



## Constituency Committee - Wirral West

**Date:** Wednesday, 30 October 2013

**Time:** 6.00 pm

**Venue:** St John The Baptist Church, Meols

**Contact Officer:** Mark Delap

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### AGENDA

**1. APPOINTMENT OF CHAIR AND VICE-CHAIR**

The Committee will be invited to appoint a Chair and Vice-Chair for the remainder of the municipal year

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

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

**3. TERMS OF REFERENCE (Pages 1 - 6)**

**4. COMMUNITY REPRESENTATIVES**

Report to follow

**5. PUBLIC QUESTION TIME**

**6. DEVELOPING WIRRAL WEST CONSTITUENCY PRIORITIES AND BUDGET EXPENDITURE PROCESS FOR 2013/2014 (Pages 7 - 12)**

**7. LOVE WIRRAL GRANT**

Verbal Report

**8. FUTURE MEETINGS**

To agree venues for future meetings of the Committee

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

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## WIRRAL COUNCIL

### WIRRAL WEST CONSTITUENCY COMMITTEE

30<sup>TH</sup> OCTOBER 2013

SUBJECT:	WIRRAL WEST CONSTITUENCY COMMITTEE TERMS OF REFERENCE
WARD/S AFFECTED:	WARDS WITHIN THE WIRRAL WEST CONSTITUENCY BOUNDARY
REPORT OF:	HEAD OF NEIGHBOURHOODS AND ENGAGEMENT
KEY DECISION?	NO

#### 1.0 BACKGROUND AND KEY ISSUES

- 1.1 Article 10 of the Council's Constitution was approved by Council on 30<sup>th</sup> April 2013 (attached as **Appendix 1**). This put in place the necessary provision for the appointment of Constituency Committees and for Constituency Committees to discharge such functions as may be delegated to them from time to time by the Executive and/or the Council. It also sets out the scope of the Constituency Committee's role in acting as a voice for the community with respect to a range of matters including the development of an area plan and making recommendations to the Executive in respect of any funding allocated to the Committee.
- 1.2 The framework for the further development of Wirral's Constituency Committees was approved by Cabinet in May 2013. This set out a series of core governance principles for developing the Committee, i.e. that:
- a) The membership of each Constituency Committee will be all those Elected Members of the authority who are elected for electoral divisions or wards which fall wholly or partly within the wards comprising the constituency area;
  - b) Each Constituency Committee will be chaired by an Elected Member from one of the wards in that constituency, with the method of electing the Chair a matter and decision for each individual committee.
  - c) Each Constituency Committee will have a number of community representatives, able to vote on policy and other matters as determined by the committee (acting in an advisory capacity). However, voting rights on financial matters will be restricted to Elected Members on the Constituency Committee. The nomination of community representatives will be a matter and decision for each committee, however the number of community representatives will not exceed more than one third of the total number of Constituency Committee members.
  - d) Each Constituency Committee will hold public meetings four times a year, focusing on the development and delivery of a Constituency Plan, monitoring related performance and budget information, as well as shaping future service delivery in their area and holding public question times on issues of local interest.
  - e) Each Constituency Committee will present a report annually to Council.

- 1.3 In respect of point c) above, Wirral West Constituency Committee members are asked to note that, on Monday 14th October 2013, Council made provision for community representatives to be co-opted to the Constituency Committees, i.e.:

“That each of the Constituency Committees be authorised to appoint up to a maximum of six community representatives on a co-opted basis.”

- 1.4 The May Cabinet report further stated that each Constituency Committee would develop its own terms of reference on the basis that ‘one size doesn’t fit all’ in respect of constituency working. Paragraph 3.5 of the report proposed that, once appointed, each Constituency Committee would put in place its own terms of reference, subject to Council approval, over and above Article 10 of the Constitution and the core governance principles outlined above. Cabinet also resolved that when the detail of Constituency Committees arrangements are finalised the Council’s Constitution can be amended to reflect any additional changes as necessary.
- 1.5 This report sets out key considerations and a proposed approach for further developing the terms of reference.

