

# WIRRAL COUNCIL

## WALLASEY CONSTITUENCY COMMITTEE

19 FEBRUARY 2014

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

### 1.0 EXECUTIVE SUMMARY

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

### 2.0 BACKGROUND

2.1 On 17 October 2013, Wallasey Constituency Committee agreed the development of a committee procedure rules handbook setting out over and above the terms of reference in the Council's Constitution how it would operate.

2.2 It was further agreed that a Task & Finish Group consisting of six elected members (4:2) and two community representatives, would develop the Committee's Handbook and make recommendations as to any amendments required to Article 10 of the Council's Constitution.

2.3 The 'Committee Handbook' Task & Finish Group was formed consisting of five elected members (Cllr Rob Gregson, Cllr Adrian Jones, Cllr Pat Hackett, Cllr Pat Glasman and Cllr Leah Fraser), two community representatives (Brian Higgins and Paul Roberts) and the Constituency Manager (acting in an advisory capacity). There was one place for an elected member (Conservative) that remained vacant.

2.4 A draft Committee Handbook was produced by the Constituency Manager for discussion by the Task & Finish Group. The final draft (Appendix 1) reflects the views of the Task & Finish Group and also the advice of the Principal Committee Officer, Senior Audit Manager and Head of Legal & Democratic Services.

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

### **3.0 RELEVANT RISKS**

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

### **4.0 OTHER OPTIONS CONSIDERED**

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

### **5.0 CONSULTATION**

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

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

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

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

- 7.1 This report has no resource implications.

### **8.0 LEGAL IMPLICATIONS**

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

### **9.0 EQUALITIES IMPLICATIONS**

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

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

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

## **10.0 CARBON REDUCTION IMPLICATIONS**

10.1 This report has no carbon reduction implications.

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

11.1 This report has no planning and community safety implications.

## **12.0 RECOMMENDATION/S**

It is recommended that:

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

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

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

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

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

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

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## **REFERENCE MATERIAL**

None.

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

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

Wallasey Constituency Committee

11 December 2013