



Constitution and Standards Committee

Date:	Monday, 12 June 2023
Time:	6.00 p.m.
Venue:	Committee Room 1 - Birkenhead Town Hall

Contact Officer: Katherine Brown
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Please note that public seating is limited, therefore members of the public are encouraged to arrive in good time.

Wirral Council is fully committed to equalities and our obligations under The Equality Act 2010 and Public Sector Equality Duty. If you have any adjustments that would help you attend or participate at this meeting, please let us know as soon as possible and we would be happy to facilitate where possible. Please contact committeeservices@wirral.gov.uk

This meeting will be webcast at
<https://wirral.public-i.tv/core/portal/home>

AGENDA

- 1. NOMINATION OF CHAIR AND VICE-CHAIR OF THE CONSTITUTION AND STANDARDS COMMITTEE**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTERESTS**

Members are asked to consider whether they have any disclosable pecuniary interests and/or any other relevant interest in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.

- 4. MINUTES (Pages 1 - 2)**

To approve the accuracy of the minutes of the meeting held on 13

April 2023.

5. PUBLIC AND MEMBER QUESTIONS

Public Questions

Notice of question to be given in writing or by email by 7 June 2023 to the Council's Monitoring Officer (via the online form here: [Public Question Form](#)) and to be dealt with in accordance with Standing Order 10.

For more information on how your personal information will be used, please see this link: [Document Data Protection Protocol for Public Speakers at Committees | Wirral Council](#)

Please contact the Committee Services Officer listed at the top of this agenda if you have not received an acknowledgement of your question by the deadline for submission.

Statements and Petitions

Statements

Notice of representations to be given in writing or by email by 12 noon, 7 June 2023 to the Council's Monitoring Officer (committeeservices@wirral.gov.uk) and to be dealt with in accordance with Standing Order 11.

Petitions

Petitions may be presented to the Committee if provided to Democratic and Member Services no later than 10 working days before the meeting, at the discretion of the Chair. The person presenting the petition will be allowed to address the meeting briefly (not exceeding three minute) to outline the aims of the petition. The Chair will refer the matter to another appropriate body of the Council within whose terms of reference it falls without discussion, unless a relevant item appears elsewhere on the Agenda. If a petition contains more than 5,000 signatures, it will be debated at a subsequent meeting of the Council for up to 15 minutes, at the discretion of the Chair. Please give notice of petitions to committeeservices@wirral.gov.uk in advance of the meeting.

Please telephone the Committee Services Officer if you have not received an acknowledgement of your question/statement by the deadline for submission.

Questions by Members

Questions by Members to be dealt with in accordance with Standing Orders 12.3 to 12.8.

6. APPOINTMENT OF PANELS STATUTORY ADVISORY COMMITTEES AND WORKING PARTIES 2023/24 (Pages 3 - 10)

**7. MEMBERS SUPPORT STEERING GROUP ANNUAL REPORT
(Pages 11 - 50)**

Terms of Reference

The terms of reference for this committee can be found at the end of this agenda.

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CONSTITUTION AND STANDARDS COMMITTEE

Thursday, 13 April 2023

Present: Councillor T Cox (Chair)

Councillors A Onwuemene P Gilchrist

Apologies Councillors P Hayes
P Stuart
J McManus

30 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Paul Hayes, Cllr Julie McManus, Cllr Paul Stuart and Independent Member Professor Ronald Jones.

31 DECLARATIONS OF INTERESTS

Members were asked to declare any disclosable pecuniary interests and any other relevant interest and to state the nature of the interest. No such declarations were made.

32 MINUTES

Resolved – That the minutes of the meeting held on be approved on 22 February 2023 be held as a correct record.

33 PUBLIC AND MEMBER QUESTIONS

No public questions or statements were received in advance of the committee meeting.

34 AMENDMENTS TO THE CONSTITUTION

The Head of Democratic and Member Services introduced the report of the Director of Law and Governance. The report provided a summary of the discussions held by the Governance Working Group in respect to proposed changes to the Constitution. The proposed changes were in relation to: Sharing written responses to public questions with the public (SO 10.9 (c) and 12.6 (c)), sharing of motions and amendments without notice (SO 14(h)), acceptance of grant funding by Officers, and Questions to members appointed to Joint Authorities at Council meetings (SO12.1).

Members commented that these changes would allow for further transparency within the council by including written responses to questions within minutes for meetings.

On a motion by the Chair, seconded by Councillor Onwuemene, it was,

Resolved - that the suggested amendments to the Standing Orders as detailed in sections 3.2 to 3.5 of the report be incorporated into the Constitution and presented for approval at the Annual Council Meeting in May 2023.



CONSTITUTION AND STANDARDS COMMITTEE

Monday, 12 June 2023

REPORT TITLE:	APPOINTMENT OF PANELS, STATUTORY / ADVISORY COMMITTEES AND WORKING PARTIES 2023/24
REPORT OF:	DIRECTOR OF LAW AND GOVERNANCE

REPORT SUMMARY

The purpose of this report is to enable the Constitution and Standards Committee to review the continuing need for various panels, statutory / 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 2023/2024.

RECOMMENDATION/S

The Constitution and Standards Committee is requested to authorise the Monitoring Officer as proper officer to carry out the wishes of the Group Leaders in allocating Members to membership of the Statutory and Advisory Committees listed in the report and to appoint those Members with effect from the date at which the proper officer is advised of the names of such Members.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATION/S

- 1.1 The Committee is required to appoint the membership of various panels, statutory / advisory committees and working parties, which fall under its remit at the start of each Municipal Year.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 Other options considered include not appointed to the statutory and advisory bodies or appointing a different number of members.

3.0 BACKGROUND INFORMATION

STATUTORY COMMITTEES AND PANELS

- 3.1 The following statutory committees and panels, all of which have full delegated authority, were retained during 2022/2023.

3.2 Standards Panel and Standards Appeals Panel

Sub-Committees of between three (3) and five (5) members of the Constitution and Standards Committee with responsibility for arrangements under which decisions can be made on an allegation that a Member of the Council or its committees has breached the Members' Code of Conduct.

The Committee or a Panel may regulate, where necessary, its own procedures to deal with any matter arising in connection with its duties, provided that the procedures remain in accordance with the principles set out at Article 13 of this Constitution. This includes that, subject to any statutory rules or procedures detailed elsewhere, a Panel acting as a tribunal is permitted, when all evidence has been submitted and speakers (if any) have finished, will hold discussion in the presence of the speakers and, as appropriate and in compliance with the Access to information Procedure Rules, the public and press, and the decision making may thereafter be taken in private adjournment.

It is expected that decisions will then normally be announced to those present and remaining post-adjournment, at least in summary form, before a decision is issued in writing.

ADVISORY COMMITTEES AND WORKING PARTIES

- 3.3 The following is a list of advisory and consultative bodies that were retained or created in 2022/2023 to assist the Committee in its work.

(i). **Members Support Steering Group**

(This group was established by the Committee on 24 February, 2021, by the merger of the former Member Support and Members' Equipment Steering Groups)

The role of the Group is to:

- provide cross-party strategic leadership to member learning, development, support so as to enable members to help deliver the Refreshed Wirral Plan 2021-2026 and its themes;
- provide cross-party strategic leadership to the member ICT offer to ensure that equipment, software and systems used by members enables them to effectively undertake their duties;
- Provide oversight on the development of the Member Portal;
- Ensure all members have the requisite skills, knowledge and attributes to be able to meet their varied duties and responsibilities;
- Actively promote, encourage and oversee member culture, development and support;
- Explore, research, gather insight, examine and develop and implement new innovative methods, approaches and initiatives to improve member culture, development and support.
- Drive continuous improvement in member culture, development and support within political groups.