## **2.0 KEY CONSIDERATIONS**

- 2.1 As the approach to constituency working and the establishment of the Constituency Committees have been progressed, a number of considerations have emerged in respect of developing Article 10 and the core governance principles set out in 1.2 to ensure that the Committees have the necessary framework in which to make decisions whilst working as flexibly as possible to address local issues. These considerations have primarily emerged through the workshops held with councillors in June / July.

- 2.2 The considerations include:

- Being clear as to the decision-making powers of the Committee in respect of the functions delegated now and in the future, as well as how these decisions are ratified and /or scrutinised;
- Understanding and developing the role and remit of community representatives on the Committee and providing further clarity on voting rights;
- Understanding the role of the Committee in driving and influencing the wider public sector;
- Ensuring that Constituency Committee meetings are effective and well managed given the scope and level of membership, and that the public and wider community have mechanisms to inform the work of the Committee.

## **3.0 PROPOSED APPROACH**

- 3.1 It is proposed that:

- 3.1.1 A future review of the Council’s Constitution includes an updated Article 10 relating to the terms of reference for the Constituency Committees, which both provides

further clarity on the decision-making powers of the Committees as services and budgets are devolved, and ensures that all Committees have the scope and flexibility necessary to drive forward the constituency working model and deliver the functions increasingly devolved to them;

3.1.2 The Wirral West Constituency Committee develops a committee procedure rules 'handbook' which sets out over and above the terms of reference in the Council's Constitution how it will operate. This handbook might include sections on:

- Aims of the Wirral West Constituency Committee in respect of the role it wishes to take in the local area;
- Protocols in relation to conduct and operation of meetings;
- How the Wirral West Constituency Committee will be supported by Council officers;
- Role descriptions for Chair, Vice Chair, Committee members and community representatives;
- Protocols relating to the Committee's budget allocation.

3.1.3 A 'task and finish' group is put in place to develop the Wirral West Constituency Committee 'handbook' and that this 'task and finish' group should be constituted of 5 Elected Members (on the basis of 1 per ward). Supported by the Constituency Manager, the 'task and finish' group would be expected to:

- Appoint a Chair from within the group;
- Agree a schedule of meetings and work programme in order to develop the 'handbook';
- Carry out the work programme in a transparent and inclusive manner;
- Make recommendations to the wider Constituency Committee as to the content of the Wirral West Constituency Committee 'handbook'.

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

4.1 Community representatives will be part of the Constituency Committees and the voluntary, community and faith sector will be integral to constituency working.

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

5.1 This report has no resource implications.

#### **6.0 LEGAL IMPLICATIONS**

6.1 This report has implications relating to the future development of the Council's Constitution.

#### **7.0 EQUALITIES IMPLICATIONS**

7.1 A Phase 1 EIA has been completed for the Neighbourhood Working Model and this can be found at <http://www.wirral.gov.uk/my-services/community-and-living/equalitydiversity-cohesion/equality-impact-assessments/eias-2010/corporateservices>

## 8.0 CARBON REDUCTION IMPLICATIONS

8.1 This report has no carbon reduction implications.

## 9.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

9.1 This report has no planning and community safety implications.

## 10.0 RECOMMENDATIONS

10.1 Constituency Committee members are asked to:

- Note that Article 10 of the Council's Constitution will be updated in due course to ensure that all Committees have the scope and flexibility necessary to drive forward the constituency working model and deliver the functions increasingly devolved to them;
- Consider and agree the establishment and membership of a 'task and finish' group to develop a Wirral West Constituency Committee 'handbook'.

## 11.0 REASON/S FOR RECOMMENDATION/S

11.1 The recommendation at 10.1 further developing an individual terms of reference for Committee and for amending the Council's Constitution to ensure that Article 10 is fit for purpose for the future operation of the constituency working model.

