councillors S Foulkes, H Smith  
Councillors G D Mitchell, Jean Quinn

## WIRRAL COUNCIL

### CABINET (SELECTION MEETING) – 12 MAY 2009

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#### APPOINTMENTS TO OUTSIDE ORGANISATIONS

##### 1. Executive Summary

- 1.1 The Cabinet is requested to nominate representatives of the Council to serve on, or continue as members of, various outside organisations in 2009/10.

##### 2. Background

- 2.1 The bodies to which appointments are to be made are set out in Appendix 1, with the current year's representation as a guide.
- 2.2 The Cabinet portfolio for Community and Customer Engagement includes responsibility for membership of outside bodies, but where the aims of a body clearly relate to a particular portfolio they have been listed for convenience under the relevant service area. However, in the event of a tied vote at Cabinet, the Cabinet member with responsibility for Community and Customer Engagement would be entitled to exercise a casting vote on the recommendation to be made to the Council.
- 2.3 Attendance by elected members at meetings of these outside bodies has been designated as an approved duty unless there are specific reasons for not doing so (e.g. where another authority pays expenses to its members).

##### 3. Financial and Staffing Implications

- 3.1 There are no financial or staffing implications arising directly out of this report.

##### 4. Other Implications

- 4.1 There are no implications arising out of this report in terms of equal opportunities, ethnic minorities, the elderly or the disabled; nor are there any human rights, community safety, social inclusion, LA21 or planning implications. However, many of the organisations to which nominations are made represent such interests.

##### 5. Local Member Support

- 5.1 This report has no implications for specific wards, except to the extent that some of the appointments are ward-related.

##### 6. Background Papers

- 6.1 The only background papers used in the preparation of this report were the relevant Council and Cabinet minutes and internal departmental records.

**7. Decisions Required**

- 7.1 The Cabinet is requested to make recommendations to the Council for the appointment or nomination, as the case may be, of elected members, officers or others (as appropriate) to represent the Council on the outside organisations identified in Appendix 1.

**Bill Norman**  
**Director of Law, H.R. and Asset Management**



## **APPENDIX**

### **APPOINTMENTS TO OUTSIDE BODIES (grouped under portfolio)**

**Note:** Where ratios are quoted, the first figure refers to the entitlement of the Conservative group, then Labour, then Liberal Democrat

#### **(a) CHILDREN'S SERVICES AND LIFELONG LEARNING**

##### **(i) Birkenhead Sixth Form College Governing Body**

Councillor D E Roberts (1 Nov 2007 to 31 Oct 2011)

##### **(ii) Children's Services District Boards (See note at end)**

One councillor from each area forum (eleven in total, divided 4:4:3) to be appointed to serve on the relevant district board, as follows. Whilst the actual names are put forward by the area forums, the Council decides which party the representatives should come from (based on which had the majority of members on each forum).

<u>District</u>	<u>Area Forum</u>
Birkenhead District Board	(Bidston / Claughton) (Lab) (Prenton / Oxton) (LibDem) (Birkenhead & Tranmere / Rock Ferry) (Lab)
Wallasey	(Liscard / Seacombe) (Lab) (New Brighton / Wallasey) (Cons) (Leasowe & Moreton East / Moreton West & Saughall Massie) (Cons)
South Wirral	(Clatterbridge / Bebington) (Lab) (Bromborough / Eastham) (LibDem)
West Wirral	(Pensby & Thingwall / Heswall) (Cons) (Hoylake & Meols / West Kirby & Thurstaston) (Cons) (Greasby, Frankby & Irby / Upton) (LibDem)

##### **(iii) C E Gourley VC Endowment Fund**

Councillors G J Ellis, G C J Watt

##### **(iv) Connexions (Greater Merseyside) Ltd**

Stephen Maddox (Chief Executive) or nominee

##### **(v) Lower Bebington School Lands Foundation (1:1:1)**

Councillors S L Clarke, A T Jennings, K J Williams

**(vi) National Society for the Prevention of Cruelty to Children**

Councillor M McLaughlin

**(vii) Oaklands Centre Management Committee (2:1:1)**

Councillor A Pritchard, S Mountney  
Councillors W W Smith  
Councillor F Doyle

**(viii) St Bridget's Educational Trust**

Councillor G J Ellis (to 2009)