In previous years the Steering Group has been made up of seven members. If Committee agree, for this municipal year that would mean a 3 (Lab) / 2 (Con) / 1 (Green) / 1 (Lib Dem) split based on the current group proportionality.

(ii). **Governance Working Group**

3.4 The Governance Working Group was set up as working group of members to consider constitutional and governance related matters in advance of reports and recommendations being submitted to the Constitution and Standards Committee.

3.5 Options for the appointment of members to the Governance Working Group vary due to the size of the Committee. The Committee may wish to resolve to:

- a) Appoint one member from each Political Group (4 Members: 1 Labour, 1 Conservative, 1 Green and 1 Lib Dem)
- b) Appoint the minimum number of members based on political proportionality and all-party representation (5 Members: 2 Labour, 1 Conservative, 1 Green and 1 Lib Dem)
- c) Appoint all 7 members to the Governance Working Group

The Committee are requested to indicate which of the options they wish to agree to. It will be for the Governance Working Group to agree their work programme at the first meeting, however there are a number of issues identified by the working group in the last municipal year and by the Monitoring Officer. These include:-

Review of the Policy Committees terms of reference
The member/officer protocol
Review of Financial/Contract procedure rules
The role of and appointment of the Returning Officer
Appointments to the Fostering Panel
Development of a Parental Leave Policy

- 3.6 Appendix 1 to this report outlines all Statutory and Advisory Committee appointments for the 2022-23 municipal year.

4.0 FINANCIAL IMPLICATIONS

- 4.1 There are none arising directly from this report.

5.0 LEGAL IMPLICATIONS

- 5.1 There is a requirement under the Council's Constitution to appoint Members to various panels, advisory committees and working parties.

6.0 RESOURCE IMPLICATIONS: ICT; STAFFING AND ASSETS

- 6.1 There are none arising directly from this report.

7.0 RELEVANT RISKS

- 7.1 If the Council does not appoint to its statutory bodies there is a risk that it will fail to fulfil its statutory duties.

8.0 ENGAGEMENT / CONSULTATION

- 8.1 It is for political groups to decide how they wish to allocate their committee places.

9.0 EQUALITIES IMPLICATIONS

- 9.1 There are none arising directly from this report.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

- 10.1 There are none arising directly from this report.

11.0 COMMUNITY WEALTH IMPLICATIONS

- 11.1 There are none arising directly from this report.

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APPENDIX 1

Appointments for the 22/23 municipal year

BACKGROUND PAPERS

Constitution

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Constitution and Standards Committee	23 June 2021
Constitution and Standards Committee	24 February 2021
Council	28 September 2020
Council	14 May 2019
Council	15 May 2018

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Standards Panel

Paul Stuart – Labour
Paul Hayes – Conservative
Amanda Onwuemene – Green

Standards Appeal Panel

Formed of those members of the committee who were not involved in any matter considered by the Standards Panel Meeting.

Julie McManus - Labour
Tony Cox – Conservative
Phil Gilchrist– Liberal Democrat

Member Support Steering Group

Paul Stuart – Labour
Julie McManus - Labour
Jenny Johnson – Conservative
Steve Williams – Conservative
Chris Cooke – Green
Phil Gilchrist – Liberal Democrat

Governance Working Group

Paul Stuart – Labour
Julie McManus - Labour
Tony Cox – Conservative
Paul Hayes - Conservative
Amanda Onwuemene – Green
Phil Gilchrist – Liberal Democrat

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CONSTITUTION AND STANDARDS COMMITTEE

12 June 2023

REPORT TITLE:	MEMBERS SUPPORT STEERING GROUP ANNUAL REPORT MAY 2022 – APRIL 2023
REPORT OF:	DIRECTOR OF LAW AND GOVERNANCE

REPORT SUMMARY

The purpose of this report is to enable the Constitution and Standards Committee to be appraised of the work during the 2022/2023 municipal year and ongoing planned work of the Members Support Steering Group. The Constitution and Standards Committee will receive this report at the first meeting of each municipal year.

The Wirral Plan 2021-2026 sets out the Council's vision to secure the best possible future for our residents, defined by the community prosperity we create and supported by our excellent people and services. The Members Support Steering Group helps Members in their implementation of the five key themes within that plan:

- Sustainable Environment
- Brighter Futures
- Inclusive Economy
- Safe and Pleasant Communities
- Active and Healthy Lives

This is not a key decision.

RECOMMENDATION

The Constitution and Standards Committee is recommended to endorse and comment on the report.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATION/S

- 1.1 The report provides the Members of the Constitution and Standards Committee with the opportunity to review, appraise and to contribute to the work undertaken by the Members Support Steering Group during the 2022/2023 Municipal Year.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 Not to submit a report to Committee. This was discounted as it was deemed appropriate to appraise the Constitution & Standards Committee on the work undertaken by the Steering Group.

3.0 BACKGROUND INFORMATION

- 3.1 The Members Support Steering Group was established by the Constitution and Standards Committee at their meeting on 24 February 2021. The newly formed Group was a product of the merger of the former Member Support Group and Member Equipment Steering Group.

3.2 Terms of reference

The role of the Member Support Steering Group is to:

- provide cross-party strategic leadership to member learning, development, support so as to enable members to help deliver the Refreshed Wirral Plan 2021-2026 and its themes;
- provide cross-party strategic leadership to the member ICT offer to ensure that equipment, software and systems used by members enables them to effectively undertake their duties;
- Provide oversight on the development of the Member Portal;
- Ensure all members have the requisite skills, knowledge and attributes to be able to meet their varied duties and responsibilities;
- Actively promote, encourage and oversee member culture, development and support;
- Explore, research, gather insight, examine and develop and implement new innovative methods, approaches and initiatives to improve member culture, development and support.
- Drive continuous improvement in member culture, development and support within political groups.
- “Provide an overview of support to members in fulfilling their roles and duties as Councillors.
- Oversight of the Member Welfare Policy

3.3 Membership

Membership is appointed from the Constitution and Standards Committee and comprises of seven members, appointed by reference to political proportionality. Membership for the 2022/23 municipal year was as follows:

Councillors: P Gilchrist
C Cooke
J Johnson
K Greaney
P Stuart
J McManus
S Williams

3.4 Frequency of Meetings

The Group met on three occasions during the previous municipal year in July, October, and January. It is proposed that the group meets in July, November, January and March during the municipal year.

Work undertaken to date

3.5 Members Portal

The Members Portal was rolled out to all Members December 2020 supported by a programme of training. Training on how to use the Portal is offered to all Members annually as part of the New Member Induction Programme. The Portal offers a number of facilities for Members to utilise but a primary goal on implementation was to make the process of reporting cases and casework management more efficient and user-friendly for Members. During the previous municipal year, Members of the Steering Group were kept updated with developments to portal including: Migration of reporting functions, the implementation of a notes feature and the sign posting to Members training resources.

3.6 Alongside reporting cases the Portal also serves as a domain for Members to gain all the relevant information they need to undertake their role. A highlight is the training library recordings and clips which is regularly updated. Following the May 2023 election training material was migrated to Flo, the council's learning and resource base which holds a record of training attendance.

