



Jacqui Sinnott-Lacey  
Chief Operating Officer

52 Derby Street  
Ormskirk  
West Lancashire  
L39 2DF

29 February 2024

**TO: COUNCILLORS**

Dear Councillor,

A meeting of the **MEMBER DEVELOPMENT COMMISSION** will be held on **MICROSOFT TEAMS** on **WEDNESDAY, 6 MARCH 2024 at 7.00 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**

1. **APOLOGIES**
2. **SUBSTITUTIONS (IF ANY)**
3. **DECLARATIONS OF INTEREST** 1 - 2
4. **NOTES OF THE PREVIOUS MEETING** 3 - 4
5. **MEMBER TRAINING-SUMMARY OF EVENTS HELD OCTOBER 2023 TO PRESENT** 5 - 8  
To note summary of events held October 2023 to present.
6. **FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS**

- |            |  |         |
|------------|--|---------|
| <b>8.</b>  | <b>DIVERSE COUNCILS DECLARATION</b><br>To consider the Diverse Councils Declaration agreed at Full Council on 13 December 2023.  | 9 - 10  |
| <b>9.</b>  | <b>NORTH WEST CHARTER FOR ELECTED MEMBER DEVELOPMENT</b><br>To discuss and consider the requirements of the North West Charter for Elected Member Development.                   | 11 - 12 |
| <b>10.</b> | <b>WORK PROGRAMME 2024/25 AND DATE OF NEXT MEETING</b><br>To consider the Work Programme of the Commission and to note the future meeting date (TBC), 17 October 2024 at 6.00pm. | 13 - 14 |

**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](mailto: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.