

**Time** 10.00 am      **Public Meeting?** Yes      **Type of meeting** Advisory group  
**Venue** Online Meeting

## Membership

**Chair** Cllr Alan Bolshaw (Lab)

### Labour

Cllr Ian Brookfield  
Cllr Paula Brookfield  
Cllr Craig Collingswood  
Cllr Celia Hibbert  
Cllr Milkinderpal Jaspal  
Cllr Rita Potter  
Cllr Sandra Samuels OBE  
Cllr Stephen Simkins

### Conservative

Cllr Wendy Thompson  
Cllr Simon Bennett

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** Kirsty Tuffin  
**Tel/Email** 01902 552873 or Email: [kirsty.tuffin@wolverhampton.gov.uk](mailto:kirsty.tuffin@wolverhampton.gov.uk)  
**Address** Democratic Services, Civic Centre, First 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

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 - 6)<br>[To approve the minutes of the previous meeting held on 12 February 2020 as a correct record].   |
| 4               | <b>Matters arising</b><br>[To discuss any matters arising from the minutes of the previous meeting].   |
| 5               | <b>Update from the Monitoring Officer on Governance Matters</b> (Pages 7 - 12)<br>[To receive an update on governance matters from the Monitoring Officer.]  |
| 6               | <b>Calendar of Meetings 2021-2022</b> (Pages 13 - 20)<br>[To receive the proposed timetable for Council and committee meetings for the next Council Year 2021-2022.]   |
| 7               | <b>Council Submission to Local Government Boundary Review</b> (Pages 21 - 78)<br>[To receive an update on the progress of the local government boundary review.]   |
| 8               | <b>Update on the 2021 Elections - Preparations for Covid Secure Elections</b><br>(Pages 79 - 94)<br>[To receive an update on preparations underway for the combined elections and the steps being taken to deliver safe and secure elections.] |
| 9               | <b>Governance Business Improvement</b> (Pages 95 - 180)<br>[To receive an overview of the governance improvement programme.]   |

## Attendance

### Members of the Governance Committee

Cllr Alan Bolshaw (Chair)  
Cllr Ian Brookfield  
Cllr Craig Collingswood  
Cllr Rita Potter  
Cllr Sandra Samuels OBE  
Cllr Stephen Simkins  
Cllr Wendy Thompson  
Cllr Simon Bennett  
Cllr Paula Brookfield

### Employees

Fabrica Hastings	Democratic Services Assistant (Observing)
Jas Kaur	Democratic Services Manager (Host)
Laura Noonan	Electoral Services Manager
David Pattison	Director of Governance
Kirsty Tuffin	Democratic Service Officer

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

*Item No.*    *Title*

- 1 Apologies for absence**  
Apologies for absence were received from Councillor Milkinder Jaspal.
- 2 Declarations of interest**  
There were no declarations of interest made.
- 3 Minutes of the previous meeting**  
That the minutes of the previous meeting held on 22 January 2021 be approved as a correct record.
- 4 Matters arising**  
There were no matters arising.
- 5 Evaluation of 2020 Annual Canvass**  
David Pattison, Director of Governance, presented the report on the 2020 annual canvass that provided an evaluation of the annual canvass, carried out by the Electoral Registration Officer.

The Committee were advised that the 2020 annual canvass had been the first to be delivered under the new Canvass Reform - The Representation of the People (Annual Canvass) (Amendment) Regulations 2019. The key change highlighted was the introduction of a national data matching step to help match the data on the electoral register with the Department for Work and Pensions records. The three different routes that would follow the data matching step were as follows:

- Route 1 - properties that were unlikely to have changed and these households only need to respond if they wanted to make a change.
- Route 2 – properties were likely to have changed and they were required to respond to the canvass communication they had received.
- Route 3 - properties in Wolverhampton are Care Homes where a Senior Responsible Officer (SRO) would be required to provide an update on their current occupants.

The Committee were advised that due to covid-19 the traditional door-to-door canvassing had been replaced with data matching and telephone calls to prompt a response. Despite the challenge of covid-19 the overall response rate from the canvass work completed had been 89% and the revised electoral register was published on 4 January 2021 with an electorate of 183,479.

Following questions, the Committee were advised that enforcing current legislation in regard to registering for elections, would not increase uptake and a change in Government legislation would be required for the use of auto-enrolment to vote. It was agreed that David Pattison would bring an update on this to a future Governance Committee meeting. To ensure all residents felt comfortable voting in the current climate, a letter would be circulated to all residents to provide the option of a postal vote for the May 2021 elections.

Resolved:

1. That the evaluation of the 2020 Annual Canvass be noted.
2. That it be agreed that David Pattison, Director of Governance, would provide an update on current legislation on residents registering for elections, its enforcement and auto-enrolment into elections to a future Governance Committee meeting.

6 **Update from the Monitoring Officer on Governance Matters**  
David Pattison, Director of Governance, presented the report on Governance Matters that provided an update on the work programme and other matters within the scope of the Governance Committee's remit, approved by Committee in January 2021.

The Committee were advised that since the publication of the report, as per the supplementary pack, the Government had published their plans for the elections on 6 May 2021 to take place. The Council would be writing to all electors in the City to provide confidence in the election and outline the safety measures that would be put in place. An update on the 2021 elections would be considered at the next Governance Committee meeting.

The Committee were advised that in previous committee meetings, on 26 February 202 and 19 March 2020, proposals were considered to amend the constitution to modernise the political structure in the Council, particularly around Scrutiny and the introduction of public Cabinet Advisory Boards with cross party representatives. The



work on these changes were paused due to the covid-19 pandemic. David Pattison, as Monitoring Officer for the Council, recommended that any changes to the political structure be paused until May 2022, with a pilot of the changes to take place the end of 2021/beginning of 2022. It was agreed that details on the pilot would be considered at future Governance Committee meetings.

Resolved:

1. That the update from the Monitoring Officer on Governance Matters be noted.
2. That it be agreed that changes to the political structure be paused until May 2022, with a pilot of the changes to take place the end of 2021/beginning of 2022.
3. That it be agreed that details of the modernising of the political structure pilot be considered at future Governance Committee meetings.

7

**Any other business**

There was no other business discussed.

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> 12 March 2021
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<b>Report title</b>	Update from the Monitoring Officer on Governance Matters	
<b>Cabinet member with lead responsibility</b>	Councillor Paula Brookfield Cabinet Member for Governance	
<b>Accountable director</b>	David Pattison: Director of Governance	
<b>Originating service</b>	Governance	
<b>Accountable employee</b>	David Pattison	Director of Governance
	Tel	01902 553 840
	Email	David.Pattison@wolverhampton.gov.uk
<b>Report has been considered by</b>	Not applicable.	

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**Recommendation for action:**

The Governance Committee is recommended to:

1. Note the report and provide any feedback on the report.

## **1.0 Purpose**

- 1.1 To provide an update on the work programme and other matters within the scope of the Governance Committee's remit. The work programme was approved by the Committee at its meeting in January 2021.

## **2.0 Background**

- 2.1 The Council's constitution sets out the remit of the Committee below:

### **1. Terms of Reference – Governance Committee**

- 1.1 The Governance Committee shall be an advisory body, comprising Councillors, dealing with governance and constitutional arrangements.*
- 1.2 The Governance Committee shall, where appropriate, consider and advise the Council on matters relating to the Council's governance and Constitution, including standards of conduct, the timetable of meetings, the administrative and procedural arrangements for implementing new legislation and the terms of reference of or scheme of delegation to Council bodies.*
- 1.3 The Governance Committee shall consider and advise the Council on elections and electoral arrangements, including boundary reviews, and polling districts, places and stations, where these are not the sole responsibility of the Returning Officer.*
- 1.4 The Governance Committee will be consulted, and may offer feedback for consideration, on elections and electoral arrangements that are the sole responsibility of the Returning Office.*
- 1.5 The Governance Committee shall advise Full Council on the adoption or revision of the Councillors' Code of Conduct and Councillors' Allowances Scheme.*

### **2.0 Additional Role and Functions**

- 2.1 *The Governance Committee will have the following additional terms of reference:-*
- a. to liaise between the Council and the Ombudsman;*
  - b. to advise the Council on the conferment of the title of Honorary Alderman or Freedom of the City;*
  - c. to advise the Council on the making, amendment, revocation or re-enactment of bylaws and the promotion of or opposition to local or personal Bills in Parliament.*
- 2.2 The Committee agreed the following work programme for the remainder of the Municipal Year:

<b>Governance Committee Forward Plan for the 2020-2021 Municipal Year</b>			
<b>Date of Meeting</b>	<b>Title of Report</b>	<b>Lead Officer</b>	<b>Publication Deadline</b>
22 January 2021	Local Election Fees and Charges 2021/2022	Laura Noonan/David Pattison	14 January 2021
12 February 2021	Report on 2020 Annual Canvass	Laura Noonan/David Pattison	4 February 2021
	Update from the Monitoring Officer on Governance Matters	David Pattison	
12 March 2021	Update on 2021 Elections	Laura Noonan/David Pattison	4 March 2021
	Council Submission to Local Government Boundary Review	Stephanie Taylor/Laura Noonan/David Pattison	
	Petition Scheme	Jaswinder Kaur	
	Calendar of Meetings	Jaswinder Kaur	
	Constitution Review	Jaswinder Kaur/David Pattison	
	Update from the Monitoring Officer on Governance Matters	David Pattison	

2.3 This report provides an update on issues coming to the Committee and any developing issues within the scope of the Committee and if they take place after the publication of the report a verbal update will be given. As always if members of the Committee wish for other items to be added they should speak to the Chair of the Committee.

### 3.0 Update on position

3.1 Work Programme – an update on the work programme is below:

- 22 January 2021 – the Local Election Fees report was supported
- 12 February 2021 - the annual canvass report was supported
- 12 March 2021 – a number of reports are due to come to the meeting on 12 March 2021, details of these are below.

3.2 **Elections update** - a detailed report is on the agenda for this meeting, 12 March 2021 – at present a significant amount of work is taking place to ensure that the elections taking place on 6 May 2021 will take place safely and efficiently.

As the Committee is aware the election is a triple election consisting of City Council elections (for 1/3 of the seats and by-elections), election of the Police and Crime Commissioner and the West Midlands Combined Authority Mayoral election.

- 3.3 **Local Government Boundary Commission for England Review** – as the Committee is aware the Commission is currently undertaking a review of the electoral arrangements for the Council. This has been the subject of a number of reports to the Committee the most recent being the report dated to the 20 November 2020 Committee.

The Commission's consultation is currently live and due to conclude at the end of March 2021. In terms of the Council's proposed response to the Commission's consultation the potential responses to the consultation are on the agenda for the 12 March 2021 meeting.

- 3.4 **Constitution revisions** – as the Committee is aware a review of the Constitution is underway. A detailed report will be brought to the Committee shortly. The aim of the review is to reflect developments including the Local Government Association's adoption of a Model Code of Conduct, improve the understanding of the constitution and to make it easier to navigate for Councillors, Officers and the Public and address issues/points raised by Councillors. This will also include guidance on the use of Social Media for Councillors.

It is proposed that a report setting out potential changes to the constitution comes to the next meeting of the Committee.

- 3.5 **Petition Scheme/Calendar of Meetings** – as part of the preparation for the new Municipal year from May 2021 a proposed Calendar of meetings is on the agenda for the 12 March 2021 meeting.

The Monitoring Officer will provide an update to the meeting on the legal position regarding remote meetings post 7 May 2021, when the current rules allow remote Council/Committee meetings lapses.

#### **4.0 Financial implications**

- 4.1 There are no financial implications arising from the recommendation in this report as Governance Committee is simply asked to note the update on the work programme and provide any feedback. [GE/04032021/N]

#### **5.0 Legal implications**

- 5.1 This is simply an update report and no substantive decisions are made through it so there are no legal implications as such. [DP/04032021/A].

#### **6.0 All Other Implications**

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

## **7.0 Schedule of background papers**

- 7.1 Forward Plan for the 2020-2021 Municipal Year - 22 January 2021 - Governance Committee.
- 7.2 Local Election Fees and Charges 2021-2022 - 22 January 2021 - Governance Committee.
- 7.3 Electoral Review: Update on Phase Two - 20 November 2020 - Governance Committee.
- 7.4 Changes to the Constitution as a result of Covid-19 and other urgent changes - 11 September 2020 - Governance Committee.
- 7.5 Modernising the Political Structure - 19 March 2020 - Governance Committee.
- 7.6 Modernising the Political Structure - 28 February 2020 - Governance Committee.
- 7.7 Electoral Review: Council Size Submission and Electoral Projections - 19 February 2020 - Governance Committee.
- 7.8 Evaluation of 2020 Annual Canvass - 12 February 2021 – Governance Committee.

## **8.0 Appendices**

- 8.1 None.

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> 12 March 2021
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<b>Report title</b>	Calendar of Meetings 2021-2022	
<b>Cabinet member with lead responsibility</b>	Councillor Ian Brookfield Leader of the Council	
<b>Accountable director</b>	David Pattison, Director of Governance	
<b>Originating service</b>	Democratic Services	
<b>Accountable employee</b>	Jaswinder Kaur	Democratic Services Manager
	Tel	01902 550320
	Email	Jaswinder.kaur@wolverhampton.gov.uk
<b>Report to be considered by</b>	Council	31 March 2021

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**Recommendations for decision:**

The Governance Committee recommend that Council approve:

1. The City of Wolverhampton Council Calendar of Meetings for 2021-2022 attached at appendix 1 to this report.

The Governance Committee is recommended to:

2. Approve consultation with the political groups on the City of Wolverhampton Council Calendar of Meetings for 2021-2022.
3. Delegate any amendments to the City of Wolverhampton Council Calendar of Meetings for 2021-2022 to the Chair of Governance Committee in consultation with the Director of Governance following consultation with political groups.

## **1.0 Purpose**

- 1.1 To consider a proposed timetable for Council and committee meetings for the next Council Year 2021-2022.

## **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 2021-2022, 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 At the request of the Finance Team the February 2022 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.
- 2.4 The name of Non-Statutory Licensing Committee has been amended to Regulatory Committee to better reflect the Terms of Reference of the Committee.
- 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 arising from the recommendations in this report.  
[GE/01032021/H]

## **4.0 Legal implications**

- 4.1 There are no legal implications arising from the recommendations in this report.  
[TC/03032021/B]

## **5.0 Equalities implications**

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

## **6.0 All Other Implications**

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

## **7.0 Schedule of background papers**

- 7.1 None.

## **8.0 Appendices**

### 8.1 Appendix 1: Calendar of Meetings 2021 – 2022.

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Appendix 1

Municipal Calendar of Meetings 2021 - 2022	No. of Meetings	Usual day & time	2021								2022					
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
<b>Council &amp; Executive</b>																
Council	9	Wed (5:45pm)	19a		21			15		3	1	26		2	6	18a
Cabinet	13	Wed (5:00pm)	26	16	7, 28			8	20	17	8	19	23d	23	27	25
Cabinet (Resources) Panel	13	Wed (4:00pm)	26	16	7, 28			8	20	17	8	19	23d	23	27	25
Executive Team	20	Mon (5:00pm)	24	7,21	5,19			6,20	4,18	1,15,29	13	10,24	7,28	14,28	25	
<b>Scrutiny</b>																
Scrutiny Board	4	Tues (6:00pm)		22				21			7c			22		
Adults and Safer City	3	Tues (6:00pm)			20				19				15			
Children, Young People and Families	3	Wed (6:00pm)			14				13				2			
Our Council	3	Wed (6:00pm)		30				29				19				
Health	3	Thurs (1:30pm)			8				7				10			
Stronger City Economy	3	Thurs (6:00pm)			15				14				17			
Vibrant and Sustainable City	3	Thurs (6:00pm)			22				21					3		
<b>Pensions</b>																
Pensions Committee	4	Wed (10:00am)		23				29			15			30		
Pensions Board	4	Tues (2:00pm)			20				19			25			26	

Municipal Calendar of Meetings 2021 - 2022	No. of Meetings	Usual day & time	2021								2022				
			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)		14	26		27			6			7		
Planning Committee	6	Tues (2:00pm) (site visits 10:00am)	25		13		14			16		18		22	
Statutory Licensing Committee	5	Wed (10:00am)		9			8		10		19		16		
Regulatory Committee	5	Wed (10:30am)		9			8		10		19		16		
Licensing Sub-Committee (as required)		Thurs (10:00am)													
Standards Committee (as required)		Thurs (1:30pm)													
Governance Committee (as required)	7	Fri (9:00am)			9		3	22	19		14	18	25		
<b>Partnership Boards</b>															
Health and Wellbeing Together	4	Wed (12:00pm)			14			13			19			27	
Wolverhampton Safeguarding Together Board	3	Thurs (2:15pm)		16			9			16			24		
Children and Families Together Board*	4	Thurs (9:30am)		10			16			9			17		
Corporate Parenting Board*	6	Thurs (5:30 pm)	27		8		23		25		27		31		
Schools' Forum*	5	Thurs (4:00 pm)			1		30			2	20	17			
Wolverhampton SACRE*	4	Days Vary (6:00 pm)	20					7					10		19
Safer Wolverhampton Partnership Board*	3	Fri (10:00 am)			23			22			21				

Municipal Calendar of Meetings 2021 - 2022	No. of Meetings	Usual day & time	2021								2022				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Advisory Groups</b>															
Councillor Development Advisory Group	4	Fri (9:30 am)			16			15			28			18	
Equalities Advisory Group	4	Tue (10:00 am)		8			7			7			1		
Climate Change Advisory Group	4	Thurs (5.00 pm)		24			30			16			17		

Municipal Calendar of Meetings 2021 - 2022	No. of Meetings	Usual day & time	2021								2022				
			May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Other Meetings</b>															
Towns Fund Board	7	Fri (2:00 pm)	26		30		24		26		28		25		27
WV Living Shareholder Board	4	Wed (1.00 pm)		23			29			15			16		

\*Attendance not monitored for these meetings

a Annual Council 6pm

b Budget setting

c Scrutiny of the Budget

d During School Holidays

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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> 12 March 2021
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<b>Report title</b>	Council Submission to Local Government Boundary Review	
<b>Cabinet member with lead responsibility</b>	Councillor Paula Brookfield Cabinet Member for Governance	
<b>Accountable director</b>	David Pattison, Director of Governance	
<b>Originating service</b>	Electoral Services	
<b>Accountable employee</b>	Stephanie Taylor	National Graduate Management Trainee
	Tel	01902 555050
	Email	<a href="mailto:Stephanie.Taylor@Wolverhampton.gov.uk">Stephanie.Taylor@Wolverhampton.gov.uk</a>
<b>Report to be considered by</b>	Full Council	31 March 2021

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**Recommendation for decision:**

The Governance Committee recommend that Council approve:

1. The proposed approach to responding to the boundary review consultation.
2. One of the three options detailed within the report, for phase two of the electoral review that is currently being undertaken by the Local Government Boundary Commission for England.

## **1.0 Purpose**

- 1.1 To provide an update on the progress of the Boundary Review and to bring three options forward for decision on how to proceed with submitting proposals to the Local Government Boundary Commission for England (LGBCE).

## **2.0 Background**

- 2.1 The electoral review of Wolverhampton by the Local Government Boundary Review for England (LGBCE) began in July 2019 with all out elections planned to take place in May 2022.
- 2.2 The review was triggered because 6 out of 20 wards within the local authority had an elector number variance +/- 10% the average ward elector population.
- 2.3 The last electoral review in Wolverhampton occurred in 2003. Since then, the City's population has grown by nearly 30,000 residents. The wards are being reviewed because the population in some wards has grown more than others and more development is now taking place.
- 2.4 The first part of the review involved the Council submitting its recommendation to the Council size.
- 2.5 In March 2020 the Council submitted its recommendation for the Council Size – arguing that the number of councillors should be maintained at 60 with three councillors per ward. This recommendation was accepted by the LGBCE in April 2020.
- 2.6 The second stage of the review – the consultation on ward boundaries – was due to commence on 12 May 2020. However, due to the sudden outbreak of Covid-19, the electoral review had to be delayed.
- 2.7 The second stage of the review and public consultation instead began on 19 January 2021 with a community briefing held on 14 January, delivered by the LGBCE, on the ward boundary consultation. This consultation period closes on 29 March 2021. The LGBCE has agreed for the Council's submission to be made on 2 April 2021 (following Council on 31 March 2021).
- 2.8 The three statutory criteria that the LGBCE require for submissions are:
  1. Electoral equality – The new pattern of wards should mean that each councillor represents roughly the same number of voters as elected members elsewhere in the authority.
  2. Community – Ward patterns should, as far as possible, reflect community interests and identities and boundaries should be identifiable.
  3. Effective electoral governance – The electoral arrangements should promote effective and convenient local government and reflect the electoral cycle of the Council.

- 2.9 It had originally been intended for a cross-party working group to be set up. However, it was later decided by Governance Committee that the Labour Group and the Conservative Group would work on independent proposals with the support of officers working on the review.
- 2.10 Officers provided support to both independent working groups by holding a meeting in November to discuss the review and to provide a toolkit and access to a boundary mapping tool to draw up proposals. Both groups submitted individual proposals to the officers. Each working groups proposals were the shared with the other working group to determine the possibility of assembling a combined cross-party working group to discuss agreeing on ward boundaries. We have now reached the stage where we must decide upon next steps regarding how to proceed with the review.
- 2.11 It is apparent that there is no typical path for a Local Authority to take with responding to the LGBCE consultation. Looking at the LGBCE website, it can be seen that St Helens, St Albans, Bedford and Derbyshire Dales did not submit a council submission. Political groups submitted their own submissions in these reviews. Lambeth council adopted the majority party's submission; whilst other councils such as Greenwich, Stockton On Tees and Barking and Dagenham had both a council submission and political group submissions. Reading and Bracknell Forest set up working groups to produce a council submission.

