



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 white background.

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**

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| 8. | DIVERSE COUNCILS DECLARATION
To consider the Diverse Councils Declaration agreed at Full Council on 13 December 2023. | 9 - 10 |
| 9. | NORTH WEST CHARTER FOR ELECTED MEMBER DEVELOPMENT
To discuss and consider the requirements of the North West Charter for Elected Member Development. | 11 - 12 |
| 10. | WORK PROGRAMME 2024/25 AND DATE OF NEXT MEETING
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

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.

	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 October 2023

Start: 7.03 pm

Finish: 7.46 pm

PRESENT:

Councillor: V Cummins (Chairman)

Councillors: M Parlour R Bailey
J Fillis S Lawton
K Lloyd Mrs J Marshall

In attendance: Councillor Nikki Hennessy

Officers: Duncan Jowitt, Democratic Services Officer

1 **APOLOGIES**

There were no apologies received.

2 **SUBSTITUTIONS (IF ANY)**

There were no changes to the membership of the Committee.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **NOTES OF THE PREVIOUS MEETING**

RESOLVED: That the notes of the meeting held on the 2 March 2023, be approved as a correct record and signed by the Chairman.

5 **MEMBER TRAINING - SUMMARY OF EVENTS MARCH 2023 TO PRESENT**

The Commission considered the summary of events undertaken since March 2023.

Members asked about training not included in the update. The Democratic Services Officer (DSO) said that all relevant training would be included in individual training records and Members could also provide details of any transferable skills training undertaken in their professional role.

Councillors asked that attendance at Our Learning - the Council's e-learning system - be sought, Prevent training be promoted, that the council work closer with the LGA and that a "Level 1 achievement" for new councillors who had completed basic training be considered.

AGREED: That the update and comments be noted.

6 FEEDBACK FROM THE MEMBER DEVELOPMENT GROUP REPRESENTATIVES FROM THEIR MEMBERS

In discussion the following feedback, comments and suggestions for training were raised by Members:

- A Glossary of Terms would be useful. Cllr Fillis said that he had one and that he would email it to the DSO to circulate to all Councillors.
- Training on Constitution, e.g. how to move Motions, etc.
- ICT guidance such as navigation around Modern.gov and Intranet.
- Councillors welcomed on-line training and meetings and hoped pressure be put on the Government to allow a move to a hybrid system for all meetings.
- Councillors suggested training sessions be held immediately before Council and Cabinet meetings similar to those held at LCC.
- Recent Licensing training was very well-delivered with excellent case studies - should re-run the session on-line.

AGREED: That the feedback be noted.

7 FUTURE TRAINING

The DSO explained that the delay in providing Code of Conduct training was due to the work required to implement the change in the governance system and that the Monitoring Officer would be unable to provide it until 2024.

The announcement earlier in the week of the Flood Risk training to be held at 6pm on Wednesday 8 November was warmly welcomed as it was currently a particularly important issue and extremely timely.

AGREED: That the future training/briefings be noted.

8 WORK PROGRAMME 2023/24 AND DATE OF NEXT MEETING

The DSO said that in addition to the items listed on the Work Programme, he hoped to bring a Councillor Development Strategy and Programme to the next meeting in March 2024.

AGREED: That the Work Programme be noted.

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Chairman

Agenda Item 5

MEMBER TRAINING SUMMARY OF EVENTS MARCH 2023 TO PRESENT

Date	Title	Training Provider	Cost	Attendees
9/10/23	Councillor Induction Mop Up Session	NWE	Free	Rigby Total: 1
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
2/11/23	Finance without numbers - introduction to LG finance	LGA	Free	Fillis, Molloy, Rear, Total: 3
8/11/23	Flood Risk Training	West Lancs BC	Free	Coughlan, Cummins, Dowling, Fennell, de Freitas, Gordon, N Hennessy, P Hennessy, Howard, Juckes, Lloyd, Parlour, Rear, Rigby, D Westley, Witter, Total: 16
16/11/23	Introduction to recent changes in the NHS	West Lancs BC	Free	Burnside, Coughlan, Cummins, Dowling, Fennell, Furey, Gagen, Gordon, Hogan, Lawton, Nixon, Rear Total: 12
16/1/24	Health Scrutiny Changes	CfGS	Free	Cummins Total: 1

19/1/24	Introduction to Scrutiny	LGiU	Free	Rigby Total: 1
22/1/24	Navigating Finance Scrutiny	CfGS	Free	OFFERED Total: 0
29/1/24	Questioning Skills	CfGS	Free	Rigby Total: 1
31/1/24	Local Plan Update	West Lancs BC	Free	Cummins, Dowling, Fennell, Fowler, de Freitas, Gagen, Gordon, N Hennessy, P Hennessy, Hesketh, Howard, Lawton, Lloyd, Molloy, Owen, Parlour, Pope, Pryce-Roberts, Rigby, D Westley Total: 20
1/2/24	Data and managing council performance	LGiU	Free	OFFERED Total: 0
5/2/24	Unlocking devolution opportunities	CfGS	Free	OFFERED Total: 0
7/2/24	Committee System Essentials	CfGS/LGA	Free	Cummins, Dowling, De Freitas, Finch, Furey, Gordon, Howard, Jukes, Lawton, Molloy, Owen, Rigby, D Westley, Whittington, Witter, Yates Total: 16
13/2/24	Unlocking information access	CfGS	Free	OFFERED Total: 0

