



Constituency Committee - Wirral South

Date:	Wednesday, 25 June 2014
Time:	6.00 pm
Venue:	Mayer Hall, The Village, Bebington, Wirral, CH63 7PL

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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 OF THE LAST MEETING OF THE COMMITTEE (Pages 1 - 10)

To approve the accuracy of the Minutes of the meeting of the Committee held on 26 February 2014.

3. COMMUNITY REPRESENTATIVE UPDATE

The Committee will be updated on the progress made in relation to the most recent recruitment drive (open from 23 May – 13 June 2014).

4. WIRRAL SOUTH PRIORITIES, SPEND AND BUDGET UPDATE 2014/15 (Pages 11 - 20)

This report by the Constituency Manager provides the Committee with an update on the proposed Priorities for Wirral South, its confirmed allocated budget and any spend so far in 2014/15.

5. CONSTITUENCY COMMITTEE HANDBOOK UPDATE (Pages 21 - 42)

The Constituency Manager will provide an update on progress made since 26 February 2014.

6. WIRRAL SOUTH HEALTH AND WELLBEING FUND UPDATE (Pages 43 - 56)

This report by the Constituency Manager provides the Committee with an update on the progress of and the response to the above grants programme. The report also outlines the decisions made regarding successful applications.

7. INDIVIDUAL ELECTORAL REGISTRATION (Pages 57 - 78)

This report by the Director of Public Health/Head of Policy and Performance outlines the changes underway to the way in which residents are identified on the electoral register. The report provides a brief overview of the work associated with the changes and what it means for the residents of Wirral.

8. PARKING ON PAVEMENTS/VERGES UPDATE

At its meeting on 26 February 2014 the Committee was asked to consider a report in relation to parking on pavements and grass verges (Minute No. 22 refers). It was resolved:

‘That this Committee looks forward to working with Highway Officers to tackle the problem of parking on pavements and grass verges and they be invited to attend the next meeting to progress this’.

As such relevant Officers have been invited to outline any progress/future projects in relation to this matter.

9. UPDATE FROM MERSEYSIDE POLICE

To receive an oral report from the Neighbourhood Inspector, Ross Meredith.

10. UPDATE FROM THE MERSEYSIDE FIRE AND RESCUE SERVICE

To receive an oral report from Station Manager, Sean McGuinness.

11. PUBLIC QUESTION AND ANSWER SESSION (APPROXIMATELY 20 MINUTES)

Although it is possible to forward pre-notified questions to the Constituency Manager, questions will also be answered on the night via the Chair.

12. ELECTION OF CHAIR AND VICE-CHAIR FOR THE NEXT MEETING PLUS DISCUSSION OF ITEM RAISED AT THE LAST MEETING OF THE COMMITTEE REGARDING ELECTING A CHAIR FOR THE WHOLE OF THE MUNICIPAL YEAR

Minute No. 26 (Resolution 1) of the Committee meeting on Wednesday, 26 February 2014 suggested that a discussion take place to decide if appointing a Chair for the pursuing Municipal Year was a more appropriate option rather than appointing a rolling Chair for each Committee meeting.

The Committee is invited to appoint a Chair and Vice-Chair for the next Committee (depending on the outcome of the above discussion) the next Committee meeting is scheduled for Wednesday, 8 October 2014.

13. URGENT BUSINESS APPROVED BY THE CHAIR

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

14. DATE OF NEXT MEETING

The Committee is reminded that its next meeting will be held at 6pm on Wednesday, 8 October 2014 at Mayer Hall, Bebington.

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CONSTITUENCY COMMITTEE - WIRRAL SOUTH

Wednesday, 26 February 2014

Present: Councillor P Gilchrist (in the Chair)

Councillors T Harney C Povall
A Hodson W Smith
K Hodson A Sykes
C Muspratt J Walsh
S Niblock I Williams
KJ Williams

Apologies Councillors P Kearney L Rowlands
D Mitchell

16 **WELCOME**

The Chair welcomed everyone to the meeting and informed that Councillors A Hodson and A Sykes had given him their apologies as they would not be able to stay for the whole meeting due to a prior engagement. If any member of the public had a question for either one of them, arrangements would be made to obtain a response(s) outside of the meeting.

17 **MEMBERS' CODE OF CONDUCT - DECLARATIONS OF INTEREST**

Councillor S Niblock declared a non pecuniary interest in Item No. 6 on the agenda – Pavements and Grass Verge Parking – Update Report (Minute No. 22 refers) as the update to be reported included issues experienced in the road where he lived.

18 **MINUTES**

RESOLVED:

That the Minutes of the meeting of the Committee held on 18 December 2014 be confirmed as a correct record.

19 **CONSTITUENCY COMMITTEE PRIORITIES AND SPEND UPDATE
(COUNCILLOR PHIL GILCHRIST)**

Further to Minute No. 12 of the last meeting of the Committee held on 18 December 2013, a report by the Wirral South Constituency Manager set out

the progress made in relation to priorities and processes regarding the Committee's budget for 2013/14.

The Constituency Manager reported that since the Committee's last meeting, the allocation of funding from Public Health had increased. On 10 December 2013 the Director of Public Health had presented a report to the Cabinet recommending a further £100,000 be "...administered through the Constituency Committees" aimed at supporting the voluntary sector in Wirral (Cabinet Minute No. 120 refers).

Consequently, the Committee was now responsible for administering the original £25,000 provided by Public Health and the further £25,000 'Voluntary Sector Support Fund' as well as the kick start grant of £50,000 provided by the Council. A full breakdown of the Committee's allocated budget of £100,000 was set out at Appendix 1 to the report.

Members were informed that the 'Priority Setting' Task and Finish Group had met for the second time on 30 January 2014 and had discussed the new allocation (Voluntary Sector Support Fund) at length. The criteria for the Fund stated that a transparent funding exercise be administered (by the Constituency Committees) to consider requests of up to £3,000 from the voluntary Sector only. The Group had proposed that the originally allocated £25,000 from Public Health could also be rolled into the allocation process outlined in the report. This £25,000 would not simply be available to the voluntary sector. It was also proposed that this element of the funding would also carry a cap of £3,000 to encourage a wide ranging cohort of applicants, covering as much of the Wirral South Constituency footprint as possible.

The Committee was informed that in depth documents detailing the mechanics of the £50,000 total grants programme would be presented to all Wirral South Members in March 2014 for approval (e.g. application form, terms and conditions). All successful applicants would need to clearly demonstrate how their project contributed towards the achievement of indicators from the Department of Health's Public Health outcomes framework which was set out at Appendix 2 to the report.

The 'Priority Setting' Task and Finish Group had highlighted the importance of mobilising interest in any such grants programme. It had been agreed that a drop in/workshops would be held in each ward throughout the application process. These sessions would not only offer practical help with completing application forms but would serve as a forum for any unanswered questions groups and individuals may have.

It was hoped that if recommendations set out in the report were agreed the grants programme could be released on 1 April 2014. Following the completion of a five week application window the requests received would then be assessed and decisions made on funding allocation. All Members

would be invited to the assessment session (mid May). Successful applicants could then be informed and proposed projects announced at the first Committee meeting of 2014/15 Municipal Year (25 June 2014).

Members noted that if all applicants were given nine months to spend their allocation then a full programme review could be presented to the final Constituency Committee of 2014/15. This review would clearly demonstrate the impact that the funded projects had on the objectives highlighted in Appendix 2.

RESOLVED: That

- (1) the progress made in relation to the allocation and spend of the previously agreed £10,000 per ward be noted;**
- (2) the proposal of the 'Priority Setting' Task and Finish Group to carry out a grants programme, administering a total of £50,000 contributing towards the achievement of indicators from the Department of Health's Public Health Outcomes Framework at Appendix 2 to the report be agreed;**
- (3) the grants programme be launched on 1 April 2014 and the principles agreed by the Task and Finish Group, aimed at ensuring the broadest geographical and social spread of the funding, be approved; and**
- (4) following a five week application window the 'Priority Setting' Task and Finish Group be requested to meet again and invite all Wirral South Members to attend to assess all applications received.**

20 COMMUNITY REPRESENTATIVE RECRUITMENT PROCESS - ORAL UPDATE (FERGUS ADAMS, CONSTITUENCY MANAGER)

Further to Minute No. 11, the Constituency Manager provided the Committee with a progress to date report on the Community Representative Recruitment Process. At the last meeting on 18 December 2013 the Committee had agreed to carry out a review of the recruitment process in an attempt to make it more robust and to ensure the Committee co-opted people with appropriate skills and experience to assist its discussions. It was intended that the priorities would be established in April 2014 to allow recruitment to progress. It was anticipated that co-options could be made so that co-optees would attend their first meeting on 25 June 2014.

There could be a formal recruitment process put in place and the application form for those interested in being co-opted would reflect the Council's job

application form. Any decision to co-opt onto the Committee would be scrutinised.

A discussion ensued and a Member reminded the Committee that it had also been agreed that representatives from recognised organisations and charities who had an interest in the various matters the Committee was scrutinising would be invited to make nominations. Any co-optee would also be expected to report back to the organisation that had nominated them on the Committee's work.

Members considered that it was important that it co-opted people who represented the local community and that this be included in the Constituency Committee Handbook.

RESOLVED:

That the progress made on the Community Representative Process be noted.

21 **CONSTITUENCY COMMITTEE HANDBOOK DEVELOPMENT TASK AND FINISH GROUP ORAL UPDATE (FERGUS ADAMS, CONSTITUENCY MANAGER)**

A Constituency Committee Handbook was being developed which would set out the role and remit of the Committee (Terms of Reference), arrangements for appointing community representatives etc. The aim was to have a working document of guidance available for reference. A Task and Finish Group was working on the detail and the second draft had been circulated to all Members and their comments sought. Comments received would be discussed at the next meeting of the Task and Finish Group.

The Constituency Manager informed the Committee that it was hoped that the Handbook would be ready by the first Committee meeting in the next Municipal Year (25 June 2014). It would be made available in hard copy, online and in One Stop Shops etc.

RESOLVED:

That the progress made in respect of the Constituency Committee Handbook be noted and further progress on this document be reported to Members in advance of the next meeting.

22 **PAVEMENTS & GRASS VERGE PARKING - UPDATE REPORT (COUNCILLOR JERRY WILLIAMS)**

The Committee received a report in respect of pavement and grass verge parking which had been referred to it from the Regeneration and Environment

Policy and Performance Committee at its meeting on 27 January, 2014 (Minute No. 34 refers) where it had agreed that it should be considered by each of the Constituency Committee.

The Chair and Councillor J Williams explained the issues that had been raised at the Regeneration and Environment Policy and Performance Committee. The high number of enquiries that were made to Streetscene indicated the extent of the problem across Wirral, particularly in areas with narrow streets and no off road parking.

Members were concerned over the number of complaints they received about motorists parking on pavements and grass verges. Parking on pavements was dangerous as people had to step into the road to get passed. This was particularly hazardous for the elderly and people pushing prams. Parking on pavements and grass verges affected the surfaces of the pavements and churned up the grass verges so that they looked unsightly. Consequently, maintenance work was required and it proved costly. However, it was noted that it was possible for the Council to invoice people for the repairs needed if it could prove who had caused the damage.

It was reported that there had been so many complaints received in Bebington about parking on pavements and grass verges that a scheme had been introduced in an attempt to try to reduce them.

It was noted that the police were able to take enforcement action if a vehicle was causing an obstruction.

RESOLVED:

That this Committee looks forward to working with Highway Officers to tackle the problem of parking on pavements and grass verges and they be invited to attend the next meeting to progress this.

23 **PUBLIC QUESTIONS AND ANSWER SESSION (APPROXIMATELY 20 MINUTES)**

Members and members of the public in attendance raised the following questions/comments.

Question 1

A Member asked why updates on Police issues and activities and on Fire and Rescue Service issues and activities had not been included on the agenda. He informed that he considered that the Police and Fire and Rescue Service representatives should be sitting at the table with Members and not with the public.

Question 2

A representative of Wirral 3Ls (Leisure, Laughter & Learning for the (mainly) over-50s) who operated out of Bebington Civic Centre asked why his organisation had not been consulted on a proposal to take the Civic Suite out of use and convert it into office space for Council Offices attached to the Wirral South Constituency Committee. Wirral 3Ls used the facility six days a week. He now understood that this was now unlikely to happen but sought assurances that the Civic Suite was not now intended to be used for this purpose.

The Assistant Chief Executive was in attendance at the meeting and confirmed that the proposal would not be proceeding. He apologised for the way Wirral 3Ls had found out about the proposal and explained that it had been the result of a misunderstanding between officers which had now been rectified.

Eventually there would be a number of Neighbourhood staff working in the local community but for now they would remain at Wallasey Town Hall. The three buildings (Mayer Hall, Pennant House and the Clock Tower) at the centre of the Bebington conservation area would not be disposed of by the Council. It was noted that improvements to these buildings were needed.

A Member thanked Wirral 3Ls for the wonderful job it did in the Civic Centre. He also thanked the 'Friends' Group who looked after the three buildings mentioned above and informed that there may be funding available to access from English Heritage for improvement works. English Heritage had highlighted Wirral's Conservation Strategy as an example of good practice in its recent Newsletter.