### **3.0 Options**

- 3.1 The three options for how to progress with the response to the consultation are as follows:

Option 1 - Wolverhampton does not submit a Local Authority submission. The Labour Group and Conservative Group submit their submissions independently.

Option 2 - The Committee votes for which proposal is put forward as the council's submission.

Option 3 - The two working groups' work together to prepare a joint Local Authority submission.

- 3.2 Both the Labour Group and Conservative Group submissions have been attached to this document as appendices. Appendix 3 provides some background information which could be used as context for the Local Authority submission.

### **4.0 Key dates**

- 4.1 The key governance timescales and key dates for the review are presented in the table below.

<b>Meeting</b>	<b>Date</b>
Draft recommendations taken to Governance Committee	12 March 2021
Take recommendations to Full Council	31 March 2021
Submit recommendations to the LGBCE	2 April 2021 (although public consultation formally closes on 29 March, LGBCE have said they will accept submissions up to 2 April recognising date of Full Council meeting)
LGBCE meet to sign off draft recommendations	15 June 2021
LGBCE publish draft recommendations and launch consultation	28 June 2021
End of consultation period	6 September 2021
LGBCE make final recommendations	19 October 2021
Order laid in Parliament	November 2021
Order made	Winter 2021
Polling district review following ward boundary changes	Winter 2021
Implementation of ward boundaries in all out elections	5 May 2022

## **5.0 Financial implications**

5.1 There are no financial implications arising from the recommendation in this report. [GE/04032021/F].

## **6.0 Legal implications**

6.1 There are no direct legal implications arising from the recommendation in this report. [DP/04032021/B].

## **7.0 Equalities implications**

7.1 There are no equalities implications arising from the recommendation in this report.

## **8.0 All other Implications**

8.1 There are no other implications arising from the recommendation in this report.

## **9.0 Schedule of background papers**

9.1 12 November 2020 - Electoral Review: update on phase two (warding patterns) - Governance Committee.

9.2 04 March 2020 - Electoral Review: Council Size Submission and Electoral Projections - Full Council.

- 9.3 19 February 2020 - Electoral Review: Council Size Submission and Electoral Projections - Governance Committee.
- 9.4 10 February 2020 - Electoral Review: Draft Council Size Submission and Electoral Forecast - Executive Team.

## **10.0 Appendices**

- 10.1 Appendix 1: Labour Group Proposal.
- 10.2 Appendix 2: Conservative Group Proposal.
- 10.3 Appendix 3: Background Information that could be used if a council submission was submitted

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## Appendix 1: Labour Proposal

### Overview Map of All Wards with Proposed Changes



Wolverhampton  
South-west

Wolverhampton  
North-east



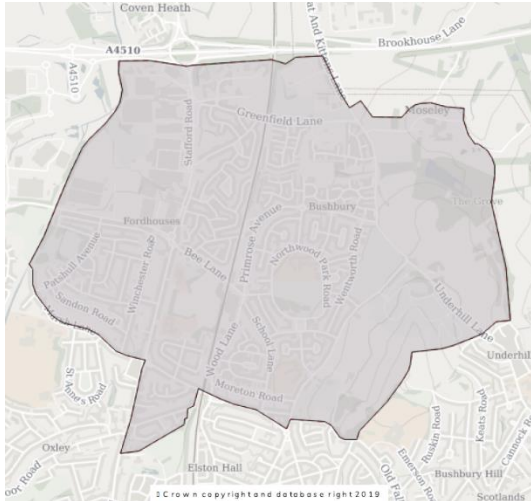
[wolverhampton.gov.uk](http://wolverhampton.gov.uk)

Wolverhampton North-East

## Ward: Bushbury North

Forecast Electorate (proposed boundary) 2026: 3068, (-3% variance)

### Proposed Bushbury North Ward Boundary



Bushbury North is on the northern central edge of the city, with much of the boundary being with Staffordshire County. The north and northwest of the ward is the new i54 industrial estate and the east of the ward is significant areas of open ground in Bushbury Hill, Bushbury Cemetery, the Moseley Estates and Moseley Farm. Parts of Bushbury North are constrained by the northwest, the north and the northeast of the ward being the boundary between Wolverhampton and Staffordshire County.

The boundary between Bushbury North and Fallings Park ward follows a footpath running along the southern part of Bushbury Hill. This means that the built up areas to the south are in Fallings Park and the open and wooded areas to the north are in Bushbury. The footpath joins the road at Sandy Lane and follows Sandy Lane in a westward direction, with houses to the south and Bushbury Hill Open Space Farm and allotments to the north.

The boundary then follows the Elston Hall Lane dual carriage way and main road just passed the Stafford Wolverhampton Mainline. There is then a detour to take in the Crathorne Estate as this estate leads directly back onto Three Tuns Lane. It is to be noted, for instance that the road joining Stafford Road is an exit off Stafford Road and Church Road has to go onto Three Tuns Lane to exit.

The boundary then runs north of Goodyear Park taking in the estate until it reaches Stafford Road. The boundary then goes north up the Stafford Road dual carriage way until the Three Tuns Island. The boundary is then Marsh Lane until it reaches the Staffordshire and Worcester Canal. Marsh Lane is a wide road and is the main road through the estate. The Staffordshire and Worcester Canal has limited crossing points and therefore makes an appropriate boundary at that point.



## Proposed Bushbury North Ward characteristics

There are several primary schools that serve Bushbury North and have a catchment area that is almost entirely within the ward:

- Elston Hall Primary School
- Northwood Park Primary School
- St Anthony's Catholic (Aided) Primary School

There are several large playing fields in the ward, such as Bee Lane, Northycote Park and Northwood Park, including tennis courts etc.

In the centre of the ward is Bushbury Community Centre.

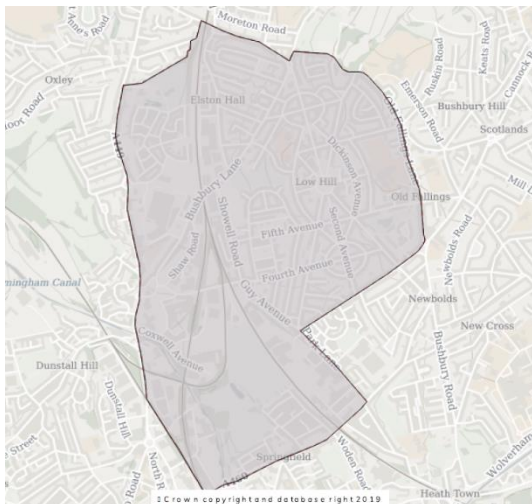
The extreme North of the ward is all 1980's private residential dwellings, the central bit is predominantly council housing estates from the 1940s and 1950s. The central spine of the ward is council homes and the same with the Fordhouses estate on the other side of the Stafford Road.

The Bushbury North is a relatively modern development of housing to the north of the city. With much of it developed between the wars and after the wars.

## Ward: Bushbury South & Low Hill

Forecast Electorate (proposed boundary) 2026: 3370, (6% variance)

### Proposed Bushbury South & Low Hill Ward Boundary



Bushbury South & Low Hill is a ward immediately to the north of the city centre of a predominantly urban nature with housing estates particularly on the east and north of the ward, and large industrial estates in the west and southwest of the ward. The southwest boundary of the ward is the main railway line from Shrewsbury to Wolverhampton at the section between Stafford Rd and Cannock Rd. Where the railway line passes over the Cannock Rd, the boundary of Bushbury South and Low Hill ward then runs in an easterly direction as far as Park Lane. It then turns left up

Park Lane and right along Park Lane so that Park Lane becomes the easterly boundary of the ward. This makes sense because the land uses and housing on either side of Park Lane are of a different age. The Cannock Road is a main road, so it's a clear boundary and Park Lane is a clear boundary because it takes different land uses on either side.

The west of the boundary is then Old Fallings Lane, which is a main road with some different land uses at different occasions, for instance, St Chad's Catholic Academy at one point. The eastern boundary continues along Old Fallings Lane until he runs into Sandy Lane. Again, with houses to the left to the south and Bushbury Hill to the north. It then joins Elston Hall Lane which is a main road until just after the railway bridge. The boundary then turns down Church Road running across the north of Goodyear Neighbourhood Park, which forms an effective boundary for this for this area.

### **Proposed Bushbury South & Low Hill Ward characteristics**

Houses to the north here naturally, feed onto Three Tuns Lane and not into Bushbury south ward. The western boundary of the ward is the Stafford Rd running into the city centre as far as the railway line. Again for much of the length of the Stafford Road houses are of different type in age on each side and different land uses.

There are several primary schools that serve Bushbury South and Low Hill and have a catchment area that is almost entirely within the ward:

- Our Lady & St Chad Catholic Academy
- Whitgreave Primary School serves the centre of the ward, with the catchment area being very much that area of the ward.
- Bushbury Lane Academy serves the western part of the ward.
- Low Hill Nursery School

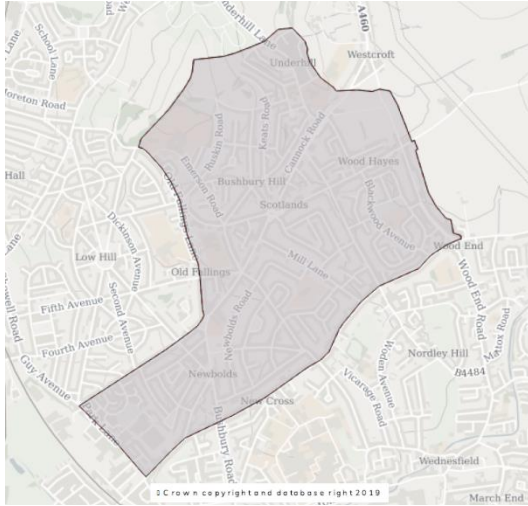
Bushbury south and Low Hill has community centre provision in Bushbury Triangle, Northwood Park, Stratton Street and one at Coven Lodge which serve there own discreet communities across the ward. The Low Hill Community Hub is a well-used community hub with a well used library.

The ward also has several neighbourhood parks, including Fowler's playing field, Goodyear Neighbourhood Park and Bushbury Rec on Bushbury Lane.

## Ward: Fallings Park

Forecast Electorate (proposed boundary) 2026: 3355 (6% variance)

### Proposed Fallings Park Ward Boundary



The eastern boundary of the ward is constrained by being the boundary with Staffordshire. From the northern boundary Bushbury North ward, the boundary follows a well used foot path, with the areas to the north in Bushbury being very rural and the areas to the south in Fallings Park being predominantly built up areas. The footpath then joins Old Fallings Lane, which is a main road and runs south until the junction with Park Lane. The boundary then follows Park Lane, in a south westerly direction and also in a south easterly direction when Park Lane takes a right angle turn. Park Lane is an appropriate boundary because it has houses of different types on both sides and different land uses.

The boundary then joins the main Cannock Rd before following straight on into Victoria Rd and Thorneycroft Ave which are main roads running in a north-easterly direction to the borough boundary, so Thorneycroft Lane and Lower Prescott Rd to the back of the borough boundary. For Victoria Road, Thorneycroft Avenue and Prestwood road it's only the one side of the road that is within Fallings Park. The whole length of this is running along a well used main Rd, with different land uses and different ages of houses in much of the stretch of the road.

### Proposed Fallings Park Ward characteristics

There are several primary schools that serve Fallings Park and have a catchment area that is almost entirely within the ward:

- D'Eyncourt Primary School
- Fallings Park Primary School
- Long Knowle Primary School
- St Mary's Catholic Primary Academy
- Berrybrook Primary School
- Westcroft School

There is also the Long Knowle Community Centre in the north east corner of the ward, which is a well-used Community Hub including a library. There are well established community centres for established communities these are Chesterton Road Community Centre and Scotlands Community Centre.

The Inchlaggan estate orientates towards the Fallings Park ward and is significantly enhanced by the fact that the map that the Council has used to draw the wards has Fallings Park written on the section that has been added to the ward. The extension of the ward to the southwest brings in the appropriate name for the Fallings Park estate.

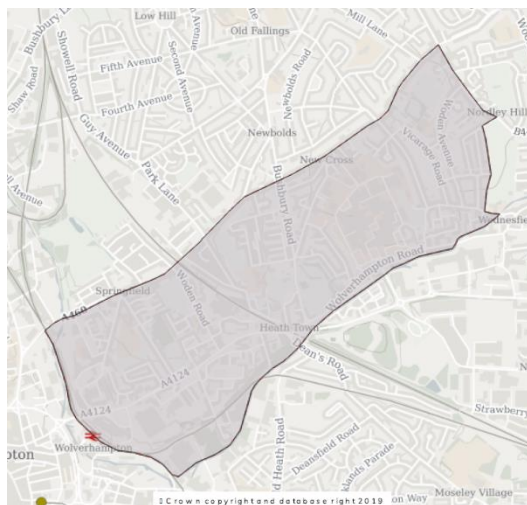
Housing is of early 1930s, traditional semis, council housing which was built in the 1950s. In the north of the ward there is predominantly social housing and council housing built post war onwards. Distinguished from the south ward, which is predominantly private housing built at various times from the 1920s, right up to modern day.

Many of the areas within the ward are actually mixed tenure and mixed ownership.

### **Ward: Heath Town**

Forecast Electorate (proposed boundary) 2026: 3167, (0% variance)

### **Proposed Heath Town Ward Boundary**



Heath Town is a ward immediately to the north east of the town centre, running from the town centre to the edge of Wednesfield. The southwest boundary of the Heath Town ward is the main West Coast Railway line between Cannock Road and the Wyrley and Essington Canal. The southwest boundary of Heath Town ward then follows the Wyrley and Essington Canal all the way into Wednesfield Village centre where it follows the western side of Wednesfield Park, the Amos Lane main road and then turns left into Thorneycroft Lane, Victoria Road and Cannock Road. All of these are main roads, often with different ages of housing and land use on both sides.

## Proposed Heath Town Ward characteristics

A fair proportion to the to the southern end of the ward is university based type housing as well a growing university campus and university housing. The southwest half of the ward is predominantly public build housing in the Springfield area including the Springfield Estate, the Heath Town High Rise Estate and Park Village estate. There is also a set of high rises in this Wednesfield area. The north easterly part of the ward is dominated by the campus of New Cross Hospital and either side of this are predominantly private houses built between and after the wars.

There are several primary schools that serve Heath Town and have a catchment area that is almost entirely within the ward:

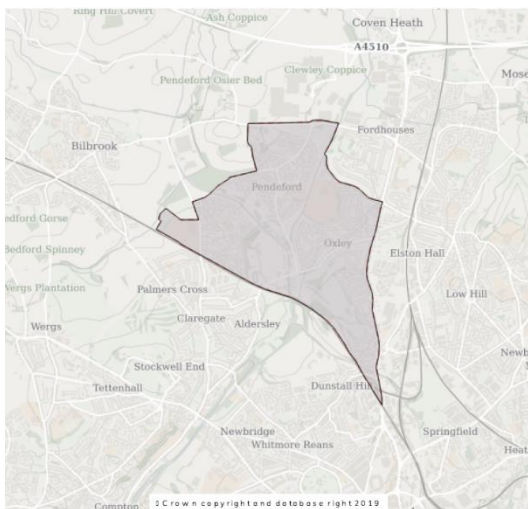
- St Patrick's Catholic (Aided) Primary School
- St Stephen's CE Primary School
- Trinity CE Primary Academy serves the centre of the ward.
- Thomas Telford UTC
- Wodensfield Primary School serves the east of the ward.
- Woden Primary School serves the west of the ward.
- Heath Park secondary school is located in the centre of the ward which is a popular secondary school.

Heath Town Park.

## Ward: Oxley

Forecast Electorate (proposed boundary) 2026: 3171, (0% variance)

## Proposed Oxley Ward Boundary



The Oxley ward is predominantly a residential ward in the northwest corner of the city.

The northern and western boundaries are dictated by being the county boundary with Staffordshire County. The southwest boundary is the main Shrewsbury to Wolverhampton Railway line. It is a double track railway line which is predominately raised on an embankment. Some is in a cutting; some is in a viaduct, therefore there is very limited roads across the railway line. There are only three roads, two in the suburban area. Oxley Moor Road is a single track road with traffic lights and Pendeford Lane is a side road and not a main road. The only other the way to cross the railway track is via Gorsebrook Road which is right in the in the city therefore the double track railway line makes an effective boundary between Oxley and wards to the west.

At the edge of the city centre, the railway line joins the Stafford Road, which is dual carriage way and becomes the eastern boundary of Oxley ward. For much of the length of the Stafford Road here are different types of houses and different types of land use on either side of the road.

It is acknowledged that there would be a neater boundary if the Stafford Road boundary was at Wobaston Road, Bee Lane Island, but continuing up direct Stafford Rd that far would make the Oxley ward too big. Therefore the decision has been made to move it onto Marsh Lane as the boundary running up to the Staffordshire and Worcester canal where the boundary goes north to the joint boundary with Staffordshire.

A better boundary would have been to carry on up to the Wobaston Road, Bee Lane Island however, that would have made the ward too large.

Marsh Lane is a wide road and in the context of the estate it is the main road through this estate. The Staffordshire and Worcester Canal has very limited crossing points and therefore makes an appropriate boundary at that point.

### **Proposed Oxley Ward characteristics**

The western part of the of the ward consists of the Dovecotes and Pendeford estates which were built in the 1970s onwards. The Oxley Moor Estate was built between the 1920s and 1930s and then in the South of the ward is the Oxley Heights Estate, which is a mixture of houses from the 1940s, 1950s, to modern ones built in the 1980s and 1990s.

The southern part of the ward is known as Oxley Heights and occupies a mixture of houses and ages ranging from Victorian terraces through to semis and houses built in the last 20 to 30 years of modern design.

The southern parts of the of the ward is home to Oxley Golf Course and has two canals passing through the ward Shropshire Union and Staffordshire and Worcester, both which have significant green routes through the area.

The Pendeford Community Hub is a popular location with a wide range of community facilities and well used library.

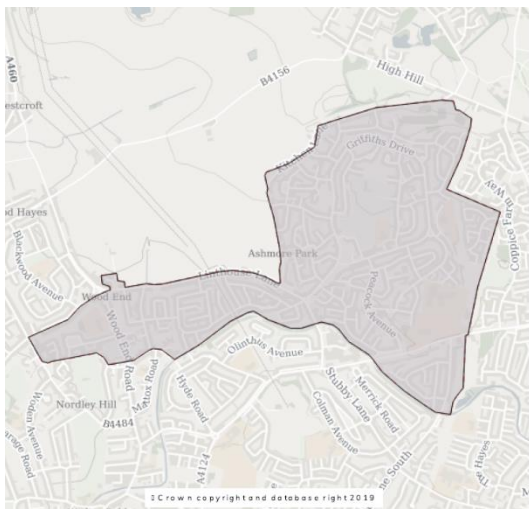
There are several primary schools that serve Oxley and have a catchment area that is almost entirely within the ward:

- Dovecotes Primary School serves the Dovecotes Estate.
- Rakegate Primary School serves the Oxleymore Estate.
- St Paul's CE (Aided) Primary School serves the Pendeford Estate.

### **Ward: Wednesfield North**

Forecast Electorate (proposed boundary) 2026: 2913, (-8% variance)

### **Proposed Wednesfield North Ward Boundary**



Wednesfield North is a predominantly residential ward in the north east corner of the city. The boundaries are constrained by the northern boundary being with Staffordshire County Council and the eastern boundary being with Walsall Council. The southern boundary of the ward is the Wyrley and Essington Canal and this is an appropriate boundary because it is crossed by few roads and residents either side look upon it as a natural boundary, as in for instance, the catchment areas of both primary and secondary schools. The southern boundary follows the canal until Moat House Lane West, where Moat House Lane West and Bellamy Lane become the southern boundary. Moat House Lane and Bellamy Lane have houses on different sites for much of its length and a sports ground to the west. The western boundary is a short distance of Amos Lane which is a wide main road, again with different housing on both sides, before the boundary turns right along lower Prestwood Rd as the northwest boundary and joins back onto the boundary with Staffordshire.

### **Proposed Wednesfield North Ward characteristics**

Much of the housing to the North east is the large Ashmore Park estate which was developed between the wars and was the biggest council estate in Europe, now it is of mixed tenure. Other housing is private housing built between the wars, with some more modern development.



There are several primary schools that serve Wednesfield North and have a catchment area that is almost entirely within the ward:

- Corpus Christi Catholic Primary Academy has a catchment area north of the canal whereas Wednesfield High School has a catchment area south to the canal.
- Oak Meadow Primary School
- St Alban's CE Academy
- Wood End Primary School serving the west of the ward.
- Corpus Christi serving the east of the ward.
- St Albans

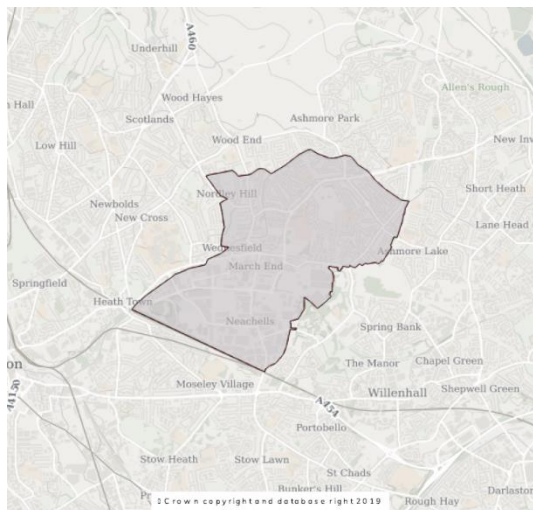
There are four schools, all serving the ward and being north of the canal, have natural catchment areas including Oak Meadow Primary School, St Albans Church of England Primary

The Ashmore Park Community Hub is a popular community hub which also has a library and the large Ashmore Park attached to it, which includes the Wednesfield Aces cycle track.