3.7 On Monday the 15th May 2023 a formal escalation process went live via the Members Portal. This enables members to escalate an existing referral should it exceed the prescribed ten working day response target. Escalations are owned by Assistant Directors/Heads of Service who ensure that a detailed response is provided to the Member via the Members Portal.

The main aims of the new functionality are as follows:

- To improve the experience for Members and make querying a case easier
- To ensure the full history of the case is kept against the case itself, rather than across emails and phone calls. This ensures continuity and allows multiple officers to assess progress to date for each escalation. Members will only have one place to look for all interactions per case
- To increase response efficiency via one clear platform for all escalations

Early indications suggest that the new function is being well used. Further orientation sessions will be offered to all Members to maximise the utilisation of the new addition and the Member Support team are on hand to provide additional support .

3.7 Member Learning & Development Strategy 2023-2027

Members of the Steering Group provided the expertise and oversight of the development of Strategy and the forum was used to consider the drafts in October 2022 and January 2023. Suggestions made at the Steering Group were incorporated into the final version approved by the Constitution and Standards Committee in February 2023. It is worth noting that the final strategy was endorsed by colleagues at the Local Government Association as well as political peers on the Independent Assurance Panel. The Strategy was approved by Committee in February 2023.

3.8 New Member Induction

The 2023 Local Elections saw the arrival of 23 new Members on to the Council. This followed 11 in 2021 and 14 in 2022 .The Members Support Steering Group were instrumental in contributing to the new Member Induction Programme for 2023/2024 as attached as an appendix to this report (appendix 1). They also reviewed and approved updates to the material circulated to new members upon election night (Appendix 2). New Member Induction Day was held in Birkenhead Town Hall on the 10th May 2023 attended by all the new members. Training courses will run throughout May/June and July. A survey of new members will be conducted later in the year with the outcomes reported to the Steering Group.

3.9 For 2023/2024 a number of new training opportunities were included in the programme:

- All Member Finance
- Pensions
- Committee System and Decision-Making
- Corporate Parenting
Carbon Literacy
- Mental health awareness and wellbeing
- Social Media

3.10 A new approach to committee specific training has been to invite members of committee to a session prior to the first meeting of the municipal year so that they may be briefed upon the work programme, the budgetary situation and to meet other members of the committee as well as key council officers including Directors and Assistant Directors.

4.0 FINANCIAL IMPLICATIONS

4.1 The majority of Member Training is provided in house by council officers, however there have been a number of training events that have been provided by external individuals or agencies. Should there be a cost implication the Members Support Steering Group is consulted and if the majority do not agree to the spend an ad-hoc meeting can be arranged to discuss concerns.

4.2 During the financial year (1 April 22 – 31 March 23) the total cost for Members Training was £3,394. This included individual training courses as requested by Members and costs for external trainers providing sessions for all Councillors. The annual training budget of £10k is overseen by the steering group.

5.0 LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from this report.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

6.1 Members Development is included within job packages of two members of staff working in Democratic Services with HR and organisational development support.

7.0 RELEVANT RISKS

7.1 If the Members Support Steering Group fails to meet and be consulted regularly there could be ineffective oversight on development of individual members.

8.0 ENGAGEMENT/CONSULTATION

8.1 Members of the Steering Group are consulted and reported to during meetings in the municipal year and as and when necessary.

9.0 EQUALITY IMPLICATIONS

9.1 Wirral Council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. An Equality Impact Assessment is a tool to help council services identify steps they can take to ensure equality for anyone who might be affected by a particular policy, decision or activity.

9.2 Whilst there are no equality implications arising directly from this report, members who need reasonable adjustments under the Equality Act 2010 will be given bespoke support where required.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 Where possible training is delivered virtually as a means to prevent unnecessary carbon emissions in car journeys.

11.0 COMMUNITY WEALTH IMPLICATIONS

11.1 Elected Members are committed to improving the lives of the people across Wirral and that is at the core of the work we do. Wirral Council will continue to develop our Social Value agenda in all procurement where relevant and proportionate to ensure that businesses we contract with, are supporting our local communities and adding value beyond their contractual requirement.

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APPENDICES

Appendix 1 – New Member Induction Programme May 23
Appendix 2 – Member Induction Booklet 2023 – 2027
Appendix 3 – Members Learning and Development Strategy 2023 – 2027

BACKGROUND PAPERS

The Role of a Councillor – Local Government Association

The 21st Century Councillor – University of Birmingham

Highlighting Political Leadership – Local Government Association

Constitution

SUBJECT HISTORY (last 3 years)

Council Meeting	Date

MAY 23

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 LOCAL ELECTION	5 ELECTION COUNT	6
7	8	9	10 MEMBERS INDUCTION DAY 10:00 – 16:00	11	12 Councillor Portal/ Mod.gov/ Teams – 10am	13
14	15 From Candidate to Councillor' / Code of Conduct ' 5pm – 7pm Teams	16	17 ANNUAL COUNCIL PART 1	18	19	20
21	22	23	24 ANNUAL COUNCIL PART 2	25	26	27
28	29 BANK HOLIDAY	30 PLANNING TRAINING 5:30 – 7:30pm	31 INTRO TO ECC&T COMMITTEE 5-7pm			

NEW MEMBER SPECIFIC

OPEN TO ALL MEMBERS

MANDATORY TRAINING

MANDATORY FOR THOSE APPOINTED TO COMMITTEE AND DEPUTIES

RECOMMENDED FOR COMMITTEE MEMBERS

JUNE 22

Monday	Tuesday	Wednesday	Thursday	Friday
			1 FINANCE TRAINING 17:30 – 19:30	2
5 Constitution and decision making 17:30 – 19:30	6	7 INTRO TO ERH COMMITTEE 17:30 - 19:00 Licensing Act, Reg and General Purposes	8 INTRO TO ASC&PH 17:30 – 19:00 Planning Committee	9
12 10- 12pm – Chairing Skills – Bethan Evans INTRO TO TCC&L 17:30 – 19:00 Constiution and	13 Adult Social Care and Public Heath Committee	14 Policy & Resources Committee	15 INTRO TO CYP&E – 17:30 – 19:00	16
19 Environment, Climate Change and Tourism Committee	20 Pensions Committee Training 17:30 – 19:30	21 Children, Young People and Education Committee, 6pm	22 Tourism, Communities, Culture & Leisure Committee, 6pm	23
26 Pensions Committee, 6pm	27	28 CORPORATE PARENTING TRAINING– 17:30 – 19:30	29	30

NEW MEMBER SPECIFIC

OPEN TO ALL MEMBERS

MANDATORY TRAINING

MANDATORY FOR THOSE APPOINTED TO COMMITTEE AND DEPUTIES

RECOMMENDED FOR COMMITTEE MEMBERS

NB – TEAMS INVITATIONS WILL BE SENT OUT IN ADVANCE TO YOUR COUNCILLOR EMAIL ADDRESS

JULY 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5 Childrens Safeguarding Training 5:30- 7:30	6 GDPR TRAINING 5:30 – 6:30pm	7
10	11 Intro to carbon literacy 5:30 – 6:30pm	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

STILL TO BE ARRANGED DURING 2023 - 2024

- **Social media**
- **Equality and diversity**
- **Scrutiny**
- **Community safety**

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Wirral Council's

INDUCTION GUIDE

FOR NEWLY ELECTED MEMBERS

2023 - 2027

DRAFT

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WELCOME AND INTRODUCTION

The initial welcome and introduction is one of the most important aspects of a new Council Member's induction and so we encourage you to attend our Welcome Meeting on the 10 May 2023 as the first step on your journey as a Wirral Council Member. Your term of office is for four years until May 2027.