Question 3

Mr Johnson asked why this meeting was being held on the same evening as the Police's 'Have Your Say' meeting which meant he had been denied the opportunity to attend both.

Ross Meredith, the Neighbourhood Inspector based at Bromborough, informed that in future there would not be any more meeting clashes. The Police and the Council would co-ordinate their meeting Calendars.

Inspector Meredith also informed that the Police meeting scheduled for this evening was not a 'Have Your Say' meeting but an opportunity to meet the local Police Constable at his Police Surgery.

Question 4

Mr Boyd was concerned about the possible Committee co-optees. He asked that careful consideration be given to how co-options were made. He considered that a too involved process could put people off applying.

Question 5

Mr Wright (Heswall Together) enquired about the progress of the 'Love Wirral Grants'.

The Constituency Manager reported that the Love Wirral grants were not administered by the Committee. The funding was a set amount administered by the Council. The funding had not yet been signed off by the Leader of the Council. Applicants who were successful would receive a letter from the Council's Communications Team, informing them of this and the date when they could expect the grant to be in their bank accounts. Also, a list of the successful applicants would be published on the Council's website in due course.

Question 6

£1.3m was being spent by the Council on roads, grass verges and pavements. Could some of it not be used to provide car parking spaces.

There were massive cost implications in respect of this as sometimes the drainage had to be altered. It was estimated that to put in a pull in would cost over £50,000.

Members noted that when streets had been built there had been no expectations that in the future people would have cars. They had not been designed for vehicle use. It was often difficult for emergency vehicles to gain access and people were put at risk as a consequence.

Question 7

Representations were made that ward Members had been invited to a meeting on 25 February 2014 to discuss issues relating to the bedroom tax. They had not attended and had not sent their apologies.

In January 2014 the Government had announced that bedroom tax cuts to housing benefit should not have been applied to some people. The loophole applied to people who had been claiming housing benefit continuously for the same home since 1 January 1996. All the money cut from their housing benefit from 1 April 2013 to 2 March 2014 should be refunded into their rent accounts. The Council would need to contact people about this if it

checked its records and agreed a mistake had been made. What progress had the Council made with this?

The issue related to people who may qualify for a refund. The Council was undertaking some research to identify people but it had incomplete records, it was a complex process and people were being encouraged to come forward and let Officers know if they considered that they were entitled to a refund. The Council was in the process of making refunds.

The Chair apologised for Members not attending the meeting on 25 February 2014. It had not been possible because they had been attending the Budget Council meeting which had been held on the same evening.

24 **FIRE AND RESCUE SERVICE AND POLICE REPORTS**

Fire and Rescue Service

Alan Fletcher, the Station Manager for Heswall and Bromborough introduced himself and informed of the service actions he was putting in place to target vulnerable groups. He also informed that there would be an Open Day on Thursday, 24 April 2014 at Heswall Fire Station which would highlight home safety.

The Station Manager provided a progress report on the Princes Trust Programme. The Fire and Rescue Service was a delivery partner of the twelve weeks 'Team' Personal Development Programme for 16 -25 year olds. The current cohort of twelve was half way through the course and another course was due to commence in May 2014.

The Station Manager told the meeting that a Cadet course was planned. Wirral Fire Cadets was a long term comprehensive education and development scheme aimed at young people aged 14-18, allowing participants to take part in Fire and Rescue led activities at a local fire station one evening per week.

The Station Manager told the meeting that operational crews were now on a new shift pattern and were hoping to interact more with community groups.

The Station Manager reported that Safe Havens had been introduced at all community fire stations on Wirral, including Heswall. The initiative, approved by Wirral Community Safety Partnership, meant that community fire stations across Wirral were designated as Safe Havens.

Community fire stations, identified by an illuminated Safe Haven sign that could be seen at night, were accessible to members of the public who felt threatened, intimidated or at risk. They also provided those individuals with

the opportunity to report Hate Crime or Domestic Violence should they feel that this action was appropriate.

The Committee was also provided with an update on youth development and informed that land next to the Fire Station in Exmouth Street, Birkenhead was to be used for a Youth Hub. This would be a project very similar to the one in Toxteth providing excellent facilities for young people.

A Member had visited a Youth Hub in Wigan and reported on the superb facilities it had for youngsters. It was hoped that Merseytravel would introduce cheap rail tickets to and from the hub which would be open from early in the morning until late at night.

The Committee noted that all the works on the Youth Hub could not yet be completed as there was a funding shortfall. The Fire and Rescue Authority had provided the land but the cost of the building was reliant on a charity that had provided Youth Hubs elsewhere in the country. However, real efforts were being made to generate funding to build the Youth Hub.

Police

Inspector Ross Meredith informed that he would be available after the meeting to speak to anyone who had any policing issues they wished to raise with him. He reported that the Wirral South constituency footprint was the safest place to live and work in Wirral. There had been 248 fewer crimes than at this time last year.

Wirral was suffering a major spate of burglaries of all types. It was suspected that criminals were visiting from outside the area. Merseyside Police was working with Cheshire Police's Burglary Team and British Transport Police on this, as some of the burglaries matched the pattern of train lines. Burglaries tended to occur during the afternoon/early evening and the vast majority were opportunist in South Wirral.

Inspector Meredith provided the Committee with the detail of a number of recent crimes committed in the South Wirral area. These included:

- An incident with a knife at Bargain Booze in Hoylake.
- Thefts from vehicles in the Heswall area and a reminder not to leave SatNavs attached to the window when a vehicle was parked up.
- House burglaries and a reminder not to leave house keys close to doors.
- Thefts of vehicle number plates. The Police had anti-theft screws (funded by Halfords) available.
- Nuisance youth activity in New Ferry – harassing the public to buy them alcohol.

A Member reported on the 'Couple with a Copper' initiative underway in Cardiff where free tea/coffee was provided and the public encouraged talking to local Police Officers.

RESOLVED:

That the reports of the representatives of the Fire and Rescue Service and the Police be received.

25 **CLATTERBRIDGE HOSPITAL**

A Member raised the matter of oncology being moved to the Royal Liverpool University Hospital and enquired which healthcare services would be left at Clatterbridge Hospital.

Members agreed that this would be discussed when the Committee considered the Constituency Committee Handbook and drew up its Work Programme with dates for completing its various tasks and actions.

The Committee considered that if it invited representatives from the Police and Fire and Rescue Service to attend its meetings, perhaps it would be appropriate to also invite a representative from the Health Service.

26 **APPOINTMENT OF CHAIR AND VICE-CHAIR FOR THE NEXT MEETING**

A Member told the Committee that he did not think that the practice of having a rolling Committee Chair worked very well and perhaps a more permanent Chair was required for the Committee in future.

RESOLVED: That

- (1) the Political Groups be requested to discuss whether the Committee should have the same Chair for each meeting in the new Municipal Year or continue to elect a different Chair for each of its meeting, and try to reach a consensus on it; and in the meantime**
- (2) Councillor S Niblock be elected Chair and Councillor C Povall be elected Vice-Chair for the meeting of the Committee scheduled for 25 June 2014.**

WIRRAL COUNCIL

WIRRAL SOUTH CONSTITUENCY COMMITTEE

25 JUNE 2014

SUBJECT:	WIRRAL SOUTH PRIORITIES, SPEND & BUDGET UPDATE 2014/15
WARD/S AFFECTED:	<ul style="list-style-type: none"> ▪ <u>BEBINGTON</u> ▪ <u>BROMBOROUGH</u> ▪ <u>CLATTERBRIDGE</u> ▪ <u>EASTHAM</u> ▪ <u>HESWALL</u>
REPORT OF:	CONSTITUENCY MANAGER (WIRRAL SOUTH)
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR GEORGE DAVIES NEIGHBOURHOODS, HOUSING & ENGAGEMENT
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 This report details the proposed priorities for the Wirral South Constituency Committee for 2014/15 and beyond. This report also details the confirmed budget for 2014/15 and progress on spend thus far.

2.0 CONFIRMED BUDGET 2014/15

2.1 At its meeting on 25 February 2014, Council agreed to fund the four Constituency Committees with £50k each. This was to “enable the new approach to Neighbourhood Working to be further developed.”

2.2 On 13 March 2014 Cabinet approved a report covering the greater Local Transport Capital Funding and the Integrated Transport Block (ITB) programme for 2014/5. This report proposed an allocation of £77,750 for each Constituency Committee. Recommendation 13.1 requests discussion be had and a decision made by the Constituency Committee on how spend against this fund is allocated. Appendix one gives examples of the various ways this money could be spent and approximate costs of any such schemes.

2.3 Wirral Health and Wellbeing Fund. £50k in total has been allocated to the Wirral South Constituency Committee. This is being administered via the aforementioned fund and details can be found in the separate report entitled 'Wirral South Health and Wellbeing Fund' presented to the Wirral South Constituency Committee 25 June.

2.4 At its second meeting on 18 December 2013 Wirral South's Constituency Committee approved £10K be allocated to each of the five wards (minute 12 - resolution 1 refers). The agreed £10k per ward was to be spent upon a number of improvement ideas developed by elected members. As of 31 March 2014 £38,720.50 remained to be spent of this £50K. This amount was carried over into 2014/15 and those Elected Members with a balance are currently working with the Constituency Manager to deliver various projects utilising said budget.

2.5 Your Wirral Fund

2.5.1 Your Wirral funding has been devolved to the Constituencies Committees for 2014/15. It is a small grants programme that has been in operation since 2007. It is a strand of the Community Fund that came into being as a result of the Value Added Tax (VAT) return generated by the housing stock transfer from Wirral Council to Wirral Partnership Homes, now Magenta Living. From November 2007 to October 2012 a total of £1,835,585.85 was spent supporting 783 groups for projects and activities across Wirral. The fund has been dormant for the last financial year.

2.5.2 Grants are available to voluntary and community sector (not for profit) groups across Wirral. The Fund rests with Magenta Living. A Joint Working Group acts an accountable body for the Fund and is composed of representation from Wirral Council, Magenta Living, elected members and Board members of Magenta Living. Previous applications were evaluated by representatives from Magenta Living and Wirral Council then signed off for payment or withdrawn by the Joint Working Group. Payments were made to successful groups by Magenta Living.

2.5.3 A total of £250,000 is available for 2014/15. The amount allocated is determined by the number of Magenta Living housing units within each Constituency (outlined below). £50,000 is available for projects or activities that are delivered in two or more constituencies or across Wirral.

Area	Number of units	Allocation
Birkenhead	4683	£75,000
Wallasey	3214	£50,000
Wirral West	2430	£40,000
Wirral South	1888	£35,000
Wirral Wide	12215 (Total)	£50,000

2.5.4 To be eligible for funding, applications must fit within one or more of the seven themes, which were agreed by the Joint Working Group in line with the charitable objectives of the Community Fund Deed they are:

1. Creating an attractive and safe environment
2. Contributing to community economic regeneration
3. Preventing crime or reducing the fear of crime
4. Providing employment and training for local people
5. Benefiting local people who face discrimination
6. Improving community facilities
7. Engaging communities to improve quality of life

2.5.5 Conditions of funding

2.5.6 To ensure that the conditions of the Community Fund deed are not compromised the following conditions must be adhered to:

- All applications for funding must fit within the 7 themes but Constituency Committees may prioritise a particular theme;
- The same application form is to be across all Constituencies;
- The same assessment process of applications is to be used across all four Constituencies;
- Assessment will take place via a panel or equivalent with representation from Magenta Living; Constituency Committees may determine the make up of the panel;
- Constituency teams will advertise, arrange payments and monitor projects;
- All materials must display the Your Wirral, Magenta Living and Wirral Council logos;
- Individual grants must not exceed £2,500;
- The activity must take place within the boundaries of Wirral.

2.5.7 The Your Wirral fund will remain open all year until the allocation is spent. An online application form will be developed to save administration time and support will be provided for residents that do not have internet facilities or have difficulty completing the application form (with hard copies available). Wirral Council will pay successful groups and claim back the money quarterly from Magenta Living. An evaluation report will be presented to the Joint Working Group at the end of the funding. Currently there is no confirmation that the fund will be available in the forthcoming financial year (2015/16).

2.5.8 The application form and terms and conditions are currently being revised and an assessment template devised based on guidance from Internal Audit; the final versions of which will be signed off by Magenta Living.

2.5.9 Proposed process

2.5.10 Wirral South Constituency Committee chooses all seven themes (2.5.4).

2.5.11 The fund launches across the borough the week commencing 28 July 2014 (after this cycle of Constituency Committees has taken place).

2.5.12 Whilst the fund must remain open, 'cut off' dates will be advertised for each Constituency by which applications need to be received to be considered for the next respective Constituency Committee meeting; also allowing time for a 'Your Wirral' Task & Finish Group to meet to consider applications and make recommendations to the Committee.

2.5.13 The Constituency team will review all applications for eligibility and robustness.

2.5.14 The 'Your Wirral' Task & Finish Group, to which all members of the Constituency Committee will be invited, together with a representative from Magenta Living, will meet to review and discuss all eligible applications and draft recommended allocations for consideration by the next available (Wirral South) Constituency Committee.

