



Jacqui Sinnott-Lacey
Chief Operating Officer

52 Derby Street
Ormskirk
West Lancashire
L39 2DF

Date 11 October 2023

**TO: COUNCILLORS V CUMMINS, M PARLOUR, R BAILEY, J FILLIS, S LAWTON,
K LLOYD AND MRS J MARSHALL**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held via **MICROSOFT TEAMS** on **THURSDAY, 19 OCTOBER 2023 at 7.00 PM** at which your attendance is requested.

Yours faithfully

A handwritten signature in black ink, appearing to be "JSL", 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 notes of the meeting held on 2 March 2023.

5. **MEMBER TRAINING - SUMMARY OF EVENTS MARCH 2023 TO PRESENT** 7 - 10
To note summary of events held March 2023 to present.
6. **FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**
To receive feedback from the Member Development Group Representatives.
7. **FUTURE TRAINING**
To note the following future training:
- 2 November 2023 - Finance without numbers: An introduction to local government finance (LGA)
- 16 November 2023 - Overview of the changes to the National and Regional Health & Wellbeing system
- Internal/External Audit on 'Annual Accounts' Training (Open to All Members) (Date TBC)
- Scrutiny Training (Open to All Members) (Date TBC)
- Code of Conduct Training (Open to All Members) (Date TBC)
8. **WORK PROGRAMME 2023/24 AND DATE OF NEXT MEETING** 11 - 12
To consider the Work Programme of the Commission and to note the future meeting date, 6 March 2024 at 7.00pm.

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

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

For further information, please contact:-
Duncan Jowitt on 01695 583495
Or email duncan.jowitt@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 unpauses 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> <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 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: Thursday, 2 March 2023

Start: 6.00 pm

Finish: 6.30 pm

PRESENT:

Councillor: V Cummins (Chairman)

Councillors: G Dowling (Vice-Chair) R Bailey
A Owens

Officers: Jacky Denning, Democratic Services Manager
Julia Brown, Democratic Services Officer

97 **APOLOGIES**

There were no apologies for absence received.

98 **SUBSTITUTIONS (IF ANY)**

There were no changes to membership of the Commission.

99 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

100 **NOTES OF THE PREVIOUS MEETING**

AGREED: That the notes of the meeting held on 22 September 2022 were received as a correct record.

101 **MEMBER TRAINING-SUMMARY OF EVENTS HELD SEPTEMBER 2022 TO PRESENT**

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources, which provided an update on Training and Briefings undertaken since September 2022.

The Democratic Services Officer informed that she had been informed of some additional training undertaken by Members that had not formed part of the data circulated, and that this would be added to the individual training records.

The Chair suggested that any training undertaken via self-registration or in the Members professional role be provided to Member Services, to be detailed on individual training records.

Councillor Dowling informed that the 'Credit Union - Lunch n Learn' Session held for Staff and Members was found to be very helpful.

Councillor Bailey suggested that future Annual Planning Training could be provided internally to Members via a recording with the potential to charge other Local Authorities for the provision of this.

AGREED: That the update and comments raised be noted.

102 **MEMBER TRAINING & DEVELOPMENT STRATEGY**

Consideration was given to the report of the Corporate Director of Transformation, Housing and Resources for Members to consider the Member Development Strategy and to agree their Group Representatives.

In discussion it was suggested and agreed that the report be deferred until the next meeting following the election. It was also agreed that the Groups would inform Member Services of their Group Representatives following the meeting.

AGREED

- A. That the report be noted and deferred to the next meeting of the Commission following the elections.
- B. That the Groups inform Member Services of their nominated Member Development Group Representative.

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

In discussion the following feedback and comments were raised by Members:

- Opportunities for Members to upskill including long standing Members
- 'Clean Slate' for Member Training following 'all out' election in May
- Members to inform Member Services of any training undertaken in their professional role

AGREED: That the feedback be noted.

104 **FUTURE TRAINING**

The Democratic Services Officer informed that HR are in the process of procuring a new e-learning system to support Member Development. Once this is in place a demonstration will be offered to Members, which is expected to be the end of April 2023. The Chairman suggested that it would be beneficial if the provision of sessions could be available both day and evening for Members.

The Democratic Services Manager informed that there will be a Council Plan Development Session on Wednesday 15 March 2023 at 6pm being held virtually.

In discussion, Councillor Bailey suggested that the New Member Induction packs be reviewed, due to the content of lots of data for new employees. The Democratic Services Manager informed that she would address this with HR.

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

Council Plan Development – Wednesday 15 March 2023 6pm Virtual

New Member Induction - Thursday 11 May 2023 6pm

Planning Training (Open to All Members) - Tuesday 23 May 2023 6pm

Internal/External Audit on 'Annual Accounts' Training (Open to All Members) (Date in May/June TBC)

Licensing Training (Open to All Members) (Date in May/June TBC)

Scrutiny Training (Open to All Members) (Date TBC)

Code of Conduct Training (Open to All Members) (Date TBC)

105 **WORK PROGRAMME 23/24 AND DATE OF NEXT MEETING**

The Democratic Services Manager informed that Duncan Jowett will be joining Democratic Services on 7 March 2023 and will facilitate Member Development in ascertaining Charter Status. The Chairman suggested that it would be helpful if Duncan sends an introductory email to all Members.