**(ix) University of Liverpool Court (1:1:1)**

Councillor P S C Johnson  
Councillor A E R Jones  
Councillor A Bridson

**(x) West Kirby Residential School**

Councillor J Hale

**(xi) Wirral Alternative School Programme (WASP) (formerly PRU) (1:1:1)**

Councillor S L Clarke  
Mrs C Muspratt  
Councillor T Harney

**(xii) Wirral Metropolitan College Governing Body**

Councillor P L Davies  
Mr S Maddox (Chief Executive)

**(xiii) Wirral Play Council Executive Committee (1:1:0)**

Councillor Mrs L A Rennie  
Councillor C Meaden

**(xiv) Wirral Play Partnership (1:1:1)**

Councillor S L Clarke  
Councillor C M Meaden  
Councillor F Doyle

**(b) CORPORATE RESOURCES**

**(i) Birkenhead Market Limited / Birkenhead Market Services Limited – Director**

Councillor Brian Kenny

**(ii) \* Local Government Association: General Assembly (2:1:1)**

Councillor J E Green, Mrs L A Rennie  
Councillors S Foulkes  
Councillor S A Holbrook

*\* See also item (vii) below*

**(iii) Merseyside Co-ordinating Committee (1:1:1)**

Councillor J E Green (Deputies - Mrs L A Rennie, D M Elderton, Mrs K Wood)  
Councillor S Foulkes (Deputies – P L Davies, G Davies, M McLaughlin,  
J V Stapleton)  
Councillor S A Holbrook (Deputies – R K Moon, A Bridson, S E Kelly, T Harney,  
P N Gilchrist)

*The same members/deputies normally comprise the Merseyside Police Authority  
Appointments Committee – see section (g) (iv) below.*

**(iv) Merseyside Valuation Tribunal**

No new appointments required - see Council minute 143 (16/4/07).

**(v) North West Regional Chamber/Assembly**

Councillor J F George (Deputy - Councillor G Davies)  
Councillor Mrs L A Rennie\*  
Councillor G Gardiner\*\*

*\* Personal nomination to maintain political balance*

*\*\* Nominated as an observer*

In addition, Councillor George serves as the Council's representative on the North West Local Government Association.

**(vi) North Western Local Authorities Employers' Organisation**

Councillor S A Holbrook (Deputy – P M Southwood)

**(vii) SIGOMA (LGA Special Interest Group of Metropolitan Authorities)**

Leader of the Council (Councillor S Foulkes), or nominee\*

Councillor George Davies is the Leader's current nominee, and the party leaders have been authorised to attend as observers.

**(viii) West Kirby Charities** (the Council is able to nominate up to 7 trustees)

Councillor D M Elderton (appointed to 7 February 2009)  
Councillor D Kirwan (appointed to 16 October 2009)  
Mr Peter Morris (appointment to 30 October 2010)  
Mrs D Robinson (appointed to 18 October 2012)  
Councillor G C J Watt (appointed to 26 April 2012)  
Mrs Irene Whitehurst MBE (appointed to October 2011)