2.5.15 Borough-wide applications will again have a 'cut off' point that is in line with the Constituency Committee cycle of meetings. A Task and Finish Group consisting of the Chair or Deputy Chair of each Constituency Committee (unless there is a conflict of interest in which case another elected member from that Committee will be nominated) and a representative from Magenta Living, supported by a Constituency Manager, will consider all borough-wide applications. The Group's recommendations will be signed off by the Cabinet Member for Neighbourhoods, Housing & Engagement.

2.6 Breakdown of confirmed budget for 2014/15:

- Core Budget (2.1)
£50K
- Local Transport Capital Funding and the Integrated Transport Block (2.2)
£77,750
- Wirral Health and Wellbeing Fund (2.3)
£50K
- Remainder of Core budget from 2013/14 (2.4)
£38,720.50
- Your Wirral Fund (2.5)
£35K

Total Budget 2014/15: **£251,470.50**

3.0 CONSTITUENCY COMMITTEE PRIORITIES 2014/15

3.1 On Wednesday 9 April Wirral South's Elected Members were invited to attend a priority setting session. The objective of this session was to produce a set of proposed themes that could be presented at the first Wirral South Constituency Committee of 2014/15 for consideration. The discussions should also explore proposals for the allocation of the Committee's confirmed core budget for 2014/15.

3.2 At its meeting on 25 February 2014, Council agreed to fund the four Constituency Committees with £50k each. This was to "Enable the new approach to Neighbourhood Working to be further developed." Elected Members at the

aforementioned priority setting session (3.1) discussed how to allocate the £50K budget. 3.2.1 (below) outlines the proposed priorities and their proposed allocation of core budget.

3.2.1 It was proposed that each of the three priorities below should be allocated £15k each, thus leaving £5k of core budget remains to support various engagement initiatives:

- Improved Open Spaces; to increase the number of green flag parks in Wirral South year on year
- Gaps in Youth Provision; to work with the internal and external partners to identify and rectify any existing gaps in provision of youth services in Wirral South
- Tackle Social Isolation; Identify the various groups affected by social isolation in Wirral South, establish the evident gaps in provision throughout the Constituency and aim to either support existing providers or commission a new piece of work

4.0 RELEVANT RISKS

4.1 Failure to agree project spend expediently may result in a loss of funding allocation in future years.

5.0 OTHER OPTIONS CONSIDERED

5.1 Careful consideration has been given to the best way to distribute this funding to help tackle the Constituency's priorities.

6.0 CONSULTATION

6.1 Existing evidence from the Wirral South Profile Document (produced by Public Health) has been used to inform the formulation of Wirral South's priorities. Feedback from communities to Elected Members has also factored into the priority setting process.

7.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

7.1 The overarching proposed model for neighbourhood working will strengthen the Council's relationship with the voluntary and community sector.

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

8.0 RESOURCE IMPLICATIONS: FINANCIAL; IT; STAFFING; AND ASSETS

- 8.1 This report has implications for the expenditure of budget allocated to Wirral South Constituency Committee.
- 8.2 Funding may assist in greater use of and/or access to community assets.

9.0 LEGAL IMPLICATIONS

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

10.0 EQUALITIES IMPLICATIONS

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

Yes an impact review can be found at the link below (Progressing Neighbourhood Working). A specific EIA related to the grants fund itself will be carried out should the relevant recommendation be approved.

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

11.0 CARBON REDUCTION IMPLICATIONS

- 11.1 None

12.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

- 12.1 This report may have positive community safety implications dependent upon the allocation of spend determined by the Constituency Committee.

13.0 RECOMMENDATION/S

It is recommended that:

- 13.1 One Elected Member per ward is nominated to sit on a task and finish group to discuss directly with colleagues from Road Safety the various options for spending the Local Transport Capital Funding and the Integrated Transport Block (ITB) programme budget of £77,750. Said task and finish group will report their proposals to the next Wirral South Constituency Committee (8 October 2014) with a view to commencing work shortly thereafter.
- 13.2 Members continue to work with the Constituency Manager to spend the remaining core budget for 2013/14 as expediently as possible.
- 13.3 Note the establishment of the 'Your Wirral' fund and its associated processes..

13.4 Members approve the three themed priorities (3.2.1 above) and their associated budget allocation.

14.0 REASON/S FOR RECOMMENDATION/S

14.1 To enable the work of the Constituency Committee to be focused upon the needs of the local area and to ensure projects commence as expediently as possible.

REPORT AUTHOR: **Fergus Adams**
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REFERENCE MATERIAL

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Wirral South Constituency Committee	18 December 2013
Budget Council	25 February 2014
Cabinet	13 March 2014

Appendix one: Approximate Costs of Schemes for Local Transport Capital Funding and the Integrated Transport Block (ITB) programme

Appendix 1: Approximate Costs of Schemes for Local Transport Capital Funding and the Integrated Transport Block (ITB) programme

Scheme / Costs	Estimated Costs*	Objective Addressed	Pros	Cons
Traffic Regulation Orders (TRO's) - generally to prohibit parking (including verge or pavement parking)	Approx £1,000 to £4,000 depending on extend of scheme		<ul style="list-style-type: none"> ▪ May assist with regulation of areas of concern 	<ul style="list-style-type: none"> ▪ Will need formal advertisement ▪ Can have significant effect on businesses or residents ▪ If too onerous, drivers may not willingly comply leading to enforcement burden
Pedestrian refuge islands	Approx £13,000		<ul style="list-style-type: none"> ▪ Provides a staging area enabling pedestrians to cross roads in two 'bites' ▪ Can contribute to speed management acting as a form of calming device. 	<ul style="list-style-type: none"> ▪ Require a minimum road width (depending on traffic route e.g. buses) ▪ Can restrict parking nearby and may need an additional TRO
Dropped crossings				
Traffic Calming (Physical Measures)	Dependent on scheme area covered		<ul style="list-style-type: none"> ▪ Variety of types can be used including road humps; cushions; chicanes; build outs ▪ Self enforcing measure working 24/7 ▪ Effectively guarantees speed reduction and unlikely to need further (police) enforcement action in scheme area 	<ul style="list-style-type: none"> ▪ Will need formal advertisement
20mph Speed Limit	Dependent on		<ul style="list-style-type: none"> ▪ Ideally need to be 	<ul style="list-style-type: none"> ▪ Will need formal

Orders	scheme area covered		<ul style="list-style-type: none"> considered as part of an area approach to speed reduction ▪ Can reduce traffic speeds ▪ Not as costly as physical measures 	<ul style="list-style-type: none"> advertisement ▪ Generally not self enforcing and may need police presence to enforce ▪ Generally not as effective at reducing speeds as physical measures
Traffic Signs and Road Markings	£200 - £3,000 but varies on scheme extent and type of signs/markings required		<ul style="list-style-type: none"> ▪ Comparatively inexpensive 	<ul style="list-style-type: none"> ▪ Some measures may need TROs ▪ Must comply with DfT regulations and need to be consistent with national policy/application
Cycle Lane Marking			<ul style="list-style-type: none"> ▪ Comparatively inexpensive 	<ul style="list-style-type: none"> ▪ Require a minimum road width (depending on traffic route e.g. buses) and may need an additional TRO
Vehicle Activated Signs	£7,000 – £9,000		<ul style="list-style-type: none"> ▪ Visually prominent ▪ Impactive on those drivers triggering the unit 	<ul style="list-style-type: none"> ▪ Need good location for solar power ▪ Need to comply with DfT regulations for type and settings ▪ Over provision dilutes impact of message
Cycle Parking Provision	£250		<ul style="list-style-type: none"> ▪ Comparatively inexpensive 	<ul style="list-style-type: none"> ▪ May be difficult to site in some circumstances
Bitumen cyclepath	£110 per metre		<ul style="list-style-type: none"> ▪ Assists/encourages off road cycle use 	<ul style="list-style-type: none"> ▪ May be difficult to obtain a contiguous route
Puffin/Toucan Crossings	£67,000 - £80,000		<ul style="list-style-type: none"> ▪ Assists pedestrians to cross 	<ul style="list-style-type: none"> ▪ Will need formal advertisement ▪ Can restrict parking due to controlled area
Pedestrian dropped kerbs	£1,600 per pair		<ul style="list-style-type: none"> ▪ Assists mobility for people 	<ul style="list-style-type: none"> ▪ Some locations may not

			with mobility issues, the elderly and people with prams etc	be practicable and may need additional work
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*It should be noted that the costs identified above are indicative estimates and are for guidance purposes only. There are a range of factors including unknown Statutory Undertakers costs that may not be apparent from an initial inspection. A full cost appraisal will determine the actual cost for a particular request. The list is not exclusive, and other measures can be considered.

WIRRAL SOUTH CONSTITUENCY COMMITTEE HANDBOOK 2014/15

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SECTION 1: INTRODUCTION

This Handbook provides practical guidance to everyone involved with Wirral South 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.

Wirral South Constituency includes the wards of Bebington, Bromborough, Clatterbridge, Eastham and Heswall.

Wirral South: Connecting People, Connecting Places, Connecting Lives

Wirral South Constituency Committee consists of fifteen Elected Members (three ward councillors for each of its five wards) and up to five Community Representatives (to be appointed); with the option to co-opt a further young person's Community 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 Bid'. For example; when listed assets come up for sale or change of ownership, the Act then gives community groups the time to develop a bid and raise the money to bid to buy the asset when it comes on the open market. This 'Right to Bid' is intended to help local communities keep much-loved sites in public use and part of local life. Locally this has presented opportunities to forge new partnerships with communities to evidence, shape and deliver public policy and services across the borough.

Strong neighbourhood working is intended to 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., Birkenhead, Wallasey, 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 aimed at 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.

Confirmed Budget for 2014/15:

- Core Budget
£50K
- Local Transport Capital Funding and the Integrated Transport Block
£77,750
- Wirral Health and Wellbeing Fund
£50K
- Remainder of Core budget from 2013/14
£38,720.50
- Your Wirral Fund
£35K

Total: £251,470.50

SECTION 3: ROLE OF THE CONSTITUENCY COMMITTEE

The role of Wirral South Constituency Committee includes the following:

- Agree desired outcomes, develop and monitor a Constituency Plan for Wirral South;
- Commission activities relevant to the Constituency Plan;
- Review and seek to establish the most effective operation of responsive front line services;
- Work towards resolving 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.

Wirral South Constituency Committee has a devolved budget. However, not all service decisions or budgets can be devolved to the Constituency Committee. Some budgets are allocated according to Wirral-wide criteria often in response to national requirements. In these cases there is a need to support service delivery patterns and different partner organisations outside local government and also to retain some budgets at the centre to support strategic service delivery, maximising economies of scale and efficiency.

Wirral South 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 raise a question 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=693>

Committee meetings are held four times a year during the evening at 6pm, allowing those with daytime commitments 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.

Conduct of Committee Members

Members of the Committee are required 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 (where necessary). 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.

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.

Wirral South Constituency Committee has agreed to have a rolling appointment of Chair and Vice Chair. As such the Chair and Vice-Chair of the Committee will be appointed during a standing agenda item at the previous meeting. For the purposes of all requests made in relation to that committee the most recently voted Chair assumes the related responsibilities from the close of the meeting at which they are voted as Chair until the close of the next meeting (at which they formally act as Chair).

Criteria for Community Representatives

- A representative is expected to 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

Wirral South has five places for the co-option of Community Representatives and has the option of adding a further Youth Representative (see below).

Invitations will be sought from community groups/voluntary sector organisations throughout Wirral South to nominate one of their members for co-option as a Community Representative. Said application will establish the applicant's links to the community groups/voluntary sector organisations by requesting sign off from the organisation in question. This opportunity will be advertised using various media platforms, Wirral CVS, Voluntary Community Action Wirral (VCAW) and other partners.

Applicants for the young person's representative position must be aged 16-25 (inclusive at the time of application). This will be advertised and promoted within youth forums, youth clubs/hubs and all schools and colleges throughout Wirral.

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.

A 'Selection Panel' Task & Finish Group will be formed of Elected Members to consider and review all nominations. 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 Wirral South Constituency Committee, any Task & Finish Group will consist of Five Elected Members and two Community Representatives (when appointed). The exception to this is the 'Community

Representative 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 will vote a participating elected member as 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;
- All Task and Finish groups will be minuted
- Meetings will be held during the day, whenever possible

SECTION 4: COMMUNITY ENGAGEMENT AND COMMUNICATIONS

Community engagement

Wirral South 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. Time will 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 it is requested that questions be submitted in writing in advance of the meeting (where possible).

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 following the instructions on the Wirral South webpage: <http://www.wirral.gov.uk/my-services/council-and-democracy/neighbourhoods/wirral-south/about-committee>

Residents with literacy issues and those who do not consider English to be their first language 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. To further inform members of the public of this support, a standard statement will be made by the Chair prior to the question and answer session at each constituency Committee.

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.

Communications

Wirral South 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.

Wider methods of communicating with local residents, businesses and stakeholders are set out in Wirral South Constituency's Communications Plan.

SECTION 5: MEMBERSHIP AND SUPPORT FOR WIRRAL SOUTH 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 Wirral South Constituency Committee can be found in **Appendix 2**.

