

WYRE FOREST DISTRICT COUNCIL

SUBMISSION TO LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND IN RESPECT OF COUNCIL SIZE

Executive summary

The Council proposes that the appropriate council size for Wyre Forest District Council should be 33 members.

The number of councillors has not changed since 1973, when the council was first elected. There have been very significant changes in functions and decision-making since 1974, in particular the transfer of the housing stock, the implementation of a wide range of shared services and the introduction of executive arrangements in place of service committees.

The Council believes that a council size of 33 members would provide effective and convenient arrangements for members to discharge their decision-making, scrutiny and representational roles. The final section of this submission illustrates a potential model for the size of committees. It would provide balanced workloads for Councillors, requiring most or all Councillors to undertake two roles, in addition to membership of full Council, any appointments to external bodies and the representational role in their wards.

1. Introduction

1.1 The Council welcomes the Boundary Commission's decision to conduct an electoral review following the Council's resolution of 18 May 2011:

"The Council resolves to invite the Local Government Boundary Commission for England to conduct an electoral review, with the aim of reducing the size of the council by 20 to 25%.

The Council resolves to invite the Commission to produce recommendations for the implementation through all-out elections in May 2015."

1.2 This submission first explains the current governance, scrutiny and representational roles in the Council before setting out how the proposed council size would allow these roles to continue to be effectively discharged. This submission was approved by full Council on 15 May 2013.

2. Current arrangements – governance and decision-making

2.1 The Council has 42 members. Elections are held by thirds at present, with 14 seats being contested in three years out of four. There are 17 wards in total. Most of the district is divided into 3 member wards, although there are three 2 member wards and three single member

wards.

- 2.2 The Council operates executive arrangements under the leader and Cabinet executive model set out in the Local Government Act 2000. Terms of reference for, and the functions of, the Council, Cabinet and committees are set out in the articles of the Constitution as well as sections 3 to 5 of the Constitution. The Council's Constitution may be seen at:

www.wyreforestdc.gov.uk/cms/your-council-and-elections/democratic-process/council-constitution.aspx

- 2.3 With the exception of the Licensing and Environmental Committee and the Appointments and Appeals Committee, all meetings of Council, Cabinet and committees take place at 6pm. With the exception of Council and Cabinet, all Committees operate arrangements where a substitute may be appointed from the same political group if a member is unable to attend and if they have undergone appropriate training (in the case of a regulatory committee). These arrangements are used to varying levels throughout the year but they generally ensure that all committee meetings are fully attended. In addition, some members attend meetings of the Cabinet or committees in an observer capacity – for example, there are generally 3 or 4 other members present when Cabinet meets. Since November 2012, meetings of full Council, Cabinet, Planning Committee and the Licensing and Environmental Committee have been webcast; the webcasts are available to view for 6 months after the meeting.

- 2.4 **Full Council** usually meets five times a year. In each of the last two years, there has been an additional meeting of the Council to take decisions on matters relating to the senior management structure. Council meetings generally last between 2 and 3 hours. In addition, because the Council is the trustee of the Kidderminster Educational Foundation, all councillors meet as the Foundation usually at least twice a year. These meetings follow on immediately from a Council meeting and last no more than a few minutes, to approve the Trust's accounts etc. – all other decision-making is devolved to a working group consisting of four councillors, who meet 2 or 3 times a year to decide applications for grants from the Foundation. In recognition of their civic roles, the Chairman and Vice-Chairman do not sit on Cabinet although they can be members of other committees such as scrutiny or planning.

- 2.5 The decision-making bodies other than full Council are as follows.

- 2.6 **Cabinet** This consists of 5 members including the Leader and Deputy Leader of the Council. The Leader is elected by full Council and he then appoints other members of the Cabinet. The current portfolios are attached at [annex 1](#). The Cabinet meets monthly with the exception, usually, of May and August. Meetings generally last 30 minutes or so

and only occasionally exceed one hour. However the Cabinet also meets the Corporate Management Team at least monthly to discuss the proposed agenda for Cabinet meetings and other key topics – these meetings usually last 2-2.5 hours. In addition, as portfolio holders, Cabinet members undertake a varied range of additional tasks and engagements such as meetings with directors and service managers, external partners and other organisations. These include attendance at groups or committees responsible for some shared services. The current range of shared services is set out in [annex 2](#).