### **Ward: Wednesfield South**

Forecast Electorate (proposed boundary) 2026: 3229, (2% variance)

### **Proposed Wednesfield South Ward Boundary**



Wednesfield South is a ward split almost into two halves, with the residential portion being in the north of the ward and a large series of industrial estates predominantly in the south of the ward. The easterly and south easterly boundary of the ward is constrained by being the boundary with Walsall Council. The north east and north boundary of the ward runs along the Wyrley and Essington canal, as this forms an appropriate boundary. When the canal meets Moat House Lane West and Bellamy



Lane this becomes the boundary in the north and this is appropriate because there are different types of houses including a sports ground.

The boundary then turns in a southerly direction along Amos Lane, a wide main road, before running down the westerly part of Wednesfield Park. It then re-joins the Wyrley and Essington canal, which becomes the boundary for the rest of the westerly portion until it meets the main railway line. The main railway line then becomes the southerly boundary of the Ward until it meets the boundary with Walsall Council.

### **Proposed Wednesfield South Ward characteristics**

Wednesfield is identified in Anglo Saxon Chronicles. The centre of the ward is Wednesfield village with a good array of shops and well attended market.

There are several primary schools that serve Wednesfield South and have a catchment area that is almost entirely within the ward:

- Edward the Elder Primary School
- St Thomas' CE Primary Academy
- Perry Hall Primary School
- Soon to be established Wednesfield Village School which is a free, all with catchment areas predominantly in in the ward.

Wednesfield High School is in the centre of the ward and the catchment area for this is very much defined as being south of the canal.

Wednesfield South is also home to the popular Wednesfield Community Hub and library. Other popular recreation facilities in the area include the popular used Wednesfield Park and King George the fifth playing field, and the local canals hold the yearly Wednesfield Canal Festival. There is also a local memorial site based in Wednesfield South, which is served by the British Legion.

It is appropriate to bring the Fishes Estate off Wednesfield Way into Wednesfield South ward because many of the residents use Wednesfield Village, the Bentley Bridge Retail Park and the Wednesfield Gurdwara.

The Bentley Bridge Retail Park and Wolverhampton Swimming and Fitness and Centre are also located in this ward.

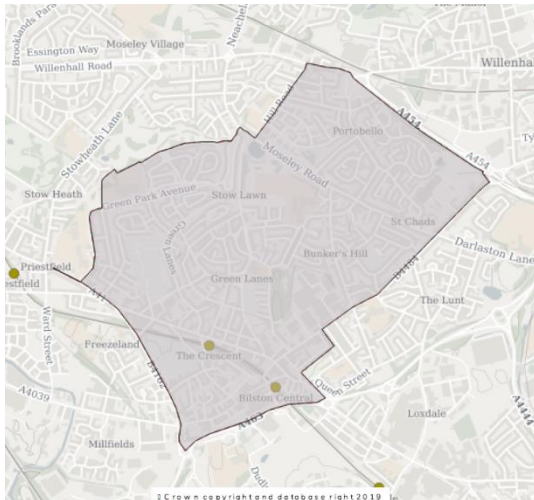
Bowman's Harbour, the first urban solar farm in Wolverhampton will also be located in this ward and will supply energy to New Cross Hospital.

## Wolverhampton South-East

### Ward: Bilston North

Forecast Electorate (proposed boundary) 2026: 3323, (5% variance)

### Proposed Bilston North Ward Boundary



The northeast boundary of Bilston North ward is delineated by The Keyway dual carriageway, which forms a boundary with Walsall Borough. The southwest boundary of the ward is Bilston Road, Willenhall Road and Mount Pleasant which is a wide main road with different housing and land uses along significant parts of it. Upon approaching Bilston Town Centre, the boundary of Bilston East ward goes along James Street and Lewis Street so that areas of the town centre feeding onto Mount Pleasant and Lichfield Street are part of Bilston North ward so that the whole of the city centre is contained within one ward. The boundary then continues along Oxford Street and turns onto the Black Country Route before turning again to go up Wolverhampton Street. The Black Country Route is a main dual carriageway and Wolverhampton Street is a busy main road. The Black Country Route has different land uses on both sides for instance the market and bus station on one side and a superstore and leisure centre on the other side. Wolverhampton Street has a school and park on one side and housing on the other.

The western boundary then continues along Wellington Road, the A41, part of which is a dual carriageway. The boundary then turns off the main road along the edge of the City of Wolverhampton College Campus following the open ground between Bilston North ward and East Park ward. the boundary follows a wide open path and wide open landscape so that houses and streets to the south of the path go into Bilston North and houses and streets to the north of the path are in East Park ward. Whilst this is not an ideal boundary, it is easy to see on the ground. The open land and the path then joins Moseley Road before turning onto Hill Road. Hill Road is a well-used road with different land uses for part of the way including a Community Centre and primary school on other side and housing on the other end of the parts.

From Hill Road the boundary joins Willenhall Road which is a busy dual carriageway which then joins The Keyway dual carriageway which forms a boundary with Walsall Borough.

### **Proposed Bilston North Ward characteristics**

Bilston North ward is a predominantly residential ward but includes Bilston Town Centre including the Central Bus Station and Metro stops. It also includes Bilston Cemetery, Hickman Park, Prouds Lane playing fields, Bilston Town Hall with an events centre, Bilston Community Centre and The Robin 2 a large entertainment venue which attracts people from a long distance.

Grapes Pool is a large open space.

The western part of the ward contains a significant amount of inter war council houses and the eastern part of the ward is more predominantly private houses from between the wars onwards. There are newer private houses around the north of the ward, in the middle of the ward there is a mixture of private and council houses. The south has some older council houses and then more expensive private houses. Mount Pleasant also has a significant modern industrial estate.

### **Schools**

There are several primary schools that serve Bilston North and have a catchment area:

- Stowlawn Primary School Primary serves the west of the ward.
- Villiers Primary School Primary Academy serves the centre of the ward.
- Green Park Special School is located in the west of the ward.
- Stow Heath Primary School Primary serves the north of the ward.
- Moseley Park Secondary School with its playing fields is located in the centre of the ward.

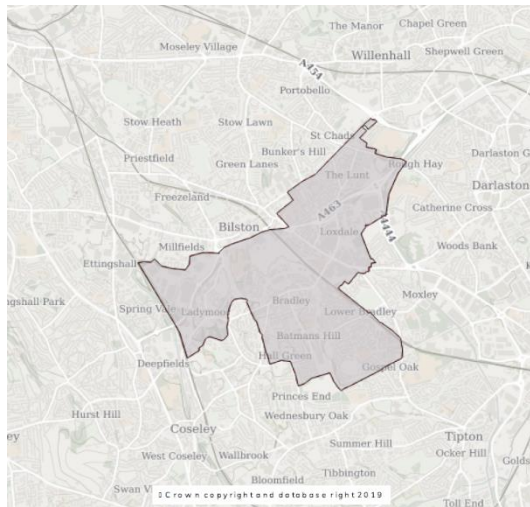
### **Places of Worship**

*Ward Councillors to provide details if required.*

## Ward: Bilston East

Forecast Electorate (proposed boundary) 2026: 3422, (8% variance)

### Proposed Bilston East Ward Boundary



Bilston East is a ward on the south east of the city with the eastern and southerly borders delineated by the boundaries with surrounding boroughs of Walsall, Sandwell and Dudley. The western boundary of the ward is the main Wolverhampton to Birmingham doubletrack electrified railway line and the north western boundary of the ward is the Black Country Route running from the railway line into Bilston Town Centre. The boundary then follows the Black Country Route until its junction with Oxford Street where it follows the street north towards the town centre, however the ward boundary then goes round streets in the town centre to avoid those streets leading into the town centre so that streets in the town centre are in a different ward, but streets leading away from the town centre are in Bilston North.

The northern boundary then goes along Mount Pleasant and Willenhall Road which is a wide main road with significant different uses on both sides. Some areas on both sides are used for housing and some for industry. The extreme north of the border is with The Keyway double carriageway, which is the border with Walsall Borough.

### Proposed Bilston East Ward characteristics

The Lunt Community Centre is in the north east of the of the ward which is a popular and well used facility.

There is also the Bilston Craft Gallery Museum on Mount Pleasant Road which is a popular and well used facility.

The Bilston East ward is home for the Bilston Town Football Club.

Rocket Pool Community Centre.

Bilston Senior Citizens Centre on Wilkinson Avenue.

The Lunt Estate is a between the wars council estate. The area northeast of the town centre is Victorian terraced housing. The top half of Bradley is a mixture of council

and private tenure of various ages, ranging from a small number of Victorian terrace houses, between the wars houses, to some very modern developments that are being built at Bilston Urban Village, which was previously an old industrial estate.

Much of Bilston East is going through rejuvenation as the manufacturing centres have closed and are being replaced by modern industrial estates and modern housing.

The Bert Williams Leisure Centre and Bilston Health Centre are also located in the Bilston East ward.

### **Schools**

There are several primary schools that serve Bilston East and have a catchment area that is almost entirely within the ward:

- Field View Primary School serves the
- Holy Trinity Catholic Primary School serves the
- Loxdale Primary School serves the
- St Martin's CE Primary School serves the south of the ward.
- Wilkinson Primary School serves the southern part of the ward.

There is also the Ormiston South Wolverhampton and Bilston Secondary Academy in this ward.

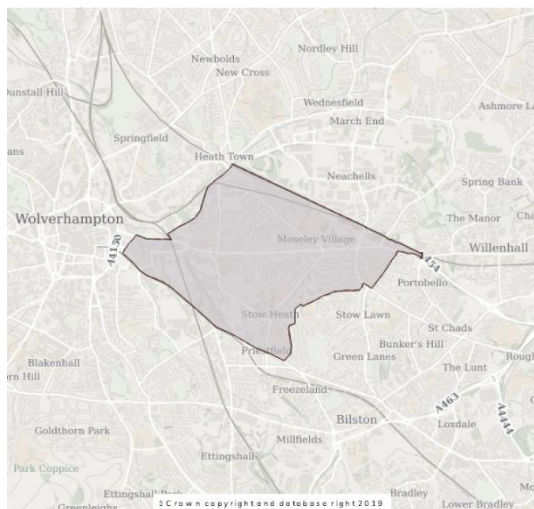
### **Places of Worship**

*Ward Councillors to provide details if required.*

### **Ward: East Park**

Forecast Electorate (proposed boundary) 2026: 3152, (-1% variance)

### **Proposed East Park Ward Boundary**



The East Park ward is on the eastern edge of the city centre with East Park being in the centre of the ward. The ward is a mixture of housing but also with some large industrial estates.

The easterly boundary of the ward is delineated by running along the railway line, which also forms the boundary with Walsall Borough. The northerly and easterly boundary then follows the railway line until its junction with the Wryley and Essington Canal. The boundary of East Park at the north westerly boundary is then the Wryley and Essington Canal until it joins the Birmingham Canal for a little way and then along the main Horseley Fields Road with different land uses on both sides. Then onto to Middle Cross, a busy dual carriage way which forms the westerly boundary and then the south westerly boundary is along the busy A41 Bilston Road which has different land uses along it for significant stretches but is mainly an industrial and factory based road. The junction at Bilston Road and Wellington Road is the main westerly boundary until we get to the Bilston campus of City of Wolverhampton College, where the boundary then follows a footpath and wide open spaces etc.

The boundary then turns off the main road along the edge of the City of Wolverhampton College Bilston campus following open ground between Bilston North ward and East Park ward. The boundary then follows a wide open path and wide open landscape so that houses and streets to the south of the path go into Bilston North and houses and streets to the north of the path are in East Park ward.

### **Proposed East Park Ward characteristics**

East Park has a large proportion of council housing, particularly from between the wars, together with newer private houses. The East Park estate and the Eastfield estates are very much in between war council and private housing.

There is also a well-used Eastfield Community Centre on Colliery Road.

East Park Library, on Hurstbourne Crescent.

The East Park ward is also home to the Monmore Green Dog Track and Speedway track.

### **Schools**

There are several primary schools that serve East Park and have a catchment area that is almost entirely within the ward:

- Eastfield Primary School Primary serves the north of the ward.
- East Park Academy Primary serves the south of the ward.
- Holy Rosary Catholic Primary Academy serves the x of the ward.
- Stow Heath Primary School serves the east of the ward.
- Eastfield Nursery School serves the north of the ward.

St Matthias Secondary School on Deans Road is a large modern secondary Academy school located in East Park ward.

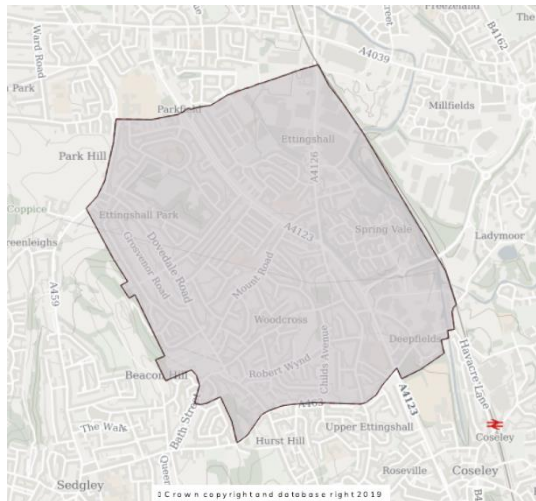
## Places of Worship

*Ward Councillors to provide details if required.*

## Ward: Spring Vale

Forecast Electorate (proposed boundary) 2026: 3355, (6% variance)

### Proposed Spring Vale Ward Boundary



The westerly and southern boundaries of Spring Vale are delineated by being the boundaries with Dudley Borough. The eastern boundary of Spring Vale, is the Birmingham to Wolverhampton main electrified railway line until its junction with Manor Road. The northerly boundary of the ward then cuts across the back of the houses on Parkfield Road and runs along Inverclyde Drive, which is a clear boundary because of the large trading estate on one side and a modern estate on the other. This then runs through to the junction with Birmingham New Road and goes straight across to Lawnswood Avenue, which is not a major road, but it is a significant road with housing on one side and a large education campus on the other.

The north western boundary is then the main A4459 Wolverhampton to Dudley, busy main road.

### Proposed Spring Vale Ward characteristics

The South of the ward is predominantly between war council estates. Woodcross and Ettingshall Park are significant council estates but there is also significant private housing in the Dovedale and Farrington estates. The Lanesfield estate is a mixture of houses and maisonettes which are council houses built between the wars.

There is a library located on Birmingham New Road at the junction with Lawnswood Avenue.

There is a large cemetery on Dovedale Road.



## Schools

There are several primary schools that serve Spring Vale and have a catchment area that is almost entirely within the ward:

- Hill Avenue Primary Academy serves the centre of the ward.
- Lanesfield Primary School serves the centre of the ward.
- Manor Primary School Primary serves the southern part of the ward.
- Spring Vale Primary School serves the northern part of the ward.

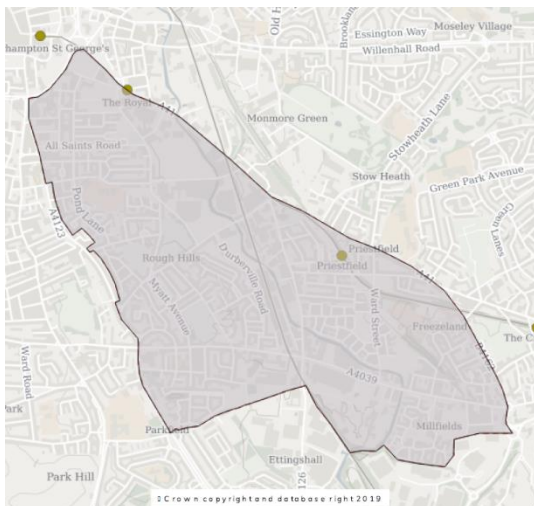
## Places of Worship

*Ward Councillors to provide details if required.*

## Ward: Ettingshall

Forecast Electorate (proposed boundary) 2026: 3416, (8% variance)

### Proposed Ettingshall Ward Boundary



The north eastern boundary of Ettingshall ward along the main A41 Bilston Road and Wellington Road until the junction with Wolverhampton Road, again with different land uses on both sides, parks and housing. The southern boundary of the Ettingshall ward is delineated by running along the edge of the Villages Estate so that all those leading on to Millfield Road are in Ettingshall ward and all roads leading south onto the Black Country Way are in Bilston East.

The boundary of Ettingshall then follows the Birmingham Canal for a short distance before following the Wolverhampton railway line and then to the junction with Manor Road, where it follows a path taking in houses that have exits to the north, so that the Hilton Estate trading estate and factories are to the south of the boundary and the housing estates are to north of the boundary, which will be part of Ettingshall. The Ettingshall boundary continues along the Birmingham New Road and Thompsons Avenue up to the ring road, then follows the ring road to start again at Bilston Road, the Birmingham Road A4123.



## **Proposed Ettingshall Ward characteristics**

Ettingshall ward is a predominantly inner-city ward to the South East of the city centre, with significant areas of industry but also with areas of industry being replaced by more modern housing.

The All Saints area in the north of the city is Victorian terraced housing. The Grove, Ettingshall and Priestfield Estates are traditional council housing from between the wars. In the eastern section of the ward there is a variety of houses with some Victorian terrace houses, in between the wars council houses and more modern private houses.

There is a significant number of new housing around Cable Street just over 600 houses, and also on the former bus depot site on Cleveland Road and some scheduled for the Royal Hospital site and on Ward Street in the eastern part of the ward.

There is a large allotment site on Howell Road and a recreation ground on Kent Road.

## **Schools**

There are several primary schools that serve Ettingshall and have a catchment area that is almost entirely within the ward:

- Bilston CE Primary School serves the east of the ward.
- Grove Primary School serves the north of the ward.
- Parkfield Primary School serves the x of the ward.
- SS Mary & John Catholic Primary Academy serves the north of the ward.
- Windsor Nursery School serves the south of the ward.

The Wolverhampton Vocational Training Centre Free School is also located in this ward.

The Khalsa Academy Wolverhampton is secondary school located in this ward.

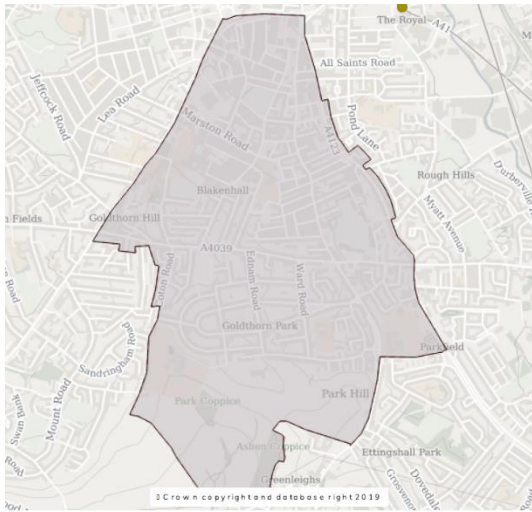
## **Places of Worship**

*Ward Councillors to provide details if required.*

## Ward: Blakenhall

Forecast Electorate (proposed boundary) 2026: 3087, (-3% variance)

### Proposed Blakenhall Ward Boundary



Blakenhall is a ward to the south of the city, stretching from the ring road to the boundary with Dudley Borough. The easterly boundary of the ward is along the Birmingham New Road and Thompsons Avenue. It is proposed that Thompsons Avenue, both sides, go into the Blakenhall ward because the housing is very similar on both sides. The boundary then continues from Thompsons Avenue along the Birmingham New Road, until its junction with Lawnswood Avenue. Lawnswood Avenue is a prominent road with a large education campus to the north, housing to the to the South. Then the boundary follows the Wolverhampton Road for a short distance, the Wolverhampton Road being the main road A459 until the boundary with Dudley Borough. The southern boundary with Dudley is followed until the edge of the Colton Hills playing fields, the western boundary of Colton Hills School is then used as the boundary for Blakenhall ward. Both sides of Colton Road are taken into Blakenhall ward as there is housing on both sides and people living on the road need to go into Blakenhall ward to exit onto their houses. At the southwestern boundary of Blakenhall ward is then both sides of Goldthorn Hill again as houses here, and the cul-de-sacs here need to exit onto Goldthorn Hill to exit the ward. The houses in Goldthorn Hill are both of a similar size and type on each side. The western boundary of Blakenhall ward is then the main Penn Road the A449 back into the city centre which then follows the ring road. The Penn Road is a very busy main A road with different types of housing and land uses along the length and is a dual carriage way at its inner city part.

The northern boundary of Blakenhall ward is a ring road St Johns, a busy wide dual carriageway back to the Birmingham New Road.

### Proposed Blakenhall Ward characteristics

Blakenhall ward is a varied ward with a significant amounts of industrial estates particularly in the northern part of the of the ward and the extreme southern part of

the ward is a rural area including the open playing fields of Colton Hills Community School.