Members are crucial to the Wirral Plan 2021 - 2026. You bring with you very different experiences, skills, and knowledge of everyday life. That is why we like to spend time getting to know you and letting you know how we can work as one team to deliver a better future for the people of Wirral.

We have produced this Induction Guide to support you in your first few months as a Wirral Councillor. Our aim is to include the basics of what you need to know: from committee meetings, decision making, and key contacts within the Council, through to the IT that is vital for fulfilling your role.

As a new Member of Wirral Council, you will be offered a range of development opportunities, in a planned and supported way, to help you through your first few months. You will have the opportunity to attend relevant learning and development events to support you in your role as a Ward Councillor and as a Community Leader for Wirral. The Members Learning and Development Strategy has specifically been developed for your cohort to aid your development.



Paul Satoor
Chief Executive

The Councillor's Role

As a democratically elected local representative, you have a unique and privileged position - and the potential to make a real difference to people's lives.

The role of a Councillor means that every day you will be expected to balance the needs of your local area, your residents and voters, community groups, local businesses, your political party (if you belong to one) and the Council. All will make legitimate demands on your time - on top of your personal commitments to family, friends, and workplace.

As the local elected representative, you will engage with residents and groups on a wide range of different issues and take on an important community leadership role. At the Council, your overriding duty is to the Borough as a whole and you will contribute to the development of policies and strategies, budget setting, and be involved in scrutinising decisions. You may also make decisions on planning or licensing applications.

Representing your local area

A Councillor's primary role is to represent their ward and the people who live and work in it.

Councillors provide a bridge between the community and the Council. As well as being an advocate for your local residents and signposting them to the right people at the Council, you will need to keep them informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the Council. Good communication and engagement are central to being an effective Councillor.

As a local Councillor, your residents will expect you to:

- respond to their queries and investigate their concerns (casework);
- communicate Council decisions that affect them;
- know your patch and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their views at Council meetings; and
- lead local campaigns on their behalf.

Community leadership

Community leadership is at the heart of modern local government. Councils work in partnership with local communities and organisations - including the public, voluntary, community and private sectors - to develop a vision for their local area, working collaboratively to improve services and quality of life for residents. May 2019 saw the launch of a new model for community engagement that enables Councillors to work in a way that responds to the needs of their local community.

Developing Council Policy

Councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. As a Member of the Council, you will contribute to the development of these policies and strategies, bringing the views and priorities of your local area to the debate. How you do this will depend on the committees and forums you are appointed to. The policies contained in the Council's Policy Framework must, however, be signed off by the Council on which every Councillor sits.

Further responsibilities

Alongside the opportunities to improve life in your local communities there are additional responsibilities that fall upon you as you exercise your role.

You commit to adhere to a Code of Conduct, you must make balanced and legal decisions, you must adhere to the law when handling personal information, and more.

Our Induction Programme is intended to highlight these potential pitfalls and to protect you from the consequences.

The 21st Century Councillor

A major study has been undertaken looking at the current context and demands on Councillors at a time of budget reductions and the changing public sector landscape.

The study looked at the roles, skills and support needed to enable individual Councillors to undertake their crucial front-line role of making connections with their communities and building a strong democratic place.

We are looking at the themes of the research to contribute to the development of our support for Councillors.

There is also a challenge for Councillors to think about how best you can be supported to be actively engaged in shaping the future.

You can access the full research report at <https://21stcenturypublicservant.files.wordpress.com/2016/07/21st-century-councillor.pdf>

The Local Government Association (LGA) New Councillor Hub

This online resource is designed as a quick reference guide to provide you with the essential information that you need to know as a Councillor: www.local.gov.uk/our-support/leadership-workforce-and-communications/highlighting-political-leadership



THE BENEFITS OF INDUCTION FOR NEW MEMBERS

This section explains more about the induction you will receive as a newly elected Member.

Why Induction is Important

There are enormous benefits in adopting a structured approach to introducing a newly elected Member to their role as a Councillor. Everyone gains - the Council, the community, and individual members of the public.

Councillors need training and development to carry out their varied and demanding duties. Induction is fundamental to the development of newly elected Members.

Benefits include:

- A speedier contribution by the elected Member in carrying out their ward representative and wider roles.
- Speedier resolution of ward problems and more informed decision making.
- Time saved (things are not learned through trial and error, others are not interrupted at what might be inconvenient times and being informed from the start means less time is taken correcting mistakes).
- Less frustration as Members know what is expected of them.
- Members know where to go for help/action.
- Improved communications between Members and Officers.
- Members who are confident about and can support what the Council does.
- Evidence that we help and support newly elected Members carry out their role in the same way we would an employee.
- Ensuring Members comply with the law - both in decision making and in handling personal information.

The Induction Process

We aim to help newly elected Members to understand their role and carry out their duties effectively. This will ensure that we can all contribute to achieving the Council's vision and pledges set out in the Wirral Plan.

It is important to note and acknowledge that the greatest impact on the confidence of newly elected Members will be the welcome and support they receive from other Members and Officers with whom they come into contact.

The induction process in Wirral will welcome newly elected Members to the Council, outline the support available and provide information to help develop an understanding of:

- How the Council operates;
- The elected Members' roles and responsibilities;
- How this fits in to what the Council is trying to achieve - Wirral Plan;
- Issues facing the Council;
- Codes, protocols and guidance which apply to elected Members; and
- Member support.

THE WIRRAL PLAN

Wirral's strategic ambition and priorities for the Borough were brought together in October 2021 when Wirral Council unanimously agreed the Wirral Plan 2026. The Plan was based on what people told us matter, and in it we set out our stall and commit to what we will deliver over the next five years.

The vision for the Wirral Plan 2021-26 is:

Equity for People and Place:

To create equity for people and place and opportunities for all to secure the best possible future for our residents, communities and businesses.

The Wirral Plan focuses on reducing inequalities across Wirral as we all work to recover from the pandemic, physically, emotionally, financially. We will use this unique point in time to ensure Wirral's recovery is on the right track to create a fairer and more prosperous place for people to live and work; making sure we meet and even exceed our obligations in responding to the Climate Emergency; and tackling inequalities and building a fairer, more prosperous Wirral where anyone can achieve their aspirations and share in the future successes of the borough.

The thematic priorities for the Wirral Plan 2026 are:



High level thematic priorities remain broadly the right ones, but further work is underway to agree short term deliverables for the coming year and align these with the emerging Improvement Plan. Further engagement will take place in Spring 2022 so that Members can shape and agree these specific actions and priorities.

THE PEOPLE STRATEGY

Wirral is a Member led Council, setting the direction with big ambitions for the Borough. Councillors in Wirral serve Wirral residents, helping them raise and achieve their aspirations for the community, supporting wealth, health and quality of life. We recognise that the Council cannot do this alone, and as a Councillor you will act as an ambassador for the Council, influencing and working with our communities and the broader public, private and community/voluntary sectors.

Fundamental to the ambitions of the Council are for all within the Council - both Councillors and Council employees - to work together with residents and partner agencies. We need to continue to develop skills that allow us to work collaboratively, influencing and supporting our partners to work towards our common goals and to deliver better outcomes for our community.

