



## Constituency Committee - Birkenhead

<b>Date:</b>	<b>Thursday, 28 February 2019</b>
<b>Time:</b>	<b>6.15 p.m.</b>
<b>Venue:</b>	<b>Gautby Road Play and Community Centre, 69 Gautby Road, Birkenhead, CH41 7DS</b>

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There will be an opportunity for informal networking with food and refreshments from 6pm

### 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 the agenda and, if so, to declare them and state the nature of the interest.

**2. APOLOGIES FOR ABSENCE**

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

The Committee be requested to approve the accuracy of minutes of the meeting held on 27 September 2018.

**4. SHOWCASE PRESENTATION: FOOD PROJECTS**

Presentation – George Thomas, Beechwood Community Trust, Luke O'Dowd, Gautby Road Play and Community Centre, and Eve Barrett, St James' Centre.

**5. SHOWCASE PRESENTATION: ENVIRONMENT ACTION DAYS**

Presentation – Andy Brannan, Sheila Henry, Nikki Groves and Lisa Blackwell, Wirral Council.

**6. GETTING THE BASICS RIGHT - IMPLEMENTING A NEW MODEL FOR COMMUNITY ENGAGEMENT (Pages 7 - 22)**

## CONSTITUENCY COMMITTEE - BIRKENHEAD

Thursday, 27 September 2018

<u>Present:</u>	Councillor	G Davies (Chair)	
	Councillors	P Cleary P Davies P Doughty S Foulkes EA Grey	S Kelly B Kenny J McManus C Meaden
<u>Apologies</u>	Councillors	A Brame WJ Davies	M McLaughlin G Wood

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

Members were asked to consider whether they had any disclosable pecuniary or non pecuniary interests in connection with any items on the agenda and if so, to declare them and state the nature of the interest.

No such declarations were made.

### 11 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Allan Brame, Bill Davies, Moira McLaughlin and Gillian Wood.

### 12 MINUTES

#### RESOLVED:

**That the minutes of the meeting of the Birkenhead Constituency Committee held on 13 June 2018 be approved as a correct record.**

### 13 HOLIDAY FOOD AND SUMMER FEEDING BIRKENHEAD ACTIVITIES

A presentation was given by Emma Wilkes, Company Director of Neo Community Café. Members were informed that a Holiday Activities and Food Bill had been put forward to Parliament in January 2017 which had not been passed however the Government had pledged to carry out a pilot.

Twelve projects had received money, seven of which were across Birkenhead. These provided 145 days of activities and food and the aim was to support families and provide memorable summer holidays.

It was reported that the Department for Education had allocated £25,215.09 for all 7 projects. There had been 888 children involved in the projects during the summer and 9,938 meals provided. The Department for Education were surprised by the response and naïve of the need for these projects, therefore it was hoped that a tender would go out for the summer holidays next year and extend to other areas of Wirral.

Some of the activities carried out included visits to Alton Towers, Chill Factore, Flamingo Land, Gulliver's World and bowling. It was reported that the project was supported by the Steve Morgan Foundation and that a visit had been made by Steve Morgan himself. A number of figures were provided which included the provision of 6,597 packed lunches, 5,000 breakfasts, 673 hot meals, 123 crisis hampers and 152 free haircuts. A total of 3,969 hours had been worked by volunteers.

In respect of Gautby Road, 470 children had attended which resulted in the provision of 2768 packed lunches, 500 breakfasts, 15 trips (two of which had been residential), 700 hotdogs and burgers, 152 haircuts, 28 days of activities, 2880 staff hours, 1897 miles driven and 1082 hours worked by volunteers which saved £18,000 in staffing costs.

Members were informed that it had been a very successful summer with many children engaged. Gautby Road had linked up with Neo Community Café and St James Community Centre and that the highlights had been not just the visits but also the opportunity for the children to have lunch and breakfast together.

**RESOLVED:**

**That all involved be thanked for their exceptional hard work.**

14 **BIRKENHEAD IN BLOOM**

Mr George Thomas of Beechwood Community Trust gave a presentation to Members.