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## APPENDICES

Council Constitution Article 10 – Constituency Committees

## REFERENCE MATERIAL

N/A

## SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council – Revisions to the Constitution	30 <sup>th</sup> April 2013
Cabinet – Neighbourhood Working – Proposed Operating Model	23 <sup>rd</sup> May 2013
Council - Vacancies	14 <sup>th</sup> October 2013

## **Appendix 1**

### **Article 10 - Constituency Committees**

#### **10.1 Area Committee**

- (i) The Council will appoint 4 area committees co-terminus with the four constituency boundaries to discharge functions in respect of that area of the authority as set out below.
- (ii) The area committees will be known as Constituency Committees.
- (iii) The members of the committee will be members of the authority who are elected for electoral divisions or wards which fall wholly or partly within the wards comprising the area of the committee.
- (iv) The council will at the annual general meeting determine the number of members on each area committee and appoint members to the committee in accordance with paragraph (iii) above.

#### **10.2 Terms of Reference**

- (i) To discharge such functions as may be delegated to them from time to time by the Executive and/or the Council.
- (ii) To act as a voice for the community with respect to:-
  - (a) the development of area action plans which reflect the needs and priorities of the area;
  - (b) issues concerning the environment, traffic, policing, education, jobs, health;
  - (c) development of the Borough's Community Strategy;
  - (d) the quality, range and level of services provided in the area by public bodies;
  - (e) to provide public bodies with an opportunity to consult with local people on the development and delivery of plans, programmes and services;
  - (f) to make recommendations to the Executive in respect of the expenditure of any funds allocated to them.
- (iii) The Constituency Committees have an advisory role. They may submit reports on matters of concern locally to the Cabinet or Coordinating Committee as the committee deems necessary.

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## WIRRAL COUNCIL

### WIRRAL WEST CONSTITUENCY COMMITTEE

30<sup>TH</sup> OCTOBER 2013

<b>SUBJECT:</b>	<b>DEVELOPING WIRRAL WEST CONSTITUENCY PRIORITIES AND BUDGET EXPENDITURE PROCESS FOR 2013-14</b>
<b>WARD/S AFFECTED:</b>	<b>WARDS WITHIN THE WIRRAL WEST CONSTITUENCY BOUNDARY:</b> <ul style="list-style-type: none"><li>▪ <b>GREASBY, FRANKBY AND IRBY</b></li><li>▪ <b>HOYLAKE AND MEOLS</b></li><li>▪ <b>PENSBY AND THINGWALL</b></li><li>▪ <b>WEST KIRBY AND THURSTASTON</b></li><li>▪ <b>UPTON AND WOODCHURCH</b></li></ul>
<b>REPORT OF:</b>	<b>HEAD OF NEIGHBOURHOODS AND ENGAGEMENT</b>
<b>KEY DECISION?</b>	<b>NO</b>

#### 1.0 BACKGROUND AND KEY ISSUES

- 1.1 The report to Cabinet of the 23rd May 2013 setting out the proposed operating model for neighbourhood working included a proposal “that the primary role and function of the Constituency Committee will be to develop and agree a Constituency Plan for the area. This Constituency Plan will draw on robust data, including feedback from previous consultations, and the knowledge, expertise and experience of all Ward Members, partners and community groups as well as the Constituency Committee members themselves.”
- 1.2 As part of the same report, it was stated that the agreed devolution of £200,000 identified in the Council’s budget for 2013-14 for the constituency working model would be allocated on the basis of £50,000 per constituency area to ‘kickstart’ work on the new model with a focus on tackling inequalities. A more recent report to Cabinet (10<sup>th</sup> October 2014) agreed a further amount of £100,000 (£25,000 per area) to be devolved to the Constituency Committees for public health initiatives from a non-recurrent underspend identified within the public health grant for 2013-15. The Wirral West Constituency Committee is therefore being asked to determine expenditure in relation to a total of £75,000 by the end of the 2013-14 financial year.
- 1.3 This report sets out considerations and proposes an approach to identifying priorities for the remainder of 2013-14 for the Wirral West Constituency Committee and for developing a budget expenditure process in respect of the monies that have been allocated to the Constituency Committee.