Local Government is set in a fast-changing environment. We recognise that Members need to be provided with the opportunity to develop the tools and skills needed to deliver a challenging agenda. The Member Learning & Development Programme, of which the Induction Programme set out in the following pages is a key part, aims to provide Members with the tools and learning they need to mobilise local communities, grow community capacity, and support local innovation.

Council employees are essential for making the Council's ambitions a reality and achieving the goals, priorities and policies set by Councillors. Our People Strategy sets the direction for how we will enable the delivery of the Wirral Plan through our people.

There are 5 strands to the People Strategy:

Talent - we will seek to attract diverse and talented people and retain them by recognising and rewarding their success and contribution while supporting their personal and professional development.

Leadership - we will continue to develop and invest in our leaders and managers to ensure they have the skills they need to lead the organisation through future challenge. Our leaders will continue to be visible across the Council and will listen, lead and engage with compassion, openness and honesty.

Values, behaviours and performance - we have a clear set of values and behaviours that our people bring to life in their work. We will ensure that all our people understand how their role contributes to delivering the best outcomes for our residents and are motivated to perform at their best.

Embracing change - we will develop opportunities for people to collaborate, problem solve, and innovate across the Council and involve our workforce and stakeholders in shaping the future. We will equip managers to value our people and help them to embrace change.

Wellbeing - we will continue a two-way conversation to create an environment where our staff feel happy, motivated and healthy at work. Our leaders and managers will have the right skills and tools to embed health, safety and wellbeing across the organisation and we will ensure all staff have the right training to do their job safely.



SKILLS FOR WIRRAL COUNCIL MEMBERS: MEMBER INDUCTION PROGRAMME

This induction programme is intended to best equip councillors whilst maximising the degree to which they can work effectively as a Leader. The Programme places Councillors as Community Leaders and at the heart of effective delivery.

The training sessions detailed below will be provided as part of the Induction programme for the cohort of Members who are newly elected in the May 2023 Local Elections.

Some of the courses are open to all elected Members, while others provide mandatory training for membership of certain committees such as Planning and Licensing.

These are indicated as ● New Members, ▲ All Members, and ■ Committee Specific Training.

- **Microsoft Teams Training**
- **Being a Councillor - Code of Conduct**
- ▲ **Finance Training**
- ▲ **Members' Portal - Casework Management**
- ▲ **General Data Protection Regulations Training**
- ▲ **Social Media Training**
- ▲ **Personal Safety and Member Welfare Training**
- ▲ **Committee System and Decision Making Training**
- ▲ **Wirral Council's Declared Environment and Climate Emergency**
- ▲ **Mental Wellbeing and Welfare**
- ▲ ■ **Planning Committee Training**
- ▲ ■ **Licensing Training**
- ▲ ■ **Audit and Risk Management Committee Training**
- ▲ ■ **Pension Committee Training**
- ▲ ■ **Corporate Parenting Training**

Accessing the Training Library and Members Portal (Flo):

To access the Library, first log in to your Members' Portal account. You can access the Members Portal from the intranet, or by scrolling to the very bottom of the Council website and clicking the 'Councillor Portal' hyperlink. Once on your Portal homepage, scroll down to the 'Tools & Resources' section and click on the 'Training for Councillors' icon.

When you click on this icon, you will be taken through to 'Flo' whereby you can access a collection of training videos and resources. If you have any issues accessing Flo or have further questions, please contact Vicky Simpson, Senior Members Support Officer, who will be happy to help.

SENIOR LEADERSHIP TEAM

Professional • Accountable • Customer Focused • Ambitious

The Chief Executive and the Chief Executive's Strategic Leadership Team (SLT) provide leadership, professional advice and support to Members and wider council officers.

The Strategic Leadership Team leads the delivery of the Council's policies and procedures in accordance with the strategic aims and objectives agreed by the Council.

Chief Executive of Wirral Council is Paul Satoor

Email: paulsatoor@wirral.gov.uk

Assistant Chief Executive is David Armstrong

Email: davidarmstrong@wirral.gov.uk

Director of Neighbourhood Services is Nicola Butterworth

Email: nicolabutterworth@wirral.gov.uk

Director of Children's Services is Simone White

Email: simonewhite@wirral.gov.uk

Director of Law and Governance (Monitoring Officer) is Jill Travers

Email: jilltravers@wirral.gov.uk

Director of Finance (Section 151 Officer) is Matthew Bennett

Email: matthewbennett1@wirral.gov.uk

Director of Resources is Shaer Halewood

Email: shaerhalewood@wirral.gov.uk

Director of Adults' Care and Health and Strategic Commissioning is Graham Hodgkinson

Email: grahamhodkinson@wirral.gov.uk

Director of Regeneration and Place is Dave Hughes

Email: davidhughes@wirral.gov.uk

Director of Public Health is Dave Bradburn

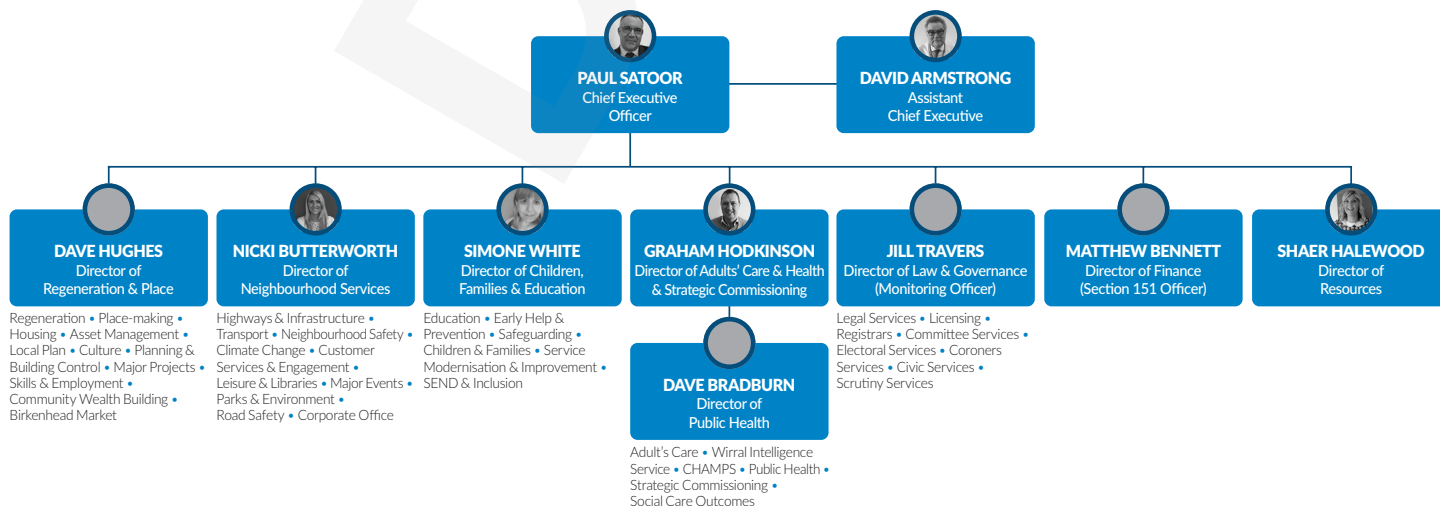
Email: davebradburn@wirral.gov.uk

Our Vision:

To secure the best future for our residents, defined by the community prosperity we create and supported by our excellent people and services.