Chair and Vice-Chair

The Wirral South Constituency Committee has chosen to elect both Chair and Vice-Chair on a rolling basis. As such each Elected Member in attendance could prospectively hold either position at the following Committee. With this in mind various elements of the role below are essentially the responsibility of all Elected Members.

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 (all);
- Plan the agenda for each Constituency Committee meeting with the Constituency Manager;
- Ensure that decisions taken at Constituency Committee meetings are implemented (all);
- Ensure adequate representation on Task & Finish Groups and that each group achieve its aims(all);
- Ensure that there are adequate opportunities for community engagement, particularly under-represented groups(all);
- 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 Wirral South 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 Wirral South Constituency Committee boundary will endeavour to attend each Constituency Committee meeting.

Role responsibilities:

Elected Members as community leaders will:

- Act as intermediaries between citizen, community, the Council and external partners;
- Take action to improve the quality of life of people in their communities;
- Guide and assist residents where appropriate and practicable;
- 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 Wirral South Constituency Service Hub and engagement activities, building neighbourhood profiles and enabling residents' issues to be directed to the appropriate services.

Role responsibilities:

- Co-ordinate the Constituency Committee and Public Service Board, 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 Wirral South Constituency's Community Engagement Framework;
- Design, manage and implement a diverse range of communications platforms across the Constituency, promoting its work and achievements;

Neighbourhood 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 Wirral South 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

Wirral South 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, drafts to be produced within 10 working days of the committee;
- 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.

Chief Officer

Wirral South Constituency Committee is aligned to a Chief Officer (Assistant Chief Executive). The Chief Officer 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 Chief Officer 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 if/when necessary.

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).

SECTION 6: WIRRAL SOUTH 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 the Wirral South 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. Any cross-Constituency issues that cannot be resolved at a local level will be escalated to Wirral Public Service Board.

**Wirral South Constituency Committee:
Timetable 2014/15**

DATE	TIME	LOCATION
2014		
Wednesday 25 June 2014	6.00pm	Mayer Hall, Bebington
8 Oct 2014	6.00pm	Mayer Hall, Bebington
2015		
Wednesday 21 Jan 2015	6.00pm	Mayer Hall, Bebington
Wednesday 15 April 2015	6.00pm	Mayer Hall, Bebington

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.

Wirral South Constituency Committee: Key Contacts

Constituency Manager	fergusadams@wirral.gov.uk
Engagement Officer	louiseharlanddavies@wirral.gov.uk
Committee Services Officer	shirleyhudspeth@wirral.gov.uk
Chief Officer	davidarmstrong@wirral.gov.uk
Legal/Monitoring Officer	surjittour@wirral.gov.uk

Community Representatives

(To be appointed)

Elected Members

Cllr Chris Carubia (Eastham)	chriscarubia@wirral.gov.uk
Cllr Phil Gilchrist (Eastham)	philgilchrist@wirral.gov.uk
Cllr Andrew Hodson (Heswall)	andrewhodson@wirral.gov.uk
Cllr Kathy Hodson (Heswall)	kathyhodson@wirral.gov.uk
Cllr Dave Mitchell (Eastham)	davemitchell@wirral.gov.uk
Cllr Christina Muspratt (Bebington)	christinamuspratt@wirral.gov.uk
Cllr Steve Niblock (Bromborough)	steveniblock@wirral.gov.uk
Cllr Cherry Povall (Clatterbridge)	cherryovall@wirral.gov.uk
Cllr Les Rowlands (Heswall)	lesrowlands@btinternet.com
Cllr Tracey Smith (Clatterbridge)	traceysmith@wirral.gov.uk
Cllr Walter Smith (Bebington)	waltersmith@wirral.gov.uk
Cllr Adam Sykes (Clatterbridge)	adamsykes@wirral.gov.uk
Cllr Joe Walsh (Bromborough)	joewalsh@wirral.gov.uk
Cllr Irene Williams (Bromborough)	irenewilliams@wirral.gov.uk
Cllr Jerry Williams (Bebington)	jerrywilliams@wirral.gov.uk

WIRRAL COUNCIL

WIRRAL SOUTH CONSTITUENCY COMMITTEE

25 JUNE 2014

SUBJECT:	WIRRAL SOUTH HEALTH AND WELLBEING FUND
WARD/S AFFECTED:	<ul style="list-style-type: none"> ▪ <u>BEBINGTON</u> ▪ <u>BROMBOROUGH</u> ▪ <u>CLATTERBRIDGE</u> ▪ <u>EASTHAM</u> ▪ <u>HESWALL</u>
REPORT OF:	CONSTITUENCY MANAGER (WIRRAL SOUTH)
RESPONSIBLE PORTFOLIO HOLDER:	COUNCILLOR GEORGE DAVIES NEIGHBOURHOODS, HOUSING & ENGAGEMENT
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

1.1 This report gives an update on the allocation of £50K via the Wirral South Health And Wellbeing Fund. The report details the selection process used and proposes the recommendation of successful applicants (Appendix 1).

2.0 WIRRAL SOUTH HEALTH & WELLBEING FUND

2.1 On December 10 2013 the Director of Public Health presented a report to Cabinet recommending a further £100K be "...administered through the Constituency Committees" aimed at supporting the voluntary sector in Wirral (minute 120 from said meeting refers). As such the Wirral South Constituency Committee is now responsible for administering the original £25K provided by Public Health and the further £25K 'Voluntary Sector Support Fund'.

2.2 The Wirral South Health and Wellbeing Fund is aimed at increasing the healthy life expectancy of local residents and reducing differences in healthy life expectancy between communities.

- 2.3 The fund opened for applications on April 1 and closed at noon Tuesday 6 May. 51 applications were received, bidding for a maximum £3K per project. The total amount available for the fund was £50K. All successful applicants will be given nine months to spend their allocation allowing for a full programme review to be presented to the final Constituency Committee of 2014/15.
- 2.4 On Wednesday 28 May 2014 all elected Members for Wirral South were invited to attend an assessment session for all 51 applications received. As previously mentioned a strict scoring criteria was utilised (appendix two) scoring applications against:
- Need (demonstrated need within the application rather than perceived/understood need)
 - Demonstrated impact upon public Health Outcomes (appendix 3)
 - Partnership Working
- 2.5 From the scores allocated 18 projects out of the 51 received are proposed to be funded within the £50K budget. This would leave a surplus of £1,881.03. This underspend can be allocated by the Constituency Committee inline with their proposed themes of work, provided they match the Public Health Outcomes (appendix 3). All spend will be reported to back to Public Health to satisfy their audit processes.
- 2.5 Appendix 1 outlines the project details for all successful projects. Any unsuccessful applicants that wish to find out more in relation to their application and its associated scores can do so by contacting the Constituency manager (Fergus Adams, contact details contained at the end of this report).

3.0 RELEVANT RISKS

- 3.1 Failure to agree project spend expediently may result in a loss of funding allocation in future years.

4.0 OTHER OPTIONS CONSIDERED

- 4.1 Careful consideration has been given to the best way to distribute this funding to help tackle the Constituency's priorities.

5.0 CONSULTATION

- 5.1 Open sessions were held throughout the constituency during the application period. These sessions were provided to not only promote and explain the fund but to aid those applying.

6.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

6.1 This fund will offer a well needed injection of funds into the social sector within Wirral South.

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

7.1 This report has implications for the expenditure of budget allocated to Wirral South Constituency Committee.

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

8.0 LEGAL IMPLICATIONS

8.1 The arrangements will help 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 an impact review can be found at the link below (Progressing Neighbourhood Working). A specific EIA related to the grants fund itself will be carried out should the relevant recommendation be approved.

<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 Allocation of funds promoting localised services will have an impact on the Wirral South's overall carbon footprint

11.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

11.1 This report may have positive community safety implications dependent upon the allocation of spend determined by the Constituency Committee.

12.0 RECOMMENDATION/S

It is recommended that:

12.2 Members support the award of monies to those successful applicants detailed in appendix 1.

12.3 Members agree that the £1,881.03 underspend be allocated in line with Wirral South's agreed priorities during 2014/15 ensuring all spend satisfies the criteria outlined in appendix 3 (Public Health Outcome Framework Indicators).

13.0 REASON/S FOR RECOMMENDATION/S

13.1 To enable the work of the Constituency Committee to be focused upon the needs of the local area and to ensure projects commence as expediently as possible.

REPORT AUTHOR: **Fergus Adams**
Constituency Manager (Wirral South)
telephone: (0151) 691 8428
email: fergusadams@wirral.gov.uk

REFERENCE MATERIAL

Improving Outcomes and Supporting Transparency: Part 1B: Public Health Outcomes Framework; Department of Health; Nov 2012; p4

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Voluntary Sector Support Fund	10 December 2013

Appendix One: Wirral South Health & Wellbeing Fund Successful Projects
Appendix Two: Wirral South Health and Wellbeing Fund Scoring Mechanism
Appendix Three: Overview of Public Health Outcome Framework Indicators 2013-2016

Appendix One: Wirral South Health & Wellbeing Fund Successful Projects

ID	Organisation name	Type of organisation	Project details	Amount Requested	Ward area
PH07	Wirral Community Meals	Community Group	<p>Charity Shop utilising prophet to provide local meals on wheels service. Deliver one warm cooked meal a day to vulnerable elderly of the Bromborough and Bebington. These meals will be use locally source produce, be locally prepared and cooked then delivered by volunteers. The project will tender to local restaurant/cafes to prepare and cook 25 meals for 5 days a week, then using volunteers to deliver the food to the vulnerable elderly within the wards of Bebington and Bromborough</p> <p>Close working with Adult Social Services is essential to identify those who are in need of the meals on wheels service. They will then be contacted informed about the service and clients who wish to receive MOW will be referred to Wirral Community Meals. The project will start in October 2014 and run for 20 weeks to March 2015</p>	£3,000.00	Bebington/Bromborough
PH36	South Wirral Children's Centres Parent Forum	Community Group	Health and Wellbeing open day for families in Wirral South. The grant will be used to promote the benefits of healthy lifestyles, exercise, wellbeing and nutrition through access to various health and wellbeing sessions.	£3,000.00	Eastham
PH11	KH2 Community Link Services CIC	Social Enterprise	This project is for people who would benefit from increasing their physical activity levels and to improve their mental health. The project combines gentle outdoor exercise (cycling and walking) with the practice of mindfulness	£1,160.00	Heswall

PH22	Memories of Yesterday	Social Enterprise	Memories of Yesterday's' project is "Tackling Dementia through Community" Our aim is to address the growing concern within our ageing society by providing affordable reminiscence resources and support tools to embrace an alternative person-centred and emotion-led approach to the care of people living with dementia.	£2,980.00	Bebington/Bromborough/Clatterbridge/Eastham/Heswall
PH34	Cycling Projects	Charity	Wirral Health on Wheels, The Oval Cycle Hub Our project will reach: Older people, family groups, health referral patients, those with a disability or differing need. We will specifically target: those leading sedentary lifestyles or the less physically active, people interested in but reluctant to take up cycling, health referral/green prescription schemes, members/visitors to Wirral Leisure Centres. Funding would provide bicycles which in turn would allow the Wirral HOW project to begin regular cycling rides from The Oval. We propose that we would run, on a weekly basis: 1 x Health on Wheels ride (beginners) 1 x Health on Wheels ride (intermediate) 1 x Community Ride. Taking place on an evening and/or weekend.	£3,000.00	Bebington
PH41	Heswall Hall Community Trust	Charity	Heswall Hall Community Garden The grant will enable the trust to develop what we term a "community garden at the Telegraph Road side of Heswall Hall.	£2,930.00	Heswall
PH48	Friends of Mayer Park Group	Community Group	To revitalise Mayer Park, reinvigorating various areas that have become neglected, to push towards green flag status by involving local communities and partners in the park's development.	£3,000.00	Bebington/Clatterbridge

PH19	Grief Recovery Method	Not for Profit Organisation	<p>This project aims to help local people recover from their grief, using the Grief Recovery Method. The Grief Recovery Method was developed by John W James and Russell Friedman over 30 years. They are the founders of the Grief Recovery Institute in the USA. The Grief Recovery Method was set up in 2010 in the UK.</p> <p>www.griefrecoverymethod.co.uk In 2012, I trained as a Grief Recovery Specialist. The project will comprise of day and evening groups throughout the year, so as to accommodate those working, in different parts of Wirral South. Engaging with doctors' surgeries, local support groups, funeral directors, hospitals/hospices, church groups and local press etc to let local people know that this method is available to all..</p>	£1,900.00	Bebington/Bromborough/Heswall
PH15	123 (Hooton Park) Squadron ATC	Charity	<p>Active Adventure Project: The main aim of this project is to give individuals an opportunity to get active in the outdoors as well as improve the general well being of young people. The aim will be achieved in several ways. Firstly, by organising an Active Adventure Camp that will allow young people aged between 13-20 years to participate in a wide range of activities such as Climbing, Archery, Football, Netball, Basketball, Hiking, Teambuilding Tasks and many more. Secondly, by providing regular on-going activities throughout the year.</p>	£3,000.00	Eastham

