

## EXECUTIVE MEMBER DECISION FORM

**DECISION TO BE TAKEN BY:** Councillor Pat Hackett

**KEY DECISION:** NO

**PORTFOLIO AREA:** LEADER OF THE COUNCIL

**PORTFOLIOS AFFECTED:** LEADER'S

**WARDS AFFECTED:** NONE

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**SUBJECT: A MEMBER'S ATTENDANCE AT THE LOCAL GOVERNMENT ASSOCIATION'S (LGA) WOMAN COUNCILLOR EVENT**

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### **1. RECOMMENDATION:**

- 1.1. That Councillor Janette Williamson's attendance at the LGA's Woman Councillor Event be declared an approved duty and consequently, the Council will pay the costs of her accommodation and travel.

### **2. REASONS FOR THE DECISION**

- 2.1. Councillor Janette Williamson has identified an event which will be held at Warwick University on dates to be confirmed that would be beneficial for her to attend. She has completed the **attached** Elected Member Training Pro-Forma. This event is being run and subsidised by the LGA.
- 2.2. All Members of the Members' Development Steering Group have been consulted, by email, on the proposal that Councillor Williamson be allowed to attend this two day event. Councillor Williamson's accommodation would cost £200 and she would also have travelling costs if she is allowed to attend.
- 2.3. The Leader of the Council has been copied in on the email responses received from Members of the Members' Development Steering Group to this consultation exercise.

### **3. STATEMENT OF COMPLIANCE**

The recommendations are made further to legal advice from the Monitoring Officer and the Section 151 Officer has confirmed that they do not incur unlawful expenditure. They are also compliant with equality legislation and an equality analysis and impact assessment has been completed. The recommendations reflect the core principles of good governance set out in the Council's Code of Corporate Governance.

#### 4. DECLARATION OF INTEREST

THERE ARE NO CONFLICTS OF INTEREST

<b>Signed:</b>  <b>Executive Member:</b> CLERK PAT HACKETT <b>Date:</b> <b>Also present:</b>	<b>Signed:</b>  <b>Chief Officer:</b> LUSHAW HEAD OF LEGAL SERVICES <b>Date:</b> 24/6/19
<b>Date of Senior Policy Team Meeting(s):</b>	

A list of background papers on this issue is held with:

Contact Officer: Shirley Hudspeth

Date: 24 June 2019

Date of Publication:

Date of Expiry of Call-In Period:

**From:** Williamson Janette DWP FDM ICE [mailto:JANETTE.WILLIAMSON@dwp.gov.uk]  
**Sent:** 20 June 2019 13:25  
**To:** Hudspeth, Shirley  
**Subject:** completed proforma

Hi Shirley

Please find attached request for a residential training course for female councillors.

Kind regards  
Janette

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## Elected Member Training Pro-Forma

### SECTION ONE – To be completed in full by the Elected Member

Name	Janette Williamson
Contact No.	
Title of event	<b>LGA Women Councillors' Weekender Event: Focus on Leadership – This new two-day event will provide opportunities for female councillors to develop their leadership skills at an event specifically for women</b>
Event dates	tbc
Venue or location	Warwick University
Duration of event	2 days
Total cost	£200 + travel costs

Please tick one the following to indicate which budget will be paying for the event

Request made by an individual (Members Training Budget) X ☒

Request made by a Committee (Please state which Committee) ☐

The completion of this form does not guarantee that we will be able to support your request\*. Please attach any relevant information in support of your request. Contact the Elected Member Development Officer if you are unsure of what information is required.

#### How was this training need identified?

I have a new role as Deputy Leader and feel this would be beneficial to me.

#### What alternatives are available for learning in this area?

none

**Please list below other training you have received in the last 12 months. Please state if any of these events are related to the event that you are requesting to attend.**

LGA Cabinet training

LGA finance training

**Please explain why you want to attend this event. What specific skills or knowledge are you expecting to improve as a result of your attendance? i.e what are your learning objectives.**



<b>How does your attendance to the event contribute to Wirral's priorities?</b>			
<p><b>We are a new leadership team in a minority administration. I need to develop my leadership skills to help me be an effective and competent deputy leader.</b></p>			
<b>How are you going to transfer what you have learnt at the event to your role as an Elected Member?</b>			
<p>It will enable me to be more effective in my new role</p>			
<p><b>Your commitment</b></p> <ul style="list-style-type: none"> <li>▪ To complete any pre-course work or reading prior to the event.</li> <li>▪ To participate fully during the course and attend the session(s) in full.</li> <li>▪ To disseminate information obtained at the event to other interested parties if appropriate.</li> <li>▪ To participate in a post event evaluation report with the Elected Member Development Officer ready for review with Member Training Steering Group.</li> </ul>			
<b>Elected Member's Signature:</b>			<b>Date:</b>
<b>SECTION TWO</b>			
<b>Supported by Member Training Steering Group</b>			<b>Date:</b>
<b>Approval by Cabinet Member</b>			<b>Date:</b>
<b>SECTION THREE</b>			
<b>Event booking made</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

Please return the completed form to [committeeservices@wirral.gov.uk](mailto:committeeservices@wirral.gov.uk)

If you have any questions or need support with completing this form please contact Committee Services

0151 691 8424