We are working together to deliver:

Inclusive Economy. Sustainable Environment. Safe & Pleasant Communities. Brighter Futures. Active & Healthy Lives



Key Service Contacts

**Chief Executive (Head of Paid Service),
Paul Satoor**

Email: paulsatoor@wirral.gov.uk

Assistant Chief Executive, David Armstrong

Email: davidarmstrong@wirral.gov.uk

**Director of Law and Governance
(Monitoring Officer) is Jill Travers**

Email: jilltravers@wirral.gov.uk

Resources

**Director of Finance (Section 151 Officer),
Matthew Bennett**

Email: matthewbennett1@wirral.gov.uk

**Director of Resources,
Shaer Halewood**

Email: shaerhalewood@wirral.gov.uk

**Director of Merseyside Pension Fund,
Peter Wallach**

Email: peterwallach@wirral.gov.uk

**Assistant Director: Human Resources &
Organisational Development, Tony Williams**

Email: tonywilliams@wirral.gov.uk

**Assistant Director: Finance & Investment,
Daniel Kirwan**

Email: danielkirwan@wirral.gov.uk

Neighbourhoods

**Director of Neighbourhood Services,
Nicola Butterworth**

Email: nicolabutterworth@wirral.gov.uk

**Assistant Director: Parks & Environment,
Colin Clayton**

Email: colinclayton@wirral.gov.uk

**Assistant Director: Highways & Infrastructure,
Simon Fox**

Email: simonfox@wirral.gov.uk

**Assistant Director: Neighbourhood Safety &
Transport, Mark Camborne**

Email: markcamborne@wirral.gov.uk

**Assistant Director: Leisure, Libraries & Customer
Engagement, Andy McCartan**

Email: andrewmccartan@wirral.gov.uk

Children, Families & Education

**Director of Children, Families & Education,
Simone White**

Email: simonewhite@wirral.gov.uk

**Assistant Director: Children & Families,
Kerry Mehta (acting)**

Email: kerrymehta@wirral.gov.uk

**Assistant Director: Early Help & Prevention,
Elizabeth Hartley**

Email: elizabethhartley@wirral.gov.uk

**Assistant Director: Education,
James Backhouse**

Email: jamesbackhouse@wirral.gov.uk

Adults' Care & Health and Strategic Commissioning

Director of Adults' Care & Health and Strategic Commissioning, Graham Hodgkinson
Email: grahamhodkinson@wirral.gov.uk

Assistant Director: Care & Health Commissioning People, Jason Oxley
Email: jasonoxley@wirral.gov.uk

Director of Public Health, Dave Bradburn
Email: davebradburn@wirral.gov.uk

Assistant Director: Consultant in Public Health, Elspeth Anwar
Email: elspethanwar@wirral.gov.uk

Assistant Director: Consultant in Public Health, Jane Harvey
Email: janeharvey2@wirral.gov.uk

Regeneration & Place

Director of Regeneration & Place, Dave Hughes
Email: davidhughes@wirral.gov.uk

Assistant Director: Special Projects, David Ball
Email: davidball@wirral.gov.uk

Assistant Director: Chief Regeneration Officer, Sally Shah (acting)
Email: sallyshah@wirral.gov.uk

Assistant Director: Asset Management & Investment, (vacant)
N/A

Assistant Director: Housing, (vacant)
N/A

Assistant Director: Chief Planner, Kathleen Lawless (interim)
Email: kathleenlawless@wirral.gov.uk

Assistant Director: Culture & Visitor Economy, (seconded)
N/A

Organisational Support - Legal and Democratic & Member Services

Legal and Democratic & Member Services advise the Council on matters relating to Members' conduct and the Members' Register of Interests, Member support and matters relating to Council decision-making arrangements, and the recording of decisions.

Committee Services support the practical arrangements for meetings of the Council and its Committees. Any member of the team can be contacted with enquiries about forthcoming meetings.

The team maintains Wirral Council's Calendar of Meetings which can be accessed via the Intranet.

Here you will be able to find out about the various Council Committees. You will also be able to find out about the Committees you have been appointed to sit on and examine agendas and minutes of any meeting.

Jill Travers
Director of Law & Governance (Monitoring Officer)
Email: jilltravers@wirral.gov.uk

Vicki Shaw
Head of Legal Services & Deputy Monitoring Officer
Email: vickishaw@wirral.gov.uk

Steve Fox
Head of Democratic & Member Services
Email: stevefox@wirral.gov.uk

Daniel Sharples
Democracy Business Manager
Email: danielsharples@wirral.gov.uk

Anna Perrett
Principal Democratic Services Officer:
Policy Support & Member Support
Email: annaperret@wirral.gov.uk

Mike Jones
Principal Democratic & Member Services Officer
Email: michaeljones1@wirral.gov.uk

Ward Surgeries / Ward Meetings

Details of any Ward Surgeries that you hold should be passed to Committee Services so that they can advertise them on the Council website.

Organisational Support - General

Member Support Officers

Political Groups have been allocated Council Officers to act as support to the political groups.

The Member Support Officers acts as a point of first contact and provides a range of administrative and support services.

Member Support Officers, (vacant x2)

N/A

Contacts

Leader of the Council and Largest Group

Please contact Gill Pinch through Teams or on

Tel: 0151 691 8068

Email: gillpinch@wirral.gov.uk

Second Largest Group

Please contact Andrea Shillinglaw on

Tel: 0151 691 8652

Email: andreashillinglaw@wirral.gov.uk

All Other Groups

Please contact Vicky Simpson on

Tel: 0151 691 8271

Email: victoriasimpson@wirral.gov.uk

Accessibility For Disabled Councillors

The Council has a legal duty under The Equality Act 2010 to make any reasonable adjustments you need to carry out your work as a Councillor. You will be asked upon your election if you require any reasonable adjustments to be made in order for you to effectively carry out your work as an elected member. Examples of this may be access to specialist equipment or adaptations to your working environment.

You are not responsible for the costs of any reasonable adjustments. The document below supplied by the Local Government Association provides further information.

https://www.local.gov.uk/sites/default/files/documents/Improving%20access%20to%20local%20government%20elected%20office%20for%20disable%20people_0.pdf

Identity Card

You will be provided with a council identity card, which will also act as a means of entry to appropriate council buildings.

ICT

You will be provided with ICT equipment in order to fulfil your role and will have the opportunity to attend relevant training were necessary. You will be required to sign a declaration for all equipment provided stating that you abide by the Council's ICT requirements.

The Council now holds paperless meetings. Unless it has been agreed for Members to receive paper copies of reports because of medical or other reasons, you will receive all your agenda papers for meetings by a link to the Council's intranet via email.

However, the Council is required by regulations to seek your consent to the forwarding of the summons/agenda for meetings by electronic means. The summons/agendas for a meeting must specify the time and place of the meeting, along with detail of the business to be transacted. The reports accompanying summons/agenda are not covered by these Regulations.

You will be requested to sign a form to provide confirmation of your consent to receive the summons/agenda for meetings by electronic means.

Postal Service

Any correspondence relating to your Council role can be mailed and the cost of the postage will be borne by the Council. However, please remember to affix the correct postage for any personal or non-council related mail you may wish to send.

