



Kim Webber B.Sc. M.Sc.
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Ormskirk
West Lancashire
L39 2DF

6 March 2019

**TO: COUNCILLORS C DERELI, G DOWLING, Y GAGEN, MRS J MARSHALL,
I MORAN AND D O'TOOLE**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held in the **CABINET/COMMITTEE ROOM - 52 DERBY STREET, ORMSKIRK L39 2DF** on **THURSDAY, 14 MARCH 2019** at **6.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Kim Webber', with a long horizontal flourish at the end.

Kim Webber
Chief Executive

AGENDA
(Open to the Public)

1. **APOLOGIES**
2. **SUBSTITUTIONS (IF ANY)**
3. **DECLARATIONS OF INTEREST** 13 - 14
4. **NOTES OF THE PREVIOUS MEETING** 15 - 18

To consider the notes of the meeting held on 20 September 2018.

5. MEMBER TRAINING-SUMMARY OF EVENTS HELD SEPTEMBER 2018 TO PRESENT 19 - 24

To consider the report of the Borough Solicitor.

6. FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS

7. REVISED COUNCILLOR IDENTIFICATION OF TRAINING NEEDS FORM 25 - 34

To receive comments and feedback on the revised 'Councillor Identification of Training Needs' Form.

8. MINUTE OF CORPORATE AND ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE 6.12.18 - MEMBER INDUCTION

RESOLVED: That the item raised be noted and the matter of ensuring that Members are clear on their roles, be referred to the Member Development Commission, with a view to including in the Induction process for new Members.

9. FUTURE TRAINING

To note future training dates:-

Audit & Governance Committee (Social Value) - 28 May 2019 – 6.00pm (Open to All Members)
Overview & Scrutiny Essentials –20 June 2019 – 6.00pm
Role of Licensing - Members Training – 25 June 2019 (date tbc)
Role of Planning - Members Training – Post Elections (date tbc)
Code of Conduct Training – Post Elections (date tbc)
Chairman Skills (date tbc)

10. WORK PROGRAMME 2019/20 AND DATES OF FUTURE MEETINGS 35 - 36

To consider the Work Programme for the Commission and note the date of the next meeting.

We can provide this document, upon request, on audiotape, in large print, in Braille and in other languages.

FIRE EVACUATION PROCEDURE: Please see attached sheet.

MOBILE PHONES: These should be switched off or to 'silent' at all meetings.

For further information, please contact:-
Julia Brown on 01695 585065
Or email julia.brown@westlancs.gov.uk

**FIRE EVACUATION PROCEDURE FOR:
COUNCIL MEETINGS WHERE OFFICERS ARE PRESENT
(52 DERBY STREET, ORMSKIRK)**

PERSON IN CHARGE: Most Senior Officer Present
ZONE WARDEN: Member Services Officer / Lawyer
DOOR WARDEN(S) Usher / Caretaker

IF YOU DISCOVER A FIRE

1. Operate the nearest **FIRE CALL POINT** by breaking the glass.
2. Attack the fire with the extinguishers provided only if you have been trained and it is safe to do so. **Do not** take risks.

ON HEARING THE FIRE ALARM

1. Leave the building via the **NEAREST SAFE EXIT**. **Do not stop** to collect personal belongings.
2. Proceed to the **ASSEMBLY POINT** on the car park and report your presence to the **PERSON IN CHARGE**.
3. **Do NOT** return to the premises until authorised to do so by the **PERSON IN CHARGE**.

NOTES:

Officers are required to direct all visitors regarding these procedures i.e. exit routes and place of assembly.

The only persons not required to report to the Assembly Point are the Door Wardens.

CHECKLIST FOR PERSON IN CHARGE

1. Advise other interested parties present that you are the person in charge in the event of an evacuation.
2. Make yourself familiar with the location of the fire escape routes and inform any interested parties of the escape routes.
3. Make yourself familiar with the location of the assembly point and inform any interested parties of that location.
4. Make yourself familiar with the location of the fire alarm and detection control panel.
5. Ensure that the zone warden and door wardens are aware of their roles and responsibilities.
6. Arrange for a register of attendance to be completed (if considered appropriate / practicable).

IN THE EVENT OF A FIRE, OR THE FIRE ALARM BEING SOUNDED

1. Ensure that the room in which the meeting is being held is cleared of all persons.
2. Evacuate via the nearest safe Fire Exit and proceed to the **ASSEMBLY POINT** in the car park.
3. Delegate a person at the **ASSEMBLY POINT** who will proceed to **HOME CARE LINK** in order to ensure that a back-up call is made to the **FIRE BRIGADE**.
4. Delegate another person to ensure that **DOOR WARDENS** have been posted outside the relevant Fire Exit Doors.

5. Ensure that the **ZONE WARDEN** has reported to you on the results of his checks, **i.e.** that the rooms in use have been cleared of all persons.
6. If an Attendance Register has been taken, take a **ROLL CALL**.
7. Report the results of these checks to the Fire and Rescue Service on arrival and inform them of the location of the **FIRE ALARM CONTROL PANEL**.
8. Authorise return to the building only when it is cleared to do so by the **FIRE AND RESCUE SERVICE OFFICER IN CHARGE**. Inform the **DOOR WARDENS** to allow re-entry to the building.

NOTE:

The Fire Alarm system will automatically call the Fire Brigade. The purpose of the 999 back-up call is to meet a requirement of the Fire Precautions Act to supplement the automatic call.

CHECKLIST FOR ZONE WARDEN

1. Carry out a physical check of the rooms being used for the meeting, including adjacent toilets, kitchen.
2. Ensure that **ALL PERSONS**, both officers and members of the public are made aware of the **FIRE ALERT**.
3. Ensure that **ALL PERSONS** evacuate **IMMEDIATELY**, in accordance with the **FIRE EVACUATION PROCEDURE**.
4. Proceed to the **ASSEMBLY POINT** and report to the **PERSON IN CHARGE** that the rooms within your control have been cleared.
5. Assist the **PERSON IN CHARGE** to discharge their duties.

It is desirable that the **ZONE WARDEN** should be an **OFFICER** who is normally based in this building and is familiar with the layout of the rooms to be checked.

INSTRUCTIONS FOR DOOR WARDENS

1. Stand outside the **FIRE EXIT DOOR(S)**
2. Keep the **FIRE EXIT DOOR SHUT**.
3. Ensure that **NO PERSON**, whether staff or public enters the building until **YOU** are told by the **PERSON IN CHARGE** that it is safe to do so.
4. If anyone attempts to enter the premises, report this to the **PERSON IN CHARGE**.
5. Do not leave the door **UNATTENDED**.