**(c) COMMUNITY AND CUSTOMER ENGAGEMENT**

**(i) Beechwood Play and Community Centre Joint Management Committee**

Councillors J Crabtree, D E Roberts, A R C MacLachlan, H Smith

**(ii) Charing Cross Play Youth and Community Centre Joint Management Committee**

Councillors PL Davies, Brian Kenny, DE Roberts, JV Stapleton

**(iii) Gautby Road Play & Community Centre Joint Management Cttee**  
(Bidston & St James Ward Councillors)

Councillors J Crabtree, A R C MacLachlan, H Smith

**(iv) Greasby Community Centre Joint Management Committee**  
(Greasby, Frankby and Irby Ward Councillors)

Councillors G Gardiner, J Quinn, P T C Reisdorf

**(v) Hoylake Youth and Community Centre Joint Management Committee**  
(Hoylake and Meols Ward Councillors)

Councillors G J Ellis, J Hale, D S Kirwan

**(vi) The Lauries Centre**

Councillor Brian Kenny

**(vii) Leasowe Play, Youth & Community Association Management Cttee**

Councillors R L Abbey, I O Coates, S D Moseley, I Lewis

**(viii) Liscard Community Facilities Complex Joint Management Cttee**  
(Liscard Ward Councillors)

Councillors Leah Fraser, J Keeley, Karen Hayes

**(ix) Livingstone Street Community Centre Joint Management Cttee**  
(Bidston and St James Ward Councillors)

Councillors J Crabtree, A R C McLachlan, H Smith

**(x) Moreton Community Centre Joint Management Committee**  
(Moreton West and Saughall Massie Ward Councillors)

Councillors C Blakeley, S D Moseley, S R Mountney

**(xi) New Ferry Village Hall Joint Management Committee**  
(Bromborough Ward Councillors)

Councillors R K Moon, S A M Niblock, A Taylor

**(xii) Overton Community Centre Joint Management Committee**  
(Upton Ward Councillors)

Councillors T Anderson, J F George, P A Smith

**(xiii) Pensby Community Centre Joint Management Committee**  
(Pensby and Thingwall Ward Councillors)

Councillors R Wilkins, Sarah Quinn, M Redfern

**(xiv) Seacombe Community Association (Council)**

Councillor D T Knowles

**(xv) Vale House Community Centre Joint Management Committee**  
(New Brighton Ward Councillors)

Councillors W A Duffey, Sue Taylor, A Pritchard

**(xvi) Westbourne Community Centre Joint Management Committee**

Councillors G J Ellis, J E Green, J Hale

**(xvii) Wirral Multicultural Organisation (1:1:1, plus a ward councillor)**

Councillor Paul Hayes  
Councillor Brian Kenny  
Councillor S Holbrook  
Councillors P L Davies (Ward Councillor),

**(xviii) Woodchurch Community Centre Joint Management Committee**  
(Upton Ward Councillors)

Councillors T Anderson, J F George, P A Smith

**(d) CULTURE, TOURISM AND LEISURE**

**(i) Mayer Trust, Bebington**

Councillors S L Clarke, A T Jennings, K J Williams

**(ii) Merseyside Arts, Culture and Media Industries Board**

Councillor I O Coates

**(iii) Merseyside Cultural Forum**

Councillor R K Moon (as Cabinet Member for Culture, Tourism and Leisure)

**(iv) North West Regional Libraries System**

Councillor R K Moon (as Cabinet member for Culture, Tourism and Leisure)

**(v) Royal Liverpool Philharmonic Society**

Councillor D E Roberts

**(vi) Tam O'Shanter Cottage Trust**

Councillors D E Roberts (appointed until 7 September 2008)  
S D Moseley (appointed until 7 September 2009)  
J Crabtree (appointed until 7 September 2010)  
G Davies (appointed until May 2010)  
S Foulkes (appointed until May 2010)

**(e) ENVIRONMENT**

**(i) Liverpool Airport Consultative Committee**

Councillor S Mountney\*

\*Appointed as the Council's representative in addition to Councillor DT Knowles, who is currently Chair of the Consultative Committee

**(ii) Liverpool Bay Coastal Forum**

Councillor D E Roberts

**(iii) LA 21 Forum (2:1:1)**

Councillor Mrs L A Rennie, I Povall  
Councillors D E Roberts  
Councillor G Gardiner

**(iv) LGA Urban Commission (1:1:0)**

Councillor Mrs L A Rennie  
Councillor D T Knowles

**(v) Manchester Port Health Authority (not an approved duty)**

Councillor D T Knowles (Deputy - SD Moseley)

**(vi) Mersey Port Health Committee (2:2:2)**

Councillors P S C Johnson, G Ellis (Deputies – W Duffey, S Clarke)  
Councillors R L Abbey, D T Knowles (Deputies – Brian Kenny, J J Salter, H Smith)  
Councillors G D Mitchell, C Tegg

**(vii) Merseyside Waste Disposal Authority (0:1:1)**

Councillor J J Salter  
Councillor G Gardiner\*

*\*Nominated for the purposes of Section 41, Local Government Act 1985*

**(viii) National Rivers Authority - Flood Defence Advisory Committee**

Councillor D T Knowles

**(ix) North Western and North Wales Sea Fisheries Committee (1:1:0)**

Councillor J Hale  
Councillor D T Knowles

**(x) Groundwork Merseyside**

Councillor G Gardiner

**(f) FINANCE AND BEST VALUE**

**(i) Strategic Partnership Assembly** (formerly Local Strategic Partnership)

Party leaders: Councillors S Foulkes; J E Green, S A Holbrook (or nominees)  
and Chief Executive (Stephen Maddox)