He referred to the North West in Bloom Competition 2018 and thanked the many residents and organisations who had provided floral arrangements. He advised that 31 of these had been entered into the competition.

Mr Thomas notified Members about Big Local which was a Big Lottery Fund national initiative. It involved bringing together local people, talent, ambitions, ideas, skills, assets and energy into the area to inspire community action. A part of the Beechwood Estate, the Ballantyne Estate and Bidston Village had been selected as a Big Local area. He reported that the funding was a charitable endowment of £1m to be spent over 10 years and that an

independent organisation called Local Trust had been set up to help local areas decide how to spend their allocations.

Members were advised that local people and stakeholders had developed a Big Local Plan and that there had been a number of positive outcomes including drawing external funds to Birkenhead, improving the environment, involving schools, supporting numerous environmental pledges and it was also a platform for volunteer groups and a target to work towards.

Angela Murphy, Chief Executive, Tomorrow's Women addressed the Committee. She advised that Tomorrow's Women was a charity for women over 18 who wanted to make positive lifestyle changes and that over 180 agencies had been involved and formulated a timetable of activities. Six thousand women had registered who had come from referrals through GPs, Police or because they had heard about the charity and about 160 women a day attended. She informed Members that they had moved into St Lawrence's in 2012 and further to receiving funding a plan had been drawn and the area had been transformed which was now an additional learning space for horticulture. Ms Murphy was proud to announce that the Charity had been nominated to put their garden forward for the North West in Bloom competition.

John Booth from Oxtan addressed the Committee and advised that initially 14 hanging baskets had been installed on lampposts in Oxtan and an additional 7 had been provided by the Council. The baskets had been maintained by a team of five volunteers, there were 40 baskets in 2009 and 42 baskets in 2010. During 2012/13 it had become increasingly difficult to water the baskets therefore a self-watering system had been devised. An attempt had been made to replicate this in Claughton however this had not been viable therefore artificial plants had been installed.

Eve Openshaw addressed the Committee and advised that she was the founder of 'Wezzy Gardens'. She explained that she had initially approached the Constituency Committee in respect of a grot spot and after further research had found out that the area was owned by Liverpool Housing Trust which then led her to work closely with a number of groups. She advised Members that Westbourne Road had a high crime rate and antisocial behaviour but that this had since reduced. She advised that the garden had opened in August which was a safe haven and promoted health and wellbeing as well as social skills which had led her to undertake courses and gain qualifications. This had brought communities together and had been entered into the Britain in Bloom competition. She reported that Westbourne Gardens was self-funded and they relied on donations and recycled items from skips.

Sheila Henry, Woodlands Park addressed the Committee and reported that a partnership had been set up by the Police with the Council as women and children had been suffering racial abuse in the area. Funding had been

received from Birkenhead Constituency and YMCA and a fun day had taken place on 21 July 2018 where communities came together for a day of entertainment. She thanked Birkenhead Constituency for providing money for the community to work in partnership.

Richard Barley, Environmental Services Manager, Onward Housing gave a presentation to Members. He advised that Beechwood had created an idea to renovate the area with a new 'mediterranean' look. He advised that a boat had been upcycled from Thurstaston beach which had been sanded, painted and filled with flowers. Other improvements in the area included hanging baskets and three tier planting boxes that had been planted outside local shops and wild flowers that had been planted on grot spots. He advised that support and funding was available for an environment group which would hopefully be starting.

Alison Bailey-Smith, Williamson Art Gallery addressed the Committee and advised that the gallery had been refurbished a few years ago however a garden had now been developed which had been launched at the end of June. This was previously a large courtyard which had been disused and overgrown with weeds which had been transformed into a landscaped courtyard. She advised that the next step would be to raise money to install lighting in order that the area may be used at night and could be an outside exhibition space.