The centre of the ward runs along the busy Dudley Road with its shops and Victorian terrace houses on both sides which attracts visitors from all over the city and beyond because of its wide range of speciality shops. The centre of the ward is also densely populated.

The southern part of the ward Goldthorn Hill is a between the wars and later private estate with more modern housing.

There are some significant open spaces in terms of Phoenix Park and Blakemore Recreation Ground, Colton Hills School and the Seven Cornfields at the South.

The Bob Jones Community Centre serves the centre of the ward.

The Phoenix Walk-In Centre is located on the Parkfield Road.

Paul Street - Sunbeam building - how many additional people will be added to the register in Blakenhall. 70 flats and another 130 to go, additional 2% of the votes in Blakenhall.

### **Schools**

There are several primary schools that serve Blakenhall and have a catchment area that is almost entirely within the ward:

- Goldthorn Park Primary School Primary serves the southern parts of the ward.
- Graiseley Primary School serves the north of the ward.
- St Luke's CE (Aided) Primary School serves the north of the ward.
- St Teresa's Catholic Primary School serves the southern parts of the ward.
- Royal Free School serves the western part of the ward.
- Phoenix Nursery serves the north of the ward.

Colton Hills Community School is a secondary school located in the ward.

### **Places of Worship**

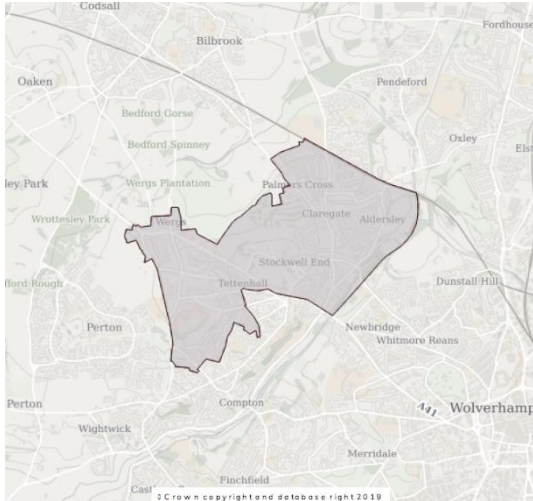
*Ward Councillors to provide details if required.*

## Wolverhampton South-West

### Ward: Tettenhall Regis

Forecast Electorate (proposed boundary) 2026: 3265, (3% variance)

### Proposed Tettenhall Regis Ward Boundary



The western boundary of the ward is delineated by the fact that it's the county boundary with Staffordshire. The northern boundary of the ward is the double-track main railway line between Aberystwyth and Wolverhampton. The north-eastern boundary of the ward follows the Staffordshire and Worcestershire Canal to its junction with Tettenhall Road, A41. The boundary then goes up The Rock and onto the Tettenhall Road A41, which is a busy and wide main road.

The South eastern boundary then follows a circuitous route to ensure that the post-World War Two council estate centred around Woodhouse Road North, and the Crescent are all in Tettenhall Regis. Whereas other forms of houses are in Tettenhall Wightwick ward. The boundary then joins up with Staffordshire County boundary.

### Proposed Tettenhall Regis Ward characteristics

Tettenhall Regis is a predominantly residential ward on the northwest edge of the city with significant areas of open space around Aldersley Leisure Village, South Staffordshire Golf Course, Upper Green, Lower Green, Danescourt Cemetery, the Kings School and Penk Rise Open Space.

As previously mentioned, housing in the south of the ward is predominantly post war council estate. The centre and north of the ward is generally between the wars and post war, with larger types of housing and is known as a middle class area. There is also a small industrial estate located in this ward.

### Schools

There are several primary schools that serve Tettenhall Regis and have a catchment area:

- Claregate Primary School serves the x of the ward.
- Palmers Cross Primary School serves the north of the ward.
- St Michael's CE (Aided) Primary School serves the x of the ward.
- Woodthorne Primary School serves the south of the ward.
- Tettenhall Wood Special School is also located within this ward.

The King's CE Secondary School is located in the west of the ward.

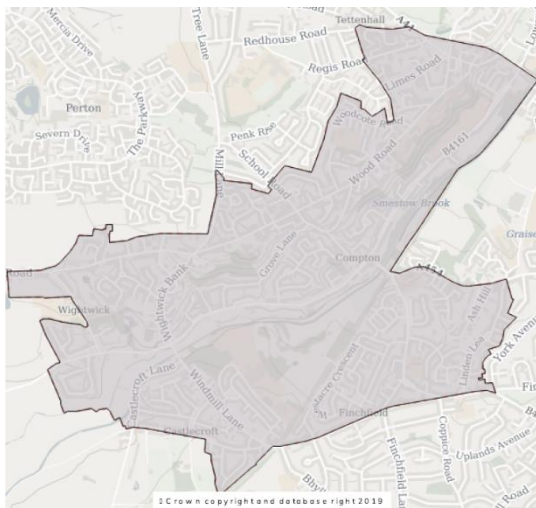
### Places of Worship

*Ward Councillors to provide details if required.*

### Ward: Tettenhall Wightwick

Forecast Electorate (proposed boundary) 2026: 3092, (-3% variance)

### Proposed Tettenhall Wightwick Ward Boundary



Tettenhall Wightwick is a predominantly residential ward on the southeast edge of the city. The western and southwestern boundaries are delineated being the boundary with Staffordshire County. The south eastern boundary runs along the Castlecroft Road, a wide and well used main road, this continues until its junction with Linden Lea. Where both sides of Linden Lea are taken into Tettenhall Regis ward, because the houses are the same, it makes a neat boundary with housing to the east which is in Park Ward.

The north eastern boundary of the ward then continues in a western direction along the Compton Road, the A454A, which is a wide and well road with different houses on both sides.

The boundary follows Compton Road West until its junction with the former railway track that forms part of Valley Park. The north eastern boundary of the ward then follows the former railway track and the Staffordshire and Worcester Canal, which

combined, form Valley Park, a wide leisure route, which makes an obvious boundary between wards.

The canal is followed until the bridge with the Tettenhall Road where the boundary of the ward turns left up The Rock a wide and wide main road. The boundary continues up into the centre of Tettenhall and then takes a left turn along Wrottesley Road, and a circuitous route to ensure that the council estate is in Tettenhall Regis and other houses, including the whole of Tettenhall town centre, are in one ward of Tettenhall Wightwick.

### **Proposed Tettenhall Wightwick Ward characteristics**

Tettenhall Wightwick ward has predominantly larger types of housing. However, there are two large council estates in the south at Castlecroft and Finchfield, both built in the 1950s and 1960s.

The boundaries of the ward have been drawn so that the whole of Tettenhall Town Centre is in Tettenhall Wightwick ward for ease of representation, together with the Technical College close by and the Wolverhampton Nuffield Private Hospital. Much of the south of the ward taken is up with Smestow Valley Local Nature Reserve and the Valley Park nature walk.

In the in the in the southwest corner of the ward is the National Trust Wightwick Manner with fine gardens and a Pre-Raphaelite art collection

### **Schools**

There are several primary schools that serve Tettenhall Wightwick and have a catchment area:

- Christ Church CE Infant and Nursery School serves the north of the ward.
- Christ Church CE Junior School serves the north of the ward.
- Castlecroft Primary School serves the south of the ward.
- Westacre Infant School serves the east of the ward.

Smestow Secondary School is located in the south of the ward serving much of the southern ward with King School serving the northern part of the ward.

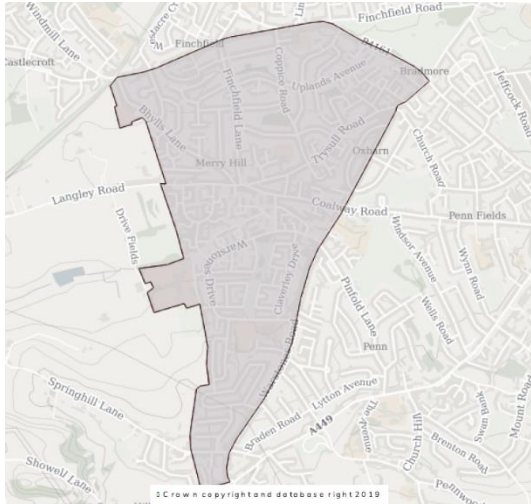
### **Places of Worship**

*Ward Councillors to provide details if required.*

## Ward: Merry Hill

Forecast Electorate (proposed boundary) 2026: 3122, (-2% variance)

### Proposed Merry Hill Ward Boundary



The Merry Hill ward is a predominantly residential ward on the southwest corner of the city. The south and west boundaries of the ward are delineated by the boundary with Staffordshire County. The eastern boundary of the ward runs along Warstones Road which is a wide and well used main busy road, then all the way to Oxbarn Avenue then Trysull Road all of which are busy, well used main roads. This route is often used as an alternative route into the city centre from the south of Wolverhampton. Upon reaching Bantock Park the boundary of the ward takes a left turn along Broad Lane which is a busy wide main road, the B4161, with housing to the left and Bantock Park to the right. It then follows Finchfield Road West for a short distance and Castlecroft Road, which are both busy main roads and bus routes.

### Proposed Merry Hill Ward characteristics

In north of the ward you have two main communities. In the Five Ways area there are predominantly large private dwellings detached and semi-detached houses from the 1930's to 1960s. In the centre of the ward, the Warstones council estate built post war and the southern section, Spring Hill is again has larger privately owned housing.

In the centre of the ward is the Warstones Green open space.

In the middle of the ward there are two tower blocks.

Warstones library is a well used facility.

### Schools

There are several primary schools that serve Merry Hill and have a catchment area:

- Springdale Primary School serves the south of the ward.
- Uplands Junior School serves the north of the ward.

- St Michael's Catholic Primary Academy and Nursery serves the centre of the ward.
- Penn Fields Special School serves the whole of the city.
- Bhylls Lane Primary School which serves the west of the ward is in fact a Staffordshire County School but attended by Wolverhampton residents.

Highfields Secondary School on the eastern boundary serves as the secondary school in the ward.

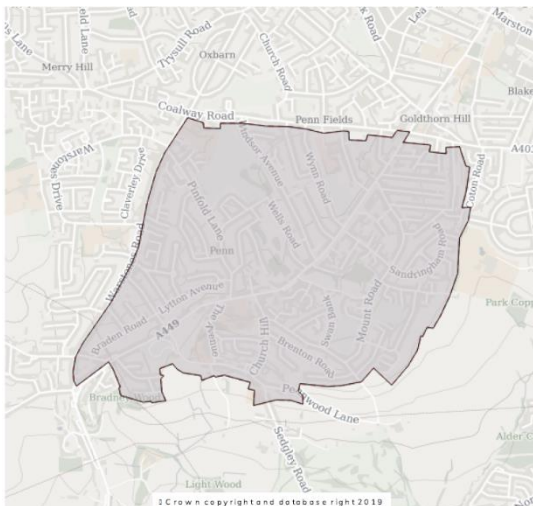
### Places of Worship

*Ward Councillors to provide details if required.*

### Ward: Penn

Forecast Electorate (proposed boundary) 2026: 3266, (3% variance)

### Proposed Penn Boundary



The southern Penn ward boundary is constrained by the boundary of Staffordshire County. The eastern boundary then follows a footpath along the western boundary of Colton Hills School and then to the rear of the boundary of Coton Road so that the whole of Coton Road is in Blakenhall. The ward borders the Penn ward as it forms part of the Goldthorn estate. Then the northern boundary of the ward follows the southern part of Goldthorn Road, so that both parts of Goldthorn Road are in Blakenhall ward as houses are very similar on both sides.

The north eastern boundary follows the southern parts, the sudden right of Goldthorn Hill to keep both sides of Goldthorn Hill together.

The northern boundary follows the southern parts of Coalway Road, so that both sides are Coalway Road are in the same ward.

On Coalway Road on both sides of the road there are substantially, for the most part, large detached and semi-detached properties.



The western boundary of the ward is Warstones Road a long, wide and busy main road which acts as a through road to the city centre.

### **Proposed Penn Ward characteristics**

Penn ward is a suburban community dominated by 1937 detached houses with virtually nil social housing. There are some substantial large properties, but not loads. It's suburbia and it's very green as well with lots of green open spaces for instance the large Windsor Avenue playing fields, Muchall Park, and Penn Cricket Club.

Woodfield Social and Sports Club a well-used local sports club.

The Penn Library is located within this ward and is a well-used facility.

Penn cemetery.

Penn Hospital is located within this ward and is a mental health hospital which serves the whole of the black country.

There are several primary schools that serve Penn and have a catchment area:

- Woodfield Primary School serves the north east of the ward.
- St Bartholomew's CE Primary School serves the south of the ward.
- Warstones Primary School serves the north west of the ward.
- Penn Hall Special School serves the whole city.

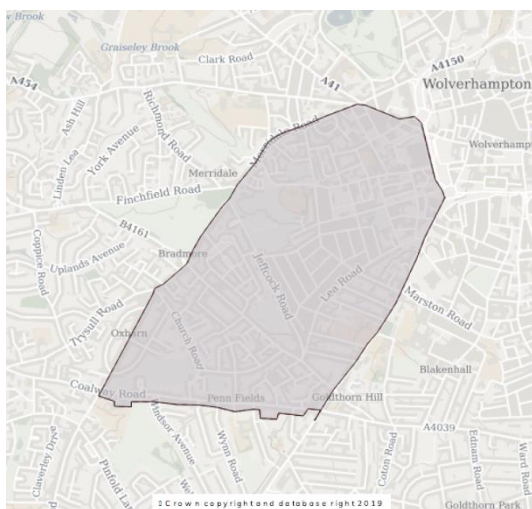
### **Places of Worship**

*Ward Councillors to provide details if required.*

### **Ward: Graiseley**

Forecast Electorate (proposed boundary) 2026: 2923, (-8% variance)

### **Proposed Graiseley Ward Boundary**



Graiseley is an inner city ward on the southwest of the city centre with significant parts of Victorian housing, but also with more modern housing in the suburban area.

The city centre boundary of Graiseley ward is the dual carriageway ring road running west onto Chapel Ash which is a wide main road with four lanes and the main route into the city. The north westerly boundary being Merridale Road, a wide main road with different types of housing on both sides and Bradmore Road which is another busy main road with housing to one side and Bantock Park to the other.

The boundary continues in a south westerly direction along Trysull Road and Oxbarn Avenue, both wide and busy main roads. The southern boundary of the ward takes in both sides of Coalway Road as both sides of Coalway Road are very similar with large detached and semi-detached housing all of a similar age, whereas those off of the road to the south that are in the Penn ward are of a significantly newer style.

The western boundary of the ward is the wide and busy Penn Road which is dual carriageway for parts of the way and is a busy route used into the city centre.

### **Proposed Graislely Ward characteristics**

The northern part of the ward is a mixture of Victorian housing, between the wars housing and new housing. Generally of smaller design, but also with the Graislely Flats estate built in the 1950s and 1960s, including high rise.

The centre of the ward, Penn Fields, is dominated by Victorian terrace houses. The southeast and south parts of the ward contain larger housing built between the wars and post war, many of these are of a detached and semi-detached design. In the central west of the ward is the large Bradmore council estate built between the wars.

### **Open Spaces**

Aspen Way open space, Lime St Recreation Ground, the large Jeffcock Road Cemetery and in the south of the ward Bradmore recreation ground with bowling green and tennis courts, Penn Field Bowling Club and Memorial Gardens.

The Penn Fields Cooperative allotments is a large allotment site located within the ward.

### **Schools**

There are several primary schools that serve Graiseley and have a catchment area:

- Bantock Primary School serves the centre of the ward.
- Merridale Primary School serves the north of the ward.
- Nishkam Primary School serves the north of the ward.
- The Royal School Wolverhampton serves the east of the ward.

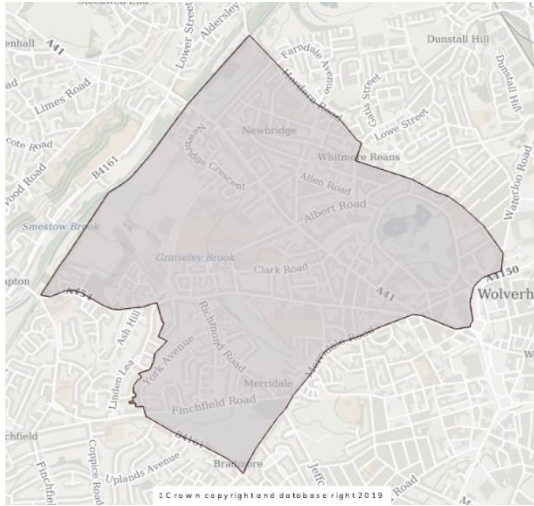
### **Places of Worship**

*Ward Councillors to provide details if required.*

## Ward: Park

Forecast Electorate (proposed boundary) 2026: 2985, (-6% variance)

### Proposed Park Ward Boundary



The Park Ward is a large ward on the west of the city centre and, as its name suggests, includes a number of parks. Therefore whilst being residential, it is also home to a number of wide open spaces.

The eastern boundary of the ward is the ring road dual carriageway. The north eastern part of the ward goes for a short length along the busy Waterloo Road and then along the length of New Hampton Road East. New Hampton Road East is a wide, busy main road leading to and from the city centre. Towards the ends of New Hampton Rd East, it becomes New Hampton Rd West and the ward boundary takes a short detour onto Hordern Road again a busy main road. With housing on both sides, but different housing at certain points.

The western boundary of the ward runs along the former railway track and canal. It runs first along the Stafford and Worcester Canal and later along the former railway track both of which form the Valley Park Nature Reserve and is a clear delineator between Park ward and wards to the west. When the railway crosses Compton Road West, the boundary for Park ward then runs along the Compton Road in an eastward direction, the A454, a wide and busy main road with different types of housing on both sides. Upon reaching Linden Lea, the boundary of the ward runs in a southward direction. Such that Linden Lea is in Tettenhall Wightwick ward and roads that feed to the east are in Park Ward. Linden Lea and roads that feed to the west are in Tettenhall Wightwick ward and York Avenue and suchlike feed to the east are in Park ward. The boundary then runs along Broad Lane, a busy main road with housing to the south and Bantock Park to the north and then turns into the city centre along Bradmore Road and Merridale Road, both of which are busy main roads with the park to one side and housing to the other and then mainly residential into the city centre. Finally, the boundary runs along Chapel Ash a busy four lane main road leading into the city, A41.

## **Proposed Park Ward characteristics**

Park is home to a number of parks. The well-used Victorian West Park, Bradmore Park in the south of the ward including the well-known Bantock House museum. Compton Park to the west which includes the Wolverhampton Wanderers Football Club training ground. Newbridge playing fields to the north of the ward.

The ward also contains the West Park Rehabilitation Hospital serving the whole of the city.

## **Schools**

There are several primary schools that serve Park and have a catchment area:

- St. Peter's Collegiate CE Secondary School
- St Edmund's Catholic Secondary Academy
- Wolverhampton Girls' High School
- St Andrew's CE Primary School serves the north of the ward.
- West Park Primary School serves the east of the ward.
- SS Peter & Paul Catholic Primary Academy and Nursery serves the north of the ward.
- St Jude's CE Primary Academy serves the centre of the ward.
- Broadmeadow Special School (Nursery) serves the whole of the city.

In the centre of the ward is Wolverhampton Girls High School, St Peters Church of England Secondary School and St Edmund's Roman Catholic Academy.

There's also the private Wolverhampton Grammar School on Compton Road as well as the Newbridge School which is a private primary preparatory school.

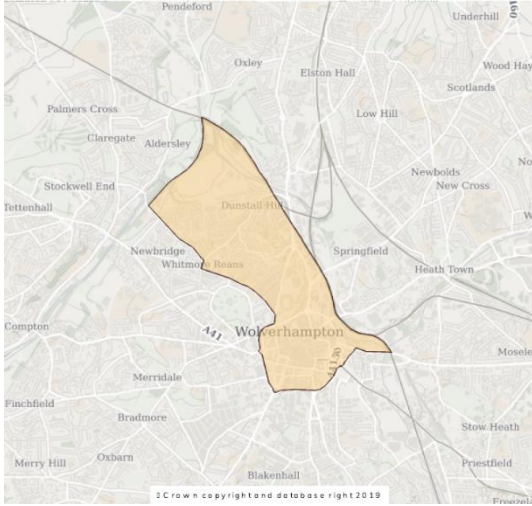
## **Places of Worship**

*Ward Councillors to provide details if required.*

## Ward: St Peters

Forecast Electorate (proposed boundary) 2026: 2813, (-11% variance)

### Proposed St Peter's Ward Boundary



St Peters is a ward taking in the whole of the city centre, inside the ring road, areas connected with the city centre and the northern part of the city. It is called St Peters after St Peters Church, which is in the city centre.

The eastern boundary of the ward follows the busy northwest coast mainline. The north eastern boundary of the ward follows firstly the Shrewsbury to Wolverhampton Mainline and then the West Coast Mainline running from Northampton into Birmingham. This is felt to be an appropriate boundary because there are very few crossing points so that communities either side of the railway track are not easily communicated with each other. So the railway line follows the main railway line right into the city into the main railway station and in a southerly direction until it reaches the Horseley Fields Road. The boundary then follows the Horseley Fields Road and Middlecross Road which are the main roads leading into and out of this part of the city centre. The boundary here takes in the estates in Albion Street and the proposed Canalside South, which are predominantly commuter/ city centre living estates with local residents using facilities to commute into Birmingham for instance the railway station, the Metro and the bus station. Therefore, it felt that this is an appropriate part to take into St Peters as part of the city centre. The growing interchange, commercial district, including proposed high rise office developments all fits in neatly with the St Peters ward.