## **2.0 CONSIDERATIONS – WIRRAL WEST CONSTITUENCY PRIORITIES**

2.1 Neighbourhood Plans relating to the Council's 11 Area Forum areas were produced by the Council in 2011 further to a public consultation exercise. For those areas within the Wirral West constituency 'footprint' these plans highlighted a range of local issues, including:

- Neighbourhood issues (for example, anti-social behaviour; activities for children and young people; dog fouling, street cleansing);
- Road maintenance and road safety;
- Availability of and access to employment, training and skills opportunities;
- Access to health and social care provision.

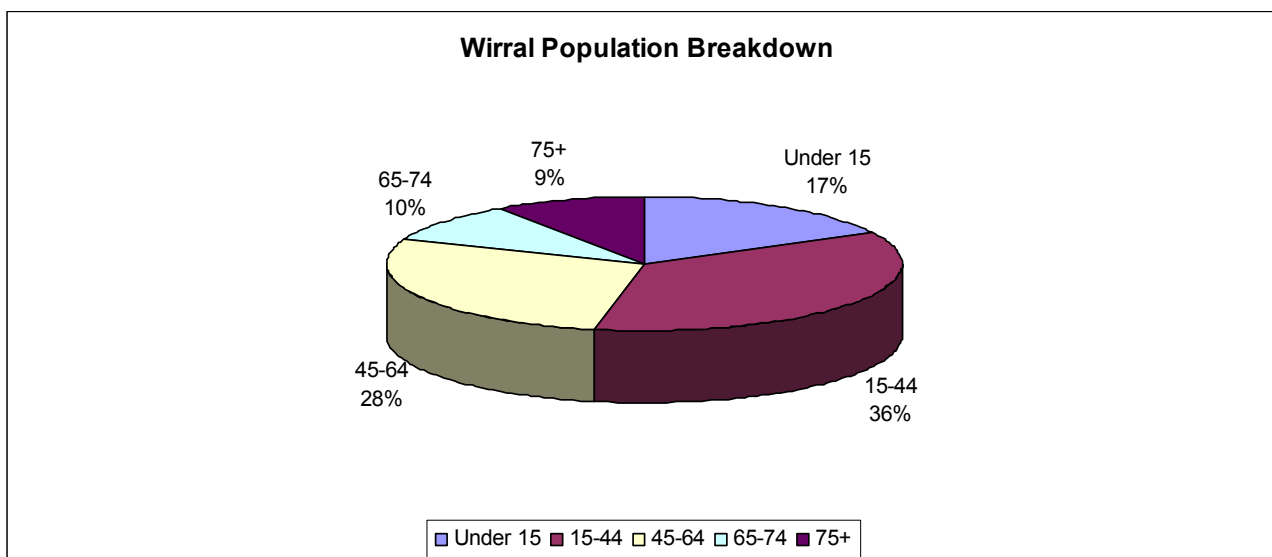
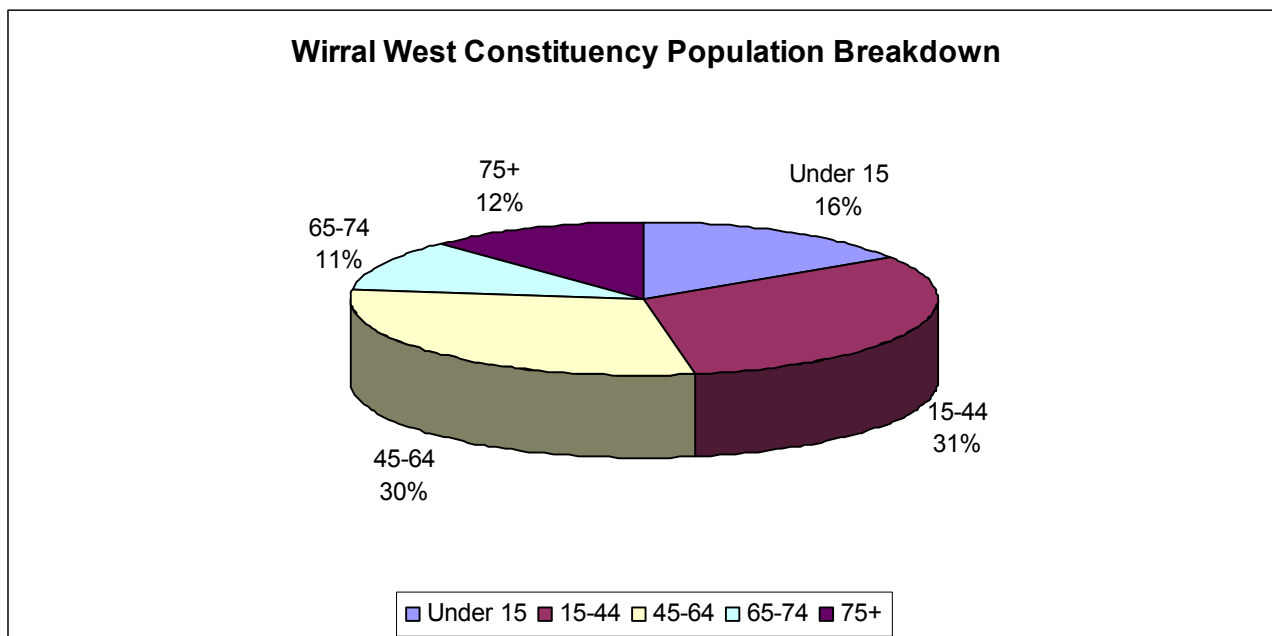
2.2 A workshop held with Wirral West councillors in July reaffirmed that these overarching issues are still valid whilst recognising that some of the detail may have changed. This workshop was as a key opportunity to gather the knowledge, expertise and experience of all West Wirral councillors regarding current priorities and needs of the Wirral West area.