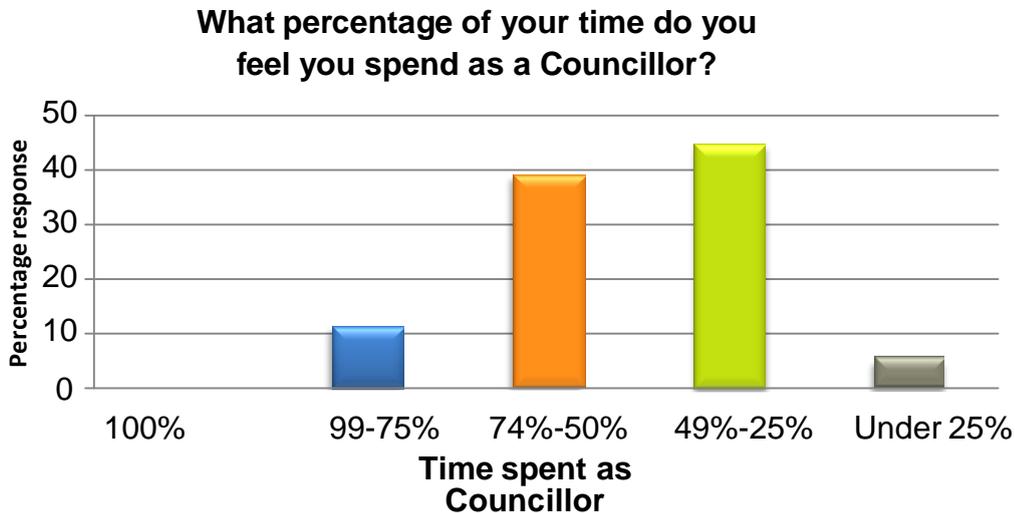
- 2.6.1 In 2012, a total of 31 reports were considered by full Cabinet meetings and 27 decisions were taken by individual members under delegated powers. There is an extensive scheme of delegation to officers in section 4 of our Constitution. Cabinet members serve on a range of other decision-making partnerships and sub-regional bodies. The current list of appointments to external bodies is set out in [annex 3](#).
- 2.6.2 There is one ongoing Cabinet review panel, on economic regeneration – this involves a mixture of two Cabinet and five non-Cabinet members and acts as a sounding board for the director’s decisions (under powers delegated by Cabinet) on how to spend moneys that the Council has allocated to support economic regeneration in the district. It met 4 times in 2012/13. Another Cabinet review panel, on business rate relief policy, had four members, met once for about 1.5 hours and made recommendations to the Cabinet on a new policy.
- 2.6.3 The roles of Cabinet members are not considered to be full time because of other public and private roles that they undertake, such as membership of the County Council and external employment. The roles as Cabinet members in WFDC involve a more significant time commitment than for many other WFDC Councillors.
- 2.7 **Planning Committee** This consists of 16 members at present – before 2012, it used to have 12 members, the increase in size resulting from a desire to achieve better political balance across this and other committees. As with all committees other than the Cabinet, the allocation of seats follows political balance. The Planning Committee meets monthly, meetings generally lasting for about 1-2 hours. There are occasional site visits during the year (2 in 2012/13).
- 2.7.1 There is an extensive scheme of delegation to officers in respect of planning, set out in section 4 of the Constitution.
- 2.8 **Licensing and Environmental Committee** This consists of 15 members at present – before 2012, it used to have 12 members. The Committee meets 4 or 5 times a year although meetings are occasionally cancelled for lack of business. There is an extensive scheme of delegation to officers, set out in section 4 of the Constitution. The Committee’s functions are supported by officers from Worcestershire Regulatory Services, which is a shared service

between the county council and six district councils. As a result of changes to the delegation scheme agreed by full Council in 2012, the previous practice of the Committee inspecting certain vehicles that were the subject of applications for hackney carriage licences has come to an end – these will now be dealt with by officers. The inspection meetings used to take up several hours, often over at least two meetings of the Committee. Sub-committees consisting of 3 members are formed from time to time to hear and decide contested applications or requests for reviews of the various licences. There were three meetings of sub-committees in 2012/13.

- 2.9 **Audit Committee** This consists of 8 members. It has some delegated functions from Council in respect of approving accounts and monitoring the Council's governance framework, as well as overseeing the work of internal and external audit. The Committee meets quarterly, most meetings lasting an hour or so.
- 2.10 **Ethics and Standards Committee** This consists of 6 members and 6 non-voting co-opted members. It meets a few times a year (4 in 2012/13) depending on workload, in particular whether or not there are significant developments in the ethical framework that require its attention and whether or not there are complaints about councillor behaviour (generally there are very few complaints). This committee has the Statutory responsibility for setting and maintaining high ethical standards for the Authority. Meetings generally last less than an hour.
- 2.11 **Appointments and Appeals Committee** This consists of 8 members. It meets infrequently: the last meeting was in March 2012 to deal with a director-level appointment. The length of meetings is determined by how many candidates have to be interviewed. Panels of 3 members provide the last stage of certain employment-related appeals, which can involve a whole day or more of sittings. Again these are infrequent – the last appeal panel met in July 2011.
3. WFDC has adopted a [role description](#) for councillors set out in annex 4.
- 3.1 Many members serve on external bodies. Appointments are made by full Council at its annual general meeting, although any vacancies that arise in year are dealt with by Cabinet. The full list of external appointments is set out in [annex 3](#).
- 3.2 WFDC provides induction and refresher training for members on a regular basis. An induction session for any new members is held after each set of elections (although returning members are welcome to attend too). A programme of training is also held at least annually in respect of planning, licensing and the ethics regime. It is a requirement that Councillors who sit on the Planning or Licensing and Environmental Committees undergo training. In addition, training sessions are run for members of the Audit Committee and Treasury Management Review Panel so that they have a full understanding of their roles. Finally, the

Members' Forum which generally meets every two months for about 1.5 hours is also used to share information about various initiatives and areas of work in order to build members' knowledge.