**RESOLVED:**

**That all representatives be thanked for their presentations to the meeting and for their work in the Birkenhead in Bloom project.**

15 **BIRKENHEAD CONSTITUENCY MANAGER'S REPORT**

The Birkenhead Constituency Manager presented her report providing an update on progress in relation to agreed schemes of work from the budget devolved to the Constituency Committee to date and other Birkenhead Constituency Committee neighbourhood projects in progress.

The Birkenhead Constituency Manager reported on progress in respect of the following –

- **Keeping Birkenhead Clean**

Members were provided with updates in respect of:

- Love where you Live Litterpick Kits
- Skip Fund, Community Partnership Days and Clean-ups
- Clean-up dates June – September 2018
- Operation Sparkle

- **Feeding Birkenhead**
- Beechwood Update
- Gautby Road Community Centre
- Livingstone Street Centre – BEE Wirral Council
- **Community Connectors Project**
- **Birkenhead First Activity Update: 2018**
- **Birkenhead Assets Update**
- **Pathfinder Project**
- **Rock Ferry Exhibition 8<sup>th</sup> September 2018**
- **Birkenhead Constituency Team Neighbourhood Engagement Update**

**RESOLVED:**

**That the report be noted.**

**16 PUBLIC QUESTIONS AND ANSWERS**

The Chair advised that a pre-raised question had been received by the Committee from Mr John Brace as follows:

*“The formula for calculating the minimum annual local housing need on which the current Local Plan consultation is based is published here [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/728247/How\\_is\\_a\\_minimum\\_annual\\_local\\_housing\\_need\\_figure\\_calculated\\_using\\_the\\_standard\\_method.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728247/How_is_a_minimum_annual_local_housing_need_figure_calculated_using_the_standard_method.pdf)”*

*The formula states “Taking the most recent household projections”.*

*On 23rd January 2017 responsibility for publishing the household projections moved from the Ministry of Housing, Communities and Local Government to the Office of National Statistics, as you can read for yourself in the grey box on this page about the household projections (which is also hyperlinked from the formula) here <https://www.gov.uk/government/collections/household-projections>*

*Therefore the household projection figures recently published by the Office of National Statistics are the most recent household projections and therefore the ones that should be used for the Local Plan.*

*Could you therefore please answer:-*

*a) after the publication of the new household projection figures recently by the ONS why the 6 week Local Plan consultation on the old figures wasn't abandoned,*

*b) why there is a report in the Wirral Globe today of Cllr Phil Davies writing to the Secretary of State for permission (which appears not to be required as the formula refers to the most recent figures) to use the new ONS figures,*

*c) due to the substantial drop in the household projection figures when the review of policies (that's a legal requirement stemming from the change in household projection figures) which would be likely to be carried out*

*and*

*d) whether the review referred to in c) will result in a further 6 week consultation on the Local Plan using the most recent ONS figures?"*

Councillor Phil Davies provided a verbal response and the Chair advised that a letter detailing this response would be sent to Mr Brace from David Ball.

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

Councillor S Foulkes advised that a meeting had taken place that afternoon in the Miriam Centre where concerns had been raised in respect of the Clinical Commissioning Group's proposals for the future of Urgent Care provision on the Wirral which posed a threat to walk in centres. He also referred to a consultation document in respect of this.

Councillor Foulkes wished to raise the public profile and reported that petitions were available to collect signatures supporting opposition to the closure of these services.





**Birkenhead Constituency Committee**  
**Thursday, 28 February 2019**

<b>REPORT TITLE:</b>	<b>GETTING THE BASICS RIGHT - IMPLEMENTING A NEW MODEL FOR COMMUNITY ENGAGEMENT</b>
<b>REPORT OF:</b>	<b>Director of Governance &amp; Assurance</b>

## **REPORT SUMMARY**

Following agreement at Council on 10 December 2018, endorsing the recommendation by Cabinet on 26 November 2018, to implement a new model of community engagement commencing in the municipal year 2019/2020 this report describes:

1. the distribution of funding across wards, according to a weighting based upon 75% per head of population, 15% deprivation, 5% under 5 years population and 5% over 75 years population (as set out in Appendix A to this report), and allocations in respect of each Ward Member.
2. The governance arrangements for the process of applications for Ward Member budget funding and; annual review and evaluation.
3. Member support arrangements to aid ward councillors.