The southern boundary of the ward then takes in the whole of the ring road until its junction on the northwest corner with Waterloo Road, a busy main road that leads into New Hampton Rd West and the New Hampton Rd East until its detour along Hordern Road. Hordern Road is an appropriate boundary because roads to the southwest are predominantly Victorian terraced housing, whereas the Farndale Estate to the north is a modern 1970s estate built on the former factory estate.

The northwest boundary of the ward then follows the Staffordshire and Worcester Canal, which together with the former railway track form Valley Park, a wide open space clearly delimitating the ward from those to the west.

### **Proposed St Peter's Ward characteristics**

The predominant land used to the North is Wolverhampton Racecourse and Open Space along the Birmingham Canal. Between Birmingham Canal and Aldersley bridge there is loads of desolate scrubland.

Much of the housing north of New Hampton Rd is densely packed with inner city Victorian terraced housing often with through streets that have road calming measures in place to reduce the amount of through traffic.

There are also a number of high-rise estates around the Boscobel Crescent area and Brockhurst Drive.

The ward is dominated by Victorian terraced housing with areas also in the west of a ward with between the wars, semis, the 1970s Farndale estate.

There is significant new build housing around Gatis Street and Dunstall Park.

The St Peter ward is also home to the Wolverhampton Wanderers at Molineux Stadium and is a key landmark in the city centre as well as the Racecourse.

The Dunstall Hill Community Centre serves the centre of the ward.

The University of Wolverhampton is located in the city centre and university accommodation running to the north of city centre along Stafford Street.

### **Schools**

There are several primary schools that serve St Peter's and have a catchment area:

- Dunstall Hill Primary School serves the
- Pinegreen Special Academy serves the whole of the city.
- Pupil Referral Unit Evergreen Academy

### **Places of Worship**

*Ward Councillors to provide details if required.*

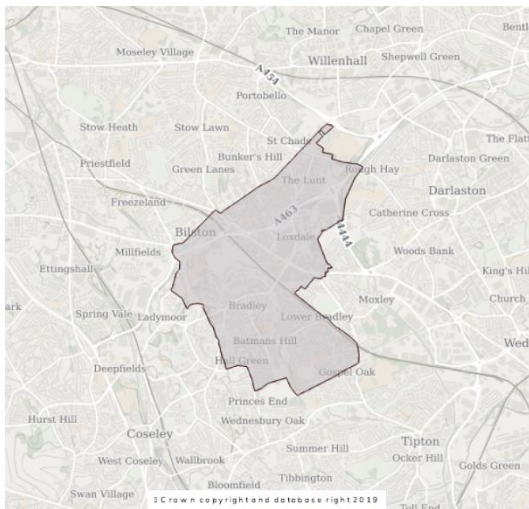
## Appendix 2: Conservative Proposal

### Overview Map of All Wards with Proposed Changes



#### Ward: Bilston East

Forecast Electorate (proposed boundary) 2026: 3401, (7% variance)

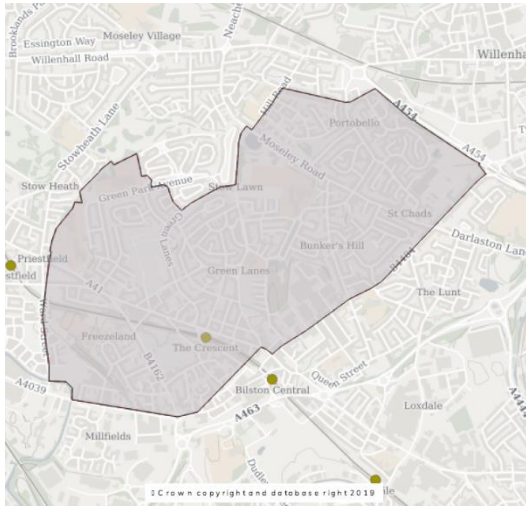


Move parts of the ward to Bilston East and Spring Vale as per their descriptions. This ward has strong natural boundaries jutting as it does into neighbouring Dudley. Propose an alternative name of Bilston South.



## Ward: Bilston North

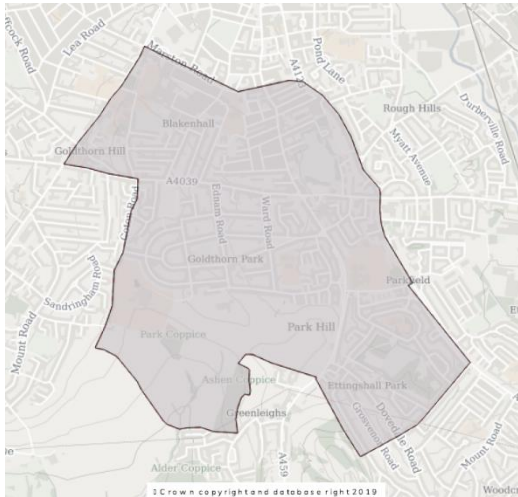
Forecast Electorate (proposed boundary) 2026: 3344, (5% variance)



Move part of the ward to East Park as per East Park description.  
Move part of Bilston East to Bilston North to help balance electoral numbers within an area that is very similar.  
Move the Freezeland part of Ettingshall over to Bilston North as this area is very close, and looks to Bilston town centre for shops and services.

## Ward: Blakenhall

Forecast Electorate (proposed boundary) 2026: 3331, (5% variance)

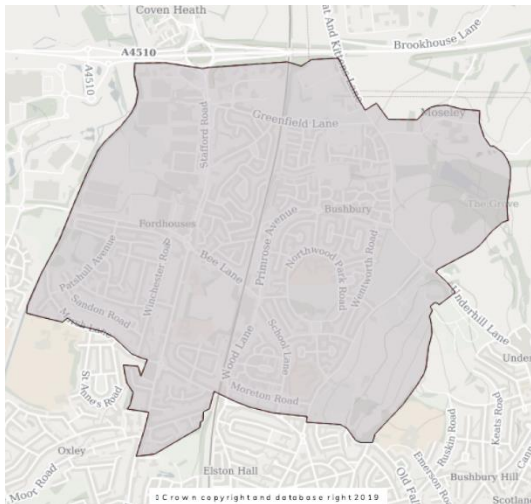


Move the Northern boundary further south to consolidate the ward around the Goldthorn Hill and Parkfield Road. Previously a ward with a large North South distance the ward mixed a more suburban nature with a denser inner city area. In addition, move Ettingshall park into this ward from Spring Vale to help balance electoral numbers in this area.



### Ward: Bushbury North

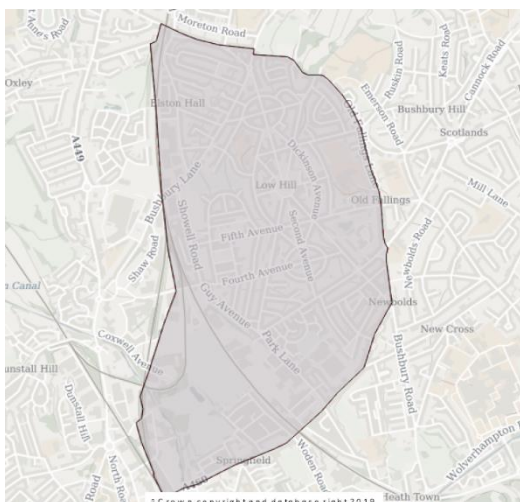
Forecast Electorate (proposed boundary) 2026: 3135, (-1% variance)



We propose to leave Bushbury North largely as it currently is. Being on the edge of the city surrounded by S. Staffs it has strong natural borders. Whilst the Stafford Road could form a boundary leaving Fordhouses to move to another ward this area would struggle to connect to another due to the canal on the West of Fordhouses. In addition, the shops at Vine Island tie Fordhouses to the western part of Bushbury.

### Ward: Bushbury South and Low Hill

Forecast Electorate (proposed boundary) 2026: 3281, (3% variance)



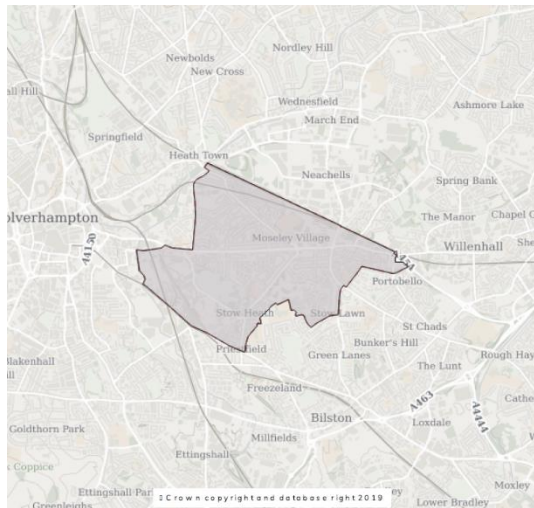
We propose moving the Akron gate development to the Oxley ward. This community is self-contained and is separated from the rest of the ward by the railway line. Having previously been industrial, this new estate has a separate identity the much more well-established Low Hill area.

Similarly, we propose moving the Oxley Avenue, South Street, The Downs area to St Peter's. This area is divided from Low Hill by both the railway line and the Stafford

Road. Because of the railway line we also propose moving the industrial area around Shaw Road and Showell Road to St Peters.

### Ward: East Park

Forecast Electorate (proposed boundary) 2026: 3326, (5% variance)

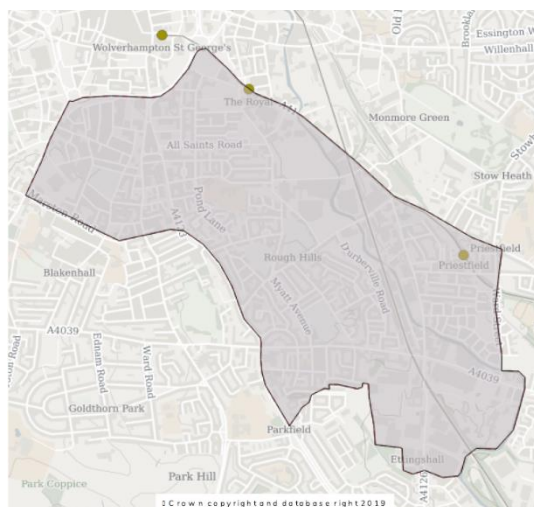


Move the Horsley Fields area into Heath Town. This is a more town centre orientated area with a different property mix to the much of the ward. The area looks inwards towards the city centre rather than outwards.

Bring the area of North of Stow Lawn into East Park as the Stowheath Lane Open Space and Stowlan Wood is joining feature between this area and the current southern part of the existing East Park ward.

### Ward: Ettingshall

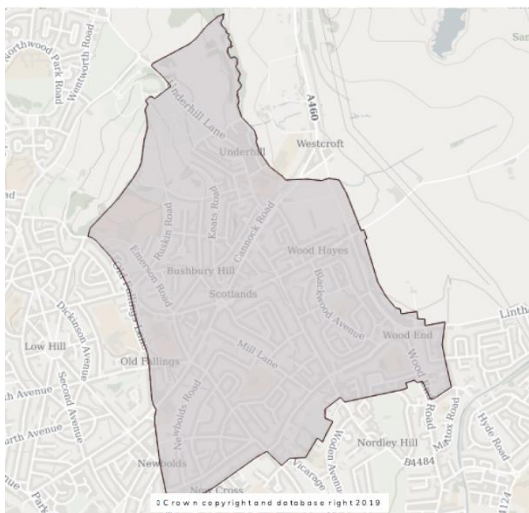
Forecast Electorate (proposed boundary) 2026: 3023, (-5 variance)



As a long linear ward we have sought to bring this ward together as the southern most part has little in common with the denser inner city part of the ward. This has been done by moving the southern Spring Vale part of the ward into the Spring Vale ward and bringing in the Northern part of the current Blakenhall as this is a similar area.

**Ward: Fallings Park**

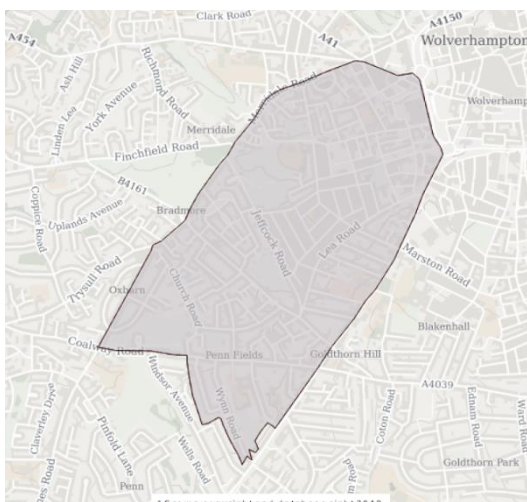
Forecast Electorate (proposed boundary) 2026: 3252, (2% variance)



We feel this ward has strong existing boundaries but propose moving the part of Wood End previously in Wednesfield North and across west of Heath Town into the ward as this makes for a better fit for this area. This part of Wood End feels tacked onto Wednesfield North and does not fit with the heart of this community which centres on Ashmore Park.

**Ward: Graiseley**

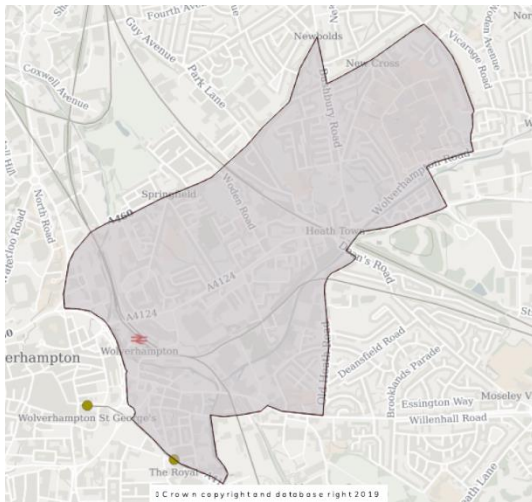
Forecast Electorate (proposed boundary) 2026: 3147, (-1% variance)



Move part of Penn Fields into Graiseley as per Penn Description. Graiseley is a fairly clear community sitting between part of the ring road, Penn Road, Coalway Road and Merridale Road.

### Ward: Heath Town

Forecast Electorate (proposed boundary) 2026: 2937, (-7% variance)

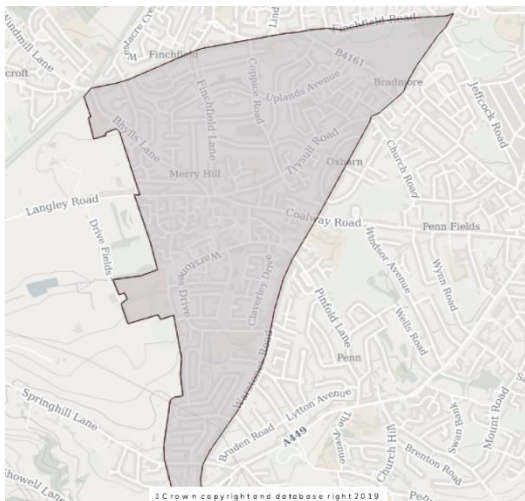


Move part of East Park into Heath Town as per East Park description. Move part of Heath Town to Wednesfield South as per Wednesfield South description.

Heath Town is in essence an inner city area. The current ward is linear leaving a poor connection by the outer, more suburban parts of the ward compared to the denser more inner city areas.

### Ward: Merry Hill

Forecast Electorate (proposed boundary) 2026: 3122, (-2% variance)

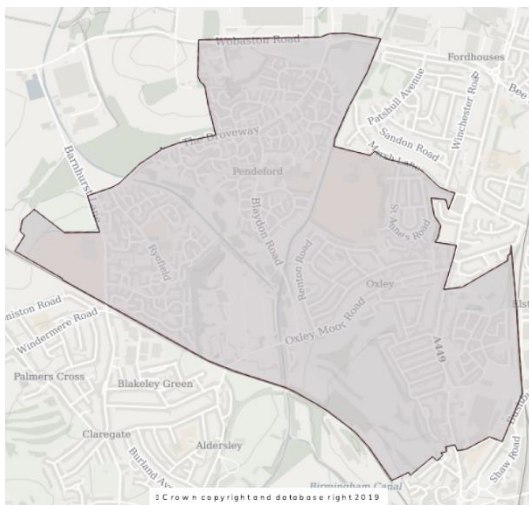


No major changes proposed. Push the boundary NE to bring in Bantock House for a more natural boundary.

Merry Hill has strong existing boundaries with Warstones Drive to the East, S. Staffs to the West and the Finchfield Rd, Castlecroft RD, Windmill Ln to the North. This community is largely brought together by the shops and services at the Langley/Finchfield/Coalway roundabout.

### **Ward: Oxley**

Forecast Electorate (proposed boundary) 2026: 3371, (6% variance)



Move part of Bushbury South and Low Hill into Oxley as per Bushbury South and Low Hill description.

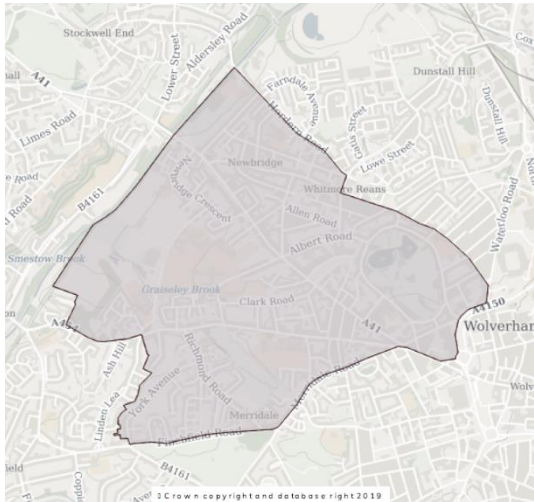
Oxley has strong natural borders with the railway line to the south and S. Staffs border to the West. Fordhouses is largely separated from the rest of the ward by the canal and inclusion would push electoral numbers too high.

Propose Watson Road moves to Bushbury North as the rest of the immediate housing is part of this ward. Also move McLean Road as more closely linked to Bushbury North and as poor direct access to the rest of Oxley.



**Ward: Park**

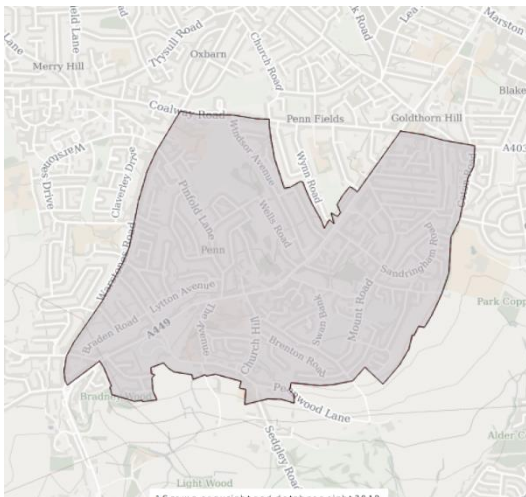
Forecast Electorate (proposed boundary) 2026: 2951, (-7% variance)



Leave this ward as is. Fairly strong natural boundaries of the ring-road, Merridale road, Finchfield Road, and Smestow valley. The housing mix is of a similar nature.

**Ward: Penn**

Forecast Electorate (proposed boundary) 2026: 3110, (-2% variance)

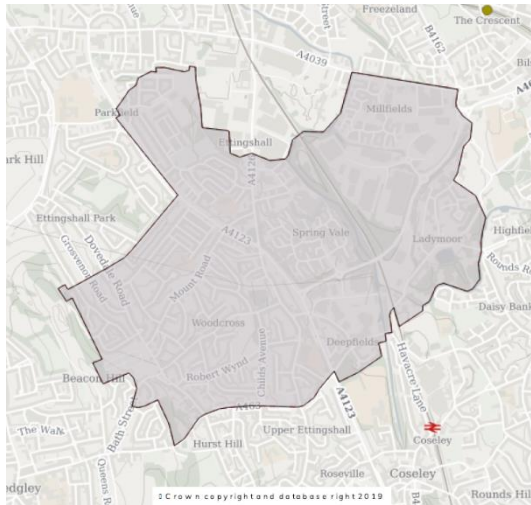


Move part of Penn Fields into Graiseley to help balance the electoral numbers of the two wards and better join the community in the same ward.

Penn has fairly strong natural boundaries with S. Staffs to the South, Warstones Road to the West and Coalway Road to the North. The Penn Road running through the middle of the ward acts as a bond rather than a division.

## Ward: Spring Vale

Forecast Electorate (proposed boundary) 2026: 3013, (-5% variance)

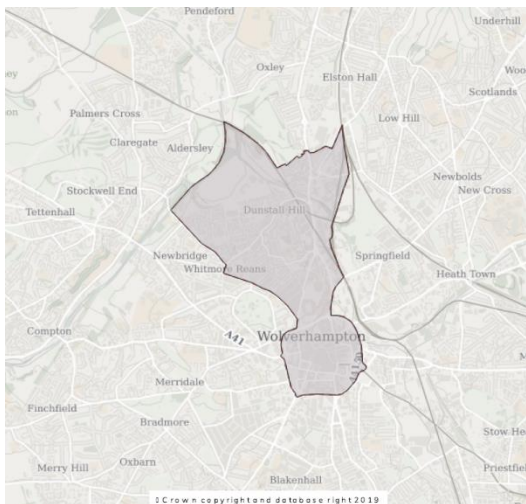


We propose to consolidate this ward further by bringing in the southern part of Ettingshall ward which is more in keeping with this part of the city rather than the inner city part at the northern end.