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MEMBER LEARNING AND DEVELOPMENT STRATEGY

2023 - 2027

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FOREWORD & COMMITMENT

The primary role of a Member is to represent their ward and the residents who live within it. Members provide a bridge between the community and the Council. As well as being an advocate for your local residents and signposting them to the right Officers within the Council, you will need to keep them informed about the issues that affect them.

In addition, Members have an important role in providing community leadership. Councils work in partnership with local partners and other organisations, including the public, voluntary, community and private sectors, to develop a vision for their local area and to find ways to work collaboratively to improve local services and quality of life for its residents. Members have a crucial role in this process.

As a Member, you will also contribute to the development of Council policies and strategies, bringing the views and priorities of your local area to the discussion. How and where you do this will depend on the Committees and other forums to which you are appointed. However, strategies contained in the Council's Policy Framework must be signed off by full Council, on which every Member sits. Aside from these key responsibilities, Members are also obligated to maintain high standards of conduct in their role by adhering to the Council's Code of Conduct which encompasses **the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership**. Members are obligated to register disclosable and pecuniary interests as set out in the Code on their register of interests and must ensure they make balanced and legal decisions.

This strategy is based on four key principals underpinning which underpin the Council's corporate values. These are:

- 1. Customer focused;**
- 2. Accountable;**
- 3. Professional; and**
- 4. Ambitious**

The learning & development four-year development plan which sits at the heart of the strategy is aligned to the Council's electoral cycle, with the aim of supporting members to carry out roles and responsibilities. This Strategy will have the flexibility to meet the needs of new Members elected to the Council in 2023 (and in the event of any by-elections) as well as meeting the needs of experienced Members. The Programme will be continuously monitored and evaluated throughout its life cycle to ensure it keeps pace with new priorities and the refreshed Wirral plan.

INTRODUCTION

Priorities

This Strategy sets out the Council's priorities for member development which are aligned with the Nolan Principals. These priorities are:



Also interwoven into the strategy is the 21st Century Councillor, a study undertaken by the university of Birmingham and North West Employers and promoted by the LGA which looked primarily looked at the current context and demands of Members, at a time of budget reductions and the changing public sector landscape. The study looked at the roles, skills and support needed to enable individual Members to undertake their crucial front-line role of making connections with their communities and building a strong democratic place.

WIRRAL PLAN 2023 - 2027

The Wirral Plan is a key document of the Council’s policy framework, setting out the vision and priorities for Wirral as a place. The Plan has been aligned with the Council’s Improvement Plan which sets out the vision and priorities for organisational change and improvement that will ensure the Council is in the best shape to lead Wirral partners in achieving the Wirral Plan vision.

The Wirral Plan was developed following engagement with Members, staff, and partners in 2020/21. As the Council moves to a Whole Council Election scheme in 2023, there is an opportunity to re-set the Wirral Plan as a four-year programme for the full term of the new administration. This work will be conducted during 2022/23 to enable a new 2023/27 plan to be presented to Council in the Summer 2023.

The Plan is built around the following five strategic priorities for the Council and its partners. The table below gives a high-level summary of how the Member Learning and Development Strategy 2023-27 will support the five main themes of the Wirral Plan.

Wirral Plan Themes	Action
Sustainable Environment	The strategy will provide Members with a baseline of information to ensure they fully understand this theme within the Wirral Plan, and within the Council’s decision-making process. Carbon Literacy training will be made available to all Members.
Brighter Futures	All Members of the Council are corporate parents. This is the name given to an organisation or person who have special responsibilities to children and young people who are under the care of the Local Authority. Training will be given to Members on the responsibilities of being a corporate parent; this includes safeguarding guidance which will ensure that Members are aware of how to protect children and young people both when making decisions and in the community.
Inclusive Economy	Regular learning and development will be offered to ensure that Members understand the Councils’ Finance and Budget setting process and how this, alongside strategies such as Community Wealth Building can help build an Inclusive Economy.
Safe and Pleasant Communities	Mandatory Planning and Licensing training will be provided for Members who sit on those Committees which will assist in the delivery of this pledge. In addition, training modules such as online safety and social media training will assist Members when working online.
Active and Healthy Lives	A welfare policy which actively promotes happy, healthy, and engaged elected Members. A robust Member wellbeing and support package will help facilitate in the delivery of the Healthy and Active Lives pledge. Members will also be provided with additional training to help them support their constituents and communities. Focus will be given on preventative measures rather than statutory requirements.

ROLE OF THE MEMBER SUPPORT STEERING GROUP

The Member Support Steering Group (MSSG) was formed to help aid the introduction of the Committee System in 2020. Membership of the group is appointed by the Constitution and Standards Committee on an annual basis and meets quarterly.

The role of the group is to review annually the New Member Induction Programme, Member Learning & Development Strategy and Member Welfare Policy, as well as to provide cross-party strategic leadership on all Member learning and development matters. Regular reports are also submitted to the MSSG regarding the development of and performance of the Councillor Portal. The Portal is a members enquiry reporting tool as well as an information sharing space, and information is gathered as to how this can be improved and developed.

The overall objectives of the MSSG is to:

- Explore, research, gather insight, examine, and develop and implement new innovative methods, approaches, and initiatives to improve member culture, development, and support.
- Drive continuous improvement in member culture, development, and support within political groups.

The MSSG also considers training requests by individual members and monitors the Member Learning and Development budget. The MSSG also submits an annual report to the Constitution and Standards Committee.

HOW MEMBER LEARNING AND DEVELOPMENT NEEDS ARE IDENTIFIED

The Strategy has been developed through extensive consultation and collaboration. Officers have undertaken a survey of elected members, consulted with other Local Authorities and the Local Government Association and received feedback from the Member Support Steering Group.

The Strategy has been designed with consideration to the Councils Core values and the ever-changing needs of the community and organisation. Regular surveys of Members, both newly elected and longstanding, alongside information gathered through the MSSG and individual requests. A recent survey undertaken by Democratic Services and the Learning & Inclusion team identified the following key themes as priorities:

Corporate Finance - Training in respect of Revenue and Capital, Budget development and budget performance monitoring including Council Tax, Revenues and Benefits.

Communication - Dealing with casework, enquiries from constituents and social media.

Personal skills - Such as public speaking, chairing meetings and delivering comments and ideas within committee meetings.

Understanding decision making, governance, policy formation and scrutiny.

Development of IT skills – Depending in individual skills; basic, intermediate and advanced IT training over a four year cycle essential for hybrid meetings, casework, research and report reading.

2023-27 MEMBER LEARNING AND DEVELOPMENT PLAN

Access to Learning and Development

All Members will be given access to development opportunities that enhance their skills and knowledge to meet their immediate training needs and to respond to the changing needs of the Borough. Care will be taken to better identify and remove disadvantages or barriers that Members feel prevent them from taking advantage training opportunities by ensuring they are readily accessible to all.

Where possible the Council will support Members to develop skills and knowledge that will be useful to them in preparation for enhanced roles such as chairing a Committee meeting. Enabling Members to attend events and undertake learning and development activities is a key priority. In order to facilitate this:

- Formal sessions will be programmed in advance to try to ensure that they do not clash with the committee cycle, Political Group meetings and other major civic events.
- Activities will be programmed at different times of the day to accommodate individual commitments where possible.
- Training will be held via Microsoft teams, to allow Members flexibility in their working day. Sessions will be recorded, and Members will be given access to FLO to allow them to undertake training at a time convenient to them.
- Where appropriate, training will be held face-to face.

