

# Governance and Ethics Committee

16 March 2023

**Time** 2.00 pm **Public Meeting?** Yes **Type of meeting** Advisory group

**Venue** Council Chamber - 4th Floor - Civic Centre

## Membership

**Chair** Cllr John Reynolds (Lab)  
**Vice Chair** Cllr Jonathan Crofts (Con)

### Labour

Cllr Celia Hibbert  
Cllr Louise Miles  
Cllr Phil Page  
Cllr Milkinderpal Jaspal  
Cllr Rita Potter  
Cllr Dr Paul John Birch J.P.

### Conservative

Cllr Simon Bennett  
Cllr Wendy Thompson

Quorum for this meeting is three Councillors.

## Information for the Public

If you have any queries about this meeting, please contact the Democratic Services team:

**Contact** Donna Cope  
**Tel/Email** 01902 554452 or Email: [donna.cope@wolverhampton.gov.uk](mailto:donna.cope@wolverhampton.gov.uk)  
**Address** Democratic Services, Civic Centre, 1<sup>st</sup> floor, St Peter's Square,  
Wolverhampton WV1 1RL

Copies of other agendas and reports are available from:

**Website** <http://wolverhampton.moderngov.co.uk/>  
**Email** [democratic.services@wolverhampton.gov.uk](mailto:democratic.services@wolverhampton.gov.uk)  
**Tel** 01902 550320

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

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# Agenda

## Part 1 – items open to the press and public

<i>Item No.</i>	<i>Title</i>
1	<b>Apologies for absence</b>
2	<b>Declarations of interest</b>
3	<b>Minutes of the previous meeting</b> (Pages 3 - 8) [To approve the minutes of the previous meeting held on 12 January 2023 as a correct record].
4	<b>Matters arising</b> [To discuss any matters arising from the minutes of the previous meeting].
5	<b>Municipal Calendar of Meetings 2023-2024</b> (Pages 9 - 18)
6	<b>Local Election Fees and Charges 2022-2023</b> (Pages 19 - 28)
7	<b>Update on Preparations for Local Elections</b> (Pages 29 - 38)
8	<b>Councillor Enquiry Unit Update</b> (Pages 39 - 48)
9	<b>Councillor Induction Programme and Handbooks (Councillor and Mayoral) 2023-2024</b> (Pages 49 - 166)
10	<b>Schedule of Petitions</b> (Pages 167 - 174)
11	<b>Monitoring Officer Update</b>
12	<b>Presentation on Fairtrade Provision</b>

CITY OF  
WOLVERHAMPTON  
COUNCIL

# Governance and Ethics Committee

Minutes - 12 January 2023

## Attendance

### Members of the Governance and Ethics Committee

Cllr John Reynolds (Chair)  
Cllr Jonathan Crofts (Vice-Chair)  
Cllr Dr Paul John Birch J.P.  
Cllr Celia Hibbert  
Cllr Louise Miles  
Cllr Phil Page  
Cllr Milkinderpal Jaspal  
Cllr Rita Potter  
Cllr Simon Bennett  
Cllr Wendy Thompson

### Employees

David Pattison	Chief Operating Officer
Laura Gittos	Head of Governance
Sarah Campbell	Customer Engagement Manager
Laura Noonan	Electoral Services Manager
Alice Peacock	Deputy Electoral Services Manager
Anna Zollino-Biscotti	Information Governance Manager and Data Protection Officer
Donna Cope	Democratic Services Officer

## Part 1 – items open to the press and public

*Item No.*    *Title*

- 1 Apologies for absence**  
There were no apologies for absence.
- 2 Declarations of interest**  
There were no declarations of interest.
- 3 Minutes of the previous meeting**  
That the minutes of the previous meeting held on 24 November 2022 be approved as a correct record.
- 4 Matters arising**  
There were no matters arising from the minutes of the previous meeting.

5 **Preparations for May 2023 Local Elections**

David Pattison, Chief Operating Officer, introduced the Preparations for the May 2023 Local Elections report. He confirmed that the Department for Levelling Up, Housing and Communities (DLUHC) had rejected the Council's request to move the fallow year from 2025 to 2024. He noted that preparations and planning had started for the upcoming elections and were in advanced stages compared to other Local Authorities.

Responding to questions, he confirmed that the DLUHC had rejected the request to move the fallow year as they did not consider it appropriate. Their approach was to favour all-out elections and therefore they were not prepared to move it back for Local Authorities who elected by thirds.

Laura Noonan, Electoral Services Manager, presented the Preparations for the May 2023 Local Elections report. The report outlined Voter ID, accessibility preparations, key dates, the verification and count process, and improvements to the postal vote process.

Members of the Committee discussed the report and provided feedback.

Responding to questions, the Chief Operating Officer confirmed that expired ID would still be accepted if the photo matched the elector. He noted that the primary responsibility for implementation and communication lay with the Electoral Commission and that there was a nationwide campaign to ensure a consistent message. He advised members that the Council was also working with regional Local Authorities to ensure a consistent approach across the region and that further communications would be sent to residents to ensure they did not lose their right to vote.

He advised members that measures would be put in place to avoid potential problems, and that the Council would continue to liaise with the Electoral Commission, other Local Authorities and West Midlands Police. He advised members that more information would be provided at the next All Councillor Briefing.

The Electoral Services Manager outlined the process for applying for Voter ID and noted that it would be a quick turnaround, provided there were no problems with an application. She advised that the deadline to apply would be six working days before polling day and that national research from the Electoral Commission had indicated between 4-6% of electors were not expected to have valid ID. She advised members that additional resources would be put in place to process those requests. She noted that the design of the Voter Authority Certificate would be shared with Councillors once it had been finalised.

For those residents without access to the internet or a means to travel to the Civic Centre, she advised members that the team could contact electors on an individual basis. She noted that the options of postal and proxy voting were also available.

Laura Gittos, Head of Governance, advised members that the verification process lay with the Department for Work and Pensions (DWP) as the elector would need to provide a date of birth and a National Insurance number in any application.

The Electoral Services Manager advised members that the communications team was preparing a suite of local resources as well as resources and information for Councillors. It was emphasised that all information shared would follow Electoral Commission guidance and would be politically neutral and that Councillors would have the opportunity to offer feedback before anything was finalised.

The Head of Governance advised members that the postal voting team would be given more operational support and resources to avoid delays and that communications would be dispatched both digitally and on paper for those with accessibility issues.

The Electoral Services Manager advised members that the information provided would support Councillors to provide local outreach and that the team could contact residents who were struggling with the process. She confirmed that communications on Voter ID and communications on postal voting would be sent out separately.

The Chief Operating Officer recognised the importance of a politically neutral approach and advised members that all literature would be run through each group.

The Electoral Services Manager advised members that a spreadsheet with key dates for candidates and agents would be shared with Councillors and posted online. She clarified the timings of the verification and count process.

The Chief Operating Officer advised members that the Council would be transparent on its training for count assistants and on the count process itself.

Resolved:

1. That the report and feedback on the preparations underway for the May 2023 elections be noted.

## 6 **Evaluation of Annual Canvass 2022**

Alice Peacock, Deputy Electoral Services Manager, presented the Evaluation of the 2022 Annual Canvass report. The report outlined the process of the annual canvass as well as evaluations for route one, two and three properties.

Responding to questions, she noted that the Council had met its legal requirements regarding the annual canvass. She advised members that the number of properties who did not respond had significantly dropped year-on-year and outlined methods that the team used to gather a response from non-responders for properties such as care homes and student accommodation. For other unresponsive properties, she advised members that an increase in outreach and resources would likely see further falls in non-response rates.

Resolved:

1. That the report and feedback on the 2022 annual canvass be noted.

## 7 **Quarter One and Two 2022-2023 - Social Care, Public Health, Corporate Complaints & Compliments Report**

The Chief Operating Officer introduced the Quarter One and Two 2022 - 2023 - Social Care, Public Health, Corporate Complaints and Compliments report. He

emphasised that the report was about transparency and that it was important that lessons were learned, and improvements were made from any complaints.

Sarah Campbell, Customer Engagement Manager, presented the report. The report included details of the complaints policy and training as well as an overview of the following areas: Corporate, Children's and Education, Adults and Public Health and Ombudsman Enquiries for Quarter 1 and Quarter 2.

Members of the Committee discussed the report.

Responding to questions, the Chief Operating Officer advised members that the data provided was not intended to be ward-based information, and that the Council often did not have the authority to pass on individual complaints to the relevant Ward Councillor. He clarified that the report was intended to show how the Council was meeting its legal duties and how the Council was addressing complaints and improving from them.

Anna Zollino-Biscotti, Information Governance Manager and Data Protection Officer, clarified that the Council would need the consent of complainants to share details of specific complaints. She advised members that the Council was its own data controller, so information could be shared with officers internally, if it was appropriate and consistent with the original complaint.

The Chief Operating Officer clarified that the Council was committed to sharing data with Councillors, but that any data would need to comply with information governance rules and with the Council's legal duties. He advised members that a further report on information governance and the rules regarding data would be brought to a future Committee meeting.

Responding to further questions, the Customer Engagement Manager outlined the complaint training. She advised members that for upheld complaints concerning officer conduct, training was administered on a one-to-one basis and action plans were used to ensure it was tracked and managed. She advised members that the figures on how many employees had completed the training would be shared.

She noted that training was administered by the relevant service and that the Customer Engagement Team worked with the services to avoid delays, achieve best outcomes, and remind them of the Council's statutory obligations. She advised members that customers were invited to meet and work with Council officers to resolve complaints and were updated if their outcome was delayed. She noted that any outcomes were recorded and implemented into the service.

The Chief Operating Officer noted that a report on the work of the Councillor Enquiries Unit would be brought to a future meeting.

Resolved:

1. That the contents of the Annual Social Care Public Health Complaints and Compliments Report for the period 1 April 2022 to 30 September 2022 be noted.
2. That a further report on Information Governance be brought to a future meeting.

3. That a report on the Councillor Enquiries Unit be brought to a future meeting.

8 **Information Governance - Progress update - 1 April 2022 to 31 December 2022**

The Chief Operating Officer introduced the Information Governance - 1 April 2022 to 31 December 2022 progress update. He noted that the report outlined the ways in which the Council was meeting its duties in relation to Information Governance.

The Information Governance Manager and Data Protection Officer presented the report. The report included a summary statement on the nine-month period between April and December 2022, a performance update for the period between April and November 2022, an update on identified risks and the Information Governance Forward Plan.

Responding to questions, she clarified the incidents that were reported to the Information Commissioner's Office (ICO) and the outcomes. She advised members that more analysis would be undertaken to understand why projected received figures for Information Requests were 15-20% lower than previous years and that this would include liaising with other regional Local Authorities. She noted that the results of this analysis would be brought back to the Committee in the next Information Governance progress update report.

Resolved:

1. That the Information Governance progress update report for the period April 2022 to December 2022, which provides a summary of the work carried out under the Information Governance function for the period, be noted.

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Agenda Item No: 5

<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance and Ethics Committee</b> 16 March 2023
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<b>Report title</b>	Municipal Calendar of Meetings 2023-2024	
<b>Cabinet member with lead responsibility</b>	Councillor Ian Brookfield Leader of the Council	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Democratic Services	
<b>Accountable employee</b>	Jaswinder Kaur	Democratic Services and Systems Manager
	Tel	01902 550320
	Email	Jaswinder.kaur@wolverhampton.gov.uk
<b>Report to be considered by</b>	Council	29 March 2023

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#### **Recommendations for decision:**

The Governance and Ethics Committee recommends that Council:

1. Approves the City of Wolverhampton Council Municipal Calendar of Meetings for 2023-2024 as detailed in Appendix 1.

#### **Recommendations for noting:**

The Governance and Ethics Committee is recommended to:

1. Approve consultation with the political groups on the City of Wolverhampton Council Municipal Calendar of Meetings for 2023-2024.
2. Delegate any amendments to the City of Wolverhampton Council Calendar of Meetings for 2023-2024 to the Chair of Governance and Ethics Committee in consultation with the Chief Operating Officer following consultation with political groups.

## **1.0 Purpose**

- 1.1 To consider a proposed timetable for Council and committee meetings for the next Council Municipal Year (2023-2024).

## **2.0 Background**

- 2.1 The Full Council Meeting Procedure Rules set out the responsibility of Council to approve a programme of Ordinary meetings of the Full Council, the Cabinet, the Scrutiny Board and Scrutiny Panels and Regulatory or other committees for the year. Full Council is asked to agree the meeting dates for all meetings to enable the programme to be co-ordinated.
- 2.2 The proposed Calendar of Meetings for 2023-2024, which was drafted in consultation with the responsible officers for each body and addresses issues raised by Councillors and officers in relation to the current year's timetable.
- 2.3 The frequency remains unchanged for all meetings with an addition of a Scrutiny Board for March 2024.
- 2.4 At the request of the Finance Team the February 2024 Cabinet meeting has been scheduled to take place in half term week, this would allow the Finance Team sufficient time to prepare the budget report.
- 2.5 Amendments to the programme of meetings can be agreed during the year by the relevant bodies or by councillors and officers as set out in the Council's Constitution.

## **3.0 Financial implications**

- 3.1 There are no financial implications associated with the recommendation in this report.  
[GE/06022023/X]

## **4.0 Legal implications**

- 4.1 There are no legal implications arising from this report.  
[TC/09022023/A]

## **5.0 Equalities implications**

- 5.1 There are no equalities implications arising from this report.

## **6.0 All Other Implications**

- 6.1 There are no other implications arising from this report.

## **7.0 Schedule of background papers**

- 7.1 None.

## **8.0 Appendices**

### **8.1 Appendix 1 – Calendar of Meetings 2023 - 2024**

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# Municipal Calendar 2023-2024 \*Please note this us up to date as of 27.02 23

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 2023</b> Bank Holidays – 1, 8 & 29 May School Half Term 29 May- 2 June	<b>22 May</b> Exec Team at 5pm	<b>23 May</b> Planning Committee at 2pm	<b>17 May</b> Council AGM at 5:45pm <b>24 May</b> CRP at 4pm Cabinet at 5pm	<b>25 May</b> Corporate Parenting Board at 5:30pm	N/A
<b>June 2023</b> School Half Term 29 May- 2 June	<b>12 June</b> Exec Team at 5pm  <b>19 June</b> Audit & Risk Committee at 2pm <b>26 June</b> Exec Team at 5pm	<b>6 June</b> All Cllr Briefing 5pm  <b>13 June</b> Scrutiny Board at 6pm Equalities Advisory Group at 10am  <b>20 June</b> Climate Change Advisory Group at 5:15pm <b>27 June</b> Residents, Housing and Communities at 6pm	<b>7 June</b> Health and Wellbeing Together at 10am Asset Management Board at 2pm  <b>14 June</b> Stat Licencing Committee at 10am Regulatory Committee at 10:30am CRP at 4pm Cabinet at 5pm <b>21 June</b> Economy & Growth Scrutiny at 6pm  <b>28 June</b> Pensions Committee at 10am All Cllr Briefing 5pm	<b>8 June</b> Public Realm Member Ref Group at 3pm Resources and Equalities Scrutiny Panel - 6pm <b>15 June</b> Wolverhampton SACRE at 4pm  <b>22 June</b> Children & Families Together Board at 5:30pm <b>29 June</b> Wv Living Shareholder Board at 1pm Health Scrutiny at 1:30pm Schools Forum at 4pm	<b>30 June</b> City Investment Board at 1:30pm
<b>July 2023</b> School Summer Holidays 25 July – 5 September	<b>10 July</b> Exec Team at 5pm  <b>24 July</b> Audit & Risk Committee at 2pm	<b>4 July</b> Fulfilled Adults Scrutiny at 6pm  <b>11 July</b> Planning Committee at 2pm  <b>18 July</b> Pensions Board at 2pm <b>25 July</b> All Cllr Briefing 5pm	<b>5 July</b> Families, CYP Scrutiny at 6pm  <b>12 July</b> CRP at 4pm Cabinet at 5pm  <b>19 July</b> Council at 5:45pm <b>26 July</b> CRP at 4pm Cabinet at 5pm	<b>6 July</b> Governance & Ethics Committee  <b>13 July</b> Corporate Parenting Board at 5:30pm Capital Projects Member Ref Group at 2 pm	<b>14 July</b> Cllr Development Advisory Group at 10am  <b>28 July</b> Safer Wolves Partnership Board at 10am
<b>August 2023</b> Bank Holiday – 28 Aug School Summer Holidays	N/A	N/A	N/A	N/A	N/A
<b>September 2023</b> School Summer Holidays 25 July – 5 September	<b>4 Sept</b> Exec Team at 5pm  <b>18 Sept</b> Exec Team at 5pm <b>25 Sept</b> Audit & Risk Committee at 2pm	<b>5 Sept</b> Scrutiny Board at 6pm  <b>12 Sept</b> Climate Change Advisory Group at 5:15pm Planning Committee at 2pm  <b>19 Sept</b> Equalities Advisory Group at 10am <b>26 Sept</b> All Cllr Briefing 5pm	<b>6 Sept</b> CRP at 4pm Cabinet at 5pm <b>13 Sept</b> Health and Wellbeing Together at 10am  <b>20 Sept</b> Council at 5:45pm  <b>27 Sept</b> Pensions Committee at 10am Stat Licencing Committee at 10am Regulatory Committee at 10:30am Economy & Growth Scrutiny at 6pm	<b>7 Sept</b> Governance & Ethics Committee Resources at 2pm <b>14 Sept</b> Corporate Parenting Board at 5:30pm Public Realm Member Ref Group at 3pm <b>21 Sept</b> Health Scrutiny at 1:30pm  <b>28 Sept</b> WV Living Shareholder Board at 1pm Capital Projects Member Ref Group at 2pm Children & Families Together Board at 5:30pm Residents, Housing and Communities at 6pm	<b>15 Sept</b> City Investment Board at 1:30pm
<b>October 2023</b> School Half Term 30 October – 3 November	<b>2 Oct</b> Exec Team at 5pm  <b>16 Oct</b> Exec Team at 5pm	<b>17 Oct</b> Pensions Board at 2pm Fulfilled Adults Scrutiny at 6pm	<b>4 Oct</b> Families, CYP Scrutiny at 6pm  <b>18 Oct</b> CRP at 4pm Cabinet at 5pm	<b>5 Oct</b> Schools Forum at 4pm <b>12 Oct</b> Resources and Equalities Scrutiny at 6pm <b>19 Oct</b> Wolverhampton SACRE at 4pm  <b>26 Oct</b> Governance & Ethics Committee at 2pm	<b>13 Sept</b> Cllr Development Advisory Group at 10am  <b>27 Oct</b> Safer Wolves Partnership Board at 10am
<b>November 2023</b>	<b>6 Nov</b> Exec Team at 5pm  <b>27 Nov</b> Audit & Risk Committee at 2pm Exec Team at 5pm	<b>7 Nov</b> Asset Management Board at 2 pm  <b>14 Nov</b> Planning Committee at 2pm Scrutiny Board at 6pm  <b>28 Nov</b> All Cllr Briefing at 5pm	<b>8 Nov</b> Council at 5:45pm  <b>15 Nov</b> CRP at 4pm Cabinet at 5pm <b>22 Nov</b> Stat Licencing Committee at 10am Regulatory Committee at 10:30am Families, CYP Scrutiny at 6pm  <b>29 Nov</b> Economy & Growth Scrutiny at 6pm	<b>16 Nov</b> Residents, Housing and Communities at 6pm <b>23 Nov</b> Governance & Ethics Committee at 2pm Corporate Parenting Board at 5:30pm <b>30 Nov</b> Capital Projects Member Ref Group at 2pm	<b>24 Nov</b> City Investment Board at 1:30pm
<b>December 2023</b> Bank Holidays – 25, 26 Dec School Christmas Break 22 December – 8 January	<b>11 Dec</b> Exec Team at 5pm	<b>5 Dec</b> Equalities Advisory Group at 10am Fulfilled Adults Scrutiny at 6pm  <b>12 Dec</b> WV Living Shareholder Board at 9:30am Scrutiny Board at 6pm <b>19 Dec</b> Climate Change Advisory Group at 5:15pm	<b>6 Dec</b> Council at 5:45pm  <b>13 Dec</b> Pensions Committee at 10am CRP at 4pm Cabinet at 5pm	<b>7 Dec</b> Health and Wellbeing Together at 10am Public Realm Member Ref Group at 3pm Schools Forum at 4pm Resources and Equality Scrutiny at 6pm <b>14 Dec</b> Health Scrutiny at 1:30pm Children & Families Together Board at 5:30pm	

<b>January 2024</b> Bank Holiday – 1 Jan School Christmas Break 22 December – 8 January	<b>15 Jan</b> Exec Team at 5pm	<b>16 Jan</b> Planning Committee at 2pm  <b>23 Jan</b> Pensions Board at 2pm  <b>30 Jan</b> All Cllr Briefing at 5pm	<b>10 Jan</b> Stat Licencing Committee at 10am Regulatory Committee at 10:30am  <b>17 Jan</b> Asset Management Board at 2pm CRP at 4pm Cabinet at 5pm <b>24 Jan</b> Council at 5:45pm  <b>31 Jan</b> Families, CYP Scrutiny at 6pm	<b>11 Jan</b> Governance & Ethics Committee at 2pm Corporate Parenting Board at 5:30pm <b>18 Jan</b> Health Scrutiny at 1:30pm Schools Forum at 4pm  <b>25 Jan</b> Capital Projects Member Ref Group at 2pm	<b>26 Jan</b> Cllr Development Advisory Group at 10am Safer Wolves Partnership Board at 10am
<b>February 2024</b> School Half Term 12 February – 16 February	<b>5 Feb</b> Exec Team at 5pm  <b>19 Feb</b> Exec Team at 5pm	<b>6 Feb</b> Scrutiny Board at 6pm  <b>20 Feb</b> Fulfilled Adults Scrutiny at 6pm	<b>7 Feb</b> Wolverhampton SACRE at 4pm Economy & Growth Scrutiny at 6pm  <b>21 Feb</b> CRP at 4pm Cabinet at 5pm <b>28 Feb</b> Council at 5:45pm	<b>1 Feb</b> Resources and Equalities Scrutiny at 6pm <b>8 Feb</b> Governance & Ethics Committee at 2pm Public Realm Member Ref Group at 3pm <b>15 Feb</b> Schools Forum at 4pm <b>22 Feb</b> Residents, Housing and Communities at 6pm	
<b>March 2024</b> Bank Holiday – 29 March School Easter Holidays 22 March – 8 April	<b>4 March</b> Audit & Risk Committee at 2pm Exec Team at 5pm  <b>11 March</b> All Cllr Briefing at 5pm  <b>18 March</b> Exec Team at 5pm	<b>5 March</b> Equalities Advisory Group at 10am Scrutiny Board at 6pm  <b>12 March</b> Resources and Equalities Scrutiny at 6pm  <b>19 March</b> Planning Committee at 2pm Fulfilled Adults Scrutiny at 6pm	<b>6 March</b> Stat Licencing Committee at 10am Regulatory Committee at 10:30am Asset Management Board at 2pm  <b>13 March</b> Health and Wellbeing Together at 10am Families, CYP Scrutiny at 6pm <b>20 March</b> Pensions Committee at 10am CRP at 4pm Cabinet at 5pm	<b>14 March</b> Governance & Ethics Committee at 2pm  <b>21 March</b> Health Scrutiny at 1:30pm Corporate Parenting Board at 5:30pm	<b>22 March</b> – provisional date for publication of Notice of Election  <b>29 March</b> Children & Families Together Board at 5:30pm
<b>April 2024</b> Bank Holiday – 1 April School Easter Holidays 22 March – 8 April	<b>15 April</b> Exec Team at 5pm	<b>16 April</b> Scrutiny Board at 6pm  <b>23 April</b> Pensions Board at 2pm	<b>10 April</b> Council at 5:45pm  <b>24 April</b> Asset Management Board at 2pm CRP at 4pm Cabinet at 5pm	<b>18 April</b> Public Realm Member Ref Group at 3pm	<b>12 April</b> Cllr Development Advisory Group at 10am
<b>May 2024</b> Bank Holiday May 6, 27 School Half Term 27 May – 31 May	<b>20 May</b> Exec Team at 5pm		<b>15 May</b> Council at 5:45pm <b>22 May</b> CRP at 4pm Cabinet at 5pm	<b>2 May</b> – Local, PCC, CAM Elections	

## GLOSSARY OF TERMS

CAM – Combined Authority Mayor

CRP – Cabinet Resources Panel

Cllr – Councillor

CYP – Children and Young People

Exec – Executive

SACRE – Standing Advisory Council on Religious Education

Stat – Statutory Licensing Committee

PCC – Police and Crime Commissioner

**\*\*Reserves Working Group normally meets once a year and is arranged during the year at an appropriate time.**

Municipal Calendar of Meetings 2022 - 2023	No. of Meetings	Usual day & time	2023								2024				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Council &amp; Executive</b>															
Council	9	Wed (5:45pm)	17a		19		20		8	6	24	28		10	15a
Cabinet	13	Wed (5:00pm)	24	14	12, 26		6	18	15	13	17	21	20	24	22
Cabinet (Resources) Panel	13	Wed (4:00pm)	24	14	12, 26		6	18	15	13	17	21	20	24	22
Executive Team	18	Mon (5:00pm)	22	12, 26	10		4, 18	2, 16	6, 27	11	15	5, 19	4, 18	15	20
<b>Scrutiny</b>															
Scrutiny Board	6	Tues (6:00pm)		13			5		14	12		6	5	16	
Fulfilled Adult Lives	5	Tues (6:00pm)			4			17		5		20	19		
Strong Families, Children and Young People	5	Wed (6:00pm)			5			4	22		31		13		
Resources and Equality	5	Thurs (6:00pm)		8				12		7		1	12		
Health	5	Thurs (1:30pm)		29			21			14	18		21		
Economy and Growth	5	Wed (6:00pm)		21			27		29			7			
Residents, Housing and Communities	5	Thurs (6:00pm)		27d			28		16			22			
<b>Pensions</b>															
Pensions Committee	4	Wed (10:00am)		28			27			13			20		
Pensions Board	4	Tues (2:00pm)			4			17			23			23	

Municipal Calendar of Meetings 2022 - 2023	No. of Meetings	Usual day & time	2023								2024				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Regulatory and Oversight</b>															
Audit and Risk Committee	5	Mon (2:00pm)		19	24		25		27				4		
Planning Committee	6	Tues (2:00pm) (site visits 10:00am)	23		11		12		14		16		19		
Statutory Licensing Committee	5	Wed (10:00am)		14			27		22		10		6		
Regulatory Committee	5	Wed (10:30am)		14			27		22		10		6		
Licensing Sub-Committee (as required)		As required (10:30am)													
Governance and Ethics Committee	7	Thurs (2:00pm)			6		7	26	23		11	8	14		
<b>Partnership Boards</b>															
Health and Wellbeing Together	4	Wed (10:00 am)		<u>21</u>			13			<u>7</u>			<u>13</u>		
Children and Families Together Board*	4	Thurs (5:30 pm)		22			28			<u>14</u>			22		
Corporate Parenting Board*	6	Thurs (5:30 pm)	25		13		<u>14</u>		23		<u>11</u>		<u>21</u>		
Schools' Forum*	5	Thurs (4:00 pm)		<u>29</u>				5		<u>7</u>	<u>25</u>	29			
Wolverhampton SACRE*	4	Thurs (4:00 pm)		<u>15</u>				19				<u>7</u>			16
Safer Wolverhampton Partnership Board*	3	Fri (10:00 am)			28			27			<u>26</u>				



Municipal Calendar of Meetings 2022 - 2023	No. of Meetings	Usual day & time	2023								2024				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Advisory Groups</b>															
Councillor Development Advisory Group	4	Fri (10:00 am)			14				13			26		12	
Equalities Advisory Group	4	Tue (10:00 am)		13				19			5		5		
Climate Change Advisory Group	4	Tues (5:15 pm)		20				12**			19		19		
<b>Briefings</b>															
Councillor Briefings	7	Anyday (5:00 pm)		6, 28	25			26		28		30		11	

\*Attendance not monitored for these meetings

a Annual Council 6pm

b Budget setting

c During School Holidays

d Taking place on a Tuesday

\*\* Meeting will start at 5:30

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance and Ethics Committee</b> 16 March 2023
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<b>Report title</b>	Local Election Fees and Charges 2022-2023	
<b>Cabinet member with lead responsibility</b>	Councillor Paula Brookfield Cabinet member for Governance and Ethics	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Electoral Services	
<b>Accountable employee</b>	Laura Noonan	Electoral Services and Scrutiny Manager
	Tel	01902 554939
	Email	Laura.Noonan@wolverhampton.gov.uk
<b>Report has been considered by</b>	Election Board	16 January 2022

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**Recommendation for decision:**

The Governance and Ethics Committee is recommended to:

1. Approve the proposed schedule of fees for May 2023 as shown in Appendix 1.

## **1.0 Purpose**

- 1.1 To outline the fees and charges relating to Local Elections, which must be set locally.

## **2.0 Background**

- 2.1 The Representation of the People Act 1983 requires each Council to appoint an officer of the authority as Returning Officer to undertake various statutory duties in relation to election procedures. The Council's Returning Officer is the Chief Executive.
- 2.2 The Representation of the People Act 1983, Section 36(4) requires the council to cover all expenditure incurred by the Returning Officer in the holding of an election for all or any seats on it. The Council may set scales of expenditure which the Returning Officer must not exceed. The costs of running an election result from having to meet a range of fees, charges and expenses incurred in paying council employees and non-council employees for undertaking election duties, expenses for printing notices, poll cards, ballot papers and postal packs and hiring polling station venues and conducting the count.
- 2.3 The fees are regularly reviewed across the West Midlands region to ensure consistency and are also reviewed annually in line with inflation. The scale of fees and charges is taken to Election Board for approval from the Returning Officer and is then brought to Governance and Ethics Committee for final approval.

## **3.0 Changes to scale of fees from 2021-2022**

- 3.1 The fees payable to staff working in polling stations and on other electoral duties are broadly in line with assumptions laid down by the Cabinet Office as reasonable for that role and in line with the West Midlands region.
- 3.2 The majority of fees have been kept at the same rate as 2021-2022 for a standalone election, except for polling staff pay and training fees to reflect the additional responsibilities as a result of the Election Act.
- 3.3 Presiding Officer pay is proposed to increase by £20 and Polling Station Inspectors by £10 to reflect additional responsibilities of making an assessment on photo ID.
- 3.4 There will also be a £30 payment made to each count assistant for training due to the complexity of the multi-member count. Count assistants are not usually paid a training fee or required to attend a mock count.
- 3.5 There will be a £20 uplift for each Presiding Officer's pay due to a one off longer training session to cover all of the new measures.
- 3.6 Poll Clerk pay is proposed to be increased by £15 to £175 so that it is line with the National Living Wage of £10.42 an hour, as no pay rate equates to less than the National Living Wage.

