

WIRRAL COUNCIL

WALLASEY CONSTITUENCY COMMITTEE

26 JUNE 2014

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

1.0 EXECUTIVE SUMMARY

- 1.1 This report outlines proposed amendments and additions to the operating handbook for Wallasey Constituency Committee, including incorporation of a Community Engagement Strategy and Communication Plan for the Constituency.

2.0 BACKGROUND

- 2.1 On 19 February 2014, Wallasey Constituency Committee adopted an operating handbook. This set out over and above the terms of reference in the Council's Constitution how the Constituency Committee will operate.
- 2.2 It was agreed at the Constituency Committee on 11 December 2013 that the Constituency Manager provide an update on a Community Engagement Strategy and Communication Plan for the Constituency at a future meeting. These would then form part of Section 4 of the Committee Handbook (Community Engagement and Communications). These are discussed further at section 4.0 below.
- 2.3 It was agreed at the Constituency Committee on 19 February 2014 that further decisions would be made in relation to the co-option process for Community Representatives and following this the Committee Handbook again be updated. Item 4 on this Committee meeting's agenda deals with this issue and the Handbook will be updated to reflect the outcome of that discussion.

- 2.4 Following the end of the municipal year a review of the operation of Constituency Committee procedures was undertaken and a number of recommendations made in order to maintain audit and scrutiny consistency. Revisions are now required to the Handbook to reflect changes in relation to the replacement of Task and Finish Groups (set out in more detail in section 3.0 below) and Public Question Time (set out in more detail in section 4.0 below).
- 2.5 Section 5 of the Committee Handbook (Budgets and Spend) will be populated following decisions made in relation to item 6 of this Committee meeting's agenda.

3.0 SECTION 3: ROLE OF THE CONSTITUENCY COMMITTEE

3.1 Constituency Committee Working Group (replacing Task and Finish Groups)

- 3.1.1 Following advice taken from the Head of Legal Services and the Head of Neighbourhoods & Engagement, work previously undertaken by Task & Finish Groups (which consisted of six elected members and two community representatives) will be replaced by a Constituency Committee Working Group. This will allow for the participation of all Constituency Committee members and enable a more detailed discussion of agenda items than allowed within the current Constituency Committee meeting cycle. Agendas (and any papers) will be published and circulated to all Constituency Committee members at least 7 days prior to any Constituency Committee Working Group. Minutes will be taken, circulated and published.
- 3.1.2 The Committee Handbook has been updated to reflect these proposed changes (Appendix 1, page 10).

4.0 SECTION 4: COMMUNITY ENGAGEMENT AND COMMUNICATIONS

4.1 Public Question Time

- 4.1.1 All questions for the Constituency Committee received from members of the public will be read out at the respective Constituency Committee meeting. Any question(s) relating to an agenda item(s) will be answered when the respective agenda item is being discussed.
- 4.1.2 Responses will be printed in the minutes and sent to each individual who asked a question.
- 4.1.3 The Committee Handbook has been updated to reflect these proposed changes (Appendix 1, page 11).

4.2 Community Engagement Strategy

- 4.2.1 A number of discussions have taken place through Wallasey Public Service Board related to community engagement. It has been agreed that opportunities will be identified on an ongoing basis to combine engagement activities to reduce duplication, create efficiencies and make access for the public easier.

- 4.2.2 The first step towards this is the provision of a 'marketplace' type engagement event for the public bolted onto the Constituency Committee meeting, taking place an hour before. The first such event will take place prior to this Constituency Committee meeting (26 June 2014). This will incorporate Merseyside Police's Neighbourhood 'Have Your Say' meeting, whereby an update will be provided at the start by the Police about crime and disorder in the Constituency over the previous quarter, followed by an opportunity for members of the public to sit with the officer(s) in attendance and ask questions and/or raise issues. A range of other services and agencies will be in attendance for the public to ask questions, highlight concerns, obtain information, request services, share feedback, engage in consultation, etc.
- 4.2.3 Wallasey Public Service Board has also discussed how best to collate and share information around community engagement planned to help co-ordinate activity. Participants have agreed to explore the use of an online shared calendar that will be populated and updated with engagement activities. It is hoped that this will allow agencies to participate in other planned events and share resources where appropriate.
- 4.2.4 A Community Engagement Strategy has been drafted for Wallasey Constituency (Appendix 2); this is referenced in the Committee Handbook at Appendix 1 of this report (page 12) and will be attached as an appendix to the Handbook.
- 4.2.5 The Constituency's Engagement Officer operates an annual engagement calendar that pre-schedules face-to-face contacts with voluntary, community and faith sector groups and other not-for-profit organisations. This plans attendance at a variety of Annual General Meetings, board meetings, monthly meetings, public events, etc. Any key messages or information to be shared may be planned in advance but can also be tailored in response to issues or activities relevant at the time. For example, pre-planned contacts in May and June 2014 have been used as an opportunity to promote the new One Stop Shop outreach advice pilot project funded by the Committee and due to launch in late June. This approach will see on average one timetabled face-to-face contact per week; in addition to ongoing engagement work undertaken by the Engagement Officer in communities.

4.3 Communication Plan

- 4.3.1 A Communication Plan for the Constituency has been drafted for Wallasey Constituency (Appendix 3); this is referenced in the Committee Handbook at Appendix 1 of this report (page 12) and will be attached as an appendix to the Handbook.
- 4.3.2 The Constituency team is currently building a 12-month rolling Communication Timetable. This can be finalised following decisions made under item 6 of this Committee meeting's agenda, regarding the launch dates of grants programmes.

5.0 **RELEVANT RISKS**

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

7.0 OTHER OPTIONS CONSIDERED

- 7.1 The Handbook has been developed on advice from Legal & Member Services in relation to constituted Council Committees.

8.0 CONSULTATION

- 8.1 Elected members and community representatives have been consulted in the development of the Handbook.

9.0 IMPLICATIONS FOR VOLUNTARY, COMMUNITY AND FAITH GROUPS

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

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

- 10.1 Greater co-ordination creates opportunities for reducing duplication and sharing resources across services and agencies when engaging with communities.

11.0 LEGAL IMPLICATIONS

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

12.0 EQUALITIES IMPLICATIONS

- 12.1 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>

13.0 CARBON REDUCTION IMPLICATIONS

- 13.1 This report has no carbon reduction implications.

14.0 PLANNING AND COMMUNITY SAFETY IMPLICATIONS

- 14.1 This report has no planning and community safety implications.

15.0 RECOMMENDATION/S

It is recommended that:

- 15.1 The Committee agrees the revisions made to Section 3 (Role of the Constituency Committee) and Section 4 (Community Engagement and Communications) of the Committee Handbook;
- 15.2 The Committee notes the contents of the Community Engagement Strategy and Communication Plan and supports their adoption;
- 15.3 The Constituency Manager updates Section 3 of the Handbook (Role of the Constituency Committee) following decisions made in relation to community representatives (item 5 of this Committee meeting's agenda);
- 15.4 The Constituency Manager populates Section 5 of the Committee Handbook (Budgets and Spend) following decisions made in relation to item 6 of this Committee meeting's agenda.

16.0 REASON/S FOR RECOMMENDATION/S

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

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REFERENCE MATERIAL

None.

SUBJECT HISTORY (last 3 years)

Council Meeting	Date
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 – Committee Handbook	19 February 2014