FLO

FLO is the Council's learning and development platform. FLO makes it easier to develop skills, knowledge, and experience, with supercharged search and artificial intelligence.

Members can consume and share a wide variety of content, on any device and at any time that suits, and it isn't just e-learning – Flo gives access to a wide range of content, both internal and external to the Council, including courses, videos, podcasts, blogs, and articles.

Members will be assigned a learning pathway which will enable them to access all essential learning identified within the Member Development Plan. plan.

FLO learns what you're interested in and will recommend relevant learning content based on interests, skills, and roles. No log in is required, as it is linked to an individual's email address, and it will be linked both on the Council's intranet page and within the Councillor Portal.

Delivery

Wirral Council recognises the many different ways to deliver training and development. In addition to more formal training sessions, Members will have access to the following,

- Members Portal and FLO which hold various training videos and useful documents
- Briefing notes and learning guides.
- Member View - a weekly briefing from the Council's Communications Team
- External conferences, seminars, and network meetings.
- In house workshops presented by senior managers and specialist officers.
- An Information Library from a variety of sources such as, LGA workbooks Local Government Information Unit blogs (LGIU)

Review

The Strategy will be an iterative process, regularly reviewed, and adapted to Members needs and requirements. Monitoring will be taken annually.

Review of the Strategy will be taken via several channels.

- Evaluation and impact of training and learning opportunities
- Annual Member personal development survey
- Review via the Members Support Steering Group as an annual report
- External review, publications, and research

Year 1

Mandatory	Specific	Specialism
Corporate Parenting Finance Licensing Planning	New Member Induction Committee Specific Training Audit and Risk Management Code of Conduct / Decision Making Carbon Literacy Social Media Equality and Diversity	Chairs Training - New and Existing Chairs Leadership Training: • Policy Development • Local Government Finance IT Basic Training Advanced Personal Development Mental Health Awareness / First Aid Overview and Scrutiny The Effective Ward Councillor Supporting Your Constituents With Complex Issues GDPR

Year 2

Mandatory	Specific	Specialism
Corporate Parenting Finance Licensing Planning	Committee Specific By Election Induction (if required)	Chairs Training - Continuous Development and Future Chairs Leadership Training <ul style="list-style-type: none"> • Facilitation and Conflict Resolution • Influencing Skills Advanced Personal Development IT Intermediate Training Overview and Scrutiny Mental Health Awareness / First Aid

Year 3

Mandatory	Specific	Specialism
Corporate Parenting Finance Licensing Planning	Committee Specific By Election Induction (if required)	Chairs Training - Ongoing and Future Chairs Development Leadership Development <ul style="list-style-type: none"> • Community Engagement and Leadership • Economic Development Advanced Personal Development IT Advanced Training Mental Health Awareness Overview and Scrutiny

Year 4

Mandatory	Specific	Specialism
Corporate Parenting Finance Licensing Planning	Committee Specific By Election Induction (if required)	Chairs Training - Ongoing and Future Chairs Development Leadership development <ul style="list-style-type: none"> • Political collaboration • Influencing skills Advanced Personal Development IT Advanced Training Chairs Training Leadership Mental Health Awareness Overview and scrutiny

By-election

When Members join the Council as a result of a by-election, Democratic Services will arrange tailored induction courses that introduce the varied elements of the year 1 programme and ensure adequate mentoring support is available to ensure new Members do not feel 'adrift'. Opportunities to observe committees and other operations will form part of this induction.

Members Wellbeing

Member support and wellbeing is of upmost importance to the Council. The Member welfare resource guide is attached as an appendix to this report.

Support available to all Members includes,

- Access to the Employee Assistance Programme
- Resilience and mental wellbeing training
- Discounted membership at Wirral Council owned gyms
- Access to FLO for targeted learning on Mental Health, Financial Wellbeing and managing stress.
- Individual support from the Member Support Team if required.

Personal safety

The personal safety of Members and staff is of upmost importance to Wirral Council. Comprehensive guidance can be found in the LGA guide, Personal-safety-for- councilors. Members are encouraged to read this to provide guidance on how to keep themselves safe whilst out and about in the Community. If you are unsure of a situation or feel unsafe, always speak to the Democratic Services Team in the first instance for advice.

Team around the Member

To assist Members a team of officers are available to provide support in guidance, both with personal development and wellbeing.

- **Anna Perrett - Principal Democratic Services Officer: Policy and Member Development**
Email: annaperrett@wirral.gov.uk
- **Victoria Simpson - Senior Member Support Officer**
Email: victoriasimpson@wirral.gov.uk
- **Andrea Shillinglaw - Executive Policy Support**
Email: andreashillinglaw@wirral.gov.uk
- **Gill Pinch - Executive Policy Support**
Email: gillpinch@wirral.gov.uk

Accessibility For Disabled Councillors

The Council has a legal duty under The Equality Act 2010 to make any reasonable adjustments you need to carry out your work as a Councillor. You will be asked upon your election if you require any reasonable adjustments to be made in order for you to effectively carry out your work as an elected member. Examples of this may be access to specialist equipment or adaptations to your working environment.

You are not responsible for the costs of any reasonable adjustments. The document below supplied by the Local Government Association provides further information.

https://www.local.gov.uk/sites/default/files/documents/Improving%20access%20to%20local%20government%20elected%20office%20for%20disable%20people_0.pdf

APPENDICES

- 1. New Member Induction Booklet**
- 2. Councillor Handbook**
- 3. Criteria for Approval of Training Requests**
- 4. Members Welfare Booklet**

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Constitution and Standards Committee – Terms of Reference

The Constitution and Standards Committee is responsible for overseeing the operation of the Council's Constitution and for promoting and maintaining high standards of ethical conduct and probity within the Council, including the exercise of all functions of the Authority in relation to ethical standards and, in particular, those under Chapter 7 of the Localism Act 2011.

The Committee is charged by full Council to undertake responsibility for the Council's role and functions:-

- (a) to keep the Council's constitutional arrangements under review and to make recommendations as to amendments and improvements to the Council's Constitution, including the codes and protocols;
- (b) to oversee and agree such minor and consequential changes to the Council's constitutional arrangements as are recommended by the Monitoring officer from time to time;
- (c) to hear and determine complaints against members alleging breaches of the Members' Code of Conduct;
- (d) to take an action in respect of a member found to be in breach;
- (e) to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members of the Council including:
 - (i) approving and issuing guidance to Members
 - (ii) making recommendations to Full Council regarding the suggested amendment of the Members' Code of Conduct
 - (iii) approving training to be provided to members in the Code of Conduct
 - (iv) monitoring the operation of the Code of Conduct
- (f) to approve the granting, to any Council employee, of a dispensation in relation to disqualification from political activities Local Government and Housing Act 1989;
- (g) to select and recommend to Council persons for appointment as members of the Council's Independent Remuneration Panel;
- (h) to select and recommend to Council persons for appointment as an Independent Person;
- (i) to receive and approve proposals regarding the Council's exercise of powers covered by the Regulation of Investigatory Powers Act;
- (j) to issue dispensations to any member in respect of statutory and non-statutory disclosable interests;
- (k) to monitor and review as necessary the operation of whistleblowing procedures;
- (l) 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; and
- (m) to consider and make recommendations on such other matters as the Committee itself thinks appropriate or which are referred to it by Council, which further the aim of promoting and maintaining the highest standards of conduct within the Council.

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