## **4.0 Financial implications**

- 4.1 The cost of running local elections to the Council in any year is dependent on whether they are standalone or combined with Parliamentary, Police and Crime Commissioner or Combined Authority Mayoral elections. Combined elections costs are effectively shared, part funded by Government or the Combined Authority.
- 4.2 The budget set aside to cover the cost of local elections each year has been £192,000. In the event of combined elections or fallow years significant underspends against the local elections budget have provided scope for contributions to the Elections Reserve. Standalone election costs have conversely exceeded the local elections budget and these additional costs have been funded from the Elections Reserve.
- 4.3 The budget and funding strategy outlined above have worked effectively over the last few years, but a combination of current and future cost pressures recently reviewed now indicate that a significant increase in the budget is required to fund elections moving forwards. These pressures include increased polling station costs due to greater use of private venues and temporary polling stations in place of schools, increases in polling station hire against a background of rising energy prices, Royal Mail postage charge increases, higher poll letter costs compared to poll cards and increases in staffing fees in line with national living wage rates.
- 4.4 The budget is set to increase to £277,000 in 2023-2024, subject to approval of the 2023-2024 Budget Report by Cabinet on 22 February and Council on 1 March. The funding strategy of combining the local elections budget with use of an Elections Reserve is set to continue. Additionally new burdens funding associated with the implementation of Election Act was announced in December 2022, with the Council awarded a total of just under £104,000 spanning the 2022-2023 and 2023-2024 financial years. It is anticipated that the fees payable under the proposed schedule in this report will be met from the funding sources identified above. [GE/30012023/P]

## **5.0 Legal implications**

- 5.1 The approach taken is lawful and in compliance with relevant election law.  
[SZ/27012023/P]

## **6.0 Equalities implications**

- 6.1 Whilst there are no direct equalities implications in this report there are a substantial number of equalities issues that are being addressed in relation to the elections and these are covered in other election reports.

## **7.0 All other Implications**

- 7.1 There are no other implications arising from this report at the current time.

**8.0 Schedule of background papers**

8.1 None listed.

**9.0 Appendices**

9.1 Appendix 1: Election Fees and Charges 2022-2023

## City of Wolverhampton Council – Election Fees and Charges 2022-2023

SCALE OF FEES	Fees 2021-2022	Proposed Fees 2022-2023
<b>Fee for Returning Officer</b>		
Local Election	0	0
European Parliamentary Election	N/A	N/A
Parliamentary Election (3 constituencies)	N/A	N/A
Police and Crime Commissioner Election	N/A	N/A
West Midlands Combined Authority Mayoral Election	N/A	N/A
<b>Fee for Deputy Returning Officer – flat rate</b>		
Deputy Returning Officer – full powers	£500	£500
Assistant Deputy Returning Officer – full powers	£400	£400
Deputy Returning Officer – limited powers – Postal Vote Opening Manager	£200	£200
Deputy Returning Officer – limited powers – Receipt of Nominations	£100	£200 (to bring in line with DRO payments)
<b>Polling Station Staff – flat rate</b>		
Polling Station Inspector	£250	£260 (to reflect increased level of responsibility)
Polling Station Inspector mileage	£0.45p a mile	£0.45p a mile
Presiding Officer (PO)	£230	£250 (to reflect increased level of responsibility)
Presiding Officer mileage	£10	£10
Transporting polling booth	£15	Not required to transport booth

Poll Clerk (PC) Poll Clerk mileage	£155 £5	£175 (to bring in line with national living wage from 1 April 2023) £5
Reserve PO and PC fee	£50	£50
Training (Polling Station Inspector/Presiding Officer/Poll Clerk)	£30	£30 for online poll clerk training  £50 For Presiding Officer and Polling Station Inspector to reflect longer training sessions focused on Voter ID and Accessibility
<b>Postal Vote Opening – per hour</b>		
Postal Vote Opening Manager	£200 DRO fee and x 1.25 hourly rate for overtime	£200 DRO fee and x 1.25 hourly rate for overtime
Postal Vote Opening Supervisor Count night	£15 £20	£15 £20
Postal Vote Opening Assistant Supervisor	£12.50 £15	£12.50 £15
Postal Vote Opening Adjudicator Count night	£12.50 £15	£12.50 £15
Postal Vote Opening Assistant Count night	£10 £12.50	£11 (to bring in line with national living wage) £12.50
Training (Assistant/Supervisor/Adjudicator)	Hourly rate	£30



<b>Verification and Count (hourly rate)</b>		
Candidate and Agent Liaison Officer	£300 flat fee	£300 flat fee
Operations Manager Leads (Logistics, Reception, Comms, Count site manager/ICT/senior result co-ordination) After 9pm/weekend	£30	£30
Count Supervisor After 9pm/weekend	£20	£20
Assistant Count Supervisor After 9pm/weekend	£15	£15
Count Assistant After 9pm/weekend	£12.50	£12.50
Training fee	NA	£30 (required for complexity of 2023 count methods)
Chief counting supervisor (results co-ordination) After 9pm/weekend	£20	£20
Chief counting supervisor assistant After 9pm/weekend	£15	£15
Ballot box receipt assistant After 9pm/weekend	£15	£15
Ballot box runner After 9pm/weekend	£12.50	£12.50
Receptionist / Door Keepers After 9pm/weekend	£12.50	£12.50
Training fee for Count Supervisors and Assistant Count Supervisors	£30	£30
<b>Core team overtime</b>		

5 members of core election team for overtime hours. Electoral Services Manager (G8), Electoral Services Officer (G6), Electoral Services Assistants (G4)	X 1.25 hourly rate  Core team election day fee - £300	X 1.25 hourly rate  Core team election day fee - £300
Temporary clerical assistants	£10.41 (Grade 4)	£11.59 (Grade 4)
Delivery of training session	£80 per session for external trainer Core team - x 1.25 hourly rate if overtime.	£80 per session for external trainer Core team - x 1.25 hourly rate if overtime.
<b>Ballot box preparation</b>		
Ballot box preparation supervisor	£12.50	£12.50
Ballot box preparation assistant	£10	£11 (to bring in line with national living wage)

<b>SCALE OF FEES – SERVICES</b>	<b>Cost</b>
Printing and provision of ballot papers	Actual and necessary (print contract in place with FCS Laser Mail)
Printing official poll cards.	Actual and necessary (print contract in place with FCS Laser Mail)
Printing of postal vote packs	Actual and necessary (print contract in place with FCS Laser Mail)
Printing and providing notices and other documents required in and about the election or poll and cost of publishing such notices and documents	Actual and necessary
Renting of any building, room or equipment for the purposes of the election and for expenses of heating, lighting and cleaning any building or room or repairs to equipment.	Actual and necessary

Hiring or constructing a polling station for the purposes of the election and for expenses of heating, lighting and cleaning any building or room or repairs to equipment.	Actual and necessary
Providing ballot boxes, including repairs	Actual and necessary
Conveyance of ballot boxes, equipment etc.	Actual and necessary
Delivery and collection of polling booths	Actual and necessary
Printing copies of the register of electors	Actual and necessary
Postage	Actual and necessary – as per Royal Mail charges
Election stationery and materials, general stationery, cost of delivery of documents to the Returning Officer and miscellaneous expenses.	Actual and necessary
Premium for Employer's Liability, Third Party and Personal Indemnity Insurance.	Actual and necessary

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance and Ethics Committee</b> 16 March 2023
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<b>Report title</b>	Update on preparations for Local Elections	
<b>Cabinet member with lead responsibility</b>	Councillor Paula Brookfield Cabinet Member for Governance and Equalities	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Electoral Services	
<b>Accountable employee</b>	Laura Noonan	Electoral Services and Scrutiny Manager
	Tel	01902 55 4939
	Email	Laura.noonan@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Election Board	20 March 2023
	Cabinet Member Briefing – Governance and Ethics	8 March 2023

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**Recommendation for action:**

The Governance and Ethics Committee is recommended to:

1. Note and provide feedback on the preparations underway for the forthcoming elections.

## 1.0 Purpose

- 1.1 To provide an update on preparations underway for the local elections taking place on 4 May 2023.

## 2.0 Background

- 2.1 All 60 Councillor seats are up for election on Thursday 4 May 2023 on the new ward boundaries.
- 2.2 These are also the first elections to be held since the introduction of Voter ID and the new accessibility measures as a result of the Elections Act.
- 2.3 A detailed preparation report was presented at the last Governance and Ethics Committee in January 2023. This report provides some further updates on preparations that have taken place since.

## 3.0 Voter ID

- 3.1 As of 8 March, a total of 285 applications for a Voter Authority Certificate (VAC) have been received by the Electoral Registration Officer. 219 of these have been processed and sent to print. 50 are on hold and the electors have been contacted to provide additional information such as new photographs that meet the criteria or verification of identity. The majority of electors have applied for a VAC online, but applications have also been received by post and in person.
- 3.2 It is anticipated that there will be a significant increase in applications for VAC's when the poll cards land on 24 March.
- 3.3 A dedicated team is in place to process Voter Authority Certificates and to hold drop-in sessions to support people who are not able to apply online. Every weekday, residents are able to come into the Civic Centre between 10am and 3pm until the VAC application deadline on Tuesday 25 April. Residents can get support with completing applications and have their photo taken if required.
- 3.4 There are also additional drop-in sessions taking place across the city to ensure that there is a consistent offer of support across the city for electors who may not be able to attend the Civic Centre during these times. The details of these drop-in sessions are as follows:

<b>Drop-in session</b>	<b>Location</b>	<b>Time</b>
Tuesday 7 March	WV Active Central	5pm – 8pm
Wednesday 15 March	WV Active Bilston	5pm – 8pm
Wednesday 22 March	WV Active Aldersley	5pm – 8pm
Wednesday 29 March	Civic Centre	4pm – 7pm
Monday 3 April	Tettenhall Library	2pm – 7pm

Tuesday 4 April	Finchfield Library	2pm – 7pm
Wednesday 5 April	Spring Vale Library	2pm – 6pm
Thursday 13 April	Penn Library	10am – 1pm
Thursday 13 April	East Park Library	2pm – 5pm
Friday 14 April	Low Hill Library	2pm – 5pm
Monday 17 April	Wednesfield Library	12pm – 7pm

3.5 These drop in sessions are advertised on the council’s website and anyone who needs support with applying for a VAC is invited to call electoral services (number on the poll card), who will be able to advise where the drop in sessions are taking place. We will, if there is the demand for it, consider whether any further drop in sessions are needed.

3.6 The starting point is that the Council wishes to ensure that everyone who is entitled to vote is able to do so, which is why the Council is taking substantial steps to supplement the national Voter ID communication below. The Council continues to engage with other authorities to ensure that there is, as far as possible, a consistent approach across local authorities to Voter ID.

#### **4.0 Voter ID Communications**

4.1 In January 2023 the Electoral Commission launched a national awareness raising campaign for Voter ID. The ‘Bring ID to Vote’ campaign has featured on TV, radio, billboards, bus backs and print media across the country.

4.2 Funding was not made available to local authorities to support the campaign a local level, however communications toolkits were provided including templates for posters, booklets and social media. It is important to note that funding for communication of the Voter ID changes is with the Electoral Commission and they have responsibility for the national campaign currently underway.

4.3 Council communications activity is aimed at raising awareness of Voter ID requirements and urges action to get acceptable ID if you required. Key audiences are all voters, younger voters (18-30) and harder to reach communities.

4.4 The communications strategy is to amplify the national ‘Bring ID to Vote’ campaign primarily via digital channels in a direct and cost effective way, while supporting it with traditional communications channels and activities.

4.5 Webpages featuring information on all elements of the upcoming local elections – including voter ID – has been made available on the council website at [www.wolverhampton.gov.uk/elections](http://www.wolverhampton.gov.uk/elections)

4.6 Local communications activity has centred around the following messaging:

- New requirement to have photo ID for local elections
- Details of acceptable ID for polling day

- How to apply for Voter Authority ID
- Council drop-in sessions – get your Voter Authority ID

4.7 Activity has been shared across the following channels:

- Media releases
- Social media posts (Facebook, Twitter, Instagram and LinkedIn accounts)
- Social media headers
- Residents e-newsletters
- Councillor updates
- All councillor briefing sessions
- MP communications
- Leaflets for all councillors and prospective candidates
- Display banners distributed to councillors
- Leaflets and banners displayed at council buildings across city
- Leaflet included in council tax booklet to all homes
- Leaflet included in Wolverhampton Homes rent letter
- Digital traffic signage across city
- Digital displays at Civic Centre
- Wolverhampton Chronicle wrap full back page advert
- All CWC internal communications channels

4.8 Further activity is planned in the coming weeks as the elections approach including translated materials, outdoor advertising and working with partners to extend the reach of the messaging. It is anticipated that the Government/Electoral Commission will ramp up national communications in the run up to the election on 4 May to raise awareness and ensure its new policy is communicated and everyone who intends to vote is able to do so.



## 5.0 Accessibility

- 5.1 The accessibility working group (made up of representations from Electoral Services, Equalities, Occupational Health, Zebra Access, Beacon Centre for the Blind and NHS Learning Disability) have signed off on the final accessibility improvements that will be implemented at the May elections:
- Polling Station Support Leaflet (including large print accessible version) to let people know support and equipment available in station, and to provide a tick list they can fill in before they arrive or at the polling station. This will be on the website, in polling stations and distributed across stakeholder network.
  - Electoral Services will record a Black Country talking news item for Beacon Centre to cover key info on Voter ID.
  - Accessible versions of statement of persons nominated will be included on website in addition to PDF.
  - Additional line on poll card: There are new support measures in place in the polling station to support people with disabilities. Including a QR code to take electors to move information.
  - Wolverhampton.gov.uk/elections updated with accessibility information and support people can expect in stations.
  - British Sign Language students from Wolverhampton University recruited to some polling stations across city.
  - Guidance shared with candidates on how to make their campaigns accessible.
  - Hazard tape provided in each ballot box to highlight any unlevel floor.
  - Additional accessible and easy ready guidance to be provided to each polling station with key information.
  - Meet and greet poll clerk to wear a hi-vis jacket and be first point of contact for people who may need support.
  - Bright yellow and black text lanyards for Presiding Officers and Poll Clerks.
  - White stickers on ballot box to highlight slot highlighter.
  - Large print Accessible ballot paper on yellow background, black text.
  - Front desk at polling station to have a laminated version of how to vote guidance and polling station support leaflet.
  - Desk next to polling staff to show all additional equipment (light, pencil grip, tactile voting device, large print ballot paper).

- Additional training to polling station staff on supporting people with disabilities, and an accessibility checklist for staff to check the station has been set up correctly to support people with disabilities.
- Pencil grips and lighting ordered as additional equipment.
- BSL videos put on website and distribute across stakeholder networks.

5.2 The accessibility working group will meet again after the election to review the implementation and to make further improvements for 2024 elections.

## **6.0 Candidates and agents**

6.1 The Returning Officer held a candidates and agents briefing on Monday 6 March. A second candidates and agents briefing will be held on Wednesday 12 April at 5.30pm.

6.2 The Notice of Election will be published at 9am on Thursday 23 March. The nomination period will run weekdays from 10am on Thursday 23 March 2023 until 4pm on Tuesday 4 April 2023.

6.3 All information for candidates and agents has been uploaded on the election's website. The candidates and agents' guidance contains all of the information about polling stations, postal vote opening and the verification and count.

## **7.0 Poll cards and postal votes**

7.1 Poll cards will be dispatched on Thursday 23 March for those who were registered to vote by Wednesday 29 March. A second batch will be dispatched on Monday 24 April.

7.2 The poll card is now an A4 letter that is folded and sealed to include all of the new information relating to Voter ID. The front of the poll card still looks like a typical poll card, but all local authority areas will now have slightly different designs.

7.3 It is anticipated that Postal votes will be dispatched on Friday 14 April for those who had applied to vote by post by Wednesday 1 March, and that a second batch will be dispatched on Saturday 22 April.

## **8.0 Polling Stations**

8.1 Booking confirmation letters have been received for all polling stations. The location of one temporary station may need a slight change as it can no longer be delivered to the proposed site. It is proposed that it moves location over the road, the local councillors will be consulted with along with both groups before any decisions are made. Under the constitution any decision to change the designated polling station can be made by the Returning Officer, in consultation with the Leader and the Leader of the Opposition.

8.2 As set out above detailed arrangements are in place for the implementation of Voter ID and accessibility changes and as detailed below there will be an additional poll clerk on “meeting and greeting” duty at each polling station to remind everyone of the new arrangements and to support them. It is important to note that only the Presiding Officer can make decisions in relation to Voter ID and additional support and training has been in place for Presiding Officers.

## **9.0 Recruitment and training**

9.1 A total of 865 job roles have been recruited to work election duties across polling stations, the count and postal vote opening.

9.2 As per the Electoral Commission ratios for the Elections Act, there will be an additional poll clerk in every polling station. They will be on meet and greet duties to ask electors to have their ID ready and to support any electors with disabilities who may require additional assistance.

9.3 Training for all roles will commence in April. Copies of training slides can be made available to candidates and agents on request.

## **10.0 Count arrangements**

10.1 Due to the all-out elections, double the number of attendees are anticipated at the count. Therefore, parking spaces at Aldersley will be limited. All count staff will be parking offsite at Dunstall racecourse and will be transported to Aldersley on coaches.

10.2 Car parking spaces at the venue will be for candidates, agents and guests but all attendees are strongly encouraged to car share.

10.3 All wards will start verification at the same time at 10am on Friday 5 May. Once verification is complete for each ward, that ward can start the count. It is estimated that all wards will be verified by 1pm and that all wards will be declared by 5pm.

10.4 The Returning Officer will make the declaration of result for each ward in turn. All three candidates will be asked to sign a declaration of acceptance of office and then they will be invited to attend the media zone for interviews and pictures.

## **11.0 Financial implications**

11.1 The cost of running local elections to the Council in any year is dependent on whether they are standalone or combined with Parliamentary, Police and Crime Commissioner or Combined Authority Mayoral elections. Combined elections costs are effectively shared, part funded by Government or the Combined Authority.

11.2 The budget set aside to cover the cost of local elections each year has been £192,000. In the event of combined elections or fallow years significant underspends against the local elections budget have provided scope for contributions to the Elections Reserve.

Standalone election costs have conversely exceeded the local elections budget and these additional costs have been funded from the Elections Reserve.

- 11.3 The budget and funding strategy outlined above have worked effectively over the last few years, but a combination of current and future cost pressures recently reviewed indicated that a significant increase in the budget was required to fund elections moving forwards. These pressures include increased polling station costs due to greater use of private venues and temporary polling stations in place of schools, increases in polling station hire against a background of rising energy prices, Royal Mail postage charge increases, higher poll letter costs compared to poll cards and increases in staffing fees in line with national living wage rates.
- 11.4 The budget will now be increased to £277,000 in 2023-2024, as approved by Council on 1 March. The forthcoming standalone election is anticipated to cost in the region of £410,000, with the funding strategy of combining the local elections budget with use of an Elections Reserve set to continue. This excludes any costs associated with the implementation of the Elections Act. These are being closely monitored currently and are to be funded separately from the new burdens funding announced in December 2022. The Council was awarded a total of just under £104,000 spanning the 2022-2023 and 2023-2024 financial years.

[GE/02032023/C]

## **12.0 Legal implications**

- 12.1 All preparations outlined in this report are in line with the statutory provisions covering the delivery of local elections. Compliance with electoral law is regularly reviewed and assessed.

[DP/08032023/B]

## **13.0 Equalities implications**

- 13.1 Planning for these elections complies with the Public-sector equality duty and the new accessibility arrangements set out in the Elections Act 2022. Reasonable adjustments to vote are made available for electors with disabilities in the polling stations, and staff working election duties receive substantial training on this.

## **14.0 All other Implications**

- 14.1 There are no other implications arising from this report at the current time.

## **15.0 Schedule of background papers**

15.1 Preparations for May 2023 Local Elections, Governance and Ethics Committee, 12 January 2023.

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# Councillor Enquiry Unit Update for GEC

March 2023

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Agenda Item No: 8

## CEU Information



**Over 7955 enquiries across all Directorates and Wolverhampton Homes**



Cases are acknowledged by the CEU in less than 24 hours



1% of cases are open with the SLA

Page 40



7325 cases logged via email



Less than 1% of cases are paused



630 cases logged via Phone/Report it/ Ward Walks



98% of cases are closed



Every Councillor has logged a case with the CEU this municipal year



Cases are acknowledged by the CEU in less than 24 hours



# **12 Months Performance Overview**

## February 2022 – February 2023

# City of Wolverhampton Council

Data from 1 February 2022 1 February 2023

3391	enquiries received
0%	enquiries currently <b>open</b> and within agreed Service Standard
99%	enquiries completed and <b>closed</b>
0%	enquiries <b>overdue</b> - passed agreed Service Standard
0%	enquiries <b>due to breach</b> the agreed Service Standard
1%	enquiries <b>paused</b> pending further information to progress

Average Response Time for cases overall (no. working days) **12**

## Top 3 Enquiry Types

	%
General Enquiry	6.3%
Miscellaneous	5.9%
Fly tipping reporting	5.6%

**Date showing at 0%**, this is historical and cannot be retrieved once status has been changed  
**Breach Data at 0%**, Any cases due to breach up to 1 January 2023 are now closed or overdue.

**\*\*Data as of 08:00am on 28 Feb 2023**

# Wolverhampton Homes

Data from 1 February 2022 to 1 February 2023

1723	enquiries received
2%	enquiries currently <b>open</b> and within agreed Service Standard
97%	enquiries completed and <b>closed</b>
Page 43 0%	enquiries <b>overdue</b> - passed agreed Service Standard
0%	enquiries <b>due to breach</b> the agreed Service Standard
1%	enquiries <b>paused</b> pending further information to progress

Average Response Time for cases overall (no. working days) **15**

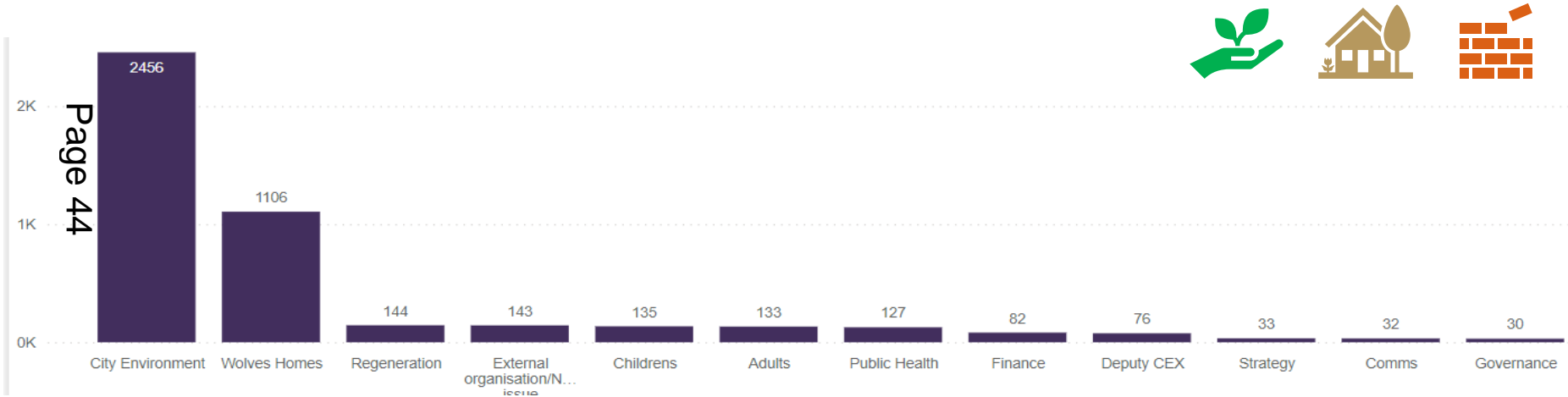
## Top 3 Enquiry Types

	%
Wolverhampton Homes general	15.6%
Wolverhampton Homes Grounds Maintenance	3.7%
Wolverhampton Homes Tree Maintenance	0.9%

**\*\*Data as of 08:00am on 28 Feb 2023**

# Enquiries Logged to Directorates & Wolverhampton Homes

Data from 1 February 2023 to 1 February 2023



**External:** Councillors often raise cases related to outside/external bodies that we have no control over (such as Royal Mail, Canals & River Trust, Midland Heart, BT, Virgin Media, West Midlands Travel etc.

**\*\*Data as of 08:00am on 28 Feb 2023**

# Enquiries Logged to Directorates & Wolverhampton Homes

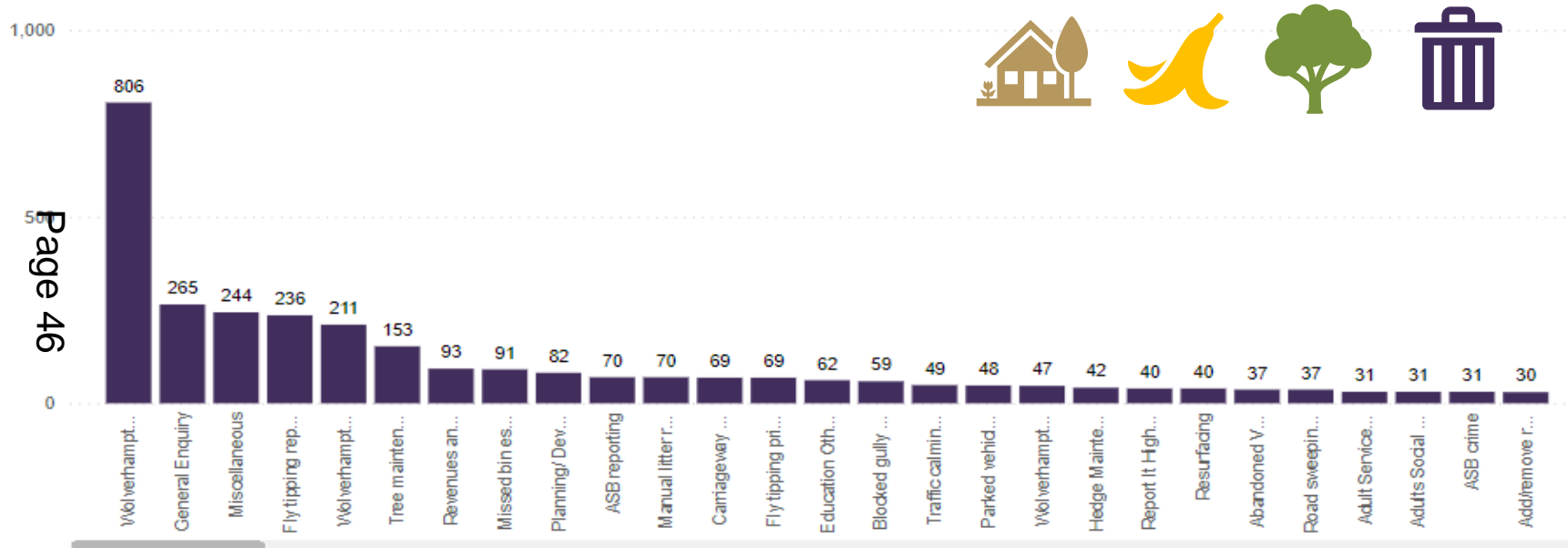
Data from 1 February 2022 to 1 February 2023

Directorate	Closed within agreed SLA	Response Time for Completion (Average)
City Environment	67%	13 working days
Wolverhampton Homes	70%	12 Working days
Regeneration	71%	12 Working days
External and Outside Bodies	94%	3 Working days
Adults	73%	9 Working days
Children	87%	8 Working days
Public Health	82%	22 Working days
Finance	91%	6 Working days
Deputy CEX	70%	11 Working days
Comms	71%	6 Working days
Strategy	88%	7 Working days
Governance	79%	9 Working days
CEX	100%	1 working day

**\*\*Data as of 08:00am on 28 Feb 2023**

# Top Enquiry Types

Data from 1 February 2022 to 1 February 2023



**General:** refers to a question asked ad hoc around a service provided such as an event or information request

**Miscellaneous:** refers to enquiries based in service area that does not fall under the pre-set option e.g. one off enquiries.

*\*\*Data as of 08:00am on 28 Feb 2023*

# Top Enquiry Types (top selection)

Data from 1 February 2022 to 1 February 2023

Enquiry Type	Number of Enquiries	Closed within agreed SLA	Response Time for completion (Average)
Wolves Homes General	806	67%	11 working days
General Enquiry	264	74%	9 Working days
Fly Tipping Reporting	244	76%	9 Working days
Fly Tipping Reporting	236	81%	6 Working days
Wolves Homes Ground Maintenance	211	82%	10 Working days
Tree Maintenance	153	73%	13 Working days
Revs & Bens General	93	81%	7 Working days
Missed Bin Escalation	91	85%	3 Working days
Planning and Development	82	80%	7 Working days
ASB Reporting	70	85%	36 Working days
Manual Litter Removal	70	71%	12 Working days
Carriageway Pothole	69	48%	21 Working days

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<h1>Governance and Ethics Committee</h1> <p>16 March 2023</p>
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<b>Report title</b>	Councillor Induction Programme and Handbooks (Councillor and Mayoral) 2023-2024	
<b>Cabinet member with lead responsibility</b>	Councillor Paula Brookfield	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Governance	
<b>Accountable employee(s)</b>	Tim Clark	Civic Support Manager
	Tel	01902 554090
	Email	<a href="mailto:Tim.Clark@wolverhampton.gov.uk">Tim.Clark@wolverhampton.gov.uk</a>
	Lukhvinder Sanger	Councillor Enquiries Manager
		01902 550220
		<a href="mailto:Lukhvinder.Sanger@wolverhampton.gov.uk">Lukhvinder.Sanger@wolverhampton.gov.uk</a>
<b>Report has been considered by</b>	Strategic Executive Board Cabinet Member Briefing	21 February 2023 3 March 2023

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### Recommendation(s) for action or decision:

The Governance and Ethics Committee is recommended to:

1. Approve the City of Wolverhampton Councillor Induction 2023-2024 as detailed in Appendix 1.
2. Approve the City of Wolverhampton Councillor Handbook 2023-2024 as detailed in Appendix 2
3. Approve the City of Wolverhampton Mayoral Handbook 2023-2024 as detailed in Appendix 3

## **1.0 Purpose**

- 1.1 To approve the proposed roll out of the new Councillor Induction Programme 2023-2024 for new and existing councillors to take place after the local elections held on May 4, 2023
- 1.2 To review and approve the Councillor Handbook 2023-2024 to be distributed to all Councillors in readiness for the new municipal year.
- 1.3 To review and approve the Mayoral Handbook 2023-2024 which will replace the previous handbook immediately after the Council AGM on 17 May 2023

## **2.0 Background**

- 2.1 Previously the Councillor Induction programme was coordinated by the Organisational Development Team, but the decision was made for it to move to the Governance Directorate which works closely with Councillors and is therefore able to tailor the programme based on direct feedback from users.
- 2.2 At City of Wolverhampton Council, in addition to the induction programme, we also produce handbooks for both Councillors and the Mayor which are refreshed each year to provide current and useful information and guidance about the roles.

## **3.0 Councillor Induction Programme**

- 3.1 Councillor Induction Programme has been redesigned and updated to allow new and existing councillors to take part in a comprehensive training programme after the May 2023 local elections to familiarise them with the Council and prepare them to best undertake their duties as a councillor.
- 3.2 The refreshed induction programme has built on the previous programme from last year, but crucially has used Councillor feedback and data from the Councillor Enquiries Unit to build a training package that more effectively meets the needs of Councillors.
- 3.3 The new induction programme has been designed to include key elements that are essential for new Councillors to undertake such as code of conduct and Data Protection, as well as further beneficial sessions that both new and existing Councillors may find useful or interesting these include, City environment, Wolverhampton Homes and Housing and Anti-Social behaviour. New elements, such as tours of the city, have also been incorporated to add value to the Councillors' experience.

## **4.0 Mayoral and Councillor Handbooks**

- 4.1 The Councillor Handbook is refreshed each year in readiness for the new municipal year. The document provides a guide to all councillors about what the role entails and how

different systems, policies and procedures at the council work to assist Councillors to discharge their duties. It is especially useful for new councillors during their first few weeks in office. Each section within the handbook is written by a subject matter expert from the relevant department and they are asked to review and refresh their section on an annual basis.

- 4.2 The Mayoral Handbook is a supplementary document to the Councillor Handbook, containing additional information to guide the Mayor during their Mayoral year and it may also be useful for any Councillor wishing to learn more about the important function of the Mayoralty. It is refreshed each year and any changes are sent to the existing Mayor and Deputy Mayor for them to review before coming before Governance and Ethics Committee.