PH17	Royal Voluntary Service	Charity	<p>The “Good Neighbour” project will be an integrated Good Neighbours and Community Transport scheme for over 65s. The key intervention offered will be personal befriending whereby volunteers will visit people in their own homes to provide companionship and support. Volunteers would also be involved in escorting service users on visits (e.g. to GP and Outpatient appointments) and to social activities in instances where support is needed in order for people to feel confident to attend. Volunteers can also assist with other activities such as small-scale shopping, short trips out, light housework etc.</p>	£3,000.00	Eastham
PH21	SUEvivor Stroke Support	Community Group	<p>Stroke Awareness and Support: Our objective is to continue providing a free service to stroke survivors and carers from June 2014 through to March 2015, providing peer support in an informal environment to all, and also the facilities to obtain useful aides, information and strategies to make living with a stroke easier. If funding was successful this money would not only cover the costs for renting premises for four community days, but also will provide rehabilitation items for the survivor such as therapy resistance bands, sports mobility equipment based on hand to eye co-ordination and will allow us to arrange two six week programs of therapy which will target improving mobility, lifestyle changes and healthy living. We would also then have the ability to pay for external speakers who can provide vital specialist talks such as stroke fatigue, and therapists to visit who can demonstrate music therapy and chair exercising. This funding would allow for the long term improved quality of life for isolated stroke survivors on the Wirral.</p>	£2,939.37	Bromborough

PH32	Friends of Puddydale Park	Voluntary Organisation	Fitness for All – “Fit2Live”: Funding for this project will provide a free weekly outdoor exercise sessions on the Puddydale, to benefit local residents who wish to participate, helping to make the health benefits of regular exercise more accessible to all interested residents in our community. A professional fitness & motivational professional will run 2 open access exercise sessions per week: One session will target senior citizens – this will run on a weekday evening or weekend for 1 hour and one session will be an open one for all members of the local community – to run on a weekday evening or weekend for 1 hour	£2,600.00	Heswall
PH49	Coaching and Community Support Ltd	Social Enterprise Limited by guarantee 8104254	Caring for the Carer – supporting resilience and emotional wellbeing: The programme outlined will give carers an emotional management toolkit enabling them to handle challenges they face with optimism and confidence. The key aim of this project is to increase the quality of life of carers and as a result the people cared for by supporting improved mental health. We aim to increase carers’ ability to self-manage their own mental health; establish a network of carers, and support carers to become more involved and re-integrated into the life of their community	£2,529.60	Bebington Eastham Heswall
PH50	Bromborough Trailblazers	Voluntary Organisation	Run by volunteers from MFRS staff from Bromborough and across Wirral, the project will provide cycling activities and skills courses targeted at young people from the Wirral South area. This will enable them to develop a healthy lifestyle through improved cycle riding, maintenance and road safety skills. Also included will be guidance on health and nutrition.	£3,000.00	Bromborough

PH06	Higher Bebington Junior Football Club	Voluntary Organisation	We have recently raised monies for a defibrillator for our club but we cannot install equipment buildings as the roof is not sound and the equipment will get wet. We have had quote for the roof coming in at £3500. This will protect the defib and the football equipment stored there. This also means that we could improve the girls and boys' toilet facilities and changing rooms as at the moment they are usually flooded. This will impact the whole of the club at the moment we have 250 boys, girls and adults associated with the club and safety is our highest concern.	£3,000.00	Bebington
PH14	Mill Park Tenants and Residents Committee	Community Group	Our aim is to provide activities which will interest all age groups, and provide a welcoming environment in which people can build new friendships, for people who may otherwise be socially isolated, to help motivate and support people doing job searches, get advice and support, for the vulnerable and give a feeling of inclusion in the area they live. Including: The Job Club, Knit And 'K'Natter Club, Luncheon Club, Children's Craft Club's, Quiz Nights, Seasonal Events For The Adults, Seasonal Events For The Children. The proposed start date for the projects is July 1st 2014, and we envisage them to run till March of 2015. All the activities will take place at The Net@68 Clifton Avenue, Eastham.	£3,000.00	Eastham

PH20	The Friends of Higher Bebington Park	Community Group	<p>The project is to provide a footpath across Higher Bebington Park from Higher Bebington Road to join onto the existing tarmac footway near to the brick building which is the park keeper's office and bowls hut. The park suffers from poor drainage and is water logged for much of the year. Many parents and school children walk through the park on their way to Bebington High School, Wirral Grammar School and Town Lane Infants but the route is not direct and many try to take a short cut across the grass which is often impassable unless the weather is very dry. The route that the footpath will follow is already actively used by all sectors of the community (when weather conditions allow) and there is no doubt that this footpath will be well used by the local community throughout all of the year. The path would "close the loop" on a circular route with mostly no vehicular traffic for walkers, runners and joggers comprising the following component parts.</p>	£3,000.00	Bebington
PH29	Bebington Swimming Club (Coaching)	Voluntary Organisation	<p>To provide coaching for young people, with a view to them becoming lifeguards, coaches, timekeepers etc within Bebington Swimming Club. Provide mentoring/tutoring for young people aged 16-18, including NEETS. Training to become swim coaches will be provided in-house, during regular (ideally weekly) club swim sessions at the Oval, and some training (for certification) will be provided externally. The external courses are run frequently by the organisations such as the Peninsular Group of Swimming Clubs, and the Liverpool & District Swimming Association. Lifeguard coaching will take place at the Oval, which is a training centre for the National Pool Lifeguard Qualification.</p>	£1,080.00	Bebington

Appendix Two: Wirral South Health and Wellbeing Fund Scoring Mechanism

Applications for Public Health grants have been scored on the basis of:

- How well the group set out why the project is needed (i.e. evidence of need);
- The potential impact of the project on the health and wellbeing of participants and the wider community;
- What the group will do to work in partnership to deliver the project.

Scoring

**Evidence of need
(question 4):**

- 0 – no evidence of need;**
- 1- limited evidence of need;**
- 2 – some evidence of need;**
- 3 – significant evidence of need;**

**Impact on PH outcomes
(question 6a/b):**

- 0 – no outcomes;**
- 1 – potential for limited outcomes;**
- 2 – potential for good outcomes;**
- 3 – potential for significant outcomes**

**Partnership working
(question 10):**

- 0 – no partnership working;**
- 1 – limited partnership working;**
- 2 – some partnership working;**
- 3 – significant partnership working**

Appendix Three: Overview of Public Health Outcome Framework Indicators 2013-2016

VISION
To improve and protect the nation's health and wellbeing and improve the health of the poorest fastest.
Outcome measures
Outcome 1) Increased healthy life expectancy, i.e. taking account of the health quality as well as the length of life
Outcome 2) Reduced differences in life expectancy and health life expectancy between communities (through greater improvements in more disadvantaged communities)

Alignment across the Health and Care System
* Indicator shared with the NHS Outcomes Framework
** Complementary to indicators in the NHS Outcomes Framework
† Indicator shared with Adult Social Care Outcomes Framework
†† Complementary to indicators in the Adult Social Care Outcomes Framework
<i>Indicators in italics are placeholders, pending development or identification</i>

1. Improving the wider determinants of health
Objective
Improvements against wider factors which affect health and wellbeing and health inequalities
Indicators
1.1 Children in poverty
1.2 <i>School readiness (placeholder)</i>
1.3 Pupil absence
1.4 First time entrants to the youth justice system
1.5 16-18 year olds not in education, employment or training
1.6 Adults with a learning disability/in contact with secondary mental health services who live in stable and appropriate accommodation † (ASCOF 1G and 1H)
1.7 <i>People in prison who have a mental illness or a significant mental illness (Placeholder)</i>
1.8 Employment for those with long-term health conditions including adults with a learning disability or who are in contact with secondary mental health services *(i-NHSOF 2.2) †† (ii-ASCOF 1E) ** (iii-NHSOF 2.5) ††† (iii-ASCOF 1F)
1.9 Sickness absence rate
1.10 Killed and seriously injured casualties on England's roads
1.11 <i>Domestic abuse (Placeholder)</i>
1.12 Violent crime (including sexual violence)
1.13 Re-offending levels
1.14 The percentage of the population affected by noise
1.15 <i>Statutory homelessness</i>
1.16 Utilisation of outdoor space for exercise/health reasons
1.17 <i>Fuel poverty (Placeholder)</i>
1.18 <i>Social Isolation (Placeholder) † (ASCOF 1I)</i>
1.19 <i>Older people's perception of community safety (Placeholder) †† (ASCOF 4A)</i>

2. Health Improvement
Objective
People are helped to live healthy lifestyles, make healthy choices and reduce health inequalities
Indicators
2.1 Low birth weight of term babies
2.2 Breastfeeding
2.3 Smoking status at time of delivery
2.4 Under 18 conceptions
2.5 <i>Child Development at 2-2½ years (Placeholder)</i>
2.6 Excess weight in 4-5 and 10-11 year olds
2.7 Hospital admissions caused by unintentional and deliberate injuries in under 18s
2.8 Emotional wellbeing of looked after children
2.9 <i>Smoking prevalence – 15 year olds (Placeholder)</i>
2.10 <i>Self-harm (Placeholder)</i>
2.11 Diet
2.12 Excess weight in adults
2.13 Proportion of physically active and inactive adults
2.14 Smoking prevalence – adults (over 18s)
2.15 Successful completion of drug treatment
2.16 People entering prison with substance dependence issues who are previously not known to community treatment
2.17 Recorded diabetes
2.18 <i>Alcohol-related admissions to hospital (placeholder)</i>
2.19 Cancer diagnosed at Stage 1 and Stage 2
2.20 Cancer screening coverage
2.21 Access to non-cancer screening programmes
2.22 Take up of the NHS Health Check Programme – by those eligible
2.23 Self-reported wellbeing
2.24 Injuries due to falls in people aged 65 and over

3. Health Protection
Objective
The population's health is protected from major incidents and other threats, whilst reducing health inequalities
Indicators
3.1 Fraction of mortality attributable to particulate air pollution.
3.2 Chlamydia diagnoses (15-24 year olds)
3.3 Population vaccination coverage
3.4 People presenting with HIV at a late stage of infection
3.5 Treatment completion for Tuberculosis (TB)
3.6 Public sector organisations with a board approved sustainable development management plan
3.7 <i>Comprehensive, agreed inter-agency plans for responding to public health incidents and emergencies (Placeholder)</i>

4. Healthcare public health and preventing premature mortality
Objective
Reduced numbers of people living with preventable ill health and people dying prematurely, whilst reducing the gap between communities
Indicators
4.1 Infant mortality *(NHSOF 1.6i)
4.2 Tooth decay in children aged 5
4.3 Mortality rate from causes considered preventable *(NHSOF 1a)
4.4 Under 75 mortality rate from all cardiovascular diseases (including heart diseases and stroke) *(NHSOF 1.1)
4.5 Under 75 mortality rate from cancer *(NHSOF 1.4i)
4.6 Under 75 mortality rate from liver disease *(NHSOF 1.3)
4.7 Under 75 mortality rate from respiratory diseases *(NHSOF 1.2)
4.8 Mortality rate from infectious and parasitic diseases
4.9 Excess under 75 mortality rate in adults with serious mental illness *(NHSOF 1.5)
4.10 Suicide rate
4.11 Emergency readmissions within 30 days of discharge from hospital *(NHSOF 3b)
4.12 Preventable sight loss
4.13 <i>Health-related quality of life for older people (Placeholder)</i>
4.14 Hip fractures in people aged 65 and over
4.15 Excess winter deaths
4.16 Estimated diagnosis rate for people with dementia *(NHSOF 2.6i)

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WIRRAL COUNCIL

Policy and Performance Coordinating Committee

15 January 2014

SUBJECT:	Individual Electoral Registration Scrutiny Review Report
WARD/S AFFECTED:	ALL
REPORT OF:	Director of Public Health/Head of Policy & Performance
RESPONSIBLE PORTFOLIO HOLDER:	Cllr Ann McLachlan (Governance and Improvement)
KEY DECISION?	NO

1.0 EXECUTIVE SUMMARY

- 1.1 This report (included as Appendix 1) provides a detailed account of a Scrutiny Review which considered Wirral's preparations for the introduction of Individual Electoral Registration (IER) in 2014. The introduction of IER is a government initiative to transfer the existing property-based electoral register to a new register which will rely on individuals registering themselves.
- 1.2 Members of the Coordinating Committee are requested to consider the contents of this report and note the recommendations arising from this review.

2.0 BACKGROUND AND KEY ISSUES

- 2.1 At its last regular meeting on 3 September 2013, the Coordinating Committee agreed a work programme which included a review of the Council's preparations for IER. Four Members of the Committee volunteered to undertake this work including Cllr Jean Stapleton, Cllr Moira McLaughlin, Cllr Denise Roberts and Cllr Steve Williams.
- 2.2 At the first meeting of the Review Panel, it was agreed Cllr Jean Stapleton would be the Chair of the Panel. The review was conducted over a series of meetings in October/November with appropriate officers providing information as requested by the panel and taking part in a detailed question and answer session.

3.0 SUMMARY

- 3.1 The formal process for transferring to IER will commence in summer 2014. The Council's preparation's to date have included:
 - The procurement and implementation of a new Electoral Management System which is compatible with IER requirements

- Working in a partnership with other Cheshire and Merseyside authorities to project plan the transfer to IER and meet a set of milestones as set by Cabinet Office.
- The completion of a test run of the data transfer process in August 2013 in which the Council's success rate exceeded the national average.