- 3.3 A member survey undertaken in December 2012 provided the following estimates about the amount of time spent on duties as councillors (18 of 42 members responded to the survey).



- 3.4 In 2012-13 and again in 2013-14, the Council has provided a community leadership fund worth £1000 for each councillor to allocate to support worthwhile initiatives or organisations in the district. The administration for the fund is kept as simple as possible and generally councillors are required to make minimum allocations of £200 for each initiative/organisation. Several councillors have “clubbed together” in making their allocations.

4. Current arrangements – scrutiny functions

- 4.1 The scrutiny function is discharged through a single **Overview and Scrutiny Committee** consisting of 12 members for the municipal year 2013/14. The number of members of the committee was 15 in 2011/12 and 20 in 2012/13, the increase in 2012 being in response to concerns about the number of councillors involved in scrutiny and in order to provide better political balance. Some of the groups on the Council believe that there should be two scrutiny committees, which was the position from 2009 until 2011. They cite concerns about the workload of one scrutiny committee.
- 4.2 The Committee operates robust arrangements for forward planning of its work programme. It meets 10 times a year, with meetings generally lasting about 1.5 to 2 hours. It sometimes holds additional meetings. In addition, there is a range of scrutiny review panels which operate on

a standing or ad hoc basis. They allow more detailed work on particular topics to be done and inform recommendations to the Scrutiny Committee (which, in turn, makes recommendations to Cabinet). The arrangements in 2012/13 were:

- Budget review panel. Four members (but many others attend as observers or contributors, including Cabinet members), 3 meetings. Enables detailed scrutiny of the Cabinet's budget proposals and alternative proposals from the other groups. This panel's work has now been subsumed by the Strategic Review Committee (see below).
- Treasury management panel, 5 members, 3 meetings. This allows detailed scrutiny and training in respect of treasury management. The panel was instituted following some of the Council's investments being "frozen" in Iceland in 2008, demonstrating the need for greater councillor awareness of the detail of treasury management activities
- Housing review panel, 6 members, 10 meetings and two site visits. Reviewing a range of policy issues relating to housing.
- Local development framework review panel, 5 members plus three co-opted from town councils, 4 meetings. The panel has scrutinised in detail the draft policy documents relating to the local development framework, helping to shape them before formal processes to consult on them or adopt them.
- Areas of highest need review panel, 7 members, 4 meetings. Reviewing the impact of work in the district's areas of highest need, most of which is funded by a grant by the previous Government.
- "No surprises" protocol review panel, 4 members, 1 meeting. Has commenced review of protocol governing arrangements for keeping members informed of what is happening in their wards.
- Sports & leisure centre management review panel, 9 members, 1 meeting. Reviewed detailed information about the business case for investment in a new leisure centre.

4.3 For the municipal year 2013/14, a **Strategic Review Committee** of 11 members has been created. Its terms of reference are:

"1 Testing and developing policy options for the Council's corporate plan and for the medium term financial strategy for 2014 onwards. This element of the Committee's work will generally be conducted in private through a working group made up of all members of the committee. All members of the Council will be able to attend meetings of such a working group.

2 Recommending to Cabinet the priorities and objectives for the corporate plan and a medium term financial strategy that is aligned with the corporate plan and provides, no later than 2016-17, for the Council's expenditure to match its income.

3 Providing a forum for detailed consideration of the Cabinet's proposals for the medium term financial strategy. For the purposes of this element of the committee's functions, it shall have the powers and status of an overview and scrutiny committee."

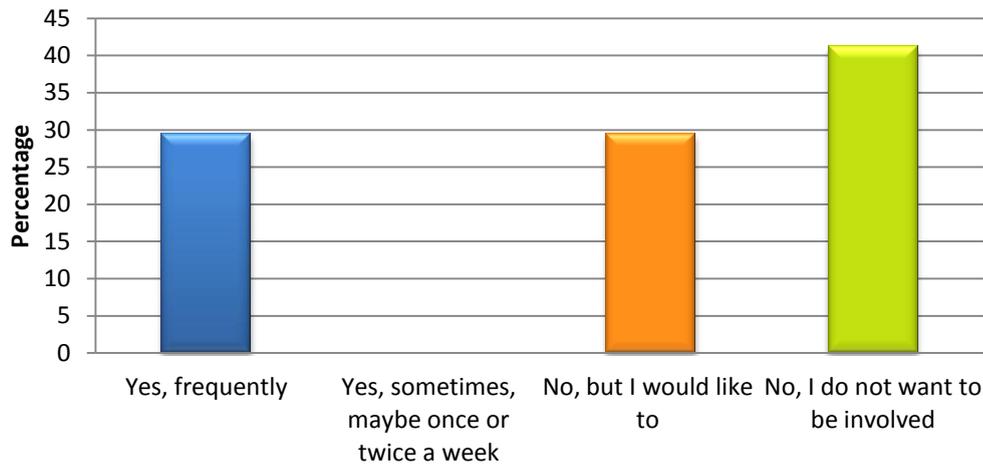
5. **Representational role of Councillors**

5.1 WFDC Councillors discharge their representational role in a variety of ways. There is not a universal model. Some councillors play a very active role in their communities, being involved in a wide range of formal or informal groups or organisations or attending relevant meetings such as PACT meetings. Others play a more reactive role. Members provide a summary annual report on their activity and the reports for 2012/13 are available from page 29 onwards of the pdf at this link:

http://www.wyreforest.gov.uk/council/docs/doc47941_20130515_council_agenda.pdf

5.2 A minority of councillors make almost no use of IT even though a laptop and training on how to use it is provided. Electronic agendas, briefings and the intranet are used as a primary means of communicating with Members and channel shift is a corporate priority to achieve budget savings. Some councillors are very active in using social media and websites to communicate with local residents. The member survey in December 2012 provided the following responses about use of social media:

Do you use social media?



