



Constitution and Standards Committee

Date:	Wednesday, 22 February 2023
Time:	6.00 p.m.
Venue:	Committee Room 1 - Wallasey Town Hall

Contact Officer: Katherine Brown
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Website: <http://www.wirral.gov.uk>

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

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

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<https://wirral.public-i.tv/core/portal/home>

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS**

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

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

To approve the accuracy of the minutes of the meeting held on 23 November 2022.

- 4. PUBLIC AND MEMBER QUESTIONS**

Public Questions

Notice of question to be given in writing or by email by 12 noon, Friday 17 February 2023 to the Council's Monitoring Officer (committeeservices@wirral.gov.uk) and to be dealt with in accordance with Standing Order 10.

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

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

Statements and Petitions

Statements

Notice of representations to be given in writing or by email by 12 noon, Friday 17 February 2023 to the Council's Monitoring Officer (committeeservices@wirral.gov.uk) and to be dealt with in accordance with Standing Order 11.

Petitions

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

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

Questions by Members

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

5. **MEMBERS LEARNING AND DEVELOPMENT STRATEGY 2023 - 2027 (Pages 3 - 50)**
6. **SUMMARY OF STANDARDS COMPLAINTS (Pages 51 - 54)**
7. **CALENDAR OF MEETINGS 2023/24 AND 2024/25 (Pages 55 - 80)**
8. **AMENDMENTS TO THE COUNCIL PROCEDURE RULES (Pages 81**

- 84)

Terms of Reference

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

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CONSTITUTION AND STANDARDS COMMITTEE

Wednesday, 23 November 2022

<u>Present:</u>	Councillor	T Cox (Chair)	
	Councillors	J McManus A Onwuemene P Gilchrist	J Robinson (in place of P Stuart) T Anderson (in place of P Hayes)
	Independent Persons	RS Jones J McCosh	

17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Paul Stuart and Paul Hayes, deputised by Councillors Jean Robinson and Tom Anderson respectively.

18 DECLARATIONS OF INTERESTS

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

No such declarations were made.

19 MINUTES

Resolved – That the accuracy of the minutes of the meeting held on 29 September 2022 be agreed

20 PUBLIC AND MEMBER QUESTIONS

The Chair reported that there had been no public questions, statements or petitions submitted.

21 REFERRAL FROM AUDIT & RISK MANAGEMENT COMMITTEE: REVISED CODE OF CORPORATE GOVERNANCE 2022

The Head of Legal Services introduced the report which detailed the recommendations of the Audit and Risk Management Committee in respect of the revised Code of Corporate Governance, which was last reviewed in 2018. The Code communicated the Council's governance and decision-making processes and the principles underlining them, and had been updated

to reflect the Council's current operating model and procedures and the change on the Council's governance arrangements in 2020 to a Committee system.

The Head of Legal Services noted a correction in Appendix 2 of the report. Under "Monitoring, Review and Reporting" it states: "All Policy and Committee Chairs will be represented on Finance and Policy Committee", this should read as: "All Policy and Committee Chairs will be represented on Policy and Resources Committee"

Councillor P Gilchrist noted that in the table under Appendix 2 of the report there are multiple references to an "entity" and asked to confirm if this was referring to Council. The Head of Legal Services confirmed that this was the case and that the word "Council" would replace any reference to an "entity" in the final version of the Code of Corporate Governance.

Resolved – That

- (1) the revised Code of Corporate Governance be approved subject to the corrections above; and**
- (2) Committee recommend to Full Council the adoption of the revised Code of Corporate Governance and the framework detailed therein as part of the Council's Constitution.**



CONSTITUTION AND STANDARDS COMMITTEE

Wednesday 22 February 23

REPORT TITLE:	MEMBERS LEARNING AND DEVELOPMENT STRATEGY 2023 - 2027
REPORT OF:	DIRECTOR OF LAW AND GOVERNANCE

REPORT SUMMARY

This report provides Committee with a proposed Members Learning and Development Strategy (ML&DS) that reflects the importance placed on the provision of quality learning and development for all Members.

Ahead of the planned whole Council elections scheduled for May 2023, there is an opportunity to introduce and deliver a strategy that will ensure consistent and well established plans to best develop Members through their four-year term of office.

The Strategy will provide Members with the opportunity to develop skills and learning which will assist with their roles as decision makers and within the community. It will also support their wellbeing and safety.

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

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

This matter affects all wards. This is not a key decision.

The report contributes to the delivery of all five Wirral Plan 2021-2026 Priorities by ensuring that the Council's decision-making process is as effective as possible.

RECOMMENDATION

The Constitution and Standards Committee are recommended to note the contents of this report and to approve the Member Learning and Development Strategy 2023-27.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATION

- 1.1 The Strategy was formulated over Summer 2022 in response to recommendations of an External Assurance Report and the Local Government Association (LGA) peer review. The need to improve the quality of training and development options available to Members was highlighted as a priority.
- 1.2 A decision made by Council in March 2022 resolved to move to Whole Council (or 'all-out') elections with effect from the Local Elections to be held in May 2023. This means that all 66 Members of the Council will be up for election. Potentially, this could mean larger than usual numbers of new members and therefore a clear strategy should be in place ahead of their election to best induct them to the Council.
- 1.3 The initial drafts of the ML&DS was presented to the MSSG in October 22 and January 23 Members feedback and comments have been incorporated. In addition, the LGA and a neighbouring authority have been consulted on best practice. A copy of the final draft was also circulated to Member Support Officers and the Strategic Leadership Team for feedback.
- 1.4 It is important that a strategy is implemented in order to progress a robust and structured approach to members learning and development.
- 1.5 The MSSG provides the appropriate forum for ratification and discussion on policy and strategies involving the progression of the Members Learning and Development Strategy. Input and guidance from a Members perspective is essential to the implementation and progression of the strategy.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 To continue with the current approach to developing Members without a clear Learning and Development strategy or framework to support Members. This has option has been discounted, due to the recommendations of the external assurance panel and LGA and due to the likelihood of increased numbers of newly elected Members.
- 2.2 To sign up to a Members Learning and Development Charter supported by either North West Employers or the LGA whereby a package of training is identified to meet individual needs and reported back and monitored regularly.

3.0 BACKGROUND INFORMATION

Project Group

- 3.1 Following a change of governance arrangements, an external assurance review and a peer review challenge a project group was established to consider existing and ongoing arrangements for member learning and development. The project group was set up and continues to meet on a weekly basis consisting of Democratic Services

and HR Officers with the objective to produce a Members Learning and Development Strategy.

3.2 The approach to members development had typically consisted of:

- An induction programme consisting of a package of training vital to understand local government practices for example; code of conduct training, decision making in a committee system and local government finances;
- Mandatory training pertinent to membership on certain committees such as Planning and Licensing and associated committee training for example chairing skills;
- Topical training such as climate emergency training, social media and bitesize training sessions on specific aspects of council finances delivered either through workshops or virtual training sessions via Microsoft Teams; and
- Ad-hoc events, usually In response to specific requests by members to undertake training in order to add value to their role as Councillor or position on a committee.

3.3 The first task was to gain an insight from existing members by asking for an analysis of developmental needs. A summary of the findings are appended to this report and listed below

- the need for more material on finance matters;
- further and more comprehensive IT training;
- themes surrounding better support for mental health and wellbeing support for constituents and support and advice for constituents on financial and housing concerns;
- request for training on policy and strategy developments;
- requests for development of personal communicative skills such as meeting skills and public speaking.

3.4 The draft strategy was informed by findings as listed above and summarised within the appendix. It was further informed by the objectives as set out within the Wirral Plan and in line with associated guidance from the LGA and neighbouring authorities.

