



## Constituency Committee - Wallasey

<b>Date:</b>	<b>Wednesday, 19 February 2014</b>
<b>Time:</b>	<b>6.00 pm</b>
<b>Venue:</b>	<b>Leasowe Millennium Centre, Twickenham Drive, Leasowe, CH46 1PQ</b>

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**NOTE: Members of the public are invited to a 'Have Your Say' meeting with Merseyside Police one hour before the Committee meeting, at 5.00pm**

### AGENDA

**1. MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

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

**2. MINUTES (Pages 1 - 6)**

To approve the accuracy of the minutes of the meeting held on 11 December, 2013.

**3. UPDATE FROM COMMUNITY REPRESENTATIVES**

A verbal update will be given.

**4. CONSTITUENCY PRIORITIES AND SPEND (Pages 7 - 30)**

**5. WALLASEY CONSTITUENCY COMMITTEE HANDBOOK (Pages 31 - 66)**

**6. PAVEMENT AND GRASS VERGE PARKING UPDATE (Pages 67 - 74)**

This report has been referred to each Constituency Committee for their consideration by the Regeneration and Environment Policy and Performance Committee at its meeting on 27 January, 2014. The minute and report are attached.

**7. PUBLIC QUESTION TIME**

**8. VENUE FOR NEXT AND FUTURE MEETING**

To agree the venues for future meetings.

**9. ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR**

## CONSTITUENCY COMMITTEE - WALLASEY

Wednesday, 11 December 2013

<u>Present:</u>	Councillor	R Gregson (Chair)	
	Councillors	C Blakeley P Hackett AER Jones C Jones A Leech	I Lewis B Mooney S Mountney J Salter J Williamson
<u>Community Representatives</u>		L Collins K Harrison B Higgins	T Jones K Raybould
<u>Apologies</u>	Councillors	RL Abbey L Fraser P Glasman	P Hayes L Rennie S Williams
		Mr P Roberts	

### 8 MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST

Members were asked to consider whether they had 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.

No such declarations were made.

### 9 MINUTES

**Resolved – That the minutes of the Wallasey Constituency Committee held on 17 October, 2013, be approved.**

### 10 UPDATE ON CO-OPTION OF COMMUNITY REPRESENTATIVES

Further to minute 6 (17/10/13) Caroline Laing, Constituency Manager, gave an update on the situation of the proposed co-option of a young person as the sixth community representative on the Committee.

She reported that a member of the Youth Forum had volunteered to take up this sixth place. If schools were approached it would not be possible to get a volunteer elected, who at the earliest would not be able to sit on the Committee until the February meeting. She requested that the Committee consider whether the co-option of the volunteer from the Youth Forum be agreed.

On a motion by the Chair, seconded by Councillor Mooney, it was –

**Resolved (unanimously) – That Lewis Collins be co-opted as the sixth Community Representative.**

## 11 CONSTITUENCY PRIORITIES AND SPEND

Caroline Laing, Constituency Manager, introduced a report which set out proposed priorities and processes related to spend for Wallasey Constituency Committee for 2013/14.

The 'Priorities and Spend' Task & Finish Group consisting of six elected members (Councillors Ian Lewis, Leah Fraser, Rob Gregson, Anita Leech, Adrian Jones and Pat Hackett) and two community representatives (Ken Harrison and Tony Jones) and the Constituency Manager (acting in an advisory capacity) had met to consider priorities for 2013/14. The Group was recommending that the Committee should focus on the following priorities:

- road maintenance
- road safety
- impact of welfare reforms (including food and fuel poverty and other determinants of health)
- reducing social isolation
- supporting voluntary, community and faith sector groups

In relation to Public Health funding, the Committee had received an allocation of £25,000, which was ring-fenced for tackling one or more priorities from a list of seven that were submitted as part of the bid. The Task & Finish Group had recommended that the following five priorities were focused upon for this spend in 2013/14:

- reducing first time entrants into the youth justice system
- reducing 16-18 year olds not in education, employment or training
- reducing re-offending levels
- improving older people's perception of community safety
- increasing the proportion of physically active adults

The Task & Finish Group took the view that the remaining two priorities, reducing children in poverty and reducing social isolation, should be impacted upon based on the priorities set out in paragraph 3.2 of the report.

In respect of the £50,000 budget for 2013/14 to be split between a 'Problem Solving Fund' (£5,000); a 'Small Grants Fund', to be marketed as the 'Wallasey Bright Ideas Fund' (£15,000) and the 'Constituency Options' spend (£30,000) the report described the proposed process for the allocation of these budgets. Additionally, the proposed processes were given for the

£25,000 allocation from Public Health and the £10,000 allocation of the Love Wirral Grant.

Additionally a further £25,000 from the Public Health Outcomes Fund had been agreed by Cabinet at its meeting on 10 December, 2013 (minute 120 refers). This would be added to the 'Wallasey Bright Ideas Fund' to be launched on 20 December.

Responding to comments from Members, Caroline Laing reported that a number of groups were contacted regarding the funding opportunities available and a mailshot would be going out to a number of people on a comprehensive database of individuals representing groups. She asked that all Members of the Committee do their best to notify groups that they are aware of who could apply through the various processes for funding.

The Chair then took each recommendation in turn and it was –

**Resolved (unanimously) – That,**

**(1) The priorities set out in Section 3 of the report be agreed.**

**(2) The proposed processes set out in Section 4 of the report be agreed.**

**(3) The 'Priorities and Spend' Task & Finish Group meets week commencing 13 January 2014 and week commencing 3 February 2014, in order to achieve the timescales set out in the report.**

## 12 **PUBLIC ENGAGEMENT THROUGH THE CONSTITUENCY COMMITTEE**

Caroline Laing, Constituency Manager, introduced a report setting out a proposed process for public engagement through the Constituency Committee.

At this early stage in the development of Wallasey Constituency Committee and as a starting point, there was an opportunity to bring together the efforts of the Council and Police in terms of public engagement.

The proposal was for the Constituency Committee to incorporate a public 'Have Your Say' meeting. In order to ensure that the Committee had adequate time to deal with its business, it was suggested that this was bolted onto the Committee and operated as an event an hour before each and every Committee meeting. It was believed that this would add value to the Committee meeting and vice versa.

Initially, this 'Have Your Say' meeting would be focused around the work of Merseyside Police. Where possible this would be attended by the Neighbourhood Inspector, but might from time to time be deputised by a

Neighbourhood Sergeant. An update would be provided by the Police about crime and disorder in the Constituency over the previous quarter, followed by a public question and answer session.

The report gave details of how the 'Have Your Say' meetings could be expanded and developed in the future to include the participation of wider Council services and partners. The format of the 'Have Your Say' meeting would likely develop over time and might include for example, a marketplace style surgery with a range of Council services and agencies available to the public, rather than one large meeting. A verbal update from these meetings could also be provided at the beginning of each Committee.

She also gave details of a proposal for a Public Question Time within the Constituency Committee meeting. This would allow members of the public to raise issues of concern with the Committee directly and / or seek answers to particular queries. In order to enable a comprehensive response at the meeting and to allow members of the public to participate who were unable to attend the meeting, questions would be required to be submitted in writing in advance of the meeting.

Inspector Peter Koloktroni was in attendance at the meeting and agreed that these were both good ideas for engaging with the public. Responding to comments from Members, Inspector Koloktroni stated that the 'Have Your Say' meetings were just one part of how the police engaged with the public and that surgeries were also held in each ward.

Members' comments on the report included the following:

- People were very community orientated and might not necessarily want to travel, for example, from Seacombe to Moreton, or vice versa, for a meeting.
- The Committee should not stifle engagement by requiring that questions from the public should be submitted in advance as people should have the opportunity at the meeting to ask questions without notice and the time period for questions during the meeting should be flexible.
- It was important to be as flexible as possible in the way the Constituency Committee operated as it evolved and try to encourage people to come along with issues important to their community.
- Some people might be put off by the title 'Committee', perhaps it could be given a different name such as Community Engagement Conference.
- It was absolutely vital to engage with the public and the Committee could look at best practice elsewhere to see how constituency committees operated in other authorities.

The Chair then took each recommendation in turn and it was –

**Resolved (unanimously) – That,**

- (1) The adoption of a ‘Have Your Say’ meeting prior to the start of each and every Constituency Committee be agreed.**
- (2) The development of the ‘Have Your Say’ meetings to include wider Council services and partners be agreed.**
- (3) The adoption of a Public Question Time but with some flexibility over both the time for questions and the need to give advance notice, be agreed.**
- (4) A further report is brought back to a future Committee providing an update on the wider community engagement framework and communications strategy for the Constituency.**

**13 VENUES FOR NEXT AND FUTURE MEETINGS**

The Committee were invited to discuss venues for future meetings of the Committee.

The Chair suggested the need to move around more within the constituency and a suggestion was made of the meeting rotating around each ward in the constituency.

**Resolved – That the next meeting on Wednesday 19 February, 2014, be held in the Millennium Centre, Leasowe.**

**14 ANY OTHER URGENT BUSINESS APPROVED BY THE CHAIR**

Councillor Leech raised the issue of deputies for the Task and Finish Groups and it was –

**Resolved – That those members of the Committee not on a Task and Finish Group be designated as deputies for their respective group for those members unable to attend a Task and Finish Group meeting.**

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# Agenda Item 4

WIRRAL COUNCIL

WALLASEY CONSTITUENCY COMMITTEE

19 FEBRUARY 2014

<b>SUBJECT:</b>	<b>CONSTITUENCY PRIORITIES AND SPEND</b>
<b>WARD/S AFFECTED:</b>	<b>LEASOWE &amp; MORETON EAST; LISCARD; MORETON WEST &amp; SAUGHALL MASSIE; NEW BRIGHTON; SEACOMBE AND WALLASEY.</b>
<b>REPORT OF:</b>	<b>CONSTITUENCY MANAGER</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR GEORGE DAVIES NEIGHBOURHOODS, HOUSING &amp; ENGAGEMENT</b>
<b>KEY DECISION?</b>	<b>NO</b>

## 1.0 EXECUTIVE SUMMARY

1.1 This report sets out recommendations for spend for 2013/14 made by the 'Priorities and Spend' Task & Finish Group, for Wallasey Constituency Committee.

## 2.0 BACKGROUND AND KEY ISSUES

2.1 On 11 December 2013, Wallasey Constituency Committee agreed its priorities for 2013/14 and processes for allocating its budget and funding. This is summarised in Appendix 1 for ease of reference.

2.2 The 'Priorities and Spend' Task & Finish Group consists of six elected members (Cllr Ian Lewis, Cllr Leah Fraser, Cllr Rob Gregson, Cllr Anita Leech, Cllr Adrian Jones and Cllr Pat Hackett), two community representatives (Ken Harrison and Tony Jones) and the Constituency Manager (acting in an advisory capacity).

