



Jacqui Sinnott-Lacey
Chief Operating Officer
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West Lancashire
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23 March 2021

**TO: COUNCILLORS C DERELI, G DOWLING, Y GAGEN, MRS J MARSHALL,
I MORAN, A OWENS AND D WESTLEY**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held by **SKYPE** on **WEDNESDAY, 31 MARCH 2021 at 6.00 PM** at which your attendance is requested.

Yours faithfully

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

Jacqui Sinnott-Lacey
Chief Operating Officer

**AGENDA
(Not Open to the Public)**

1. **APOLOGIES**
2. **SUBSTITUTIONS (IF ANY)**
3. **DECLARATIONS OF INTEREST** 79 - 80
4. **NOTES OF THE PREVIOUS MEETING** 81 - 84
To receive as a correct record the Minutes of the meeting held on 17 November 2020.
5. **MEMBER TRAINING-SUMMARY OF EVENTS HELD SEPTEMBER 2020 TO PRESENT** 85 - 86
To consider the report of the Corporate Director of Transformation and Resources.

6. **OVERVIEW & SCRUTINY FUNCTION REVIEW - UPDATE** 87 - 90
To note the decision of Executive Overview & Scrutiny Committee held 28 January 2021 and Corporate and Environmental Overview & Scrutiny Committee held 11 March 2021.
7. **FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**
To receive feedback from the Member Development Group Representatives from their Members.
8. **FUTURE TRAINING**
To note future training/briefings:-
- 22 April 2021-14.00 – 15.00 - Prevent - Lancashire Prevent Partnership
<https://www.eventbrite.co.uk/e/elected-members-ct-briefing-tickets-140252359583> (Open to all Members – Free)
 - 12 May 2021- 6.00pm - New Member Induction
 - 25 May 2021 – 6.00pm - 'Key Features of the Accounts' – Prior to A&G Committee (Open to all Members)
 - 26 May 2021 – 6.30pm - Role of Licensing (Open to all Members)
 - 3 June 2021 – 6.30pm – Planning Training (Date to be confirmed)
 - 13 July 2021 – 6.30pm – Scrutiny Training (Date to be confirmed)
 - 28 July 2021- 6.00pm - Social Value in the Procurement Process – Prior to A&G Committee (Open to all Members)
9. **WORK PROGRAMME 21/22 AND DATE OF NEXT MEETING** 91 - 92
To consider the Work Programme of the Commission and to note the future meeting dates:-
7 September 2021 – 6.00pm
3 March 2022 – 6.00pm

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

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

REMOTE MEETINGS – GUIDANCE FOR MEMBERS (Working Group Meetings)

This guidance is designed to assist members when attending remote meetings.

The guidance should be read in conjunction with the Council's Remote Meetings Procedures Rules.

General

1. If members wish to speak on a particular item it will assist the smooth running of the remote meeting if they indicate to the Chairman their wish to speak in advance of the meeting.
2. Please join the meeting no later than 15 minutes before the start of the meeting to ensure that the technology is working correctly.
3. At the start of the meeting please ensure that your microphone is muted and your video feed (if available on your device) is paused. Please remember to unmute your microphone (and unpause your video feed if available) when invited to speak by the Chairman.
4. At the start of the meeting the Democratic Services Officer will read out which Members and Officers are present. The attendance of members will be recorded. If a member attends after the start of the meeting their presence will be announced.
5. Please remember to mute your mic/pause your video feed when you're not talking.
6. Only speak when invited to by the Chair.
7. Please state your name before you make an address.
8. If you're referring to a specific page or slide mention the page or slide number.
9. In the event that a member's individual remote connection should fail, the Chairman will call a short adjournment to determine whether the connection can be re-established (either by video technology or telephone connection). If connection cannot be restored after a reasonable period of time then the presumption is that the meeting should continue, providing the meeting remains quorate.