Role of the Members Support Steering Group

3.5 Members of the Steering Group provide the expertise and oversight of the Strategy and the forum was used to present the draft as appended to this report in October 2022 and January 2023. Suggestions made at the Steering Group have been incorporated into the final version of the strategy.

Following implementation in May 2023

3.7 A four-year training programme will be introduced and followed accordingly. A comprehensive induction programme will be shared with the MSSG at the next scheduled meeting.

3.8 Refresher training will be conducted on an annual basis with regards to mandatory training and reviewed in line with an analysis of member's needs.

3.10 Following a by- election a clear plan will be in place in order to induct the new member.

4.0 FINANCIAL IMPLICATIONS

4.1 There are no direct financial implications arising from the production of the strategy as this is met by existing full time permanent members of staff.

4.2 A budget of £10,000 has been set aside annually to meet all training needs. Where possible training will be delivered internally in order to save on costs.

5.0 LEGAL IMPLICATIONS

5.1 There are no direct legal implications arising from this report as the production of the strategy is met from existing officers.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

6.1 Resources and staffing are already met from existing staff in the democratic services and HR teams.

6.2 Training material will be kept and retained on 'Flo' so that Members can access training videos as and when necessary. This will prevent the need for further training sessions that some members may have not been able to partake in at the scheduled time.

7.0 RELEVANT RISKS

7.1 To not deliver a robust members development programme as supported by strategy could impede on the effectiveness of Members being able to undertake their role.

7.2 To not implement a strategy could mean that momentum could be lost and an ad hoc approach would continue that would not be widely beneficial.

8.0 ENGAGEMENT/CONSULTATION

8.1 A members needs analysis was completed by 33 members and the findings were used to feed into the strategy.

8.2 Further consultation was undertaken with neighbouring authorities, peer review, and conversations with the LGA.

9.0 EQUALITY IMPLICATIONS

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

There are no equality issues arising from this report.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 There are no environmental or climate implications generated by the recommendations in this report.

11.0 COMMUNITY WEALTH IMPLICATIONS

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

REPORT AUTHOR: **Anna Perrett/ Victoria Simpson**
Principal Democratic Services Officer/ Senior Democratic Services Officer
email: annaperrett@wirral.gov.uk/victoriasimpson@wirral.gov.uk

APPENDICES

Appendix 1 – Members Development Strategy 2023 – 2027

Appendix 2 – Members Development Programme 2023 – 2027

Appendix 3 – Member Welfare Resource 2023 - 2027

Appendix 4 – Members Resource Booklet 2023-2027

BACKGROUND PAPERS

LGA Resources – ‘ Being a Councillor’,

LGA – Highlighting Political Leadership – Leadership essentials

LGA – ‘Writing a Councillor Development Strategy’

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
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Members Support Steering Group	17 January 2023 18 October 22

Terms of Reference

(e) to oversee and approve the operation of the Council's functions relating to the promotion and maintenance of high standards of conduct amongst members and co-opted members of the Council including: (i) approving and issuing guidance to Members (ii) making recommendations to Full Council regarding the suggested amendment of the Members' Code of Conduct (iii) approving training to be provided to members in the Code of Conduct (iv) monitoring the operation of the Code of Conduct

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MEMBER LEARNING AND DEVELOPMENT STRATEGY

2023 - 2027

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FOREWORD & COMMITMENT

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

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

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

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

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

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

"The Members Support Steering Group, supported by officers, have carried out a thorough piece of work to ensure the necessary support is available to new members. It also aims to enhance the skills members already bring to the council governance process."



Tony Cox, Chair of the Constitution and Standards Committee



"We all have skills that we use in our daily lives that reflect our characters, our experiences and our training. Both newly elected and existing Councillors will bring such skills to bear as they serve the public of Wirral with the support and advice from colleagues and officers.

I commend the Members Learning and Development Strategy as an excellent resource to aid both existing and newly elected members."



A handwritten signature in black ink, appearing to read 'Phil Gilchrist'.

Phil Gilchrist, Chair of the Members Support Steering Group

INTRODUCTION

Priorities

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



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

WIRRAL PLAN 2023 - 2027

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

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

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

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

ROLE OF THE MEMBER SUPPORT STEERING GROUP

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

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

The overall objectives of the MSSG is to:

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

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

HOW MEMBER LEARNING AND DEVELOPMENT NEEDS ARE IDENTIFIED

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

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

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

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

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

Understanding decision making, governance, policy formation and scrutiny.

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

2023-27 MEMBER LEARNING AND DEVELOPMENT PLAN

Access to Learning and Development

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

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

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

FLO

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

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

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

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

Delivery

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

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

Review

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

Review of the Strategy will be taken via several channels.

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

Year 1

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

Year 2

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

Year 3

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

Year 4

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

By-election

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

Members Wellbeing

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

Support available to all Members includes,

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

Personal safety

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

Team around the Member

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

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

Accessibility For Disabled Councillors

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

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

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

APPENDICES

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

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Wirral Council's

INDUCTION GUIDE

FOR NEWLY ELECTED MEMBERS

2023 - 2027

DRAFT

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WELCOME AND INTRODUCTION

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

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

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

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



Paul Satoor
Chief Executive

The Councillor's Role

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

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

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

Representing your local area

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

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

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

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

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

Community leadership

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

Developing Council Policy

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

Further responsibilities

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

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

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

The 21st Century Councillor

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

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

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

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

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

The Local Government Association (LGA) New Councillor Hub

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



THE BENEFITS OF INDUCTION FOR NEW MEMBERS

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

Why Induction is Important

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

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

Benefits include:

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

The Induction Process

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

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

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

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

THE WIRRAL PLAN

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

The vision for the Wirral Plan 2021-26 is:

Equity for People and Place:

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

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

The thematic priorities for the Wirral Plan 2026 are:



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

THE PEOPLE STRATEGY

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

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

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

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

There are 5 strands to the People Strategy:

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

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

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

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

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



SKILLS FOR WIRRAL COUNCIL MEMBERS: MEMBER INDUCTION PROGRAMME

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

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

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

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

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

Accessing the Training Library and Members Portal (Flo):