2.3 This Group has considered the allocation of spend for 2013/14 and make a number of recommendations below.

## 3.0 CONSTITUENCY SPEND

3.1 The Task & Finish Group has considered this allocation of funding and recommends the proposals below.

### 3.2 'Constituency Options' spend (£30k)

3.2.1 Maximisation of disposable income pilot (£15,250)

- 3.2.2 This proposal is to operate a pilot scheme from Council One Stop Shops based within the Constituency, providing outreach advice delivered by experienced One Stop Shop Advisors three days per week. The Advisors would proactively target members of the public who would benefit from welfare benefits and money advice; through community based surgeries and the use of Council and partner data to target individuals. This project would also test the delivery of a holistic advice package ('Money MOT') to reduce individuals' expenditure through seeking the best energy tariffs, cheaper food shopping, affordable lending, etc. This 12-month pilot would be evaluated and used to inform future service delivery.
- 3.2.3 Further details are outlined in Appendix 2.
- 3.2.4 Promotion of WirralWell to help tackle social isolation (£4,750)
- 3.2.5 This proposal is to increase awareness across the Constituency of WirralWell ([www.wirralwell.org](http://www.wirralwell.org)), a health and wellbeing service directory operated by Voluntary & Community Action Wirral (VCAW), to help tackle social isolation. This includes marketing and promotion activity within each ward targeted at specific groups and in high footfall areas. By way of example, this may include window displays in empty shops; information in community newsletters (such as the various Messenger publications, WALRUS, etc); small business card size information; pop up information stands; email notifications and other targeted promotion.
- 3.2.6 Further details are outlined in Appendix 2.
- 3.2.7 Road maintenance and improving road safety (£10,000)
- 3.2.8 This proposal is to fund works (that are not listed to be undertaken as part of the Council's Structural Maintenance Programme for 2014/15 or Transportation Capital Programme for 2014/15). Locations will be determined following further discussion with elected members.
- 3.3 Constituency Small Grants Fund - 'Wallasey Bright Ideas Fund' (£40k)**
- 3.3.1 A total of £40k was set aside for bids from voluntary, community and faith groups and not-for-profit organisations. The composition of this funding is set out in Appendix 1.
- 3.3.2 The fund was launched on 20 December 2013 and closed on 24 January 2014. This funding opportunity was communicated by Council press release; notifications on Twitter and Facebook; electronic bulletins/emails to over 1,100 individuals who signed up to receive information from the Council; leaflets for distribution by Council services and partners; recent Love Wirral applicants; over 100 groups recorded in the Constituency's List of Facilities & Organisations and through community representatives and elected members.
- 3.3.3 Drop-in surgeries for advice and guidance were conducted in each ward by the Constituency's Engagement Officer. In total 23 groups/not-for-profit organisations attended these sessions and received support with their applications. Additional

one-to-one support in person, via telephone and/or email was provided to 20 applicants.

- 3.3.4 36 groups/not-for-profit organisations made applications to Wallasey Bright Ideas Fund. Two groups withdrew their respective applications following submission. The chart below sets out the ways in which applicants reported that they found out about the funding.

<b>Communication method</b>	<b>Number</b>
Email	16
Local paper	3
Council officer	3
Drop-in session	2
Word of mouth	2
Twitter	2
Police Community Support & Traffic Officer	1
Housing Association (Registered Provider)	1
Council website	1
Elected member	1
Council mailing list	1
Leaflet	1
Letter	1

- 3.3.5 The 'Priorities and Spend' Task & Finish Group has reviewed carefully the 34 applications to this Fund; the total bids amounted to £48,013.98. The Task & Finish Group recommends funding 23 projects at a cost of £27,449. The recommendations of the Group are set out in Appendix 3; this does not identify the applicants. Following discussion and decision by the Committee, successful applicants will be announced at the meeting.

- 3.3.6 The underspend of £8,160 from the Public Health Outcomes Fund (Voluntary Sector Support Fund) will be carried over into 2014/15. This will provide support to voluntary, community and faith groups as agreed by Cabinet (10 December 2013, minute 120 refers).

- 3.3.7 The underspend of £4,391 from the (£50k) devolved budget will be carried forward into 2014/15.

### 3.4 **Constituency 'Problem Solving Fund' (£5k)**

- 3.4.1 No spend has been agreed by the 'Priorities and Spend' Task & Finish Group in relation to this Fund. Any underspend as at 31 March 2014 will be carried forward into 2014/15.

### 3.5 **Public Health Funding (£25k)**

#### 3.5.1 Rampworx Youth Village (£20,000)

- 3.5.2 This proposal is to provide additional funding to enable Rampworx Youth Village to be created. This would be a facility based in Kelvin Road, Seacombe, for extreme wheeled sports, such as BMX, Inline Skates, Skateboard and Scootering, to cater

for growing demand and lack of provision. Planning permission has been granted for this site. The project anticipates working with up to 700 young people per week, creating 25 new jobs, creating 50 volunteering opportunities a year and offering approximately 150 residents a year the opportunity to learn transferrable skills through partnership with Wirral Vocational College.

3.5.3 Further details are outlined in Appendix 4.

3.5.4 In relation to this proposal, one elected member (on the Task & Finish Group) whilst noting her support for the allocation of funding to Rampworx, expressed the view that this should be phased, with an allocation of £10,000 in 2013/14 followed by a further allocation of £10,000 in 2014/15. This was on the basis of views expressed by some young people at Wirral Youth Parliament in November 2013 (in relation to a discussion about the proposed Wirral Youth Zone) that investment should also be made in other youth facilities. The elected member stated that the remaining £10,000 (2013/14) should be invested in two or three other youth facilities within the Constituency.

3.5.5 Reducing criminal damage by young people (£3,500)

3.5.6 This proposal is for the development of a behaviour change campaign targeted at young people and toolkit for use by practitioners with young people. The campaign would be based around social marketing techniques to change behaviour. The toolkit would be for use by a range practitioners, such as Police Community Support & Traffic Officers and Youth Workers and be delivered through outreach work, youth hubs and clubs, activity in schools, etc. This would be targeted at peak periods during the year such as the Operation Banger period

3.5.7 Further details are outlined in Appendix 4.

3.5.8 Wallasey Constituency Community Safety Week (£1,500)

3.5.9 This proposal is to undertake a multi-agency week of action in Wallasey Constituency focused upon tackling anti-social behaviour and crime and improving perceptions of community safety amongst older people in particular. The Week would include targeted enforcement activity, education and awareness and preventative activity in all six wards focused upon improving perceptions. This is anticipated to include environmental audits and clean ups, truancy sweeps, high visibility patrols, test purchases/proxy sales, advice surgeries and youth outreach.

3.5.10 Further details are outlined in Appendix 4.

### 3.6 **Love Wirral Grant**

3.6.1 Eligible projects were subject to online public voting between 13-24 January 2014. 2,785 individuals cast 11,016 votes for projects within Wallasey Constituency.

3.6.2 The 'Priorities and Spend' Task & Finish Group supports the results of the public vote. This would see 20 projects funded at a cost of £9,598.37. A further project could be part funded at a cost of £401.63, enabling full expenditure of the £10,000 allocation. The recommendations of the Task & Finish Group are set out in

Appendix 5; this does not identify the applicants. Following discussion and decision by the Committee, successful applicants will be announced at the meeting.

#### **4.0 2014/15 funding**

4.1 At the time of writing this report the Committee's budget for 2014/15 is not yet known. The Committee however needs to agree an approach to the allocation of this funding in order that recommended spend can be considered by the Constituency Committee at its next meeting on 26 June 2014. This includes whether the Committee continues to delegate responsibility for making recommendations to a 'Priorities & Spend' Task & Finish Group and, if so, the composition of its members. This proposed spend will be aligned with the 2014/15 Constituency Plan that will be taken to the same Committee meeting for consideration.

#### **5.0 RELEVANT RISKS**

5.1 Failure to agree the distribution of funding may result in a loss of funding allocation.

#### **6.0 OTHER OPTIONS CONSIDERED**

6.1 Careful consideration has been given to the allocation of this funding by the 'Priorities and Spend' Task & Finish Group.

#### **7.0 CONSULTATION**

7.1 Elected members and community representatives participated in the respective Task & Finish Group.

#### **8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

8.1 It is recommended that funding is allocated to a number of voluntary, community and faith groups and 'not-for-profit' organisations.

8.2 The neighbourhood working model will strengthen the Council's relationship with the voluntary, community and faith sector.

8.3 Tackling the priorities of the Constituency will benefit communities directly.

#### **9.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

9.1 This report has implications for the expenditure of budget allocated to Wallasey Constituency Committee.

9.2 Funding may assist in greater use of and/or access to community assets.

#### **10.0 LEGAL IMPLICATIONS**

10.1 The arrangements will help the Council to deliver on the Localism Act 2011 and Public Services (Social Value) Act 2012.

## **11.0 EQUALITIES IMPLICATIONS**

- 11.1 Has the potential impact of your proposal(s) been reviewed with regard to equality? Yes and impact review can be found at the link below (Progressing Neighbourhood Working).

<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/chief-executives>

## **12.0 CARBON REDUCTION IMPLICATIONS**

- 12.1 The funding creates opportunities to encourage the sharing of community assets, therefore supporting carbon reduction.

## **13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

- 13.1 Work to tackle a number of the priorities set out in Appendix 1 will have a positive impact upon community safety.

## **14.0 RECOMMENDATION/S**

It is recommended that:

- 14.1 Committee agrees the 'Constituency Options' spend as outlined in Section 3.2 of this report (£30k);
- 14.2 Committee agrees the allocation of Wallasey Bright Ideas Fund (incorporating the Public Health Outcomes Fund – Voluntary Sector Support Grant) as outlined in Section 3.3 of this report (£40k) and agrees a carry forward into 2014/15 of a total of £12,551;
- 14.3 Committee notes the update regarding the Problem Solving Fund as outlined in Section 3.4 of this report (£5k) and agrees a carry forward of any underspend into 2014/15;
- 14.4 Committee agrees the Public Health Outcomes Fund spend as outlined in Section 3.5 of this report (£25k);
- 14.5 Committee agrees the Love Wirral grant spend as outlined in Section 3.6 of this report (£10k);
- 14.6 Committee agrees an approach to the allocation of 2014/15 funding.

## **15.0 REASON/S FOR RECOMMENDATION/S**

- 15.1 To enable the work of the Constituency Committee to be focused upon the needs of the local area and spend to be distributed accordingly.

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**REFERENCE MATERIAL**

None.

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Cabinet – Neighbourhood Working	24 January 2013
Council – Neighbourhood Working	11 February 2013
Cabinet – Neighbourhood Working – Proposed Operating Model	23 May 2013
Cabinet – Public Health Outcomes Funding	10 October 2013
Wallasey Constituency Committee – Constituency Priorities and Spend	11 December 2013

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Source	Priorities	Breakdown	Working name assigned	Detail
£50k (devolved from Council)	<ul style="list-style-type: none"> <li>- road maintenance</li> <li>- road safety</li> <li>- impact of welfare reforms (including food and fuel poverty and other determinants of public)</li> <li>- reducing social isolation</li> <li>- supporting voluntary, community and faith sector groups</li> </ul>	£30k	Constituency Options	Tackle the priorities set; this may include for example buying additional services.
		£15k	Wallasey Bright Ideas Fund (closing date 24/1/14)	Tackle the (first 4) priorities set through support to voluntary, community and faith sector groups and not-for-profit organisations through a small grants programme. Bids limited to £500 maximum.
		£5k	Problem Solving Fund	Low spend items (under £200) that will provide a quick response to issues and/or allow a new approach to be tested that may ultimately improve the Constituency.
£25k Public Health Outcomes Fund (voluntary sector support fund)	- impact of welfare reforms (including food and fuel poverty and other determinants of public health)	£25k	Wallasey Bright Ideas Fund (closing date 24/1/14)	Tackle the priority set through support to voluntary, community and faith sector groups and not-for-profit organisations through a small grants programme. Bids limited to £3k maximum.