- 5.3 Councillors are encouraged to raise day-to-day issues on behalf of local residents with the Worcestershire Hub (the customer service centre) or to encourage residents to do so themselves. The Council does not generally provide administrative support in respect of casework or representational roles, although obviously it seeks to provide advice, to respond to issues that are raised or to pass them to the appropriate body for action (such as the county council in respect of highways issues). The Chairman and members of the Cabinet receive administrative support such as planning their diaries, obtaining briefings for meetings that they attend or responding to correspondence.
- 5.4 Few councillors hold regular surgeries for local residents. Many of them distribute newsletters; the minority do so only in the run up to elections. Outside Kidderminster, all areas have a parish council with the exception of Ribbesford. Several WFDC Councillors are also members of parish or town councils; others may attend meetings of parish or town councils in an observer or liaison capacity. The role description in annex 4 refers to liaison with parish councils as a way in which councillors can promote community leadership.
- 5.5 In Kidderminster, there are charter trustees whose role is to maintain the mayoralty and other civic privileges under the charter. Since 1974, district councillors who represent wards in Kidderminster have also served as the charter trustees. Following a petition, the Council initiated a community governance review at its meeting in February 2013. See the report at page 22 onwards of this link: www.wyreforest.gov.uk/council/docs/doc47705_20130227_council_agenda.pdf
- 5.6 The review is consulting electors in the town about the parishing of Kidderminster and the creation of a town council. A decision will be taken at the Council's meeting in July 2013 on whether to proceed with the creation of a town council. If the decision is to proceed, the town

council could be created in temporary form by the end of 2013 with elections to be held in May 2014 (although they may be delayed to June 2014 depending on the outcome of the Government's consultation on moving the election date to align with elections to the European Parliament). The Council will be responsible for deciding, as part of the reorganisation order, the number of members of a town council for Kidderminster and how they will be elected (e.g. single "ward" for the whole town or a series of wards), and also what assets should be transferred from WFDC to the town council with effect from 1 April 2014.

- 5.7 The creation of a town council for Kidderminster would reduce the workload of district Councillors in the town marginally because they would cease to serve as charter trustees. However some or all of them might seek election to a town council in the same way as some other WFDC Councillors do in other parts of the district.

6. Options considered

- 6.1 The Council's resolution of May 2011 implies a reduction of between 8 and 11 councillors ($42 \times 20\% = 8.4$; $42 \times 25\% = 10.5$). This would produce a Council of between 31 and 34 members. In considering options, it is necessary to select a council size that would operate successfully with either elections by thirds (which requires a multiple of 3) or with all-out elections every four years. The legislation also provides an option of biennial elections.
- 6.2 There may be a temptation to think that a council size of 30 would provide an easy solution on warding, by having three member wards based on the county council divisions. There are eight single member divisions and one double member division in Stourport-on-Severn. However the boundaries of the county council divisions do not, in the Council's opinion, reflect some of the distinct natural communities in the district. For example, the Chaddesley division crosses parish boundaries and includes part of Kidderminster.
- 6.3 The following options have been considered but rejected:
- Council size of 27 - This would involve a reduction significantly in excess of the parameters in the Council's resolution, and could lead to an excessive number of roles to perform within the structure of committees and external appointments.
 - Council size of 30 - This would involve a reduction slightly outside the parameters in the Council's resolution. Because it is an even number, it also means that there is a greater likelihood of the Chairman being called upon to use his or her casting vote. The dynamic politics in the district over a period demonstrate that there are rarely lengthy periods where one political group is in dominant control, and the political balance often changes with (at present) four political groups holding seats on the council.

- Council size of 36 - This would not provide for a sufficient reduction and is outside the parameters in the Council's resolution.