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

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

SENIOR LEADERSHIP TEAM

Professional • Accountable • Customer Focused • Ambitious

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

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

Chief Executive of Wirral Council is Paul Satoor

Email: paulsatoor@wirral.gov.uk

Assistant Chief Executive is David Armstrong

Email: davidarmstrong@wirral.gov.uk

Director of Neighbourhood Services is Nicola Butterworth

Email: nicolabutterworth@wirral.gov.uk

Director of Children's Services is Simone White

Email: simonewhite@wirral.gov.uk

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

Email: jilltravers@wirral.gov.uk

Director of Finance (Section 151 Officer) is Matthew Bennett

Email: matthewbennett1@wirral.gov.uk

Director of Resources is Shaer Halewood

Email: shaerhalewood@wirral.gov.uk

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

Email: grahamhodkinson@wirral.gov.uk

Director of Regeneration and Place is Dave Hughes

Email: davidhughes@wirral.gov.uk

Director of Public Health is Dave Bradburn

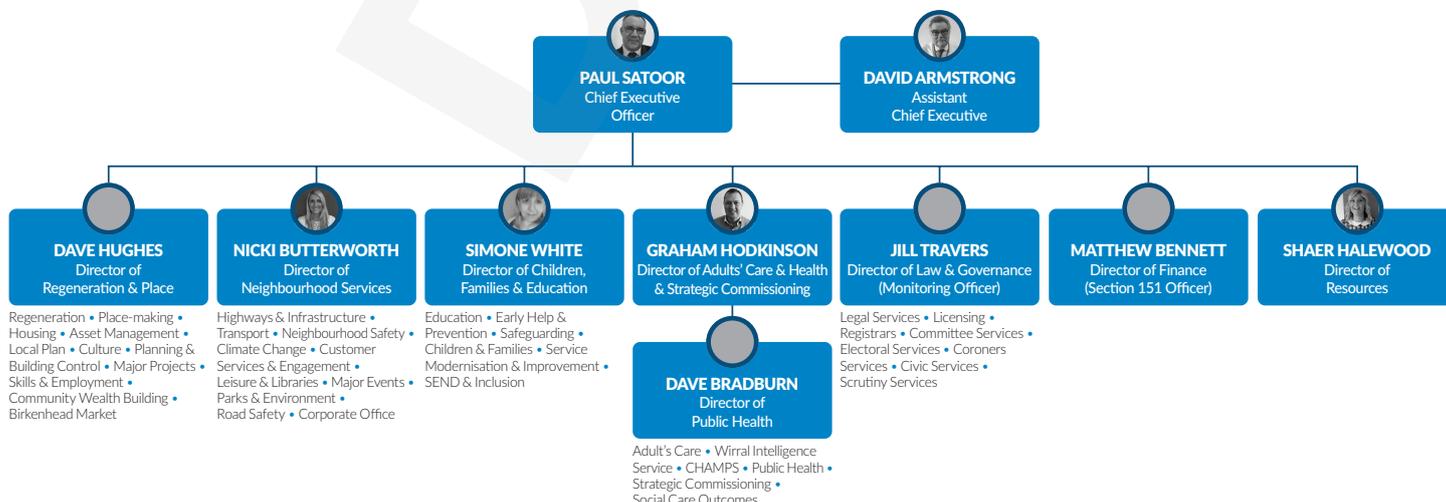
Email: davebradburn@wirral.gov.uk

Our Vision:

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

We are working together to deliver:

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



Key Service Contacts

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

Email: paulsatoor@wirral.gov.uk

Assistant Chief Executive, David Armstrong

Email: davidarmstrong@wirral.gov.uk

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

Email: jilltravers@wirral.gov.uk

Resources

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

Email: matthewbennett1@wirral.gov.uk

**Director of Resources,
Shaer Halewood**

Email: shaerhalewood@wirral.gov.uk

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

Email: peterwallach@wirral.gov.uk

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

Email: tonywilliams@wirral.gov.uk

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

Email: danielkirwan@wirral.gov.uk

Neighbourhoods

**Director of Neighbourhood Services,
Nicola Butterworth**

Email: nicolabutterworth@wirral.gov.uk

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

Email: colinclayton@wirral.gov.uk

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

Email: simonfox@wirral.gov.uk

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

Email: markcamborne@wirral.gov.uk

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

Email: andrewmccartan@wirral.gov.uk

Children, Families & Education

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

Email: simonewhite@wirral.gov.uk

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

Email: kerrymehta@wirral.gov.uk

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

Email: elizabethhartley@wirral.gov.uk

**Assistant Director: Education,
James Backhouse**

Email: jamesbackhouse@wirral.gov.uk

Adults' Care & Health and Strategic Commissioning

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

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

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

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

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

Regeneration & Place

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

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

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

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

Assistant Director: Housing, (vacant)
N/A

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

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

Organisational Support - Legal and Democratic & Member Services

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

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

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

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

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

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

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

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

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

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

Ward Surgeries / Ward Meetings

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

Organisational Support - General

Member Support Officers

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

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

Member Support Officers, (vacant x2)

N/A

Contacts

Leader of the Council and Largest Group

Please contact Gill Pinch through Teams or on

Tel: 0151 691 8068

Email: gillpinch@wirral.gov.uk

Second Largest Group

Please contact Andrea Shillinglaw on

Tel: 0151 691 8652

Email: andreashillinglaw@wirral.gov.uk

All Other Groups

Please contact Vicky Simpson on

Tel: 0151 691 8271

Email: victoriasimpson@wirral.gov.uk

Accessibility For Disabled Councillors

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

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

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

Identity Card

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

ICT

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

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

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

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

Postal Service

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

DRAFT

DRAFT

Member Wellbeing Resource Booklet

2023/27

Wellbeing at Wirral

Our vision for wellbeing at Wirral is for all our people to feel **Happy, Healthy and Engaged**. This includes our elected Members.

This booklet signposts a range of internal and external resources that Members can access to support them to manage all aspects of their wellbeing.

Mental Wellbeing

Mental Health Resources



Wirral's new Learning Platform 'Flo' has a range of resources exploring mental health, it's importance to wellbeing, and how we support and develop good mental health for ourselves and others.

You can access all 'Flo' Mental Health

Resources can be found [here](#).

Resilience and Managing Stress

Effective Stress Management helps you break the hold stress has on your life, so you can be happier, healthier and more productive. The ultimate goal is a balanced life, with time for work, relationships,

relaxation and fun – and the resilience to hold up under pressure and meet challenges later on.

The LGA have a comprehensive workbook on managing stress and personal resilience which can be accessed [here](#). This workbook can help you understand the signs of stress and develop strategies to deal with it. You can also access eLearning around managing stress and personal resilience on the [LGA eLearning platform](#)

The NHS '[Your Mind Plan](#)' tool provides tailored support and tips on how to deal with stress, boost your mood, improve sleep and feel more in control. There are also a range of resources around stress and resilience available on FLO.

Employee Assistance Programme (EAP)

Members can access the Council's EAP for advice and support with a range of work and personal issues. The service is provided by an independent, external company and is impartial, confidential, and free. The EAP can also provide telephone and face to face counselling.

Members can contact the EAP 24 hours a day, 365 days a year and talk in confidence to a qualified advisor. [More information can be found here](#).

Keep Learning

Learning something new each day can contribute to our mental well-being by enhancing our self-esteem, giving a sense of purpose and achievement, and sparking our creativity.

You can also access a whole host of learning resources on our learning platform FLO.

Below are some ideas for how you can keep learning:

- Cook a new recipe
- Start Learning a new language
- Watch a documentary
- Take up a new hobby
- [Watch a TED talk](#)
- Listen to some of Radio 4 '[In our Time](#)' [shows](#)

Physical Wellbeing

Discounted Invigor8 Membership

Members are entitled to discounted Membership at our Invigor8 Leisure Centre's. This includes access to all 7 Gyms, a range of exercise classes, swimming pool use, tennis court hire and more.

More information can be found on the [Wirral Leisure Website](#) to purchase a discounted Membership, call the team on 0151 606 2010 and ask for a 'corporate membership'.

Local Walking/Running Groups

The Wirral is home to a number of walking and running groups. Not only are these a great opportunity to keep active but also to meet new people and socialise. You can [find a list of local walking groups here](#). [A list of running groups in Wirral can be found on the Wirral Leisure Website](#)

Eating Well

The NHS offers some useful tips for eating a balanced diet on their website

<https://www.nhs.uk/live-well/eat-well/>

[The Healthy Food Guide Website](#) also has a range

of articles and expert advice to help you improve your diet.

There is also a podcast 'how to personalise your diet for increased energy and better health' which is available to download on various streaming platforms.

Weight Management Programme

Partly funded by Wirral Public Health, the Wirral Leisure Management Programme is a free programme aimed at supporting individuals to manage their weight in a safe and nonjudgmental environment.

You can find out more about this programme and the eligibility criteria on the [Weight Management Programme](#).

A short video 'how to manage your mood with food' can also be found on FLO

Alcohol use

If you are looking to cut back on alcohol, why not try the 'lower my drinking app'. Designed by clinical psychologists and behavioral scientists, the app provides advice and scientifically proven tools to reduce drinking to the recommended 14 units a week. You can download the app to your smartphone by using one of the links below.