28/2/24	Personal Safety for Councillors	LGiU	Free	OFFERED Total: 0
28/2/24	The state of local government finance	LGiU	Free	OFFERED Total: 0
19/2-1/3/2024	Becoming a digital council (6 SESSIONS)	LGA	Free	OFFERED Total: 0
21/2/24	Understanding New Decision-Making Arrangements	CfGS/LGA	Free	Burnside, Cummins, Dowling, Fennell, Finch, Gagen, Lawton, Lloyd, Molloy, Nixon, Owen, Parlour, West, Whittington, Witter Total: 15
1/3/2024	Data and managing council performance	LGiU	Free	OFFERED Total: 0

Diverse Councils Declaration

Minutes of Full Council 13 December 2023

RESOLVED: That this Council commits to being a Diverse Council. We agree to:

- A. Provide a clear public commitment to improving diversity in democracy.
- B. Demonstrate an open and welcoming culture to all, promoting the highest standards of behaviour and conduct.
- C. Set out a local Diverse Council Action Plan ahead of the next local elections. Including:
 - (i) Appoint Diversity Ambassadors for each political group on the council to work with each other and local party associations to encourage recruitment of candidates from under-represented groups.
 - (ii) Encourage and enable people from under-represented groups to stand for office through the provision of activities such as mentoring and shadowing programmes and information and learning events for people interested in standing as official candidates.
 - (iii) Proactive engagement and involvement with local community groups and partner organisations supporting and representing under-represented groups
 - (iv) Ensure that all members and candidates complete a candidates' and councillors' survey distributed at election time.
 - (v) Set ambitious targets for candidates from under-represented groups at the next local elections
- D. Work towards the standards for member support and development as set out in the LGA Councillor Development Charter and/or Charter Plus.

- E. Demonstrate a commitment to a duty of care for councillors by:
 - (i) providing access to counselling services for all councillors having regard for the safety and wellbeing of councillors whenever they are performing their role as councillors.
 - (ii) taking a zero-tolerance approach to bullying and harassment of members including through social networks.

- F. Provide flexibility in council business by:
 - (i) regularly reviewing and staggering meeting times
 - (ii) encouraging and supporting remote attendance at meetings
 - (iii) agreeing recess periods to support councillors with caring or work commitments.

- G. Ensure that all members feel they are able to take up the allowances and salaries to which they are entitled, particularly any reimbursement for costs of care, so that all members receive fair remuneration for their work and that the role of member is not limited to those who can afford it.

- H. Ensure that the council adopts a parental leave policy setting out members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.

- I. Ensure that councillors from under-represented groups are represented whenever possible in high profile, high influence roles.

North West Charter for Elected Member Development

Supporting continuing professional development for councillors

At the heart of any council dedicated to meeting the needs of its community, there will also be a commitment to the development of its Councillors. This core principle underpins the North West Member Development Charter.

North West Employers have been supporting councils across the North West in recognising and celebrating excellent practice since the charter was first introduced in 2001. Using an established framework, councils undertake a self-assessment to review their good practice supporting and developing councillors to fulfil the vital role they play working with and supporting local communities; before a formal assessment process which is carried out by one of our team and a member of NW Employers' Executive Board.

Requirements

1. Clear commitment to councillor development

1.1 Does the council have a signed Declaration of Commitment to the principles of the North West Charter that has been shared with all councillors?

1.2 Is there a cross party designated group of councillors that is focused on supporting councillor development, that takes into account the changing role of the councillor and shares development opportunities outside of the group?

1.3 Are there financial resources available for councillor learning and development and are these used in a cost-effective way?

2. Promoting learning and development opportunities

2.1 Is there clear reference to learning and development opportunities during the induction process for new councillors?

2.2 Is there an appropriate communication process in place to publicise and promote the development opportunities that are available to councillors? Does it actively encourage take up and engagement? Are councillors informed of who to contact for information on development opportunities?

2.3 Is there take up of learning and development opportunities by councillors with evidence to show how councillors are actively engaged and is this shared across all political parties? How is non-engagement by councillors in respect of development opportunities actively dealt with?

3. Having a councillor led approach to developing learning and development

3.1 Are councillors actively involved with officers in identifying their development needs and how these might be met to ensure they suit their preferred ways of learning and take into account their changing role? There is a continued drive to increase the quality of development planning.

3.2 Is there a mechanism in place which involves councillors analysing the information gathered from a training needs analysis or personal development plan?

3.3 Is there a clear link between councillors' personal development plans and their learning needs, and the development opportunities offered to councillors?

3.4 In what way are councillors supported in their role as leaders of their local community? Does the support take into account citizens' expectations and the current climate, e.g.technology, links to digital champions and the 21st century councillor?

4. Have a strategy that includes impact measures within a continuous improvement framework

4.1 Is there a strategy which sets a clear direction for councillor development? The strategy takes into account the impact of councillor development and is reviewed regularly to ensure there is a focus on continuous improvement.

4.2 Is there a clear link between the councillor development strategy and the corporate aims and objectives of the council,including integrated services and combined authorities? (Where applicable).

4.3 Is there evidence of an evaluation process to assess the impact and effectiveness that councillor development has on their learning at a number of levels and does this evaluation include practical and knowledge-based skills development?

4.4 Show how councillor development is scrutinised.

Agenda Item 10

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME 2024/25

<p>October 2024 6.00pm</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
<p>March 2025 6.00pm</p>	<ol style="list-style-type: none">1. Member Training - Summary of Events held October 2024 to March 20252. Member Development Group Representatives – Feedback from Members3. Future Training Events4. Work Programme 2025/265. Date of next Meeting TBC in Sept/October 2025