Similarly, we propose the Ladymoor area should join up with Spring Vale rather than sitting as an odd bit on the end of Bilston East. This also helps balance out the electoral numbers in this part of the City.

## Ward: St Peters

Forecast Electorate (proposed boundary) 2026: 2934, (-8% variance)

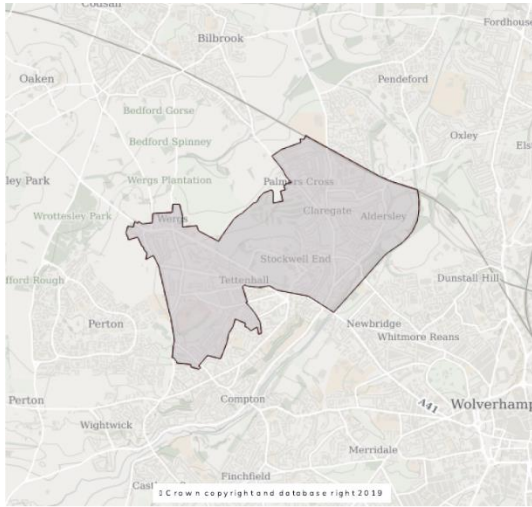


St Peters already has fairly strong natural boundaries with the ring-road and Smestow Valley.

For changes proposed see description for Bushbury South and Low Hill.

## Ward: Tettenhall Regis

Forecast Electorate (proposed boundary) 2026: 3265, (3% variance)

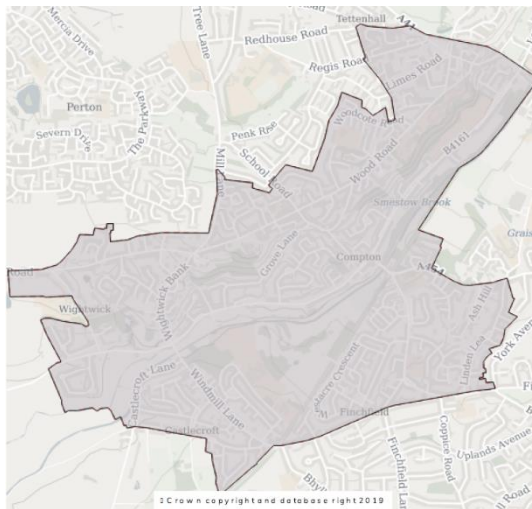


No changes proposed in this area.

Tettenhall Regis has strong boundaries - To the North is the railway line, the East the Smestow Valley and to the West the LA boundary with S. Staffs.

## Ward: Tettenhall Wightwick

Forecast Electorate (proposed boundary) 2026: 3126, (-2% variance)



No changes proposed. Together with the Regis Ward this area forms the greater Tettenhall area.

The LA Boundary combined with the Smestow Valley forms natural boundaries. The Castlecroft shops binds the Compton and Finchfield areas to the rest of the ward as both areas utilise these services.





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## **Appendix 3: Background Information that could be used if a council submission was submitted**

### **Background**

The electoral review of Wolverhampton by the Local Government Boundary Review for England (LGBCE) began in July 2019 with all out elections planned to take place in May 2022.

The review was triggered because 6 out of 20 wards within the local authority had an elector number variance +/- 10% the average ward elector population.

The last electoral review the Council experienced occurred in 2003. Since then, the city's population has grown by nearly 30,000 residents. The wards are being reviewed because the population in some wards has grown more than others and more development is now taking place.

The first part of the review involved the Council submitting its recommendation to the Council size.

In March 2020, the Council submitted its recommendation for the Council Size – arguing that the number of councillors should be maintained at 60 with three councillors per ward. This recommendation was accepted by the LGBCE in April 2020.

The second stage of the review – the consultation on ward boundaries – was meant to commence on 12 May 2020. However, due to the sudden outbreak of Covid-19, the electoral review had to be delayed.

The second stage of the review and public consultation instead began on 19 January 2021 with a community briefing on the 14 January, delivered by the LGBCE, on the ward boundary consultation.

The Council was asked to deliver a submission to this consultation. The LGBCE has three primary criteria that must be followed for submissions. These are:

- A. Electoral equality – the new pattern of wards should mean that each councillor represents roughly the same number of voters as other councillors in the authority.
- B. Community – ward patterns should, as far as possible, reflect community interests and identities with boundaries being naturally identifiable.
- C. Effective electoral governance – the electoral arrangements should promote effective and convenient local government and reflect the electoral cycle of the Council.

What follows is the City of Wolverhampton's submission to the LGBCE's consultation on ward boundaries.

## Wolverhampton Now

1. In 2019, Wolverhampton was the 18<sup>th</sup> largest city in the UK with a population of 262,008. It has seen strong economic growth over recent years with the city being named the top city in Western Europe for job creation in manufacturing, building on our already-strong automotive and aerospace sectors. Whilst the city continues to build on these existing strengths, it is also developing clusters in other key sectors whilst retaining a strong focus on investing in skills and matching local people to local jobs.
2. It is one of the top ten growing economies in the UK and is currently experiencing record levels of private and public investment, with £4.4 billion being injected into regeneration projects citywide. The city was the seventh most improved in the 2016-2018 Demos-PwC Good Growth index.
3. The city is ideally placed at the centre of the UK's rail and road network, offering unrivalled connectivity to national and international markets. The investment of £150 million to redevelop our Interchange transport hub, incorporating a brand-new railway station, will further cement the City of Wolverhampton as a place open and connected for business.
4. Wolverhampton also has a thriving digital sector, with creative industries offering huge opportunities for our businesses. Recently, the University of Wolverhampton has made a £100 million investment into a new Centre for Architecture and the Built Environment, alongside the National Brownfield Institute. This will create an international centre of excellence for urban innovation and advanced methods of construction.
5. Wolverhampton is also home to a great cultural offer including a Premier League football team in Wolverhampton Wanderers, a unique live music and comedy venue in the Civic Halls, an excellent art gallery and the beautiful, Victorian Grand Theatre. Green and open spaces make up just under one fifth of the city with attractions including two large Victorian parks, Smestow Valley Local Nature Reserve, and two prime National Trust properties: Wightwick Manor and Moseley Old Hall.
6. The city is home to a thriving voluntary and community sector with individuals and groups dedicating their time to improve their communities. We value the contribution of the sector and recognise the critical role it plays in delivering the city's priorities. The sector generates over £140 million with over 12,000 volunteers.
7. Wolverhampton is diverse and cohesive. One third of our population is from Black and Minority Ethnic (BAME) groups and 19% of our residents were born outside the UK. There are around 90 languages spoken within the city. Wolverhampton's diversity is the fabric which holds our city together and our people are proud of our friendly and supportive communities. The city's population continues to grow as new communities decided to move here.

8. Wolverhampton is one of the fastest improving cities in the country, however, it still has social challenges to be overcome. 25.9% of children in the city live in poverty and the authority ranks 24th in the country for overall deprivation (1 being the most deprived), with many clusters of deprived small areas in the east of the borough. However, the achievement of an Ofsted rating of 'good' for the city's children services in 2017 (the only city in the West Midlands with a rating of good or higher) is a significant indicator that the city is on the up.

## Demographics

Within the LGBCE's guidance, it is recommended to examine "demographic pressures" upon the local authority. Therefore, this section details recent and projected demographic trends.

According to the Office for National Statistics' Mid-Year Population Estimates data series, between 2003 and 2018 (the latest year available), the number of people living in the city increased from 239,851 to 262,008; a growth of 9.2%. The population of adults aged 18+ in Wolverhampton (the base population from which the electorate is drawn) increased from 184,458 in 2003 to 200,764 in 2018, a growth of 8.8%.

However, within the population of adults aged 18+, not all adults will be registered to vote. This is important because the LGBCE uses the number of electors per ward (people registered to vote) to determine "electoral fairness". The LGBCE uses the concept of variance from the Wolverhampton average per ward and will intervene if over 30% of all wards have an electorate of +/-10% from the average electorate for the authority.

For the LGBCE review, in order to ascertain the population size into the future, the starting point is the expected adult population drawn from the Office for National Statistics' 'Sub-National Population Projections' (SNPP). The most recent SNPP (2016-based) projects the city's population from 2016 until 2041, and the population in 2041 is projected to be 286,396. As there is steep population growth according to the SNPP until the early 2040s, the total population of Wolverhampton is projected to be 270,940 by 2026, of which 64,629 people would be under 18. This leaves a total adult population, from which the electorate is drawn, of 206,311 by 2026.

Furthermore, the LGBCE requires an estimate of the proportion of the adult population registered to vote. The historical data for Wolverhampton between 2017 and 2019 yields an average ratio of 91% adult population to electorate, which has been used for the purposes of this forecast. This gives an estimated electorate via the SNPP of 187,740 electors by 2026, but this figure has been slightly revised for forecasting purposes, in light of other information about population growth external to the SNPP forecast (see the Electorate Forecasting submission for more details). Even using the SNPP's unadjusted 187,740 base, however, this would be a rise of circa 10,000 extra electors compared to the LGBCE's most recent data.

Part of the growth in extra electors is in the age profile of the population, with many present-day children who will become attainers (that is, aged 18+) by 2026. Overall, Wolverhampton has a younger population than the English average; the median age

in Wolverhampton in 2018 was 37, compared to England's median of 39. Within Wolverhampton, there is variance in the median age of residents per ward: the oldest ward is Tettenhall Wightwick (median age: 48) and the youngest ward is St Peter's (median age: 28.5).

A further reason for the increase in the electorate size is the increase in the Black and Minority Ethnic (BME) community (residents not of White British ethnicity), due to overseas migration and high fertility rates amongst this cohort. In the 2011 Census, 35.5% (88,525) of the city's residents were from a BME background, which is very likely to have risen subsequently. However, the distribution of people from BME backgrounds is not uniform across the city. For instance, the BME population is significantly higher than average in certain wards such as St Peter's (71.8%) and Blakenhall (76.8%).

Further evidence of the impact of migration is in the number of residents who don't speak English as their main language. The most recent data for this is also from the 2011 Census, where 26,032 residents aged 3+ (10.9% of all residents aged 3+) spoke a main language that wasn't English. The two most common non-English main languages were Panjabi (11,055 residents, 4.6% of all residents aged 3+), and Polish (2,458 residents, 1.0% of all residents aged 3+).

As stated, a high level of overseas migration into Wolverhampton contributed to the population rising since 2011, when the city had 249,470 residents at the time of the Census. By 2018, the city had 262,008 residents, an increase of 12,538 residents (5.2% increase). Substantial housebuilding has taken place over recent years, with 577 net additions to the housing stock in 2016/17, 796 additions in 2017/18, and 692 additions in 2018/19, which will have been a spur to population growth. There have been increased levels of housebuilding in recent years and this will impact the city's population size in the next few years.

Although the city's population is growing, Wolverhampton has considerable deprivation. The Index of Multiple Deprivation (IMD) measures relative deprivation in England following an established methodological framework. There have been five releases since 2004. As the map in Figure 4 shows, 78 of the city's 158 LSOAs (49.4% of all LSOAs) are in the top 20% most deprived overall in England. Child poverty sits at 29.2%; a fall in previous numbers.

Further evidence of the challenges faced in Wolverhampton is the Claimant Count uptake, which measures the number of people claiming benefits principally for the reason of being unemployed, based on administrative data from the benefits system. The claimant count has remained high since the recession of 2008-2010, and the position has worsened since then. In November 2019, the claimant count rate was 6.1% (England's average was at 2.9%), and the city ranked 3rd out of 317 Local Authorities.

Correspondingly, Universal Credit uptake for working-age people was also very high in recent months: in October 2019, the percentage of working-age people claiming Universal Credit due to unemployment in Wolverhampton was 7.5% (England's average stood at 4%). Even amongst employed working-age residents, 3.5% were claiming universal credit (England's average was 2.2%). Levels of child poverty

(children in low-income families) are also higher than the English average, at 25.9% for Wolverhampton compared to England's average of 17% for 2016. The employment rate stands at 67.2%.

## Warding patterns for Wolverhampton 2026

Wolverhampton's electorate forecast for 2026 is set to be 190,477 (refer to where this info is from). To achieve electoral equality (divided by 60) so that each councillor represents same number of electors – 3,175. 3 members per ward – 9,524. The acceptable tolerance range for a ward would therefore be 2858 – 3493.

Currently, the six wards Bilston East, Bushbury South and Low Hill, Ettingshall, Park, Penn and St. Peter's are not within tolerance as displayed within the table below and therefore triggered the review as the cusp of the threshold was reached. As evidence below, Graiseley at -9.17% was on the cusp of the 10% set tolerance and therefore Wolverhampton is under review.

The LGBCE provide tables summarising the electorate totals per ward on their website<sup>2</sup>. According to those tables, Wolverhampton had 6 wards (of 20 total) which were plus or minus 10% variance from the local authority average. This means 30% of the wards had an electorate +/-10% from the average, which is on the cusp of the threshold to trigger a review, even though it does not yet breach that threshold.

Fig.1 – Voter ratios in Wolverhampton for 2019 (LGBCE-sourced data)

Ward	Electors	Voters Per Cllr	Variance from W'ton Voter Ratio
Bilston East	10,017	3,339	12.80%
Bilston North	8,652	2,884	-2.57%
Blakenhall	8,450	2,817	-4.85%
Bushbury North	8,954	2,985	0.83%
Bushbury South and Low Hill	10,130	3,377	14.07%
East Park	8,825	2,942	-0.63%
Ettingshall	9,973	3,324	12.30%
Fallings Park	8,718	2,906	-1.83%
Graiseley	8,066	2,689	-9.17%
Heath Town	8,582	2,861	-3.36%
Merry Hill	9,079	3,026	2.23%
Oxley	8,781	2,927	-1.12%
Park	7,806	2,602	-12.10%
Penn	9,886	3,295	11.32%
Spring Vale	8,813	2,938	-0.76%
St. Peter's	7,349	2,450	-17.25%
Tettenhall Regis	9,348	3,116	5.26%
Tettenhall Wightwick	8,844	2,948	-0.41%
Wednesfield North	8,617	2,872	-2.97%

Wednesfield South	8,722	2,907	-1.79%
<b>Wolverhampton</b>	<b>177,612</b>	<b>2,960</b>	<b>N/A</b>

After running estimated population growth and estimated housing growth amongst other factors, as shown by the following figures, the wards would continue to get further away from being within the 10% tolerance; providing further rationale for the review being undertaken here at Wolverhampton.

Fig. 2 – With no alterations of PD-ward links

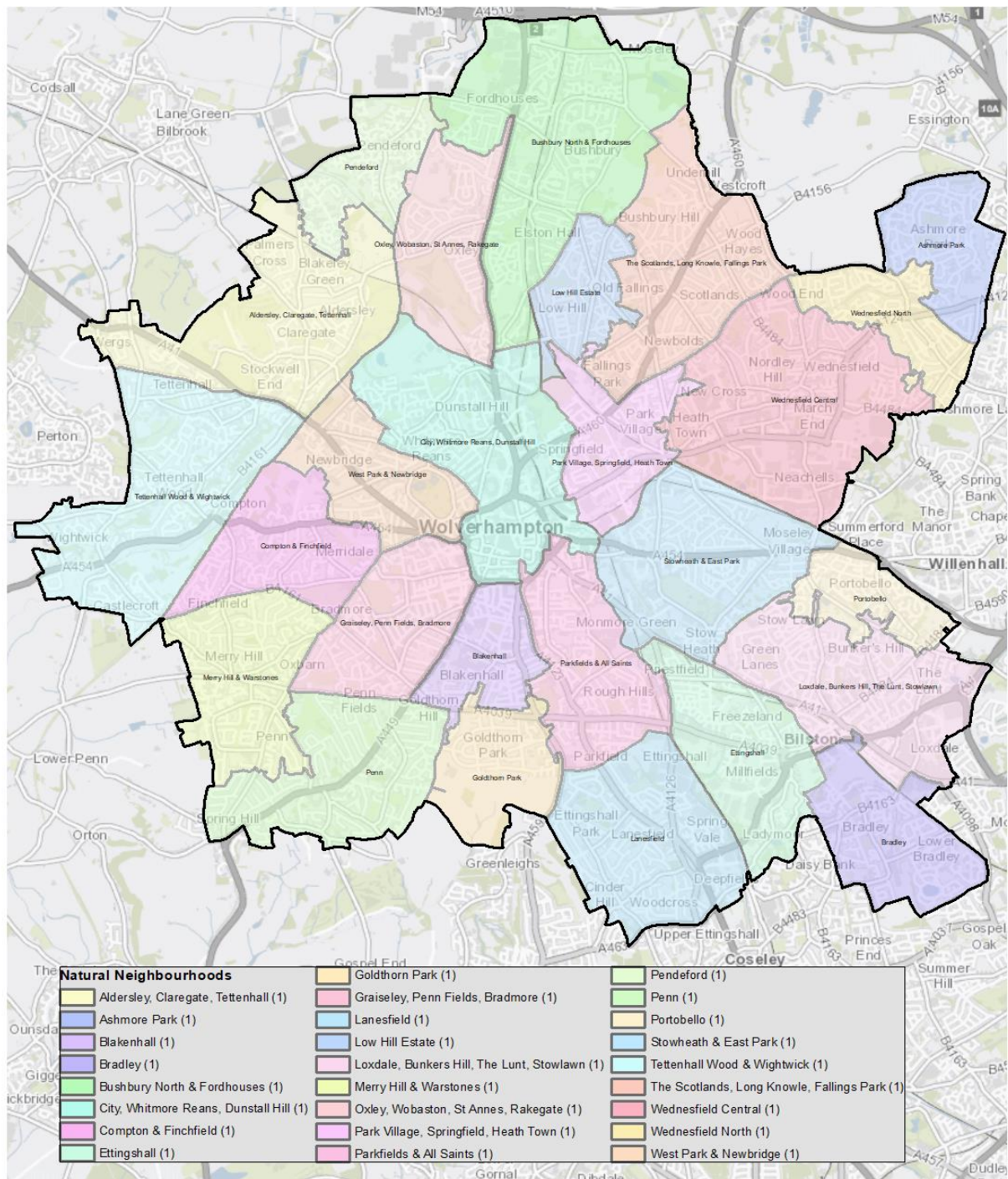
Ward	Electorate 2026 (constrained)	Voters per Cllr	Variance
Bilston East	11062	3687	16
Bilston North	9226	3075	-3
Blakenhall	8884	2961	-7
Bushbury North	9442	3147	-1
Bushbury South & Low Hill	11858	3953	25
East Park	9250	3083	-3
Ettingshall	11769	3923	24
Fallings Park	9080	3027	-5
Graiseley	8671	2890	-9
Heath Town	9490	3163	0
Merry Hill	9425	3142	-1
Oxley	9106	3035	-4
Park	8319	2773	-13
Penn	10215	3405	7
Spring Vale	9194	3065	-3
St. Peters	8333	2778	-13
Tettenhall Regis	9678	3226	2
Tettenhall Wightwick	9244	3081	-3
Wednesfield North	8897	2966	-7
Wednesfield South	9334	3111	-2
<b>WOLVERHAMPTON</b>	<b>190477</b>	<b>3175</b>	<b>0</b>

This submission not only considers and readjusts those wards which were out of tolerance at the time the review commenced, but also adapts the majority of the boundaries to ensure that electoral equality is delivered in the best way possible. This is achieved through considering future developments across the city and population growth and distribution. Considering future housing developments also takes account of the interests and identities of local communities. The following submission ensures any new communities are considered, whilst ensuring those already existing are not overlooked. Physical infrastructure, facilities and good transport links assist in making up these communities. Transport links, the ward size and councillor numbers all play a part in promoting and achieving effective local government.



# Consideration of Natural Neighbourhoods

Both independent working groups were provided with the following map to consider when drawing up their proposals. The map highlights natural neighbourhoods within the city. This starts from the premise of looking at Lower Super Output Areas (LSOAs), a statistical geography used widely across central and local government, and aggregating the LSOAs according to which neighbourhood they belong to. This fulfils the LGBCE's need to start from a blank map, whilst also being mindful of community ties which exist across the city.



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<b>CITY OF WOLVERHAMPTON COUNCIL</b>	<b>Governance Committee</b> 12 March 2021
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<b>Report title</b>	Update on 2021 Elections – preparations for covid secure elections	
<b>Cabinet member with lead responsibility</b>	Councillor Paula Brookfield Cabinet Member for Governance	
<b>Accountable director</b>	David Pattison: Director of Governance	
<b>Originating service</b>	Electoral Services	
<b>Accountable employee</b>	Laura Noonan Tel Email	Electoral Services Manager 01902 554939 Laura.Noonan@wolverhampton.gov.uk
<b>Report has been considered by</b>	Election Board	23 February 2021

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**Recommendation for action:**

The Governance Committee is recommended to:

1. Note and provide feedback on the preparations underway for the May 2021 elections.

## 1.0 Purpose

- 1.1 To provide an update on preparations underway for the combined elections taking place on 6 May 2021, and outline the steps being taken towards the Government delivery plan to deliver safe and secure elections.