<p>£25k Public Health Outcomes Fund</p>	<ul style="list-style-type: none"> <li>- reducing first time entrants into the youth justice system</li> <li>- reducing 16-18 year olds not in education, employment or training</li> <li>- reducing re-offending levels</li> <li>- improving older people's perception of community safety</li> <li>- increasing the proportion of physically active adults.</li> </ul>	<p>£25k</p>	<p>Public Health Outcomes Fund</p>	<p>Tackle the priorities set; this may include for example buying additional services.</p>
<p>£10k Love Wirral Grant</p>	<p>Local environmental Improvements.</p>	<p>£10k</p>	<p>Love Wirral (closing date 6/12/13) (online voting closing date 24/1/14)</p>	<p>Small grants programme available to individuals, groups, etc. for local environmental improvements. Bids limited to £500 maximum.</p>

<b>Project: Maximisation of disposable income - One Stop Shop &amp; Wirral Advice Alliance outreach pilot</b>	
<b>Summary:</b>	<b>Amount: 15,250</b>
<p>Wirral Council One Stop Shops (OSSs) provide comprehensive advice and guidance to members of the public on a range of issues, including welfare benefits. This work has helped individuals to budget better and successfully access benefits and funding to which they are entitled. December 2013 saw a 20% increase across Wirral in customer enquiries related to benefits (including Housing, Council Tax and Local Welfare Assistance). In addition, there were 156 more food vouchers issued in December 2013 compared with December 2012. Wallasey Constituency saw 947 awards for Local Welfare Assistance (April to December 2013). The current model however relies on individuals visiting a One Stop Shop (OSS) to access the service. Whilst the OSSs are publicised and promoted, this model does not proactively seek members of the public who would benefit from this service, are hard to engage and/or who are socially isolated. There is also an identified need and benefit in providing a holistic advice package to each individual and the pilot would test the use of a bespoke 'Money MOT', i.e. better budgeting, identifying benefits and reducing expenditure, including seeking the best energy tariffs, cheaper food shopping, affordable lending, etc. This pilot would also create an additional opportunity to direct individuals to services such as smoking cessation, health eating, etc.</p> <p>The proposal is that additional capacity is created within the OSSs across Wallasey Constituency allowing for an outreach provision by OSS Advisors three days per week. This provision would proactively target members of the public who would benefit from this service but not access a One Stop Shop or other benefits advice service. This would be delivered through community based surgeries (through community centres, luncheon clubs, etc) but in addition undertake home visits to individuals who are socially isolated (identified through Council and partner data). Individuals identified as socially isolated would also be linked into the Constituency team's work around Asset-Based Community Development (ABCD). This triage approach is likely to result in increased referrals to Wirral Citizens' Advice Bureau (CAB) for complex/detailed debt management advice and to whom the Council has recently provided additional financial support. This 12-month pilot would be evaluated and used to inform future service provision.</p>	<p><b>Priorities met (from those set by the Committee):</b></p> <ul style="list-style-type: none"> <li>- impacts of welfare reforms (including fuel and food poverty)</li> <li>- reducing social isolation</li> </ul>
	<p><b>Wards benefiting:</b></p> <p>Leasowe &amp; Moreton East Liscard Moreton West &amp; Saughall Massie New Brighton Seacombe Wallasey</p>
	<p><b>Anticipated funding breakdown:</b></p> <p>Staffing: £14,250 Marketing: £1,000</p>
<p><b>Further information:</b></p> <p>This pilot project would be delivered as part of Wirral Council One Stop Shops' partnership in Wirral Advice Alliance (WAA). WAA is being led by Wirral CAB and is seeking to bring cohesion to advice services across Wirral, ensuring improved quality and access; this includes seeking a community outreach/access point in each Constituency area.</p>	

<b>Project: Promotion of WirralWell (<a href="http://www.wirralwell.org">www.wirralwell.org</a>) to help tackle social isolation</b>	
<b>Summary:</b>	<b>Amount: £4,750</b>
<p>Whilst not minimising the fact that many individuals are unable to prevent themselves becoming socially isolated, there are a number of ways in which social isolation can be avoided in some circumstances. This includes through individuals (for themselves and in an effort to help others) finding out what activities or groups are available in their area with a view to participating (<i>Social Isolation. Annual report of the Director of Public Health for Wirral 2012-2013</i>). Investment has been made in WirralWell (<a href="http://www.wirralwell.org">www.wirralwell.org</a>) by the Council, a health and wellbeing service directory operated by Voluntary &amp; Community Action Wirral (VCAW). Information from the Council's 'What's On' section on its web site feeds into this. There is however also information about groups and activities spread across various communication platforms operated by different individuals, services, agencies, groups, etc and an opportunity to ensure that WirralWell is a 'one stop' repository. WirralWell is used face-to-face by staff and volunteers with portable tablet computers at various community events and via a telephone information line provided on a local rate telephone number.</p> <p>VCAW is developing 'WirralWell+' which is a resource for services and will enable practitioners such as social workers, GPs, fire advocates, etc, to identify provision for clients amongst other things. This will help in ensuring access by individuals who do not have web access and will allow the development and printing of a bespoke list of services suitable for that individual. Additional work is being undertaken on functionality including the insertion of searchable location fields, linked to maps. Recent discussions with the Constituency team will now ensure that all known groups held in the team's database will be contacted to include their details on the site and additionally, the feasibility of including 'What's On' information from <a href="http://www.teenwirral.org">www.teenwirral.org</a> is being looked into.</p> <p>There is no current marketing or promotion budget for WirralWell. There is a need to publicise this resource across the Constituency. This proposal is for marketing and promotion activity within each ward targeted at specific groups and in high footfall areas. By way of example, this may include window displays in empty shops; information in community newsletters (such as the various Messenger publications, WALRUS, etc); small business card size information; pop up information stands; email notifications and other targeted promotion.</p>	<p><b>Priorities met:</b></p> <p>- reducing social isolation</p>
	<p><b>Wards benefiting:</b></p> <p>Leasowe &amp; Moreton East Liscard Moreton West &amp; Saughall Massie New Brighton Seacombe Wallasey</p>
	<p><b>Anticipated funding breakdown:</b></p> <p>tbc</p>
<b>Further information:</b>	

Wallasey Constituency Committee - Wallasey Bright Ideas Fund

		Amount requested	Priorities				Recommended allocation of funding	
			1 Reducing social isolation	2 Road safety	3 Road maintenance	4 Impact of welfare reforms	£15,000	£25,000
Ref:							Public Health Outcomes Fund - Voluntary Sector Support Fund (£)	
WC	1	£500.00					500	~
WC	2	£500.00					Not funded	
WC	3	£3,000.00					Not funded	
WC	4	£3,000.00					500	2,500
WC	5	£500.00					500	~
WC	6	£500.00					Not funded	
WC	7	£3,500.00					500	2,000
WC	8	£500.00					500	~
WC	9	£500.00					500	~
WC	10	£500.00					500	~

						Recommended allocation of funding	
Ref:	Amount requested	1 Reducing social isolation	2 Road safety	3 Road maintenance	4 Impact of welfare reforms	Devolved budget (£)	Public Health Outcomes Fund (£)
WC 11	£500.00					500	~
WC 12	£450.00					Not funded	
WC 13	£3,000.00					Not funded	
WC 15	£3,000.00					500	840
WC 16	£3,500.00					500	3,000
WC 17	£2,762.00					Not funded	
WC 18	£500.00					500	~
WC 19	£500.00					500	~
WC 20	£3,000.00					500	2,500
WC 21	£200.00					200	~
WC 22	£500.00					500	~
WC 23	£3,000.00					500	2,500
WC 24	£3,000.00					Not funded	

						Recommended allocation of funding	
Ref:	Amount requested	1 Reducing social isolation	2 Road safety	3 Road maintenance	4 Impact of welfare reforms	Devolved budget (£)	Public Health Outcomes Fund (£)
WC 25	£3,000.00					500	2,500
WC 26	£460.00					460	~
WC 27	£500.00					Not funded	
WC 28	£3,000.00					Not funded	
WC 29	£500.00					300	~
WC 30	£500.00					Not funded	
WC 31	£399.00					399	~
WC 33	£1,500.00					500	1,000
WC 34	£500.00					250	~
WC 35	£500.00					500	~
WC 36	£242.98					Not funded	
<b>Total (£)</b>	<b>£48,013.98</b>					10,609	16,840
						Not spent (£)	8,160

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<b>Project: Rampworx Youth Village</b>	
<b>Summary:</b>	<b>Amount: £20,000</b>
<p>This proposal is for additional funding to enable Rampworx Youth Village to be created. This will be a facility based in Kelvin Road, Seacombe, for extreme wheeled sports, such as BMX, Inline Skates, Skateboard and Scootering, to cater for growing demand and lack of provision.</p> <p>The project anticipates working with up to 700 young people (aged 5 and up) per week. An additional 350 young people would be able to access the various coaching sessions, workshops, training and educational projects. This project would impact positively upon the lives of disadvantaged service users through a range of positive activities, workshops and projects, so that people can make informed choices about their lifestyle and future. By empowering them with knowledge and skills, the project would help improve self esteem, confidence, team work, discipline and school attendance. It would also help to reduce crime and anti-social behaviour in the community whilst breaking down barriers and stigma with other service users and organisations. This project is supported by Merseyside Police, Wirral Targeted Prevention Services, Youth Support Service, local schools, NHS Wirral, North Wirral Crime Prevention Panel and Magenta Living.</p> <p>Key ways in which Rampworx Youth Village is anticipated to benefit the local community and surrounding areas:</p> <ul style="list-style-type: none"> <li>- creating 25 new jobs - 10 full time - 15 part time.</li> <li>- offering an average of 50 volunteering opportunities a year leading to NVQs.</li> <li>- targeting and assisting approximately 200 service users a year who are NEET, have physical, or learning difficulties.</li> <li>- reducing anti-social behaviour, crime and other risk taking behaviours.</li> <li>- offering approximately 150 local people a year the opportunity to learn transferrable skills through photography, video and multi-media projects run in partnership with Wirral Vocational College.</li> <li>- improving older people's perceptions of community safety through inter-generational work.</li> </ul> <p>This project would support and work with existing youth provision, including the proposed Wirral Youth Zone.</p>	<p><b>Priorities met:</b></p> <ul style="list-style-type: none"> <li>- reducing first time entrants into the youth justice system</li> <li>- reducing 16-18 year olds not in education, employment or training</li> <li>- reducing re-offending levels</li> <li>- improving older people's perception of community safety</li> </ul>
	<p><b>Wards benefiting:</b></p> <p>Leasowe &amp; Moreton East                  Liscard                  Moreton West &amp; Saughall Massie                  New Brighton                  Seacombe                  Wallasey</p>
	<p><b>Anticipated funding breakdown:</b></p> <p>Not applicable</p>
<p><b>Further information:</b>                  Rampworx is a registered charity. Total cost of the project is £80,000. £30,000 has been secured and an anticipated further £30,000 to be secured. Credits for free entry will be given in return for investment; this can be allocated per ward to young people.</p>	