7. The future – the Council's proposal

- 7.1 The Council believes that the size of the council should be reduced to 33 members for the following reasons:
- 7.2 The number of councillors has not changed since 1973, when the council was first elected. No account has thus been taken of very significant changes in functions and decision-making since 1974, in particular the transfer of the housing stock, the implementation of a wide range of shared services and the introduction of executive arrangements in place of service committees.
- 7.3 The localism agenda means that the council has active plans to transfer assets and services to community groups, in particular town and parish councils. For example, the Civic Centre and Civic Hall in Stourport-on-Severn are about to be transferred to the Town Council and the County Council. The most significant opportunity relates to the potential creation of a town council for Kidderminster;
- 7.4 The Council's budget and staff numbers are reducing, in line with the significant fall in Government funding. Staffing numbers have fallen from about 420 FTEs in June 2009 to about 330 in December 2012 (-21%) and numbers will fall further. The budget has already fallen in absolute terms by about 25% between 2009-10 and 2013-14, and will continue to decline on present projections. The Council is a smaller organisation and this needs to be reflected in the size of the councillor body;
- 7.5 While it is recognised that it is not a factor that the Commission would take into account, the public strongly supports reducing spend on councillors. This is also seen in public comments when councillors have voted not to implement recommendations from the Independent Remuneration Panel to reduce allowances. For example, consultation on the budget proposals in early 2012 produced 250 responses. By far the strongest support for any proposal related to reducing the number of councillors and their costs: 65% strongly supported the proposal and a further 24% supported it, with only 5% opposing or strongly opposing the proposal. In 2011, a consultation exercise on priorities resulted in spending less on "members and committees" being selected as by far the most popular area among the public for reducing expenditure. Councillors themselves chose it as their second most favoured area for reduction.
- 7.8 Following the Council's resolution to ask for an electoral review, the Council reflected the potential reduction in councillors in the financial strategy and budget for 2015-16 onwards. This was adopted by Council in February 2012, and assumed a £50,000 cost saving in 2015-16 rising to £60,000 in 2016-17.
- 7.9 The Council believes that a council size of 33 members would allow

the range of decision-making, scrutiny and representational roles to continue to be effectively discharged.

- 7.10 Depending on the number and pattern of wards recommended by the Commission, the representational role might relate to a range of approximately 2,300 electors (for a single member ward) to 7,000 electors (for a three member ward). This is not dramatically higher than the current range of 1,948 electors in a single member ward to 5,551 electors in a three member ward.
- 7.11 The Council would need to decide the size of committees once the final recommendations of the review have been confirmed and implemented. **For illustrative purposes**, the following pattern could provide balanced workloads for Councillors:

Cabinet 4-5 members (statutory limits: minimum 3 members, maximum 10)

Planning 10-12 members

Licensing 10-12 members (statutory limits: minimum 10 members, maximum 15)

Audit 6-8 members

Ethics and Standards 4-6 members

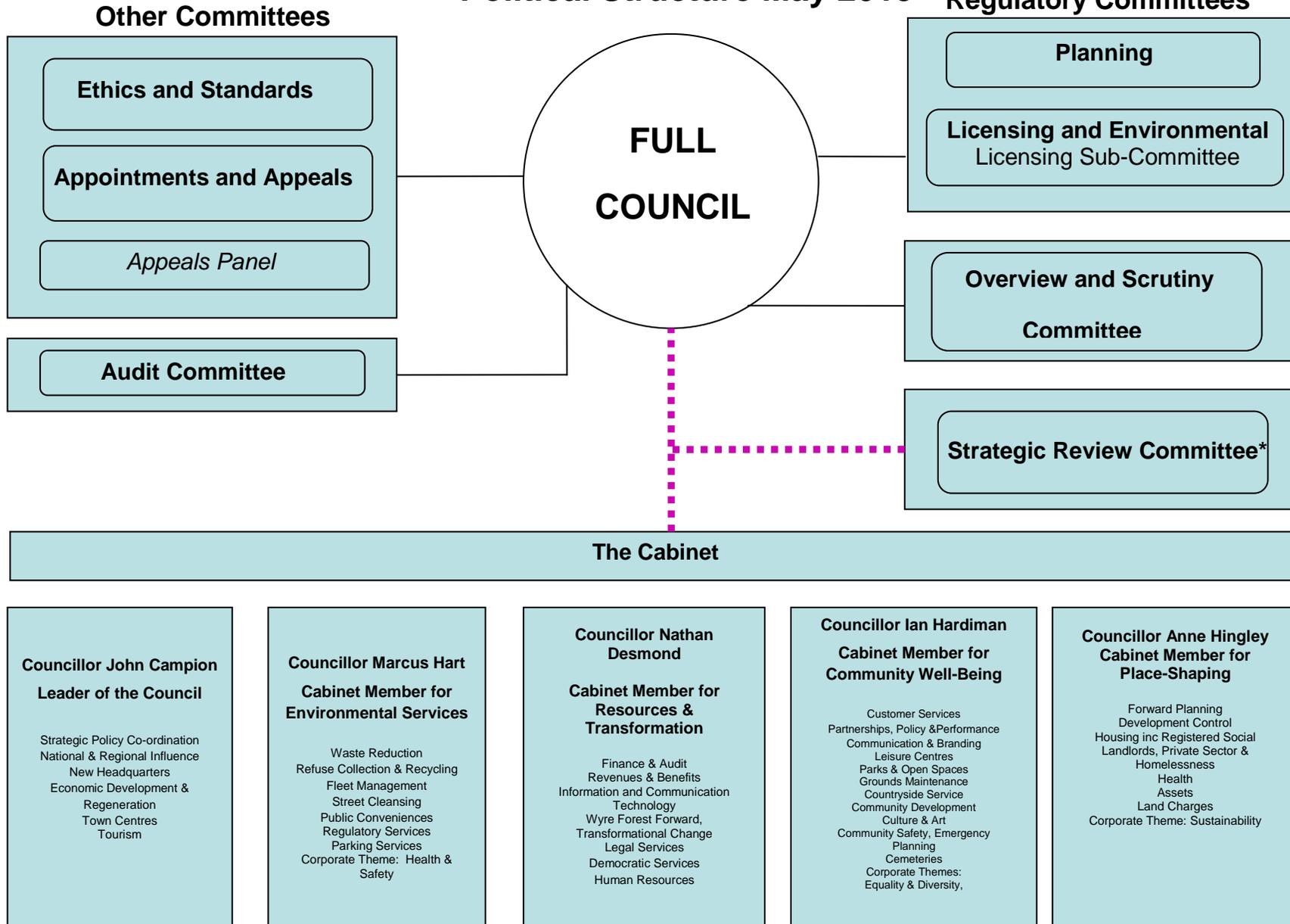
Scrutiny – one committee of 12-18 members or two committees of 6-9 members