## 2.0 Background

- 2.1 On Thursday 6 May 2021, there will be Local elections, Police and Crime Commissioner and West Midlands Combined Authority Mayoral elections taking place in Wolverhampton. These are the postponed polls that were due to take place in May 2020, as well as subsequent by-elections (Heath Town and Tettenhall Wightwick).
- 2.2 The Government has confirmed that the May 2021 polls will take place and they launched a [delivery plan](#) on 5 February 2021 to set out how these polls will proceed. In summary the Government is making the following commitments:
1. Voters will have a choice between in person and absent voting. Postal and proxy voting will be supported, and proxy voting rules changed so that those affected by COVID-19 in the days before the poll can still vote.
  2. We will work with our partners to make sure that voters, electoral staff, candidates, campaigners and the wider public are protected to the maximum extent possible from the spread of disease. We will be clear about how existing public health regulations and guidance apply to essential voting activities.
  3. Candidates and their agents will have additional guidance on the specific application of social distancing and other regulations to their activities, including nominations and campaigning.
  4. Returning Officers and local authorities will have support from the Government that they need to deliver the elections, including additional funding for the extra costs the necessary public health measures will generate.
- 2.3 The Electoral Commission have issued supplementary guidance to support electoral administrators with preparing for the polls against the backdrop of the coronavirus pandemic. They will also be issuing supplementary guidance for candidates and agents shortly.
- 2.4 Learning has been taken from the Scottish by elections which took place in Autumn 2020. The Returning Officer must take additional steps to ensure that public health advice around physical distancing, proper hand hygiene and the use of face coverings is followed at key election events. Many practical learning points can be taken from these elections, but the May 2021 elections are on a much bigger scale, and elections under coronavirus restrictions will take more time to plan and cost more to deliver.
- 2.5 The Council has been planning for these elections for a number of months already and as such a great deal of work has already taken place to ensure that there will be safe and effective elections. The election will be different to elections in previous years but we will ensure that the changes are communicated out regularly.

### **3.0 Electoral process and how it will run in May 2021**

- 3.1 The Government has confirmed that the polls will run as normally as possible, and they will put in place sensible measures to protect against the spread of disease and overcome practical challenges. The government will ensure that the regulations and guidance governing the COVID-19 response take into account the need for essential elections activity. For example, regulations are already clear that:
- voting is a permitted, lawful reason to leave your house during general restrictions;
  - elections staff can leave home for work where it is not reasonably possible to work from home,
  - premises and business can open for the purposes of voting, counting of votes or associated activities,
  - Test and Trace is not required for polling stations (unless a voter remains in the building for some other purpose).
- 3.2 Voters will continue to have access to three methods of voting:
- In person at the polling station
  - By postal vote
  - By proxy vote
- 3.3 The Government are changing the rules for proxy voting to ensure that anyone who is self-isolating can request a proxy vote up to 5pm on polling day itself, without having to find someone to attest their application, as is the case for the usual emergency proxy process.
- 3.4 The Government recognise that the pandemic may change people's needs and preferences. They are taking steps to support an increase in capacity to process postal votes, so that everyone who would like to use a postal vote will be able to do so. Royal Mail have agreed to prioritise the delivery of elections mail including postal packs, in the same way as it does now for coronavirus tests. The delivery plan sets out that those wishing to use a postal vote should apply early and Returning Officers should encourage them to do so.
- 3.5 All households in Wolverhampton have received a household notification letter in the first week of March to give electors another opportunity to update the details on the electoral register, and to provide more information on the elections taking place in May, the safety measures that will be in place in polling stations and the voting options available to them. Every elector without a postal vote has been sent a postal vote application form to widen their choice so that they feel comfortable with making their democratic choice. This is also to give them the opportunity to apply for a postal vote in good time so that their postal vote will be included in the first dispatch following close of nominations.

#### **4.0 Public health and social distancing**

- 4.1 The Government's delivery plan sets out that at every stage in the preparations and delivery of these polls, we must all prioritise the protection of public health and minimise the risk of coronavirus transmission.
- 4.2 Social distancing and other safety measures will be in operation in polling stations, as in all public spaces. Everyone should wear a face covering in polling stations and at the count and the Government will amend the guidance on face coverings and the relevant legislation to clarify this.
- 4.3 The Government delivery plans set out what to expect in polling stations during coronavirus:
- Social distancing (inside and outside venues)
  - Limited number of people inside polling stations
  - Masks worn by staff and voters
  - Voters bring their own pen or pencil
  - Maximum ventilation
  - Plastic screens (where appropriate)
  - Hand sanitiser
  - Regular cleaning
- 4.4 An individual risk assessment and layout plan has been completed for each of the 102 venues used for the 123 polling stations in Wolverhampton to ensure that they are well ventilated, one way system in place where possible, large enough for social distancing and to identify any additional equipment required to help with social distancing and elector flow through the station.
- 4.5 A covid marshal will be appointed to each polling station to ensure that social distancing is maintained outside the venue, to limit the number of people inside the polling station at any one time, ensure that voters are wearing face coverings and offering a mask if they do not have one, and to ask electors to sanitise hands when entering the polling station.
- 4.6 As part of the communications plan, electors will be reminded to wear a face covering and bring their own pen or pencil to the polling station. This messaging will also be put on their poll cards. Where electors do not bring their own pen or pencil, a single use pencil will be issued to them.
- 4.7 Polling station staff will always be wearing masks at all times and will be cleaning touch points at least every half an hour. There will be double width tables and a Perspex screen between electors and staff to create social distancing.
- 4.8 A decision has been taken to keep the three temporary polling stations. There will be a strict one in and one out policy adopted for these stations and Perspex screens will be provided between staff and between the electors and staff in the temporary stations to ensure the safety of staff and electors where social distancing may not be possible.



4.9 One of the key risks with polling stations that was identified as part of local risk assessments is that only one elector is able to vote at a time in the polling booth, which will lead to more queues at polling stations and it may also delay the time it takes to close the polling station and deliver ballot boxes to the count if a queue is formed just before 10pm. An additional polling booth with one compartment has been purchased for each polling station, so that for larger stations they will be able to have two polling booths at 2 metres apart to enable up to two electors to vote at one time.

## 5.0 Nominations and campaigning

5.1 The Government has made changes to the nomination form to reduce the number of subscribers from ten to two for this election only in order to reduce the travel and contact involved in completing nomination forms.

5.2 The Government has been clear that under the current national lockdown, leafleting and door-knocking by party activities is not permissible. They advise that many forms of campaigning can be carried out without increased face to face contact including online campaigning, campaigning by telephone, and delivery of leaflets by post or other commercial delivery services (who are already operating, without causing additional circulation of campaigners). The rules on campaigning will be changing from 8 March and details can be seen on the guidance here - <https://www.gov.uk/government/publications/the-governments-approach-to-elections-and-referendums-during-covid-19/the-governments-approach-to-elections-and-referendums-during-covid-19>

5.3 The Returning Officer held a candidates and agents briefing on 2 March, and the presentation along with nomination packs can be accessed on councils [website](#). The Returning Officer is going to hold another candidates and agents briefing after the close of nominations on 15 April to provide further information about polling day, postal vote opening and the count, recognising that plans will continue to change to reflect the latest public health advice in place at the time.

5.4 One of the key risks with the delivery of nomination papers is that they must be hand delivered. However, this does not have to be by the candidate, it can be by their election agent or someone they trust. Candidates and agents will be asked to make an appointment with Electoral Services in advance and to wear a face covering when they arrive at the Civic Centre. On arrival, they will be asked a series of questions to check that they are not experiencing symptoms of covid. Electoral Services staff will be wearing face coverings. If the candidate and agent would like their nomination paper to be checked in person prior to submitting, then a meeting room will be available where candidates and agents will be sat 2 metres apart from electoral services staff with a Perspex screen between.

5.5 Candidates and Agents have also been invited to take up the offer of an informal check over email, phone call or video call. More detailed information about the nominations process has been provided at the candidates and agents briefing, and information packs and nomination forms are available from Electoral Services on request.

## 6.0 Delivery of polls

- 6.1 The final section of the Government's delivery plan recognises two major delivery challenges for this election with regards to venues and staffing.
- 6.2 Identifying suitable venues to act as polling stations, count venue and postal vote opening represents a challenge for this election. It is also clear that given the importance of avoiding any further disruption to education, schools should not be used where alternative venues are available.
- 6.3 Returning Officers will need more staff to support social distancing and other protective measures, managing any increase in postal and proxy votes and replace staff who usually work on election duties who are unable to carry out public facing duties for health reasons.
- 6.4 The Government have outlined that local authorities have the flexibility to use part of the unringfenced additional funding for coronavirus to support Returning Officers to deliver local elections. Increased costs of the Police and Crime Commissioner elections will be met by the government, including the necessary additional costs such as protective equipment, hiring of larger or more expensive venues and additional cleaning requirements. Further guidance to local authorities will be published on this shortly.
- 6.5 A number of polling stations became unavailable due to venues not willing to accommodate a polling station during these times or they were being used for other covid-19 purposes. A review of all schools used as polling stations was undertaken in Autumn 2020. The 28 schools that are used in Wolverhampton are being used because there are no other suitable or available venues in the relevant polling districts. A final polling station schedule has been agreed and can be found in **Appendix 1**. We will continue to work closely with the schools to minimise the impact on them and their pupils.

## 7.0 Risk management

- 7.1 Planning for the elections has been underway for months. The Election Board, chaired by the Returning Officer, started meeting earlier than usual in December 2020 and will continue to meet once a month. The Director of Public Health and Head of Health and Safety attend this Board. A detailed risk register is reviewed at each board meeting.
- 7.2 A new working group was established to advise the Returning Officer on how to safely conduct the poll. This group is made up of leads from Electoral Services, HR, Public Health, Health and Safety and the Resilience team. Risk assessments have been developed for polling stations, receipt of nomination papers, postal vote opening and attending the count. These can be accessed [here](#) and will be kept under constant review to reflect the latest public health guidance in place at the time. Every staff member recruited to work the elections will be required to complete an individual risk assessment and will be required to get a lateral flow test in advance of working election duties.



## **8.0 Work with Police Area Returning Officer (PARO) and Combined Authority Returning Officer (CARO)**

- 8.1 Wolverhampton has a close working relationship with all elections teams in the West Midlands Combined Authority Area who regularly meet to discuss roles and responsibilities for delivering the PCC and CAM elections. Martin Reeves (Coventry), is both the PARO and CARO for these elections and has issued supplementary guidance to all Local Returning Officers for the conduct of the regional elections. Wolverhampton regularly reports on progress to the PARO/CARO. A Verification and Count Protocol has been issued to all Local Returning Officers in the region to outline the arrangements for communicating information about the verification of ballot boxes and the counting of votes to the PARO/CARO in order for them to declare a result for the Combined Authority and West Midlands Police Area.
- 8.2 The PARO/CARO has also issued additional guidance about covid-secure elections and work is underway to ensure that there is consistency across the region in the additional safety measures that are being put in place to deliver safe elections.

## **9.0 Postal vote opening**

- 9.1 There will be daily opening sessions on the first floor of the Civic Centre every weekday from Tuesday 27 April until election day. Staff will be kept in 3 bubbles of 6-9 per session as per Electoral Commission guidance. Postal vote opening staff will wear face coverings at all times and will wear gloves when opening post and removing postal packs from envelopes. Staff will keep 2 metre distance working in forward facing pairs at opposite ends of table with Perspex screen between each other and at the end of the desks.
- 9.2 Candidates and agents are required to notify Electoral Services of attendance at sessions at least 24 hours in advance. They will be required to provide their contact details for track and trace. Candidates and agents will be able to observe the process at 2 metre distance and must wear face coverings.

## **10.0 The Count**

- 10.1 The Government has confirmed that they will work with Returning Officers to ensure that the count is covid secure and effective, and that they expect the counts may take more time than for previous polls. Further guidance is expected over the coming weeks.
- 10.2 The verification and count will be held at GTG Conference Centre. The verification of all ballot papers will take place on Thursday 6 May after close of poll, and this is anticipated to be completed by 3am. The counting of votes for the local election will take place on Friday 7 May, with 10 wards being counted in the morning and 10 wards in the afternoon. The counting of votes for Police and Crime Commissioner and Combined Authority Mayoral Elections will take place on Saturday 8 May.

10.3 Due to social distancing requirements, the Returning Officer has taken the decision to not allow guests to attend the verification and count. Only candidates, election agents and count agents will be able to attend. This decision will be kept under review.

## **11.0 Financial implications**

11.1 The actual cost of the Combined Election in May 21 will clearly not be established until later this year, but early preparatory work indicates that it will be in the region of £450,000. The Council will meet the third of this total cost associated with local elections, with two thirds to be funded by the Government and the Combined Authority for the Police and Crime Commissioner and Mayoral elections respectively. The anticipated £150,000 cost to the Council will be funded from the £192,000 budget currently set aside for local elections.

11.2 Additional preparations are being made for the May 21 elections due to the impact of Covid-19. This is in accordance with the latest Government guidance and includes the purchase of personal protective equipment and planned use of Covid Marshals at polling stations. The estimated costs of these are included in the forecasts identified above, though the possibility of funding these elements from unringfenced Government Covid-19 grants is to be reviewed. There is already an intention to use this funding to meet the £52,000 cost of the household notification letters sent out in March. [GE/23022021/O]

## **12.0 Legal implications**

12.1 There are a number of statutory provisions covering the delivery of these combined polls, and provisions will be carried out in line with the Government's Delivery plan to ensure safe and secure elections [DP/02032021/A].

## **13.0 All Other Implications**

13.1 There are no other implications arising from the recommendation in this report.

## **14.0 Schedule of background papers**

14.1 May 2021 polls delivery plan: <https://www.gov.uk/government/publications/may-2021-polls-delivery-plan/may-2021-polls-delivery-plan>

14.2 The Government's approach to elections and referendums during Covid-19: <https://www.gov.uk/government/publications/the-governments-approach-to-elections-and-referendums-during-covid-19/the-governments-approach-to-elections-and-referendums-during-covid-19>

14.3 Elections and voting, City of Wolverhampton Council: <https://www.wolverhampton.gov.uk/your-council/elections-and-voting>

14.4 Working at elections risk assessments, City of Wolverhampton Council:  
<https://www.wolverhampton.gov.uk/your-council/elections-and-voting/working-elections/working-at-elections>

## **15.0 Appendices**

15.1 Appendix 1: Schedule of Polling Stations for May 2021.

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## Appendix 1 – Schedule of Polling Stations for May 2021

Reference	District(s)	Polling Station
<b>Bilston East</b>		
BE1/001	BEA	Loxdale Primary School, Dudley Street, Bilston, WV14 0AU
BE2/002	BEB	Holy Trinity Catholic School, Fraser Street, WV14 7PD
BE3/003	BEC	The Lunt Community Centre, Lunt Road, WV14 7BH
BE4/004	BED	Holy Trinity Roman Catholic Church, Oxford Street, Bilston, WV14 0PX
BE5/005	BEE	Lower Bradley Community Centre, Wallace Road, Bilston, WV14 8BW
BE6/006	BEF	Bradley Senior Citizens Centre, Wilkinson Avenue, Bilston, WV14 8PS
BE7/007	BEG	Lower Bradley Community Centre, Wallace Road, Bilston, WV14 8BW
BE8/008	BEH	Temporary Polling Station, Horning Drive, (Off Broadmoor Road), WV14 0RR
<b>Bilston North</b>		
BN1/011	BNA	Stowlawn Primary School, The Willows Campus, Green Park Avenue, WV14 6EH
BN2/012	BNB	Villiers Primary School, Prouds Lane, WV14 6PR
BN3/013	BNC	Portobello Community Centre, Hill Road, WV13 3TT
BN4/014	BND	Villiers Primary School, Prouds Lane, WV14 6PR
BN5/015	BNE	St Chad's Church Hall, Connaught Road, WV14 6NY
<b>Blakenhall</b>		
BO1/021	BOA	St Lukes C E Primary School, Park Street South, WV2 3AE
BO2/022	BOB	Royal Air Force Association Club, (RAFA), 26 Goldthorn Road, WV2 4PN
BO3/023	BOC	Goldthorn Park Primary School, Ward Road, WV4 5ET
BO4/024	BOD	Goldthorn Park Primary School, Ward Road, WV4 5ET
BO5/025	BOE	St Teresas RC Primary School, Malins Road, WV4 6AW
<b>Bushbury North</b>		
BU1/031	BUA	Church Hall, Church of St James, Taunton Avenue, WV10 6PN
BU2/032	BUB	Temple Baptist Church, 30 Three Tuns Lane, WV10 6BD
BU3/033	BUC	Fordhouses Baptist Church, Winchester Road, WV10 6EJ

BU4/034	BUD	Northcote Farm, Underhill Lane, WV10 7JF
BU5/035	BUE	Northwood Park Primary School, Collingwood Road, WV10 8DS
<b>Bushbury South and Low Hill</b>		
BY1/041	BYA	Good Shepherd Centre, Second Avenue, Low Hill, WV10 9PE
BY2/042	BYB	Low Hill Community Hub, Kempthorne Avenue, WV10 9JJ
BY3/043	BYC	Low Hill Community Hub, Kempthorne Avenue, WV10 9JJ
BY4/044	BYD	Good Shepherd Centre, Second Avenue, Low Hill, WV10 9PE
BY5/045	BYE	Tenants Meeting Room, Coven Lodge, Coven Street, WV10 9AX
BY6/046	BYF	Bushbury Triangle Management Centre, 74 Stanley Road, (next to Children's Centre), WV10 9EL
BY7/047	BYG	Bushbury lane Academy, Ripon Road, WV10 9TR
<b>East Park</b>		
EP1/051	EPA	East Park Methodist Church Hall, Brooklands Parade, WV1 2ND
EP2/052	EPB	Eastfield Community Centre, Colliery Road, WV1 2QY
EP3/053	EPC	East Park Methodist Church Hall, Brooklands Parade, WV1 2ND
EP4/054	EPD	Portobello Community Centre, Hill Road, WV13 3TT
EP5/055	EPE	East Park Library & Neighbourhood Centre, Hurstbourne Crescent, WV1 2EE
EP6/056	EPF	Memorial Hall, George Street, WV2 2LY
EP7/057	EPG	All Saints Community Centre, All Saints Road, WV2 1EL
<b>Ettingshall</b>		
ET1/061	ETA	All Saints Community Centre, All Saints Road, WV2 1EL
ET2/062	ETB	St Martin`s Church Hall, Parkfield Grove, WV2 2BG
ET3/063	ETC	Memorial Hall, George Street, WV2 2LY
ET4/064	ETD	Parkfield Primary School, Dimmock Street, Parkfield, WV4 6HB
ET5/065	ETE	Bilston People`s Centre, Excel Church, Wolverhampton Street, WV14 0LT
ET6/066	ETF	Temporary Polling Station, Overfield Drive (on car park of Elizabeth Arms PH), WV14 9XW

<b>Fallings Park</b>		
FP1/071	FPA	Neil Dougherty Education and Resource Centre, Masefield Road, WV10 8SA
FP2/072	FPB	Fallings Park Methodist Church, Wimborne Road, WV10 0NN
FP3/073	FPC	D'Eyncourt Primary School, Mullett Road, Wednesfield, WV11 1DD
FP4/074	FPD	Long Knowle Community Hub, Wood End Road, WV11 1YG
FP5/075	FPE	Long Knowle Community Hub, Wood End Road, WV11 1YG
FP6/076	FPF	Fallings Park Primary School, Old Fallings Lane, WV10 8BN
<b>Graiseley</b>		
GR1/081	GRA	Brickkiln Community Centre, Cherry Street, WV3 0QW
GR2/082	GRB	Bingley Strengthening Families Hub, Norfolk Road, WV3 0JE
GR3/083	GRC	United Reformed Church Centre, Lea Road community Centre URC, Lea Road, WV3 0LW
GR4/084	GRD	Bradmore Community Centre, Birches Barn Road, WV3 7BN
GR5/085	GRE	Beckminster Methodist Church, Birches Barn Road, Penn Fields, WV3 7BQ
GR6/086	GRF	St Philip`s Church, Church Road, Bradmore, WV3 7EN
<b>Heath Town</b>		
HT1/091	HTA	Woden Primary School, Springfield Road, WV10 0LH
HT2/092	HTB	Harvest Temple NTCOG, 1 Wolverhampton Road, WV10 0PD
HT3/093	HTC	Holy Trinity Church Hall - Heath Town, Bushbury Road, WV10 0LY
HT4/094	HTD	St Patrick`s RC Church Hall, Rear of St Patrick`s RC Church, Wolverhampton Road, WV10 0QQ
HT5/095	THE	Wodensfield Primary School, Woden Avenue, wednesfield, WV11 1PW
HT6/096	HTF	Wednesfield Community Centre, Well Lane, WV11 1XT
<b>Merry Hill</b>		
MH1/101	MHA	Uplands Junior School, Finchfield Road West, WV3 8BA
MH2/102	MHB	Swanmore Community Centre, Swanmore Close, WV3 7JY
MH3/103	MHC	St Joseph`s Church Hall, Coalway Road, WV3 7LF
MH4/104	MHD	St Joseph`s Church Hall, Coalway Road, WV3 7LF
MH5/105	MHE	Warstones Library, 37 Pinfold Grove, WV4 4PT