<b>Project: Reducing criminal damage by young people</b>	
<b>Summary:</b>	<b>Amount: £3,500</b>
<p>Criminal damage within Wirral is 21.5% over target (as at 31 December 2013). Criminal damage is predominately committed by young people in their mid-teens. It is a difficult crime to predict as it is often committed on the spur of the moment and there is a need to undertake additional work to tackle the attitude of offenders and potential offenders.</p> <p>During the 2013 Operation Banger period (Mischief, Halloween and Bonfire Nights) criminal damage reports within Wallasey Constituency increased by 17 offences compared with 2012. This was despite a comprehensive programme of multi-agency activity including preventative work in schools, visits to retailers, bonfire and flammable materials removal, diversionary activities for young people and community engagement. The concept of Mischief Night is becoming increasingly popular in Wirral amongst some young people and invariably involves criminal activity (in particular criminal damage) rather than nuisance behaviour.</p> <p>This proposal is for the development of a behaviour change campaign targeted at young people and toolkit for use by practitioners with young people. The campaign focused within the Constituency would be based around social marketing techniques to change behaviour. The toolkit would be for use by a range practitioners, such as Police Community Support &amp; Traffic Officers and Youth Workers and be delivered through outreach work, youth hubs and clubs, activity in schools, etc. This would include key messages and focus upon victim impact. This would be targeted at peak periods during the year such as the Operation Banger period</p> <p>This would be evaluated with a view to informing Wirral's Anti-Social Behaviour Strategy and future activity.</p>	<p><b>Priorities met:</b></p> <ul style="list-style-type: none"> <li>- reducing first time entrants into the youth justice system</li> <li>- reducing re-offending levels</li> <li>- improving older people's perception of community safety</li> </ul>
	<p><b>Wards benefiting:</b></p> <p>Leasowe &amp; Moreton East                  Liscard                  Moreton West &amp; Saughall Massie                  New Brighton                  Seacombe                  Wallasey</p>
	<p><b>Anticipated funding breakdown:</b></p> <p>Toolkit £2,000                  Campaign £1,500</p>
<b>Further information:</b>	
<p>This would be supported by Wirral Council and Merseyside Police's press offices. Young people would be involved in the designing of the toolkit.</p>	

<b>Project: Wallasey Constituency Community Safety Week</b>	
<b>Summary:</b>	<b>Amount: £1,500</b>
<p>The proposal is to undertake a multi-agency week of action in Wallasey Constituency focused upon tackling anti-social behaviour and improving perceptions of community safety amongst older people in particular. This would be modelled in part on previous successful Respect Weeks.</p> <p>This would be led by Wirral Anti-Social Behaviour Team, in conjunction with the Constituency team, and seek to involve a wide range of partners including Merseyside Police, Merseyside Fire &amp; Rescue Service, Registered Providers of social housing, Youth Support Service, local businesses, RNLI, Wirral CVS, VCAW and voluntary community and faith sector groups.</p> <p>The Week would include targeted enforcement activity, education and awareness and preventative activity in all six wards focused upon improving perceptions. This is anticipated to include environmental audits and clean ups, truancy sweeps, high visibility patrols, test purchases/proxy sales, advice surgeries and youth outreach. This may be supported by an opening and closing 'conference' for the Constituency.</p>	<p><b>Priorities met:</b></p> <ul style="list-style-type: none"> <li>- improving older people's perception of community safety</li> <li>- reducing first time entrants into the youth justice system</li> <li>- reducing re-offending levels</li> </ul>
	<p><b>Wards benefiting:</b></p> <p>Leasowe &amp; Moreton East                  Liscard                  Moreton West &amp; Saughall Massie                  New Brighton                  Seacombe                  Wallasey</p>
	<p><b>Anticipated funding breakdown:</b></p> <p>Refreshments £250                  Materials for projects £500                  Printing £400                  Fuel £100                  Room hire £100                  Volunteer expenses £150</p>
<b>Further information:</b>	

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	within £10,000 allocation
	outside £10,000 allocation

Ref	Amount requested	Number of Public Votes	Funded by Public Vote - YES/NO
1	£500.00	854	YES
2	£442.50	550	YES
3	£500.00	499	YES
4	£500.00	491	YES
5	£500.00	471	YES
6	£500.00	420	YES
7	£500.00	389	YES
8	£500.00	383	YES
9	£479.87	353	YES
10	£500.00	340	YES
11	£300.00	324	YES
12	£500.00	314	YES
13	£500.00	303	YES
14	£500.00	300	YES
15	£400.00	291	YES

<b>Ref</b>	<b>Amount requested</b>	<b>Number of Public Votes</b>	<b>Funded by Public Vote - YES/NO</b>
<b>16</b>	£500.00	<b>275</b>	<b>YES</b>
<b>17</b>	£500.00	<b>273</b>	<b>YES</b>
<b>18</b>	£500.00	<b>267</b>	<b>YES</b>
<b>19</b>	£500.00	<b>263</b>	<b>YES</b>
<b>20</b>	£476.00	<b>261</b>	<b>YES</b>
	<b>£9,598.37</b>	<b>Total</b>	
<b>21</b>	£487.96	<b>260</b>	<b>YES - Part funded £401.63</b>
<b>22</b>	£500.00	<b>259</b>	<b>NO</b>
<b>23</b>	£470.68	<b>254</b>	<b>NO</b>
<b>24</b>	£500.00	<b>234</b>	<b>NO</b>
<b>25</b>	£500.00	<b>230</b>	<b>NO</b>
<b>26</b>	£265.00	<b>227</b>	<b>NO</b>
<b>27</b>	£500.00	<b>226</b>	<b>NO</b>
<b>28</b>	£500.00	<b>226</b>	<b>NO</b>
<b>29</b>	£500.00	<b>221</b>	<b>NO</b>
<b>30</b>	£500.00	<b>220</b>	<b>NO</b>
<b>31</b>	£400.00	<b>215</b>	<b>NO</b>

<b>Ref</b>	<b>Amount requested</b>	<b>Number of Public Votes</b>	<b>Funded by Public Vote - YES/NO</b>
<b>32</b>	£500.00	<b>201</b>	<b>NO</b>
<b>33</b>	£500.00	<b>181</b>	<b>NO</b>
<b>34</b>	£300.00	<b>153</b>	<b>NO</b>
<b>35</b>	£499.25	<b>100</b>	<b>NO</b>
<b>36</b>	£499.25	<b>99</b>	<b>NO</b>
<b>37</b>	£499.25	<b>89</b>	<b>NO</b>

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## WIRRAL COUNCIL

### WALLASEY CONSTITUENCY COMMITTEE

19 FEBRUARY 2014

<b>SUBJECT:</b>	<b>WALLASEY CONSTITUENCY COMMITTEE HANDBOOK</b>
<b>WARD/S AFFECTED:</b>	<b>LEASOWE &amp; MORETON EAST; LISCARD; MORETON WEST &amp; SAUGHALL MASSIE; NEW BRIGHTON; SEACOMBE AND WALLASEY.</b>
<b>REPORT OF:</b>	<b>CONSTITUENCY MANAGER</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR GEORGE DAVIES NEIGHBOURHOODS, HOUSING &amp; ENGAGEMENT</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### 1.0 EXECUTIVE SUMMARY

- 1.1 This report outlines the work to develop a draft operating handbook for Wallasey Constituency Committee and sets out the proposed handbook.

#### 2.0 BACKGROUND

- 2.1 On 17 October 2013, Wallasey Constituency Committee agreed the development of a committee procedure rules handbook setting out over and above the terms of reference in the Council's Constitution how it would operate.
- 2.2 It was further agreed that a Task & Finish Group consisting of six elected members (4:2) and two community representatives, would develop the Committee's Handbook and make recommendations as to any amendments required to Article 10 of the Council's Constitution.
- 2.3 The 'Committee Handbook' Task & Finish Group was formed consisting of five elected members (Cllr Rob Gregson, Cllr Adrian Jones, Cllr Pat Hackett, Cllr Pat Glasman and Cllr Leah Fraser), two community representatives (Brian Higgins and Paul Roberts) and the Constituency Manager (acting in an advisory capacity). There was one place for an elected member (Conservative) that remained vacant.
- 2.4 A draft Committee Handbook was produced by the Constituency Manager for discussion by the Task & Finish Group. The final draft (Appendix 1) reflects the views of the Task & Finish Group and also the advice of the Principal Committee Officer, Senior Audit Manager and Head of Legal & Democratic Services.

- 2.5 The draft Committee Handbook provides an initial framework for Wallasey Constituency Committee. This will be added to over time, subject to approval by the Committee, to include a Community Engagement Framework and Communications Plan for the Constituency (Section 4). In addition, financial protocols will be included for 2014/15 (Section 5) when agreed at a future Constituency Committee meeting. Once the Committee Handbook is complete its final design and layout will be consistent with the Council's marketing guidelines.

### **3.0 RELEVANT RISKS**

- 3.1 Processes need to have good governance and be transparent and robust.

### **4.0 OTHER OPTIONS CONSIDERED**

- 4.1 The drafting of the Handbook included review of the Area Committee Handbook adopted by Sunderland City Council.

### **5.0 CONSULTATION**

- 5.1 Elected members and community representatives involved in the respective Task & Finish Group have informed the contents of the draft Committee Handbook, together with relevant key officers within the Council.

### **6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS**

- 6.1 Community representatives are part of Wallasey Constituency Committee and the voluntary, community and faith sector are integral to neighbourhood working.

### **7.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

- 7.1 This report has no resource implications.

### **8.0 LEGAL IMPLICATIONS**

- 8.1 The Handbook builds upon the Council's Constitution.
- 8.2 Neighbourhood working helps the Council to deliver on the Localism Act 2011 and Public Services (Social Value) Act 2012.

### **9.0 EQUALITIES IMPLICATIONS**

- 9.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

Yes and impact review can be found at the link below (Progressing Neighbourhood Working).

<http://www.wirral.gov.uk/my-services/community-and-living/equality-diversity-cohesion/equality-impact-assessments/eias-2010/chief-executives>

## **10.0 CARBON REDUCTION IMPLICATIONS**

10.1 This report has no carbon reduction implications.

## **11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

11.1 This report has no planning and community safety implications.

## **12.0 RECOMMENDATION/S**

It is recommended that:

12.1 Committee agrees the contents of the draft Committee Handbook and adopts this for use;

12.2 Committee authorises the Constituency Manager to make minor changes to the Handbook to ensure that it is kept updated without having to seek Committee approval (for example, updating venues, contact details, etc).

12.3 Committee notes that the content of Sections 4 and 5 will be considered at a future Committee meeting/s and the completed Handbook's design and layout will be consistent with the Council's marketing guidelines;

12.4 Committee agrees to review the contents of the Committee Handbook at the first Wallasey Constituency Committee meeting in each Municipal Year, or sooner if required, commencing 2015.

## **13.0 REASON/S FOR RECOMMENDATION/S**

13.1 To ensure the effective operation of Wallasey Constituency Committee and good governance.

**REPORT AUTHOR:** **Caroline Laing**  
Constituency Manager (Wallasey)  
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## **REFERENCE MATERIAL**

None.

## **SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
Cabinet – Neighbourhood Working	24 January 2013
Council – Neighbourhood Working	11 February 2013
Cabinet – Neighbourhood Working – Proposed Operating Model	23 May 2013
Wallasey Constituency Committee	17 October 2013



**WALLASEY CONSTITUENCY COMMITTEE  
HANDBOOK 2014/15**

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## SECTION 1: INTRODUCTION

This Handbook provides practical guidance to everyone involved with Wallasey Constituency Committee; including members of the public, Elected Members (ward councillors), service delivery partners and Council officers. The guidance in this Handbook should be read alongside the Council's Constitution, which can be found here.

<http://democracy.wirral.gov.uk/ecSDDisplay.aspx?NAME=SD867&ID=867&RPID=1000884748&sch=doc&cat=12881&path=12881>

This Handbook sets out procedures and processes to help the business of the Constituency Committee run smoothly. While the Handbook supports the rules and procedures set out in the Council's Constitution (link above), the Council's Constitution will always take precedence over the Handbook.

**“Wirral will be a place where the vulnerable are safe and protected, where employers want to invest and local businesses thrive, and where good health and an excellent quality of life is within the reach of everyone who lives here”.**

This is the vision and aspiration for Wirral. Neighbourhood working, through the Constituency Committees, will help improve the link between the strategic priorities and local priorities. It is the Constituency Committee that will deliver an area vision, which local Elected Members, local residents, service delivery partners, Council officers and voluntary, community and faith groups will drive and implement.