Google Play

<https://play.google.com/store/apps/details?id=com.LYD&gl=US>

App Store <https://apps.apple.com/gb/app/lower-my-drinking/id1289594577>

Financial Wellbeing

Resources, Tools and Guides

You can find a range of information to help you manage your finance on the [Money Saving Expert Website](#).

This includes a '[Money Makeover](#)' guide which will help you to review your bills to make sure you have the best deals.

The [Money Helper Website](#) also offers a range of advice and support, including free impartial guidance on your pension options with Pension Wise - [see here](#)

You can also access free and impartial finance advice through our Employee Assistance Programme. [More information can be found here.](#)

Social Wellbeing

Staying Connected

Staying Connected with others is a crucial aspect of wellbeing that can act as a buffer against poor mental health. Maintaining good relationships can:

- Help you to build a sense of belonging and self-worth
- Give you an opportunity to share positive experiences
- Provide emotional support and allow you to support others

[Action for Happiness](#) have created a [calendar of actions](#) you can take to help you connect with others – challenge yourself to complete one action every day.

Peer-to-Peer support

The hybrid working environment makes it all the more important that we stay connected with colleagues. Take a look at guidance available on [Flo](#) to help you manage your workload and build relationships online.

Have you considered organizing regular informal coffee meetings for your Group Members? These can be either face-to-face or virtual and are a great way to stay connected.

Environmental Wellbeing

Member safety

The LGA has a variety of resources on this topic. This includes guides for Members around [Personal Safety](#) and

[Handling Information](#)

The below link also provides Members with a access to a webinar 'Handling online abuse and intimidation' and the LGA 'Debate not Hate' campaign. [LGA guidance](#)

Advice and Support from Members Support Officers

Political Groups have been allocated Council Officers to act as support to political groups. The Member Support Officers act as a point of first contact and provides a range of administrative and support services.

Contacts

Leader of the Council and Largest Group
Please contact Gill Pinch through teams or on 0151 691 8608/ gillpinch@wirral.gov.uk

Second Largest Group
Please contact Andrea Shillinglaw on 0151 691 8652/ andreashillinglaw@wirral.gov.uk

All Other Groups
Please contact Vicky Simpson on 0151 691 8271/ victoriasimpson@wirral.gov.uk

Member Resource Booklet

2023/27



Wirral Council is committed to the development of our staff and Members. This document showcases a variety of development opportunities for Members to provide them with the necessary tools and personal development to be confident and equipped within their role.

Research shows that the best way of learning is through a blended approach which includes formal workshops, online modules, distance learning, peer support and feedback. Within this document you will find a range of blended material to select from.

This document provides general guidance on support available.. If you would like to attend training that involves any associated costs, please contact the Member support team in the first instance and it will then be considered by members of the Members Support Steering Group.

FLO

Flo is the Council's eLearning platform and makes it easier than ever to develop your skills, knowledge and experience, with supercharged search and artificial intelligence. You can consume, create and share a wide variety of content, on any device and at any time that suits you. And it isn't just e-learning – Flo gives you access to a wide range of content, both internally and externally, including courses, videos, podcasts, blogs and articles. Flo learns what you're interested in and will recommend relevant learning content based on your interests, your skills, your role and people you follow.

You can find out more by watching this video: https://www.youtube.com/watch?v=_i_e5sED72M%20

COUNCILLOR HUB

[The LGA Councillor Hub](#) provides a diverse range of support to elected members before and after election.

LGA POLITICAL LEADERSHIP RESOURCES

This provides [online support](#) through webinars, e-learning and digital guidebooks on a number of subject matters.



COUNCILLOR E-LEARNING PLATFORM

[This platform](#) provides a number of online modules ranging from licensing and regulation and how to hold Council meetings online, to soft skills of leadership such as community engagement and leadership and handling intimidation.



CENTRE FOR GOVERNANCE AND SCRUTINY

The [cfGS](#) have an ongoing series of webinars covering a variety of topics, as well as scrutiny practitioners guidance. Recent webinars have focused on the Covid-19 emergency response and climate change.



LOCAL DEMOCRACY RESEARCH CENTRE

The [LGIU](#) offer a number of workshops that might be beneficial to you as a Member. These range from soft skills, such as effective speechmaking to, to Overview and Scrutiny and Community Engagement.



Coaching and Mentoring for Members

Mentoring and Coaching can be effective approaches to development. Mentoring is about helping and offering advice, whilst coaching is the process of being asked questions for you to think and reflect to change behaviour. You can be coached at the same time as being mentored as both come with different points of view. Both are really powerful tools and the LGA provides an opportunity to be involved with both. One-to-one leadership development can be arranged through the LGA. Councillors in Leadership Positions are able to access one-to-one Leadership Academy Facilitators

USEFUL READING

[The 21st Century Councillor](#) research paper undertaken by the University of Birmingham in collaboration with North West Employers reflects on the roles that Councillors are playing, or recognise that they will need to be playing within their organisations and localities



NEW MEMBER INDUCTION PROGRAMME 2023 – 2027

New members will be given an induction guide upon their election in 2023. This can also be made available on request to members elected before 2023



WIRRAL COUNCIL CONSTITUTION

[Wirral Council's Constitution](#) provides you with the background and instructions in relation to:



- How the council operates
- How decisions are made
- The procedures that are to be followed to ensure that the above are efficient, transparent and accountable to local people.

HOW TO BOOK A TRAINING COURSE

If there is a particular training course you would like to attend please send details to: membersupport@wirral.gov.uk. If there is a cost involved please set out a brief explanation as to why you will benefit from undertaking the training. This will then need to be approved by members of the Members Support Steering Group.



22 February 2023

Report Title:	SUMMARY OF STANDARDS COMPLAINTS
Report of:	MONITORING OFFICER

REPORT SUMMARY

This report provides a summary of Standards complaints received under the Members' Code of Conduct and Protocol for dealing with complaints against Members between 1 November 2021 and 31 December 2022.

This matter affects all wards. This is not a key decision.

The report contributes to the delivery of all five Wirral Plan 2021-2026 Priorities by ensuring that the Council's decision-making process is as effective as possible.

RECOMMENDATION

That the Committee notes the summary of standards complaints set out at Appendix 1 to this report.

SUPPORTING INFORMATION

1.0 REASONS FOR RECOMMENDATION

- 1.1 To provide the Committee with an opportunity to consider the handling and progress of standards complaints.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 The process for the administration of standards complaints is undertaken in accordance with the Protocol for dealing with complaints against Members which was approved by the Committee in February 2019.

3.0 BACKGROUND

- 3.1 The Council is required to deal with complaints made against Members under its approved Ethical Framework.
- 3.2 In order to assist with the effective administration of standards complaints, the Committee, as part of its monitoring role, is invited to consider the nature and handling of complaints received pursuant to the Members' Code of Conduct.
- 3.3 Appendix 1 sets out a summary of the complaints received between 1 November 2021 and 31 December 2022 and their status.
- 3.4 The Ethical Framework requires complaints to be dealt with confidentiality and therefore it is not possible to provide extensive details in respect of each complaint.
- 3.5 Between 1 November 2021 and 31 December 2022 a total of 13 complaints in respect of the conduct of 6 Members have been received. The complaints were received from 10 different complainants. There were 2 complaints raised by Members against other Members. None of the complaints received were referred for a formal investigation.

4.0 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report save that where an external investigator or trainer is appointed, additional costs will be incurred. Such costs will vary depending upon the nature of the complaint and the time taken to undertake and complete the investigation or undertake the training.

5.0 LEGAL IMPLICATIONS

- 5.1 Under the Localism Act 2011 the Council is required to have a Code of Conduct relating to the conduct of Members and arrangements in place to deal with any complaints received in respect of Members conduct.
- 5.2 This report provides an opportunity for the Committee to monitor the progress of complaints.