3.2 The introduction of IER does present some risk to some the Council in terms of all voters on the register being successfully transferred to the new register. However, the review provided an opportunity for Members to gain a good understanding of the work being undertaken to mitigate that risk.

3.3 The Panel's assessment was that overall Wirral is in a strong position and is likely to have a relatively smooth transfer to IER in 2014. However, Panel Members were concerned that in some wards, notably those with higher levels of known deprivation, there will be higher proportions of voters not automatically transferred. Additional work will have to be undertaken to ensure these voters are successfully transferred.

3.4 The Panel was also concerned that these same locations tend to have higher numbers of people not on the electoral register. As such, Members were keen for the IER process to be used as a vehicle to promote electoral registration more generally to encourage those not registered to register.

4.0 RELEVANT RISKS

4.1 There are none directly relating to this report.

5.0 OTHER OPTIONS CONSIDERED

5.1 N/A

6.0 CONSULTATION

6.1 N/A

7.0 OUTSTANDING PREVIOUSLY APPROVED ACTIONS

7.1 N/A

8.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

8.1 N/A

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

9.1 The implementation of IER will require additional resources to manage the process of transferring from the existing to the new electoral register. The Cabinet Office is committed to meeting these additional costs and allocations of funding are being awarded to local authorities based upon population size and the results of the test data-matching exercise. A financial assessment is included in the full report in Appendix 1 section 5.4.

10.0 LEGAL IMPLICATIONS

10.1 N/A

11.0 EQUALITIES IMPLICATIONS

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

~~(a) Yes. The impact review has been sent to the Equality and Diversity Co-ordinator and is located at~~

~~(b) No because there is no relevance to equality.~~

(c) No because of another reason which is

The report is for information to Members and there are no direct equalities implications at this stage.

12.0 CARBON REDUCTION AND ENVIRONMENTAL IMPLICATIONS

12.1 N/A

13.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

13.1 N/A

14.0 RECOMMENDATION/S

14.1 Members of the Committee are requested to note the contents and consider the recommendations arising from this report.

14.2 Members of the Committee are requested to consider whether they wish to refer the report to Cabinet.

15.0 REASON/S FOR RECOMMENDATION/S

15.1 To ensure Members have an understanding of the implications of IER for Wirral.

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APPENDICES

Appendix 1 – Wirral Council's Preparations for Individual Electoral Registration Scrutiny Review

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**Wirral Council's preparations for
Individual Electoral Registration**

Scrutiny Review

A report produced by
The Policy & Performance Coordinating Committee

FINAL REPORT
December 2013

WIRRAL BOROUGH COUNCIL

***Wirral Council's Preparations for
Individual Electoral Registration
Scrutiny Review***

FINAL REPORT

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1. EXECUTIVE SUMMARY

Individual Electoral Registration is due to be introduced in 2014 and will transform the way Local Authorities' are required to compile their Electoral Registers. A national timetable is being coordinated by the Cabinet Office which requires Councils to meet a range of key preparation milestones. This scrutiny review has been conducted to ensure Wirral's preparations are robust and that any potential issues or problems are understood and are being addressed.

The success of the transfer from the existing property-based register to the IER register is dependent on a combination of national and local data-matching exercises. Initial testing of the data-matching process suggests Wirral's results will be above the national average putting us in a strong position to establish the new register in summer 2014. However, the full potential of local data-matching is yet to be fully realised and will be dependent on the availability of local data sources.

Recommendation 1: Where access to Council held data is required for the purpose of data-matching to support the transfer to IER, this is made available (in line with legal requirements) to the Elections Team in a timely manner.

The Review Panel acknowledged the crucial role all Council Members will have in terms of communicating the changes and encouraging constituents to take action if they are not automatically transferred to the new IER register. The Panel also recognised the value that Members' local knowledge will have in supporting implementation. Therefore, keeping Members informed during preparation and implementation will be essential.

Recommendation 2: The Head of Legal and Member Services to coordinate periodic briefings with all Members as a means of maintaining two-way communication to support the implementation of IER.

Recommendation 3: Chairs of constituency committees are requested to include IER as a topic for discussion as part of their forward planning in the New Year.

The Cabinet Office is committed to supporting the costs of implementing IER. The Review Panel considered the financial implications for Wirral in the light of the funding allocation provided. Whilst the budget forecast will need to be worked up in more detail as further information becomes available in 2014, the initial forecast indicates there will be sufficient resource available including a reasonable contingency.

The Review Panel sees the transfer to IER as a major opportunity to highlight the importance of electoral registration and use the additional resources available to maintain existing levels of registration and concentrate on those areas where levels of registration are lower.

Recommendation 4: The Head of Legal and Member Services should ensure that funds are used in accordance with Cabinet office requirements/conditions and where possible used to support additional targeted engagement and canvassing activities, using the IER process as a vehicle to maximise electoral registration, and for contingency purposes.

Overall, the Panel found this review to be very informative. In particular, the results and analysis of the Confirmation Dry Run data-match exercise with Census 2011 data were considered to be very useful and provided a level of detail that Members have never seen before. The Panel agreed that this information should be available to all Members and through the Council's website.

Recommendation 5: The Head of Legal and Member Service to make Ward data on IER and non-registered eligible voters available to all Elected Members and via the Council's website.

This review is a good example of horizon-scanning scrutiny in that IER is a national initiative being launched in 2014. The review has provided an opportunity to consider the potential issues in relation to implementing IER locally. In this sense the review has been an assessment of the Council's readiness at a particular point in time. It was recognised by the Panel that a further update is reported to the Policy and Performance Committee closer to the transition going live in June 2014.

Recommendation 6: The Head of Legal and Members Services should prepare a report to the Policy and Performance Committee providing an update on preparations for IER closer to the launch in June 2014.

2. INTRODUCTION

At the meeting of the Policy and Performance Coordinating Committee on 3rd September 2013, Members approved a work programme which included a review of the Council's preparations for Individual Electoral Registration (IER). A Scrutiny Review Panel of four Members of the Committee was established and a series of meetings were held in Autumn 2013. The purpose of the review was for the Panel to gain an understanding of the implications of IER for Wirral. This would enable the Panel to test the Council's readiness for this new approach to compiling the electoral register and seek assurance that preparations are in hand. This reports sets out the background, methodology, findings and recommendations arising from this work.

3. BACKGROUND

In 2014 the Government is changing the way people register to vote. Under the current system one person can register all occupants in the same household. Under the new system, called Individual Electoral Registration (IER), everyone will be individually responsible for their own registration. This approach sees the UK following practice in other countries and will pave the way for on-line registration (currently scheduled from June 2014).

Most people on the register before June 2014 should be automatically transferred to IER and should not need to do anything else. However, some people will need to provide additional information in order to stay on the register and will be sent letters inviting them to register under the new system. The process to register will involve residents providing their name, national insurance number and date of birth. This information will be checked to verify they are eligible to vote. In the case of those whose details cannot be verified, they will not be removed from the register until after the next General Election.

The shift to the new electoral register is being centrally managed by the Cabinet Office. A national timetable has been published with local authorities being individually responsible for meeting a series of milestones in order to prepare for the new system. The logistics of shifting from the current property-based register to the new IER register involves a major data-matching exercise. This will involve councils sending their existing registers to Cabinet Office for these to be data-matched with personal data held by the Department of Work and Pensions. This is scheduled for July 2014, with the IER register to be compiled from then and published on 1st December 2014.

A Confirmation Dry Run (CDR) run of the data-match process was completed during summer 2013. This also acted as a test for local authorities to demonstrate the compatibility of their IT software with that being used nationally. The result of this exercise was better than expected with a match rate of 78% across the country leading to confirmation by the Electoral Commission that preparations are sufficiently ready for IER to go ahead as planned in 2014.

In terms of the cost implications, Cabinet Office has stated its commitment to meeting the full cost, with £108M being allocated nationally. Allocations are being made to local authorities for the years 2013/14, 2014/15 and 2015/16.

4. ORIGINAL SCOPE AND METHODOLOGY

4.1 Scope

This review is a good example of horizon scanning scrutiny. At the time the review was conducted, planning for IER had commenced, but preparations were still in their early stages. This was acknowledged by the Panel and informed the scope of the review. The agreed scoping document is included at Appendix 1 and focussed around four key objectives as follows:

1. For the Panel to be satisfied there are robust arrangements in place for the implementation of IER.
2. To have a good understanding of the potential issues and problems in implementing this new system.
3. That Wirral is not financially disadvantaged by implementing IER.
4. That all opportunities are taken to use IER as a vehicle to maximise registration.

4.2 Methodology

A combination of information sources were provided to the Panel. This included a number of documents to provide the national context and overall picture i.e. an IER Policy Briefing from the Local Government Information Unit and a summary report of the national results of the Confirmation Dry Run produced by the Cabinet Office. However, the main emphasis of the Panel was to develop an understanding of the local implications both at a borough-wide level and on a ward by ward basis. This was achieved by the Panel requesting a series of reports to cover the following:

- A detailed analysis of the results of the data-match Confirmation Dry Run (CDR) as well as those communities (geographical and thematic) where registration is lower
- The proposed strategy for maximising engagement and registration (with particular reference to those communities)
- A forecast of the financial impact of IER and whether this can be achieved from within existing resources assisted by the additional allocations from Cabinet Office for 2013/14, 2014/15, 2015/16.

(These reports are available on request).

The reports were followed up by a detailed question and answer session with key officers from the Council. This included the Head of Legal and Member Services and the Principal Electoral Services Officer. The review was carried out over three Panel meetings. A short review was adopted as a means of carrying out an assessment of the Council's preparations for IER at a point in time. It was acknowledged that a further update on progress should be considered by the relevant Policy and Performance Committee later on in the preparation process.

5. FINDINGS AND RECOMMENDATIONS

5.1 Early Preparations

The Chief Executive as the Borough's Electoral Registration Officer has responsibility for implementing IER. In terms of delivery, the Head of Legal and Member Services oversees the Elections Team and the IER Project Team. It is recognised IER requires a corporate approach and the project team has had input from the Improvement Team, IT Services, Marketing & Communications and Corporate Policy. The Council's early preparations for IER has focussed on three key areas:

- 1. The procurement and installation of a new Electoral Management System** – The Council's existing system was over ten years old and in need of replacement. A new, IER compatible system was procured through a joint tender with the Cheshire and Merseyside Authorities. This was implemented with considerable support from IT Services to a tight deadline in July/August 2013 in advance of the CDR data-matching exercise.
- 2. The successful completion of the CDR and local data-matching** – Wirral's CDR was completed on 19 August. Wirral's test result 83%, exceeded the national average of 78%. A further data-matching exercise with locally held Council Tax data resulted in the success rate being increased to 89%. This indicates that Wirral should have a strong foundation for transferring the current register to the IER register in July 2014.
- 3. Developing a partnership approach with the Cheshire and Merseyside authorities** – This ensures a consistency of planning and preparation as well as providing an opportunity to share ideas and good practice. The Cabinet Office expects Council's to develop a range of project, risk and engagement plans and the partnership ensures Wirral's preparations are consistent with those of other authorities in the sub-region.

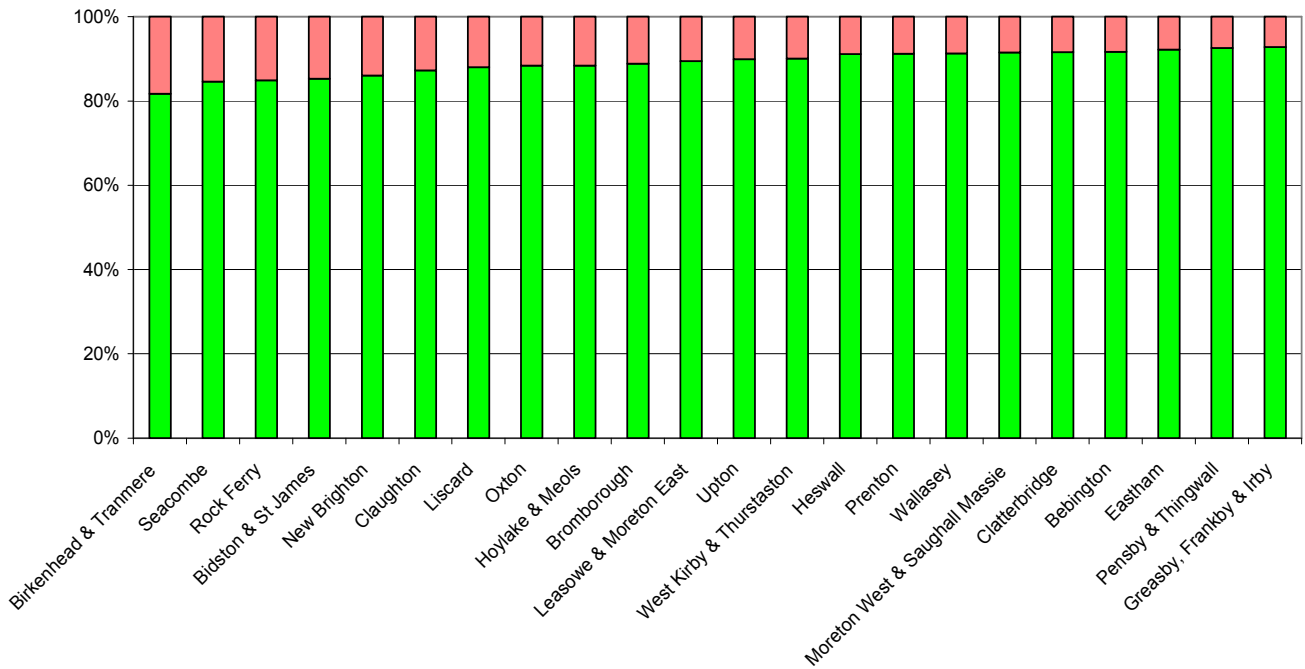
5.2 Analysis of Data-Matching Results and Census 2011

Overall, the results of the CDR and local data-matching indicate that out of the 239,814 people on the Electoral Roll, 213,792 would be confirmed under IER, a rate of 89%. Further local data-matching will be undertaken to reduce the number of red non-matches further.