Appointments & Appeals 4-6 members

This provides a total of 50-67 “seats” and would allow most or all Councillors to undertake two roles, in addition to membership of full Council and any appointments to external bodies.



Political Structure May 2013



Annex 2 OVERVIEW OF SHARED SERVICES – APRIL 2013

NAME OF SHARED SERVICE ARRANGEMENT	ORGANISATIONS INVOLVED	HOST AUTHORITY	START DATE	DURATION OF AGREEMENT AND DATE FOR REVIEW
Worcestershire Regulatory Services	District Councils in Worcestershire and Worcestershire County Council	Bromsgrove District Council	1 June 2010	10 years (June 2020)
Human Resources	Worcestershire County Council	Worcestershire County Council	1 November 2010	5 years and 4 months (31 March 2016)
	Redditch Borough Council	Redditch Borough	1 April 2011	5 years

NAME OF SHARED SERVICE ARRANGEMENT	ORGANISATIONS INVOLVED	HOST AUTHORITY	START DATE	DURATION OF AGREEMENT AND DATE FOR REVIEW
Payroll	and Bromsgrove District Council	Council		(March 2016)
North Worcestershire Economic Development and Regeneration	Redditch Borough Council and Bromsgrove District Council	Wyre Forest District Council	1 June 2011	10 years June 2021
Procurement	Redditch Borough Council and Bromsgrove District Council	Redditch Borough Council	November 2012	Temporary Support (2 days a week / or as required)

NAME OF SHARED SERVICE ARRANGEMENT	ORGANISATIONS INVOLVED	HOST AUTHORITY	START DATE	DURATION OF AGREEMENT AND DATE FOR REVIEW
Kidderminster Hub and Community Housing Group	Community Housing Group	Wyre Forest District Council	May 2011	3 years (May 2014)
North Worcestershire Water Management	Redditch Borough Council Bromsgrove District Council Worcestershire County Council	Wyre Forest District Council	1 November 2011	10 years November 2021

NAME OF SHARED SERVICE ARRANGEMENT	ORGANISATIONS INVOLVED	HOST AUTHORITY	START DATE	DURATION OF AGREEMENT AND DATE FOR REVIEW
North Worcestershire Building Control	Bromsgrove District Council Redditch Borough Council	Bromsgrove	1 November 2011	10 year November 2021
North Worcestershire Emergency Planning and Business Continuity Service	Redditch Borough Council Bromsgrove District Council	Wyre Forest District Council	1 April 2012	1 April 2015

Annex 3

Representation on Outside Bodies 2013/2014

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
Age Concern	Councillor Mike Salter	Councillor Mike Salter	1 Councillor
Bewdley Development Trust	Councillor Julian Phillips	Councillor Julian Phillips	1 Councillor
Bewdley Museum Management Committee	Councillor Stephen Clee Councillor Jenny Greener	Councillor Stephen Clee Councillor Jenny Greener	Relevant Cabinet Member plus 2 Bewdley District Councillors

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
Carpet Museum Trust, Advisory Group (appointment for 3 years)	Councillor Mike Price Councillor Stephen Williams	Councillor Mike Price Councillor Stephen Williams	2 Councillors
Citizen's Advice Bureau - Management Committee	Councillor Paul Harrison	Councillor Paul Harrison	1 Councillor

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
Community Housing Group	Board – Councillor Barry McFarland (1 year) Audit – Councillor Nicky Gale (1 year) Vestia - Councillor Stephen Clee (1 year) Board – Councillor Mary Rayner (2 years) Board – Councillor John Hart (3 years) Resources – Councillor D Godwin	Board – Councillor Barry McFarland (3 years) Audit – Councillor Nicky Gale (3 years) Vestia - Councillor Stephen Clee (3 years)	6 Councillors
Disability Action Wyre Forest	Councillor Rose Bishop	Councillor Rose Bishop	1 Councillor