6.0 RESOURCE IMPLICATIONS

- 6.1 There are no such issues arising from this report.

7.0 RELEVANT RISKS

7.1 The administration of standards complaints should be dealt with as efficiently as possible to ensure matters are concluded quickly and closure of issues secured for both complaint and the subject member(s) involved. The current Covid-19 pandemic has impacted on capacity to deal with complaints and has led to a failure to adhere to the timescales contained in the Protocol for dealing with complaints against Members.

8.0 ENAGEMENT/CONSULTATION

8.1 One of the Independent Persons is consulted every time a complaint is received.

9.0 EQUALITIES IMPLICATIONS

9.1 There are no specific equality implications arising from this report.

10.0 ENVIRONMENT & CLIMATE IMPLICATIONS

10.1 There are no specific environmental and climate issues arising from this report.

11.0 COMMUNITY WEALTH BUILDING IMPLICATIONS

11.1 There are no specific community wealth building issues arising from this report.

REPORT AUTHOR: **Vicki Shaw**
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APPENDICES

Appendix 1 – Summary of Standards Complaints

BACKGROUND PAPERS

The Members' Code of conduct

The Protocol for dealing with complaints against Members

APPENDIX 1

Summary of complaints received 1 November 2021 and 31 December 2022

No	Date received	Nature of Complaint	Date concluded & outcome
1	14.12.21	Conduct inconsistent with standards of public life	20.04.22 No breach
2	10.01.22	Conduct inconsistent with standards of public life	14.03.22 No breach
3	3.12.21	Conduct inconsistent with standards of public life	22.12.21 No breach
4	3.12.21	Conduct inconsistent with standards of public life	22.12.21 No breach
5	13.02.22	Conduct inconsistent with standards of public life	20.04.22 Apology given
6	14.02.22	Conduct inconsistent with standards of public life	20.04.22 No breach
7	17.02.22	Conduct inconsistent with standards of public life	20.04.22 No breach
8	10.03.22	Conduct inconsistent with standards of public life	05.08.22 No breach
9	22.10.22	Conduct inconsistent with standards of public life	23.12.22 No breach
10	30.11.22	Conduct inconsistent with standards of public life	23.12.22 No breach
11	01.12.22	Conduct inconsistent with standards of public life	Awaiting decision of Monitoring Officer
12	02.12.22	Conduct inconsistent with standards of public life	Awaiting decision of Monitoring Officer
13	05.12.22	Conduct inconsistent with standards of public life	Awaiting decision of Monitoring Officer



CONSTITUTION AND STANDARDS COMMITTEE

Wednesday, 22 February 2023

REPORT TITLE:	CALENDAR OF MEETINGS 2023/24 AND 2024/25
REPORT OF:	DIRECTOR OF LAW AND GOVERNANCE

REPORT SUMMARY

This report recommends draft dates for Council and Committee meetings for the municipal year 2023/2024 as detailed in Appendix 1 of the report.

This matter affects all wards. This is not a key decision.

The report contributes to the delivery of all five Wirral Plan 2021-2026 Priorities by ensuring that the Council's decision-making process is as effective as possible.

RECOMMENDATIONS

The Constitution and Standards Committee is recommended to:

- (1) consider and comment on the report and
- (2) authorise the Director of Law and Governance to make any necessary changes to the draft meeting schedule resulting from any agreed changes to the Committee System and submit the meeting schedule to Council for final approval.

SUPPORTING INFORMATION

1.0 REASON FOR RECOMMENDATION

- 1.1 The Council must approve and publish a Calendar of Meetings for each municipal year.

2.0 OTHER OPTIONS CONSIDERED

- 2.1 The other option was to produce a calendar of meetings for 2023/24 only, however it was felt to enable easier forward planning for Members and Officer a two year calendar of meetings would be produced, and that in future years calendars would be produced a year in advance with the upcoming calendar to be reviewed for any minor changes required.

3.0 BACKGROUND INFORMATION

- 3.1 Members are asked to consider the draft Calendar of Meetings for the Municipal Year 2023/24 and 2024/25 and provide details and reasons of any changes (if any) they would like to see to the draft Calendar.
- 3.2 Convening an extraordinary Council meeting or changing a scheduled meeting can often prove difficult given the demands placed upon Members. Matters are compounded by the membership of committees, etc being limited to a specific number of Members (and deputies) which impacts upon availability. It is therefore important that the Calendar of Meetings comprehensively captures Council meetings in such a way that it enables the Council to manage and discharge its functions in a timely and cost-effective manner.
- 3.3 The Adult Social Care and Public Health Committee has been scheduled earlier in the cycle to enable it to appoint to the Joint Strategic Commissioning Board Sub-Committee, the members of which make up the Wirral Place Based Partnership Board which is planned to meet on 22 June.
- 3.4 Audit and Risk Management Committee has been scheduled for later in March to enable more time for report audit and risk activity from January to March.
- 3.5 Dates are not included in the Calendar for Member training. A programme of dates will be drawn up by the Member Support Steering Group in due course and circulated to Members.

4.0 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report.

5.0 LEGAL IMPLICATIONS

- 5.1 It is considered good practice for the Council to publish a Calendar of Meetings in respect of each Municipal Year.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

6.1 The Council is required to ensure there are sufficient resources to administer all Council meetings in accordance with relevant legislation and the Council's Constitution.

7.0 RELEVANT RISKS

7.1 It is not possible to pre-empt or predict the exact number of Council meetings that are required and when they will need to take place. Additional Council meetings will be convened when necessary (and in accordance with the Council's Constitution) to ensure that the Council discharges its duties, obligations and responsibilities.

8.0 ENGAGEMENT/CONSULTATION

8.1 The development of the Committee Calendar and any suggested amendments to it has been informed by the discussions held at recent meetings of the Governance Working Group.

9.0 EQUALITY IMPLICATIONS

9.1 There are no direct equality implications arising from this report.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

10.1 There are no direct environment or climate implications arising from this report.

11.0 COMMUNITY WEALTH BUILDING

11.1 There are no direct community wealth implications arising from this report.

REPORT AUTHOR: **Bryn Griffiths**
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APPENDICES

Appendix 1 – Calendar of Committee Meetings 2023/24

Appendix 2 – Calendar of Committee Meetings 2024/25

BACKGROUND PAPERS

Constitution
Calendar of Meetings 2022/23

TERMS OF REFERENCE

This report is being considered by the Constitution and Standards Committee in accordance with Section (m) of its Terms of Reference, "to consider and make recommendations on such other matters as the Committee itself thinks appropriate or which

are referred to it by Council, which further the aim of promoting and maintaining the highest standards of conduct within the Council.”