Given the amount of information held by the Council in different departments, a hierarchy of data sources has been identified including housing benefit and schools data that will assist this work. Given issues around the Data Protection Act, it was highlighted that some departments may be less inclined to readily share data. However, the Council's Electoral Registration Officer does have the power to access all Council held data and Members of the Panel were keen to ensure there are no obstructions to the Elections Team accessing data in order to maximize the level of matching to the new IER register.

Recommendation 1: Where access to Council held data is required for the purpose of data-matching to support the transfer to IER, this is made available (in line with legal requirements) to the Elections Team in a timely manner.

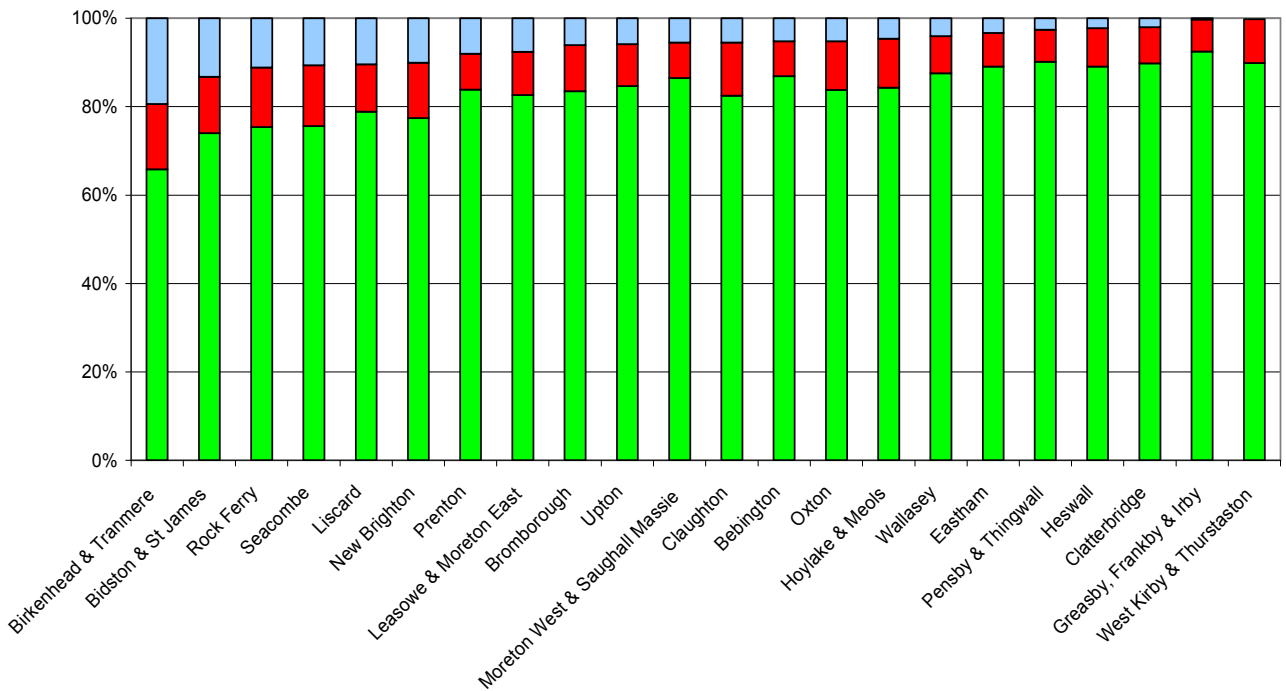
A detailed analysis of the results of the CDR and local data-match was provided to the Panel (see chart below). This provides a ward breakdown showing the number of positive (green) matches and non-matches (red).



This shows a fairly consistent picture of voters being successfully transferred across all wards, although it is interesting to note that the success rate is lower in those wards which have higher levels of known deprivation.

Further analysis was undertaken to explore levels of voter registration more generally using Census 2011 data to estimate the number of people over the age of 17 in each ward that do not appear on the register.

The chart below combines the results of the data-match exercise with the estimated percentages of non-registered voters. As in the previous chart, green indicates positive matches with red showing the negatives. Blue indicates the estimated proportion of the electorate who are not on the electoral register. The order of wards has the highest proportion of non-registered voters (Birkenhead and Tranmere) to the left.



This analysis shows a strong correlation between areas with higher levels of known deprivation and negative matches from the CDR exercise as well as levels of non-registration

more generally. The Panel noted that whilst the overall picture for Wirral at a borough-wide level is positive, the analysis shows there are some wards which are a cause for concern, including Birkenhead & Tranmere, Bidston & St James, Rock Ferry, Seacombe, Liscard and New Brighton.

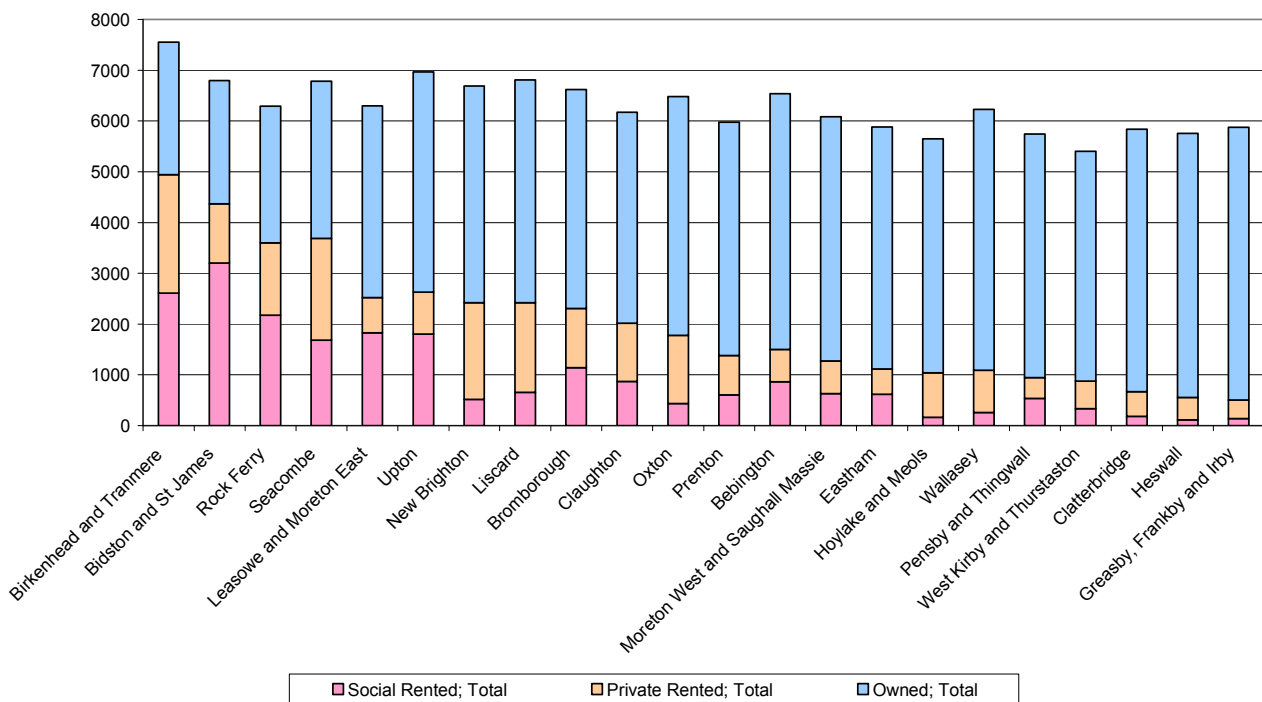
Members were interested in Wirral’s track record in getting new people on the register and what the challenges are to this. The current estimate of voters registered in Wirral is 92% which is above the national average of 90%. The challenge in getting this figure higher is resources, as there comes a tipping point in the cost-effectiveness of this given there will always be a residual number of people that do not want to or refuse to register.

One of the best incentives for encouraging registration is to make people aware of the negative impact it has on their credit rating. Members of the Panel highlighted concerns that currently many voters are reliant on other people registering them and with the introduction of IER the responsibility will fall on individuals to register themselves.

Additional analysis provided, highlighted those factors which are likely to impact on lower levels of voter registration amongst certain sections of community. These include:

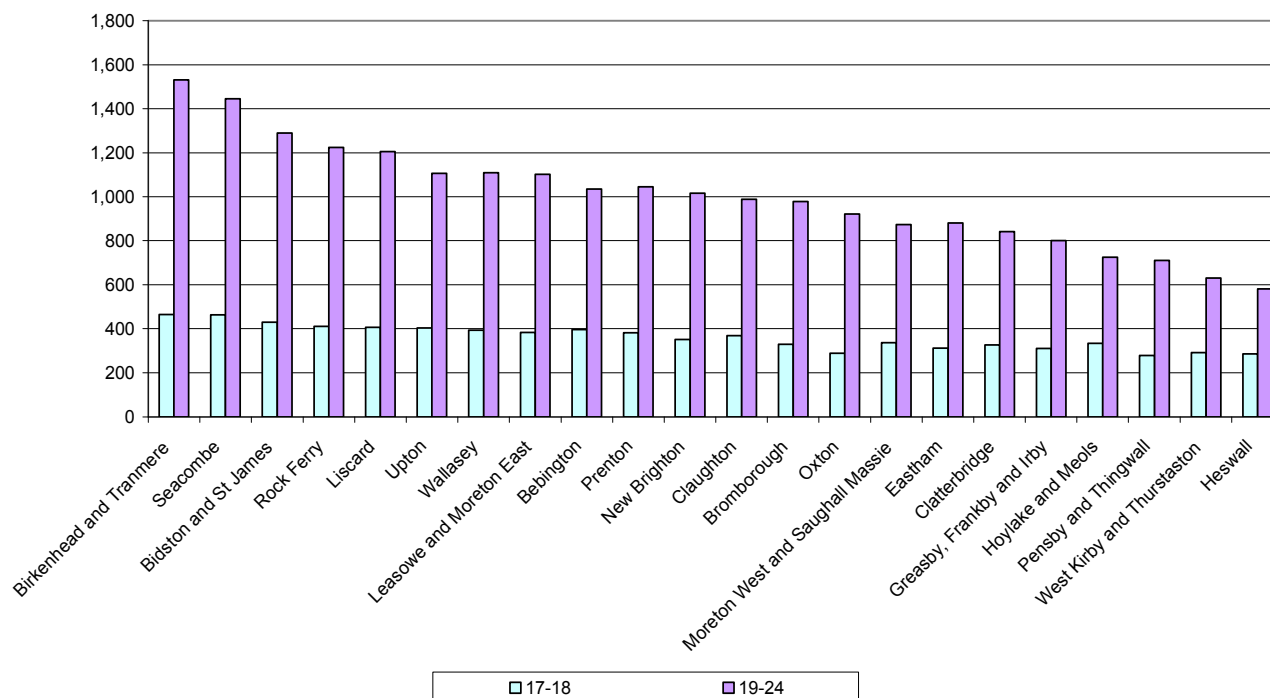
- People in rented accommodation (private and social)
- Young people
- Home movers

Apart from home movers which are randomly dispersed, geographical analysis of the proportions of people living in rented accommodation (see below) shows a strong correlation with those areas that have lower data-match results and higher numbers of non-registered voters.



In terms of the geographical dispersal of young people aged 17 – 24 (see chart below), this tends to follow the same pattern of distribution as rented accommodation again showing the correlation with areas that have lower data-match results and higher numbers of non-registered voters.

Numbers of Young People by Ward



National analysis by the Cabinet Office explores BME communities as being at risk of under-registration. However, findings did not suggest that BME groups were statistically less likely to be registered than their white peers who otherwise share the same characteristics.

Using the Census 2011, local analysis was undertaken regarding the distribution of non-UK born residents. This indicates that apart from Birkenhead and Tranmere, the distribution of non-UK born residents is fairly evenly dispersed. Members were concerned that there is insufficient data held on BME and non-UK born communities such as the emerging Polish community. It was suggested the Council’s engagement with minority communities would need to be coordinated through second-tier representative organisations such as Wirral Change and Wirral Multicultural Organisation.