## **5.0 Financial implications**

There will be a cost of around £250 for the printing and publishing of 100 Councillor Handbooks and 100 Councillor Induction programmes. This cost will be met from the combined £2,000 budget set aside for Books and Publications in the Councillor expenses budget. There are no costs associated with the printing and publishing of the Mayoral Handbook as this will only be available in an electronic version. [SR/07032023/A]

## **6.0 Legal implications**

- 6.1 There are no legal implications arising from this report. [DP/08032023/E]

## **7.0 Equalities implications**

- 7.1 There are no equalities implications arising from this report.

## **8.0 All Other Implications**

- 8.1 There are no other implications arising from this report.

## **9.0 Schedule of background papers**

- 9.1 None.

## **10.0 Appendices**

- 10.1 Appendix 1 – Councillor Induction Programme 2023-2024  
Appendix 2 – Councillor Handbook 2023-2024  
Appendix 3 – Mayoral Handbook 2023-2024

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# Wolverhampton Councillor Induction Programme 2023/2024



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# Welcome

We are very pleased to welcome you to the City of Wolverhampton Council and congratulate you on your success in the elections.



The City of Wolverhampton is a place which is proud of its history, celebrates its diversity and is ambitious for the future. Our vision is that Wolverhampton will be a place where people come from far and wide to work, shop, study and enjoy our vibrant city. It will be transformed while still retaining all those attributes that give our city its unique identity. A healthy, thriving, and sustainable international 'smart city' - renowned for its booming economy and skilled workforce, rich diversity and a commitment to fairness and equality that ensures everyone has the chance to benefit from success.

Your induction programme will help you to fulfil your role as a Councillor and will guide you through the things that we believe will be of most assistance to you.

## The Induction Programme 2023

This induction programme is designed for new and returning Councillors. Over the last few years there have been many changes to the way the council operates.

It is therefore important to provide a programme of training and development that ensures you are equipped to best deliver your role and provides the necessary information and support that you need to fulfil your duties as a councillor.

The programme is scheduled over 6 weeks. Building on the experiences and feedback of previous councillors and driven by data from our Councillor Enquiries Unit, it is designed to make it easier for you to attend and access all the training you need. The programme is developed by Councillors for Councillors, and is supported by Officers to ensure it is delivered. We highly recommend that you attend each facilitated session and we have included optional drop-in sessions to support you further. Most sessions offer the choice of either a daytime or evening slot, making it easier for Councillors to be able to attend.

The Induction is split into two sections. The first section contains essential sessions that must be attended by all newly elected Councillors. The second section is made up of beneficial (but optional) sessions, which which you are very much recommended to attend because they will provide you with important information that may affect your residents and support you in your role as a councillor. All new and returning Councillors are welcome to attend.

Please see below a high-level calendar overview of the programme for 2023. The following pages in the pack will give you a brief overview of what each session will contain, key contacts and the support you can expect to receive.

*Note that if you have been designated as a member of licencing committee, you are required to attend training before taking part in any licencing committee meetings.*

## Councillor Induction Programme 2023 - at a glance

### New Councillor Essential Sessions

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>8 May</b> Bank Holiday</p>	<p><b>9 May</b> No Scheduled Training</p>	<p><b>10 May</b> Meet and Greet the Directors at 5:30pm</p>	<p><b>11 May</b> No Scheduled Training</p>	<p><b>12 May</b> No Scheduled Training</p>
<p><b>15 May</b> Councillor: Code of Conduct 11:30am or 5:30pm</p>	<p><b>16 May</b> Health and Safety 10am or 5pm</p>	<p><b>17 May</b> Council - Annual General Meeting at 5:45pm</p>	<p><b>18 May</b> Governance Service Overview 9.30am or 4.30pm  Civic Support and CEU 10am or 5pm</p>	<p><b>19 May</b> Safeguarding Adults and Children 10am or 4pm</p>
<p><b>22 May</b> Democratic Services 10am or 5pm  Scrutiny 11am or 6pm</p>	<p><b>23 May</b> City Planning 9.45am or 5pm  Information Governance: Using Data in a Safe Way 11am or 6pm</p>	<p><b>24 May</b> Finance Directorate Overview 10am or 5.30pm</p>	<p><b>25 May</b> Ward Funds &amp; Ward Profile 9.30am or 5pm</p>	<p><b>26 May</b> Equalities, Diversity, and Inclusion 11am or 4pm</p>





## Councillor Induction Programme 2023 - at a glance

### New and Existing Councillor Beneficial Sessions

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>29 May</b> Bank Holiday	<b>30 May</b> Environmental Services 10am or 5pm  Transport Services 11.30am or 6:30pm	<b>31 May</b> Communications & Social Media 10am or 5pm  Customer Services 11am or 6pm	<b>1 June</b> Welfare Rights - Benefits Information 10am or 5pm  Anti-Social Behaviour 11am or 6pm	<b>2 June</b> Working with Health in Wolverhampton 10am or 4pm  Key Sights Tour - bus 12noon - 2pm
<b>5 June</b> City Housing & Housing Managing Agents 10am or 5pm	<b>6 June</b> Emergency Planning & Resilience 10am or 5pm	<b>7 June</b> Licensing (external provider) 10:30am	<b>8 June</b> Corporate Parenting - Children in Care 10am or 5pm	<b>9 June</b> Key Sights Tour - Walk 12noon - 2pm
<b>12 June</b> How to access your payslips 10am or 5pm	<b>13 June</b> No Scheduled Training	<b>14 June</b> Key Sights Tour - bus 6pm - 8pm	<b>15 June</b> No Scheduled Training	<b>16 June</b> Key Sights Tour - Walk 12noon - 2pm
<b>19 June</b> No Scheduled Training	<b>20 June</b> No Scheduled Training	<b>21 June</b> Key Sights Tour - Walk 5pm - 7pm	<b>22 June</b> No Scheduled Training	<b>23 June</b> No Scheduled Training
<b>26 June</b> No Scheduled Training	<b>27 June</b> No Scheduled Training	<b>28 June</b> WMCA and Regional Understanding 11am or 6pm	<b>29 June</b> No Scheduled Training	<b>30 June</b> Key Sights Tour - bus 12noon - 2pm

## IT Equipment Collection

Your IT equipment (laptop and mobile phone) will be setup and configured after the close of the election results. You will be asked to choose a collection slot on the day of the election results by the IT team.

*Slots will be available from Wednesday 10 May until Friday 12 May 2023 please contact:*  
[councillors.support@wolverhampton.gov.uk](mailto:councillors.support@wolverhampton.gov.uk)



# Essential Sessions for All New Councillors

## Meet and Greet the Directors: Strategic Executive Board (SEB)

**Wednesday 10 May 2023**

**5.30pm**

**City Suite, 3rd Floor, Civic Centre**

**1.5 hours**

### *Attendees*

#### **Chief Executive and Directors**

This session with SEB is for you as new Councillors to meet the Chief Executive and Directors. This is intended to be an informal session to build relationships. You will have the chance to speak face to face with Directors and move about the room covering all themed areas of the organisation.

- **Tim Johnson**, Chief Executive
- **Mark Taylor**, Deputy Chief Executive
- **David Pattison**, Chief Operating Officer
- **Emma Bennett**,  
Executive Director of Families
- **Claire Nye**, Director of Finance
- **Charlotte Johns**, Director of Strategy
- **Becky Wilkinson**, Director of Adult Services
- **John Roseblade**,  
Director of Resident Services
- **John Denley**, Director of Public Health
- **Ian Fegan**, Director of Communications  
and External Relations
- **Richard Lawrence**, Director of Regeneration
- **Laura Phillips**,  
Deputy Director of People and Change

## The Role of a Councillor: Code of Conduct

**Monday 15 May 2023**

**Session 1 - 11.30am**

**Session 2 - 5.30pm**

**1 hour**

**Committee Room 3, 3rd Floor, Civic Centre**

### *Officers Attending*

#### **David Pattison**

Chief Operating Officer (Monitoring Officer)

#### **Michelle Rowe**

Locum Solicitor (Deputy Monitoring Officer)

#### **Tracey Christie**

Head of Legal Services

This will assist you in understanding your role as a Councillor, looking closely at the Code of Conduct and key areas of the constitution.

### *Decision Making:*

- Code of Conduct/social media
- Constitution/Rules of Debate
- Councillor Code of Conduct
- Gifts and hospitality
- Registration and disclosure of interests
- Bias and predetermination
- Councillor complaints

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## Health and Safety

**Tuesday 16 May**

**Session 1 - 10am**

**Session 2 - 5.30pm**

**1.5 hours**

**Committee Room 4, 3rd Floor, Civic Centre**

### *Officers Attending*

**Tim Munro**, Head of Health and Safety

Tim Munro the Head of Health and Safety will discuss elements around health and safety and wellbeing that you need to know when representing the Council in and out of the office.

*This will cover:*

- How health & safety impacts the community
- Overview of health & safety system
- Roles and responsibilities
- Personal safety and available support
- Alertcom overview

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## Governance Service Overview

**Thursday 18 May 2023**

**Session 1 - 9.30am**

**Session 2 - 4.30pm**

**30 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

*Officers Attending*

**Laura Gittos**, Head of Governance

This session involves an introduction to the Head of Governance Laura Gittos who will talk through the governance directorate and what it means to you.

*The Governance Service is made up of the below functions:*

- Democratic Services
- School Appeals Administration
- Scrutiny
- Electoral Services
- Civic Support
- Councillor Enquiries



## Civic Support Team and Councillor Enquiry Unit (CEU)

**Thursday 18 May 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**45 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

*Officers Attending*

**Tim Clark** - Civic Support Manager

**Lukhvinder Sanger** - Councillor Enquiries  
Manager

This session will provide information around the Civic Support Team and the Councillor Enquiries Unit and will show you how the services can support you in your role as a councillor. You will also be offered one to one support to understand the system outside the session to assist you in obtaining information.

- Civic Support Team  
(Mayoral and Councillor Support)
- Councillor Portal
- Councillor Handbook
- Councillor Enquiries Unit (CEU)
- Dashboard Overview

Please note Lukhvinder Sanger will contact you directly to go over the Councillor Enquiries Dashboard once you have logged cases, so you can see fully how the dashboard operates and supports you to access your data.



## Safeguarding Adults and Children

**Friday 19 May 2023**

**Session 1 - 10am**

**Session 2 - 4pm**

**1.5 Hours**

**Committee Room 3, 3rd Floor, Civic Centre**

### *Officers Attending*

**Andrew Wolverson** - Deputy Director of Commissioning and Transformation of Children Services

**Sarah Ashton-Jones** - Head of Adult Services

This very important session explains the role of the council in safeguarding children, young people and vulnerable adults. Safeguarding is everyone's business, and you will need to fully understand the council's safeguarding responsibilities and what is expected from you.

### *The session will cover:*

- What is safeguarding
- Facts & figures
- Number of child protection plans by ward
- What lies behind the statistics
- The number of alerts and the numbers referred and/or investigated
- Who is at risk
- Scenarios
- Referral process

## Democratic Services

**Monday 22 May 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**1 Hour**

**Committee Room 4, 3rd Floor, Civic Centre**

### *Officers Attending*

**Jaswinder Kaur** - Democratic Services and Systems Manager

The Democratic Services Team, led by Jaswinder Kaur, Democratic Services, and Systems Manager, will guide you through what they do as a service, how this impacts you and give you a better understanding of your role as a Councillor.

- Councillor role as a committee member
- Council and committees
- Key Decisions Forward Plan and accessing webcasts from previous meetings

## Scrutiny

**Monday 22 May 2023**

**Session 1 - 11am**

**Session 2 - 6pm**

**1 Hour**

**Committee Room 4, 3rd Floor, Civic Centre**

### *Officers Attending*

**Martin Stevens** - Scrutiny Team Leader

This session helps you understand the role of scrutiny and how you can get involved in the big issues that are important to you and your community.

### *The session will include:*

- Purpose of scrutiny
- Effective scrutiny
- Understanding your role as a member of scrutiny
- Scrutiny Work Programme from 2022-2023, and accessing webcasts from previous meetings

## City Planning

**Tuesday 23 May 2023**

**Session 1 - 9:45am**

**Session 2 - 5pm**

**1 hour**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Stephen Alexander** - Head of City Planning

After an introduction from Stephen Alexander, the Head of Planning, the session will guide you through and help you understand the planning process, including:

- Understanding the planning process
- How to use Planning Online
- Accessing planning applications

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## Information Governance: Using Data in a Safe Way

**Tuesday 23 May 2023**

**Session 1 - 11am**

**Session 2 - 6pm**

**1 Hour**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Anna Zollino-Biscotti**

Information Governance Manager

The information governance manager, will look at information governance, laws around GDPR and data and handling of records

**The session will cover:**

- Information Laws
- What is information
- Consent and information sharing
- Record handling

## Finance Directorate Overview

**Wednesday 24 May 2023**

**Session 1 - 10am**

**Session 2 - 5:30pm**

**1.5 Hours**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Alison Shannon** - Chief Accountant

**Darren Herries** - Head of The Hub

**John Thompson** - Head of Procurement

**Tracey Richards**

Head of Revenues and Benefits

**Parvinder Uppal** - Head of Commercial

**Peter Farrow** - Head of Audit

The finance directorate is an important function in the council. Various heads of service will talk to you about how the finances of the council work.

**The session will cover:**

- The council budget - where our funding comes from and what we spend it on
- Council Tax, Business Rates and Benefits
- An Introduction to the finance teams





## Equalities, Diversity and Inclusion

**Friday 26 May 2023**

**Session 1 - 11am**

**Session 2 - 4pm**

**1 Hour**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Jin Takhar** - Head of Equality, Diversity and Inclusion

This session will look at the important role that equality, diversity and inclusion plays as part of your Councillor role.

**Topics included will cover:**

- EDI Strategy
- The role of the Council
- The Public Sector Equality Duty

## Director Ward Champions

There are five Director Ward Champions who each work with four wards across the city. The role has a number of functions including supporting and enhancing the representation of communities in discussions, providing a regular



**David Pattison**  
Chief Operating Officer  
*Tettenhall Wightwick,  
Tettenhall Regis,  
Merry Hill, Penn*



**Ian Fegan**  
Director of Communications  
and External Relations  
*Bushbury South and Low Hill,  
East Park, Wednesfield South,  
Wednesfield North*



**John Roseblade**  
Director of Resident Services -  
*Bushbury North, Oxley,  
Fallings Park, Blakenhall*

and direct link between Councillors and Director Ward Champions and informing place-based activity in communities by using data and evidence to help inform conversations and co-produce activity in communities to maximise allocation of ward funds, building community capacity and resilience.



**Richard Lawrence**  
Director of Regeneration  
*Bilston North, Ettingshall North,  
Ettingshall South and Springvale*



**John Denley**  
Director of Public Health  
*Heath Town, Park,  
St Peter's, Graiseley*

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*Ward Walk introductions will be booked with Ward Directors around your own flexibility. Executive Assistants who support Directors will contact you directly to arrange this.*

## Ward Funds and Ward Profile

**Thursday 25 May 2023**

**Session 1 - 9:30am**

**Session 2 - 5pm**

**1 hour**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Joanna Grocott** - Place Based Manager

**Adrian Barlow** - Analyst  
(Insight & Performance Team)

### Ward Funds

Every council ward has been allocated a pot of funding for Councillors to determine how it can best be spent to make improvements and help

residents. The session will explain what ward funds are for, how you can apply for funding and what is suitable and appropriate to receive ward funds.

### Ward Profile

This session will show you how the ward profiles dashboard works (navigation) and the topic pages with key information about your ward, giving you access to essential data.

**The topics on the dashboard include:**

- Diversity and demographic
- Housing and health
- Skills and qualifications
- Employment and unemployment
- House prices
- Deprivation

# Beneficial Sessions for New and existing councillors

## Environmental Services

**Tuesday 30 May 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**1 hour**

**Meeting Room 206, 2nd Floor, Civic Centre**

### *Officers Attending*

**Claire Walters** - Environmental Based Service Manager

**Paul Hodgetts** - Services Performance and Intelligent Service Lead

**David Millington** - Green Spaces and Bereavement Manager

You will have a session with Officers from both environmental and transport services, covering some of key areas below:

- Trees and Arbor front line
- Bins and Fly tipping/ pest control
- Environmental Crime
- Parks. green spaces/ bereavement

## Transport Services

**Tuesday 30 May 2023**

**Session 1 - 11am**

**Session 2 - 6pm**

**30 minutes**

**Meeting Room 206, 2nd Floor, Civic Centre**

### *Officers Attending*

**John Roseblade** - Director of Resident Services

**John Charles** - Head of Strategic Transport

This session covers the transport services section and will inform you on what this covers, best practices and types of enquiries that your residents would raise:

### *The session will look at:*

- Road maintenance
- Road repairs

- Traffic light and street sign repair and maintenance
- Traffic control
- Parking
- Traffic and road safety

## Communication and Social Media

**Wednesday 31 May 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**45 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

### *Officers Attending*

**Richard Wyatt** - Head of Communications

This is a light touch session which will demonstrate how communications are managed in the council. It will help you understand the different channels used and available and how good communications benefits the council.

### *The session will cover:*

- Role of corporate communications
- Communications services and channels
- Impact of communications
- Social media
- Support for Councillors







## Customer Services

**Wednesday 31 May 2023**

**Session 1 - 11am**

**Session 2 - 6pm**

**30 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Lisa Powell** - Contact Centre Manager

Customer Services is the main point of contact for the residents of Wolverhampton to address their questions and enquiries. It's based at the Civic Centre and offers a comprehensive service by phone or face to face and offers IT access for residents to access their online accounts.

**This session includes:**

- Customer Services structure
- Functions of Customer Services
- Love Your Streets app
- Overview of our Teams and how we support City of Wolverhampton Council services
- You will be offered the opportunity to visit customer services at a later date to listen to calls and understand the service better.

## Welfare Rights: Benefits Information

**Thursday 1 June 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**1 Hour**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Marc Perlic** - Welfare Rights Service Manager

The programme will continue with a session from Marc Perlic, Welfare Rights Service Manager about benefit information and how the team can help your residents.

**Topics Covered:**

- What we do: benefits information and advice, casework and appeals
- Making a difference
- Macmillan, working with the university and stakeholders
- Advice and Information Directory
- Training for local groups and organisations



## Anti-Social Behaviour

**Thursday 1 June 2023**

**Session 1 - 11am**

**Session 2 - 6pm**

**30 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Lynsey Kelly** - Head of Communities

**Hannah Pawley** - Community Safety Manager

Safer Wolverhampton Partnership (SWP) is Wolverhampton's statutory Community Safety Partnership. It is formed of a range of partners committed to working together to tackle issues of crime and community safety in a coordinated way to deliver a collective response.

**The session will cover:**

- Safer Wolverhampton Partnership and its functions
- Crime and anti-social behaviour
- How to report concerns
- Community Engagement

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## Working with Health in Wolverhampton

**Friday 2 June 2023**

**Session 1 - 10am**

**Session 2 - 4pm**

**45 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**John Denley** - Director of Governance

**Madeleine Freewood** - Public Health Partnership & Governance Lead

The role and relationship of the Council in the new NHS system

**The session will cover:**

- The general picture of health in Wolverhampton

- An introduction to key health stakeholders
- The council's role in health
- The remit of the Integrated Care Board



## City Housing and Housing Managing Agents

**Monday 5 June 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**1 hour**

**Committee Room 4, 3rd Floor, Civic Centre**

**Officers Attending**

**Jenny Lewington**

Deputy Director of City Housing

**Michelle Garbett**

Service Lead Housing Strategy

**Andrew Finch** - Customer Experience Manager  
(Wolverhampton Homes)

**Jon Cooper** - Head of Housing Solutions  
(Wolverhampton Homes)

**Anthony Walker**

Head of Homelessness and Migration

**William Humphries** - Service Manager,  
Private Sector Housing

This session is run jointly with Wolverhampton City Council Housing Department and Wolverhampton Homes. City Housing is responsible for housing strategy and policy, housing development and landlord services. The City Council owns almost 22,000 homes, which

are managed on the Council's behalf by housing managing agents. This includes Wolverhampton Homes, an arm's length management organisation (ALMO) and three Tenant Management Organisations (TMOs).

Wolverhampton Homes manages the majority of the Council's housing stock, but the responsibility for ensuring tenants receive an excellent service and that homes are safe and maintained, remains the responsibility of the Council. Working closely together, City Housing and the housing managing agents ensure we provide good quality homes and customer service for the tenants and leaseholders of the City.

#### *The session will cover*

- City Housing - responsibilities and structure
- Housing policy and new homes
- Wolverhampton Homes and TMOs
- CWC and our role with the housing managing agents
- Homes in the City and the Housing Allocations Policy
- Housing Options and Homelessness
- Private Sector Housing, landlords and private tenant enquiries
- Councillor enquiries

## Emergency Planning and Resilience

**Tuesday 6 June 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**45 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

#### *Officers Attending*

**Emma Smallman** - Resilience Manager

A session around your role when it comes to emergency planning and resilience:

#### *This session will cover:*

- What's your role as a Councillor and where you fit in
- Why the council must respond
- How we activate our emergency procedures
- What the Council can provide

## Licensing Training - (Essential for Committee members)

**Wednesday 7 June 2023**

**10:30am**

**1.5 Hour**

**Committee Room 4, 3rd Floor, Civic Centre**  
**External Provider**

This is an externally provided session which will help you make the most of council licensing meeting sessions. This is open to all councillors, but is mandatory for members of the licensing committee.



## Corporate Parenting: Children in Care

**Thursday 8 June 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**45 minutes**

**Committee Room 4, 3rd Floor, Civic Centre**

### *Officers Attending*

**Hannah Finch** - Corporate Parenting Officer

A corporate parenting officer from the service will give a brief overview of what this is and what it means to you.

### *This session includes:*

- What is Corporate Parenting
- What are your responsibilities as a Councillor



## How to Access Your Payslips

**Monday 12 June 2023**

**Session 1 - 10am**

**Session 2 - 5pm**

**30 Minutes**

**Online Session via Teams**

### *Officers Attending*

**Lukhvinder Sanger**

Councillor Enquiries Manager

Agresso is a key IT system used by the council and it holds HR information as well as all your payroll and allowance information, digital p60s and pay slips. This session will teach you how to use Agresso.

---

## WMCA and Regional Understanding

**Wednesday 28 June 2023**

**Session 1 - 11am**

**Session 2 - 6pm**

**45 Minutes**

**Committee Room 4, 3rd Floor Civic Centre**

### *Officers Attending*

**Charlotte Johns** - Director of Strategy

**Claire Nye** - Director of Finance

### *This session will cover:*

- The role and function of the West Midlands Combined Authority
- How the council works with the WMCA
- The city's role in the wider region
- Partnership working with other local authorities and organisations
- Find out more about the unique 3 Cities collaboration between Wolverhampton, Birmingham and Coventry

## Key City Sites Tour

As new Councillors, this tour will give you the chance to see sites around the city that have been developed or are due to be developed, as well as areas of key significance for Wolverhampton.

There are two tours available with three days to pick from for each. A member of the Civic Support Team will be in contact to book your preferred date with you.

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### Key City Tour - Bus

(3 hours max)

Focusing on various sites across the City, this tour will cover areas focused outside the City Centre.

*The available dates are:*

*Friday 2 June 2023 12 noon - 2pm*

*Wed 14 June 2023 6pm - 8pm*

*Friday 30 June 2023 12 noon - 2pm*

---

### Key City Tour - Walking

(2 hours max)

Focusing on areas directly within walking distance of the Civic Centre, highlighting new sites and sites yet to be developed.

*The available dates are:*

*Friday 9 June 2023 12 noon - 2pm*

*Friday 16 June 2023 12 noon - 2pm*

*Wed 21 June 2023 5pm - 7pm*





## Mandatory E-Learning and Additional Training for Councillors

The Council are committed the training and development of Councillors. Below you will see other courses provided by the Local Government Association (LGA) and Local Government Information Unit (LGiU), many of these courses you can complete at your own leisure.

There is also information about the mandatory e-learning courses that the Council asks that you complete, these are done via the online Learning Zone.

*If you need help or assistance booking any of these, please contact:*

**Organisational Development** via email  
OD.Team@wolverhampton.gov.uk

**Civic Support Team** on 01902 554090 or email  
councillor.support@wolverhampton.gov.uk

## Additional Mandatory Council E-Learning - Mandatory Online Modules

*Flexible*

*Various times – according to module*

**Learning Zone**

- Child Sexual Exploitation
- Corporate Parenting
- Dementia Awareness
- PREVENT Training
- Political Awareness
- Climate Change Toolkit
- An introduction to Equality & Diversity
- Safeguarding Awareness
- Using Restorative Practice
- Health & Safety
- Protecting Information (Information Governance, GDPR etc.)

## LGA New Councillor Hub

### Councillor hub | Local Government Association

The New Councillor hub provides newly elected members with all the essential information and amongst other things, covers: the councillor's role; how local government is organised; the model code of conduct and standards; and decision making. It includes information on the offers and services offered by the LGA with links to the political groups at the LGA; regional teams; information on our support and development offers; and a host of other information essential for newly elected members.

**LGA councillor workbooks** on a variety of topics - [www.local.gov.uk/councillor-workbooks](http://www.local.gov.uk/councillor-workbooks)

**LGA e-learning platform** (modules on Equality, Diversity and Inclusion, holding council meetings online, Facilitation and conflict resolution, Effective ward councillor, Scrutiny, influencing skills, Local government finance, and supporting mentally healthier communities)

LG Inform brings together in one accessible place a range of key performance data for authorities, alongside contextual and financial information, in an online too. LG Inform - [www.local.gov.uk/benchmarking-data-lg-inform](http://www.local.gov.uk/benchmarking-data-lg-inform)

## Available Additional Sessions from the LGA and LGiU

*Visit: [www.local.gov.uk/our-support/councillor-and-officer-development/councillor-hub](http://www.local.gov.uk/our-support/councillor-and-officer-development/councillor-hub) for details of dates and times*

*Duration: 2 hours*

*Session Type: LGA, Virtual via Zoom*

*LGA National Events:*

### **Welcome to newly elected councillors**

This will be a great opportunity for new councillors to:

- Explore what their role means
- Learn about challenges facing councils
- Meet colleagues from other councils

The session will cover a range of national and regional issues of interest, along with an opportunity to meet experienced councillors and hear more about the LGA's support for members

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## Chairing Meetings

*Visit: <https://lgiu.org/events/courses-for-councillors/> for details of dates and times*

*Duration: 2 hours*

*Session Type: Microsoft Teams*

*External Provider*

- How to chair a meeting virtually

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## Personal Safety course

*Visit: <https://lgiu.org/events/courses-for-councillors/> for details of dates and times*

*Duration: 2 hours*

*Session Type: Online*

**FEEDBACK** - Feedback from Councillors is extremely valuable and helps to design the programme for future years. At the end of each week, electronic feedback forms will be shared, as well as an overall feedback form at the end of the programme.

You can get this information in large print, braille, audio  
or in another language by calling 01902 551155

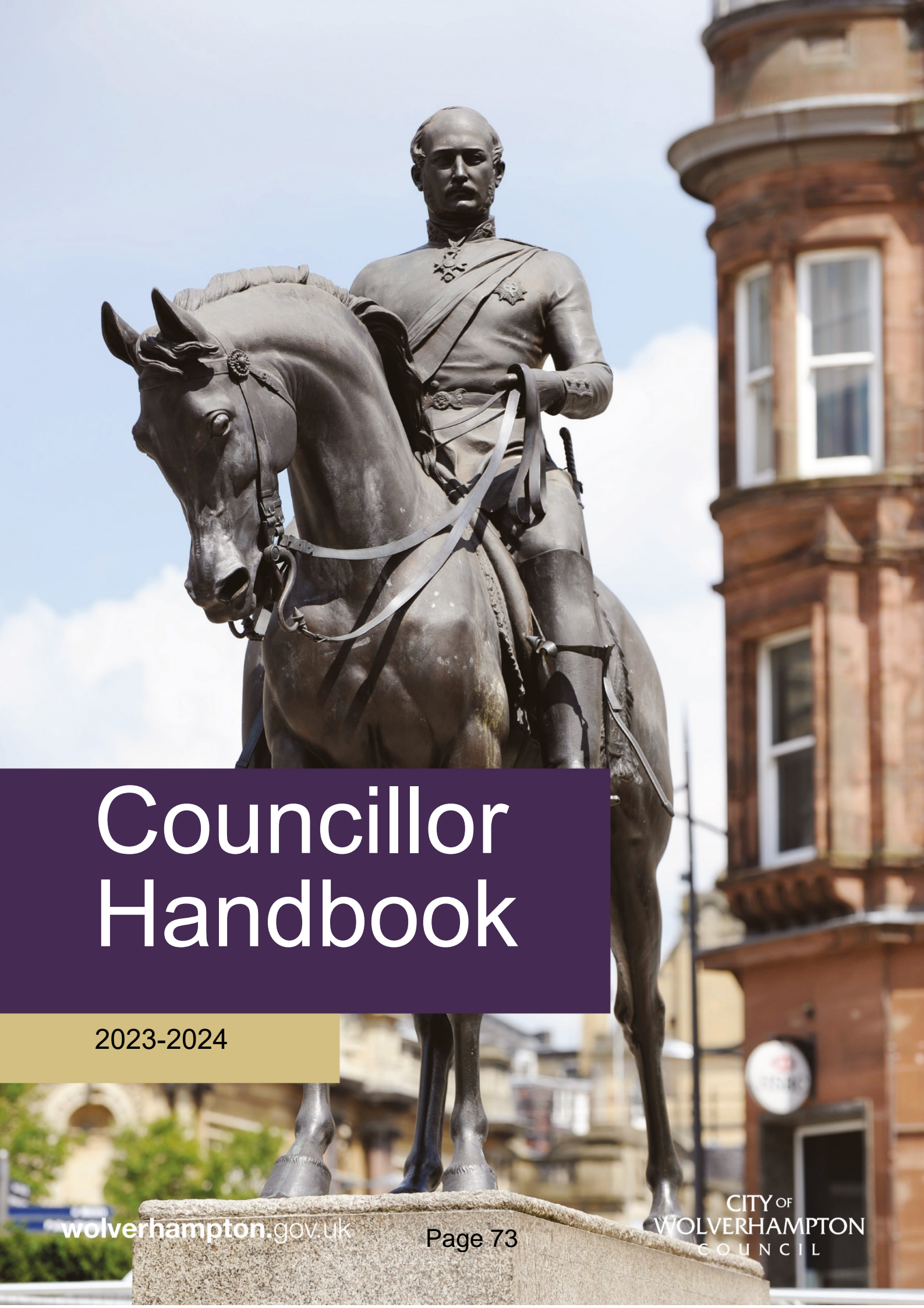
**wolverhampton.gov.uk** 01902 551155

  WolverhamptonToday  Wolverhampton\_Today  @WolvesCouncil

City of Wolverhampton Council, Civic Centre, St. Peter's Square,  
Wolverhampton WV1 1SH

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# Councillor Handbook

2023-2024

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## Introduction and Welcome

Congratulations on being elected as councillor for the City of Wolverhampton Council. This councillors' handbook has been produced to give you information to help you in the first weeks after becoming a councillor and to set out all of the support you will be provided with during 2023/24 to help you in your new role. Please note that the Committee Chairs and other Councillor posts included in this handbook will be updated following the Annual general Meeting on 17 May 2023 where appointments will be decided by Council.

Serving as a democratically elected councillor is an honour and carries with it significant responsibilities. As well as representing the people of your ward, and Wolverhampton generally, you are responsible (with others) for running a large and complex public organisation with more than 4,000 (non-school) staff and a budget of £316m+.