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council	Council 25 May 2022
Constitution and Standards Committee	17 February 2022
Council	22 March 2021
Constitution and Standards Committee	24 February 2021
Council	28 September 2020
Council	18 March 2019

2023/24 CALENDAR OF MEETINGS

MAY 2023

Monday	1	BANK HOLIDAY
Tuesday	2	
Wednesday	3	
Thursday	4	Local Elections
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	
Tuesday	9	
Wednesday	10	
Thursday	11	
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	
Tuesday	16	
Wednesday	17	Annual Council Part One
Thursday	18	
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	
Tuesday	23	
Wednesday	24	Annual Council Part Two
Thursday	25	
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	BANK HOLIDAY
Tuesday	30	
Half Term		
Wednesday	31	

2023/24 CALENDAR OF MEETINGS

JUNE 2023

Thursday	1	
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	
Tuesday	6	
Wednesday	7	Licensing Act Committee; Regulatory & General Purposes Committee
Thursday	8	Planning Committee
Friday	9	
Saturday	10	
Sunday	11	
Monday	12	Constitution & Standards Committee
Tuesday	13	Adult Social Care & Public Health Committee
Wednesday	14	Policy & Resources Committee
Thursday	15	
Friday	16	
Saturday	17	
Sunday	18	
Monday	19	Environment, Climate Emergency & Transport Committee
Tuesday	20	Economy, Regeneration & Housing Committee
Wednesday	21	Children, Young People & Education Committee
Thursday	22	Wirral Place Based Partnership Board (10.00am) Tourism, Communities, Culture & Leisure Committee
Friday	23	
Saturday	24	
Sunday	25	
Monday	26	Pensions Committee
Tuesday	27	Audit & Risk Management Committee
Wednesday	28	Shareholder Board (4.00pm)
Thursday	29	Planning Committee
Friday	30	

2023/24 CALENDAR OF MEETINGS

JULY 2023

Saturday	1	
Sunday	2	
Monday	3	Group Meetings
Tuesday	4	
Wednesday	5	
Thursday	6	
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	Council
Tuesday	11	Senior Officer Appointments & Staffing Sub Committee (10am)
Wednesday	12	Policy & Resources Committee
Thursday	13	Council Reserve
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	Economy, Regeneration & Housing Committee
Tuesday	18	Adult Social Care & Public Health Committee
Wednesday	19	Children, Young People & Education Committee
Thursday	20	Health & Well Being Board (2.00pm) Planning Committee
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	Environment, Climate Emergency & Transport Committee
Tuesday	25	Tourism, Communities, Culture & Leisure Committee
Wednesday	26	
Thursday	27	
Friday	28	
Saturday	29	
Sunday	30	
Monday	31	

2023/24 CALENDAR OF MEETINGS

AUGUST 2023

Tuesday	1	
Wednesday	2	
Thursday	3	
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	
Tuesday	8	
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	
Tuesday	15	
Wednesday	16	
Thursday	17	Planning Committee
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	
Tuesday	22	
Wednesday	23	Wirral Place Based Partnership Board (2.00pm)
Thursday	24	
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	BANK HOLIDAY
Tuesday	29	
Wednesday	30	
Thursday	31	

SEPTEMBER 2023

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	
Tuesday	5	
Wednesday	6	Shareholder Board (10.00am)
Thursday	7	Regulatory & General Purposes Committee
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	
Wednesday	13	Policy & Resources Committee
Thursday	14	Planning Committee
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	Economy, Regeneration & Housing Committee
Tuesday	19	Adult Social Care & Public Health Committee
Wednesday	20	Environment, Climate Emergency & Transport Committee
Thursday	21	Health & Well Being Board(2.00pm) Tourism, Communities, Culture & Leisure Committee
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	Children, Young People & Education Committee
Tuesday	26	Pensions Committee
Wednesday	27	
Thursday	28	Wirral Place Based Partnership Board (10.00am) Constitution & Standards Committee
Friday	29	
Saturday	30	

OCTOBER 2023

Sunday	1	
Monday	2	Group Meetings
Tuesday	3	
Wednesday	4	Policy & Resources Committee
Thursday	5	
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	Council
Tuesday	10	
Wednesday	11	Planning Committee
Thursday	12	Council Reserve
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	Economy, Regeneration & Housing Committee
Tuesday	17	Adult Social Care & Public Health Committee
Wednesday	18	Children, Young People & Education Committee
Thursday	19	Wirral Place Based Partnership Board (10.00am) Tourism, Communities, Culture & Leisure Committee
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	Environment, Climate Emergency & Transport Committee
HALF TERM		
Tuesday	24	Audit & Risk Management Committee
Wednesday	25	Licensing Act Committee
Thursday	26	
Friday	27	
Saturday	28	
Sunday	29	
Monday	30	
Tuesday	31	

NOVEMBER 2023

Wednesday	1	
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	
Tuesday	7	
Wednesday	8	Policy & Resources Committee
Thursday	9	Planning Committee
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	
Tuesday	14	
Wednesday	15	Shareholder Board (10am)
Thursday	16	Regulatory & General Purposes Committee
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	
Wednesday	22	Constitution & Standards Committee
Thursday	23	Wirral Place Based Partnership Board (10.00am)
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	Group Meetings
Tuesday	28	Adult Social Care & Public Health Committee
Wednesday	29	Children, Young People & Education Committee
Thursday	30	Tourism, Communities, Culture & Leisure Committee

2023/24 CALENDAR OF MEETINGS

DECEMBER 2023

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	Council
Tuesday	5	Environment, Climate Emergency & Transport Committee
Wednesday	6	Economy, Regeneration & Housing Committee
Thursday	7	Council Reserve
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	Pensions Committee
Tuesday	12	
Wednesday	13	
Thursday	14	Health & Well Being Board(2.00pm) Planning Committee
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	
Tuesday	19	
Wednesday	20	Policy & Resources Committee
Thursday	21	Wirral Place Based Partnership Board (10.00am)
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	BANK HOLIDAY
Tuesday	26	BANK HOLIDAY
Wednesday	27	
Thursday	28	
Friday	29	
Saturday	30	
Sunday	31	

2023/24 CALENDAR OF MEETINGS

JANUARY 2024

Monday	1	BANK HOLIDAY
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	
Tuesday	9	
Wednesday	10	
Thursday	11	Planning Committee
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	Audit & Risk Management Committee
Tuesday	16	
Wednesday	17	Policy & Resources Committee
Thursday	18	Senior Officer Appointments & Staffing Sub Committee (10am)
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	Economy, Regeneration & Housing Committee
Tuesday	23	Adult Social Care & Public Health Committee
Wednesday	24	Children, Young People & Education Committee
Thursday	25	Wirral Place Based Partnership Board (10.00am) Tourism, Communities, Culture & Leisure Committee
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	Environment, Climate Emergency & Transport Committee
Tuesday	30	
Wednesday	31	Regulatory & General Purposes Committee

FEBRUARY 2024

Thursday	1	
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	
Tuesday	6	
Wednesday	7	Charitable Trust Sub Committee (2pm)
Thursday	8	Planning Committee
Friday	9	
Saturday	10	
Sunday	11	
Monday	12	
Tuesday	13	
Wednesday	14	Policy & Resources Committee
Thursday	15	
Friday	16	
Saturday	17	
Sunday	18	
Monday	19	Group Meetings
Tuesday	20	
Wednesday	21	Shareholder Board (10am)
Thursday	22	Wirral Place Based Partnership Board (10.00am) Constitution & Standards Committee
Friday	23	
Saturday	24	
Sunday	25	
Monday	26	Budget Council
Half Term		
Tuesday	27	
Wednesday	28	
Thursday	29	Budget Council Reserve

2023/24 CALENDAR OF MEETINGS

MARCH 2024

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	Economy, Regeneration & Housing Committee
Tuesday	5	Adult Social Care & Public Health Committee
Wednesday	6	Children, Young People & Education Committee
Thursday	7	Tourism, Communities, Culture & Leisure Committee
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	Group Meetings
Tuesday	12	Environment, Climate Emergency & Transport Committee
Wednesday	13	
Thursday	14	Health & Well Being Board (2pm) Planning Committee
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	Council
Tuesday	19	Pensions Committee
Wednesday	20	Policy & Resources Committee
Thursday	21	Council Reserve
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	Senior Officer Appointments & Staffing Sub Committee(10am) Regulatory & General Purposes Committee
Tuesday	26	Audit and Risk Management Committee
Wednesday	27	
Thursday	28	Wirral Place Based Partnership Board (10.00am)
Friday	29	BANK HOLIDAY
Saturday	30	
Sunday	31	