Wallasey Constituency includes the wards of Leasowe & Moreton East; Liscard; Moreton West & Saughall Massie; New Brighton; Seacombe and Wallasey.

[to be inserted: vision for Wallasey Constituency from Constituency Plan 2014/15]

Wallasey Constituency Committee consists of 18 Elected Members (three ward councillors for each of its six wards) and six Community Representatives; one of which is a young person's representative. Further detail on the appointment of Community Representatives can be found in Section 3.

This Handbook will be reviewed on an annual basis or sooner if required. Next due for review April-June 2015.

## SECTION 2: BACKGROUND TO NEIGHBOURHOOD WORKING

The Localism Act 2011 gave councils more freedom to work together with others in new ways and introduced new rights for communities including a 'Right to Buy' public assets and increased opportunities for participation in the delivery of services. Locally this presented opportunities to forge new partnerships with communities to evidence, shape and deliver public policy and services across the borough.

Strong neighbourhood working can provide the basis for the Council, public services and the wider community to facilitate a more flexible response to residents' issues through co-ordinated services and involving residents in shaping decisions and services. Local Councillors have a significant leadership role to play in this process.

Neighbourhood working was introduced in Wirral in mid to late 2013, with the Council, Merseyside Police and Merseyside Fire & Rescue Service taking the first steps to configure services into a Constituency footprint, mirroring the parliamentary (national voting area) boundaries (i.e. Wallasey, Birkenhead, Wirral South and Wirral West). Neighbourhood working operates across organisational boundaries to help ensure residents and services work together to improve their neighbourhood.

The benefits of neighbourhood working include:

- Greater opportunities for Elected Members to lead and influence local service delivery within their localities and to respond to local needs and priorities;
- Increased community confidence to explore creative and innovative approaches to meet local needs;
- Increased multi-agency working so delivering better value for taxpayers' money by reducing duplication across service areas;
- A local focus on the efficiency and effectiveness of service delivery by bringing the Council closer to the needs and priorities of local communities.

Each Constituency area will have a Constituency Plan produced by the respective Constituency Committee setting out the priorities and objectives for the area for the coming period. The Constituency Committee is supported by a local Public Service Board (see **Section 7**) which brings together a range of service, agencies and partners to co-ordinate the strategic delivery of the Constituency Plan and report progress to the respective Constituency Committee.



### SECTION 3: ROLE OF THE CONSTITUENCY COMMITTEE

The role of Wallasey Constituency Committee includes the following:

- Agree desired outcomes, develop and monitor a Constituency Plan for Wallasey;
- Commission activities relevant to the Constituency Plan;
- Review, problem solve and establish the most effective operation of responsive front line services;
- Resolve 'large' community issues which impact on a significant number of residents;
- Maximise the engagement of local residents and other stakeholders in decision making on matters which affect them.

The Committee's remit includes all locally delivered statutory services, enabling Elected Members and Community Representatives to exercise a much broader influence over activity in the public sector.

Wallasey Constituency Committee has a devolved budget. [to be inserted: details of devolved budgets/services when determined]. However, not all service decisions or budgets can be devolved to the Constituency Committee. This is for a number of reasons including that some budgets are allocated according to Wirral-wide criteria often in response to national requirements; there is a need to support service delivery patterns and different partner organisations outside local government and there is a need to retain some budgets at the centre to support strategic service delivery to maximise economies of scale and efficiency.

Wallasey Constituency Committee will monitor the local impact of all public services. Meetings of the Constituency Committee will be open to the public and press (however there may be occasions when specific matters may need to be considered in private). Local residents interested in specific agenda items will be able to have their say before decisions are taken through a public question time (see **Section 4**).

Information will be easy to access, understand and tailored, as appropriate, to different audiences to support involvement, being aware of the equality requirements.

#### **Conduct of meetings**

Constituency Committee meetings are open to the public. Each agenda is published no less than 5 working days before the date of the meeting. These are published online at

<http://democracy.wirral.gov.uk/ieListMeetings.aspx?CommitteeId=690>

Committee meetings are held four times a year during the evening at 6pm, allowing those with daytime commitments to attend. Where possible, meetings will be held on Thursdays to enable the respective Member of Parliament to attend. The dates for this financial year are set out in **Appendix 1**.

For the Constituency Committee to have the information it needs to carry out its role, it may require the attendance of the relevant portfolio holder (Cabinet member), Director and/or any senior officer to provide evidence or information on reasonable notice. To make sure that the Committee can carry out its business effectively, it is the duty of an officer of the Council to attend if asked to do so.

The work of the Constituency Committee is extremely varied and may involve making decisions, being involved in consultations and responding to questions from the public. Members of the Committee are expected to make a declaration of any interest that is known to them in relation to an Agenda item at the start of the meeting. Members must disclose “disclosable pecuniary and non pecuniary interests” and how the interest arises. (It may also be necessary for members to make an interest known if an interest arises during the course of the meeting). Depending on the nature of the interest, the Member may be required to leave the meeting whilst that Agenda item is dealt with by the Committee. To ensure the smooth running of the meeting, each member should consider, when reading the Agenda in preparation, whether they need to declare an interest. Members should seek advice well in advance of the meeting from the Legal Services Officer at the meeting or Monitoring Officer if they are in doubt or have any particular queries or concerns in this regard.

## **Process**

Community Representatives on the Constituency Committee are not Public Appointments and are not elected by local residents to represent an area, unlike Elected Members. The appointment of representatives onto the Constituency Committee will be reviewed annually.

### Period of appointment

- Elected Members every four years
- Community Representatives for one municipal year

Vacant Community Representative positions may be filled within the municipal year subject to agreement by the Constituency Committee. If a recruitment process has taken place within the previous 6 months, applicants who were unsuccessful may be reconsidered in order to expedite the process.

### Appointment of Chair and Vice-Chair

The Chair and Vice-Chair of the Constituency Committee will be Elected Members and will be appointed by the Committee.

The Chair and Vice-Chair of the Committee will be appointed at the first meeting of Wallasey Constituency Committee in each Municipal Year.

## Criteria for Community Representatives

- A representative can be an active member of a group that operates within the Constituency, or has strong links within the voluntary, community and faith sector;
- A representative should have a defined area in which they operate, established networks and appropriate processes for passing information between the Committee and the community that they represent;
- A representative will bring additional knowledge and experience to Constituency Committee meetings (and other meetings such as Task & Finish Groups) that will support the decision making process.

## Appointment process for Community Representatives

Wallasey has six places for the co-option of Community Representatives and has chosen to set aside one of these for a young person's representative (see below).

Prior to the start of each Municipal Year, invitations will be sought from members of the public to nominate themselves for co-option as a Community Representative. This opportunity will be advertised using various media platforms, Wirral CVS, Voluntary Community Action Wirral (VCAW) and other partners.

### Young person's representative

Applicants for the young person's representative position must be aged 15-24 (inclusive at the time of application). This will be advertised and promoted within youth forums, schools and colleges.

Elected Members and existing Community Representatives have a role to play in promoting the role of Community Representatives in the Constituency Committee. The recruitment process may be supported with a recruitment event at which existing Community Representatives would be expected to support and participate.

Individuals may apply through submission of an application form (**Appendix 2**). A 'Selection Panel' Task & Finish Group will be formed of Elected Members to consider and review all nominations (see page 8). The Task & Finish Group may choose to interview all applicants or shortlisted applicants. The Task & Finish Group will make recommendations to the Constituency Committee about which Community Representative applicants should be considered for co-option. It is a matter for the Task & Finish Group how they select the nominees, but they must adopt a fair and transparent selection process.

Existing Community Representatives are welcome to reapply and are not disbarred from serving further term/s.

## Substitutions

With the prior approval of the Chair, a Community Representative may substitute another named member of their group to attend a Committee meeting and/or Task & Finish Group on their behalf. Elected Members may nominate a substitute to attend a Task & Finish Group meeting/s on their behalf.

## Voting rights

All Elected Members have voting rights. Community Representatives, whilst not having voting rights, can still undertake a full role in terms of sharing their views and knowledge and influencing discussions and debates. Where a vote is to be taken on an issue by Elected Members at Committee the views of Community Representatives will be sought prior to taking that vote.

## Principles of conduct

All Elected Members are required to conduct themselves in accordance with the Members' Code of Conduct.

The Members' Code of Conduct also applies to co-opted members (such as the Community Representatives).

Any complaints received against Elected Members or co-opted members will be dealt with in accordance with the Protocol for Dealing with Complaints under the Members' Code of Conduct.

## Expenses

Any travel and subsistence claim must be claimed in accordance with the Members' Allowances Scheme included in the Council's Constitution.

## Training

The Council provides an ongoing programme of training seminars which provide background information to a range of issues pertinent to the Council. This training is available to both Elected Members and Community Representatives. Newly Elected Members and Community Representatives also receive an induction.

## **Task & Finish Groups**

A Task & Finish Group can be set up by the Committee to undertake further work or analysis with a view to drawing together recommendations for the Constituency Committee to consider further.

Due to the composition of Wallasey Constituency Committee, any Task & Finish Group will consist of six Elected Members (ratio of 4 Labour: 2 Conservative) and two Community Representatives. The exception to this is the 'Selection Panel'

Task & Finish Group. Due to the potential conflict of interest only Elected Members will sit on this Task & Finish Group.

### Terms of Reference

- The Group may be led by the Constituency Manager or the Group may vote a Chair;
- The Constituency Manager will undertake an advisory role;
- Additional advisors may be appointed by the Group (including from partner agencies);
- The frequency of meetings will be agreed by the Group based on the nature of the task and timescales involved;
- Work will be carried out in a transparent, inclusive and timely manner;
- Progress will be reported and recommendations made to the Constituency Committee;
- There is no requirement for the meetings to be minuted.

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## **SECTION 4: COMMUNITY ENGAGEMENT AND COMMUNICATIONS**

### **Community engagement**

Wallasey Constituency Committee will support genuine opportunities for people to have their say. This will form part of standard practice and cover aspects from the delivery of services to policy and decision making. The Constituency Committee recognises that the most effective form of engagement is 'involvement'.

#### Public Question Time

As standard, each Constituency Committee meeting will include a Public Question Time. Whilst a small proportion of time may be allowed for 'on the night' questions, in order to enable a comprehensive response at the meeting and to allow members of the public to participate who are unable to attend the meeting, questions will be required to be submitted in writing in advance of the meeting.

Subject to sufficient questions being submitted, no less than 20 minutes will be set aside for the Public Question Time. Replies to questions will be given verbally. If it is not possible during the Committee meeting to answer every question and/or there are questions that require further consideration, these will be responded to in writing within 14 working days by the appropriate officer. It is a matter for the Chair at each meeting and subject to the agenda whether to extend this time. Preference will be given to questions submitted in advance, but at the discretion of the Chair a further question/s from a member/s of the public in attendance may be allowed 'on the night'.

Process for the submission of questions:

Questions submitted prior to the Constituency Committee meeting must be in writing and relate to a single issue. This can be done by:

- completing the online question form [[www.wirral.gov.uk/wallasey](http://www.wirral.gov.uk/wallasey)] or,
- downloading the Wallasey Constituency Public Question Time Form [[www.wirral.gov.uk/Wallasey](http://www.wirral.gov.uk/Wallasey)] and sending your completed form to: Wallasey Constituency Team, Town Hall, Brighton Street, Wirral, CH44 8ED.