**Councillor Ian Brookfield**  
Leader of the Council



*"As an elected member, you are in the privileged position of being able to make a real difference to the quality of life of the residents and communities that you represent. Of course, you will face some challenges, but overall, it remains a hugely rewarding role."*

**Tim Johnson**  
Chief Executive



*"Officers are here to serve the Council. We ensure the policies you decide upon are implemented and it is our job to provide professional advice and support in an environment of mutual respect."*

**Councillor Wendy Thompson**  
Leader of the Opposition Party



*"Congratulations on being elected as a councillor at City of Wolverhampton Council. You have chosen to dedicate yourself to public service and representing the people who have elected you into office is one of the greatest honours you can have. I hope your time as a councillor is fulfilling and that you find this handbook useful."*

**David Pattison**  
Chief Operating Officer



*"This will be another busy and exciting year, where Council members will be engaged in discussions as we deliver on the strategic vision for our City set out in Our City Our Plan and closely monitor Council performance to achieve the outcomes set out in the plan."*

## **Welcome from Local Government Association (LGA)**

The national voice of local government

The LGA is the national membership body for local authorities and we work on behalf of our member councils to support, promote and improve local government. Twenty-one years ago, local government came together to create the LGA to support, promote and improve local government. LGA are politically led and cross-party, working with and on behalf of councils in England and Wales to give local government a strong, credible voice at national level.

### **Having one national voice gives local government the capacity to:**

- Pick up emerging government thinking and ensure that local government's views are heard at the heart of government
- Think ahead to shape and develop the policies that councils need
- Work with public, private, community and voluntary organisations to secure their support for local authorities' priorities and their understanding of our perspectives
- Ensure that the right issues are raised with the right people at the right time, increasing their chance of resolution
- Speak with one voice to the public through the national media
- Take responsibility for driving innovation and improvement across local government.

As a councillor you will automatically have access to the full range of services that LGA provide.

You will be able to find more information and the range of services provided by LGA at <https://www.local.gov.uk/> and you will be able to create a new account by registering at <https://www.local.gov.uk/user/register>.

## Section 1 – Being an Elected Councillor

### Role of a Councillor and Officers

Councillors provide the democratic leadership of the council.

They:

- represent members of the public
- provide leadership and direction to the council
- scrutinise service delivery.

Officers are employees of the council.

They:

- implement the policies agreed by councillors
- organise and deliver services
- provide unbiased, professional advice and support to councillors.

Councillors and officers have a collective corporate responsibility. But aspects of their roles are distinctly different. Research has shown that the greater the degree of openness and understanding about this, the better the working relationship. Most councils attempt to provide this clarity through joint working protocols, anchored in the Constitution.

The most effective councillors gain a good appreciation of:

- the distinct contribution that councillors and officers make in the running of the council and the boundaries between them, e.g. officers must act with political impartiality, serving the whole council rather than particular groups or councillors
- the areas in which roles and responsibilities overlap and councillors and officers must act together to provide democratic governance.

Councillors and officers are indispensable to one another and mutual respect and communication between both is essential for good local government. Together, they bring the critical skills, experience and knowledge required to manage an effective council. Councillors provide a democratic mandate to the council, whereas officers contribute the professional and managerial expertise needed to deliver the policy framework agreed by councillors.

### Membership of Political Groups

If you are a member of a political group, you will need to complete a political affiliation form (this is not required if you are an independent), which will be made available to each Political Advisor to the Political Groups. The form will need to be completed ahead of the Annual General Meeting.

## Register of Interests

All members of a council are required by law to complete a register of interests form to provide details of any interests that might give rise to a conflict of interest, when undertaking their duties as a councillor.

Each councillor must register their interests as soon as they take up office, and they are obliged by law to keep their statutory register up to date and to inform the council's Monitoring Officer, David Pattison of any changes within 28 days of the change occurring via [monitoring.officer@wolverhampton.gov.uk](mailto:monitoring.officer@wolverhampton.gov.uk)

### **The register of interests contains details of:**

- any employment or business carried out by the councillor the name of their employer (Any Employment, office, trade, profession or vocation carried on for profit or gain)
- Sponsorship - any payment or other financial benefit (other than from the Council) within the relevant period (12 months) for any expenses incurred in carrying out duties as a Councillor/Co-opted Member, or towards your election expenses, including payment or financial benefit from a Trade Union:
- Contracts - any contract between you (or a body in which you have a beneficial interest) and the Council:
- Land - any beneficial interest in land within the area of the Council
- Licences
- Corporate Tenancies
- Securities
- Membership to any other public bodies (Membership of certain other bodies i.e. Political Groups, Trade Unions, School Governor, bodies appointed to by the Council)

The register of interests of all councillors are a public record and must be available online for members of the public to view. Please ensure that information is detailed in full and acronyms are not used as these can have multiple meanings.

Such disclosures must be made in any proceeding of the Council or its Committees even if the interest has already been included on the Register of Interests, or where there is a notification pending to the Monitoring Officer.

These interests extend to those of your spouse, partner, civil partner, family members or persons with whom you have a close association or personal relationship and you are aware that they have the interest.

A person with whom you have a close association means someone that you are in either regular contact with over a period of time or a significant contact who is more than an acquaintance or can be considered to be a friend, a colleague, a business associate or someone whom you know through general social contacts.



The Register of Interests form is available from the Councillor Support team [is that their correct name?] and the Council as also produced Guidance for members to assist them in completion of the statutory register. A Frequently Asked Questions guide is also available [here].

## Legal responsibilities

- You have a legal responsibility to comply with the Code of Conduct for Councillors. You must comply with the requirements of the law and the Council in registering your interests in the Register of Councillor's Interests. Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and as detailed in section 11.0 of the [Code of Conduct for Councillors of City of Wolverhampton Council \(Part 5 of the Constitution\)](#).
- The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 sets out the requirements for how organisations should handle personal data. As a Councillor, you are a Data Controller (those who hold and process personal data). A [General Data Protection Councillor pack](#) is available to make you aware of the requirements of GDPR. The pack includes a Data Protection Ongoing Compliance Checklist for Councillors. Organisational Development will confirm details of training sessions for this in due course as part of the Councillor Induction Programme.
- Councillors must attend at least 1 formal meeting of the Council or a committee or certain other meetings in a six-month period. If that does not happen your seat is vacated under section 85 of the Local Government Act 1972 and by-election would generally take place.

## Code of Conduct for Councillors

It is important that Councillors are aware that they can be held accountable and are required to adopt the behaviours and responsibilities associated with the role. Councillor Conduct can affect the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a diverse range of backgrounds and circumstances to be putting themselves forward to become councillors.

Councillors represent local residents and work to develop better services and deliver local change. The public have high expectations of Councillors and entrust them to represent our local area; taking decisions fairly, openly, and transparently. Councillors have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, Councillors should be able to undertake their role without being intimidated, abused, bullied or threatened by anyone, including the general public. The [Code of Conduct for Councillors of City of Wolverhampton Council \(Part 5 of the Constitution\)](#) has been designed to protect Councillors democratic role, encourage

good conduct and safeguard the public's trust in Local Government. You must comply with the Code of Conduct at all times when acting as a Councillor, it is important that if in doubt, including where there may be a potential conflict of interest.

Complaints about breaches of the Code of Conduct are made to the Monitoring Officer and ultimately may be considered by the Standards Committee. The powers under the Localism Act 2011 for breaches of the Code of Conduct include power to require apologies, restriction of access to certain information, and the requirement to undergo training.

The Code of Conduct may amend accordingly with any constitutional changes going forward and the LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.

More information on the Code of Conduct is available from the Monitoring Officer or their Deputy either direct with that person or via [monitoring.officer@wolverhampton.gov.uk](mailto:monitoring.officer@wolverhampton.gov.uk).

## Gifts and Hospitality

You must, within 28 days of receipt, notify the Monitoring Officer of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Councillor from any person or body other than the Council.

Councillors should declare gifts, benefit or hospitality by updating their Register of Interests form which is located on the [Councillor's individual page on Modern.gov](#) or [here] Should you require any assistance please contact the Civic Support Team or Democratic Services should you require guidance.

## Rules of Debate – Full Council

Councillors should make themselves aware of rules around conduct during Full Council meetings and note that 'No councillor shall impute unworthy motives to or use offensive or unbecoming words about another councillor or be guilty of tedious repetition.'

If this occurs the person presiding shall immediately stop the councillor and if repeated the councillor will not be heard any further. The Monitoring Officer as the person responsible for ensuring that the authority acts lawfully shall ensure that this rule is complied with.

The key powers for dealing with issues at full Council meetings the Constitution can be found [here](#) and specifically the rules of debate [here](#):

### The key aspects are:

- Points of Order

- Point of Explanation (used to be called Point of information)
- Rules of Debate – when can Councillors speak
- Unacceptable behaviour
- Rules on failing to follow person presiding's directions

[Part 4A of the Constitution](#) sets out how meetings take place. Guidance on both Rules of Debate and Points of Order is located within [Full Council Rules Training document](#).

For more information on the Council Meetings Protocols contact the Monitoring Officer (or their Deputy) via [monitoring.officer@wolverhampton.gov.uk](mailto:monitoring.officer@wolverhampton.gov.uk)

## Freedom of Information Act

The Freedom of Information Act entitles any person to ask a public authority in England, Wales and Northern Ireland, including Government departments, for any recorded information they keep. A list of organisations covered by the Act is available at GOV.UK via [this link](#). The Act gives everyone greater access to information about how decisions are taken in government and how public services are developed and delivered.

**For further information contact:** Information Governance Manager Anna Zollino-Biscotti on 01902 555166 or email: [Anna.Zollino-Biscotti@wolverhampton.gov.uk](mailto:Anna.Zollino-Biscotti@wolverhampton.gov.uk).

## Confidentiality

There are three distinct areas where confidentiality might apply:

- In relation to Council/councillor decisions -as set out in the Local Government Act 1972
- Prior to a decision being reached
- In relation to a legal duty of confidentiality or other legal restriction (e.g Data Protection rules)

The starting point for this Council has always been one of transparency, the Council seeks, wherever possible, to avoid matters being restricted from publication or debate.

Councillors will at times have access to highly confidential information and as such there are certain limited situations when the Council needs to restrict sight of the papers and to restrict access to a meeting discussing the papers in relation to a formal decision or prior to reaching that decision, a good example would be where authority is being sought to purchase or sell a property at a specific price, if the other party (or others) were to become aware of this it would adversely impact on the Council's negotiating position. Another good example is when making a decision about the fitness of a potential taxi driver and any convictions that they may have (as shown by an enhanced criminal records disclosure search), that information clearly cannot be shared widely and must stay confidential.

A comprehensive overview of the rules on Confidentiality regarding Council matters as available to view within the briefing note [‘Rules on Confidentiality’](#).

## The Pre-election Period

The pre-election period describes the period of time immediately before elections or referendums when specific restrictions on communications activity are in place. The term 'heightened sensitivity' is also used.

This guidance provides advice on the publicity restrictions that should be observed during the pre-election period. It should be read in conjunction with more detailed guidance produced by the Council's returning officer or monitoring officer which provides specific advice depending on your local circumstances.

The Monitoring Officer's pre-election rules and guidance for Councillors during the pre-election period is available to view on the below link: [Guidance for Councillors during the pre-election period](#).

The LGA have also produced a guide to [‘Publicity during pre-election period’](#).

### The period of heightened sensitivity

The run-up to an election is a very sensitive period, and care must be taken by the Council to avoid showing (or giving the impression of showing) any bias, favour or support to any candidate for election or any political party. Both positive or negative publicity associated with a politician or particular political party could impact on a person's perception and therefore influence their vote.

The pre-election rules restrict the Council's usual publicity arrangements, but also its other activities such as the use of council facilities and resources, developing new policies and holding of events (including some meetings) featuring elected officials. Such activities should be carefully considered during a period of heightened sensitivity.

It is important to note that during this period the Council should continue to discharge normal council business (including determining planning applications, even if they are controversial) but with particular care in terms of publicity and communications. Local government sometimes views this period as a time when communications have to shut down completely but this is not necessary,

### Publicity

Publicity is defined as *‘any communication, in whatever form, addressed to the public at large or to a section of the public’*.

The pre-election restrictions applicable during Purdah are governed by [Section 2 of the Local Government Act 1986](#). Essentially, councils should *“not publish any material which, in whole or in part, appears to be designed to affect public support for a political party.”* Guidance has been issued by Government on this issue

and their key provisions are set out at appendix 1, are summarised below and can be accessed [here](#).

### What this means in practice for councillors

Public resources must not be used for political purposes, including Council email and mobile telephones. This also includes use of any Council owned facilities, other than limited express provisions for certain public meetings.

However, Councillors can continue to carry out their role as the ward Councillors/any position of responsibility such as Cabinet member or Committee Chair and carry on case work/Council work, they should not however use Council resources for campaigning purposes.

### What this means in practice for the council

## The “is it reasonable?” test

The question the Council needs to consider is with regard to any publicity, is “*Would an average member of the public be likely to view a particular political party or candidate more or less favourably as a result of an event, communication or other publicity?*” If the answer is ‘yes’, the proposed activity is likely to be in breach of the pre-election rules.

## Considerations and prohibited activities

During the pre-election period, officers will consider the following, to ensure compliance with the Code of Practice:

**Publicity** – All proactive publicity involving any candidates and other politicians should cease (including Council’s website and social media output). We should avoid proactively publicising any controversial issues or reporting views, proposals or recommendations in a way that identifies them with individual politicians or political parties. We should do not include photographs or quotes of candidates. Quotes used in press releases should be attributed to the relevant senior officer.

**Campaigns** – We should think very carefully about starting any campaigns during this period. If a campaign is already running and is non-controversial (and would be a waste of public money to cancel or postpone them, then continue. However, we should always think carefully if a campaign could be deemed likely to influence the outcome of the election. In such cases we should stop or defer them. An example might be a campaign on an issue which has been subject of local political debate and/or disagreement.

**Consultations** – Generally we should not launch any new consultations. Unless it is a statutory duty or considered normal council business, such as budget consultations. We should consider carefully before starting any new consultations or publish report findings from consultation exercises, which could be politically sensitive.

**Press queries** – All responses to events should be factual and non-political.

**Cabinet members** – Councillors holding key positions, such as Cabinet Members, continue to be accountable for relevant services and policy areas, and should be able to comment in an emergency or when there is a genuine need for a Councillor-level response to a situation beyond the Council's control.

**Political Impartiality** – No communications or publicity activity should occur that could call into question the political impartiality of the Council or any particular employee. We must not supply council photographs or other materials to councillors or political groups unless we have verified that they will not be used for campaigning purposes.

**Requests for advice from parties/candidates** – Requests for advice or information from candidates or political parties should be treated with even handedness and dealt with as soon as possible, with any response being purely factual.

If you require support on any aspect of the pre-election period, please contact:

David Pattison  
Monitoring Officer, Chief Operating Officer  
01902 554910  
[david.pattison@Wolverhampton.gov.uk](mailto:david.pattison@Wolverhampton.gov.uk)

Michelle Rowe  
Deputy Monitoring Officer, Solicitor  
[Michelle.rowe@wolverhampton.gov.uk](mailto:Michelle.rowe@wolverhampton.gov.uk)

Laura Gittos  
Head of Governance  
01902 555242  
[laura.gittos@wolverhampton.gov.uk](mailto:laura.gittos@wolverhampton.gov.uk)

## **Guidance on Councillors' use of Social Media and Mobile Devices**

This guidance applies to Councillors, it is also general good practice for professional conduct. Social media is a fantastic tool to communicate and engage with your constituent and many Councillors are increasingly using it to do just that. This guide is therefore not designed to put you off using social media, but rather to help you avoid its pitfalls. The Council's Corporate Communications Team, who run the council's popular Wolverhampton Today [Facebook](#) and [Instagram](#) accounts and @WolvesCouncil on [Twitter](#), are available to help you with any questions you might have about social media.

### **What is the purpose of this guidance?**

- The purpose of this guidance is to provide parameters for Councillors' appropriate use of social media and mobile devices.

- Improper use of social media and mobile devices could be used as grounds for challenging a contentious decision or result in complaints of breaching the Councillors Code of Conduct, for a failure to show respect for others or bringing the Council or the office of Councillor into disrepute.
- Good practice on the use of social media and mobile devices

Popular social media platforms include Facebook, Twitter, LinkedIn, YouTube, Instagram, TikTok and blogs (web logs). Types of mobile devices include smart-phones, tablets and laptops.

Councillors may use these and other platforms in their official capacity, but should remember that the public may still perceive them as acting in that capacity even when that is not their intention. A general rule of thumb is that if you wouldn't say something in a public meeting, do not say it on social media.

#### **Councillors should:**

- consider whether they need to set appropriate privacy settings for any blog or networking site – especially if it is a private, non-political blog;
- keep an eye out for potentially defamatory, untrue or obscene posts from others and remove them as soon as possible to avoid the perception that they condone such views;
- be careful about any connection with service users who are vulnerable adults or children, as this could be regarded as a safeguarding issue;
- ensure they use Council facilities appropriately
- be aware that by publishing information that they could not have accessed without their position as a Councillor, they will be seen as acting in their official capacity;
- be careful about being too specific or personal if referring to individuals; and
- be aware that the libel laws and other legislation cover blogs, social media and other forms of digital content publication.

#### **Councillors should not:**

- place images or text on their site from a copyrighted source (for example extracts from publications or photos) without permission
- post comments that they would not be prepared to make face to face;
- refer in a blog to any information identified by the Council as confidential or exempt;
- disclose information given to them in confidence by anyone or information acquired by them which they believe or are aware is of a confidential nature;
- publish personal data of individuals except with express written permission to do so;
- give the impression that they are expressing the views of the Council where it is not appropriate to do so; and
- if they are involved in determining planning or licensing applications or other quasi-judicial decisions, publish anything on their blog that might suggest they do not have an open mind about a matter they are involved in determining.

### **The Use of Social Media and Mobile Devices at Meetings**

Use mobile devices sparingly, discreetly and with common sense at meetings, considering the impression they are giving to others. Councillors should remember that most meetings are now recorded. There may be occasions when texting or emailing between Councillors during meetings on matters relevant to the debate at hand may be valuable (on the same basis as circulating paper notes to other Councillors). Mobile devices also enable Councillors to manage their busy lives when time is at a premium. However, frequent use of these devices during meetings may give the public the impression that the Councillor is not paying full attention to an item that is being discussed in a debate on a decision that is to be made.

#### **Examples of acceptable use:**

- reading and annotating meeting papers and background information relevant to that meeting;
- communicating with others at the meeting on matters relevant to the debate at hand
- sending and receiving communications to/from home relating to domestic circumstances (e.g. childcare arrangements), within reason and with common sense.

#### **Avoid the following:**

- using social media during quasi-judicial meetings or during the consideration of confidential or exempt items of business at meetings; and
- frequently checking emails and messages that are not related to the meeting;
- taking and sending electronic images of proceedings; and
- extended periods of use that suggests that insufficient attention is being paid to the meeting.

The LGA (Local Government Association) has developed some background information on the use of social media for Councillors which is available to access [here](#). Further support and guidance such as do's and don'ts when using social media are also available from the LGA and available to access [here](#).

If you have any queries relating to communications or the use of social media, or for further advice please speak to:

## **Constitution**

The City of Wolverhampton Council has agreed a Constitution which sets out how the Council operates, how decisions are made and the procedures which are to be followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose. For further information on the decision-making process, report writing or guidance to Modern.gov contact Democratic Services on: [democratic.services@wolverhampton.gov.uk](mailto:democratic.services@wolverhampton.gov.uk)

[CWC Constitution](#)



## Councillor Meeting Membership

The Council has six Scrutiny Panels and a Scrutiny Board, which co-ordinates the Scrutiny work programme and considers cross-cutting issues. In addition, sometimes Special Scrutiny Review Groups are set up. There are also certain regulatory bodies, such as the Planning and Licensing Committees. Following your election, you will be formally appointed to various bodies at the Annual Council Meeting. The Council's Rules of Procedure provide that each Councillor must serve on at least two bodies. Further information on the Constitution, the decision-making structure and scrutiny will be provided through the new Councillor's induction sessions.

## Section 2: Information for Councillors

### Allowances

As a Councillor you will be entitled to a basic allowance of £12,196, Councillors who undertake significant responsibilities i.e. chairing a committee will receive a Special Responsibility Allowance.

### Councillor Portal

The [Councillors' Portal](#) is a digital self-serve portal which has been designed to enable councillors to access key information to assist in your role and help manage enquiries in order to represent your ward and the people who live it in.

It covers a large number of areas with links to your enquiry dashboard, handbooks, Modern.Gov along with planning, safeguarding, out of hours.

The Councillors' Portal is a live page designed for councillors which is evolving and Civic Support Team appreciate feedback and suggestions for future development.

### Councillor Enquiries

The Councillor Enquiry Unit (CEU) is the new single point of contact for all councillors' enquiries.

The CEU has a dedicated phone number and email address for all enquiries to be logged.

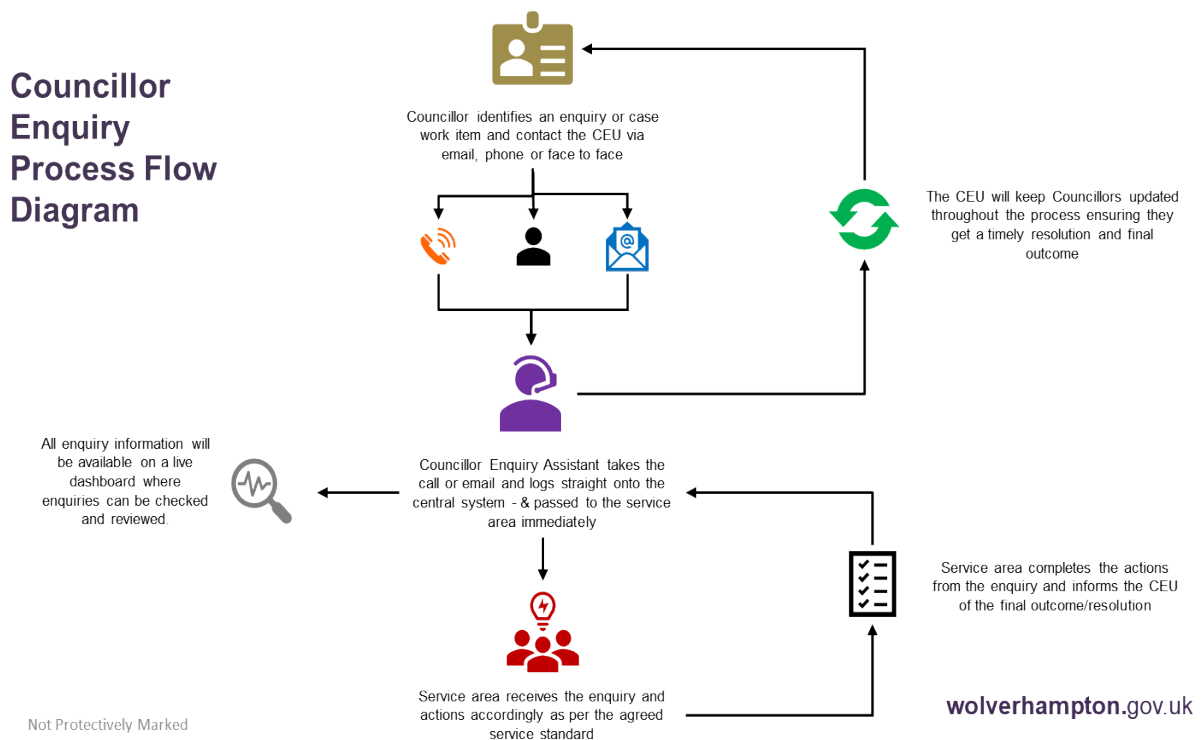
The CEU will manage enquiries, contact services to monitor the progress of your enquiry and provide you with regular updates.

#### The process:

- Councillor contacts CEU via phone or email to log enquiry.
- The Councillor will be given an enquiry reference number and receive an email with a summary of the enquiry'

- The CEU will monitor the enquiry and keep the Councillor updated with its progress.
- The CEU will chase enquiries with service areas if no update or closure notification has been received as it approaches the agreed service standard.
- Once the CEU has confirmation the enquiry has been resolved they will update the Councillor and close the enquiry.
- In the event of a change of councillor Cases are re-allocated to the new Councillor, councillors are updated on these cases and allocated to them – ensuring any sensitive cases are reviewed and shared in-line with GDPR guidelines.

A visual diagram of the process is detailed below:



### When logging your enquiry, please:

- Include CEU to the subject line if logging your enquiry by email
- Include as much detail as possible relating to the enquiry
- Provide full details of the nature of the complaint and location (ie potholes / fly tipping).
- Provide the full name and address of any residents involved in the enquiry involves a resident
- Provide proof of consent from the resident if required (e.g. for social care enquiries).

The consent Forms for completion and [Multi-Agency Children Services Threshold Guidance: Continuum of Help & Support 2020](#) are available for use below:

[Consent Form – Adults](#)

[Consent Form – Childrens](#)

The Councillor Enquiry Unit (CEU) will create a more efficient process, ensuring consistent responses for councillors and help you better assist your constituents.

For Councillor Enquiries, please contact the CEU via: -

Email: [councillors.support@wolverhampton.gov.uk](mailto:councillors.support@wolverhampton.gov.uk)

or

Tel: 01902 550200

**CEU operating hours are as follows:**

Monday to Thursday      08.00am to 5.30pm

Friday                      08.00am to 5.00pm

For out of hours urgent enquiries telephone the Emergency Duty Team on 01902 552999 or in an emergency call 999.

For further information please refer to the out of hours information on our Council website: [Emergency Duty Team \(out of hours\)](#)

## **Car Insurance**

All Councillors and employees who use their vehicles on Council business should have the necessary insurance cover and information on this is contained in the Councillor Information Pack.

For any loss or damage incurred by Councillors when using Council car parks or on Council business, the Council cannot accept any liability in the absence of negligence.

The Risk Management and Insurance Services can arrange for top-up cover for no claim's bonus protection and the cost of this is borne by the individual Councillor (see letter from the Risk Management and Insurance Services [Section and application form](#)).

For further information on Risk Management and Insurance Services contact: [rmis@wolverhampton.gov.uk](mailto:rmis@wolverhampton.gov.uk)

## **Personal Insurance**

The Council's personal accident insurance applies to Councillors whilst acting on behalf of, or with the approval of, the Council. This includes attendance at Councillors' surgeries and a copy of the Council's Liability Insurance letter can be found [here](#) Council's insurance cover does not apply where the actions of the Councillor are purely political or personal and cannot be deemed to be actions undertaken on behalf of City of Wolverhampton Council. The Council's public liability insurance cover has similar provisions.

## Councillor Benefits

There are a range of benefits Councillors have access to which are listed below:

- Access free, confidential and independent support 24/7 through Care First, the Council's Employee Assistance Programme. Visit [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk) Username: COWC Password: EAP2016 or Freephone 0808 1682143.
- Access a huge range of discounts to help you save money across hundreds of the UK's favourite high-street and online retailers via the Our Rewards portal. Simply visit [www.ourrewards.co.uk](http://www.ourrewards.co.uk) and click on 'register'.
- Save up to 7% on the cost of commuting by bus, train and tram with a National Express travel card. Sign up to their dedicated portal <https://nxbusportal2.co.uk/wolvcc/portal> and, once registered, you will be able to log in and choose your ticket, register lost cards and amend your details. Travel cards are issued directly by National Express, and deductions will be via direct debit. Protect your no claims bonus while at work by signing up to the No Claims Bonus Protection Scheme. Contact [RMIS@wolverhampton.gov.uk](mailto:RMIS@wolverhampton.gov.uk) for an application form.
- Save yourself hundreds of pounds a year on everyday healthcare costs such as visiting the dentist, opticians or physiotherapist by joining Paycare's corporate health cash plan for less than you may think. Visit <http://paycare4work.wpengin.com/wolverhampton-city-council> for details and to apply.
- Take advantage of the free will writing service from Dunham McCarthy solicitors. Visit <https://dm-legal.co.uk/wolvcc/> for further details.
- Join WV Active and access the Council's leisure facilities at corporate rates. Visit [www.wvactive.com](http://www.wvactive.com) for full terms and conditions.
- Get great rates on ethical savings and loans with deductions taken directly via payroll with Wolverhampton City Credit Union. Visit [www.wccul.co.uk](http://www.wccul.co.uk) for further details.

Further information on all the above benefits is available on the HR intranet and on the Our Rewards portal. If you have any specific enquiries you can contact the HR Support desk on [HR.SupportDesk@wolverhampton.gov.uk](mailto:HR.SupportDesk@wolverhampton.gov.uk).

## Access to the Register of Electors

### Declaration of Acceptance of Office

Following the Election, successful Councillors may not act as a Councillor (this includes attending and voting at meetings) until the declaration of acceptance of office has been signed.

The Declaration of Office form shall be provided immediately after Election results by a member of the Civic Support Team. The declaration must be made within two months from the day of election.

**If you do not submit your declaration by this deadline, the seat will be declared vacant, and a by-election will be held.**

## Submitting your election spending returns

Within 35 calendar days of the election result being declared your election agent will need to prepare and submit to the Returning Officer an election spending return. In addition, both you and your election agent will need to sign a declaration stating that the return is complete and correct to the best of your knowledge and belief. You must return election expenses even if it is a nil return.

The election expenses form and guidance on completing it can be found on the [Electoral Commission website](#).

### **Election expenses can be returned to:**

Returning Officer, C/O Electoral Services

City of Wolverhampton Council, Civic Centre, St Peters Square, WV1 1SH

Alternatively, scanned copies of completed election expenses can be sent to: [candidates@wolverhampton.gov.uk](mailto:candidates@wolverhampton.gov.uk)

## Access to Electoral Register

As a Councillor you are entitled to request one copy of the electoral register for the ward you represent as per The Representation of the People (England and Wales) Regulations 2001. All Councillors will be sent a register request form ahead of the annual publication of the revised register every December. All newly elected Councillors will be sent a register request form in May. You will need to return the completed register request form to: [Electoral.Services@wolverhampton.gov.uk](mailto:Electoral.Services@wolverhampton.gov.uk)

Information from the Electoral Register may only be used as specified in the Representation of the People Regulations 2001. It may be used for electoral purposes and to facilitate the democratic process; it must not be used for commercial purposes. Under the Regulations referred to above, anyone who fails to observe these conditions may be guilty of an offence. The penalty is a fine of up to level 5 on the standard scale (currently £5,000).

The full electoral register is available for public inspection under supervision in accordance with the Representation of the People (England and Wales) Regulations 2001. Information from this register may be recorded only by making handwritten notes. Photocopying or electronic recording are not permitted by law.

If you would like to view the full electoral register, please contact Electoral Services to make an appointment: [Electoral.Services@wolverhampton.gov.uk](mailto:Electoral.Services@wolverhampton.gov.uk) / 01902 55 5050.

## Induction Programme

The Induction Programme shall be provided as part of your Councillor Information Pack. This will detail the training programme to provide you with the relevant information to accompany you in your role as a Councillor.

## Development Programme

Organisational Development deliver and this will provide information and training

courses which are available throughout the year. The Development plan shall be communicated each quarter (May, August, November, February) as well as weekly updates of available courses you can book on to.

If you see any training or development opportunities that you would like to attend or complete, please contact Councillor Support Team via email [councillors.support@wolverhampton.gov.uk](mailto:councillors.support@wolverhampton.gov.uk) with details of the event, the reason you would like to attend and the benefits it will deliver.

The request will then be sent to the Organisational Development Team to approve and book. Confirmation details will be sent to the Councillor and Councillor Support Team.

## Political Leadership

To view the current Political Leadership at the Council which is located on Modern.gov, [use this link to take you to the Modern.gov 'Your Councillors' page.](#) To view the details of the Officer Structure at the Council, [use this link to find the most up-to-date Structure Chart](#) which shall also detail Heads of Service and Lead Officers.