In accordance with the recommendations approved by Council the deletion of the provisions of the Constitution relating to Constituency Committees determines that this meeting is the final convergence of the Constituency Committee. Members may therefore also wish to consider arrangements for collaborative working outside of formal governance conditions.

## **RECOMMENDATION/S**

It is recommended that:

- Elected members note the process and criteria as set out in the appendices attached to this report and the necessary officer delegations to administer the Ward Member budgets.
- Members consider opportunities for working together.

## **SUPPORTING INFORMATION**

### **1.0 REASON/S FOR RECOMMENDATION/S**

To progress the Council's agreed approach to community engagement and to establish Ward Member budgets as a means of enabling engagement with Wirral's residents.

### **2.0 OTHER OPTIONS CONSIDERED**

A range of options have been considered as part of the development of the new approach and in consultation with Elected Members and other relevant stakeholders.

### **3.0 BACKGROUND**

During 2017/18 a review took place led by the then Portfolio holder for community engagement. Following consideration, and ongoing consultation with Elected Members, a proposal was approved by Cabinet, at its meeting on 26 November 2018, to implement a new approach to community engagement. This approach is intended to enable a more focussed way to support Members in effective ways of engaging and working with Wirral's residents, businesses and partners – and giving local people a greater stake in community projects.

On 10 December 2018 Council agreed the recommendation of Cabinet:

- 1) *that a budget of £250,000 be distributed across the 22 wards, according to a weighting based upon 75% per head of population, 15% deprivation, 5% under 5 years population and 5% over 75 years population and allocated in respect of each Ward Member;*
- 2) *to delegate authority to the Director for Governance and Assurance to determine applications for Ward Member budget funding;*
- 3) *to delegate to the s151 Officer, in consultation with the Leader, authority to make any necessary changes to the process for awarding money from ward budgets, including changes to the officer responsible for determining applications for ward budget funding;*
- 4) *that there be an annual review and evaluation;*
- 5) *to recommend to the Council the deletion of the provisions of the Constitution relating to Constituency Committees as part of the Council's executive arrangements; and*
- 6) *that the new Ward Member budget model should be implemented in the new Municipal year.*

***Wirral Together Getting the basics right – a new model for community engagement, 26 November 2018***

To implement these recommendations arrangements have been established to ensure effective delivery and robust governance.

### **3.1 WARD BUDGET**

The key principles of how the Ward Member budgets will operate are:

(a) Acting as a catalyst: to equip Councillors to encourage resident-led activities that become autonomous and self-sustaining.

(b) Community leadership as a process not a transaction: while it will sometimes be beneficial to help resident-led initiatives get off the ground through seed funding, the Ward Member budgets are not exclusively a seed fund. The intention is that they are also used to support the process of community leadership, a process that involves bringing residents together, identifying priorities and developing resident-led solutions. The process of community leadership can potentially reach a wider range of community groups and inspire a greater number of autonomous community initiatives, than could be supported through the Ward Member budget used exclusively as a seed fund.

(c) A strategic, evidence based approach: Councillors need to be equipped to use their Ward Member budgets in a strategic way and focus on the most important issues in their wards. Councillors will have access to ward profiles and other sources of information about the pattern of need in their wards. They also need to have as much information as possible about the community assets within their wards – the community groups, networks of support and community champions that Councillors may look to lead, bring together and invite to develop new initiatives. The Ward Member budgets will enable Councillors to commission additional information gathering, surveys and asset mapping where it is required.

(d) By using the Ward Member budget to support a strategic process of community leadership, Councillors can seek and draw out initiatives where funding would be most valuable and then help to deliver a successful application. Those initiatives should be clearly linked to the Wirral 2020 plans to protect the most vulnerable, drive economic growth and improve the environment.

(e) Flexibility: Ward Member budgets should be flexible enough to enable different approaches to community leadership to take place in different wards. Members will be able to determine whether they work together within wards, across wards, and within, or across constituency boundaries.