Voting

10. Unless a recorded vote is called by a member, the method of voting will be, at the discretion of the Chairman, by:
 - General assent by the meeting (where there is no dissent); or
 - By the Democratic Services Officer calling out the name of each member present with members stating "for", "against" or "abstain" to indicate their vote when their name is called. The Democratic Services Officer will then clearly state the result of the vote (to be confirmed by the Chairman)
11. Details of how members voted will not be minuted, unless a recorded vote is called for prior to the vote taking place.

Declarations of Interest

12. Any member participating in a remote meeting who declares a disclosable pecuniary interest, or pecuniary interest that would normally require them to leave the room in which the meeting is taking place must leave the remote meeting. Their departure will be confirmed by the Democratic Services Officer who will invite the relevant member to re-join the meeting at the appropriate time.

Exclusion of the Press and Public

13. Every Member in remote attendance must ensure there are no other persons present in their remote location who are able to hear, see or record the proceedings (unless those such persons are also entitled to be so present). Members must declare to the meeting, if at any point during discussion of the item, this requirement is not met.

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

	General		Notes
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 because it affects my financial position or the financial position of a connected person or, a body described in 10.1(1)(i) and (ii) and 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) and 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>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<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: Tuesday, 17 November 2020

Start: 6.00 pm

Finish: 7.15 pm

PRESENT:

Councillors: C Dereli (Chairman)

G Dowling (Vice-Chairman)	Y Gagen
Mrs J Marshall	I Moran
A Owens	D Westley

44 **APOLOGIES**

There were no apologies for absence.

45 **SUBSTITUTIONS (IF ANY)**

The Commission was advised that Councillor D Westley was substituting for Councillor Mrs M Westley.

46 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

47 **NOTES OF THE PREVIOUS MEETING**

The notes of the previous meeting held on Wednesday 30 September were received as a correct record, subject to Member Services following up with the agreed actions set out below:-

Minute 39 – Member Training – Summary of Events held March 2020 to Present.
That the information be circulated to the Commission on the content of the Mayoral/Civic Coaching.

Minute 40 – Feedback from the Member Development Group Representatives from their Members.

That advice to Councillors be given in relation to how to conduct Casework under the current Covid restrictions.

48 **SORP- MEMBER DEVELOPMENT PROJECT**

Consideration was given to the report of the Corporate Director of Transformation & Resources, which was to consider and review actions arising from the Overview & Scrutiny Questionnaire completed by Members, highlighted by the Commission at its meeting held on 30 September 2020.

Comments and questions were raised in respect of the following:

- Scrutiny Training
- Number of Members required for 'Call-In'
- Relevant Officers present at meeting to present reports

- Relevant Portfolio Holder attendance at meeting
- Scrutiny Topic Scoring Exercise
- Member Update / CCfA Items – Training / Examples of uses
- Scrutiny Committee model variations

RESOLVED:

- A. That an in-house 'Overview & Scrutiny at West Lancashire' training session be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections, as detailed in paragraph 4 of the Report.
- B. That it be recommended that the timetable of meetings for 2021/22 be prepared to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, as detailed in paragraph 5 of the Report.
- C. That it be recommended that Members of Overview & Scrutiny Committees be asked to submit questions in advance of meetings.
- D. That Overview and Scrutiny Meetings are open to attendance by Portfolio Holders at any time. The Committee (or Chair) may invite a specific Portfolio Holder to attend where item(s) include reference to their portfolio areas and / or relevant Officer.

That Paragraph 7.1 'The Overview & Scrutiny Procedure Rules at Constitution 14 be amended as follows:-

- a) The leaders of the political groups on the Council shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration.
- (b) The members of the Cabinet with responsibility for an area of Council activity (i.e. the relevant Portfolio Holders) shall be allowed to attend the relevant Overview and Scrutiny Committee, speak and answer questions, but not vote on any issue under consideration.
- E. That the process for scoring topics submitted to Corporate & Environmental Overview & Scrutiny Committee, as set out at paragraph 8 of the report, together with the Topic Submission Form and Topic Selection Assessment Form at Appendix 1, be noted and
- (i) That comments / feedback be sought from Corporate & Environmental Overview and Scrutiny Committee and previous Municipal Year Chairman.
- (ii) That are then scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons'.
- F. That Constitution 18.3: Protocol on Members Items & Councillor Call for Action and the form for submitting Items, attached at Appendix 2 to the report, be noted.