2023/24 CALENDAR OF MEETINGS

APRIL 2024

Monday	1	BANK HOLIDAY
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	
Tuesday	9	
Wednesday	10	
Thursday	11	
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	
Tuesday	16	
Wednesday	17	
Thursday	18	Planning Committee
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	
Tuesday	23	
Wednesday	24	
Thursday	25	
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	

2024/25 CALENDAR OF MEETINGS

MAY 2024

Wednesday	1	
Thursday	2	Combined Authority Mayoral/ Police & Crime Commissioner Elections
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	BANK HOLIDAY
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	
Tuesday	14	
Wednesday	15	Annual Council Part One
Thursday	16	
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	
Tuesday	21	
Wednesday	22	Annual Council Part Two
Thursday	23	
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	BANK HOLIDAY
Tuesday	28	
Wednesday	29	
Thursday	30	
Friday	31	

JUNE 2024

Saturday	1	
Sunday	2	
Monday	3	
Tuesday	4	
Wednesday	5	Licensing Act Committee; Regulatory & General Purposes Committee
Thursday	6	Planning Committee
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	Constitution & Standards Committee
Tuesday	11	Adult Social Care & Public Health Committee
Wednesday	12	Policy & Resources Committee
Thursday	13	
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	Environment, Climate Emergency & Transport Committee
Tuesday	18	Economy, Regeneration & Housing Committee
Wednesday	19	Children, Young People & Education Committee
Thursday	20	Wirral Place Based Partnership Board (10.00am) Tourism, Communities, Culture & Leisure Committee
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	Pensions Committee
Tuesday	25	Audit & Risk Management Committee
Wednesday	26	Shareholder Board (4.00pm)
Thursday	27	Planning Committee
Friday	28	
Saturday	29	
Sunday	30	

JULY 2024

Monday	1	Group Meetings
Tuesday	2	
Wednesday	3	
Thursday	4	
Friday	5	
Saturday	6	
Sunday	7	
Monday	8	Council
Tuesday	9	Senior Officer Appointments & Staffing Sub Committee (10am)
Wednesday	10	Policy & Resources Committee
Thursday	11	Council Reserve
Friday	12	
Saturday	13	
Sunday	14	
Monday	15	Economy, Regeneration & Housing Committee
Tuesday	16	Adult Social Care & Public Health Committee
Wednesday	17	Children, Young People & Education Committee
Thursday	18	Health & Well Being Board (2.00pm) Planning Committee
Friday	19	
Saturday	20	
Sunday	21	
Monday	22	Environment, Climate Emergency & Transport Committee
Tuesday	23	Tourism, Communities, Culture & Leisure Committee
Wednesday	24	
Thursday	25	
Friday	26	
Saturday	27	
Sunday	28	
Monday	29	
Tuesday	30	
Wednesday	31	

AUGUST 2024

Thursday	1	
Friday	2	
Saturday	3	
Sunday	4	
Monday	5	
Tuesday	6	
Wednesday	7	
Thursday	8	
Friday	9	
Saturday	10	
Sunday	11	
Monday	12	

Tuesday	13	
Wednesday	14	
Thursday	15	Planning Committee
Friday	16	
Saturday	17	
Sunday	18	
Monday	19	
Tuesday	20	
Wednesday	21	Wirral Place Based Partnership Board (2.00pm)
Thursday	22	
Friday	23	
Saturday	24	
Sunday	25	
Monday	26	BANK HOLIDAY
Tuesday	27	
Wednesday	28	
Thursday	29	
Friday	30	
Saturday	31	

SEPTEMBER 2024

Sunday	1	
Monday	2	
Tuesday	3	
Wednesday	4	Shareholder Board (10am)
Thursday	5	Regulatory & General Purposes Committee
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	
Tuesday	10	
Wednesday	11	Policy & Resources Committee
Thursday	12	Planning Committee
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	Economy, Regeneration & Housing Committee
Tuesday	17	Adult Social Care & Public Health Committee
Wednesday	18	Environment, Climate Emergency & Transport Committee
Thursday	19	Health & Well Being Board(2.00pm) Tourism, Communities, Culture & Leisure Committee
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	Children, Young People & Education Committee
Tuesday	24	Pensions Committee
Wednesday	25	
Thursday	26	Wirral Place Based Partnership Board (10.00am) Constitution & Standards Committee
Friday	27	
Saturday	28	

Sunday	29	
Monday	30	Group Meetings

OCTOBER 2024

Tuesday	1	
Wednesday	2	Policy & Resources Committee
Thursday	3	
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	Council
Tuesday	8	
Wednesday	9	Planning Committee
Thursday	10	Council Reserve
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	Economy, Regeneration & Housing Committee
Tuesday	15	Adult Social Care & Public Health Committee
Wednesday	16	Children, Young People & Education Committee
Thursday	17	Wirral Place Based Partnership Board (10.00am) Tourism, Communities, Culture & Leisure Committee
Friday	18	
Saturday	19	
Sunday	20	
Monday	21	Environment, Climate Emergency & Transport Committee
Tuesday	22	Audit & Risk Management Committee
Wednesday	23	Licensing Act Committee
Thursday	24	
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	
Tuesday	29	
Wednesday	30	
Thursday	31	

NOVEMBER 2024

Friday	1	
Saturday	2	
Sunday	3	
Monday	4	
Tuesday	5	
Wednesday	6	Policy & Resources Committee
Thursday	7	Planning Committee
Friday	8	
Saturday	9	
Sunday	10	
Monday	11	
Tuesday	12	

Wednesday	13	Shareholder Board (10am)
Thursday	14	Regulatory & General Purposes Committee
Friday	15	
Saturday	16	
Sunday	17	
Monday	18	
Tuesday	19	
Wednesday	20	Constitution & Standards Committee
Thursday	21	Wirral Place Based Partnership Board (10.00am)
Friday	22	
Saturday	23	
Sunday	24	
Monday	25	Group Meetings
Tuesday	26	Adult Social Care & Public Health Committee
Wednesday	27	Children, Young People & Education Committee
Thursday	28	Tourism, Communities, Culture & Leisure Committee
Friday	29	
Saturday	30	

DECEMBER 2024

Sunday	1	
Monday	2	Council
Tuesday	3	Environment, Climate Emergency & Transport Committee
Wednesday	4	Economy, Regeneration & Housing Committee
Thursday	5	Council Reserve
Friday	6	
Saturday	7	
Sunday	8	
Monday	9	Pensions Committee
Tuesday	10	
Wednesday	11	
Thursday	12	Health & Well Being Board(2.00pm) Planning Committee
Friday	13	
Saturday	14	
Sunday	15	
Monday	16	
Tuesday	17	
Wednesday	18	Policy & Resources Committee
Thursday	19	Wirral Place Based Partnership Board (10.00am)
Friday	20	
Saturday	21	
Sunday	22	
Monday	23	
Tuesday	24	
Wednesday	25	BANK HOLIDAY
Thursday	26	BANK HOLIDAY
Friday	27	
Saturday	28	
Sunday	29	

Monday	30	
Tuesday	31	

JANUARY 2025

Wednesday	1	BANK HOLIDAY
Thursday	2	
Friday	3	
Saturday	4	
Sunday	5	
Monday	6	
Tuesday	7	
Wednesday	8	
Thursday	9	
Friday	10	
Saturday	11	
Sunday	12	
Monday	13	Planning Committee
Tuesday	14	Audit & Risk Management Committee
Wednesday	15	Policy & Resources Committee
Thursday	16	Senior Officer Appointments & Staffing Sub Committee (10am)
Friday	17	
Saturday	18	
Sunday	19	
Monday	20	Economy, Regeneration & Housing Committee
Tuesday	21	Adult Social Care & Public Health Committee
Wednesday	22	Children, Young People & Education Committee
Thursday	23	Wirral Place Based Partnership Board (10.00am) Tourism, Communities, Culture & Leisure Committee
Friday	24	
Saturday	25	
Sunday	26	
Monday	27	Environment, Climate Emergency & Transport Committee
Tuesday	28	
Wednesday	29	Regulatory & General Purposes Committee
Thursday	30	
Friday	31	

