



Jacqui Sinnott-Lacey
Chief Operating Officer
52 Derby Street
Ormskirk
West Lancashire
L39 2DF

1 July 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 **MS TEAMS** on **TUESDAY, 6 JULY 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
(Open to the Public)

- 1. APOLOGIES**
- 2. SUBSTITUTIONS (IF ANY)**
- 3. DECLARATIONS OF INTEREST** 1 - 2
- 4. NOTES OF THE PREVIOUS MEETING** 3 - 6
To receive as a correct record the Minutes of the meeting held on 31 March 2021.

5. TERMS OF REFERENCE OF THE COMMISSION

(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) To examine how cross-party scrutiny and development of strategy could be strengthened via either existing or new committee arrangements, such activity to include the option of engaging external specialist advice with relevant expenditure being contained within the budget provided.
- (b) 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.

6. ESSENTIAL / REQUIRED TRAINING FOR MEMBERS

1. That it be recommended that 'Risk Management' Training be added to the existing list below of previously endorsed essential / required training for Members.

Link to: [Risk Management Training](#)

- Induction for new Councillors

- Licensing (for Licensing Committee Members)
- Planning (for Planning Committee Members)
- Code of Conduct
- Health & Safety (Corporate)
- Data Protection
- Human Rights
- Best Value
- Equality & Diversity (Public Sector Equality Duty (PSED))
- Chairing Skills (for Councillors taking on this role)

2. To consider if any of the essential / required training listed above should be designated as compulsory.

- | | | |
|----|---|--------|
| 7. | OVERVIEW AND SCRUTINY FUNCTION REVIEW - FOLLOW UP AND RESEARCH
To consider the questions and research to be undertaken as part of the Overview & Scrutiny review agreed at Council 14 April 2021. | 7 - 8 |
| 8. | WORK PROGRAMME 21/22 AND DATE OF NEXT MEETING
To consider the Work Programme of the Commission and to note the future meeting date, 7 September 2021 – 6.00pm. | 9 - 10 |

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

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		
1.	I have a disclosable pecuniary interest.	<input type="checkbox"/>	You cannot speak or vote and must withdraw unless you have also ticked 5 below
2.	I have a non-pecuniary interest.	<input type="checkbox"/>	You may speak and vote
3.	<p>I have a pecuniary interest because</p> <p>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</p> <p>or</p> <p>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</p>	<input type="checkbox"/> <input type="checkbox"/>	<p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p> <p>You cannot speak or vote and must withdraw unless you have also ticked 5 or 6 below</p>
4.	<p>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:</p> <p>(i) Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.</p> <p>(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.</p> <p>(iii) Statutory sick pay where I am in receipt or entitled to receipt of such pay.</p> <p>(iv) An allowance, payment or indemnity given to Members</p> <p>(v) Any ceremonial honour given to Members</p> <p>(vi) Setting Council tax or a precept under the LGFA 1992</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p> <p>You may speak and vote</p>
5.	A Standards Committee dispensation applies (relevant lines in the budget – Dispensation 15/09/20 – 14/09/24)	<input type="checkbox"/>	See the terms of the dispensation
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"/>	You may speak but must leave the room once you have finished and cannot vote

‘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

Prescribed description

Employment, office,
trade, profession or
vocation

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

Sponsorship

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.

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	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.

MEMBER DEVELOPMENT COMMISSION

HELD: Wednesday, 31 March 2021

Start: 6.00 pm

Finish: 6.40 pm

PRESENT:

Councillor: C Dereli (Chairman)

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

Officers: J Denning, Democratic Services Manager
J Brown, Member Services Officer

51 APOLOGIES

There were no apologies for absence.

52 SUBSTITUTIONS (IF ANY)

There were no substitutions.

53 DECLARATIONS OF INTEREST

There were no declarations of interest.

54 NOTES OF THE PREVIOUS MEETING

The Notes of the previous meeting held on 17 November 2020, were received as a correct record.

55 MEMBER TRAINING-SUMMARY OF EVENTS HELD SEPTEMBER 2020 TO PRESENT

Members considered the report of the Corporate Director of Transformation and Resources, which provided an update on Training and Briefings undertaken since September 2020.