Residents with literacy issues can have submissions made on their behalf or be supported to complete forms by Council One Stop Shops. Questions will be required to be submitted by no later than 4.00pm the afternoon before the Committee meeting.

The Chair of the meeting will determine which questions will be dealt with at the Committee and the order in which they will be taken. Questions which are considered defamatory, unsuitable, frivolous or derogatory will not be accepted. Questions should not refer to individual officers or members of the Council by name. An individual present whose question has been answered will not be able to discuss the reply, but may ask one supplementary question. Once a question

has been answered, the same question posed within a three month period will not be considered for further response.

### 'Have Your Say' meetings

A public 'Have Your Say' meeting will be operated prior to the start of each Constituency Committee meeting (an hour before). Initially, this will be focused around the work of Merseyside Police. Where possible this will be attended by the Neighbourhood Inspector, but may from time to time be deputised by a Neighbourhood Sergeant. An update will be provided by the Police about crime and disorder in the Constituency over the previous quarter, followed by a public question and answer session. The meeting will conclude with a discussion about issues/short-term priorities that the public wish for the Police to concentrate on over the forthcoming quarter. The Police will provide an update on how they have addressed the short-term priorities identified at each previous meeting. These short-term priorities will supplement annual priorities set out in the Constituency Plan. This meeting will be supported by the Constituency Manager.

This will be expanded over time to include broader Council services and partners in a 'marketplace' type engagement event for the public. A standing agenda item within the Constituency Committee agenda will include a verbal update from the earlier 'Have Your Say' meeting, in order that the Committee can be informed about issues raised and short-term priorities set. Initially this update will be provided by the Neighbourhood Police Inspector (or deputy) and, as this meeting extends, wider updates for other Council services and partners will also be provided (for efficiency this may be provided by the Constituency Manager).

Wider methods of public engagement are set out in Wallasey Constituency's Community Engagement Framework (**Appendix 3**).

### **Communications**

Wallasey Constituency Committee is committed to ensuring that regular and meaningful information is made available to residents in all communities about the work of the Committee and activity in the area.

A key way of updating local residents is through the production of a quarterly Constituency Committee newsletter. This will be made available electronically with hard copies available in public buildings. Individual projects, objectives and targets associated with each Committee are local and specific to each Constituency, and as such require individual communications plans.

Wider methods of communicating with local residents, businesses and stakeholders are set out in Wallasey Constituency's Communications Plan (**Appendix 4**).

## **SECTION 5: BUDGETS AND SPEND**

[to be inserted: process for 2014/15 when agreed. To include reference to the adoption of the Council's new Commissioning & Procurement Strategy (due by April 2014)].

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## **SECTION 6: MEMBERSHIP AND SUPPORT FOR WALLASEY CONSTITUENCY COMMITTEE**

At the heart of the Constituency Committee is the principle that whilst the process is elected member led, all service delivery partners and local residents have an important role in identifying local priorities to improve upon and solutions that will lead to improvements.

Key contacts for Wallasey Constituency Committee can be found in **Appendix 5**.

### **Chair and Vice-Chair**

The Elected Members voted into the positions of Chair and Vice-Chair respectively.

#### Role responsibilities:

- Ensure that the Constituency Committee operates in accordance with the Council's Constitution;
- Provide leadership for the Committee through the chairing of each Committee meeting (Vice-Chair in the Chair's absence), in accordance with the contents of this Handbook;
- Ensure the production and effective implementation of the annual Constituency Plan;
- Plan the agenda for each Constituency Committee meeting with the Constituency Manager;
- Ensure that decisions taken at Constituency Committee meetings are implemented;
- Ensure adequate representation on Task & Finish Groups and that each group achieve its aims;
- Ensure that there are adequate opportunities for community engagement, particularly under-represented groups;
- Ensure that public meetings are delivered to the highest standard, demonstrating transparency in decision-making and cultivating the trust of the general public in local politics;
- Act as a spokesperson for Wallasey Constituency Committee where appropriate, including in relevant press releases and statements;
- Attend and be a member of other Committees or working groups when appropriate in the role as Chair;
- Foster and maintain a disciplined approach by the members involved, having a regard to high standards of behaviour and ethics;
- Champion the work of the Constituency Committee.

## **Elected Members**

Members of the Council representing those wards included within Wallasey Constituency Committee boundary will endeavour to attend each Constituency Committee meeting.

### Role responsibilities:

Elected Members as community leaders will:

- Act as honest brokers or intermediaries between citizen, community, the Council and external partners;
- Take action to improve the quality of life of people in their communities;
- Act as champions and representatives of each and every resident;
- Investigate and resolve residents' problems effectively or explain to them why they cannot be solved;
- Be well informed, know their area and be clear about local priorities.

Elected Members in a corporate role will:

- Be effective ambassadors for the Council in their communities;
- Reflect the community's feedback and views in the Council's decision making processes to make policies and services more responsive;
- Make objective and informed decisions that balance local needs and priorities with those of the wider borough;
- Represent the Council's interests in local partnership working;
- Act in the best interest of the community as a whole.

## **Community Representatives**

Whilst Community Representatives do not have a mandate to speak on behalf of the public, they do provide a level of expertise and/or knowledge to help inform the debate.

### Role responsibilities:

- Proactively engage with residents and communities beyond those within their existing networks;
- Accurately reflect the community's feedback and views in the discussions and decision making processes;
- Communicate with residents and communities, feeding back the work of the Committee;
- Be well informed and be clear about local priorities;
- Champion the Community Representative role ensuring it has value in the Constituency Committee process.

## **Constituency Manager**

The Constituency Manager is responsible for the co-ordination of Wallasey Constituency Service Hub and engagement activities, building neighbourhood profiles and ensuring residents' issues are resolved.

### Role responsibilities:

- Co-ordinate the Constituency Committee and Public Service Board (see **Section 5**), working across multi agencies to implement the Constituency Plan;
- Lead the development and implementation of the annual Constituency Plan and report on progress to the Constituency Committee, and including budgeting information;
- Lead consultations/service reviews/community needs assessments across the constituency involving residents, partners, customers, etc. to inform the Constituency Committee;
- Working with the Public Health Intelligence Team, ensuring that an up-to-date and comprehensive Constituency Profile is available to the Committee to enable decision-making to be evidence-based around priorities;
- Identify and bid for Constituency funding opportunities at national, regional and local levels;
- Identify and manage a process for identifying and managing neighbourhood profiling/community assets information;
- Devise and implement Wallasey Constituency's Community Engagement Framework;
- Design, manage and implement a diverse range of communications platforms across the Constituency, promoting its work and achievements;

## **Engagement Officer**

The Engagement Officer is responsible for the liaison and engagement with local groups and partnerships in the implementation of the Constituency Plan.

### Role responsibilities:

- Support the administration of the Constituency Committee, including booking venues, completing health and safety checks on venues prior to use and managing the online Public Question Time submissions;
- Manage the administration of the Public Question Time;
- Be a proactive link with Elected Members, community groups, representatives and organisations;
- Deliver Wallasey Constituency's Community Engagement Framework;

- Ascertain neighbourhood resource requirements (funding, community spaces, service needs, volunteering, etc.);
- Gather neighbourhood information and knowledge in order to build the Constituency Profile, including managing a process for identifying and recording up-to-date neighbourhood profiling/community assets information;
- Support the implementation of the Constituency Plan;
- Undertake consultation and engagement activities;
- Support neighbourhood volunteers;
- Resolve neighbourhood issues and manage any relevant processes (e.g. brokering, mediation, facilitation, etc);

### **Council officers and service delivery partners**

Wallasey Constituency Committee may ask representatives of external service delivery organisations to attend their committee meetings, recognising the important contribution which they make to shaping and delivering local area priorities.

Representatives of area partners will be of senior management level or equivalent and therefore be able to speak for their organisation and be prepared to commit resources on behalf of their organisations.

#### Role responsibilities:

- Provide representation at the appropriate level of authority and experience;
- Attend the Committee when requested to do so, where practicable;
- Have high level knowledge of the service area and its strategic operating context;
- Commit to improving the quality of life and satisfaction of residents in the area;
- Take an active role in owning and solving problems identified by the Constituency Committee;
- Commit to promote the interests of the area in decision making processes within their own organisation;
- Commit to engaging, involving and feedback with local residents in the design, delivery and improvement of services;
- Identify and assist the Constituency Committees, where relevant, in generating and match funding projects of strategic significance;
- Commit to construct, challenge and proactively improve services;
- Work with key contacts and stakeholders to create and build appropriate networks and partnerships to promote the Constituency Committee, priorities and performance measures;
- Monitor the quantity and quality of performance management, reviews and projects
- Establish methods for promoting and sharing intelligence, information and good practice;

- Objectivity in accessing issues and opportunities and how to approach these in the best interests of the area;
- Acceptance of the Constituency Committee procedures and process.

### **Committee Services Officer**

#### Role responsibilities:

- Efficiently and effectively run the administration of the Constituency Committee;
- Manage publication of the agenda for the Constituency Committee;
- Advise the Committee members on constitutional matters and provide advice and guidance on constitutional compliance in conjunction with Legal Services Officer;
- Invite all Elected Members, Community Representatives and guests to pre-meetings, Constituency Committees and extra-ordinary meetings;
- Take accurate minutes of the meeting;
- Place all actions on the electronic action tracker for officers to report on progress;
- Upload all minutes of meetings onto the Council's website;
- Issue materials provided by the Constituency Manager to representatives on the Committee.

### **Legal Services Officer**

#### Role responsibilities:

- Advise the Committee members on legal matters;
- Advise on constitutional matters and procedure;
- Advise on governance arrangements;
- Advise on matters pertaining to the Members' Code of Conduct.

### **Strategic Director**

Wallasey Constituency Committee is aligned to a Strategic Director (Families and Wellbeing). The Strategic Director will reinforce the strategic importance of the area dimension to the Council's policy and planning framework, and in particular will reinforce the importance the Council places on enhancing community governance, aligning resources and activity and improving public service delivery at a local level. The Strategic Director will also ensure an improved localities dimension to the Council's strategic planning. The role is to help clear 'blockages' and ensure issues of the Constituency Committee are taken to the highest levels.

Role responsibilities:

- Provide high level representation from the Council's officer core to support the process and outcomes of the Committee's actions;
- Provide clarity and direction for the staff supporting the Constituency Committee and implementing the Constituency Plan once agreed;
- Ensure that strong links are made between the Constituency Committee and the overarching commitments of Wirral Council's Corporate Plan and framework providing for partnership activity, including Wirral Local Strategic Partnership (LSP) and Public Service Board (PSB) (see **Section 7**).

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## **SECTION 7: WALLASEY PUBLIC SERVICE BOARD**

Wirral Public Service Board (PSB) is chaired by the Council's Chief Executive. The Board exists for partners to proactively work together to identify and deliver efficiencies and opportunities for joint working. Through an agreed work programme, the Board (amongst other things) develops collective responses to national and local policy drivers impacting on all partners and strategically manages Wirral's approach to neighbourhood working.

Each Constituency has a local Public Service Board consisting of officers from a range of partners. It is the role of Wallasey Public Service Board to ensure delivery of the Constituency Plan, with service delivery partners working together to achieve the Constituency's priorities and deliver the best service possible. [To be inserted: terms of reference when agreed]. Any cross-Constituency issues that cannot be resolved at a local level will be escalated to Wirral Public Service Board.

Key contacts within Wallasey Public Service Board can be found in **Appendix 6**.