- G. That Constitution 9.2: Members' Update Procedure Rules - Information Items and the form for submitting Members Update Items, attached at Appendix 3 to the report, be noted and that Information Items are added to Agenda Papers.
- H. That Constitution 3.6: Article 6 - Overview and Scrutiny Committees, attached at Appendix 4, and Constitution 9.1 'Overview & Scrutiny Procedure Rules', attached at Appendix 5, be noted.
- I. That the recommendations of the Member Development Commission be referred to Executive Overview & Scrutiny Committee, Corporate & Environmental and Council as appropriate.
- J. That the Member Development Commission recommend consideration of Council to develop a Scrutiny system consisting of three (or four, if required) Scrutiny Committees, with appropriately assigned areas of Overview & Scrutiny. Officers to present back the Overview and Scrutiny structures from other similar Local Authorities with a view to adoption in time for the new municipal year. The hosting of a further scrutiny committee may require additional staff resource. It is recommended that additional staff resource be allocated for this ongoing work.
Purely for demonstrative purposes, some options could be:
Executive, Corporate, Environmental
Executive, Internal, External
Executive, Environmental Leisure Health and Well-being, Corporate and External

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

There was no feedback from the Member Development Group Representatives from their Members.

It was expressed by the Commission that training is key and that the comments and feedback from the Scrutiny Questionnaire exercise has been welcomed.

50 **WORK PROGRAMME 2020/21 AND DATE OF NEXT MEETING**

AGREED: That the Work Programme of the Commission and future meeting dates be noted.

**MEMBER TRAINING
SUMMARY OF EVENTS ATTENDED – SEPTEMBER 2020 to
PRESENT**

Date	Title	Training Provider	Cost	Attendees
3 September 2020	Preventing Suicide at WLBC	Government Events	£389	Councillor: Wright Total: 1
6 – 13 November 2020	Chairing skills: Virtual Meetings	Eventbrite	£198	Councillor: Yates Total: 1
24 November 2020	Women in Political Leadership Forum	North West Employers	FREE	'Offered to Members'
20 January – 10 March 2021	Digital and Data Training Sessions	Local Government Association	FREE	'Offered to Members'
21 January 2021	Leisure Workshop	West Lancashire Borough Council	FREE	Councillors: Cummins, Gagen, Moran, Sutton, D Westley, Yates Total: 6
28 January 2021	National Combatting Gangs, Violence and County Lines Conference	Government Events	£311.20	Councillors: Devine Total: 1
29 January 2021	Women in Political Leadership Forum	North West Employers	FREE	'Offered to Members'
24 February 2021	Elected Member Briefing - Prevent	Lancashire Prevent Team	FREE	'Offered to Members'

MINUTE OF EXECUTIVE OVERVIEW & SCRUTINY - 28 JANUARY 2021

51. OVERVIEW AND SCRUTINY FUNCTION REVIEW

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 323 to 362 of the Book of Reports, which was to consider the recommendations of the Member Development Commission following a review of the Overview & Scrutiny function at West Lancashire.

The Democratic Services Manager outlined the report and explained that a questionnaire had been sent to all Members. She explained that there had been 29 responses to the questionnaire (as detailed at Appendix A of the report).

She explained that from the analysis of the responses, the common themes included training, pre-scrutiny, questions in advance of meetings, Portfolio Holder attendance at meetings, Scoring of Topics, Member Update items and the consideration of the future number of Scrutiny Committees.

The Democratic Services Manager responded to questions raised by Members in relation to the scrutiny processes and themes contained within the report.