2.3 Since taking up post in July, the Constituency Manager has engaged with local groups, councillors, Council services and partners to explore and discuss issues for the Wirral West area further to the initial points raised by councillors at the workshop mentioned in 2.1 and the content of the earlier Neighbourhood Plans. This engagement has highlighted:

- Resident concerns about a range of streetscene issues and maintaining the local environment given the backdrop of the Council's financial challenges;
- The impact of the Open returning to Hoylake in 2014 and the proposals for a golf resort;
- Finding further ways of encouraging local employment opportunities, e.g. mentoring or work experience for younger people;
- Ensuring that there is focus on working together to maximise diversionary activities for young people to prevent anti-social behaviour;
- Ensuring that access to health and other services for older people and those who are vulnerable is effective and takes into account the support available from other organisations;
- The role that the community currently plays in delivering solutions and maximising local assets in all areas of Wirral West and has the potential to further develop, whilst recognising that accessing funding and other support is challenging.

2.4 Work is also being undertaken by the Public Health Intelligence Team to develop detailed profiles for each constituency area. The Wirral West constituency profile will be made available to support the approach proposed in section 4.0 of this report and

the development of a longer-term Constituency Plan for 2014 onwards. The profile will provide an up to date starting point for assessing local needs in Wirral West, and any particular challenges or disadvantages faced by communities in the constituency area. An example of the type of analysis that will be included in the profile is provided overleaf in respect of comparing the population breakdown for Wirral West to Wirral overall. This shows a number of differences, e.g. that the older population in Wirral West is proportionately higher than Wirral as a whole.



2.5 As well as the constituency profile developed by Public Health, work will also be undertaken to ensure that data used by partners to set their priorities is made available to support the further discussions of the Constituency Committee and the proposed approach set out in 4.0 of this report.

### **3.0 CONSIDERATIONS - BUDGET EXPENDITURE PROCESS**

3.1 As set out in 1.2 above, the Wirral West Constituency Committee is being asked to determine expenditure in relation to a total of £75,000 by the end of the 2013-14 financial year.