You will be able to access contact details of employees via Microsoft Teams where you can use the 'Search' function to find employee details. Alternatively, you can access an address book through Microsoft Outlook.

## Keeping you informed

Currently all councillors receive a weekly update distributed via email which provides information on operational and strategic activity including:

- Relevant national or regional news
- Data regarding the City
- New policies
- Training and development opportunities
- Local financial implications and activity
- General information

Each Cabinet Member will also undertake weekly Cabinet Member briefings with their relevant Director. These meetings provide detailed briefings and decisions that need to be made regarding Council business. These are co-ordinated by the Director's Executive Assistant (or their designated 'buddy' when on leave) who will liaise with those which occupy a Cabinet Member post and all papers can be accessed through [Modern.gov](#) and via the modern.gov app.

## Access to the building(s)

To access Council buildings – you will require an Access Card. Access cards are multifunction and are used for ID purposes, access to the Civic and scanning/photocopying.

The Civic Support Team will send your information along with a photograph showing head and shoulders against a white or cream background to Business Support to request a new card. The Civic Support Team will advise when your access card is ready for collection from the Civic Centre. If your access card is lost or stolen, please contact the Civic Support Team who will liaise with Business Support to ensure a new access card is issued.

Councillors and employees are required to wear their access cards at all times while in the Civic Centre.

## Councillor's Space

Space for Councillors is provided on the third floor of the Civic Centre. The Councillors' Area is covered by the access card system. Councillors can access the area Monday - Friday between 8am and 8pm, Saturday 9am – 1pm (in the event of evening meetings extending over this time, this can be extended subject to facilities management approval).

The area consists of shared agile working space and 2 separate offices for the Leader of the Council and the Leader of the Opposition.

Facilities in the Councillors shared office space include:

- A bank of desks for agile working
- A printer/scanner
- Confidential waste disposal unit
- Drinks vending machine
- Drinking water
- Recycling facilities

There are meeting rooms made available for Councillors to use on the 3<sup>rd</sup> Floor of the Civic Centre. These can be booked by councillors provided that it is for use by Councillors in their role as a Councillor, which can of course include political meetings including group meetings and discussions with politicians from other authorities or other bodies – this process is applied equally and fairly to all Councillors. The bookings are not regulated but will be investigated where there are concerns and potentially, if the booking system is misused, we would restrict the use if required. The meeting room usage does however change under legislation of the pre-election period, please see the pre-election period section on page 11.

Two small interview/meeting rooms are located in the corridor leading to the Councillors' Area for Councillor's use. The rooms can be used for meetings with members of the public and Officers.

These rooms can be booked through self-serve in Outlook, if you need assistance please contact: [councillors.support@wolverhampton.gov.uk](mailto:councillors.support@wolverhampton.gov.uk)

Committee Rooms 1 to 5 are available for larger meetings. Meeting rooms can be booked through self-serve in Outlook, if you need assistance, please contact: [councillors.support@wolverhampton.gov.uk](mailto:councillors.support@wolverhampton.gov.uk)

Toilet facilities and a kitchen are also located in the corridor leading to the Councillors' Area.

## Postage

All Councillor's post received at the Civic Centre Mail Room is delivered to the Councillor Support area on the 3<sup>rd</sup> Floor of the Civic Centre, on a daily basis.

Do not use the Civic Centre address for any personal postage items.

## IT Support and Equipment

As part of your induction, you shall receive a laptop and mobile phone to carry out your Councillor role. At the point of receiving your new equipment you will have a 1-2-1 session with a Digital & IT Services engineer to ensure everything is setup and working to your satisfaction, including E-mail and Microsoft Teams.

Should you require further support with your IT equipment at any point you can contact the Digital & IT Services Support Desk via:  
DigitalandIT@wolverhampton.gov.uk or Phone: 01902 558000. Your request will be dealt with as a matter of urgency by the Business Critical Support Team.

Microsoft Teams training sessions lead by the Digital & IT Business Critical Support Team are also available both on a 1-2-1 basis and as part of a wider Council group session.

If your equipment is lost, stolen or damaged, please contact:  
[councillors.support@wolverhampton.gov.uk](mailto:councillors.support@wolverhampton.gov.uk)

## Agile Working

The City of Wolverhampton Council recognises the need to develop modern working practices to enable employees to maximise their performance and productivity whilst maintaining a good work life balance.

Following the covid-19 pandemic, employees were categorised into one of the following workstyles - fixed, flexible or field. The fixed workstyle denotes that the postholder will have fixed base location and is not expected to travel to other office locations on a regular basis. The flexible work style denotes that the postholders base location is flexible to meet the needs of the business. Employees in this workstyle can work from a mixture of home and any council office as required subject to business delivery requirements. The field workstyle includes employees that predominantly work out in the community with a base location that is a council office.

This flexibility ensures everyone is supported to undertake their role in the most



effective way possible while delivering service improvements for the customer. This sees us support employees through a range of policies, technology, management techniques and training to be flexible and responsive in the way they work.

All Councillors and employees are encouraged to work in an agile way which brings people, processes, connectivity, technology, time and place together to find the most appropriate and effective method of working.

## Councillors Surgeries

Any appropriate Council building under the direct control of the Council in or adjacent to a Councillor's own ward which is available at the times required for Councillors' surgeries will be provided free of charge on request.

Bookings should be made directly with the Community Association, a detailed list of Community Centres and Hubs can be found [here](#).

There is no charge for Councillor surgeries at Community Centres and Hubs but any activities (coffee mornings, consultations etc) would be chargeable at the rate set by each Community Association. Each centre is managed by a Community Association and they are responsible for the day to day management of their centre (pricing, bookings etc) and therefore will need to be contacted directly for bookings. If a Councillor wishes to use any other Council property for surgery purposes this can only be provided at the appropriate hiring charge. The Council does not cover such costs. Councillors can make their own arrangements with other venues within their wards such as church halls etc at their own cost.

Printed "Councillors' Surgery Notices" / "Down Your Way" flyers in the corporate style can be provided. Please contact the Civic Support Team if you require flyers printed.

## Health and Safety

Your health and safety as a Councillor is very important to us. It is essential that risks to health and safety are properly controlled through an effective health and safety management system and commitment at all levels within the organisation.

Please familiarise yourself with the [Health and Safety Policy](#) as well as completing mandatory e-learning training available via the Learning Zone on the Our People Portal.

You can seek advice / guidance from the [Health and Safety Portal](#) or by emailing: [healthandsafety@wolverhampton.gov.uk](mailto:healthandsafety@wolverhampton.gov.uk)

All newly elected Councillors will be offered to attend a health and safety induction as part of their role as a Councillor. At this time all existing or re-elected councillors will also be given the opportunity to re-attend to refresh themselves on the appropriate aspects of health and safety and being a Councillor.

## How to stay safe as a Councillor

It is the policy of the Council to make sure that as far as is reasonably practicable no Councillor will be exposed to any uncontrolled risk to their health and safety. This could arise from a violent or aggressive act by a member of the public, or other person for which they have not been adequately prepared and trained.

**The Council will not tolerate violence, aggression or abuse against any employee or Councillor under any circumstances.**

Councillors are wherever possible required to withdraw from violent or potentially violent situations and follow the appropriate procedure for summoning assistance. However, the Council recognises that there may be situations where Councillors may have to intervene or where they are unable to withdraw.

Councillors must be aware of the potential risk of violence and avoid any action which places either themselves or colleagues at risk.

An updated Potentially Violent Persons Register (PVPR), which identifies people with a history of violent or threatening behaviour and pose a risk to council staff or Councillors, is now in place. The updated platform can be found [here](#) along with other related information.

[A Councillor Guide to Personal Safety](#) has been developed by the City of Wolverhampton Council Health and Safety Team to support keeping you safe as a Councillor.

If you have any concerns or queries relating to your safety as a Councillor, please contact:

Tim Munro  
Head of Service – Health and Safety  
01902 554058  
[tim.munro@wolverhampton.gov.uk](mailto:tim.munro@wolverhampton.gov.uk)

## Health and Wellbeing

The Health and Wellbeing of Councillors is a priority within CWC, resources to support your wellbeing can be accessed on the [Our People Portal](#)

### Employee Assistance Programme

The Council has an Employee Assistance Programme (EAP) to provide advice, help and support. It is available to any employee/Councillor who is finding the changes in everyday life difficult.

Care First deliver the EAP. They are an independent, leading provider of professional employee support services.

Care First use qualified Counsellors and Information Specialists. They have experience in helping people deal with practical and emotional issues such as:

- wellbeing
- family matters
- relationships
- debt management
- workplace issues

The service is free, impartial and confidential.

[Click here to visit this website](#) to access articles, factsheets and webinars. Log on using the details below.

Username: CofWC

Password: EAP2016

By phone:

Speak to a Care First Counsellor or Information Specialist by calling these freephone numbers

- 0800 174319
- 0808 1682143

The Council's wellbeing and occupational health services provide a wide range of support to employees. As well as assessing and supporting you when you are unwell or are ready to return to work following ill health, occupational health can provide access to counselling, physiotherapy services and eye test vouchers.

Councillors also have access the councils Employee Assistance Programme (EAP).

Care First deliver the EAP. They are an independent, leading provider of professional employee support services.

Care First use qualified Counsellors and Information Specialists. They have experience in helping people deal with practical and emotional issues such as:

- wellbeing
- family matters
- relationships
- debt management
- workplace issues

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Username: CofWC

Password: EAP2016

By phone:

Speak to a Care First Counsellor or Information Specialist by calling these freephone numbers

- 0800 174319
- 0808 1682143

## Councillor Profiles

You can find the full list of Councillors for City of Wolverhampton Council on Modern.gov under the [‘Your Councillors’](#) heading.

## Car Parking

A car parking permit can be obtained via Councillor Support. The permit will facilitate parking on the Ceremonial car park or any other council owned car park, except for the Civic Centre underground car park. This permit is for use whilst on official Wolverhampton Councillor business only. An annual permit charge may apply.

## Customer Feedback

The City of Wolverhampton Council is committed to delivering excellent Customer Service. For details on how to complain, share views and suggestions on the facilities and services City of Wolverhampton Council offer, please visit [Customer Feedback](#) on the City of Wolverhampton Website.

## Local Government and Social Care Ombudsman (LGSCO)

The Local Government and Social Ombudsman look at individual complaints about councils, all adult social care providers (including care homes and home care agencies) and some other organisations providing local public services. They are a free service. They investigate complaints in a fair and independent way. Results are reported back to Councillors in a six monthly and annual report at Governance and Ethics Committee.

Please visit [Home - Local Government and Social Care Ombudsman](#) for more information.

## Section 3: Important Information about the City of Wolverhampton

### Local Government in Wolverhampton

Wolverhampton is a city which celebrates its super-diversity with a population of more than 263,000 residents, who speak many languages and are drawn from around the world. It has a growing population from Black and Minority Ethnic communities as highlighted in 2021 Census. Many faiths are followed in the city

and Wolverhampton has the second-highest proportion of Sikh residents in England.

- 45.3% of the population identify as being from Minority Ethnic communities
- 19.4% of the City population have some form of disability
- There are over 88 languages spoken in the City
- 4.7% of the population cannot speak English
- City of Wolverhampton has an average age of 38 years old
- 2.5% of the population define as Lesbian, Gay or Bisexual (LGB)
- 91.9% define as the same sex registered at birth
- 0.8% define as either trans man or woman or other gender identities

The Council uses the [WV Insight](#) Website to collect data about protected groups in Wolverhampton. It provides this data, research and information about topics like health, education and population. There is a specific [Equalities Dashboard](#) which gives this information and breaks it down in relevant ways.

## Cabinet Members, Scrutiny and Committee Chairs and Vice Chairs

**City of Wolverhampton Council**  
Cabinet Members, Scrutiny and Committee Chairs and Vice-Chairs 2022/2023

**The Cabinet**  
The Cabinet comprises the following Councillors. Lead roles are indicated below although it should be noted that these may be shared with the Leader or other Cabinet Members.

**Leader**  
**Ian Brookfield**

**Deputy Leader: Inclusive City Economy**  
**Stephen Simkins**

**Mayor**  
**Sandra Samuels OBE**

**Deputy Mayor**  
**Dr Michael Hardacre**

**Opposition Leader and Deputy Leader**  
**Wendy Thompson** (Opposition Leader)  
**Simon Bennett** (Opposition Deputy Leader)

**Scrutiny Board**  
**Chair** Paul Sweet  
**Vice Chair** Ellis Tunell

**Scrutiny Panels**  
**Chair** Val Evans  
**Vice Chair** Stephanie Haynes  
**Chair** Rita Pritter  
**Vice Chair** Adam Collinge  
**Chair** Zoe Russell  
**Vice Chair** Lacey Singh

**Committees**  
**Health**  
**Chair** Craig Collingswood  
**Vice Chair** Paul Appleby  
**Health**  
**Chair** John Reynolds  
**Vice Chair** Jonathan Crofts  
**Health**  
**Chair** Mikinder Jaispal  
**Vice Chair** Olivia Birch  
**Health**  
**Chair** Phil Page  
**Vice Chair** Raspal Kaur  
**Health**  
**Chair** Arwen Muston  
**Vice Chair** Jill Wildman

**Other Roles:**  
**Adults**: Linda Leach  
**Children and Young People**: Beverley Momenabadi  
**City Assets and Housing**: Bhupinder Gakhil  
**City Environment and Climate Change**: Steve Evans  
**Education, Skills and Work**: Chris Burdon  
**Health and Wellbeing**: Jasbir Jaispal  
**Resources and Digital City**: Obaida Ahmed  
**Governance and Equalities**: Paula Brookfield

## Councillors

### Political control

Wolverhampton has 60 councillors. In order to take overall political control of the Council, a party must hold more than 30 seats. The Labour group currently holds 46 seats and therefore has political control of the Council. The leader of the Labour group, Cllr Ian Brookfield, is Leader of the Council.

Council seats are currently distributed as follows:

**Labour: 44**

**Conservative: 16**

Local Councillors are elected by the community to decide how the council should carry out its various activities. They represent public interest as well as individuals living within the ward in which he or she has been elected to serve a term of office.

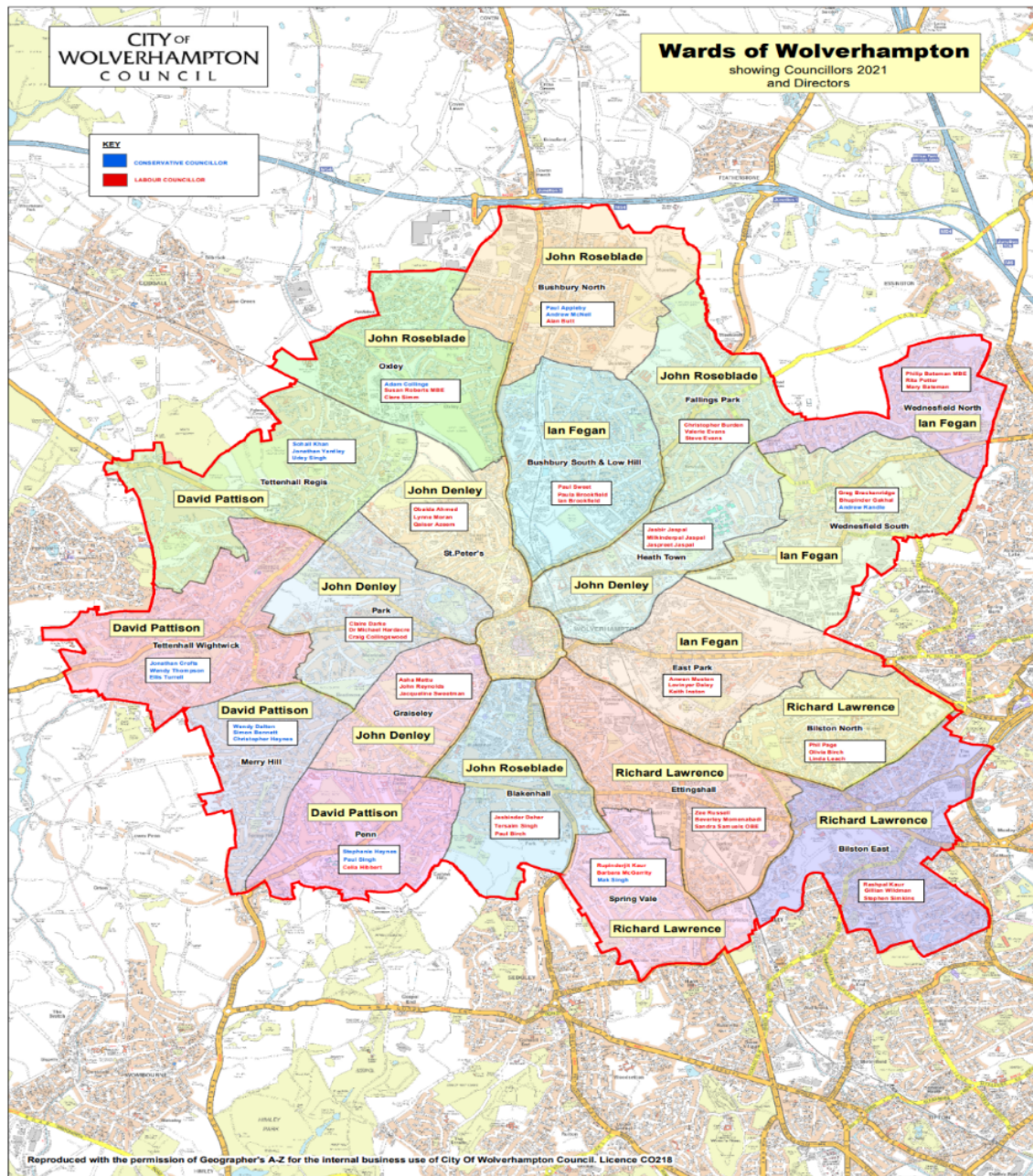
They have regular contact with the general public through council meetings, telephone calls or surgeries. Surgeries provide an opportunity for any ward resident to go and talk their councillor face to face and these take place on a regular basis.

Councillors are not paid a salary for their work, but they do receive allowances. By law, all members of the Council are required to complete a declaration of interest form, the details of which are published annually.

To find your Councillor please use the links below:

- [Find your councillor](#)
- [Your councillors alphabetically](#)
- [Your councillors by political party](#)
- [Your councillors by ward](#)
- [Full list of contact details](#)
- [Councillor attendance summary](#)
- [View councillors as a list](#)

## Wards



## Director Ward Champion Role

There are five Director Ward Champions who work with four wards each across the city. The role has a number of functions including; Supporting and enhancing the representation of communities in discussions, providing a regular and direct link between Councillors and Director Ward Champions, and informing place-based activity in communities by using data and evidence to help inform conversations and co-produce activity in communities and maximise allocation of ward funds, building community capacity and resilience. Current Director Ward Champions and their four wards are detailed in the below table:

Director Ward Champion	Wards
Ian Fegan Director of Communications and External Relations	<ul style="list-style-type: none"> <li>• Bushbury South and Low Hill</li> <li>• East Park</li> <li>• Wednesfield South</li> <li>• Wednesfield North</li> </ul>
David Pattison Chief Operating Officer	<ul style="list-style-type: none"> <li>• Tettenhall Wightwick</li> <li>• Tettenhall Regis</li> <li>• Merry Hill</li> <li>• Penn</li> </ul>
John Roseblade Director of Resident Services	<ul style="list-style-type: none"> <li>• Bushbury North</li> <li>• Oxley</li> <li>• Fallings Park</li> <li>• Blakenhall</li> </ul>
Richard Lawrence Director of Regeneration	<ul style="list-style-type: none"> <li>• Bilston North</li> <li>• Bilston East</li> <li>• Ettingshall</li> <li>• Springvale</li> </ul>
John Denley Director of Public Health	<ul style="list-style-type: none"> <li>• Heath Town</li> <li>• Park</li> <li>• St Peter's</li> <li>• Graiseley</li> </ul>

## WV Insight Portal

The open-access WV Insight Portal provides service, ward and city level data in one place. It aims to consolidate key data to build up a holistic picture of the city and its residents to facilitate decision making and help Councillors actively support their communities by providing thematic dashboards. To complement WV Insight, a [Ward Profile](#) has been setup on the Councillors' [Portal](#) which has key information by ward, localised for each Councillor, on demographics, housing, health, skills, employment, unemployment, deprivation, and Council Tax bands; Census 2021 data is disseminated on this Ward Profile.

## Corporate Parenting

The City of Wolverhampton Council has a unique responsibility to children who are cared for by the authority and care leavers as their 'corporate parents'. In simple terms, a corporate parent is intended to carry out many of the roles a parent would. The Council may not be able to provide everything a loving parent can, but they should still be able to provide the children and young people they're responsible for with the best possible support and care.

The City of Wolverhampton Council encourages people and organisations to do as much as they can to make sure children and young people feel in control of their lives and able to overcome the barriers they face using a Restorative Practice Approach. This is a high support/high challenge methodology embedded in the council and has an emphasis of working with people, rather than doing things for them or to them. The city council has a strong commitment to corporate parenting



making it a priority for everyone in the City from the Chief Executive down to front line staff, as well as elected council members and the wider city community, as if they were our own children and young people.

The concept of Corporate Parenting was introduced by the Government in 1998 as part of a drive to improve the lives of children who are looked after by the local authority. The Corporate Parenting responsibility was reiterated and reinforced in 2007 with the release of the White Paper Care Matters-Time for Change and the underpinning legislation, Children and Young People Act 2008. The Children and Social Work Act 2017 compels local authorities to evidence how they meet the seven principles as they are statutory in relation to looked after children and care leavers.

The corporate parenting principles set out seven fundamental requirements for looked after children and care leavers, as follows:

1. To act in the best interests, and promote the physical and mental health and well-being, of those children and young people
2. To encourage those children and young people to express their views, wishes and feelings
3. To take into account of the views, wishes and feelings of those children and young people
4. To help those children and young people gain access to, and make the best use of, services provided by the local authority and its relevant partners
5. To promote high aspirations, and seek to secure the best outcomes, for those children and young people
6. For those children and young people to be safe, and for stability in their home lives, relationships and education or work
7. To prepare those children and young people for adulthood and independent living.

The Corporate Parenting Board is made up of cabinet member for children and young people and 10 elected members. The board meets six times per year to consider and provide clear strategic and political direction in relation to corporate parenting.

This includes satisfying themselves that:

- All Councillors and the City of Wolverhampton Council Service Groups are all fulfilling their roles and responsibilities as corporate parents proactively and make a demonstrable commitment to prioritising the needs of looked after children and young people.
- The City has high ambitions and aspirations for all looked after children and care leavers.
- Undertake regular monitoring of the outcomes associated with the seven principles.
- Set objectives for monitoring the work of and evaluating the progress of the Corporate Parenting Partnership Board, made up of internal and external agencies.

## Safeguarding

Safeguarding vulnerable children and adults is everyone's responsibility and a crucial aspect of council work, linking to many local agendas, including police and criminal justice, care quality, disability hate crime, community safety and cohesion, domestic violence, forced marriage, exploitation and support for carers.

As a councillor you are likely to encounter some of the most vulnerable people in our city and therefore it is important to understand the key principles of safeguarding including:

- knowing how to recognise and report it
- knowing who is responsible for intervening
- knowing what people's rights are to protection, support, choice and advocacy

Online training is available to all Councillors in relation to this as well as face to face induction in addition to this further information about safeguarding in Wolverhampton can be found at the Wolverhampton Safeguarding Together Website:

<https://www.wolverhamptonsafeguarding.org.uk/>

The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all safeguarding and early intervention concerns/requests for support regarding children and young people and the single point of contact for triaging and assessing all safeguarding concerns regarding adults in Wolverhampton. It brings together expert safeguarding professionals from services that have contact with children, young people, adults and families, making the best possible use of their combined knowledge and information to keep people safe from harm.

All concerns that a child or adult is at risk of abuse or neglect, should be referred to the MASH. If you wish to discuss your concerns and seek advice on what you should do next, then please contact the numbers below. Concerns about abuse or neglect should not be sent to individual officer's emails as this may cause a delay in response.

MASH24 deal with all out of hours safeguarding concerns. For out of hours call 01902 552999, your call will be answered by a 24-hour control call handler. Please have the name, date of birth and address of the person you are calling about as well as your phone number. The information will be passed to a social worker who will call you back as soon as they are able.

**Children Safeguarding concerns** - tel: **01902 555392** (Mon-Thurs 8:30am - 5pm {4:30pm on Fridays}) or **01902 552999** (out of hours)

**Adult Safeguarding concerns** - tel: **01902 551199** (Mon-Thurs 8:30am - 5pm {4:30pm on Fridays}) or **01902 552999** (out of hours)

If you wish to make your referral about children's concerns in writing then you can complete the online Multi-Agency Referral Form (MARF)

<https://marf.wolverhampton.gov.uk/>

If your concern is about an adult you can complete the form available at the following link <https://www.wolverhamptonsafeguarding.org.uk/report-a-concern>

If you are intending to contact the MASH, consent from your constituent should be sought before doing so. Consent should not be sought where you feel doing so will place the individual at immediate risk of harm. Further guidance on consent can be found in appendix 1 of the thresholds guidance [Multi-Agency Children Services Threshold Guidance: Continuum of Help & Support 2020](#).

[Wolverhampton Safeguarding Together](#) Partnership is the statutory body that convenes safeguarding partners across the City including West Midlands Police, Clinical Commissioning Group and Local Authority, alongside Education and the Voluntary sector to work in close collaboration to safeguard and promote the welfare of all children, young people and adults with care and support needs in Wolverhampton.

If you would like to highlight broader safeguarding issues within your constituency these can be sent to [wst@wolverhampton.gov.uk](mailto:wst@wolverhampton.gov.uk)

## Disclosure and Barring Service (DBS) Checks

The Council takes its safeguarding responsibilities seriously and all councillors require a basic DBS check as a minimum requirement. A more detailed enhanced DBS check is required for those Councillors who may, by virtue of their responsibilities, have unsupervised contact with children.

**The Constitution sets out that the following Councillors require an enhanced DBS check:** Mayor, Council Leader, Deputy Council Leader, Cabinet Member for Children and Young People, Cabinet Member for Education, Cabinet Member for Adult Services, Cabinet Member for Public Health, Chair of the Children Young People and Families Scrutiny Panel and all members of the Corporate Parenting Board.

DBS checks are required every four years (normally to coincide with election or re-election). The Civic Support Team will make the necessary arrangements with Councillors when a DBS check is due. It is vital that you cooperate when you are asked to apply for a DBS and provide your identification documents when requested. Failure to cooperate within a reasonable timeframe to complete your DBS check will be reported to the Monitoring Officer as it is essential that these checks are completed for all councillors.

Please note that even though you may already have a DBS check in place by virtue of another role (e.g. if you are a school governor), you will still require a new DBS check to be carried out and processed by the council.

The Council recognises that information released in DBS certificates can be extremely sensitive and personal. Receipt, handling and consideration of the certificates will therefore be carried out in accordance with the Disclosure and Barring Service's code of practice.

Appointments, as indicated above which are made at Annual Council will be subject to the completion of a satisfactory enhanced DBS check where that is required by the role. In the event the checks reveal that a candidate is 'barred' the council reserves the right to withdraw the appointment. Additionally, Councillors should report any change in personal circumstances that may impact on their suitability or appropriateness to undertake roles. All declarations should be made without delay.

Many Councillors regularly work with local party members and volunteers in your role as an elected member. It is vital that you are mindful of who is helping you, especially if they are in contact with children and/or vulnerable adults. Safeguarding must always be at the forefront of everyone's mind.

## **Welfare, Universal Credit and Benefits**

The Information and Advice Directory referred to in the Councillor Induction for signposting people with benefits, debt, housing and employment queries:

<https://www.wolverhampton.gov.uk/benefits/benefits-universal-credit-welfare-reform/wolverhampton-information-and-advice-directory>

## **Voluntary Organisations within the City of Wolverhampton**

You are able to find information on Wolverhampton Voluntary Organisations by using the [Wolverhampton Information Network](#) (WIN). This will provide an oversight of the Voluntary groups within the City with ability to filter the groups by; services offered, people supported, postcode, health service type and health organisation type.

## **Funding for Groups within Wards**

If you have a project or a group/trust within your ward that require funding, the External Funding Team may be able to provide support such as doing a funding search using GRANTfinder (a funding database which has access to the latest local, national and international sources of funding) or act as a critical friend reading through and offering suggestions for funding bids.. Please contact Catherine Perry for more information and advice: [catherine.perry@wolverhampton.gov.uk](mailto:catherine.perry@wolverhampton.gov.uk)

To get the latest funding information aimed at voluntary sector and community groups, you can subscribe to a roundup of funding opportunities collated in the Wolverhampton Voluntary & Community Action newsletter. You can also follow WVCA – Wolverhampton Voluntary & Community Action on Facebook and Twitter to get the latest information on grants open to voluntary and community organisations. Wolverhampton Voluntary & Community Action can also offer advice and support with identifying and applying for funding opportunities. Please visit <https://www.wvca.org.uk/> for more details.

## Section 4: How does the Council work?

### Council Priorities

#### Our City: Our Plan

**Our City: Our Plan sets out how the Council will continue to work alongside its local, regional, and national partners to improve outcomes for local people.**

The plan sets out an ambition that ‘Wulfrunians will live longer, healthier lives.’ Delivery of this ambition will be supported by six overarching priorities.

- Strong families where children grow up well and achieve their full potential
- Fulfilled lives for all with quality care for those that need it
- Healthy, inclusive communities
- Good homes in well-connected neighbourhoods
- More local people into good jobs and training
- Thriving economy in all parts of the city

These priorities together with the associated key outcomes, objectives and activity form a framework to deliver our levelling up ambitions. While they are presented as six separate priorities they interlink and support one another.

Supporting the six priorities are three cross cutting principles.

- **Climate Conscious:** The plan is aligned to the Council’s climate change strategy ‘Future Generations’ and our target to make the Council net carbon zero by 2028. Reducing carbon emissions will continue to be a local and national priority.
- **Driven by Digital:** Wolverhampton is at the forefront of digital infrastructure and innovation, and now more than ever we have seen the importance of digital skills and connectivity to social and economic participation for the City’s residents.
- **Fair and Equal:** The Council will continue to tackle the inequalities in our city which impact on the opportunities of local people. The plan is aligned to our Equality, Diversity and Inclusion strategy which is underpinned by directorate level action plans.

All that we do as an organisation will support these strategic priorities. We cannot do this in isolation, we will continue to work as one council and one city to ensure that these priorities are delivered.



## Our People Strategy

Every employee of the City of Wolverhampton Council can be proud of the contribution they have made to the journey of transformation we've been on over the last few years. When I first started work here in 2013, we faced significant challenges, both from outside the council and in the way, we worked together. Yet, within four years, we achieved the accolade of being Local Authority of the Year, recognised by our peers for realising over £150m of budget reductions, transforming our culture, and securing real improvements for the lives of the people who live in Wolverhampton.

We couldn't have done any of that without the skills and commitments of the people who make this council the organisation that it is today, our 4,500 employees.

Together we are making a real difference to the city we serve.

[Our People Strategy](#)

## Our Council

The City of Wolverhampton is a multi-cultural, diverse city of over a quarter of a million people. The City is divided into 20 wards, with three Councillors in each ward to represent its residents. In total, there are 60 Councillors in the City. Local elections take place three out of every four years, with a fallow year on the fourth year.

## Wolverhampton Pound

On the 20 January 2021 Cabinet approved the Wolverhampton Pound initiative, which brings together major public sector organisations in Wolverhampton with a pledge to keep more of their £834 million collective spending power in the city.