FEBRUARY 2025

Saturday	1	
Sunday	2	
Monday	3	
Tuesday	4	
Wednesday	5	Charitable Trust Sub Committee (2pm)
Thursday	6	Planning Committee
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	
Tuesday	11	

Wednesday	12	Policy & Resources Committee
Thursday	13	
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	Group Meetings
Tuesday	18	
Wednesday	19	
Thursday	20	Wirral Place Based Partnership Board (10.00am) Constitution & Standards Committee
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	Budget Council
Tuesday	25	
Wednesday	26	Shareholder Board (10am)
Thursday	27	Budget Council Reserve
Friday	28	

MARCH 2025

Saturday	1	
Sunday	2	
Monday	3	Economy, Regeneration & Housing Committee
Tuesday	4	Adult Social Care & Public Health Committee
Wednesday	5	Children, Young People & Education Committee
Thursday	6	Tourism, Communities, Culture & Leisure Committee
Friday	7	
Saturday	8	
Sunday	9	
Monday	10	Group Meetings
Tuesday	11	Environment, Climate Emergency & Transport Committee
Wednesday	12	
Thursday	13	Health & Well Being Board (2.00pm) Planning Committee
Friday	14	
Saturday	15	
Sunday	16	
Monday	17	Council
Tuesday	18	Pensions Committee
Wednesday	19	Policy & Resources Committee
Thursday	20	Council Reserve
Friday	21	
Saturday	22	
Sunday	23	
Monday	24	Senior Officer Appointments & Staffing Sub Committee(10am) Regulatory & General Purposes Committee
Tuesday	25	Audit and Risk Management Committee
Wednesday	26	
Thursday	27	Wirral Place Based Partnership Board (10.00am)
Friday	28	

Saturday	29	
Sunday	30	
Monday	31	

APRIL 2025

Tuesday	1	
Wednesday	2	
Thursday	3	
Friday	4	
Saturday	5	
Sunday	6	
Monday	7	
Tuesday	8	
Wednesday	9	
Thursday	10	
Friday	11	
Saturday	12	
Sunday	13	
Monday	14	
Tuesday	15	
Wednesday	16	
Thursday	17	Planning Committee
Friday	18	BANK HOLIDAY
Saturday	19	
Sunday	20	
Monday	21	BANK HOLIDAY
Tuesday	22	
Wednesday	23	
Thursday	24	
Friday	25	
Saturday	26	
Sunday	27	
Monday	28	
Tuesday	29	
Wednesday	30	

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CONSTITUTION AND STANDARDS COMMITTEE

Wednesday, 22 February 2023

REPORT TITLE:	AMENDMENTS TO THE COUNCIL PROCEDURE RULES
REPORT OF:	DIRECTOR OF LAW AND GOVERNANCE

REPORT SUMMARY

This report provides a summary of the discussions held by the Governance Working Group in respect to the Council Procedure Rules and the consideration of Motions on Notice at Council Meetings.

This matter affects all wards. This is not a key decision.

The report contributes to the delivery of all five Wirral Plan 2021-2026 Priorities by ensuring that the Council's decision-making process is as effective as possible.

RECOMMENDATION/S

The Constitution and Standards Committee is recommended to consider whether they wish to make a recommendation to the Council to alter the Council Procedure Rules in respect to:

- Standing Order 14 (l) that the meeting continues beyond 3 hours in duration (2 in the case of an extraordinary meeting)
- Standing Order 13.1 - so as to restrict the number of Motions on Notice submitted to one per political group
- Standing Order 13.2 – in respect to the order in which Motions on Notice are debated

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATION/S

- 1.1 The Governance Working Group heard feedback from each of the Political Groups and the Mayor, and determined that there were three matters which warranted further consideration by the Constitution & Standard Committee.
- 1.2 The matters identified by the Governance Working Group were:
 - Standing Order 14 (l) that the meeting continues beyond 3 hours in duration (2 in the case of an extraordinary meeting)
 - Standing Order 13.1 - so as to restrict the number of Motions on Notice submitted to one per political group
 - Standing Order 13.2 – in respect to the order in which Motions on Notice are debated

2.0 OTHER OPTIONS CONSIDERED

- 2.1 The Constitution & Standards Committee could decide that having considered the matters referred to in section 1.2 of the report, that they do not deem it necessary to make a recommendation to the Council to amend the Council Procedure Rules and that they remain unchanged

3.0 BACKGROUND INFORMATION

- 3.1 The Council Procedure Rules are set out in Part 4, Section 1 of the Constitution which details the framework for the administrative conduct of the Council and its committees, including Standing Orders, Procedure Rules at meetings.
- 3.2 Following the review undertaken by the Governance Working Group in the 2021/2022 municipal year on the Committee System, the Governance Working Group determined that for the current municipal year they would give consideration to the Council Procedure Rules especially as they related to the debate on Motions on Notice.
- 3.3 Three meetings of the Working Group were held over the autumn and winter. The Group considered information provided by the Local Government Association, how other comparable authorities conducted their Council Meetings as well as feedback from each of the political groups and the current Mayor of Wirral.
- 3.4 At their last meeting on the 25th January 2023, the Working Group concluded that there were three matters which required debate by the Constitution & Standards Committee which are detailed in section 1.2 of the report.

4.0 FINANCIAL IMPLICATIONS

- 4.1 There are no financial implication arising from the recommendations detailed in this report.

5.0 LEGAL IMPLICATIONS

- 5.1 Part 3, Section A of the constitution detailed those functions which are reserved to the Council Meeting. Point 2 (k) stipulates those significant changes to the Council's Constitution, include adopting and amending standing orders, Rules of Procedure, Contract Procedure Rules, Financial Regulations, Codes and Protocols that make up the Constitution.
- 5.2 Should the Constitution & Standards Committee conclude that the Council Procedure Rules be amended, then a recommendation must be made to the Council for a final decision.

6.0 RESOURCE IMPLICATIONS: STAFFING, ICT AND ASSETS

- 6.1 There are no implications arising from the recommendations detailed in this report.

7.0 RELEVANT RISKS

- 7.1 There are no foreseen risks arising from the recommendations detailed in this report.

8.0 ENGAGEMENT/CONSULTATION

- 8.1 The Governance Working Group considered information and views from the Director of Law & Governance, Political Groups, the Mayor of Wirral and the Local Government Association.

9.0 EQUALITY IMPLICATIONS

- 9.1 Wirral Council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. An Equality Impact Assessment is a tool to help council services identify steps they can take to ensure equality for anyone who might be affected by a particular policy, decision or activity.
- 9.2 There are no direct equality implications arising from this report.

10.0 ENVIRONMENT AND CLIMATE IMPLICATIONS

- 10.1 There are no direct environment and climate implications arising from this report

11.0 COMMUNITY WEALTH IMPLICATIONS

- 11.1 There are no direct community wealth implications arising from this report.

REPORT AUTHOR: **Steve Fox**
Head of Democratic and Member Services
email: stevefox@wirral.gov.uk

APPENDICES

None

BACKGROUND PAPERS

Council Constitution

TERMS OF REFERENCE

This report is being considered by the Constitution and Standards Committee in accordance with Section 11.2(a) of its Terms of Reference, to keep the Council's constitutional arrangements under review and to make recommendations as to amendments and improvements to the Council's Constitution, including the codes and protocols.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
Council	May 2022

Constitution and Standards Committee – Terms of Reference

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

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

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

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