The amount of funding allocated to local areas has increased to £250,000 across 22 wards. The amount allocated to each ward across Wirral has been determined using a formula based upon 75% per head of population, 15% deprivation, 5% under 5 years population and 5% over 75 years population. The allocation for each ward is included in Appendix A.

### **3.2 FUNDING APPLICATION AND APPROVAL PROCESS**

It is important that Ward Member budget activity is clearly communicated and transparent. Appendices B and C include the process, criteria and the necessary officer delegations to administer the Ward Member budgets.

Communications may produce feature articles on Ward Member budget projects using the Council's normal channels. Communications support to engage individual communities will be available through the use of local social media and website channels. The costs of any locally requested materials (posters or leaflets) would need to be paid for out of Ward Member budgets and will be sourced through the Council's procurement sources.

The impact and outcomes of the work and investments carried out at ward level through this funding will be reported annually through Council. Each elected member will be required to produce a report detailing where the money has been spent, and the impact it has made. These reports can be aggregated where Members have chosen to work together as a Ward or bigger footprint.

### **3.3 MEMBER SUPPORT**

Dedicated officer support will continue to be provided to directly support councillors in this approach aligned to the knowledge and existing relationships established as part of the Constituency Committee structure. This will include support to work alongside local communities, the process for considering and allocating ward budgets and developing local projects with local people and stakeholder organisations. Appendix D details the Officer support for each ward area.

### **3.4 WORKING TOGETHER**

This approach enables Members to work in a way that responds to their local community and Ward Member budgets provide an opportunity for Councillors to help foster community cohesion in local areas by encouraging different communities to work together to identify priorities and develop resident-led solutions to local issues.

Ward councillors therefore may choose to engage with their community singly, on a ward or area basis or through shared meetings on the continuing boundaries as they wish. Following dissolution of the Constituency Committee Members may wish to agree an approach to working within and across boundaries.

## **5.0 FINANCIAL IMPLICATIONS**

A total annual budget of £250,000 has been allocated to be apportioned at ward level, with a third of each ward budget aligned to each Ward Member weighted by population in each ward, deprivation and those communities that are most vulnerable and which have the greatest contact with Council services.

Safeguards against inappropriate expenditure will be put in place, with officers authorising expenditure against the guidance provided

## **6.0 LEGAL IMPLICATIONS**

The Council has a discretionary power of general competence under s1 of the Localism Act 2011 which allows it to do anything that an individual can do, including the power to do anything for the benefit of the authority, the Wirral Borough area or persons resident or present in the area.

Decisions about the allocation of Ward Member budgets cannot be delegated either individually or collectively to Members per ward of the authority and therefore an officer will need to make decisions on awarding money these budgets on recommendations from ward councillors, based on the criteria set out in the attached appendices.

Ward-Member budgets comprise Council funds and must be spent in accordance with the relevant constitutional, financial and procurement rules.

## **7.0 RESOURCE IMPLICATIONS: ICT, STAFFING AND ASSETS**

Officer support will be dedicated to Ward Members to enable the implementation of this new approach. Appendix D outlines how staff will be aligned to ward councillors.

## **8.0 RELEVANT RISKS**

Funding is used inappropriately and not in line with the guidance. This risk will be mitigated by ensuring there is officer sign-off of any planned expenditure. Additionally, an annual report will be produced each year, and published detailing how the investment has been used and the impact it has made.

Communities are not engaged. Ward Members will be supported by the Member Support Team to support effective engagement with communities. This can take whatever appropriate form is relevant to local areas. Communications support will also be provided to ensure local communities are aware of events and opportunities in their areas.

## **9.0 ENGAGEMENT/CONSULTATION**

The recommendations included within this report have been informed by extensive engagement with a range of partners, led by Cllr Patrick, to explore how the Council and partners work with local people to deliver the Wirral Plan.

Commencing in Spring 2017, insight was gathered from stakeholders, including local residents, ward Members, community, voluntary and faith sector organisations, public service partner organisations and Council staff.