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
District Councils Network	Councillor John-Paul Campion Councillor Marcus Hart	Councillor John-Paul Campion Councillor Marcus Hart	Leader, Deputy Leader as named substitute
Horsefair Greenhill and Broadwaters Community Neighbourhood Partnership	Councillor Graham Ballinger Councillor Paul Harrison Councillor Tim Ingham Councillor Howard Martin	Councillor Graham Ballinger Councillor Paul Harrison Councillor Tim Ingham Councillor Howard Martin	Greenhill & Broadwaters Ward Councillors / 5 Officers
Kidderminster and District Youth Trust	Councillor Jenny Greener Councillor Ian Hardiman Councillor Michael Kelly Councillor Daniel McCann	Councillor Jenny Greener Councillor Ian Hardiman Councillor Michael Kelly Councillor Daniel McCann	4 Councillors
Local Government Association Rural Commission	Councillor Douglas Godwin Councillor Julian Phillips	Councillor Douglas Godwin Councillor Julian Phillips	2 Members or 1 Member & 1 Officer

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
Local Government Association Urban Commission	Councillor Howard Martin Councillor Fran Oborski	Councillor Howard Martin Councillor Fran Oborski	2 Members or 1 Member & 1 Officer
Stourport Forward Board	Councillor Mike Salter	Councillor Mike Salter	1 Councillor / 1 Officer
The Elizabeth Mills Centre (formerly Stourport Day Centre)	Councillor Dixon Sheppard	Councillor Dixon Sheppard	1 Councillor plus Mayor of SOS Town Council
Tree Tops Sure Start Children's Centre	Councillor Nicky Gale	Councillor Nicky Gale	1 Oldington & Foley Park Ward Member
West Mercia Police and Crime Panel	Councillor John-Paul Campion	Councillor Ian Hardiman	Relevant Cabinet Member
West Midlands Councils	Councillor John-Paul Campion	Councillor John-Paul Campion	Leader of the Council

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
West Midlands Employers	-	Councillor N Desmond	Relevant Cabinet Member, Leader as named substitute
Worcestershire County Council Corporate Parenting Board	Councillor Helen Dyke	Councillor Helen Dyke	1 Councillor
Worcestershire County Council Health Overview and Scrutiny Committee	Councillor Fran Oborski	Councillor Fran Oborski	1 Councillor
Worcestershire County Waste Forum	Councillor Marcus Hart	Councillor Marcus Hart	Relevant Cabinet Member
Worcestershire Health & Well-Being Board	Councillor Anne Hingley	Councillor Anne Hingley	Relevant Cabinet Member
Worcestershire Leaders Board	Councillor John-Paul Campion	Councillor John-Paul Campion	Leader, Deputy Leader as named substitute

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
Worcestershire Shared Services Joint Committee	Councillor Paul Harrison Councillor Marcus Hart	Councillor Paul Harrison Councillor Marcus Hart	Relevant Cabinet Member & Chairman of Licensing & Environmental Committee
Wyre Forest Community Leisure Association Ltd - Local Partnership Board	Councillor Rose Bishop Councillor John Hart	Councillor Rose Bishop Councillor John Hart	2 Councillors / 2 Officers
Wyre Forest Clinical Commissioning Consortium – Advisory Group	Councillor John Aston Councillor Howard Martin	Councillor Nicky Gale Councillor Howard Martin	2 Councillors
Wyre Forest Highways Partnership Forum	Councillor Helen Dyke Councillor Nicky Gale	Councillor Helen Dyke Councillor Nicky Gale	2 non-voting Councillors
Wyre Forest Local Children and Young Peoples Trust	Councillor Fran Oborski Councillor Ian Hardiman	Councillor Fran Oborski Councillor Ian Hardiman	2 Councillors including relevant Cabinet Member / 1 Officer

External Body	Representative 2012/2013	Representative 2013/2014	Number of Representatives
Wyre Forest Matters Strategic Board	Councillor John-Paul Campion Ian Miller	Councillor John-Paul Campion Ian Miller	Leader of the Council / Chief Executive
Wyre Forest Nightstop and Mediation Service Management Committee	Councillor Anne Hingley	Councillor Anne Hingley	Relevant Cabinet Member

Outside Bodes – Wyre Forest District Councillors Representing North Worcestershire Districts (for information)

Greater Birmingham and Solihull Local Enterprise Partnership - Local Transport Board	Councillor John-Paul Campion	Councillor John-Paul Campion	1 Councillor
Greater Birmingham and Solihull Local Enterprise Partnership	Councillor John-Paul Campion	Councillor John-Paul Campion	Substitute Board Member
Worcestershire Local Enterprise Partnership	Councillor John-Paul Campion	Councillor John-Paul Campion	Leader of the Council

Annex 4

Wyre Forest District Council

Elected District Councillor Job Description

Responsible to: Wyre Forest District Council and the local community.

Role purpose: To represent the views of the communities of the Wyre Forest District within and outside the Council.

Main Role:

1. Collectively to be the ultimate policy-makers and carry out a number of strategic and corporate decision making functions;
2. Represent the community and bring their views into the Council's decision making processes and become an advocate of and for your community;
3. Consider different interests within your Ward and represent the Ward as a whole.
4. To represent the interests of the district as a whole by contributing to the strategic representation and decision making that affects the Wyre Forest.
5. Contribute to the good governance of Wyre Forest and actively encourage community participation and citizen involvement in decision making. Local people can expect to be informed about:
 - services in their area;
 - decisions that affect them;
 - the reasons why decisions are taken by the Council;
 - the rights of constituents of Wyre Forest;
 - how decisions are made and what access is available to the public.
6. Deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;

7. Be available to represent the Council on outside bodies; and
8. Every Councillor will serve on either the Cabinet or Scrutiny Committees. Part of the scrutiny process is to undertake reviews and councillors will be expected to participate fully in these.
9. Note that the main Council bodies are:
 - Cabinet
 - Scrutiny Committees
 - Regulatory Committees
 - Review Panels
 - Audit
 - Appointment and Appeals
 - Ethics and Standards
10. Maintain the highest standards of conduct and ethics.