**(ii) Local Strategic Partnership Executive Board** (formerly Local Area Agreement Management Board)

Party leaders: Councillors S Foulkes; J E Green, S A Holbrook (or nominees)  
and Chief Executive (Stephen Maddox)

**(g) HOUSING AND COMMUNITY SAFETY**

**(i) Beechwood and Ballantyne Community Housing Association - Board**  
(3 Council members - Ward Councillors for Bidston and St James)

Councillors C Meaden, A R C McLachlan, H Smith

**(ii) Leasowe Community Homes Management Board**

Councillors R L Abbey, I O Coates, I Lewis  
Mr David Smith (Deputy Director of Finance)

**(iii) Merseyside Fire and Rescue Authority (Not an approved duty) (2:1:1)**

Councillor Mrs L A Rennie, G Ellis  
Councillors J F George \*  
Councillor S A M Niblock

*\* Nominated for the purposes of Section 41 of the Local Government Act 1985.*

**(iv) Merseyside Police Authority Appointments Committee (1:1:1)**

Membership is the same as for Merseyside Co-ordinating Committee - see *paragraph (b) (iii) above* - except for Liberal Democrat deputies, who are Councillors GD Mitchell and T Harney

**(v) Merseyside Police Authority (Not an approved duty) (1:1:0)**

Councillor Mrs K Wood  
Councillor A E R Jones\*

*\* Nominated for the purposes of Section 41 of the Local Government Act 1985.*

**(vi) Newheartlands Partnership Board (HMRI)**

Councillor G Davies (as Cabinet member for Housing and Community Safety)

**(vii) Wirral Crime and Disorder Reduction Partnership (1:1:1)**

Councillors C Blakeley, G Davies and A Taylor

**(viii) Wirral Partnership Homes – Board members (2:2:1)**

Councillors Karen Hayes, W A Duffey  
Councillors J Crabtree, D E Roberts  
Councillor T Harney

**(ix) Wirral Partnership Homes: Community Fund Working Group**

Councillor G Davies (Cabinet member)  
Mr A Stennard (Director of Regeneration)  
Mr B Norman (Director of Law, HR and Asset Management)

**(h) REGENERATION AND PLANNING STRATEGY**

**(i) Conservation Area Advisory Committees**

<u>Conservation Area</u>	<u>Councillor(s)</u>
Bromborough Pool	R K Moon
Oxton	P M Southwood, Mrs P M Williams
Barnston	R Wilkins, S Quinn, M Redfern
Caldy	J E Green
Frankby	G Gardiner
Gayton and Heswall	P S C Johnson
Thornton Hough	A T Jennings
Thurstaston	D M Elderton
Wellington Road, New Brighton	S Taylor and A Pritchard
Saughall Massie	S R Mountney
Port Sunlight	S A M Niblock
Rock Park	Mrs C M Meaden
Bidston	H Smith
Eastham	T Harney
Hoylake (Meols Drive/King's Gap)	G J Ellis
Friends of Birkenhead Park	K J Williams
West Kirby Society	D M Elderton
Bromborough Society	A Taylor
Mount Wood	A Bridson
Clifton Park	Brian Kenny



**(ii) Egerton House Trust (1:1:0)**

Councillor D M Elderton  
Councillor J Stapleton

**(iii) Intermediate Labour Market Company (Pentra Services)**

Councillor J Stapleton

**(iv) Local Strategic Partnership**

Party Leaders: Councillors S Foulkes, J E Green, S A Holbrook

**(v) Mersey / Dee Alliance (1:1:1)**

Councillor D M Elderton  
Councillor J George  
Councillor A Jennings (or nominees)

**(vi) Mersey Partnership**

Councillor P L Davies (or nominee)

**(vii) Mersey Waterfront Regional Park**

Councillor J Stapleton (as Cabinet member for Regeneration and Planning Strategy)