The initiative will see the Council, City of Wolverhampton College, Royal Wolverhampton NHS Trust, University of Wolverhampton and Wolverhampton Homes commit to spending more money within the city and working with businesses, communities and the voluntary community sector to retain local wealth, create new jobs and opportunities for residents.

The Wolverhampton Pound focusses on 5 key objectives;

- retaining and growing local wealth by prioritising local spending through procurement and commissioning approaches to strengthen and support local supply chains, encouraging the growth of new sectors and creating new local jobs
- embedding social value in the city – leveraging maximum value from investments through social value to strengthen local supply chains, supporting local small and medium sized enterprises (SMEs) and building skills for the future
- leading the green transition – The city is at the forefront of the green transition with the development of the National Brownfield Institute and the National Centre for Sustainable Construction and the circular economy. There are growing green energy, retrofit and green construction clusters in Wolverhampton with more than 2,000 SMEs engaged in these industries
- supporting and growing the health and wellbeing economy – health and residential care provide thousands of local jobs. There is a need to develop a robust skills pipeline for the city’s health and wellbeing sectors, strengthen health and care business models and grow local SMEs
- growing and promoting Wolverhampton as a cultural and creative city – Generating a vibrant city which is built on the city’s cultural strengths, the partners will explore the use of cultural and creative improvement districts to support the growth of the arts, cultural and creative industries

Out of darkness cometh light...our city motto has never been so relevant. We've been hit hard by the pandemic, but we will reset, recover and relight.

The City of Wolverhampton Council, the NHS in Wolverhampton and Public Health England have worked together to stop the spread of the coronavirus and to keep residents up to date with key national guidance and local information. The below link is a live site for Coronavirus information and updates.

### [Coronavirus Advice and Information](#)

The UK left the European Union on January 31, 2020, and the transition period ended on December 31, with changes coming into effect from January 1, 2021.

It is important that citizens and businesses prepare for change and national advice and guidance is available at: [www.gov.uk/transition](http://www.gov.uk/transition)

## Council Functions

The City of Wolverhampton Council offer the following services:

- [Council Tax](#)
- [Health and Social Care](#)
- [Education and Schools](#)
- [Recycling and Waste](#)
- [Licences](#)
- [Planning](#)
- [Benefits](#)
- [Your Council](#)
- [Births, Marriages and Deaths](#)
- [Visiting](#)
- [Environment and Climate](#)
- [Parking and Roads](#)
- [Housing](#)
- [Business](#)
- [Jobs and Careers](#)
- [Libraries](#)
- [Food Businesses and Safety](#)
- [Sports and Leisure](#)
- [Trading Standards](#)
- [Community](#)

Visit the City Council website [‘Our Services’](#) page for more details about each of the abovementioned services.

## Key Dates and Events

We have summarised some key dates for your diary. This is to assist you with forward planning your diary should you wish to attend any of the events listed below. The list includes some important local and national dates, as well dates of events which are due to take place in the City throughout the coming year. Further details about events are usually communicated via City People, Council Website and email updates. Other unforeseen events may be added to the list as and when they arise.

Key Dates and Events	Dates
International Day Against Homophobia Biphobia and Transphobia (IDAHOBIT)	Wednesday 17 May 2022
Annual Council Meeting and Mayoral Inauguration	Wednesday 17 May 2023
Agender Pride Day	Friday 19 May 2023
Pansexual and Panromantic Awareness	Wednesday 24 May 2023



Day	
Wolverhampton African Day	Saturday 27 May 2023
Civic Sunday	Sunday 4 June 2023
Pride Month	Throughout June 2023 (including Wolves Pride on Saturday 10 June)
Gypsy and Roma Travellers' Month	Throughout June 2023
International Refugee Week	Monday 20 to Sunday 26 June 2022
Armed Forces Day Flag Raising Ceremony	Monday 19 June 2023
Learning Disabilities Week	Monday 19 June to Sunday 25 June
National Windrush Day – 75 <sup>th</sup> Anniversary	Thursday 22 June 2023
Armed Forces Day Celebration Event	Saturday 24 June 2023
Remembering Srebrenica	Tuesday 11 July 2023
Black Country Day	Friday 14 July 2023
Non-Binary People's Day	Friday 14 July 2023
South Asian Heritage Month	Tuesday 18 July to 17 August 2023
VJ Day	Tuesday 15 August 2023
Bi Visibility Day	Saturday 23 September 2023
Yom Kippur	Monday 25 September 2023
Black History Month	Throughout October 2023
Dyslexia Week	Monday 2 October to 8 October 2023
World Mental Health Day	Tuesday 10 October 2023
National Coming Out Day	Wednesday 11 October 2023
World Sight Day	Thursday 12 October 2023
Pronouns Day	Wednesday 18 October 2023
Diwali Celebration Event – Phoenix Park	Saturday 21 October 2023
Wear it Pink – Breast Cancer Awareness	Saturday 21 October 2023
Asexual Visibility Day	Wednesday 25 October 2023
Intersex Awareness Day	Thursday 26 October 2023
Islamophobia Awareness Month	Throughout November 2023
Fireworks Spectacular	Saturday 4 November 2023
Intersex Day of Remembrance	Wednesday 8 November 2023
Armistice Day/Dutch War Graves	Saturday 11 November 2023
Remembrance Sunday	Sunday 12 November 2023
Diwali	Sunday 12 November 2023
Bandi Chhor Divas	Sunday 12 November 2023
Disability History Month	Thursday 16 November to 16 December 2023
Christmas Light Switch On – City Centre	Saturday 18 November 2023
Trans Day of Remembrance	Monday 20 November 2023
Christmas Light Switch On - Wednesfield	Thursday 23 November 2023
Christmas Light Switch On - Bilston	Friday 24 November 2023
Christmas Light Switch On - Tettenhall	Saturday 25 November 2023

Christmas Light Switch On – Bantock	Sunday 26 November 2023
International Day for the Elimination of Violence against Women (Start of Orange Wolves)	Saturday 25 November 2023
Guru Nanak's Birthday	Monday 27 November 2023
AIDS Awareness Week	Monday 27 November to 1 December 2023
St Andrews Day	Thursday 30 November 2023

## Equality, Diversity and Inclusion (EDI)

As a City, we are committed to equality, diversity and social inclusion. Promoting equality and tackling inequalities is at the heart of our goals at City of Wolverhampton Council. We are a confident council committed to fairness & equality to ensure that everyone has a chance to benefit; working as one to serve our city alongside customers, colleagues and partners.

The Council's Equality Diversity and Inclusion Strategy was approved in January 2022 by Cabinet. This has four main objectives:



### EDI Strategy:

- Objective One:** Our handling of equality and inclusion through visible leadership, strong organisational culture and partnerships will reach the high standards we expect of ourselves.
- Objective Two :** To be an inclusive employer and build an inclusive organisation where the workforce reflects the diversity of the city we serve
- Objective Three :** To build an inclusive workplace culture where everyone can thrive and flourish and reach their full potential through training and development.
- Objective Four:** To provide inclusive, responsive and accessible services which actively seek to address inequality and exclusion.

To deliver this each directorate as develop a Directorate Equality Plan which details how as part of their service that are developing to ensure their services are inclusive, responsive and accessible. Each Directorate as a Lead Ally that works closely with

an EDI Advisor to support on the delivery of this. These are reported on regularly to SEB and to Equality Advisory Group.

As a Councillor you have a responsibility for Equality, Diversity and Inclusion:



If you would like more information on Equality, Diversity and Inclusion please contact:

Jin Takhar – Head of Equality, Diversity and Inclusion

Email – [Jin.Takhar@wolverhampton.gov.uk](mailto:Jin.Takhar@wolverhampton.gov.uk)

EDI Email – [EDI@wolverhampton.gov.uk](mailto:EDI@wolverhampton.gov.uk)

## Section 5: How Do Meetings Work

### Notice of Meetings and Publicity

In this section you can access information and documents relating to the Council's decision-making processes, find out about forthcoming Cabinet, Council and other Councillor meetings, search for forthcoming or recent decisions and obtain details for your local Councillors.

#### Meeting information

Information regarding [Council, Cabinet and other Councillor meetings](#).

In this section you can find the agendas, minutes and reports for previous meetings, as well as the dates of future meetings and the documents for them (once available). Historical Council, Cabinet and other Councillors meetings can be viewed [here](#). Councillors are required to access paperwork for Committee/Council Meetings electronically as this reduces the costs for the Council and reduces our Carbon footprint. Should you have an accessibility issue please contact [Democratic.Services@Wolverhampton.gov.uk](mailto:Democratic.Services@Wolverhampton.gov.uk) Chairs and Vice Chairs could will receive paper copies and a script to assist with chairing the meeting.

## Decisions

Information regarding the [decisions taken by Cabinet, committees, etc](#), as well as individual executive decisions taken by Cabinet Members. To view documents in pdf format you will require the free [Adobe Acrobat Reader software](#). Which shall be pre-loaded onto laptops. For note, PDF's will open in the Chromium (Edge) Internet Browser.

## Councillors and MPs

Details of Wolverhampton's [Councillors](#), as well as the MPs for the area.

## How to get involved

It is possible to [subscribe to updates](#) in order to receive information via e-mail regarding particular issues and committee meetings.

You can also access and sign current [ePetitions](#) submitted to this Council, as well as accessing information on ePetitions that have already been completed.

## Outside Bodies

Contact details for the Council representatives on [outside bodies](#) and forums that are independent from the Council.

## Scrutiny Panel Meetings

The scrutiny process aims to make sure that services and policies delivered by the Council and others best meet the needs of the people of Wolverhampton.

The agreed remits and Chairs of the Panels are below:

Topic	Chair for 2022-23 Municipal Year
Scrutiny Board	Cllr Paul Sweet
Resources and Equality Scrutiny Panel	Cllr Zee Russell
Economy and Growth Scrutiny Panel	Cllr Jacqueline Sweetman
Residents, Housing and Communities Scrutiny Panel	Cllr Barbara McGarrity QN
Health Scrutiny Panel	Cllr Susan Roberts MBE
Fulfilled Adult Lives Scrutiny Panel	Cllr Val Evans

If you would like further information about a review or to submit a potential topic for review, then please contact the [Scrutiny team](#):

**E-mail:** [scrutiny@wolverhampton.gov.uk](mailto:scrutiny@wolverhampton.gov.uk)

## Section 6: Fire Alarms

The City of Wolverhampton Civic Centre building operates a fire alarm test at 11:00am every Thursday .

### Action on discovering a fire or symptoms of fire:

- Operate the nearest Fire Alarm or use any telephone and dial **4444**, stating your location
- Attack the fire if possible, with the appropriate extinguisher **BUT NOT AT RISK OF PERSONAL INJURY**

### Action on hearing the alarm intermittent tone:

- The alarm system has been activated and the building is being checked
- Stay alert but take no further action at this stage
- If you require additional time to exit, or are unable to evacuate yourself from the building, please contact Councillor Support who will arrange for a Personal Emergency Evacuation Plan to be completed with you.
- If the intermittent tone stops the alert is over and normal duties can be resumed

Fire assembly point is adjacent to the Cenotaph in the Piazza Do not congregate close the building. Keep behind the steps leading to Lady Wulfruna's statue.

### Action on hearing the continuous tone:

- Leave the building immediately using the nearest safe exit and make your way to the Assembly Point - **DO NOT USE LIFTS**
- Do not stop to collect personal belongings
- All doors, wherever possible, should be closed whilst evacuating the building to prevent the rapid spread of fire
- Switch off any equipment that may be dangerous to leave on
- On reaching Assembly Point remain in an orderly manner, do not obstruct the traffic flow. A Sub-Controller will check that all persons are accounted for in conjunction with the site investigation team.
- No person should re-enter the building under any circumstances until instructed to do so

For more information regarding fire evacuation procedures contact Workplace Strategy Manager - Kulwinder Kudhail - [Kulwinder.Kudhail@Wolverhampton.gov.uk](mailto:Kulwinder.Kudhail@Wolverhampton.gov.uk)

## Section 7: Emergency Planning

### The Civil Contingencies Act 2004

Following the Fuel Protests and severe Flooding during the year 2000, an outbreak of Foot and Mouth Disease in 2001 and the Fire Service Strikes in 2002, a review of emergency planning arrangements for the UK was announced. The review included a public consultation that reinforced the conclusion that the existing legislation was no longer fit for purpose and that a new framework was required for modern civil protection.

The Act, its accompanying regulations and guidance, aims to deliver a single framework for civil protection in the United Kingdom, capable of meeting modern challenges. The Act is separated into three parts:

- Part 1 focuses on the local arrangements for civil protection, establishing a statutory framework of roles and responsibilities for local responders;
- Part 2 focuses on emergency powers, establishing a modern framework for the use of special legislative measures that might be necessary to deal with the effects of serious emergencies; and
- Part 3 focuses on supplementary legislation in support of the first two parts.

In modernising the legislation, it was necessary to introduce a new updated definition of an emergency that focuses on the consequences of an emergency rather than causation. It defines an emergency as:

*“An event, situation or incident which threatens serious damage to human welfare in a place in the UK, the environment of a place in the UK, or the security of the UK or of a place in the UK.”*

The Act also recognised that scale of some emergencies required the implementation of special resources and processes. This is known as a Major incident, which is defined as:

*“An event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency.”*

#### Part 1: Local Arrangements for Civil Protection

Part 1 of the Act is to establish a statutory framework for Civil Protection at the local level. Local responders are the building block of resilience in the UK. The Act enhances existing arrangements by:

- Establishing a clear set of roles and responsibilities for local responders;
- Giving greater structure and consistency to local civil protection activity and
- Establishing a sound basis for performance management at the local level.

The Act also divides local responders into two categories depending on their extent

on involvement in civil protection work, placing a proportionate set of duties on each. Responders are placed into two categories as follows:

Category 1 responders are those organisations that are at the heart of an emergency response and are subjected to the full set of civil protection duties, for example Local Authorities and Emergency Services. They are required to:

1. Asses the risk of emergencies occurring and use this to inform contingency planning;
2. Put in place emergency plans;
3. Put in place business continuity arrangements;
4. Put in place arrangements to make information available to the public and maintain arrangements to warn, inform and advise the public in the event of an emergency;
5. Share information with other local responders to enhance co-ordination;
6. Co-operate with other local responders to enhance co-ordination and efficiency; and
7. Provide business continuity advice and guidance (Local Authorities only).

Category 2 responders are co-operating bodies and are less likely to be involved in the heart of planning work but will be heavily involved in incidents that affect their sector, for example utility companies. Category 2 responders have a lesser set of duties – co-operating and sharing information with other responders.

## **Part 2: Emergency Powers**

In the UK emergency powers allow the making of special temporary legislation to deal with the most serious of emergencies. An essential point to note is that emergency powers is a mechanism for dealing with only the most serious of emergencies that require an urgent response and is a last resort.

The Act includes a number a features that have been designed to ensure that emergency powers cannot be misused. The centre of this is the “triple-lock” which ensures that emergency powers will only be available if:

1. An emergency that threatens serious damage to human welfare, the environment or security has occurred, is occurring or is about to occur;
2. It is necessary to make provision urgently in order to resolve the emergency as existing powers are insufficient and it is not possible to forward a Bill in the usual way; and
3. Emergency regulation must be proportionate to the aspect or effect of the emergency they are directed at.

## **Who are the Resilience Team?**

The team consists of professional emergency planners, who have a wealth of experience of responding to numerous types of incidents and are able to complete, or support others to complete, the responsibilities and activities listed below.

The team provide a 24/7 means of escalation for managing emergency incidents. This means that there is a guaranteed response to an incident 24hours a day, 365 days a year. Out of hours, this is provided by an on-call Emergency Response Officer, supported by a SEB Director On-call. Out of hours emergency response provision is available between 1700 to 0900 the next working day. In hours, this is via the Resilience Team.

### **What is Emergency Planning?**

The Resilience Team prepare plans to cover a variety of potential emergencies, maintain important links with numerous agencies and develop and deliver training programmes and exercises; all intended to prepare City of Wolverhampton Council to effectively deal with an incident when it occurs. Day-to-day our responsibilities include:

- Writing and implementing emergency plans and reports;
- Complete a local risk assessment for the City;
- Complete risk assessments for any required resilience activity;
- Analyse and plan for potential risks such as the technical failure of the GB National electricity network;
- Conduct debriefs to identify lessons in a response, implementing these as necessary;
- Raise awareness of public safety issues by developing information, presenting at events and conferences and delivering special projects;
- Deliver training and awareness sessions to all required;
- Liaise, co-ordinate and share information with other organisations such as the emergency services;
- Give presentations on a range of topics at conferences and other events; and
- Develop new policies and procedures in response to Government legislation.

### **What is Business Continuity?**

The team co-ordinates the Business Continuity programme to assist services in responding to a number of disruptions that may occur and prevent activities from taking place, developing exercises that services can deploy to train and test plans and supporting local businesses to develop business continuity programmes. As part of this work, our responsibilities include:

- Providing advice and guidance on Business Continuity to service leads;
- Analyse and plan for potential risks in the development of processes to allow services to continue during a disruption;
- Conduct debriefs to identify lessons in a response, implementing these as necessary;
- Raise awareness of public safety issues by developing information, presenting at events and conferences and delivering special projects;
- Deliver training to colleagues, local businesses and voluntary organisations;
- Assist with the co-ordination of a business continuity response; and
- Support with the activation of any recovery strategies as required.



## Incident Roles and Responsibilities

### City of Wolverhampton Council Resilience Team

The team provide a 24-hour point of contact for when incidents occur. The emergency response number - 01902 55 2999 is an Out of Hours emergency contact number which directs to Wolverhampton Homes Contact Centre. The Contact Centre will escalate any issues as appropriate to the Emergency Response Officer. Should further escalation be required they will contact the SEB Director On-Call. The Emergency Planners also have crucial roles in a response, along with additional Emergency Response Officers (outside of normal office hours).

Their main duties are to:

- Receive incident reports and alerts;
- Determine an appropriate level of response;
- Consider an appropriate method of escalation, should the incident increase in scale and severity;
- Liaise with the emergency services, central government and other support organisations as required;
- Receive requests for Local Authority assistance from the emergency services;
- Consider the needs of affected citizens in the community;
- Liaise with all affected Service Areas within the council;
- Arrange for the Incident Control Room to be opened and staffed accordingly, if required;
- Arrange for the opening of, transportation to, and staffing of one or more Rest Centres;
- Resolve emergency response issues that may arise;
- Ensure any support of local residents continues throughout the response until residents are able to return home;
- Alert and advise Directors as required; and
- Support the recovery of local communities following an incident.

The team will be notified of incidents including, but not limited to:

- Declaration of a Major Incident;
- Severe fires;
- Severe weather;
- Incidents requiring evacuation;
- Terror attack;
- Explosion; and
- Major transport accident.

### City of Wolverhampton Council

The principal concerns for all Local Authorities are to support and care for the wider community, support the emergency services in the response and the co-ordination of

the response by additional responders. As the incident progresses, the emphasis will switch from response to recovery, which CWC leads focusing on rehabilitating the community and restoring the environment.

In addition to the above, we are responsible for:

- Alerting other local agencies as requested;
- Assessing the level of our involvement and co-ordinating the response;
- Mobilising and co-ordinating relevant internal local authority services;
- Establishing liaison with appropriate command levels;
- Setting up Council wide command and control arrangements as appropriate;
- Alerting voluntary agencies as necessary and co-ordinating their response;
- Providing services, as they are required such as:
  - Humanitarian Assistance Centres (HAC);
  - Temporary accommodation;
  - Rest centres;
  - Emergency feeding;
  - Temporary mortuary facilities;
  - Assistance with travel; and
  - Other welfare arrangements as they are required.
- Co-ordinating aftercare in conjunction with the NHS and voluntary organisations;
- Requesting military assistance, if warranted, to support the authority;
- Establishing liaison with Government departments, public utilities and other organisations;
- Co-ordination of the response in adjacent areas and other authorities;
- Co-ordination of information, advice and guidance to the public;
- Co-ordination of media messaging.
- Assessment of any threats to public health in conjunction with the relevant responder.

### **West Midlands Police**

- Save all saveable life in conjunction with other emergency services;
- Co-ordination and liaison with emergency services and other organisations;
- Warning the public of any hazards and implementing any required evacuations;
- Control of traffic and the general public, including the implementation of cordons;
- Collation and dissemination of casualty/survivor information;
- Notification to casualty/survivor relatives;
- Identification of victim and duties on behalf of the Black Country Coroner;
- Investigation of the incident in conjunction with other investigative bodies;
- Presentation of any evidence gathered from investigations; and
- Handover to recovery at the earliest opportunity.

### **West Midlands Fire Service**

- Fire fighting and the prevention of fire;
- Rescue operations and the release of trapped persons;
- Controlling leaks and spillages and the identification of hazardous substances;
- Dealing with the decontamination arising from hazardous substances;
- Seek to maintain the safety of rescue personnel and casualties;
- Damage control and salvage operations, including flood water pumping;
- Mitigating the environmental impacts of an incident in conjunction with others; and
- Investigation of the incident in conjunction with others as applicable.

### **West Midlands Ambulance Service**

- To save life, in conjunction with other emergency services;
- To supply sufficient ambulances and staff to the incident;
- To identify and activity appropriate receiving hospital(s);
- To manage medical resources deployed to the scene for the treatment of casualties; and
- To forward all information acquired at the scene relating to hazardous substances.

### **NHS**

The Royal Wolverhampton Hospital trust will be the receiving hospital and first point of contact for most incidents in the City. They must plan for a major incident response, mass casualty response in conjunction with WMAS, surge and escalation plans and decontamination.

In the early stages following an incident, the focus would be on the follow-up to injuries incurred at the incident, i.e. the continuing recovery, physiotherapy, drug regimes, and the post-traumatic stress support caused by the event. Depending on the nature of the emergency, there may then be a requirement for more long-term health monitoring/surveillance.

### **Utility Companies**

The involvement of utility companies is expected in most incidents. Additional organisations such as Network Rail, Train Operating Companies and National Highways may be drawn into the response. Each organisation has its own procedures for managing both its own response and for integrating with the Emergency Services and Local Authorities.

### **Voluntary Organisations**

The Local Authorities will make the decision to call out one or more voluntary organisations to support the response to an incident. There will be some exceptions to this rule when an emergency service needs direct and immediate support, e.g. West Midlands Ambulance Service needing the assistance of St John Ambulance.

In this instance it will be the responsibility of the emergency service concerned to initiate the call out.

## Role of the Elected Member

Elected Members provide an invaluable role during incidents, varying upon the individual's skill set and knowledge, interest and if the incident affected there are. The importance of taking advice and guidance from City of Wolverhampton Council Officers, prior to becoming involved cannot be underestimated. Generally, the following guidance should be followed:

- Incidents are usually followed by a period of confusion; it may take some time whilst officers clarify the information and are in a position to share accurate information with you;
- Cabinet Members need to be aware of the emergency planning and business continuity arrangements;
- You must be briefed before involvement ; Generally briefings will be provided by a member of Strategic Executive Board
- You should keep a record of your involvement and the rationale of why you did it;
- Enable Council Officers to concentrate on their tasks by shielding them from unnecessary distractions;
- Support the business continuity arrangements that may be activated;
- Maintain an advocacy role at the local level; and
- Attend any public meetings within your ward.

During an incident, your local knowledge will be invaluable if an incident was to occur in your ward. You will be able to assist us in identifying vulnerable people and acting as a channel of communications to and from the public, however, at all times following advice and guidance from Corporate Communications.

Acting as the pillar of the community you can help to disseminate information on how people can help themselves whilst they wait for further resources and assistance from responders. As the incident begins to enter the recovery phase, you will be asked to attend meetings to promote recovery. Members of the public may feel more comfortable talking to you, raising issues, placing you in an ideal position to share appropriate information with residents or helping to arrange appeal funds or memorial services.

The following should be avoided:

- Passing comment or advice without taking advice or guidance from officers;
- Taking on tasks that you are not trained for;
- Putting yourself in danger at the scene of an incident;
- Issuing individual or press statements;
- Making statements or implying failure or blame.

City of Wolverhampton Council have on-call Corporate Communications Officers that should always be contacted in the event of an incident, with all media inquiries dealt

with through them.

## Section 8: Useful Contacts

Contact	Telephone Number	Email
David Pattison, Chief Operating Officer	01902 553840	<a href="mailto:david.pattison@wolverhampton.gov.uk">david.pattison@wolverhampton.gov.uk</a>
Laura Gittos, Head of Governance	01902 555242	<a href="mailto:laura.gittos@wolverhampton.gov.uk">laura.gittos@wolverhampton.gov.uk</a>
Communications Team	01902 555439 (9am-5pm)	<a href="mailto:communications@wolverhampton.gov.uk">communications@wolverhampton.gov.uk</a>
Insurance Services	01902 554567	<a href="mailto:rmis@wolverhampton.gov.uk">rmis@wolverhampton.gov.uk</a>
Democratic Services	01902 550320 01902 555046	<a href="mailto:democratic.services@wolverhampton.gov.uk">democratic.services@wolverhampton.gov.uk</a>
Electoral Services	01902 555050	<a href="mailto:Electoral.services@wolverhampton.gov.uk">Electoral.services@wolverhampton.gov.uk</a>
Councillor Enquiry Unit	01902 550200	<a href="mailto:councillors.support@wolverhampton.gov.uk">councillors.support@wolverhampton.gov.uk</a>
Customer Services	01902 551155	<a href="mailto:customer.services@wolverhampton.gov.uk">customer.services@wolverhampton.gov.uk</a>
Emergency Out of Hours	01902 552999 (This will direct to the Wolverhampton Homes Contact Centre)	
Health and Safety Team	01902 551212	<a href="mailto:healthandsafety@wolverhampton.gov.uk">healthandsafety@wolverhampton.gov.uk</a>
Information Governance	01902 555166	<a href="mailto:InformationGovernanceSecure@secure.wolverhampton.gov.uk">InformationGovernanceSecure@secure.wolverhampton.gov.uk</a>
HR Support Desk	01902 552345	<a href="mailto:HR.SupportDesk@Wolverhampton.gov.uk">HR.SupportDesk@Wolverhampton.gov.uk</a>
Adult Safeguarding	01902 551199 <b>If you are concerned for an adult telephone the Emergency Duty Team on 01902 552999 or in an Emergency call 999.</b>	<a href="mailto:AdultMASH@wolverhampton.gov.uk">AdultMASH@wolverhampton.gov.uk</a>
Children Safeguarding	01902 555392 <b>If you are concerned for an child out of hours, telephone the Emergency Duty Team on 01902 552999 or in</b>	<a href="mailto:MASHsecure@secure.wolverhampton.gov.uk">MASHsecure@secure.wolverhampton.gov.uk</a>

	<b>an Emergency call 999.</b>	
Facilities Management	01902 555075/555076	<a href="mailto:fm.enquiries@wolverhampton.gov.uk">fm.enquiries@wolverhampton.gov.uk</a> .
Digital & IT Service Desk	01902 558000	<a href="mailto:digitalandit@wolverhampton.gov.uk">digitalandit@wolverhampton.gov.uk</a>
Car Parks Team	01902 550303	<a href="mailto:CarParks@wolverhampton.gov.uk">CarParks@wolverhampton.gov.uk</a>

## Contacting the Council

### Customer Services

General enquiries can be made by residents through our Customer Services on **01902 551155, Monday to Thursday 9am to 5pm, Friday 9am to 4.30pm.**

If your call is in regard to an emergency, please contact **01902 552999**

### Human Resources

For any HR related queries please contact the HR Support Desk.

[HR.SupportDesk@Wolverhampton.gov.uk](mailto:HR.SupportDesk@Wolverhampton.gov.uk)

### Payroll

For any Payroll related queries or information.

Payroll services provides an [Information Hub](#) which contains information on Pay Dates, Payslip Guidance and Pension information.

## Civic Support Team

Name	Title	Telephone Number	Email Address
Tim Clark	Civic Support Manager	01902 554090	<a href="mailto:tim.clark@wolverhampton.gov.uk">tim.clark@wolverhampton.gov.uk</a>
Mark Watterson	Mayoral Support Officer	01902 554089/ 07557 848125	<a href="mailto:mark.watterson@wolverhampton.gov.uk">mark.watterson@wolverhampton.gov.uk</a>
Zac Wells	Civic Support Officer	01902 558875/ 07971 719349	<a href="mailto:zac.wells2@wolverhampton.gov.uk">zac.wells2@wolverhampton.gov.uk</a>
Larissa Carless	Civic Support Officer	01902 551217/ 07800 919895	<a href="mailto:Larissa.carless@wolverhampton.gov.uk">Larissa.carless@wolverhampton.gov.uk</a>



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# NOTES

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You can get this information in large print, braille,  
audio or in another language by calling 01902 551155

**wolverhampton.gov.uk** 01902 551155

  WolverhamptonToday  Wolverhampton\_Today  @WolvesCouncil

City of Wolverhampton Council, Civic Centre, St. Peter's Square, Wolverhampton WV1 1SH

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# Mayoral Handbook

2023-24

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## Welcome

Congratulations on your election as Mayor.

As an elected member, you already bring a wealth of experience which will prove invaluable in assisting you as you undertake your Mayoral duties.

The handbook is supplementary to the Councillor Handbook and contains additional information designed to guide you throughout the Mayoral year. I hope the guidance will help you become the most effective Mayor you can be, without preventing you from making the position your own.

Becoming the First Citizen of Wolverhampton is a great honour, and we want your year of office to be both unforgettable and enjoyable and will endeavour to support you every step of the way.

I will have scheduled meetings with you, but of course I am always available should any matters arise. As you will already know from your time as Deputy, the Civic Support Team are very experienced and supportive and will be able to assist you with the vast majority of questions or queries you may have.

Laura Gittos  
**Head of Governance**

## Selection of the Mayor/Deputy Mayor

The Mayor and Deputy Mayor of Wolverhampton must be an elected member of the Council (a councillor) and holds office for one year until the new Mayor and Deputy Mayor is elected at the next Annual Meeting of the Council.

In the year of a Council election, the Mayor and Deputy Mayor will remain in office until the Annual Meeting of the Council, even if they are no longer a councillor after the election.

## The Role and Function of the Mayor

The Mayor of Wolverhampton is appointed annually by the Council to chair full council meetings and to be the First Citizen of Wolverhampton. However, the Mayor does not have any executive powers.

The Mayor of Wolverhampton is a ceremonial Mayor and is not directly elected by the public. As a result, they may not act politically in their role as Mayor.

The office of Mayor is the highest honour the Council can give to an elected member and as such is recognised, in the City, as being second only to royalty and His Majesty's Lord Lieutenant.

As per [Article 5.1 \(Page 21\) of the Constitution 'The Role and Function of the Mayor'](#), is detailed below:

*a. The Mayor will be elected and the Deputy Mayor will be elected at the Annual Council meeting.*

*b. Neither the Mayor nor the Deputy Mayor may be a Cabinet Member during their respective term of office. The Mayor, during their respective term of office, will not serve on any Regulatory Committee of the Council including the Planning and Licensing Committees.*

*c. The Mayor and, in their absence, the Deputy Mayor have the following roles and functions:*

### **Attendance of the Mayor**

As per [Article 5.2 \(Page 21\) of the Constitution - 'Ceremonial Role'](#):

*"The Mayor and the Deputy Mayor will represent the City at local, regional, national and international civic and ceremonial events."*

### **Meetings of the Council**

The Ordinary and Annual meetings will receive any announcements from the Mayor. The Civic Support Team will prepare announcements (Mayor's Communications) in readiness for each full council meeting. The announcements are to be related to Mayoral and significant city events, deaths of significant figures and should not exceed 10 minutes in length as per the Constitution. A draft of the Mayor's communications will be sent to the Mayor for approval, a finalised copy must be sent to Democratic Services the Friday before the Full Council meeting. The Civic Support Team will assume the draft is approved and send the latest version by this deadline if they have not had any amendments back.