Duties and Responsibilities of full Council include:

1. Adopting and changing the Constitution.
2. Approving or adopting the policies of the Council and the budget within which the Council and its bodies work.
3. Reviewing and adopting the Corporate policies.
4. Election of the Chairman and Vice Chairman and Leader positions within the Council.
5. Appointing representatives to outside bodies unless the appointing is a function of the Executive, has been delegated by the Council or for a vacancy that arises during the municipal year.
6. Confirming the appointment of the Head of Paid Service according to the procedure defined in the Constitution.
7. All other matters which, by law, must be reserved to Council.

Rights and Duties

1. Councillors will have a right to be informed of any matter which affects their Ward.
2. A councillor has the right to be consulted on any substantial issue or service which specifically affects or is within their Ward – No Surprises Protocol.
3. Councillors will have such rights of access to such documents, information and buildings of the Council as are necessary for the proper discharge of their functions and in accordance with the law – refer to Constitution.
4. Councillors will not make public information which is Confidential or Exempt (“confidential” and “exempt” information is defined in the Council’s Constitution) without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
5. Councillors will develop and maintain a working knowledge of the authority’s services and polices and take advantage of appropriate training and development opportunities to enable them to fulfil their role.
6. To uphold the Council’s Constitution and ethical standards.

Wyre Forest District Councillor Role Definition

As a councillor your role covers the following areas:

1. **Ward Representative** – to represent your Ward and the individuals who live in it. These local activities should include:
 - Holding surgeries and undertaking casework.
 - Representing the community within the Council and to other agencies.
 - Developing links with all parts of the community and seeking them to help to negotiate solutions to meet local needs.
 - Supporting local partnerships and organisations.
 - Campaigning on local issues.
 - Winning resources for your Ward.

2. **Decision-maker** – you have a part to play in helping the Council make decisions that impact not only on your Ward but across the whole Council District. You may be required to make decision through your role:
 - On regulatory Committees, i.e. Planning or Licensing & Environmental.
 - On local voluntary organisations as a representative of the Council.
 - As a Member of partnerships.
 - As an employer of staff on appointment panels or disciplinary and grievance appeals.
 - As a Member of the Cabinet.

3. **Policy and Strategy – Review and Development** – as a councillor you have an important role to influence both the development and review of Council policies and strategies which have an influence on the 90,000 (approximately) residents in the Wyre Forest. You can contribute to these processes through:
 - The Scrutiny function.
 - Involvement and advisory groups.
 - Interaction with Cabinet Members.
 - As a representative on local community groups.
 - On any Area Forums/local committees.
 - As a Town/Parish Councillor.
 - Casework.
 - Membership of political group

4. Scrutiny – a responsibility to monitor and scrutinise the performance of the Council. The Scrutiny role allows you to:

- To monitor the performance of the Council.
- Provide a check on the activities of the Executive through ‘call-in’.
- To monitor and review policy formulation and policy implementation.
- Policy development – quality reviews.
- Scrutiny of external bodies and agencies which affect the District.

5. Regulatory Function – membership of the Planning and Licensing Committees involves you in a quasi-judicial role with the right of appeal on any decision taken falling to either the local Magistrate’s Court or the Secretary of State for the Environment. As a Member of the local authority you are not just responsible for providers but also the regulation of certain activities. Quasi-judicial meetings function more like courts of law and hear evidence from interested parties and reach decisions based on the evidence presented. They have strict rules of procedure which have to be adhered to in order to avoid a decision being vulnerable to challenge. Rules of Procedure for Quasi-Judicial meets are guided by the Rules of Natural Justice and by Article 6 of the Human Rights Act 1998. these provide for a fair hearing without bias.

6. Community Leader – community leadership is at the heart of the role of modern local government. Councils are the best placed organisations to take a comprehensive overview of the needs and priorities of the local areas and the communities and to lead the work to meet these needs. Active partnerships with other organisations are a key activity to meeting these needs and you can promote community leadership through:

- Maintaining an interest in voluntary sector organisations.
- Liaising with Town and Parish Councils.
- Representation on school governors and other voluntary sector organisations.

7. Modernisation/Democratic Renewal – to assist with the modernisation of local government through partnership working, community leadership and the encouragement of members of the public to play a full and active role in the affairs of the local authority through partnership working, consultation, attending meetings, scrutiny reviews and general dialogue.

8. Standards – the requirements for people in public life are clearly catalogued. It is important to ensure you meet these requirements to safeguard the reputation of the Authority and therefore its integrity with the wider public.

9. Self-development/Awareness – there is a need for you to ensure you have the necessary knowledge and skills to effectively undertake your duty as a Wyre Forest Councillor. To this end you will need to strive to keep abreast of local and national issues and undertake the appropriate training opportunities which will be offered to you.