The following Motion was moved and seconded:

RESOLVED:

- A. That an in-house 'Overview & Scrutiny at West Lancashire' training session be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections, as detailed in paragraph 6 of the report.
- B. That Council be recommended to amend the timetable of meetings for 2021/22 to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, to meet as and when required, as detailed in paragraph 7 of the report.
- C. That Members of Overview & Scrutiny Committees be asked to submit questions in advance of meetings.
- D. That Council be recommended to amend 'The Overview & Scrutiny Procedure Rules at Constitution 14' to read:

"Attendance by others

- (a) *The leaders of the political groups on the Council shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration."*

E. That it be recommended:

That no change be made to Constitution 9.2: Members' Update Procedure Rules and the form for submitting Members Update Items, attached at Appendix 2 to the report, and information items continue to be reported via the Corporate & Environmental Overview & Scrutiny Members Update.

F That no change be made to the current number of Overview & Scrutiny Committees at West Lancashire i.e. retain Executive Overview & Scrutiny Committee and Corporate & Environmental Overview & Scrutiny Committee.

MINUTE OF CORPORATE & ENVIRONMENTAL OVERVIEW & SCRUTINY COMMITTEE – 11 MARCH 2021

125. OVERVIEW AND SCRUTINY FUNCTION REVIEW

Consideration was given to the report of the Corporate Director of Transformation and Resources as contained on pages 195 to 236 of the Book of Reports, which was to consider the recommendations of the Member Development Commission following a review of the Overview & Scrutiny function at West Lancashire.

The Democratic Services Manager outlined the report and detailed the background and themes contained within.

Councillor Dowling, Portfolio Holder of Communities and Community Safety was invited to speak by the Chairman. He commented on the key points of the recommendations of the Member Development Commission held on 17 November 2020, including details of the possible development of a scrutiny system consisting of a variation of several Scrutiny Committees.

The Democratic Services Manager responded to questions raised by Members in relation to the scrutiny function review.

The following Motion was moved and seconded:

RESOLVED:

- A. That an in-house 'Overview & Scrutiny at West Lancashire' training session be held each year following a local election with a further session on 'Best Practice Scrutiny' being arranged with an external trainer in the year that there are no local elections, as detailed in paragraph 6 below.
- B. That Members of Overview & Scrutiny Committees be asked to submit questions in advance of meetings.
- C. That scoring of topics should be scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons.
- D. That it be noted that Council at its meeting held on 24 February 2021, approved the timetable of meetings for 2021/22, to allow for Executive Overview & Scrutiny Committee to be held prior to Cabinet, to accommodate pre-scrutiny, with a Special 'Call In' Meeting of Executive Overview & Scrutiny Committee being scheduled following Cabinet, to meet as and when required, as detailed in paragraph 7 of the report.
- E. That no change be made to Constitution 9.2: Members' Update Procedure Rules and the form for submitting Members Update Items, attached at Appendix 2 to the report, and information items continue to be reported via the Corporate & Environmental Overview & Scrutiny Members Update, subject to G below.

- F. That Council be recommended to amend 'The Overview & Scrutiny Procedure Rules at Constitution 14' to read:

"Attendance by others

- (a) ***The leaders of the political groups on the Council*** shall be allowed to attend each Overview and Scrutiny Committee and to speak but not vote on any issue under consideration, ***with the consent of the Chairman.***"
- G. That it be recommended that the terms of reference of the Member Development Commission be extended to review the number and remit of Overview & Scrutiny Committees at West Lancashire, including the Members Update procedure rules, by comparing Overview & Scrutiny structures of other similar Local Authorities, and submit recommendations to Executive Overview & Scrutiny Committee, Corporate & Environmental Overview & Scrutiny Committee and Council, if appropriate, which should include any additional staff resource required, with an implementation date of May 2022.

Agenda Item 9

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME 2021/22

7 September 2021 6.00pm	<ol style="list-style-type: none">1. Member Induction2. Member Training - Summary of Events held March 2021 to September 20213. Member Development Group Representatives – Feedback from Members4. Future Training Events5. Work Programme 2021/226. Date of next Meeting 3 March 2022
3 March 2022 6.00pm	<ol style="list-style-type: none">1. Member Training - Summary of Events held September 2021 to March 20222. Member Development Group Representatives – Feedback from Members3. Future Training Events4. Work Programme 2022/235. Date of next Meeting September 2022

