



Kim Webber B.Sc. M.Sc.  
Chief Executive  
52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

17 October 2019

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

**INVITED: SORP CABINET WORKING GROUP  
COUNCILLORS: A YATES, J WILKIE, I ASHCROFT, D EVANS, D WESTLEY AND  
D WHITTINGTON**

**Mr Alan Burns, Red Quadrant  
Ms Alison Patterson, SORP Manager**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held in the **CABINET/COMMITTEE ROOM - 52 DERBY STREET, ORMSKIRK L39 2DF** on **WEDNESDAY, 23 OCTOBER 2019 at 6.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Kim Webber', written over a horizontal line.

Kim Webber  
Chief Executive

**AGENDA  
(Open to the Public)**

- 1. APOLOGIES**
- 2. SUBSTITUTIONS (IF ANY)**
- 3. DECLARATIONS OF INTEREST**

**4. NOTES OF THE PREVIOUS MEETING**

53 - 56

To receive as a correct record the notes of the previous meeting held on 19 September 2019.

**5. EXCLUSION OF PRESS AND PUBLIC**

It is recommended that members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and as, in all the circumstances of the case the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

**6. SORP - MEMBER DEVELOPMENT PROJECT - ROLE OF THE COMMISSION**

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(Financial/Business affairs)

A representative from Red Quadrant will attend the meeting and Members of the SORP Cabinet Working Group have been invited, in order to provide guidance in relation to what was envisaged in respect of the role of the Commission, following the decision of Council to extend the terms of reference, which was recommended in the SORP report as attached for information.

A copy of SORP- Member Development Project Report, previously circulated at the meeting held on 19 September 2019 is attached for Members information.

**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](mailto: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**.

# Agenda Item 3

## MEMBERS INTERESTS 2012

A Member with a disclosable pecuniary interest in any matter considered at a meeting must disclose the interest to the meeting at which they are present, except where it has been entered on the Register.

A Member with a non pecuniary or pecuniary interest in any business of the Council must disclose the existence and nature of that interest at commencement of consideration or when the interest becomes apparent.

Where sensitive information relating to an interest is not registered in the register, you must indicate that you have an interest, but need not disclose the sensitive information.

Please tick relevant boxes

Notes

	<b>General</b>		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 below</i>
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a pecuniary interest <b>because</b> it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or a connected person or, a body described in 10.1(1)(i) and (ii) <b>and</b> the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/>          <input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>          <i>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</i>
4.	I have a disclosable pecuniary interest (Dispensation 20/09/16) or a pecuniary interest but it relates to the functions of my Council in respect of:  (i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.  (ii) school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.  (iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.  (iv) An allowance, payment or indemnity given to Members  (v) Any ceremonial honour given to Members  (vi) Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>          <input type="checkbox"/>	<i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>          <i>You may speak and vote</i>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 20/09/16 – 19/09/20)	<input type="checkbox"/>	<i>See the terms of the dispensation</i>
6.	I have a pecuniary interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>

**'disclosable pecuniary interest'** (DPI) means an interest of a description specified below which is your interest, your spouse's or civil partner's or the interest of somebody who you are living with as a husband or wife, or as if you were civil partners and you are aware that that other person has the interest.

**Interest**

Employment, office, trade, profession or vocation

Sponsorship

**Prescribed description**

Any employment, office, trade, profession or vocation carried on for profit or gain.

Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.

	This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; "director" includes a member of the committee of management of an industrial and provident society;*

*"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; "M" means a member of a relevant authority;*

*"member" includes a co-opted member; "relevant authority" means the authority of which M is a member;*

*"relevant period" means the period of 12 months ending with the day on which M gives notice to the Monitoring Officer of a DPI;*

*"relevant person" means M or M's spouse or civil partner, a person with whom M is living as husband or wife or a person with whom M is living as if they were civil partners;*

*"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.*

**'non pecuniary interest'** means interests falling within the following descriptions:

- 10.1(1)(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;
- (ii) Any body (a) exercising functions of a public nature; (b) directed to charitable purposes; or (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;
- (iii) Any easement, servitude, interest or right in or over land which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income.
- 10.2(2) A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a connected person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

**'a connected person'** means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 10.1(1)(i) or (ii).

**'body exercising functions of a public nature'** means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

**NB** Section 21(13) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

# Agenda Item 4

**MEMBER DEVELOPMENT COMMISSION**

**HELD: Thursday, 19 September 2019**

Start: 6.00 pm

Finish: 7.10 pm

## **PRESENT:**

Councillors: C Dereli (Chairman)  
G Dowling (Vice-Chairman) Y Gagen  
Mrs J Marshall

Officers: Jacqui Sinnott-Lacey, Director of Housing and Inclusion  
Jacky Denning, Member & Executive Services Manager  
Julia Brown, Member Services/Civic Officer

### **1 APOLOGIES**

Apologies were received on behalf of Councillors Moran and O'Toole.

### **2 SUBSTITUTIONS (IF ANY)**

There were no substitutions.