### **Key Skills**

- Knowledge of the civic role and responsibilities
- Advanced chairing skills, in order to manage the business of full council meetings.
- Ability to act with political neutrality
- Speech-writing skills.
- Listening and public speaking skills
- Ability to carry out the role with dignity, affording the historic office of Mayor respect at all times.

### **Key Responsibilities of the Mayor**

- Be an Ambassador for the Council and city, celebrating and promoting its successes and achievements
- Uphold and promote the [Council Plan](#) in the community
- Chair council meetings in a politically neutral manner
- Build strong, effective relationships between the council, its partners and communities
- Lead civic ceremonies
- Promote the civic role and encourage community participation



- Encourage citizenship and participation in the life of the City
- Receive members of the Royal Family and other important visitors to the City

It is important to note the [Protocol for Councillor/Employee Relations – Section 5d \(Page 351\) of the Constitution](#) referring to the Mayor and Employees.

*8.1 The Mayor is the first citizen of the City. His/her role is to be an ambassador for the authority and to chair full Council meetings. Officers must give every support to the Mayor in the execution of these duties. However, the Mayor does not have any executive powers.*

As per [Article 5.3 \(Page 21\) of the Constitution](#), The Mayor has the following responsibilities:

*a. to uphold and promote Wolverhampton and the purposes of the Constitution, and to interpret and give rulings on the Constitution where necessary and following appropriate advice from the Monitoring Officer;*

*b. to preside over meetings of the Full Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;*

*c. to ensure that the Full Council meeting is a forum for the debate of matters of concern to the local community and the place at which Councillors who are not on the Cabinet are able to hold the Cabinet to account;*

*d. to promote public involvement in the Council's activities;*

*e. to be the conscience of the Council;*

*f. to attend or be represented at such civic and ceremonial functions as the Council and they determine appropriate;*

*g. to determine any matter referred to them under the urgency provisions of the Access to Information Procedure Rules or the Budget and Policy Framework Procedure Rules in Part 4 of the Constitution;*

*h. to be consulted on any matter to which consultation with the Chair of the Council is required under this Constitution.*

### **Protocol Governing the use of the Mayor's Casting Vote**

The Protocol Governing the Use of the Mayor's Casting Vote ([Section 28 of the Full Council Meetings Procedure – Page 200 of the Constitution](#)) is as follows:

#### **28.0 Protocol Governing the use of the Mayor's Casting Vote**

##### *Introduction*

*The Local Government Act 1972 provides that the Mayor has a second or casting vote at Council Meetings in two specific circumstances.*

*a. The out-going Mayor must exercise a second or casting vote if there is a tie for the election of a new Mayor (Section 23 Local Government Act 1972).*

*b. On all other occasions the Mayor may (but is not obliged) to exercise a second or casting vote (Local Government Act 1972 Schedule 12 Para 39(2)).*

*Under revised arrangements for the rotation of the Mayoralty adopted at the Annual Council Meeting in May 2001 there should be no call to exercise a second or casting vote on the election of a new Mayor. The vote should be unopposed.*

*A tied vote at a Council Meeting in any other circumstances requires a clear and binding protocol governing the discretionary use of the second or casting vote which is –*

*a. Based upon the principles set out in the Leader's speech to the Annual Council Meeting in May 2001 which established the arrangements for the rotation of the offices of Mayor and Deputy Mayor.*

*b. Strongly endorsed by the Leaders of all three political parties on City of Wolverhampton Council on behalf of their groups and their nominees for the office of Mayor or Deputy Mayor.*

*c. Accepted as an essential pre-requisite of office by all Councillors who are nominated for and appointed to the office of Mayor or Deputy Mayor.*

#### *Protocol*

*It is the duty of the Cabinet to make decisions. It is also in the interests of the City that there is certainty of decision making.*

*In the event of a tied vote at a Council Meeting the Mayor [or in their absence the Deputy Mayor] shall not exercise the second or casting vote unless advised by the Chief Executive; Section 151 Officer [as S151 Officer] or Chief Operating Officer that it is necessary to do so.*

*In order to preserve the impartiality and dignity of the Office of Mayor whenever a vote is tied the Mayor shall obtain appropriate advice (if necessary, by seeking a short adjournment) from the Chief Executive; Section 151 Officer [as S.151 Officer] or Chief Operating Officer.*

*a. Whether it is necessary to use a second or casting vote.*

*b. If it is so necessary, how it should be done.*

*On receipt of that advice the Mayor will reconvene the meeting, if adjourned, and inform the Council of the advice that has been received. The Mayor will then vote in accordance with that advice exercising one of the four options identified in the schedule attached to this protocol.*

### **The Deputy Mayor**

- To deputise for the Mayor in carrying out the key responsibilities as set on pg 3/4.
- In the absence of the Mayor, to preside over meetings of the Full Council.

The Deputy Mayor is only called upon for events if the Mayor is on holiday, unforeseen illness etc. Or if it is deemed necessary for a civic presence and the Mayor is unavailable.

## Handover and Peer to Peer Support

Mayor and Deputy Mayor are advised to agree how they will conduct peer to peer support, ensuring the Deputy Mayor is ready to take over as Mayor in the new municipal year.

It is advised that at least two months prior to the May Annual General Meeting (AGM) that the Deputy Mayor carries out some informal shadowing of the Mayor, enabling the Deputy Mayor to see the duties carried out. The Civic Support Team will work with both Mayor and Deputy Mayor to review the diary and agree the shadowing opportunities.

At the shadowing events, the Mayor will wear chains or robes as required – but the Deputy Mayor should not wear chains or robes, this will ensure we adhere to protocols set out in the handbook on official invites.

## The Mayoress/Consort and Deputy Mayoress/Deputy Consort

These traditional roles are not recognised by law but exist widely in councils under custom and practice. These days, as Mayor or Deputy Mayor, you can choose to appoint a Mayoress/Consort or Deputy Mayoress/Deputy Consort and the role can be undertaken by a spouse, partner, friend or relative. The position is accorded precedence alongside the Mayor or Deputy Mayor.

The Mayoress/Consort or Deputy Mayoress/Deputy Consort will be expected to attend a reasonable proportion of events with you over the year, but they are not obligated to attend all events.

The Conduct of the Mayoress/Consort or Deputy Mayoress/Deputy Consort will always need to be appropriate and not bring the Council into disrepute. They should not:

- Attend any event or otherwise give support to any organisation or person whose objectives are contrary to Council policy.
- Solicit engagements or visits or otherwise procure favours by virtue of office.

## Considerations and Prohibited Activities

### Code of Conduct

The conduct of the Mayor is often scrutinised by the public. The Mayor and Deputy Mayor must always consider the public nature of their office and as such should uphold the highest standards in all aspects of public life. The Mayor or Deputy Mayor should not use the position to curry favour, gifts or free tickets etc.

More information on the [Code of Conduct](#) is available from the Monitoring Officer, Chief Operating Officer, David Pattison at [David.Pattison@wolverhampton.gov.uk](mailto:David.Pattison@wolverhampton.gov.uk)

### Public Meetings and Politics

Once appointed, the role of Mayor is strictly politically neutral. **The Mayor should not become involved with controversial issues, individuals, groups or organisations. The Mayor, as**

## **Mayor, should not take part in political meetings.**

### **Pre-election Period (PEP)**

PEP is the period between the time an election is announced and the date the election is held. There are strict legal rules on what councils may and may not do during these periods. The rules on PEP also affect the Mayor and Deputy Mayor. During the period of PEP (approximately the six weeks leading up to the election in question), the Mayor and Deputy Mayor may continue to attend events, but the list of invitations will need to be checked by the Monitoring Officer who may require some of the invitations to be declined. In other cases, the Mayor may be permitted to attend so long as they do not feature on any subsequent publicity surrounding the event (e.g., being photographed or filmed).

The Mayoral social media accounts will effectively close down during the PEP period so as not to be seen to be promoting or publicising a sitting councillor.

Please refer to the [LGA Guidance for Councillors during the pre-election period](#) and the [Pre-Election guidance](#) prepared by the Monitoring Officer for further information. If you have any queries about activity during the pre-election period, or for further advice please speak to:

If you are Mayor, notwithstanding whether you are up for election or not in the May of your year of office, PEP guidance will apply while in role.

David Pattison  
Chief Operating Officer/Monitoring Officer  
01902 554910  
[david.pattison@Wolverhampton.gov.uk](mailto:david.pattison@Wolverhampton.gov.uk)

Michelle Rowe  
Locum Solicitor/Deputy Monitoring Officer  
[michelle.rowe@wolverhampton.gov.uk](mailto:michelle.rowe@wolverhampton.gov.uk)

Laura Gittos  
Head of Governance  
Tel Office:01902 555242  
[Laura.gittos@wolverhampton.gov.uk](mailto:Laura.gittos@wolverhampton.gov.uk)

### **Non-Mayoral Business**

On occasion, The Mayor may be contacted to be part of groups or discussions that are policy and strategy led which are not items the Mayoral role would engage with or be part of due to political neutrality. Should The Mayor have a passion for the item raised we would advise they attend and contribute as a Councillor.

While in role as Mayor you may also serve as a Councillor on other Committees. Any events or visits held as part of this role, should be attended in your capacity as Councillor.

## Equality and Diversity

The City of Wolverhampton Council is committed to promoting and advancing equality, tackling all forms of discrimination and harassment and fostering good relations. It is especially important for the Mayor to be visible in the wider community and attending a wide variety of engagements and events are an excellent way of developing and enhancing community involvement. It is important to engage with all wards, communities and faiths across the City.

## Preparing to be Mayor

Your year in office may lead you to consider how ward business can be kept up to date during the year. It is recommended you discuss this with your fellow ward Councillors.

There can be a heavy time commitment, it is recommended you discuss the likely impact on those close to you and if relevant, your employer too.

Please advise the Civic Support Team of your availability and any regular diary commitments so they know not to schedule meetings or engagements during these times. Enabling the team to be able to view your councillor calendar is advisable to ensure there are no clashes with the Mayoral calendar.

## Disclosure and Barring Service (DBS) Checks

Section 11 of the Code of Conduct for Councillors ([Page 319 of the Constitution](#)) is detailed as follows below. The Civic Support Team will make arrangements for a DBS check to be carried out for the Mayor and Mayoress.

### *11.0 Disclosure and Barring Service (DBS) Checks*

*11.1 The Council takes its safeguarding responsibilities seriously. To this end, on 15 October 2013, Cabinet (Resources) Panel decided that criminal records checks would be carried out for all Councillors following election. Enhanced checks will be carried out for those Councillors who may, by virtue of their particular responsibilities, have unsupervised contact with children. (As of June 2015, this applied to the Cabinet Member for Children and Young People, the Cabinet Member for Education, and members of the Corporate Parenting Panel.) (As of December 2019, this applied to the Leader of the Council, Deputy Leader of the Council, Cabinet Member for Adult Services, Cabinet Member for Public Health, Chair of the Children, Young People and Families Scrutiny Panel, Mayor and Mayoress). This list will be amended, as necessary, by the Head of Paid Service and the Monitoring Officer. Standard checks will be carried out for all other Councillors.*

*11.2 Checks will be carried out every four years (normally to coincide with election or re-election). In the case of a by-election, a check will be carried out at the time of election and then again if the Councillor is re-elected, unless that date is within 12 months of the original check. Additional checks may be carried out for any Councillor at the discretion of the Head of Paid Service and the Monitoring Officer.*

*11.3 The Council recognises that information released in DBS certificates can be extremely sensitive and personal. Receipt, handling and consideration of the certificates will therefore be*

carried out in accordance with the Disclosure and Barring Service’s code of practice.

11.4 Appointments made at Annual Council will be subject to the completion of a satisfactory enhanced DBS check where that is required by the role. In the event the checks reveal that a candidate is ‘barred’ the council reserves the right to withdraw the appointment.

11.5 Additionally, Councillors should report any change in personal circumstances that may impact on their suitability or appropriateness to undertake roles. All declarations should be made without delay.

## Mayor’s Theme

Most Mayors choose a theme for their year of office. It should directly support the [Our City: Our Plan](#) and have a community focus.



## Biographical Information

Biographical notes are useful for event organisers, this is so they know a bit about you before you attend the engagement. The biography could include your background, career, chosen theme and chosen charities and the reasons for choosing them. Please provide your biographical notes to the Civic Support Team. The Communications Team will be able to

support you with reviewing a draft of your biographical if required. The Civic Support Team can arrange this for you.

### **Annual Council Meeting – Mayor’s Acceptance speech**

The incoming Mayor gives an acceptance speech at the Annual Council Meeting, it is an opportunity to thank Council for selection and announce your chosen theme and/or charity. It is important that the speech is in your words and sounds authentic and from the heart. The Civic Support Team and Communications Team can support you by reviewing a draft of your acceptance speech.

### **Mayor’s Nomination Speech**

Fellow councillors will nominate the new Mayor and Deputy Mayor at Full Council and it is customary for them and their seconders to make a speech. These speeches are to be written by the councillors who are making the nominations as it is about their personal reflections, the Civic Support Manager can review the final draft if required.

### **Specific Requirements**

Please advise the Civic Support Team of any pre-existing medical conditions, disabilities, dietary requirements or allergies. This will enable the Civic Support Team to advise organisers, in advance of your attendance at their event, of any specific requirements that you may have. The Civic Support Team endeavour to ensure your attendance is as comfortable as possible when you attend official engagements.

### **Induction and Training**

You will be invited to attend regular meetings with the Civic Support Team, this will enable you to discuss all aspects of the Mayoral role.

The Organisational Development Team issue Councillor Development updates via the bulletin to Councillors. In addition, [The National Association of Civic Officers \(NACO\)](#) endorse an external training provider, [Link Support Services \(UK\) Ltd.](#), who offer courses which have been tailor-made for Civic Heads.

If you would like to attend one of the tailor-made courses, the Civic Support Team will liaise with The Organisational Development Team who can arrange attendance.

The Organisational Development Team and the Civic Support Team work closely together and hold frequent meetings to discuss development opportunities.

### **Local Government Association Training**

The Local Government Association (LGA) have produced a Councillor [workbook](#) on Chaining Skills and there is also a recorded webinar on [chaining remote council meetings](#).

The LGA have also produced *Joining the Chain Gang: preparing for the role of Civic Mayor Councillor* workbook which is [available here](#).

## Official Invitations

All invitations must be processed by the Civic Support Team in advance of an acceptance. If the Mayor receives any invitations directly, the organiser should be referred to the Civic Support Team or directed to the online '[Invite The Mayor](#)' form

When considering invitations, it should be remembered that the number of engagements undertaken by the Mayor is not an indication of quality. It is also important to think about the need not to manage your time carefully and not take on too much as being Mayor is a demanding role requiring considerable stamina and energy. While it may initially be tempting to accept every invite, most Mayors adopt the view that it is sensible to take a discerning approach to accepting invites.

A quality engagement is defined as one that supports and promotes the six strategic outcomes of the Council and has a clear benefit to the community and/or to the City, rather than one which is perhaps a personal preference. The National Association of Civic Officers (NACO) have a nationally recognised scoring system to assist Civic Offices with prioritising invitations. The Civic Support Manager can go through this with you.

Mayoral engagements are very wide ranging. The Civic Support Team will assist the Mayor with considering each engagement with a view to recognising the 'value' of each event to the council and to the local community.

Invitations are accepted on a first come, first served basis, but inevitably there are exceptions due to unforeseen important dates with significant reputational implications and potentially media interest etc.

City events and engagements always take precedence over engagements outside of the city boundary. You will find you are invited to events outside of the city which come through as a 'round robin' to all Civic heads in the region. These should generally be declined if they are of no direct benefit to the people of Wolverhampton.

The Civic Support Team will discuss official invitations at your forward planning meetings to provide updates and assist you with planning your diary.

Once an engagement has been formally accepted, it should not be cancelled or postponed unless there is an emergency. The Civic Support Team will liaise with organisers to make the necessary arrangements should an engagement need to be postponed or cancelled.

## Events you Must not Attend

You must avoid attending events which are likely to be controversial, and you must not attend personal events in your capacity as Mayor (e.g. parties, weddings, etc.). It is important that each event you attend relates to the [Council Plan](#) and promotes the values of the City of Wolverhampton. Mayors are frequently invited to events outside of the city and it is important to assess such invites to determine whether they are of any relevance or benefit to the City of



Wolverhampton. It is advisable to decline any invitation to an out of area event if it does not directly benefit the citizens of Wolverhampton.

## **Protocol**

If the Mayor is attending an official engagement, the Deputy Mayor would not ordinarily attend as well. If they were to attend the same event, the Deputy Mayor should attend in their capacity as Councillor and not as Deputy Mayor and should not be wearing chains (except for Full Council). This is to ensure it is clear to event attendees who is the Mayor and avoid any confusion around protocol etc.

Within political groups there is a customary understanding for Councillors attending events outside of their own ward to inform the relevant Ward Councillors of their attendance.

## **Health and Safety**

Mayor, Deputy Mayor and Civic Support Officers are all issued with an [Alertcom Lone Working Device](#) to ensure they are safe at all events.

For larger high profile events such as Bonfire Night, Diwali, the City Events team will organise trained professional security staff to accompany/chaperone The Mayor or Deputy Mayor. You will be asked before the event if this is something you would like to be put in place.

## **Football Games at Molineux Stadium – Corporate Box**

Each year the Mayor is allocated 2 or 3 games to attend during the football season. The allocation is carried out by the Leader of the Council, supported by Strategic Executive Board (SEB). Each match is given an aim/outcome - these include Jobs and Growth, Building Relationships and Recognising/Rewarding Citizens depending on the attendees. There can be a maximum of 8 attendees in total in the council's box.

As the Mayor you have a unique opportunity to meet individuals and groups that make a difference in the City – we would strongly encourage invites being given out to the community. The agreed process is that the Mayor would not invite employees, relatives, or the Deputy Mayor. Please note invitees to the corporate box are subject to FOI. The team will liaise with Executive Support to ensure the games are in the Mayoral diary, and attendees are invited when required. Discussions will be held at the Forward Planning meetings.

## **Operational Management of Mayoral Office**

The Civic Support Team sits under the umbrella of the Governance Service managed by the Head of Governance, Laura Gittos. This busy service area also incorporates Democratic Services, Scrutiny, Electoral Services, Councillor Enquiries Unit and Business Improvement.

The operational management of the Mayoral Office is the responsibility of the Civic Support Manager, Tim Clark, who oversees the management of both Mayoral and Councillor Support.

The Civic Support Team is made up of one Mayoral Support Officer (Mark Waterson),

dedicated full time to Mayoral, and 2.5 Civic Support Officers, a blended role dedicated to both Mayoral and Councillor Support (Zac Wells is full time, Larissa Carless is part-time and the other full time post is currently being recruited).

The Civic Support Manager has management and operational responsibility for the team which includes:

- Ensuring all events are managed and staffed appropriately
- Ensure all protocols are adhered to
- Managing the action plans and team workload on a daily basis
- Be the Mayor and Deputy Mayor's first point of contact for issues or areas of improvement
- Rota management – ensuring the team work their contractual hours, and their health and wellbeing is supported. Also ensures both Mayoral and Councillor Support offices have one officer physically present each day.
- Booking casual drivers as and when required
- Management of the Hospitality Budget – maximising the budget to support events
- Managing budgets for both Mayoral and Councillor Support
- Continual improvement of the team
- Updates and ensures a Councillor Handbook and Mayoral Handbook are available
- Health and Safety of the team and all events
- Ensure the team are prepared to conduct the forward planning meetings with Mayor and Deputy Mayor
- Undertakes 121s and manages the team's performance

### **Employee Work Patterns and Well Being**

A happy social and domestic life is an important foundation for health and wellbeing. The Civic Support Manager will organise shift-work rotas with reasonable notice for all employees, giving 2-week's minimum notice if required to work outside of standard working hours. This enables us to observe good practice that suits the needs of the business and considers the health and wellbeing of employees.

Official invitations that are received with less than 2 weeks' notice should not normally be accepted due to the fact rotas will already be set, and the high risk of a lack of employee availability – unless the Mayor is willing to drive themselves.

### **Diary Management**

Whenever an official engagement has been accepted, the attendance confirmation goes to the organiser and attached with it is a [‘Mayoral Engagement Booking Form’](#) requesting further information about the event. The Mayoral Engagement booking form includes civic protocol guidelines to assist the organiser with preparations for your visit. We ask organisers to return the Mayoral Engagement booking form not later than one week before the event. The Mayoral Engagement booking form will include information about the organising group and the event itself, as well as essential practicalities – such as dress code, arrival time, person who will meet the Mayor and time the Mayor will be free to leave. It will also detail what is expected from the Mayor – these are usually things like giving a speech, taking part in a photo call or cutting a ribbon.

All official engagements are confirmed in the Mayor’s diary by way of an electronic Outlook calendar invite to each invitation that has been officially accepted. All supporting information supplied by the organisation and a copy of the booking form will be attached to the invite, along with any speech notes. It is essential that the Mayor regularly reviews their Outlook calendar to ensure they know what events they have on, what time they are being picked up if being driven etc.

## **Speeches**

Mayors are routinely called upon to make speeches when attending engagements. There may be occasions when, despite having received previous assurances that there will be no requirement to speak, you are called upon to give an impromptu speech. As such, you should always be prepared to say a few words at an engagement. This reinforces the need to do your research on the people you are visiting beforehand and to read thoroughly any briefing papers you have been given prior to the event. This will help you to say something relevant.

Past Mayors have also found it useful to have a few standard rehearsed lines prepared ready for any such impromptu occasions along the lines of being delighted to have been invited, recognising the work/purpose of the organisation and wishing them every success in their future endeavours. Assuming you may always be required to say a few words or have your photo taken means that you will not be taken by surprise when the inevitable happens.

The Mayor should write their own speeches. Feedback has indicated speeches come across much better if they are written authentically in your own words and if you have read the speech through, ideally, practised it aloud and familiarised yourself in advance. The Civic Support Team will ask the organiser for bullet points and/or background information on all occasions where you have been asked to give a speech and will send these to you. This is to ensure speech protocols are followed and avoid missing any acknowledgements or anything else the organisers want you to include.

The team will always be happy to provide help and advice and will review any drafts you prepare if required.

## **Mayoral Car, Transport and Drivers**

The below table clearly sets out what the transport options are for the Mayor when attending different types of engagement:

	Civic and Ceremonial events or meetings at the Civic Centre or in immediate vicinity (ie university, St Peter's Church, Arena Theatre)	External Civic or Ceremonial Events Wolverhampton-Based and not in the immediate vicinity of the Civic Centre	Civic or Ceremonial Events Outside the City	Councillor Duties – committee meetings, group etc.
1st Option	Mayor or Deputy Mayor to drive themselves and park on Ceremonial Car Park or make their own arrangements – unless there is a follow-on engagement that day. If attending an event not at the Civic Centre, the Mayor or Deputy Mayor will be 'chained' at the Civic Centre and then escorted on foot to the venue by a member of the Civic Support Team.	Member of the Civic Support Team in Mayoral car	Member of the Civic Support Team in Mayoral car	Mayor or Deputy Mayor drive themselves or make their own arrangements
2nd Option	N/A	Casual Driver via YOO Recruit	Casual Driver via YOO Recruit	N/A
3rd Option	N/A	Local Taxi Company	Local Taxi Company	N/A
4th Option	N/A	Mayor or Deputy Mayor drives themselves or make their own arrangements	Mayor or Deputy Mayor drives themselves or make their own arrangements	N/A

The Mayor is regularly invited to events and engagements on evenings and weekends. The Civic Support Team is a relatively small team and it can sometimes prove difficult to get a driver if the Mayor accepts invitations at short-notice or accepts a high volume of events. In

such circumstances, Mayors may opt to drive themselves or make their own arrangements to get to engagements to help the team and avoid staff shortages during the working week caused by team members taking time back from working out of hours.

From a reputational standpoint, the option to drive yourself, utilising your Mayoral allowance to cover fuel costs, could be considered to be a more appropriate use of taxpayers' money for relatively short journeys rather than using taxis or other alternatives. The Civic Support Team is regularly sent Freedom of Information requests on this topic.

The Mayor can only use the Mayoral Car when undertaking official duties (an "official Mayoral/Civic Engagement" is one for which an official invitation has been received and officially accepted by the Civic Support Team).

The Mayoral car cannot be used for personal business (such as stopping off at the shops or giving people lifts), or for the Mayor's role as a Councillor. Should the role of Mayor and Councillor conflict, the driver can only cover the Mayoral/Civic part of the day. Should the Mayor wish to conduct any personal business immediately after an engagement and thereby postpone going home, the Mayoral car and driver cannot be asked to wait until the personal business has been concluded.

The Mayor can be picked up from home for official engagements if it meets the criteria in the table above, the Mayoress/Consort will be picked up from the same address.

It is not possible to provide the car for events that the Mayor and Deputy Mayor are attending which run concurrently or overlap and in this situation the priority will be given to the Mayor. Should the Deputy Mayor be unable to drive themselves in this scenario, the Civic Support Team will book a taxi, but this means the Deputy Mayor will not be accompanied by a member of the Civic Support Team to an event. Taxis will not be provided for any events that take place in the Civic Centre.

The Leader of the Council or Chief Executive may also request use of the Mayoral car (subject to availability) to undertake official council business if required.

Should the Mayor or Deputy Mayor opt to drive themselves to an event, the Council has agreed the following guidelines. You should read these carefully and adhere to them:

- Attend the event with your Mayoress or Consort/Deputy Mayor or Deputy Consort, alternatively, you must use the lone working pool device which is available from the Civic Support Office.
- Keep the Mayoral chains or badge out of view when in transit between your home address and the venue
- Specific conditions of the insurance require Mayoral chains/badges to be stored in a locked room at your home address when not in use
- Specific conditions of the insurance require reasonable precautions to be taken for the safekeeping of all Mayoral regalia
- Mayoral chains/badges should not be left unattended
- During any holiday periods or when it is likely that you will be away from home, the regalia should be returned to the City Suite for safekeeping
- It is expected that if you use your own car, the cost is met from your allowance

- Leave any event if you feel uncomfortable and report any issues to the Civic Support Manager

If you are being picked up in the Mayoral car and are running late for any reason, please contact the office to let the team know what time they should arrive for.

## Key Dates and Events

We have summarised some key dates for your diary. The Mayor must try and be available to attend key dates and events. This is to assist you with forward planning your diary should you wish to attend any of the events listed below. The list includes some important local and national dates, as well as dates of events which are due to take place in the City throughout the coming year. Further details about events are usually communicated via City People, Council Website and email updates. Other unforeseen events may be added to the list as and when they arise.

Event	Expectation	Event Owner	Date
Citizenship Ceremonies	<ul style="list-style-type: none"> <li>• Attend ceremonies</li> </ul>	Registrars	1-2 times per month (TBC by Registrars)
Annual Council Meeting	<ul style="list-style-type: none"> <li>• Chair the meeting</li> </ul>	Democratic Services	Wednesday 17 May 2023
Mayoral Inauguration Celebration Event	<ul style="list-style-type: none"> <li>• Host the event</li> </ul>	Civic Support Team	Wednesday 17 May 2023
Agender Pride Day	TBC	EDI Team	Friday 19 May 2023
Pansexual and Panromantic Awareness Day	TBC	EDI Team	Wednesday 24 May 2023
Wolverhampton African Day	TBC	EDI Team	Saturday 27 May 2023
Civic Sunday	<ul style="list-style-type: none"> <li>• Reading in church</li> <li>• Host a reception after the church service</li> </ul>	Civic Support Team	Sunday 4 June 2023
Wolverhampton LGBT+ Pride	TBC	EDI & Events Team	Saturday 10 June 2023 (Pride month throughout June)
Gypsy and Roma Travellers' Month	TBC	EDI Team	Throughout June 2023
Falklands Memorial Service	<ul style="list-style-type: none"> <li>• Lay a wreath</li> <li>• Host a reception in the City Suite</li> <li>•</li> </ul>	Royal British Legion Central Branch	Thursday 15 June 2023
Armed Forces Day Flag Raising Ceremony	<ul style="list-style-type: none"> <li>• Raise the AFD Flag</li> </ul>	Civic Support Team	Monday 19 June 2023

	<ul style="list-style-type: none"> <li>• Host a reception in the City Suite</li> </ul>		
International Refugee Week	TBC	EDI Team	Monday 19 June to Sunday 25 June 2023
Learning Disabilities Week	TBC	EDI Team	Monday 19 June to Sunday 25 June 2023
Windrush 75 - National Windrush Day	<ul style="list-style-type: none"> <li>• Attend the event</li> </ul>	EDI Team	Thursday 22 June 2023
Armed Forces Day Celebration Event	<ul style="list-style-type: none"> <li>• Give a speech</li> </ul>	City Events Team and Civic Support Team	Saturday 24 June 2023
Remembering Srebrenica Flag Raising	<ul style="list-style-type: none"> <li>• Raise flag</li> <li>• Give a speech</li> </ul>	EDI Team	Tuesday 11 July 2023
Black Country Day	Raise a flag	Comms Team	Friday 14 July 2023
Non Binary People's Day	TBC	EDI Team	Friday 14 July 2023
South Asian Heritage Month	TBC	EDI Team	Tuesday 18 July to Thursday 17 August
VJ Day	<ul style="list-style-type: none"> <li>• Lay a wreath</li> <li>• Host a reception in the City Suite</li> </ul>	Royal British Legion Central Branch	Tuesday 15 August 2023
Young Citizen of the Year Award's Presentation	<ul style="list-style-type: none"> <li>• Join the Judging Panel</li> <li>• Host the Award Ceremony in the City Suite</li> </ul>	Rotary Club of Wolverhampton	Thursday 7 September 2023
Bi Visibility Day	TBC	EDI Team	Saturday 23 September 2023
Yom Kippur	TBC	EDI Team	Monday 25 September 2023
Dyslexia Week	TBC	EDI Team	Monday 2 October to Sunday 8 October 2023
World Mental Health Day	TBC	Organisational Development	Tuesday 10 October 2023
National Coming Out Day	TBC	EDI Team	Wednesday 11 October 2023
World Sight Day	TBC	EDI Team	Thursday 12 October 2023
Pronouns Day	TBC	EDI Team	Wednesday 18 October 2023
Diwali Celebration Event	<ul style="list-style-type: none"> <li>• Attend the event</li> </ul>	City Events Team	Saturday 21 October 2023

Wear it Pink (Breast Cancer Awareness)	TBC	EDI Team	Saturday 21 October 2023
United Nations Day	TBC	EDI Team	Tuesday 24 October 2023
Asexual Visibility Day	TBC	EDI Team	Wednesday 25 October 2023
Intersex Awareness Day	TBC	EDI Team	Thursday 26 October 2023
Islamophobia Awareness Month	TBC	EDI Team	Throughout November 2023
Fireworks Spectacular	<ul style="list-style-type: none"> <li>• Attend Event</li> <li>• Light the fire</li> </ul>	City Events Team	Saturday 4 November 2023
Intersex Day of Remembrance	TBC	EDI Team	Wednesday 8 November 2023
Armistice Day/Dutch War Graves	<ul style="list-style-type: none"> <li>• Lay a wreath</li> <li>• Host a reception in the City Suite</li> <li>•</li> </ul>	Royal British Legion Central Branch	Saturday 11 November 2023
*Remembrance Sunday	<ul style="list-style-type: none"> <li>• Lay a wreath</li> <li>• Give a speech</li> <li>• Reading in church</li> <li>• Host a reception in the Civic Centre</li> </ul>	Civic Support Team	Sunday 12 November 2023
Diwali	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Sunday 12 November 2023
Bandi Choor Divas	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Sunday 12 November 2023
Disability History Month	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Thursday 16 November to Thursday 16 December 2023
City Centre Christmas Light Switch On –	<ul style="list-style-type: none"> <li>• Switch the lights on</li> </ul>	City Events Team	Saturday 18 <sup>th</sup> November 2023
Trans Day of Remembrance	<ul style="list-style-type: none"> <li>• Flag Raising</li> <li>• Speech</li> </ul>	EDI Team	Monday 20 November 2023
Wednesfield Christmas Light Switch On -	<ul style="list-style-type: none"> <li>• Switch the lights on</li> </ul>	City Events Team	Thursday 23 November 2023
Bilston Christmas Light Switch On -	<ul style="list-style-type: none"> <li>• Switch the lights on</li> </ul>	City Events Team	Friday 24 November 2023
Tettenhall Christmas Light Switch On -	<ul style="list-style-type: none"> <li>• Switch the lights on</li> </ul>	City Events Team	Saturday 25 November 2023



International Day for the Elimination of Violence against Women (Start of Orange Wolves)	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Saturday 25 November 2023
Bantock Christmas Light Switch On –	<ul style="list-style-type: none"> <li>• Switch the lights on</li> </ul>	City Events Team	Sunday 26 November 2023
Guru Nanak's Birthday	TBC	EDI Team	Monday 27 Nove
AIDS Awareness Week	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Monday 27 November to Friday 1 December 2023
St Andrews Day	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Thursday 30 November 2023
Holocaust Memorial Day	<ul style="list-style-type: none"> <li>• Lay a wreath</li> <li>• Give a speech</li> <li>• Host a reception in the City Suite</li> </ul>	Equalities Team	Saturday 27 January 2024 (EDI team to confirm if event will be on the Friday before)
LGBT History Month	<ul style="list-style-type: none"> <li>• Flag Raising</li> <li>• Speech</li> </ul>	EDI Team	Throughout February 2024
St David's Day	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Friday 1 March 2024
St Patrick's Day	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	Friday 17 March 2024
Anzac Commemorative Service	<ul style="list-style-type: none"> <li>• Lay a wreath</li> </ul>	Royal British Legion	April 2024 (TBC by RBL)
St George's Day	<ul style="list-style-type: none"> <li>• TBC</li> </ul>	EDI Team	23 April 2024
Vaisakhi 2024	<ul style="list-style-type: none"> <li>• Attend the event</li> </ul>	West Park	May 2024 (TBC by City Events Team)
VE Day 2024	<ul style="list-style-type: none"> <li>• Lay a wreath</li> <li>• Host a reception in the City Suite</li> </ul>	Royal British Legion Central Branch	Wednesday 8 May 2024
Royal Garden Party	<ul style="list-style-type: none"> <li>• Providing you have not previously attended a Royal Garden Party) the Mayor is nominated to attend one of the Royal Garden Parties</li> </ul>	Buckingham Palace	TBC May 2024

Other events may be added to the list as and when they arise (e.g. events relating to the awarding of the Freedom of the Borough, anniversaries, etc).