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**Wallasey Constituency Committee:  
Timetable 2014/15**

DATE	TIME	LOCATION
<b>2014</b>		
Thursday 26 June	6.00pm	tbc
Thursday 23 October	6.00pm	tbc
<b>2015</b>		
Thursday 22 January	6.00pm	tbc
Thursday 16 April	6.00pm	tbc

**Please note that Merseyside Police will operate a public 'Have Your Say' meeting between 5.00pm and 5.45pm prior to each Constituency Committee meeting.**

#### **Access**

If representatives or members of the public have any particular requirements or access needs to enable them to participate in the meeting, including requirement for information in formats such as large print or on tape, please contact the Committee Services Officer beforehand so arrangements can be made in good time.

Where possible Constituency Committee meetings will be held in rooms which are installed with a hearing loop system and rooms are accessible for wheelchair users or people with mobility impairments.



**Wallasey Constituency Committee:  
Community Representative Application Form**

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**Community Representative: Self Nomination Form**

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**1. Contact Details**

**Name:**

**Address:**

**Telephone:**

**Email:**

**2. Please tell us why you want to be a Community Representative (no more than 100 words)**

- 3. Please tell us how Wallasey Constituency would benefit from you being a Community Representative. This includes telling us about your skills and experience (in no more than 200 words).**

- 4. Please tell us how you would engage with residents to put forward their views, consult with them and/or update them on work in the area (in no more than 200 words).**

**5. Please tell us ways in which you would work with other Community Representatives to make sure that your work was co-ordinated (in no more than 100 words).**

**6. Is there any other information you want to tell us?**

**I confirm that I would like to be considered as a Community Representative for Wallasey Constituency Committee.**

**Signed:**

**Date:**

**Wallasey Constituency Committee:  
Community Engagement Framework**

[to be inserted - to be considered at 26 June 2014 Constituency Committee]

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**Wallasey Constituency Committee:  
Communications Strategy**

[to be inserted - to be considered at 26 June 2014 Constituency Committee]

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## Wallasey Constituency Committee: Key Contacts

Chair - Cllr Rob Gregson	<a href="mailto:robgregson@wirral.gov.uk">robgregson@wirral.gov.uk</a>
Vice-Chair – Cllr Bernie Mooney	<a href="mailto:berniemooney@wirral.gov.uk">berniemooney@wirral.gov.uk</a>
Constituency Manager	<a href="mailto:carolinelaing@wirral.gov.uk">carolinelaing@wirral.gov.uk</a>
Engagement Officer	<a href="mailto:michellegray@wirral.gov.uk">michellegray@wirral.gov.uk</a>
Committee Services Officer	<a href="mailto:andrewmossop@wirral.gov.uk">andrewmossop@wirral.gov.uk</a>
Strategic Director	<a href="mailto:clarefish@wirral.gov.uk">clarefish@wirral.gov.uk</a>
Legal/Monitoring Officer	<a href="mailto:surjittour@wirral.gov.uk">surjittour@wirral.gov.uk</a>

### Community Representatives

Lewis Collins  
Ken Harrison  
Brian Higgins  
Tony Jones  
Keith Raybould  
Paul Roberts

### Elected Members

Cllr Ron Abbey	<a href="mailto:ronabbey@wirral.gov.uk">ronabbey@wirral.gov.uk</a>
Cllr Chris Blakeley	<a href="mailto:chrisblakeley@wirral.gov.uk">chrisblakeley@wirral.gov.uk</a>
Cllr Leah Fraser	<a href="mailto:leahfraser@wirral.gov.uk">leahfraser@wirral.gov.uk</a>
Cllr Pat Glasman	<a href="mailto:patriciaglasman@wirral.gov.uk">patriciaglasman@wirral.gov.uk</a>
Cllr Pat Hackett	<a href="mailto:pathackett@wirral.gov.uk">pathackett@wirral.gov.uk</a>
Cllr Paul Hayes	<a href="mailto:paulhayes@wirral.gov.uk">paulhayes@wirral.gov.uk</a>
Cllr Adrian Jones	<a href="mailto:adrianjones@wirral.gov.uk">adrianjones@wirral.gov.uk</a>
Cllr Chris Jones	<a href="mailto:christinejones@wirral.gov.uk">christinejones@wirral.gov.uk</a>
Cllr Anita Leech	<a href="mailto:anitaleech@wirral.gov.uk">anitaleech@wirral.gov.uk</a>
Cllr Ian Lewis	<a href="mailto:ian.lewis20@btinternet.com">ian.lewis20@btinternet.com</a>
Cllr Simon Mountney	<a href="mailto:simonmountney@wirral.gov.uk">simonmountney@wirral.gov.uk</a>
Cllr Leslie Rennie	<a href="mailto:lesleyrennie@wirral.gov.uk">lesleyrennie@wirral.gov.uk</a>
Cllr John Salter	<a href="mailto:johnsalter@wirral.gov.uk">johnsalter@wirral.gov.uk</a>
Cllr Steve Williams	<a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a>
Cllr Janette Williamson	<a href="mailto:janwilliamson@wirral.gov.uk">janwilliamson@wirral.gov.uk</a>

## Wallasey Public Service Board: Key Contacts

Organisation	Name	Job title	Email	Tel no
Department for Work and Pensions	Annemarie Allen	Business Development Manager	<a href="mailto:anne-marie.allen@dwp.gsi.gov.uk">anne-marie.allen@dwp.gsi.gov.uk</a>	551 8522
Environmental Health (WMBC)	Colin Clayton	Environmental Health Strategic Manager	<a href="mailto:colinclayton@wirral.gov.uk">colinclayton@wirral.gov.uk</a>	604 3553
Environmental Health (WMBC)	Ken Smith	Environmental Health Manager (Pollution & District)	<a href="mailto:kennethsmith@wirral.gov.uk">kennethsmith@wirral.gov.uk</a>	604 3669
Cheshire and Wirral Partnership NHS Foundation Trust	Val McGee		<a href="mailto:Val.Mcgee@cwp.nhs.uk">Val.Mcgee@cwp.nhs.uk</a>	
Leasowe Community Homes	Mary Quigg	Managing Director	<a href="mailto:mary.quigg@yourhousinggroup.co.uk">mary.quigg@yourhousinggroup.co.uk</a>	678 0110
Licensing	Margaret O'Donnell	Licensing Manager	<a href="mailto:margaretodonnell@wirral.gov.uk">margaretodonnell@wirral.gov.uk</a>	691 8043
Merseyside Fire and Rescue	Jenny Welsh	Wirral District Prevention Manager	<a href="mailto:jenniferwelsh@merseyfire.gov.uk">jenniferwelsh@merseyfire.gov.uk</a>	296 6213



<b>Organisation</b>	<b>Name</b>	<b>Job title</b>	<b>Email</b>	<b>Tel no</b>
Merseyside Fire and Rescue	Sean McGuinness	Station Commander	<a href="mailto:seanmcguinness@merseyfire.gov.uk">seanmcguinness@merseyfire.gov.uk</a>	296 5357
Magenta Living	Mark Armstrong	Assistant Director (Strategy & Regeneration)	<a href="mailto:markarmstrong@magentalive.org.uk">markarmstrong@magentalive.org.uk</a>	606 3148
Magenta Living	Dominique Blundell	Head of Tenants' & Environmental Services	<a href="mailto:dominiqueblundell@magentalive.org.uk">dominiqueblundell@magentalive.org.uk</a>	666 6912
Merseyside Police	Inspector Peter Kolokotroni	Neighbourhood Inspector	<a href="mailto:7637@merseyside.pnn.police.uk">7637@merseyside.pnn.police.uk</a>	777 2040
Merseyside Police	Sergeant Kate Roberts	Neighbourhood Sergeant	<a href="mailto:1335@merseyside.pnn.police.uk">1335@merseyside.pnn.police.uk</a>	777 2007
NHS Wirral Clinical Commissioning Group	Christine Campbell	Corporate Support Officer	<a href="mailto:christinecampbell5@nhs.net">christinecampbell5@nhs.net</a>	
NHS Wirral Clinical Commissioning Group	Claire Grainger	Corporate Support Officer	<a href="mailto:claregrainger@nhs.net">claregrainger@nhs.net</a>	
NHS Wirral Clinical Commissioning Group	Alison Hayes		<a href="mailto:allison.hayes@nhs.net">allison.hayes@nhs.net</a>	

<b>Organisation</b>	<b>Name</b>	<b>Job title</b>	<b>Email</b>	<b>Tel no</b>
Public Health	Jane Harvey	Public Health Manager	<a href="mailto:janeharvey2@wirral.gov.uk">janeharvey2@wirral.gov.uk</a>	666 5180
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Trading Standards	Derek Payet	Trading Standards Strategic Manager	<a href="mailto:derekpayet@wirral.gov.uk">derekpayet@wirral.gov.uk</a>	691 8643
Targeted Prevention Service (WMBC)	Dave Decorte	Team Manager Youth Support (Wallasey)	<a href="mailto:daviddecorte@wirral.gov.uk">daviddecorte@wirral.gov.uk</a>	637 6356

<b>Organisation</b>	<b>Name</b>	<b>Job title</b>	<b>Email</b>	<b>Tel no</b>
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## REGENERATION AND ENVIRONMENT POLICY AND PERFORMANCE COMMITTEE – 27 JANUARY 2014

### 28 PARKING ON PAVEMENTS AND GRASS VERGES - UPDATE REPORT

The Head of Environment and Regulation presented an update report upon progress related to pavement and grass verge parking, since the last report to the Sustainable Communities O&S Committee on 21 November 2012 (minute 33 refers). He commented that the issue was particularly sensitive for the public and Members and was the subject of many enquiries to Streetscene, with parking on pavements outside schools at peak times a major problem. He indicated that many areas, particularly those with narrow streets were designed when car ownership was not high. The same was also true in other areas that had a significant number of amenity areas and large verges with narrow access roads, where it would be costly to introduce a wide scale programme to provide parking bays. However, officers had estimated that even if such a programme was undertaken, demand for parking would still be likely to outstrip provision.

He reported that, unless there was a specific signed Traffic Regulation Order in place, enforcement of was only generally possible through the Police. Individual instances of parking on footways or verges could be considered by police officers to be obstructive or dangerous and whilst those offences appeared to clearly indicate that parking on footways and verges was not permitted, officers within the police had pointed out that unless there was evidence that a footway or carriageway was fully 'obstructed', there were no other definitions of what constitutes 'obstruction', 'wilful obstruction' or 'unnecessary obstruction' and in such cases they were less likely to secure a successful prosecution. Additionally, as Members were aware, the recent economic downturn had resulted in limitations in police resources, with such offences being seen as a lower priority than burglary, violence and other crime.

There had been 9 'pilot' verge and pavement TRO schemes introduced to date at a variety of locations, which were reasonably well respected by motorists with good compliance in most areas and few prosecutions having been undertaken. An initiative to issue leaflets to warn 'offending' drivers was also in its early stages but was having some positive effect.

Members referred to particular problems of vehicles parking on pavements and grass verges and obstructing driveways in a number of areas across Wirral. The offences being committed were in relation to both residential and commercial properties and Members also highlighted a trend for drivers of certain heavy utility vehicles to routinely park across pavements. Members noted that in terms of reactive maintenance/repairs, the cost to the Council was thought to be in excess of £40k per annum with the majority of the cost related to damage done to flagged footways. Consideration was given to progress that had been made by other local authorities to address the issue and a range of measures were discussed including the introduction of by-laws and billing offenders for damage caused by their vehicles.