### **3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4 NOTES OF THE PREVIOUS MEETING**

AGREED: That the notes of the previous meeting held on 14 March 2019 be agreed as a correct record.

### **5 REVISED TERMS OF REFERENCE AND REPORTING ARRANGEMENTS**

AGREED: That the revised Terms of Reference and reporting arrangements of the Member Development Commission be noted:-

#### Functions

(1)

(a) To update the "Member Training and Development Strategy" and act as 'Champions' for Member Development.

(b) To continue to develop and support processes to identify member training needs and to prepare a Training Plan for each Member.

(c) To ensure that all Members are given equal opportunities to attend Training courses/seminars, including IT training, in line with their responsibility as Councillor and that appropriate training records are kept.

- (d) To monitor the expenditure of appropriate budgets.
- (e) To evaluate and monitor Elected Member training and development undertaken.
- (f) To ensure that each Councillor takes ownership of his/her training and development and 'Member Development' appears as a regular item at Group meetings.
- (g) To consider future development of the Member Development website.
- (2)
- (a) In order to give effect to the augmented Member role proposed within the Sustainable Organisation Review, to examine how cross-party scrutiny and development of strategy could be strengthened via either existing or new committee arrangements, reporting to Executive Overview and Scrutiny and (then) to Council by April 2020. Such activity to include the option of engaging external specialist advice with relevant expenditure being contained within the budget provided.

## **6 MEMBER INDUCTION**

Members considered the report of the Borough Solicitor as contained on pages 9 to 10 of the Book of Reports which provided feedback on the induction process provided to newly elected Members undertaken in May 2019.

The Member Services Officer explained that the induction process had gone well and that four newly elected Members took the opportunity to attend 'Hitting the Ground Running' event ran by the Local Government Association (LGA). Members also commented that the extra 'briefing' sessions had been helpful in order to assist in their new role.

AGREED: That the induction process for newly elected Members be noted.

## **7 MEMBER TRAINING-SUMMARY OF EVENTS HELD MARCH 2019 TO PRESENT**

Members considered the report of the Borough Solicitor as contained on pages 11 to 13 of the Book of Reports which provided an update on Member Training undertaken since March 2019.

In discussion comments were raised in respect of:-

- Promotion of Health and Wellbeing Strategy
- Provision of dual training where appropriate for Members/Staff
- Digitalisation of training records for Members/Staff
- Good attendance record of training events held



AGREED: That the update be noted.

**8 FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**

In discussion, it was noted that the new Members had found the induction process helpful and useful to support them in their new roles. The Groups also agreed to place a 'Training' item on the agenda at their respective Group meetings in future.

AGREED: That the feedback and comments from the Commission be noted.

**9 FUTURE TRAINING**

The Member Services/Civic Officer outlined the future training dates for Members, including:-

- Terms of Reference – (Prior to Audit & Governance Committee) 29.10.19 – 6.00pm
- Risk Management – 20.11.19 – 6.30pm
- Lancashire Mind – Suicide Awareness Raising Session – 14.11.19 – 6.00pm
- Workshop Session to review the role of Overview & Scrutiny in 'West Lancashire' – November 2019 (TBC)

In discussion, it was further noted, that a briefing in respect of Social Value (in the procurement process) will be held prior to Audit & Governance Committee on 28 January 2020.

AGREED: That the above future training arrangements be noted.

**10 WORK PROGRAMME 2019/20 AND DATE OF NEXT MEETING**

Members considered the Work Programme for 2019/20 and the dates of future meetings of the Commission.

AGREED: That the Work Programme for 2019/20 and future meeting dates of the Commission be confirmed:-

Thursday 7 November 2019– 6.00pm  
Tuesday 19 December 2019 – 6.00pm  
Tuesday 4 February 2019 – 6.00pm  
Thursday 12 March 2020 – 6.00pm

**11 EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of that Act and as, in all the circumstances of the

case, the public interest in maintaining the exemption under Schedule 12A outweighs the public interest in disclosing the information.

**12 SORP - MEMBER DEVELOPMENT PROJECT**

Consideration was given to the report of the Borough Solicitor as contained on pages 17 to 50 of the Book of Reports, which set out the decision of Council on 10 July 2019, in relation to the Sustainable Organisation Review Project (SORP) and the extended terms of reference of the Commission, tasked with identifying a way forward in order to give effect to the greater role that was envisaged for Councillors in setting the strategy and direction of the organisation.

The Commission raised comments and questions in respect of:-

- Chief Officer / structure
- Culture change
- Budget / expenditure
- Cross-Party Scrutiny / Scrutiny Training
- Role of Members
- Member / Officer engagement

- AGREED: A. That, the decision of Council on 10 July 2019, to expand the terms of reference of the Commission in order to give effect to the greater role that is envisaged for Councillors, be noted.
- B. That, feedback from the organisations contacted initially to provide external advice on the project set out at Appendix 1-6 and as referred to in the report be noted.
- C. That in consultation with the Chairman, a representative from Red Quadrant be invited to a future meeting, in order to provide Members with some guidance in relation to what was envisaged in respect of the Commission's role in the process.

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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