Surveys, interviews, focus groups and workshops were used to gather information which explored the challenges and opportunities for the Council and partners to work effectively with communities. The findings from this work were presented to all four Constituency Committees across Wirral in March 2018.

## **9.0 EQUALITY IMPLICATIONS**

An impact assessment relating to this model can be found at the link below:

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impactassessments/equality-impact-assessments-2017/business>

It found that Ward Member budgets provide an opportunity for Councillors to help foster community cohesion in local areas by encouraging different communities to work together to identify priorities and develop resident-led solutions to local issues.

The EqIA identified a number of potential risks around the introduction of Ward Member budgets but also found that there is adequate mitigation in place to address these risks, such as equalities training for Councillors, support from the Council Communications team, a transparent process for distributing funds, and control in the form of senior officer confirmation of spending.

The EqIA recommended that an annual review be carried out to monitor the cumulative impact of Ward Member budgets and the effectiveness of any mitigation measures put in place.

### **REPORT AUTHORS:**

**Constituency Manager by area [to be added]**

### **APPENDICES**

**Appendix A:** Ward Member Budget Allocations

**Appendix B:** Guidance on Ward Member Budgets

**Appendix C:** Ward Member Budget Application Form

**Appendix D:** Officer Support by Ward

## APPENIX A – WARD MEMBER BUDGET ALLOCATIONS

**Note:** these allocations have been calculated on the basis of data available at November 2018 and are therefore indicative. They will be re-calculated for each new Municipal year from 2019/20 onwards to ensure none of the underlying weighting figures have changed and to agree the final allocation within the Council's budget.

Ward	Weighted Allocation <sup>1</sup>	Individual Ward Member budget allocation
Bidston and St James	14,009	4,670
Birkenhead and Tranmere	15,161	5,054
Cloughton	11,667	3,889
Oxton	10,374	3,458
Prenton	10,885	3,628
Rock Ferry	12,772	4,257
<b>TOTAL</b>	<b>74,868</b>	

Ward	Weighted Allocation	Individual Ward Member budget allocation
Leasowe and Moreton East	11,851	3,950
Liscard	12,639	4,213
Moreton West and Saughall Massie	10,420	3,473
New Brighton	11,561	3,854
Seacombe	13,856	4,619
Wallasey	10,671	3,557
<b>TOTAL</b>	<b>70,999</b>	

Ward	Weighted Allocation	Individual Ward Member budget allocation
Bebington	11,301	3,767
Bromborough	12,101	4,034
Clatterbridge	10,195	3,398
Eastham	10,331	3,444
Heswall	9,278	3,093
<b>TOTAL</b>	<b>53,206</b>	

Ward	Weighted Allocation <sup>2</sup>	Individual Ward Member budget allocation
Greasby, Frankby and Irby	9,739	3,246

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<sup>1</sup>75% per capita; 15% deprivation; 5% under 5 years population; 5% over 75 years population

Hoylake and Meols	9,502	3,167
Pensby and Thingwall	9,574	3,191
Upton	13,128	4,376
West Kirby and Thurstaston	8,984	2,995
<b>TOTAL</b>	<b>50,927</b>	



## **Appendix B: Guidance on Ward Member Budgets**

### **DRAFT Subject to amendment**

Ward Member budgets are designed to act as a catalyst to encourage resident led activities that are autonomous and self-sustaining. Who should receive funds from Ward Member budgets?

Local community organisations, charities, statutory bodies (e.g. the police), businesses and sole traders can receive funds, either separately or in partnership. Ward Member budgets cannot be used to support any kind of political activity.

How will funds be awarded?

Ward Councillors, working together, will be responsible for agreeing proposals to be put forward for approval for the award of funding. Ward Members may wish to do this in different ways and will have the flexibility to do this in the way that best suits their ward.