**(viii) North Birkenhead Development Trust (Director)**

Councillor H Smith

**(ix) Wirral Council for Voluntary Service - Management Committee (1:1:0)**

Councillor D M Elderton  
Councillor M McLaughlin

**(x) Wirral Investment Network**

Director of Corporate Services

**(xi) Wirral Citizens' Advice Bureau (1:1:1)**

Councillor D M Elderton  
Councillor W Smith  
Councillor S A M Niblock, plus  
Director of Corporate Services (or nominee)

**(xii) Woodchurch Neighbourhood Management Board**

(Councillors for Greasby, Frankby & Irby and Upton wards)

Councillors G Gardiner, J Quinn and P T C Reisdorf  
Councillors T Anderson, J F George and P A Smith

**(i) SOCIAL CARE AND INCLUSION**

**(i) Age Concern**

Councillor M McLaughlin

**(ii) Arch Initiatives - Wirral Management Committee (1:1:1)**

Councillor I Lewis  
Councillor I O Coates  
Councillor Jean Quinn

**(iii) Bebington Day Centre Advisory Body**  
(Bebington Ward Councillors)

Councillors SL Clarke, W W Smith, K J Williams

**(iv) Cheshire and Wirral NHS Partnership Trust: Appointed Governor**

Councillor C Tegg (appointed until September 2011)

**(v) Joint Scrutiny Committee for Cheshire & Wirral NHS Partnership Trust (2:2:2)**

Councillors Sue Taylor, G C J Watt (Deputies – T Anderson, S Clarke)  
Councillors IO Coates, D E Roberts (Deputies – J J Salter, A E R Jones)  
Councillor A Bridson, P T C Reisdorf (Deputies - G Gardiner, R Wilkins)

**(vi) Clatterbridge Centre for Oncology Foundation Trust**

Councillor Cherry Povall

**(vii) John Lloyd Corkhill Trust**

Councillor M McLaughlin

**(viii) Girtrell Court Residential Centre Advisory Body (1:1:1)**

Councillor S R Mountney  
Councillor J George  
Councillor A Bridson

**(ix) Heswall Advisory Body (Heswall ATC) (1:1:1)**

Councillors PSC Johnson  
Councillor I O Coates  
Councillor R Wilkins

**(x) Merseyside Society for the Deaf (0:1:1)**

Councillor M McLaughlin  
Councillor S A M Niblock

**(xi) North Regional Association for the Blind**

Councillor D E Roberts

**(xii) North Regional Association for the Deaf - General Council / Executive Committee**

Councillor M McLaughlin

**(xiii) Relate**

Councillor I O Coates

**(xiv) Riverside Centre Advisory Body (1:2:0)**

Councillor C Blakeley

Councillors P L Davies, D E Roberts

**(xv) Wallasey Day Centre Advisory Body (2:1:0)**

Councillors W A Duffey, A Pritchard

Councillor J J Salter

**(xvi) Wirral University Teaching Hospital Foundation Trust - Governors (1:1:1)**

Councillor J Green )

Councillor M McLaughlin ) (appointed until September 2010)

Councillor Jean Quinn )

Deputy: the Director of Adult Social Services

**(xvii) Wirral Information Resource on Equality and Disability (WIRED)  
(Disability Advisory Forum)**

Councillor IO Coates

**(j) STREETSCENE AND TRANSPORT SERVICES**

**(i) Local Government Association Coastal Issues Special Interest Group**

Councillor J Quinn (Cabinet member for Streetscene & Transport Services)

**(ii) Merseyside Passenger Transport Authority (Not an approved duty) (2:1:1)**

Councillor C Blakeley, I Lewis

Councillors D T Knowles

Councillor G D Mitchell\*

*\* Nominated for the purposes of Section 41 of the Local Government Act 1985.*

**(iii) Merseytravel Advisory Panel (Wirral Division) (1:1:1)**

Councillor D M Elderton

Councillor D Knowles

Councillor G D Mitchell

**(iv) Merseyside Strategic Transportation and Planning Committee (0:1:1)**

Councillor H Smith  
Councillor J Quinn

**(v) National Parking Adjudication Service Joint Committee**

Councillor J Quinn (Deputies – H Smith and P Hayes)

**(vii) Wirral Cycle Forum (1:1:1)**

Councillor Paul Hayes  
Councillor K J Williams  
Councillor P N Gilchrist