5.3 Draft communications and engagement strategy

The communications campaign supporting the role out of IER will be managed centrally through Cabinet Office / Electoral Commission and is scheduled to launch nationally in June 2014. It is essential the local campaign aligns with the timetable and messaging nationally to ensure consistency. As part of planning milestones, local authorities have been required to submit early draft communication and engagement strategies to Cabinet Office. A copy of the draft strategy was provided to the Panel. The strategy was drafted prior to the results of the CDR data-match analysis and will need to be further developed in due course.

Officers highlighted that local communications and engagement activity would operate on two levels. There is a need for a general awareness-raising campaign targeting all voters with generic messaging about the shift to IER and promoting electoral registration. This work will dovetail with national and sub-regional campaigns when they go live in 2014. Alongside this, a more targeted approach will be needed involving communications with key partner organisations in line with the under-represented groups set out above in section 5.2. Specifically schools, landlords / tenant groups and membership organisations that support

hard to reach communities. Members highlighted the opportunity to work with landlords through the network of Registered Social Landlords and the Council's Private Landlord's Association.

A further level of more detailed targeting will need to be coordinated through a new approach to delivering the annual canvas which reflects the ward by ward analysis non-matches and non-registered voters. The annual canvas is the means for compiling the electoral register, although work updating the register continues throughout the year. Currently there are 103 Polling Districts in Wirral and 80-90 canvassers. Usually a Polling District is allocated to one canvasser with some picking up a couple of districts. The CDR result provides a rationale for allocating resources in a much more targeted way. This will not be developed until 2014, as we are currently in the middle of the canvass for the local and European Elections next May.

The Panel was also advised that the type of work canvassers do will need to change, with more information being requested at the doorstep and the need for a strategy to respond to emerging issues depending on how people react. This approach will provide canvassers with the opportunity to highlight the legal requirements of registration and the wider benefits i.e. the positive effect on an individual's credit rating. Next year, the canvass period commences in July and continues through till 1st December when the IER register will be published. The process of IER effectively changes the whole approach to canvassing, but this process is yet to be finalised.

Members acknowledged that the draft communications and engagement strategy contains a range of different communication channels as some forms of communication i.e. the local free press are restricted in their coverage. Members were keen that all opportunities to engage with partners and share communication costs with other local authorities through cross-border initiatives should be explored.

It should be remembered that the process of shifting to IER will involve large amounts of direct mail going to individuals and households from July 2014. Confirmation letters will be sent to those people who have been matched and transferred to the IER register. Household Enquiry Forms (HEF) and Invitations to Register (ITR) will be sent to properties and people that have not been successfully matched. All of this will provide opportunities to include additional leaflets and messages.

Members were concerned about the clarity and accessibility of IER literature and application forms so they are not a barrier to some sections of the community. However, documentation is still in the process of being developed nationally and has not yet been shared or published.

Given the number of staff with frontline roles dealing with residents enquiries i.e. one stop shop and call centre staff, there will be opportunities to inform residents about IER on the back of contact for other matters. As part of its preparations, the Council has allocated a lead trainer to deliver a programme of briefings and trainings to ensure that frontline staff have a good understanding of IER in order to answer enquiries and promote registration.

Panel Members also acknowledged the role that all Council Members will have in terms of communicating the changes and encouraging constituents to take action if they have not been automatically matched and transferred to the new IER register. It was also recognised that Members have local knowledge and would have ideas about how best to engage and communicate with certain communities. Panel Members were keen to highlight the need for on-going briefing of all Elected Members and for good ideas for engaging with constituents to be shared.

Recommendation 2: The Head of Legal and Member Services to coordinate periodic briefings with all Members as a means of maintaining two-way communication to support the implementation of IER.

Recommendation 3: Chairs of constituency committees are requested to include IER as a topic for discussion as part of their forward planning in the New Year.

5.4 Initial costs estimates for implementing IER in 2014

The Panel was advised that in line with Cabinet Office's commitment to supporting the costs of implementing IER, allocations are being awarded to Council's in 2012/13, 2013/14 and 2014/15. These have been based on a formula including population size and the results of the CDR exercise. Wirral's allocation for 2012/13 has been £12,086. In terms of the allocation for 2013/14, the Council had just been informed that this would be £100,403. This figure was calculated using the results of the CDR exercise to determine the volume of correspondence and activity to address the non-matches to the IER register.

An initial forecast of the costs for 2014/15 has been developed based on the CDR and local data-matching results and a series of assumptions about the likely response rates to mail shots and canvassing activity. This figure was calculated at £240,518. The cost for delivering the annual canvas in 2012 was £187,534. Therefore, the allocation of £100,403 is considered to be sufficient with a satisfactory surplus of £47,000 to cover the cost of communications and engagement activity as well as any other potential resilience and/or contingency costs.

It was explained to the Panel that this forecast was an initial assessment, although it did err on the side of caution had been based on detailed work and assumptions. The assessment will be reviewed over the coming months as more details emerge from the Cabinet Office to ensure there is sufficient resource in place. The Panel was also advised that in advance of the announcement of the 2014/15 allocation and to mitigate the risk of insufficient resources to cover the costs of IER, the Head of Legal and Member Services had included some contingency in the Elections Team budget for 2014/15.

A further allocation from Cabinet Office is anticipated in 2014/15. However, this is not known at this time but will be expected to taper given the bulk of the work will be undertaken in the coming financial year.

Recommendation 4: The Head of Legal and Member Services should ensure that funds are used in accordance with Cabinet office requirements/conditions and where possible used to support additional targeted engagement and canvassing activities, using the IER process as a vehicle to maximise electoral registration, and for contingency purposes.

6. CONCLUSION

Overall, the Panel were assured the Council's preparations for IER are in hand. The Panel were also assured that officers have a good understanding of the IER project, including what needs to be done and what the likely problems and issues are likely to be going forward.

The results of the CDR and local data-matching indicate that our position is above average in terms of our readiness to transfer to the IER register, which is very encouraging. Whilst the picture at the Borough-wide level is very positive, Panel Members were concerned that at a local level there are some wards which are a cause for concern in terms of people being transferred to the new register and levels of registration more generally. This highlights the need for engagement and canvassing activities to be effectively targeted and resourced.

In terms of the data analysis, the Panel was impressed with the quality of the information and analysis provided. Members also highlighted this was the first time they had seen this level of analysis of the electorate and that this would be of interest to all Elected Members and residents and should be made publicly available.

Recommendation 5: The Head of Legal and Member Service to make Ward data on IER and non-registered eligible voters available to all Elected Members and via the Council's website.

The Panel highlighted the need for a corporate approach to IER with front-line staff being effectively briefed so the message about this change is widely communicated to members of the public. All Members of the Council should also receive regular written and verbal briefings to ensure they are able to provide the latest information to their constituents.

The Panel acknowledged this review had been undertaken early on in the process, and that it would be useful for officers to bring an updated position to the Policy and Performance Committee further down the line and at an appropriate point i.e. June/July 2014.

Recommendation 6: The Head of Legal and Members Services should prepare a report to the Policy and Performance Committee providing an update on preparations for IER closer to the launch in June 2014.

Finally, the Panel were keen to consider that once the IER register is published in December 2014, there would be a need consider how the on-going register is effectively maintained. This will be particularly important beyond the 2015 general election after which old records will be deleted and the register is mostly likely to experience a reduction.

7. MEMBERS OF THE REVIEW PANEL

Chair's Statement:

The review provided a good opportunity for Members of the Coordinating Committee to understand the changes coming in next year. The Panel were impressed with the level of preparation already undertaken by Council Officers and are confident Wirral's transfer to the new register should go well in 2014. This is an issue that all Members need to be aware of so that they can answer questions from constituents as the transfer to IER draws nearer.

It is clear over 90% of people will be automatically transferred to the new register. Whilst the overall picture for Wirral is positive, the Panel is concerned that in areas with higher levels of deprivation and people living in rented accommodation, the transfer to IER will require significantly more work. This review also shows that these areas also have more people that do not registered to vote. This emphasises the need for the Council to take a targeted approach with the additional resources available.

Whilst the accuracy of Wirral's electoral register has traditionally been above the national average, the IER process provides us with a unique opportunity to encourage those not on the register, particularly young people, to get themselves registered so they can vote at future elections.

Panel Membership

Councillor Jean Stapleton (Chair)



Councillor Moira McLaughlin



Councillor Denise Roberts



Councillor Steve Williams



This Report was produced by the IER Scrutiny Review Panel
(which reports to the Policy & Performance Coordinating Committee)

Appendix 1:

Scope Document

Date: 14th October 2013

Review Title: Individual Electoral Registration

<p>Scrutiny Panel Chair:</p> <p>Cllr Jean Stapleton (Chair), 0151 201 5057, jeanstapleton@wirral.gov.uk</p>
<p>Panel members:</p> <p>Cllr Moira McLaughlin, 0151 644 8234, moiramclaughlin@wirral.gov.uk Cllr Denise Roberts, 0151 652 3309, deniseroberts@wirral.gov.uk Cllr Steve Williams, 0151 677 8848, stevewilliams@wirral.gov.uk</p>
<p>Scrutiny Officer(s):</p> <p>Mike Callon, 0151 691 8379, michaelcallon@wirral.gov.uk</p>
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<p>Other Key Officer contacts:</p> <p>Gareth Latham (Research and Information Officer), 0151 691 8030, garethlatham@wirral.gov.uk</p>
<p>2. What are the main issues?</p> <ul style="list-style-type: none">• Wirral's progress in terms of IER preparation has been good in terms of implementing a new electoral management system, the results of the test data match with DWP and local data matching.• Members of the Panel were concerned about the introduction of IER having a negative impact on voter registration.• There are concerns about low registration among certain communities both geographically and in terms of specific sections of the community, particularly young people and people living in rented accommodation.• At a time of austerity, there was concern about the cost of implementing IER and whether this can be met from existing resources assisted by modest allocations from the Cabinet Office.• The government's increasingly strict stance on ICT security presents a risk to the implementation of on line registration.
<p>3. The Committee's overall aim/objective in doing this work is:</p> <ul style="list-style-type: none">• For the Panel to be satisfied there are robust arrangements in place for the implementation of IER.• To have a good understanding of the potential issues and problems in implementing this new system.• That Wirral is not financially disadvantaged by implementing IER.• That all opportunities are taken to use IER as a vehicle to maximise registration.

<p>4. The possible outputs/outcomes are:</p> <ol style="list-style-type: none"> 1. Wirral benefits from a smooth transition to IER. 2. That voter registration levels are not adversely affected by the shift to IER 	
<p>5. What specific value can scrutiny add to this topic?</p> <ol style="list-style-type: none"> 1. Scrutiny can provide assurance to the Council that preparations for the shift to IER and the implementation of this new approach are being effectively managed. 2. Scrutiny can support effective communications to Members regarding the implementation of IER and the issues Members need to be aware of. 3. Scrutiny can provide support in helping to promote electoral registration. 	
<p>6. Who will the Committee be trying to influence as part of its work?</p> <ul style="list-style-type: none"> • Elected Member • The General Public • Specific groups that might be able to support the Council's engagement strategy 	
<p>7. Duration of enquiry?</p> <p>This is considered to be a short review to assess the Council's readiness for implementation. It has been suggested that a further review of implementation is scheduled at a suitable milestone in the implementation plan.</p>	
<p>8. What category does the review fall into?</p> <p>Horizon scanning – this review is intended to inform and add value to the local implementation of a nationally delivered government policy.</p>	
<p>9. Extra resources needed? Would the investigation benefit from the co-operation of an expert witness?</p> <p>None identified at this stage.</p>	
<p>10. What information do we need?</p>	
<p>10.1 Secondary information (background information, existing reports, legislation, central government documents, etc).</p> <ul style="list-style-type: none"> • Project plans & briefing papers distributed by Cabinet Office • Results of national pilot • Local census data to understand local population profiles. 	<p>10.2 Primary/new evidence/information</p> <ul style="list-style-type: none"> • Analysis of dry run data match results against local population profiles • The Council's Strategy for targeted engagement to address under-registration amongst specific communities.
<p>10.3 Who can provide us with further relevant evidence? (Cabinet portfolio holder, officer, service user, general public, expert witness, etc). council officers to include:</p> <ul style="list-style-type: none"> • The Head of Legal & Member Services 	<p>10.4 What specific areas do we want them to cover when they give evidence?</p> <ul style="list-style-type: none"> • Officers to provide a more detailed analysis of those communities (geographical and

<ul style="list-style-type: none"> Officers from Electoral Services and the Policy Unit. 	<p>thematic) were registration is lower.</p> <ul style="list-style-type: none"> Officers to set out the proposed strategy for maximising engagement and registration (with particular reference to those communities). Officers to provide a budget forecast of the financial impact of IER and whether this can be achieved from within existing resources assisted by the additional allocations from Cabinet Office for 2013/14, 2014/15, 2015/16.
<p>11. What processes can we use to feed into the review? (site visits/observations, face-to-face questioning, telephone survey, written questionnaire, etc).</p> <p>None identified at this stage.</p>	
<p>12. In what ways can we involve the public and at what stages? (consider whole range of consultative mechanisms, local committees and local ward mechanisms).</p> <p>None identified at this stage.</p>	

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