\*The Civic Support Team organise and deliver the Remembrance Sunday event in the City Centre and all employee resources are required at this event; it is not possible to release a member of the team to drive the Deputy Mayor to any other services in the City that day. We can enquire about the availability of a relief driver.

## **Mayoral Hospitality Budget**

The Council's policies and procedures relating to the managing of budgets must be followed. A budget is held by the Civic Support Manager and has responsibility for day-to-day running of the budget. The budget is closely monitored by the Civic Support Manager (in consultation with Finance) who acts as the budget holder and will guide the Mayor on the appropriate use of the funds.

The hospitality budget is £30,040 for the Mayoral year. A contribution of £8,000 is deducted and transferred to the City Events Team towards the cost of the annual Armed Forces Celebration event, to ensure our commitment to the Armed Forces Community in Wolverhampton. The hospitality budget is expected to pay for all civic events and hospitality during the year (including any trips abroad). Monthly updates on the ongoing expenditure will be made to you by the Civic Support Manager to ensure you are aware of spending in this area.

The hospitality budget is public money and therefore must only be used in a way that meets the six strategic outcomes of the Council and will benefit the citizens of Wolverhampton. It must not be used for any political purposes or for private functions and cannot be used to further the causes of other organisations, clubs or societies.

The Mayoral hospitality budget must achieve a great deal within a year and there are certain events such as Remembrance Sunday, the Mayoral Inauguration Celebration event and Armed Forces Week that will draw on the budget every year. In addition, there may be unforeseen occasions such as visiting VIPs, foreign delegations, parades and ceremonies that will incur additional costs.

You should not agree to host any events that commit expenditure. Please liaise with the Civic Support Manager who can advise on the appropriateness of an event and confirm that sufficient funds are available.

## Catering

Catering for Mayoral events, funded by the hospitality budget, is usually provided by the council's catering team who are used to dealing with high profile and often changeable events, are familiar with the Mayoral kitchen/equipment and suite, are flexible in terms of any last minute changes or adjustments etc. They also always ensure food is of the required quality. Adequate numbers of waiting staff should also always be booked for any large engagements to ensure that the Civic Support Team can focus on the smooth running of the event itself without worrying about tidying away plates etc.

Should the Mayor ever require external caterers for a specific event, they should work with the Civic Support Team to ensure the identified caterers meet the required standards, provide value for money and will also provide a waiting and clear up service for the reasons outlined above.

## Allowances

Councillors' Allowance Scheme is detailed in [Part 6 - Page 365 of the Constitution](#).

The allowance can be used to cover costs (see examples below), which are not otherwise covered by the Hospitality Budget.

- Purchase of clothing required for the role
- Personal expenses incurred through holding office e.g. driving yourself to events, purchasing raffle tickets, programmes, church collections and making small donations etc.
- Travel expenses

The Ceremonial Mayor will receive an allowance which comprises:

- Basic Councillor allowance of £12,196
- Special responsibility allowance of £21,210 (inclusive of a £2,500 clothing allowance)

The Ceremonial Deputy Mayor will receive an allowance which comprises:

- Basic Councillor allowance of £12,196
- Special responsibility allowance of £5,303 (inclusive of a £1,250 clothing allowance)

Please note, consultation is recommended with Mayoress or Consort/Deputy Mayoress or Deputy Consort regarding clothing allowance or any other expenditure and how the special responsibility allowance is shared.

(Note: Where a Councillor undertakes duties, which entitle them to more than one SRA under the Scheme, they will receive only the higher allowance. However, they will still be entitled to the mayoral clothing allowance if they qualify for the Ceremonial Mayor or Deputy Mayor SRA.)

The basic Councillor allowance and special responsibility allowance will be paid monthly throughout the year.

## Communications

Prior to your election, the Civic Support Team will arrange for official photographs to be taken for publicity purposes.

It is customary for the Mayor to record an introductory video message for the Council and Mayoral website and social media channels. The Civic Support Team will set up a date a few weeks before Annual Council Meeting for the video message to be recorded. The Communications Team will provide you with a 'script' and direct and record the video.

The Civic Support Team manage two social media accounts on behalf of the Mayor:

- [Twitter](#)
- [Facebook](#)

The Communications Team issue media releases to publicise key events. The Mayor will be requested to approve any quotes included in media releases - a prompt response is vital to meet deadlines set by the individual media organisation. The news releases are also published on the council's website news pages.

## Relationship with the Press

The press will frequently ask the Mayor to comment on issues. The Mayor should only speak on behalf of the Council on issues that have been discussed by Council. If the matter has been discussed, the Mayor is at liberty to divulge that which Council has resolved but no more. As Chairman of Council, by inference, it appears that the Mayor speaks on behalf of the City Council, which indeed they should, on ratified issues carried by a majority vote.

It may be helpful to remove the word 'I' from any statement to the Press. If the word 'I' is removed, it must be replaced with either 'we' or 'Council', which focuses the mind and reminds the Mayor that they are issuing a statement as the representative of the Council.

Please inform the Civic Support Team and Communications Team if you are contacted by the media. The Communications Team will be able to provide advice and issue responses on your behalf.

For more information about Communications, please contact:

Richard Wyatt  
Head of Communications  
01902 550213  
[richard.wyatt@wolverhampton.gov.uk](mailto:richard.wyatt@wolverhampton.gov.uk)

## Civic Protocol

The Mayor is the Queen's Representative in this City and as such takes precedence over all other citizens as well as Government Ministers, Members of Parliament and visiting personalities.

It is not customary to ask the Mayor to perform a secondary role within their own City, apart from two exceptions:

- When Royalty are present and
- When Her Majesty's Lord Lieutenant or his representative is present The Mayor should be seated on the immediate right of the host of the event. It is customary for the Mayor to be the first speaker. However, an introduction by the host is acceptable.

## How to Address the Civic Heads

### The Mayor

- The full title of the Mayor is 'The Right Worshipful the Mayor of Wolverhampton',
- addressed as: **"Mr Mayor" or "Madam Mayor"**

### The Deputy *Mayor*

- The full title of the Deputy Mayor is 'The Deputy Mayor of Wolverhampton',
- addressed as: **"Mr Deputy Mayor" or "Madam Deputy Mayor"**.

### The Consort

- The Consort is a courtesy title. The full title is 'Consort'
- addressed as: **"Consort"**.

### The Mayoress

- The Mayoress is a courtesy title. The full title is 'Mayoress'
- addressed as: **"Mayoress"**.

### The Deputy Consort

- The Deputy Consort is a courtesy title. The full title is 'The Deputy Consort'
- addressed as: **"Deputy Consort"**.

### The Deputy Mayoress

- The Deputy Mayoress is a courtesy title. The full title is 'Deputy Mayoress'
- addressed as: **"Madam Deputy Mayoress"**

## Dress Code

### The Mayor

The Mayoral chain of office is worn on formal, ceremonial occasions. Similarly, for the Mayor's robe. Please note the Mayoral chain of office is heavy (weight of chain is 30 ounces).

When wearing official robes and hats, the Mayor should remove the hat when:

- Acknowledging Salutes
- During the playing of the National Anthem
- In the presence of a member of the Royal Family

- During March Pasts, the Mayor should remove and replace the hat as each section passes the salute
- When the Colours pass
- On an Inspection when the Mayor passes the Colours

The Mayor's Badge of Office can be worn for informal events.

### Examples:

Occasion	Chain/Badge
Royal ceremonial event	Robe and Chain of Office
Civic ceremonial event	Robe and/or Chain of Office
Civic dinner or reception	Chain of Office
Royal visit (non-ceremonial) within Wolverhampton	Chain of Office (robe if requested)
Other engagements within Wolverhampton	Badge of Office
Any engagement outside the area	Badge of Office. Robe and/or Chain of Office may be requested by the organiser - this should be approved, in advance, by the relevant Local Authority Mayoral Office

### The Mayoress

The Mayoress's chain of office is worn on formal ceremonial occasions. At informal events, a medallion is worn on a gold necklet.

### The Consort

The Consort wears a badge of office which hangs from a burgundy collarette for formal ceremonial occasions, or the Consort can opt to wear the Mayoress's Chain of Office.

### The Deputy Mayor and Deputy Mayoress/Deputy Consort

As already mentioned, the Deputy Mayor should not wear chains if they are attending an event at which the Mayor is present (with the exception of Full Council). The Deputy Mayor and Deputy Mayoress/Deputy Consort wear chains of office for formal ceremonial occasions at official engagements when deputising for the Mayor. Please bear in mind that the chains of office must be pinned in position on the shoulders to prevent them slipping which may, in time, cause some wear and tear to items of clothing. At informal events, the Deputy Mayor wears the medallion from a burgundy collarette, the Deputy Mayoress/Deputy Consort wear a medallion from a gold chain or a burgundy collarette.

Please note: chains or badges of office cannot be worn for duties that are not classed as 'Mayoral'.

### Clothing

The presence of the Mayor makes any function more formal and the Mayor should dress accordingly and appropriately.

The Mayor can expect to receive invitations to visit a range of events and multifaith establishments. The Civic Support Team ask organisers to confirm any specific dress code requirements on the Mayoral Engagement Booking Form. Organisers are requested to provide this information not later than 1 week before the event.

The following items are considered suitable for some formal events:

- formal suit
- dark overcoat and dark leather gloves for remembrance events
- Mayoress or Deputy Mayoress may wish to wear a hat for church services before 6pm (this is not compulsory)

## **The City Suite and Mayor's Parlour**

### **Access**

The Civic Support Team will contact Facilities Management to ensure your existing access card includes access to the City Suite and Mayor's Parlour.

The City Suite can be used to host Civic occasions and Mayoral Charity events.

The Mayor's Parlour can be used for small meetings for up to 10 guests. The Parlour can also be used as a rest room to get changed in or relax between official engagements. There is a hot drinks machine, fridge and it has its own en-suite toilet facilities with shower.

Please note the Facilities Manager ensure the City Suite, Mayor's Parlour and Civic Support Team Offices are locked and opened each day.

### **City Suite Room Bookings**

The City Suite and Mayor's Parlour are available for use by other Council Departments when not in use for official Mayoral business. Room bookings are managed by the Civic Support Team, some examples of the type of events that take place are as follows:

- Wedding ceremonies
- Citizenship Ceremonies
- Corporate Events
- Training Events

All events that take place in the City Suite and Mayor's Parlour must be politically neutral.

If another function has already been booked and arranged in the City Suite, it should not be cancelled in the event the Mayor wants to use the room. For example, wedding ceremonies are booked many weeks and often months in advance by paying customers and it would not be acceptable to ask any couple to cancel their wedding to free up the suite.

### **Use of the Mayoral Parlour**

The Mayor's Parlour is available for use by The Mayor to conduct Mayoral business during their term of office. Should The Deputy Mayor require use of the Parlour, this will need to

be discussed with the Civic Support Team and the team will ensure The Mayor is briefed. This is to avoid any meeting clashes.

## **The Mayor of Wolverhampton's Charitable Fund**

(Registered Charity Number 1180065)

The Charity was set up in September 2018.

### **The Trustees are:**

1. The Mayor in Office (chair)
2. The Deputy Mayor in Office (vice chair)
3. The Retiring Mayor
4. Head of Legal Services - City of Wolverhampton Council
5. Director of Finance - City of Wolverhampton Council

All Trustees have access to the [Mayoral Charity Trust](#) channel on Teams where all key papers are stored (in the files section).

Trustees must ensure the charity trust carries out the purposes for which it is set up. Please read the [Terms of Reference](#) which will confirm the charity's purposes.

Trustees meet a minimum of 4 times a year on a quarterly basis. All Trustees are signatories on the current bank account.

Some charities contact the Civic Support Team direct to make a submission to become a chosen charity. The incoming Mayor may also nominate which charity(s) they would like to be beneficiaries of fundraising. Should the incoming Mayor wish to nominate they should contact the Charity(s) direct and let the Civic Support Team know the outcome. The application process is simple; Charities should submit their nomination by letter or email to the Civic Support Team and include an overview of their objectives and how fundraising will benefit the citizens of Wolverhampton. It is recommended all nominations are submitted by 31 March; this is because nomination(s) will be an agenda item to be agreed at the Charity Trustee meeting that occurs in April.

The Mayoral Charity can fund another charity as a way of meeting its charitable purposes. Guidance on working with other charities is available on the [Charity Commission website](#).

Trustees occasionally receive applications from organisations or groups for grant awards from the Mayoral Charity Fund. Applicants will be invited to complete a Charity Trust Grant Application Form which will be presented to Trustees for consideration and decision.

The Civic Support Team provide administrative support to the charity. At the end of each year the Finance Department will prepare a [Financial Report](#) and the Civic Support Team will prepare an [Annual Report](#) to summarise of the objectives of the charity for the previous year. The reports are approved by trustees and submitted annually to the Charity Commission.

The annual charity year end date is 30 June. All income after this date will be included in the following years Annual Report and Financial Report.



## External Relations

### The Mayor's Chaplain(s)

It has been customary, but not mandatory, for the Mayor to nominate a Chaplain for the year. The post of Mayor's Chaplain has no legal status, is an honorary role, and as such is unpaid. The Chaplain can play a key role in assisting with the format of civic services. The Chaplain is invited to say prayers at the beginning of Council meetings. The Chaplain assists generally where the service of a Chaplain is required should be a focal point for all faith groups.

People in Wolverhampton come from a diverse range of faith backgrounds. The Mayor can choose their 'Chaplain' from any group/faith background.

Considerations: -

- The Mayor's Chaplain is often from the Mayor's local place of worship.
- The Mayor may choose not to appoint a Chaplain
- The Mayor may adopt and promote a humanist perspective.
- More than one chaplain may be appointed at any one time.
- Prayers at council meetings are a custom and not a requirement.

### The Mayor's Cadet(s)

It is customary for the local branch of the Sea, Army, Air, Police and Fire Cadets to each nominate one cadet to support you during your year in office. The Cadets will be invited to attend civic events and they attend subject to their availability.

### Honorary Positions

The role of Mayor is associated with some organisations

- **Rotary Club of the City of Wolverhampton** will invite you to become an Honorary Member. There is no formal role for the Mayor, but the Club is hopeful that Honorary members will be interested to take more part in the activities of the club in future years.
- **The Chaplaincy Centre, University of Wolverhampton** will invite you to become an Ex Officio Trustee of the University of Wolverhampton Chaplaincy Building Trust. Established in 1981. The trust cares for the Chaplaincy building built by local churches on land leased to the Diocese of Lichfield by City of Wolverhampton Council. The building is on Molineux Street, adjacent to Randall Lines Hall of Residence (now closed) and the University's Housman Building (MX). Trustees meet 2 or 3 times a year. The Chaplains are skilled in interfaith conversation, as well as workplace chaplaincy. They can help the Mayor in any way and are happy to offer their time.

## **King's Award for Voluntary Service (KAVS)**

The King's Award for Voluntary Service is the highest award that can be presented to a voluntary group in the UK, introduced by Queen Elizabeth II in 2002, it is equivalent to an MBE.

For the purpose of the King's Award for Voluntary Service, a voluntary group is classified as two or more people providing a specific benefit in a local area that has been operating for at least three years with more than half of those working their volunteers with the right of residence in the UK. The group can work to provide a direct or indirect benefit (an example of which could be work to improve local heritage or the environment) and where appropriate, the group must have suitable safeguarding procedures in place for children and vulnerable adults in addition to evidence of Public Liability Insurance.

The Civic Support Team and West Midlands Lieutenancy organise an annual workshop for voluntary groups who are interested in being nominated for the KAVS. The workshop provides voluntary groups with an overview of the process for nominations and an opportunity to ask questions. **The Mayor is invited to host this event, which takes place in the City Suite in July.**

The Mayor meets many voluntary groups and as such are perfectly placed to make recommendations to the Civic Support Team of the good work being undertaken by organisations in the City. The Civic Support Team can follow up suggestions and provide organisations interested in the KAVS award with information or guidance as required.

More information about KAVS awards is available [here](#).

## **Civic Gifts**

Civic Support Team hold a small stock of Civic gifts which are available for the Mayor to present to VIPs. The cost of Civic gifts is charged to the Mayoral hospitality budget.

The Mayor's office maintains a record of gifts presented to the City and gifts presented on behalf of the City. It is important that all gifts are recorded. This avoids duplication on future occasions, and allows a review when further visits are made, probably by different representatives. The register also acts as an ongoing inventory of Civic property and is required for insurance purposes.

Other Council departments, may on occasion, request a gift for corporate events. In this situation, the relevant department will be informed the Mayoral hospitality budget should be refunded. The Civic Support Team will replenish the stock of Civic gifts as required.

## **Gifts and Hospitality**

The Mayor, Mayoress/Consort, Deputy Mayor and Deputy Mayoress/Consort must, within 28 days of receipt, notify the Monitoring Officer of any gift, benefit or hospitality with a value in excess of £50, which you have accepted in your role, from any person or body other than the Council. Should you receive a gift, benefit or hospitality please complete the [Member's register of gifts](#) at the earliest opportunity. Arrangements can be made to issue letters of

thanks for gifts received. It has been customary for Mayors to donate any suitable items (i.e. bottles of wine, tickets to events etc) they are presented with during their year in office as potential raffle or auction items to raise money for the Mayoral charities.

Gifts that are clearly made to the authority, for example a commemorative item which is kept on display in the City Suite, will not need to be registered in the Member's register of gifts and hospitality. However, such gifts ought to be recorded by the Civic Support Team for audit purposes. You may wish to consider regifting items such as chocolates, alcohol etc. to the Mayoral Charity Trust to assist with fundraising.

For further information, please also refer to the [Code of Conduct for Councillors](#) regarding receipt of gifts.

### **Christmas Card**

Mayors are invited to choose the design for their Christmas card; we recommend you give an indication of your design preferences to the Civic Support Team by the end of September. The Civic Support Team will place an order with the Design Team for an e-card and, if necessary, a small quantity of printed cards in readiness for issue to recipients mid-December. The Mayor will have an opportunity to review the design options with the Civic Support Team. The Mayor will be asked to approve the final version with the Civic Support Team by early November.

The Civic Support Team will provide a list of suggested recipients. You can ask the Civic Support Team to add personal addresses to the list. In line with the council's climate change commitment and environmentally-friendly policies, as many Christmas cards as possible should be delivered as an e-card and any printed cards should be kept to an absolute minimum (if at all).

## **At the End of your Term of Office**

### **Past Mayor and Past Mayoress/Consort Badge**

It is customary for the outgoing Mayor and Mayoress/Consort to receive a Past Mayor and Past Mayoress/Consort badge. The badges are inscribed with your name and the year of service on the reverse.

### **Resolution of Thanks**

It is also customary for the outgoing Mayor to be presented with a framed Resolution of Thanks. The badges and resolution of thanks will be presented at the end of your term of office (at the Annual Council Meeting), and we hope will serve as lasting reminder for serving the City as First Citizen.

## **Post**

All post received by the Civic Support Team will be opened (unless marked Private and Confidential). Anything that is deemed Private and Confidential will be placed on your desk

in the Mayor's Parlour or delivered to you when you are collected for a Mayoral engagement by a member of the Civic Support Team.

## Civic Support Team

Contacting the Civic Support Team – Office Number 01902 554090 or 554091 – email [mayoral@wolverhampton.gov.uk](mailto:mayoral@wolverhampton.gov.uk)

Name	Title	Telephone Number	Email Address
Laura Gittos	Head of Governance	01902 555242 07581 390006	<a href="mailto:Laura.gittos@wolverhampton.gov.uk">Laura.gittos@wolverhampton.gov.uk</a>
Tim Clark	Civic Support Manager	07870 189303	<a href="mailto:tim.clark@wolverhampton.gov.uk">tim.clark@wolverhampton.gov.uk</a>
Mark Watterson	Mayoral Support Officer	07557 848125	<a href="mailto:mark.watterson@wolverhampton.gov.uk">mark.watterson@wolverhampton.gov.uk</a>
Larissa Carless	Civic Support Officer	07800 919895	<a href="mailto:larissa.carless@wolverhampton.gov.uk">larissa.carless@wolverhampton.gov.uk</a>
Zac Wells	Civic Support Officer	07976 761668	<a href="mailto:zac.wells@wolverhampton.gov.uk">zac.wells@wolverhampton.gov.uk</a>

## Additional Information

Please [click here](#) for more information about the following items:

- A brief history of Wolverhampton
- Detailed descriptions of the Chains of Office and robes
- A list of current Honorary Aldermen
- A list of current Honorary Freeman
- A list of holders of 'Freedom of Entry'
- The current Honorary Recorder
- A list of past Mayors

You can get this information in large print, braille,  
audio or in another language by calling 01902 551155

**wolverhampton.gov.uk** 01902 551155

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WCC 1381 03/2022

City of Wolverhampton Council, Civic Centre, St. Peter's Square, Wolverhampton WV1 1SH

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance and Ethics Committee</b> 16 March 2023
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<b>Report title</b>	Schedule of Petitions	
<b>Cabinet member with lead responsibility</b>	Councillor Paula Brookfield Cabinet Member for Governance and Equalities	
<b>Accountable director</b>	David Pattison, Chief Operating Officer	
<b>Originating service</b>	Democratic Services	
<b>Accountable employee</b>	David Pattison	Chief Operating Officer
	Tel	01902 550320
	Email	David.pattison@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	N/a	

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**Recommendations for noting:**

The Governance and Ethics Committee is asked to note:

1. The actions taken in relation to all petitions received by the Council during the last year.

## **1.0 Purpose**

- 1.1 To note the actions taken in relation to petitions received by the Council during the last six months attached at Appendix 1.

## **2.0 Background**

- 2.1 At the Council meeting on 3 November 2021, Council approved the revised Petitions Scheme.
- 2.2 Section 46 of the Localism Act 2011 repealed all of Chapter 2 of the Local Democracy Economic Development & Construction Act 2009, which in essence removed the requirements for local authorities to have a statutory petitions scheme. Therefore, the Council now has greater discretion in how it decides to deal with citizens' petition.
- 2.3 However, it is still considered good practice for a Council to retain a petitions scheme as it sends a clear message to the public that the Council takes their views seriously and encourages their engagement in the democratic process.

## **3.0 Implementation and Monitoring of the Petitions Scheme**

- 3.1 All petitions submitted to the Council are received and monitored by Democratic Services.
- 3.2 Following receipt, petitions will be forwarded to the relevant service who will confirm if the Council can action the petition.
- 3.3 Petitions with fewer than 2499 signatures are considered and responded to by employees, within 28 days of receipt by the relevant service area. A summary of responses will be reported to the relevant Cabinet Member(s), and the relevant Ward Members.
- 3.4 Petitions with 2500 – 4999 signatures are considered by the relevant scrutiny panel with recommendation made for action by employees or review by the Executive as appropriate.
- 3.5 Petitions with more than 5000 signatures are considered by Full Council.
- 3.6 It is suggested that the Governance and Ethics Committee receive a quarterly/six monthly report presenting this information. This would ensure that the Committee are informed of actions taken in relation to all petitions by the Council, including those considered by other scrutiny bodies and Full Council.

## **4.0 Financial implications**

- 4.1 There are no financial implications associated with the recommendation in this report as Councillors are asked only to note the actions taken in relation to petitions received by the Council. [GE/17022023/J]



## **5.0 Legal implications**

5.1 The duty for local authorities to operate a statutory petition scheme was abolished by the Localism Act 2011. [TC/22022023/D]]

## **6.0 Equalities implications**

6.1 The proposals outlined in this report do not require an equalities analysis. The recommendations will not affect the Council's practice of encouraging, considering and responding to petitions.

## **7.0 All other implications**

7.1 There are no other implications arising from this report.

## **8.0 Schedule of background papers**

8.1 Revised Petitions Scheme, Council, 3 November 2021

## **9.0 Appendices**

9.1 Appendix 1: Schedule of Petitions

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Date Received	Issue Raised	Number of (Valid) Signatories	Responsible Officer	Status and Action Taken
14 December 2021	<p><b>Safety of Compton Residents</b></p> <p>Requested the Council to install security lighting for the safety of local residents who use the pathway joining Martham Drive to the children's playground and the Compton shopping area.</p>	215	Dave Millington, Green Spaces and Bereavement Manager	<p>Status – Ongoing</p> <p>The Lead Petitioner was advised that there was no capital funding identified for installing lighting on the open space but that the petition would be considered further after consultation with stakeholders.</p> <p>An on-site visit would also be organised between the Green Spaces and Bereavement Manager and the Lead Petitioner.</p> <p><b>Full response:</b> n/a (Private Correspondence between Lead Officer and Petitioner.)</p>
1 July 2022	<p><b>Stafford Road Fencing</b></p> <p>Petition asked the Council to “give us back our ability to cross the road and conveniently access the local shops and amenities, to give us back our shrubs and to reduce the use of ugly fencing and high kerbing that has ruined our road and . . . to actually improve and enhance our environment as promised”.</p>	19	Nick Broomhall, Service Lead – Traffic and Road Safety	<p>Status – Closed</p> <p>The Lead Petitioner was made aware of the reasons for the changes and advised that these had been made to tackle several longstanding issues.</p> <p>The Lead Petitioner was advised that their concerns had been passed onto the Transport Safety team so they could be taken into account as part of their future proposals for Stafford Road.</p>

Date Received	Issue Raised	Number of (Valid) Signatories	Responsible Officer	Status and Action Taken
5 July 2022	<p><b>Fordham Grove</b></p> <p>Petition asked the Council to address parking on corners near properties on Fordham Grove and come up with solutions to improve safety.</p>	N/A	N/A	<p>Status – Rejected</p> <p>The Lead Petitioner was advised that their petition did not contain enough valid signatures to trigger a response from the Council.</p>
11 August 2022	<p><b>Lack of Toilet Facilities in Bilston</b></p> <p>Petition asked the Council to look into new public toilet facilities in Bilston.</p>	N/A	N/A	<p>Status – Rejected</p> <p>The Lead Petitioner was advised that their petition did not contain enough valid signatures to trigger a response from the Council.</p>
30 August 2022	<p><b>Parking Issue – Deyncourt Road, Wednesfield</b></p> <p>Petition asked the Council to extend the already yellow lines on the corners of Deyncourt Road to the dangerous S bend and offset island on both sides.</p>	211	Nick Broomhall, Service Lead – Traffic and Road Safety	<p>Status – Closed</p> <p>The Lead Petitioners were advised that a Traffic Regulation Order [TRO] scheme was added to the TRO list to progress a scheme to add additional no waiting restrictions (double yellow lines) on D'Eyncourt Road in future.</p>
12 September 2022	<p><b>5G Roll Out Concerns</b></p> <p>Petition asked the Council to provide more openness and</p>	144	Charlotte Johns – Director of Strategy	<p>Status – Closed</p> <p>The Lead Petitioners were advised that the roll out of 5G technology was a commercial rollout, with decisions on the rollout made by Mobile Network</p>

Date Received	Issue Raised	Number of (Valid) Signatories	Responsible Officer	Status and Action Taken
	transparency in the 5G rollout process.			Operators and that the ability of the Council to influence the roll out of mobile technology was limited by central government regulations.
20 October 2022	<p><b>Support for businesses on North Street due to the Public Realm works &amp; Civic Halls refurbishment</b></p> <p>Petition asked the Council to:</p> <ol style="list-style-type: none"> <li>1. Financially compensate for loss of earnings as a matter of urgency to businesses on North Street.</li> <li>2. Work with businesses via regular communication and a dedicated team to use this work as an opportunity to regenerate the City Centre night-time economy.</li> <li>3. Waiver any licensing fees for outdoor pavement/tables &amp; chairs licenses for 2023 and beyond.</li> <li>4. An apology and acknowledgement of the decimation of business on North Street</li> </ol>	N/A	N/A	<p>Status – Rejected</p> <p>The Lead Petitioner was advised that their e-petition did not contain enough valid signatures to trigger a response from the Council.</p>

Date Received	Issue Raised	Number of (Valid) Signatories	Responsible Officer	Status and Action Taken
5 January 2023	<p><b>Dixon Street Parking Issues</b></p> <p>Petition followed up from a previous petition submitted in December 2021, which received a response from the Council.</p> <p>Petition asked the Council to add double red lines or remove the central reservation from Dixon Street to alleviate parking issues.</p>	N/A	Nick Broomhall, Service Lead – Traffic and Road Safety	<p>Status – Closed</p> <p>The Lead Petitioner was advised that data suggested traffic calming measures had worked on Dixon Street, but that the street would be added to the list of locations to consider implementing parking restrictions to prevent issues of inappropriate pavement parking.</p>
3 February 2023	<p><b>Public Realm Resurfacing</b></p> <p>Petition asked the Council to resurface Pater Noster Row and Red Lion Street.</p>			<p>Status – Ongoing</p> <p>The Lead Petitioner was originally advised that their petition did not meet the required number of valid signatures. Democratic Services were subsequently advised that the petition would be resubmitted once at least ten valid signatures had been attained.</p>