In discussion Members suggested that the 18 April 2024 date be reverted to March 2024, as this was found to be too close to election period. The Democratic Services Manager informed that this could be facilitated in March and the Work Programme updated to reflect this.

AGREED:

- A. That the Work Programme be noted.
- B. That the 18 April 2024 meeting be reverted to be held on 6 March 2024.

Agenda Item 5

MEMBER TRAINING SUMMARY OF EVENTS MARCH 2023 TO PRESENT

Date	Title	Training Provider	Cost	Attendees
15/03/23	Council Plan	WLBC	Free	Fennell, Fowler, Gagen, Gregson, Molloy, Owens, Rigby, Witter Total: 8
29/03/23	All Member Briefing on the Committee System	CFGs	Free	Burnside, Coughlan, Cummins, Dowling, Fennell, Finch, Furey, Gagen, Gordon, Howard, Johnson, Molloy, Owen, Patel, Thompson, West, D Westley, Whittington, Witter Total: 19
11/05/23	New Members Induction Session	WLBC	Free	N Hennessy, P Hennessy, Hesketh, Lawton, Lloyd, Parlour, Rear Total: 7
11/05/23	Launch of Our Learning E-Learning	WLBC	Free	Gordon Total: 1
18/05/23	Mayor Training Session	WLBC	Free	Finch, Nixon Total: 2
25/05/23	Our Learning – Data Security and Protection	WLBC	Free	Total: TBC
26/05/23	Our Learning – Cyber Security	WLBC	Free	Total: TBC

31/05/23	New Councillors' introduction to planning	PAS/LGA	Free	N Hennessy Total: 1
06/06/23	Scrutiny 1 – Reviewing & Understanding Performance Information	NWE/CFGS	Free	OFFERED Total: 0
06/06 or 08/06/23	Life as a Councillor Module 1	NWE	Free	Lawton Total: 1
13/06 or 15/06/23	Life as a councillor Module 2	NWE	Free	Lawton, Lloyd Total: 2
13/06/23	Risk Management Training	WLBC	Free	Dowling, Eccles, Fennell, Fowler, Gordon, Lawton, Parlour, Patel, Pope, Witter, Yates Total: 11
13/06/23	Scrutiny 2 – Scoping and managing scrutiny reviews content	NWE/CFGS	Free	OFFERED Total: 0
16/06/23	Planning Training	PAS	Free	Blundell, Dowling, Eccles, Fennell, de Freitas, Gordon, N Hennessy, P Hennessy, Hogan, Howard, Lawton, Lloyd, Molloy, Owen, Patel, Pope, Pryce- Roberts, West, Witter, Yates Total: 20
20/06/23	National new Councillors Welcome Event	LGA	Free	OFFERED Total: 0
20/06 or 22/06/23	Life as a Councillor Module 3	NWE	Free	Lawton Total: 1

27/06/23	Hitting the Ground Running	LGA	Free	OFFERED Total: 0
05/07/23	Role of Licensing	WLBC	Free	Burnside, Devine, Dowling, Eccles, Fennell, Furey, Gordon, N Hennessy, P Hennessy Hesketh, Howard, Lawton, Parlour, Patel, West, Witter Total: 17
12/07/23	Strategic Scrutiny in Practice Network Webinar	NWE	Free	West Total: 1
12/07/23	Handling online abuse and intimidation for newly elected Cllrs	LGA	Free	OFFERED Total: 0
17/07/23	New Members Induction Session	WLBC	Free	Marsh-Pritchard, Webster Total: 2
19/07/23	Building your confidence as a councillor for newly elected Cllrs	LGA	Free	OFFERED Total: 0
26/07/23	Social Value in Procurement Pre-Audit & Governance	WLBC	Free	Anderson, Daniels, Fillis, Marsh-Pritchard, Parlour, Patel, Pope, West, Whittington Total: 9
14/09/23	Finance without numbers – An introduction to local government finance	LGA	Free	Eccles, Finch, Pryce-Roberts, Rigby Total: 4
20/09/23	Role of Licensing	WLBC	Free	Fowler, Lloyd, Owen, M Westley Total: 4

21/09/23	Universal Credit managed migration	WLBC	Free	Fennell Total: 1
25,26,27/09/23	Adult social care making a difference as a Ward/Scrutiny/Executive Cllr	NWE	Free	OFFERED Total: 0
28/09/23	Scrutiny 3 - Financial Scrutiny	NWE/CFGS	Free	OFFERED Total: 0
11,12,13/10/23	Adult social care making a difference as a Executive/Scrutiny/Ward Cllr	NWE	Free	OFFERED Total: 0
12/10/23	Handling online abuse and intimidation	LGA	Free	OFFERED Total: 0

Agenda Item 8

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME 2023/24

<p>6 March 2024 7.00pm</p>	<ol style="list-style-type: none">1. Member Training - Summary of Events held September 2023 to March 20242. Member Development Group Representatives – Feedback from Members3. Future Training Events4. Work Programme 2024/255. Date of next Meeting TBC in Sept/October 2024
<p>October 2024 7.00pm</p>	<ol style="list-style-type: none">1. Member Induction2. Member Training - Summary of Events held March 2024 to October 20243. Member Development Group Representatives – Feedback from Members4. Future Training Events5. Work Programme 2024/256. Date of next Meeting TBC in March 2025