Members noted however that a blanket ban on pavement parking could have a detrimental effect in some areas, particularly with regard to access by emergency vehicles in neighbourhoods with narrow streets and high levels of car ownership. In

view of there being no budget to address the problem and the extent being varied across Wirral, a Member proposed that the matter would be better addressed and prioritised for funding by the Constituency Committees, who could develop different solutions as required for specific areas.

**Resolved –**

- (1) That the progress being made in continuing to address pavement and verge parking issues be noted.**
- (2) That the report be referred to each of the Constituency Committees for their consideration.**

# WIRRAL COUNCIL

## REGENERATION AND ENVIRONMENT POLICY AND PERFORMANCE COMMITTEE

27<sup>TH</sup> JANUARY 2014

<b>SUBJECT:</b>	<b>PAVEMENT &amp; GRASS VERGE PARKING UPDATE REPORT</b>
<b>WARD/S AFFECTED:</b>	<b>ALL</b>
<b>REPORT OF:</b>	<b>MARK SMITH, HEAD OF ENVIRONMENT &amp; REGULATION</b>
<b>RESPONSIBLE PORTFOLIO HOLDER:</b>	<b>COUNCILLOR HARRY SMITH, HIGHWAYS &amp; TRANSPORTATION</b>
<b>KEY DECISION?</b>	<b>NO</b>

### 1.0 EXECUTIVE SUMMARY

- 1.1 This report provides Members with an update on progress relating to pavement and grass verge parking since the last report in November 2012.
- 1.2 The report notes that the initiative to publicise the problems relating to pavement parking to the general public and issue warning notices in areas of particular concern is in its early stages but is having some positive effect.
- 1.3 The report recommends a continuation of the current initiative with further updates for Members in due course.

### 2.0 BACKGROUND AND KEY ISSUES

- 2.1 This report provides an update on progress relating to pavement and grass verge parking issues since the report of the then Interim Director for Technical Services in November 2012 to the Sustainable Communities Overview and Scrutiny Committee.
- 2.2 In that report it was recognised that pavement parking can, in some circumstances, increase danger for road users as they negotiate such hazards. It can also lead to higher traffic speeds on some roads as vehicles need not slow to pass legitimately parked vehicles. The issue is particularly sensitive for the public and Members alike, and is the subject of many enquiries to Streetscene. This is not only a problem for the public of Wirral, it is also a problem nationally.
- 2.3 In residential areas, narrow roads result in drivers parking on pavements/verges in an effort to avoid obstructing the road for through traffic and, in particular, large vehicles such as refuse collection vehicles, removal/delivery vans, etc.
- 2.4 In these locations residential parkers are generally aware that they should not be parking on the pavement/verge but they persist for a variety of reasons. Pavement/verge parking is a major problem at peak times outside most of the school sites in the Borough. Those who pavement/verge park outside schools do so regularly.

- 2.5 Many areas were designed when car ownership was not high. Some older housing estates have a significant number of amenity areas and narrow access roads. Houses in these cases can front onto large grassed areas without direct road frontages. It would be relatively costly to introduce a widescale programme of capital investment to provide parking laybys in many of these locations. Officers estimate that even if such a programme was undertaken, demand for parking is still likely to outstrip provision.
- 2.6 Obstruction resulting from footway or verge parking is not enforceable by the Council's parking management provision – unless there is a specific signed Traffic Regulation Order (TRO) made within the remit of the Road Traffic Act 1984 in place. Enforcement is therefore only generally possible through the Police. Other TROs such as single or double yellow lines in place on a specific section of carriageway cover the whole width of the road including footways. In such cases prosecutions for infringement of the specific yellow line TRO can be undertaken by the Council.
- 2.7 Individual instances of parking on footways or verges can be considered by police officers to be obstructive or dangerous. Whilst these offences appear to clearly indicate parking on footways and verges is not permitted, officers within the police point out that unless there is evidence that a footway or carriageway is fully 'obstructed', there are no other definitions of what constitutes 'obstruction', 'wilful obstruction' or 'unnecessary obstruction' and in such cases they are less likely to secure a successful prosecution. Additionally, as Members may be aware the recent economic downturn has resulted in limitations in police resources, with such offences being seen as a lower priority than burglary, violence and other crime.
- 2.8 There have been 9 'pilot' verge & pavement parking TRO schemes introduced to date at a variety of locations across the Borough. These are reasonably well respected by motorists with good compliance in all locations and few prosecutions undertaken.
- 2.9 Following the report in 2012 and the suggestions made by Members of the Sustainable Communities Overview and Scrutiny Committee the leaflet designed by the Council to warn 'offending' drivers of their pavement parking was amended to include specific details of the incident.
- 2.10 These leaflets were finalised and following publicity in the local press and Wirral own website, the initiative was launched in July 2013. Since then over 100 individual warning notices have been issued to a variety of locations where either Members or the general public have informed my officers of particular problems.
- 2.11 During subsequent visits, officers have noted a general reduction in pavement parking, although the problem continues to persist in particular near schools at key start/finish times.
- 2.12 There are on average 2 – 3 occasions annually where reinstatement of badly rutted grass verges is necessary. The work typically involves rolling the grass surface with a heavy roller then making up the ground levels with top soil and grass seed. The total cost of this work is generally less than £500.



- 2.13 Whilst some damage does occur to grass verges over time when drivers choose to fully or partially mount them, though unsightly, this is in itself not normally a danger to pedestrians.
- 2.14 There are some difficulties in generating sufficient evidence to determine that the actual damage caused to a grassed verge has been done by an individual. In addition in many cases vehicle owners may have more than one authorised driver and proving that all of the damage was done by one individual is somewhat more difficult.
- 2.15 The report in November 2012 to the Sustainable Communities Overview and Scrutiny Committee identified a number of actions which are continuing to be progressed:
- 1) Undertake consultation with Area Forums, emergency services, WIRED and the Wirral Pedestrian Association regarding appropriate minimum widths, impingement upon which would be deemed obstruction, and report back to Members in due course.  
Update – consultation with various groups ongoing, however a nominal width of 1.2 m is currently being used as guidance.
  - 2) Review and if found practical, prepare an invest-to-save proposal to address the consequences for highway maintenance and the defence of personal injury claims arising from pavement and grass verge parking.  
Update – This proposal is still being investigated/pursued.
  - 3) If resources are available, conscious of the context described in 7.2 (of that report – *“The pursuit of the pavement and grass verge parking agenda is not currently a funded item and would require resources to be made available. As a “growth” item, careful consideration must be given to whether such resources could be identified considering the Councils financial position. It may be that Area Forums could decide to allocate some of their funds to this topic, but central funding is unlikely to be available.”*) - that:
    - i) in conjunction with the Police, undertake an information/publicity campaign using a variety of media strands to raise public awareness of the problems and the potential penalties that can be imposed.  
Update – initial media launch undertaken. Information provided via a number of outlets including press and website. No additional funding available for further marketing at this time.
    - ii) issuing of specific warning leaflets for drivers together with a database of persistent ‘offenders’ in problem areas.  
Update – over 100 warning leaflets have been issued relating to obstructive pavement parking to drivers with details captured.
    - iii) referral to the police for dangerous, damaging or persistent obstructive parking.  
Update - No persistent offenders have yet been identified as requiring further police intervention.
    - iv) refer to Area Forums/known community groups for prioritisation of specific pavement /grass verge parking restrictions with subsequent enforcement action, as appropriate.  
Update – A number of locations have been identified and referred to the new Constituency Forum Co-ordinators.

v) investigate the creation of a database of details of vehicles regularly parking on footways and grass verges causing obstruction and/or damage.

Update - completed

vi) undertake prosecutions of drivers causing damage to the highway infrastructure.

Update - not yet undertaken

4) Request that Senior Officers raise issues relating to obstruction and footway parking with all Council staff and its contractors.

Update – the Chief Executive has contacted all staff. Senior Officers have raised this issue with contractors.

2.16 Within the provisions of current legislation, where vehicles park partly or fully on a footway or verge, leaving sufficient room for free passage and parking so as not to cause a danger or cause identifiable damage, they would not normally be subject to further action.

2.17 If it can be proved that damage has been caused to the surface of a pavement/verge by a particular vehicle driver, then the Council can take action to recover the costs of the repairs through the Magistrates Court and if the person is found guilty, they are liable to a fine.

2.18 A number of sites have been identified as having ongoing grass verge parking where officers consider that the introduction of a verge/pavement parking TRO could assist. Constituency Forum Co-ordinators have been informed of these to see if the new Forums wish to prioritise their introduction.

### **3.0 RELEVANT RISKS**

3.1 Not taking action will result in continuing damage to footways and grass verges which will require repair, incurring additional costs.

3.2 Unsafe parking practices may result in increased risk of road accidents.

### **4.0 OTHER OPTIONS CONSIDERED**

4.1 None.

### **5.0 CONSULTATION**

5.1 None.

### **6.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS**

6.1 The introduction of further specific Traffic Regulation Orders will require formal advertising, processing and sealing.

6.2 The pursuit of the pavement and grass verge parking agenda is not currently a funded item and would require resources to be made available. As a “growth” item, careful consideration must be given to whether such resources could be identified considering the Councils financial position. It may be that Constituency Forums could decide to allocate some of their funds to this topic, but central funding is unlikely to be available.

6.3 If funding was available, there could be a prospect of extending the role of the Council’s parking enforcement contractor to cover this additional area of enforcement and for them to serve fixed penalty notices on all vehicles parked on the pavements in any of the roads where traffic regulation orders are introduced.

6.4 The creation/implementation of a database to record persistent 'offenders' will require IT support and will need to conform with the data protection act.

## **7.0 LEGAL IMPLICATIONS**

7.1 Restricting pavement parking could reduce the Council's expenditure on pavement repairs and will maintain the reduction in public liability insurance claims arising from highway related tripping accidents.

## **8.0 EQUALITIES IMPLICATIONS**

8.1 Has the potential impact of your proposal(s) been reviewed with regard to equality?

No because this is a progress report.

## **9.0 CARBON REDUCTION IMPLICATIONS**

9.1 Effective control of on-street parking will have positive effects on quality of life issues such as access to property and visual amenity of the environment. It also supports sustainable goals in encouraging use of public transport and may lead to a saving in resource use where fewer repairs to pavements and verges are required.

## **10.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS**

10.1 Enforcing and controlling pavement parking will reduce potential hazards and dangers to users of the public highway.

## **11.0 RECOMMENDATIONS**

11.1 Members are requested to note progress made in continuing to address pavement and verge parking issues.

## **12.0 REASONS FOR RECOMMENDATIONS**

12.1 The parking of vehicles on pavements and grass verges is widespread across the Borough. Many motorists are either ignorant or unconcerned of the impact that their actions can have on the condition of the pavement surface or the obstruction that they cause to pedestrians, the elderly and the less able by forcing them to walk around the vehicle and onto the road.

12.2 In terms of its impact on resources it is difficult to estimate exactly how much pavement parking costs the Council in terms of reactive maintenance/repairs but it is thought to be in excess of £40,000 annually with the majority of this cost related to damage done to flagged footways.

12.3 It is Council Policy to replace paving flags with tarmacadam in pavement locations where vehicle overriding is causing damage to the pavement and hazards for pedestrians.

12.4 Despite the benefits outlined in para 12.2, the Council's current financial position makes it difficult to identify resources to target this issue. It may be possible to adopt an invest-to-save model, but this would need further consideration.

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**APPENDICES** - Nil

**SUBJECT HISTORY (last 3 years)**

<b>Council Meeting</b>	<b>Date</b>
<b>Sustainable Communities Overview and Scrutiny Committee</b>	<b>21 November 2012</b>
<b>Sustainable Communities Overview and Scrutiny Committee</b>	<b>26 September 2011</b>