Some suggestions are:

- Ward Councillors may wish to agree priorities, perhaps in consultation with the local community, at the start of the year and invite applications that will further that agenda (for instance, a focus on enhancing local high streets, or tackling social isolation).
- Ward Councillors may wish to maintain more flexibility and adopt a combination of seeking community groups to take forward specific initiatives, or to maintain complete flexibility to allow anyone to come forward with a proposition in line with the general aims of the ward budget.
- The frequency with which decisions are made on spending of the budget is for Ward Councillors to determine – and could be annual, quarterly or monthly, for instance. If awards are to be made at specific periods during the year, Councillors will wish to weigh up the benefits of speediness of decision making versus ensuring that the budget is not all spent within the first few months of the year.

What are the criteria for awarding funds from Ward Member budgets?

In order to ensure that there is transparency and clarity, it is suggested that a standard template is used across wards, and this will be provided.

Successful applications must:

- improve the well being of the local community in Wirral Borough, or its environment or economy, and be linked to the themes of the Wirral Plan (protecting the most vulnerable, driving economic growth, and improving the environment)
- be one off expenditure with no expectation of future funding
- be a minimum of £250, for applications from external organisations.

- (Applications from Ward Members, such as for room hire and printing, will not be subject to a minimum) and be for revenue or capital expenditure.

Examples of applications that are likely to meet the criteria are:

- providing access to tools for a community garden or impacting positively on resident engagement
- providing seed or match funding for a larger scale project. For example to help fund the painting of shop frontages in a particular street.
- funding to be used to engage a particular part of the community on a specific issue.
- funding to support ongoing and regular ward or community engagement and development
- Ward Member budgets can be used to fund joint projects between two or more wards providing each Member has identified the project as something that would benefit residents in all the participating wards.

Ward Member budgets cannot be used for the following purposes:

- Projects that would adversely impact the local community or environment
- Projects that would undermine Council approved priorities
- To fund existing, changing or decommissioned Council services
- To fund the mainstream activities of a commercial [or voluntary sector?] organisation.
- To fund retrospective applications (e.g., equipment etc., cannot be purchased and then an application submitted)
- Projects that are political in nature or campaign against the Council or its agreed priorities or funding for lobbying
- Must not have on-going revenue or capital implications
- Projects or proposals that would be unlawful for the Council to support

How will decisions about applications be made and when?

A named officer will have the delegated decision making authority to approve applications for money from Ward Member budgets. Members will make their recommendations on the spending of the Ward Member budgets to the named officer. Members are expected to make recommendations that meet all of the above criteria for awarding Ward Member budget spending. The named officer should then be able to agree spending without further information. The decision of the named officer will be final and is not subject to appeal. Unspent Ward Member budgets will not be rolled forward to the following financial year without Cabinet consent.

The decision making process

- Councillors, residents and organisations make applications
- Ward Member(s) determine which applications they recommend to be funded
- A final formal decision on spend is made by the named officer
- The Ward Member(s) is (are) notified of decisions
- Applicants are notified of decisions

- Funding is released and projects commence
- A list of all projects and spend will be published on a web-page

What rules apply to spending Ward Member budget funds?

Ward Member budget funds are public money and so the same rules apply as would apply to any other council spending. All spending is subject to the Council's Constitution, Contract Standing Orders and Financial regulations, as well as the appropriate scrutiny and accountability.

The Council will not be putting resources into checking that projects supported by a Ward Member budget have been delivered. There is an element of trust between the Ward Members and the applicant to ensure that the money is spent in accordance with the application. If Members believe at any point that the funds awarded have been used for different purposes than those applied for, they should notify the named officer who will make a decision on the most appropriate course of action. Ward Councillors must consider and identify any potential conflicts of interest in relation to proposals they are supporting.

## Appendix C: Ward Member Budget Application Form



### Ward Budget Application Form [19/20] submission deadline [?]

Ward (please circle or highlight EACH or ONE ward specifically):-

Applicant *Please tick one that applies:-*

local community organisation	constituted local organisation
charity	individual
statutory bodies (e.g. the police)	Other, please state:
business / sole trader	

Organisation

Contact Name

Address

Email

Telephone  
No.

Note: Applications must come through recognised or constituted groups, but if excellent ideas are proposed, 'ownership' by a constituted group could be considered.