AGREED: That the update be noted.

56 OVERVIEW & SCRUTINY FUNCTION REVIEW - UPDATE

The Democratic Services Manager outlined that the Overview & Scrutiny Function Review report including the recommendations of Executive Overview & Scrutiny Committee held 28 January 2021 and Corporate & Environmental Overview & Scrutiny Committee held 11 March 2021, would be submitted to Council on 14 April 2021 for Members consideration. She explained that the recommendations of the Member Development Commission held 17 November 2020 were also contained within the content of the report.

It was also noted, that further to the recommendations made by the Commission, that the Timetable of Meetings 2021-2022 had previously been agreed by Council to include extra meetings for Call in if necessary to facilitate pre-scrutiny.

In discussion, the Commission support the review of the number and remit of Overview and Scrutiny Committees at West Lancashire, including the Member Update procedure rules.

AGREED: That the decision of Executive Overview & Scrutiny Committee held 28 January 2021 and Corporate & Environmental Overview & Scrutiny Committee held 11 March 2021 be noted.

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

Feedback was given, that a Member had registered to take part on a 'Climate Emergency' Webinar. It was expressed that Members would be supportive of the inclusion of 'Climate Change' on this years' Training Schedule.

The Leader explained that he had taken part in the MS Teams Working Group. He advised that this will be the new way of remote working as a way of moving forward in place of Skype for Business.

It was expressed that the on line 'Declaration of Interest' form was not 'user friendly'. The Democratic Services Manager responded and made an undertaking to look into the issues Members had raised.

The format of the New Members Induction meeting was raised. The Democratic Services Manager explained that a virtual meeting would take place on this occasion due to Covid. She also explained that arrangement would be made for new Members who required one to one ICT support and that an Officer from Member Services Team would also be available in the Office at Derby Street following the Elections in May.

AGREED:

A. That the feedback and comments from the Commission be noted.

B. That 'Climate Change' Training be included on this years' Training Schedule.

58 FUTURE TRAINING

AGREED: That the Training/Briefings listed below be noted.

- 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)

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WORK PROGRAMME 21/22 AND DATE OF NEXT MEETING

It was suggested that further meetings of the Commission be added to the Work Programme schedule in consultation with the Chairman, pending the outcome of the Overview & Scrutiny Function Review report, to be submitted to Council on 14 April 2021.

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

97. OVERVIEW & SCRUTINY FUNCTION REVIEW

Consideration was given to the report of the Corporate Director of Transformation & Resources, as contained on pages 911 to 954 of the Book of Reports, which set out the recommendations of the Member Development Commission following a review of the Overview & Scrutiny function at West Lancashire.

A Motion, circulated prior to the meeting, was moved and seconded.

A vote was taken the Motion was CARRIED.

- RESOLVED: A. That it be noted, that an in-house 'Overview & Scrutiny at West Lancashire' training session will 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 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.
- C. That it be noted, that Members of Overview & Scrutiny Committees will be asked to submit questions in advance of Overview & Scrutiny meetings.
- D. That it be noted, that scoring of submitted in-depth scrutiny topics will be scored by a Panel consisting of the Chairman, Vice-Chairman and Opposition Spokespersons of the Corporate & Environmental Overview & Scrutiny Committee.
- E. That 'The Overview & Scrutiny Procedure Rules at Constitution 14' be amended 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.***"
- F. 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.

- G. 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 8

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. Overview & Scrutiny Function Review4. Member Development Group Representatives – Feedback from Members5. Future Training Events6. Work Programme 2021/227. Date of next Meeting
October 2021	Overview & Scrutiny Function Review
November 2021	Overview & Scrutiny Function Review
3 March 2022 6.00pm	<ol style="list-style-type: none">1. Member Training - Summary of Events held September 2021 to March 20222. Overview & Scrutiny Function Review3. Member Development Group Representatives – Feedback from Members4. Future Training Events5. Work Programme 2022/236. Date of next Meeting September 2022