3.2 Based on initial feedback from councillors, there are a number of principles that will be key to determining a budget expenditure process relating to these monies, i.e. that:

- Expenditure should be determined in line with clearly identified priorities;
- Ideas and views from the community and members of the Constituency Committee as to how these priorities should be addressed and what activities should take place should be integral to the process;
- The process put in place should be straightforward and robust, with a focus on quality assurance and a clear criteria for assessing the suitability of any proposals made;
- Taking into account the need for good governance, transparency and accountability, consideration should be given as to whether a small proportion of the monies available should be allocated on a more flexible basis, i.e. to solve local issues in a very responsive, timely way.

3.3 It is also recognised that the Council has experience and learning to build on in respect of previous approaches to allocating Area Forum funding and this will be taken into account. It is also proposed that elements of best practice and what works elsewhere will be helpful in developing the budget process, and in ensuring community involvement.

### **4.0 PROPOSED APPROACH**

4.1 Further to the consideration of the information set out in sections 2 and 3 of this report, councillors are asked to consider the following options for developing Wirral West constituency priorities and the budget expenditure process for 2013-14, i.e. that either:

4.1.1 A workshop session is scheduled for all councillors on the Wirral West Constituency Committee, and other stakeholders as appropriate e.g. prospective community representatives and partners, to discuss the constituency profile, priorities for the remainder of 2013-14 and the budget expenditure process and that this forms the basis of recommendations to be discussed at the next formal meeting of the Constituency Committee; or

4.1.2 A smaller 'task and finish' group (one member per ward and 2 prospective community representatives, supported by the Constituency Manager and partners acting in an advisory capacity) is established to undertake these discussions and make recommendations to the next formal meeting of the Constituency Committee in December.

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

5.1 Community representatives will be part of the Constituency Committees and the voluntary, community and faith sector will be integral to constituency working.

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

6.1 This report has implications for the expenditure of budget allocated to the Wirral West Constituency Committee.

## **7.0 LEGAL IMPLICATIONS**

7.1 This report has no legal implications.

## **8.0 EQUALITIES IMPLICATIONS**

8.1 A Phase 1 EIA has been completed for the Neighbourhood Working Model and this can be found at <http://www.wirral.gov.uk/my-services/community-and-living/equalitydiversity-cohesion/equality-impact-assessments/eias-2010/corporateservices>

## **9.0 CARBON REDUCTION IMPLICATIONS**

9.1 This report may have carbon reduction implications dependent on the priorities identified by the Wirral West Constituency Committee.

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

10.1 This report may have planning and community safety implications dependent on the priorities identified by the Wirral West Constituency Committee.

## **11.0 RECOMMENDATIONS**

11.1 Constituency Committee members are asked to:

- Agree that the considerations set out in sections 2 and 3 of this report provide an appropriate starting point for further developing Wirral West constituency priorities and the budget expenditure process for 2013-14;
- Agree their preferred option for undertaking this further development, i.e. that either:
  - A workshop session is scheduled for all councillors on the Wirral West Constituency Committee, and other stakeholders as appropriate e.g. prospective community representatives, to discuss the constituency profile, priorities for the remainder of 2013-14 and the budget expenditure process and that the discussions at this workshop form the basis of recommendations to be discussed at the next formal meeting of the Constituency Committee; or
  - A smaller 'task and finish' group (one member per ward and 2 prospective community representatives, supported by the Constituency Manager and partners acting in an advisory capacity) is established to undertake these discussions and make recommendations to the next formal meeting of the Constituency Committee in December.

## 11.0 REASON/S FOR RECOMMENDATION/S

11.1 The recommendation at 11.1 is in respect of taking forward the functions of the Wirral West Constituency Committee in respect of developing a Constituency Plan and in determining budget expenditure allocated to the Committee.

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## APPENDICES

N/A

## REFERENCE MATERIAL

N/A

## SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council – Budget	5 <sup>th</sup> March 2013
Cabinet – Neighbourhood Working – Proposed Operating Model	23 <sup>rd</sup> May 2013
Cabinet – Public Health Outcomes Funding	10 <sup>th</sup> October 2013