How much are you requesting from the ward budget fund?  
*Please round up/down to the nearest whole number*

£

Ward Councillor certification I/We the undersigned ward councillor(s) support this proposal

signature/e-sign		signature/e-sign		signature/e-sign	
date:		date:		date:	

Approval / Declined		date:
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Please complete the following pages clearly and completely. Any omission may delay and in some cases disapprove the application.

### Proposal:-

Please explain what you are proposing to do, how much you are requesting and detail how the money will be spent. A full breakdown of proposed spending is necessary, including any VAT.

### Criteria:-

Please indicate how this application meets the ward budget criteria. Successful applications must:

- improve the well being of the local community in the Borough, or its environment or economy;
- be one off expenditure with no expectation of future funding;
- be for a minimum of £250 for applications from external organisations (Applications from Ward Members, such as for room hire and printing, will not be subject to a minimum).

If your application for ward budget funding is part of a larger project please explain how much will come from other sources and what those other sources are.

List any attached documents you are supplying in support of your project:

Certification by applicant (please ensure all fields are filled in):-

All necessary consents/insurance or permissions are in place	Yes	No
If not, please provide reasons and when it will be in place		

Please confirm that none of the prohibitions below applies	Yes	No
<p>Ward budgets <b>cannot</b> be used for the following purposes:</p> <ul style="list-style-type: none"> <li>■ Projects that would adversely impact the local community or environment like for example funding a parade for a socially excluded body</li> <li>■ Projects that would undermine council approved priorities</li> <li>■ To fund existing, changing or decommissioned council services</li> <li>■ To fund the core activities of a commercial or voluntary sector organisation.</li> <li>■ To fund retrospective applications (e.g. equipment etc cannot be purchased and then an application submitted)</li> <li>■ Projects that are political in nature or campaign against the council or its agreed priorities or funding for lobbying</li> <li>■ Must not have on going revenue or capital implications</li> <li>■ Projects/proposals that would be unlawful for the council to support</li> </ul>		

I certify that to the best of my knowledge and belief, the entries on this application form are true, accurate and complete.

I confirm that I am authorised to sign this application form on behalf of the organisation or group named within this application form.

	signature/e-sign
date:	

### Appendix D: Officer Support by Ward

<b>Ward</b>	<b>Senior Manager</b>	<b>Engagement Officer</b>
Bidston and St James	Jo Burrell	Andy Brannan
Birkenhead and Tranmere	Jo Burrell	Andy Brannan
Claughton	Jo Burrell	Andy Brannan
Oxton	Jo Burrell	Andy Brannan
Prenton	Jo Burrell	Andy Brannan
Rock Ferry	Jo Burrell	Andy Brannan

<b>Ward</b>	<b>Senior Manager</b>	<b>Engagement Officer</b>
Leasowe and Moreton East	Caroline Laing	Michelle Gray
Liscard	Caroline Laing	Michelle Gray
Moreton West and Saughall Massie	Caroline Laing	Michelle Gray
New Brighton	Caroline Laing	Michelle Gray
Seacombe	Caroline Laing	Michelle Gray
Wallasey	Caroline Laing	Michelle Gray

<b>Ward</b>	<b>Senior Manager</b>	<b>Engagement Officer</b>
Bebington	Fergus Adams	Shannon Kennedy
Bromborough	Fergus Adams	Shannon Kennedy
Clatterbridge	Fergus Adams	Shannon Kennedy
Eastham	Fergus Adams	Shannon Kennedy
Heswall	Fergus Adams	Shannon Kennedy

<b>Ward</b>	<b>Senior Manager</b>	<b>Engagement Officer</b>
Greasby, Frankby and Irby	Jo Burrell	Helen Gallagher
Hoylake and Meols	Caroline Laing	Helen Gallagher
Pensby and Thingwall	Fergus Adams	Helen Gallagher
Upton	Fergus Adams	Helen Gallagher
West Kirby and Thurstaston	Fergus Adams	Helen Gallagher