MH6/106	MHF	Springdale Methodist Church Hall, Warstones Road, WV4 4LF
<b>Oxley</b>		
OX1/111	OXA	Pendeford Seventh-day Adventist Church, 325 Ryefield, Wolverhampton, WV8 1UD
OX2/112	OXB	Rakegate Primary School, Rakegate Close, Pedestrian access Sandwell Road, WV10 6US
OX3/113	OXC	Polish Catholic Centre, Stafford Road, WV10 6DQ
OX4/114	OXD	Priory Green Building, Whitburn Close, Wolverhampton, WV9 5NJ
OX5/115	OXE	Priory Green Building, Whitburn Close, Wolverhampton, WV9 5NJ
<b>Park</b>		
PK1/121	PKA	Tenants Meeting Room, Upper Vauxhall, WV1 4SX
PK2/122	PKB	St Judes Church Hall, St Judes Road, WV6 0EB
PK3/123	PKC	St Judes CE Primary School, (Junior School Site), Paget Road, WV6 0DT
PK4/124	PKD	Zion City Tabernacle, Compton Road, WV3 9QB
PK5/125	PKE	Bantock House, Bantock Park, WV3 9LQ
PK6/126	PKF	St Andrew`s CE Primary School, Coleman Street, WV6 0RH
<b>Penn</b>		
PN1/131	PNA	Warstones Library, 37 Pinfold Grove, WV4 4PT
PN2/132	PNB	Springdale Methodist Church Hall, Warstones Road, WV4 4LF
PN3/133	PNC	Penn United Reformed Church Hall, Penn Road, WV4 5QF
PN4/134	PND	Woodfield Sports and Social Club, Woodfield Avenue, WV4 4AF
PN5/135	PNE	St Aidan's Church, Mount Road, WV4 5SW
PN6/136	PNF	Penn United Reformed Church Hall, Penn Road, WV4 5QF
PN7/137	PNG	St Bartholomew`s Church Hall, Vicarage Road, WV4 5HU
<b>St Peters</b>		
SP1/141	SPA	Polish Catholic Centre, Stafford Road, WV10 6DQ
SP2/142	SPB	Tenants Meeting Room, Firsbrook House, Firsbrook Close, WV6 0UD



SP3/143	SPC	Christian Pentecostal Church Hall, Gorsebrook Road, WV6 0PB
SP4/144	SPD	Gloucester Street Community Centre, Gloucester Street, WV6 0PT
SP5/145	SPE	Newhampton Arts Centre, Dunkley Street, WV1 4AN
SP6/146	SPF	Wolverhampton Art Gallery, Lichfield Street, WV1 1DU
SP7/147	SPG	Wolverhampton Art Gallery, Lichfield Street, WV1 1DU
<b>Spring Vale</b>		
SV1/151	SVA	Hilton Hall Community Centre, Hilton Road, WV4 6DR
SV2/152	SVB	Springvale Library, Bevan Avenue, WV4 6SG
SV3/153	SVC	Holy Trinity Church Hall, Farrington Road, WV4 6QL
SV4/154	SVD	Hill Avenue Academy, Hill Avenue, WV4 6PY
SV5/155	SVE	Hurst Hill Methodist Church, Hurst Road, WV14 9EU
SV6/156	SVF	Hurst Hill Methodist Church, Hurst Road, WV14 9EU
<b>Tettenhall Regis</b>		
TR1/161	TRA	Christ The King Church, Pendeford Avenue, (Use Main Church Entrance), WV6 9EJ
TR2/162	TRB	Claregate Primary School, Chester Avenue, WV6 9JU
TR3/163	TRC	St Michael's Parish Centre, Room Behind Tettenhall Library, Off Upper Street, WV6 8QF
TR4/164	TRD	St Michael's CE School, Lower Street, Tettenhall, WV6 9AF
TR5/165	TRE	The King's School, Regis Road, WV6 8XG
TR6/166	TRF	The King's School, Regis Road, WV6 8XG
<b>Tettenhall Wightwick</b>		
TW1/171	TWA	Church Hall Newman Centre, St Thomas of Canterbury RC Church, Haywood Drive, WV6 8RF
TW2/172	TWB	Temporary Polling Station, Sainsbury's Local, 24 Bridgnorth Road, WV6 8AA (2 units)
TW3/173	TWC	Tettenhall Wood United Reformed Church, Mount Road, WV6 8HT
TW4/174	TWD	Endeavour Academy, Tinacre Hill, WV6 8DA
TW5/175	TWE	Church of Good Shepherd, Church hall, Windmill Lane, WV3 8HJ
TW6/176	TWF	St Columbas Church Hall, St Columbas Church, Castlecroft Road, WV3 8BZ

<b>Wednesfield North</b>		
WN1/181	WNA	Wood End Primary School, Wood End Road, WV11 1YQ
WN2/182	WNB	Ashmore Park Community Hub, 82 Griffiths Drive, WV11 2LH
WN3/183	WNC	Corpus Christi Social Centre, 21 Ashmore Avenue, Wolverhampton, WV11 2LT
WN4/184	WND	St Alban`s CE Primary School, St Alban`s Close, WV11 2PF
WN5/185	WNE	Ashmore Park Community Hub, 82 Griffiths Drive, WV11 2LH
WN6/186	WNF	Oak Meadow Primary School, Ryan Avenue, WV11 2QQ
<b>Wednesfield South</b>		
WS1/191	WSA	Seventh Day Adventist Church, Lichfield Road, WV11 1TP
WS2/192	WSB	Wednesfield Methodist church, 180 Wood End Road, WV11 1TP
WS3/193	WSC	Edward The Elder Primary School, Moathouse Lane East, WV11 3DB
WS4/194	WSD	Perry Hall Primary School, Colman Avenue, WV11 3RT
WS5/195	WSE	Redeemed Christian Church of God, Stubby Lane, off Lichfield Road, WV11 3NF
WS6/196	WSF	Perry Hall Primary School, Colman Avenue, WV11 3RT
WS7/197	WSG	Wednesfield Community Centre, Well Lane, WV11 1XT

# Governance Business Improvement

Governance Committee

12 March 2021

Page 95

Agenda Item No: 9

Presenter: **Laura Gittos**  
Business Improvement Manager

[wolverhampton.gov.uk](http://wolverhampton.gov.uk)

## Introduction

- The Governance Improvement Programme started in July 2020, with significant improvements implemented to date. The work directly supports the Our Council outcomes, driving change and improvement to better support services and our residents.
- **The main focus of the improvements are as follows:**



Forward Planning  
& Modern.Gov



Constitution &  
Decision Making



Civic Support  
Development



Councillor  
Enquiries



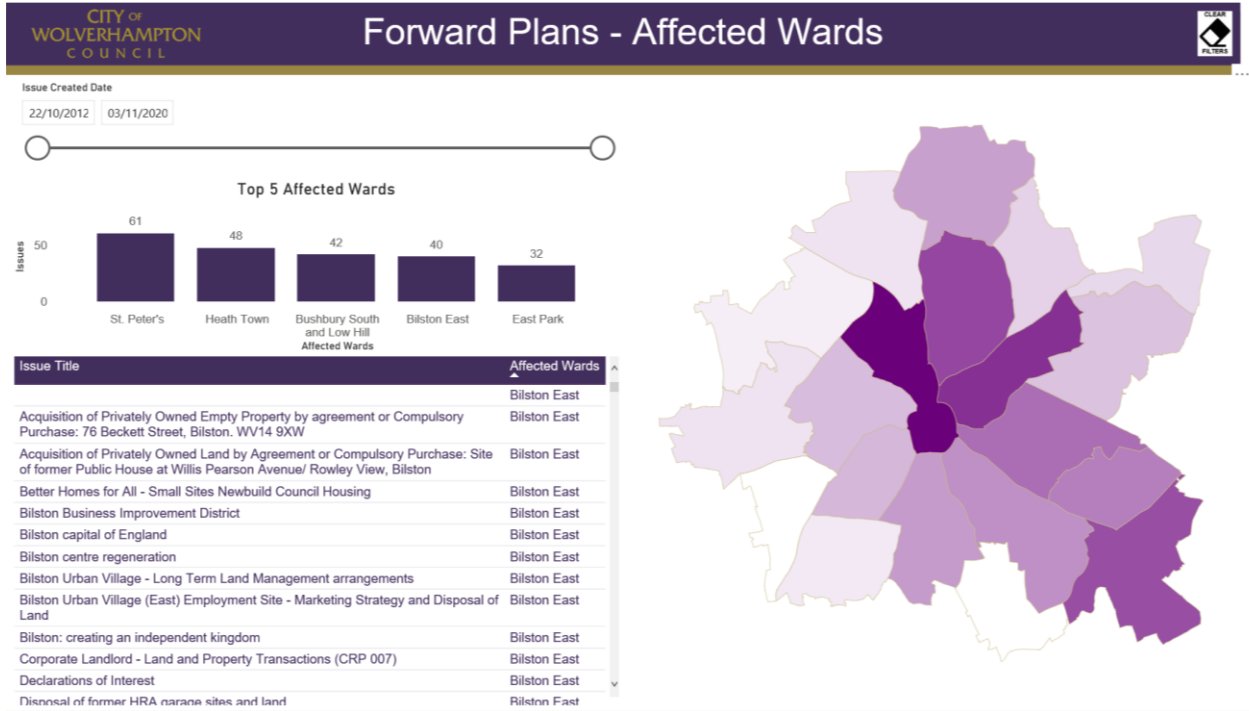
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## **Forward Planning**

- Draft **Forward Planning PowerBi dashboard** developed and undergoing testing. Next steps are to integrate with the live database. Proving **better insight and visibility**.
- Web Team have reviewed and updated the Modern.gov mobile page **to improve the experience for mobile and iPad users**, which is predominantly **Councillors and residents**.
- **New Modern.gov App** to be rolled out to Councillors and officers, following the system upgrade in February 2021. New App **offers improved functionality for users** and will be made available from March 2021.
- **Report templates** updated following user feedback and are now available on Modern.gov, ensuring that the templates **are user friendly**.



# Forward Plans – Affected Wards (draft)





## Forward Planning: PowerBi Dashboard

**Dec. 20**

Static database received from Civica Modern.gov  
Insight and Performance reviewed database

**Jan. 21**

Insight and Performance have developed a draft Forward Planning Dashboard and are undertaking testing with Scrutiny and Democratic Services

**Proof of concept achieved**



**Feb. 21**

Civica Modern.gov and the Council to undertake testing ahead of live integration and ensure all prerequisites are in place

**Mar. 21**

Civica Modern.gov to provide the Council with access to the system's live database

ICT to support integration of the Forward Planning PowerBi dashboard with the live database

Insight and Performance, Scrutiny and Democratic Services to test live database integration and functionality

**Apr. 21**

Further testing with User Group, ahead of wider roll out  
Training to be provided to users to improve the consistency of data entry

**May. 21**

Forward Planning Dashboard go live for users



## Constitution and Decision Making

- **Constitution** has been reviewed in totality and remodelled based on the Bond Dickinson model. Ensuring **Clear and concise decision-making processes that can be followed by all.**
- **Part 3** (delegations of functions to committees and officers) will look significantly different and **provide transparent, legal and auditable decision-making processes and procedures.**
- [LGA Councillor Code of Conduct](#) to be adopted as best practice, **improving standards of conduct across the Council.**
- To **ensure the decision process is clear and accessible to all, flow diagrams** will be added to the Constitution. The Council website will include a **video** explaining what the Constitution is, along with guidance to inform users they can request sections of the document to be **translated** so it is accessible to all residents in Wolverhampton.





## Constitution and Decision Making Approval Timeline

Page 101

**Jan. 21**

Service areas continue to review and update the Constitution

**Feb. 21**

Final amendments to be made to the Constitution

**Mar. 21**

Final Constitution to be presented to Strategic Executive Board  
Cabinet Member Briefing Governance  
Leaders Meeting  
Opposition Leaders  
Scrutiny Chair and consultation with members

**Apr. 21**

Governance Committee – April date TBC

**May. 21**

Full Council sign off – 19 May  
Publication and Communication – 20 May



## Civic Support Development

- Updated **Councillor Handbook and Mayoral Handbook**, with more informed content and the documents hosted online and regularly updated.
- New **Councillor Induction Programme** and **12 month Development Programme** available from May 2021, developed through Councillors engagement sessions.
- Documented **standardised processes** for both Mayoral and Councillor Support activity. Creating a **high standard of support** in a consistent way for the Mayor, Deputy Mayor and Councillors.
- Developing **clear guidance** on the **role the Mayor can play** to support the Council and City – engaging with services.
- **Virtual Councillor Surgeries piloted** – option available for Councillors.
- **Mayoral Trust** administration **processed developed** to ensure **consistent and efficient** management.



## Civic Support Development

Page 103

**Dec. 20**

Draft Councillor Handbook, Induction Programme and Quarterly Development programme shared with Business Improvement Board and People and Change Leadership Forum

**Jan. 21**

Creation of 12-month Councillor Development Programme alongside Organisational Development  
Be a Councillor Standard Operating Procedure developed for future events  
Development of Civic Support and Councillor Key Event Timeline

**Feb. 21**

Councillor Handbook, Induction and Development Programme to be presented to the Councillor development Advisory Group  
Councillor Induction schedule to begin planning of alongside Organisational Development and Civic Support Team

**Mar. 21**

Councillor Engagement Sessions and Survey to inform the development of the Councillor Induction and Development Programme and the Councillor Handbook

**Apr. 21**

Councillor Handbook and Councillor Induction and Development Programme to be finalised and agreed with Councillor Development Advisory Group  
Mayoral Social Media presence to be reviewed  
Councillor life-cycle, checklist and key events timeline to be finalised

**May. 21**

Councillors to undertake Councillor Induction Programme  
Consideration into the use of the City Suite moving forward and potential income source through hosting events

## Councillor Enquiries

- **User Feedback Group** established, to facilitate engagement between the Councillor Enquiry Unit and Service Areas to build a **solid knowledge base**.
- **Pilot plan** and set-up underway for **pilot Go-Live in April 2021**, with the aim to **shape and influence** the solution with direct feedback from Councillors.
- **PowerBI dashboard** to be rolled out for Directors, Services and Councillors, for **increased visibility** and follow-up of enquiries.
- **Councillor Portal** in development to allow a user friendly, **accessible intranet area with all key links available for Councillors** (e.g. enquiries, Freedom of Information Request, WVInsight information and so on).
- **Changes will be implemented via a phased approach**, initially with a pilot phase commencing **April 2021**. A **small group of Councillors** will take part in the pilot and will help shape changes for future phases.

## Councillor Enquiries – Pilot

- For the **majority of Councillors**, the enquiry process will remain as **business as usual during the piloted phase**.
- **Cross party Councillors have volunteered** to support the pilot and will be in regular contact with those involved in the project to ensure their feedback can shape the final processes.
- For the Councillors participating in the pilot their enquiries will be directed to the Councillor Enquiry Unit (CEU) where we have set up a **dedicated phone line, email address to manage the enquires**.



[Councillor Beverley Momenabadi](#)



[Councillor Dr Paul John Birch J.P.](#)



[Councillor Obaida Ahmed](#)



[Councillor John C Reynolds](#)



[Councillor Phil Page](#)



[Councillor Zee Russell](#)

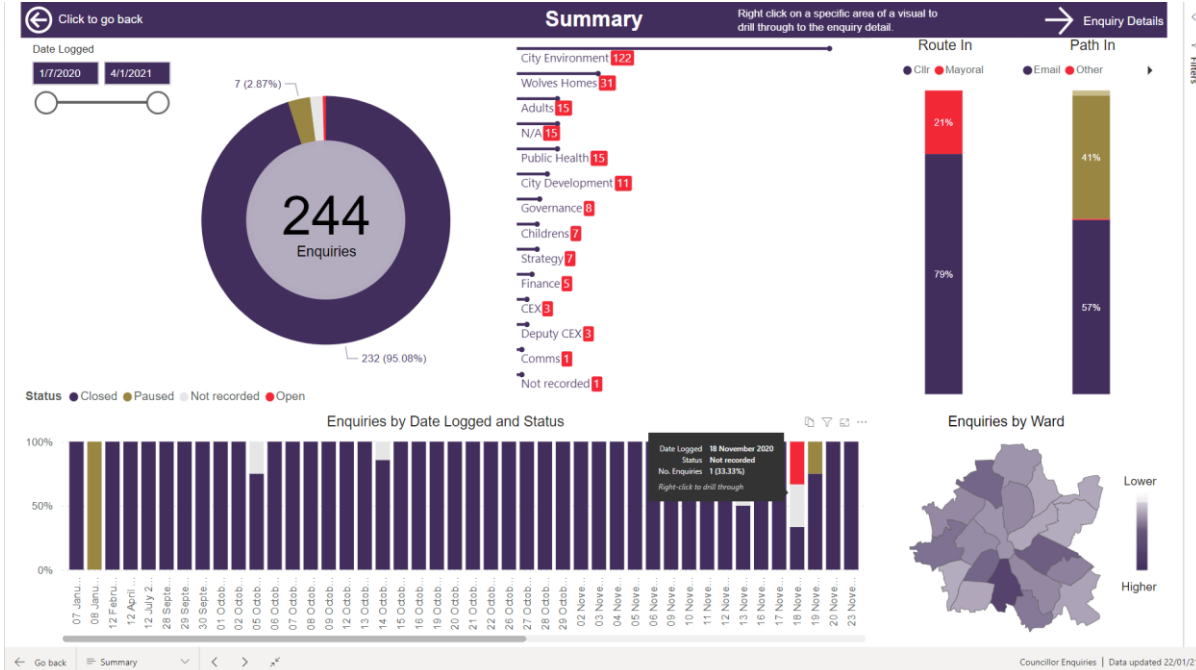


[Councillor Paul Appleby](#)



[Councillor Jonathan Crofts](#)

# Councillor Enquiries PowerBI Dashboard (draft)



## Councillor Enquiries – Councillor Portal (draft content)



### ICT Service Desk

- Access to ICT Portal to log a call
- Help and Guides e.g. password reset, Microsoft Office 365



### Cllr Enquiry Dashboard

- Provides information on enquires logged and ability track progress



### Modern.Gov

- Link to Mod.Gov website for Council Papers, Meeting Calendar
- Own Councillor webpage



### FOI

- Access to Open Data and Freedom of Information pages

Page 107



### Planning

- Access to Planning online and Planning dashboards



### PVPR

- Access to the Potentially Violent Persons Register (PVPR)



### WV Insight

- Link to WV Insight homepage
- Access to Cllr zone



### Key Service Areas

- Access to Key service areas to support with frequent enquires e.g. Trees, Waste



### Learning Hub

- Link to Learning Hub for training course e.g. mandatory learning
- Access to Councillors learning zone

## Councillor Enquiries

### **Dec. 20**

Proposed changes approved at Strategic Executive Board  
Leader, Cabinet Member and Cllr Advisory Group briefed

### **Jan. 21**

Pilot plan drafted  
Appointed to Team Leader Post  
Draft detailed communication plan finalised  
User Feedback Group with Service Areas to begin

### **Feb. 21**

Update to Leader and Opposition Leader regarding the pilot  
Contact Centre established  
Business Rules and Service Level Agreements finalised  
Councillors briefed on pilot  
Pilot Councillors confirmed

### **Mar. 21**

Pilot communications rolled out  
Development for Phase 2 scoped and agreed  
Phase 2 development work begins

### **Apr. 21**

Pilot to take place  
Consultations with Pilot Users to take place  
Councillor Portal go-live  
Feedback from pilot study incorporated into interim solution

### **May. 21**

Phase 1 interim solution to begin with all Councillors



**Phase 2 planned for Sept 2021**





## Adobe Sign

City of Wolverhampton Council has introduced e-Signatures.

The system has:

- Significantly **increased the speed in obtaining signatures** – that would have normally been a wet signature.
- **Greater security** compared to standard emailing of documents.
- Provided easy **access to an electronic audit trail** on all signed documentation completed via the system (backed up by SharePoint integration).
- Supports recommendations made to **combat climate change** – reduced paper and printing.
- Supports COVID secure measures – **reducing contact on physical documentation.**



## Adobe Sign

Service Users		
Legal	Procurement	Audit
Waste and Recycling	Finance	Strategic Projects and Funding
Community Safety	Project and Works	Enterprise and Skills - Aim for Gold
City Assets	Corporate Landlord	Commercial
Education	Children's Social Care	Adult Social Care - Mental Health Team
Executive Support	West Midlands Pension Fund	

# Councillor Handbook

## Practical Guide

**Draft Document**  
**03.03.2021**

## Contents

<b>Introduction and Welcome .....</b>	<b>3</b>
<b>Section 1 – Being an Elected Councillor .....</b>	<b>5</b>
Membership of Political Groups .....	5
Register of Interests .....	5
Legal responsibilities .....	5
Code of Conduct for Councillors .....	6
Freedom of Information Act.....	6
Do’s and Don’ts.....	7
Purdah .....	7
The “is it reasonable?” test.....	9
Considerations and prohibited activities.....	9
Publicity .....	9
Campaigns .....	9
Consultations .....	9
Press queries – .....	9
Cabinet members .....	9
Political Impartiality .....	9
Requests for advice from parties/candidates .....	9
Guidance on Councillors’ use of Social Media and Mobile Devices .....	10
Use of Council/Public resources .....	12
Constitution .....	12
Councillor Meeting Membership.....	13
<b>Section 2: Information for Councillors .....</b>	<b>14</b>
Allowances.....	14
Car Insurance .....	14
Personal Insurance .....	14
Access to the Register of Electors .....	14
Declaration of Acceptance of Office.....	14
Submitting your election spending returns.....	15
Access to Electoral Register .....	15
Induction and Development Programme.....	15
Political Leadership .....	16
Keeping you informed .....	16
Access to the building(s).....	16
Councillor’s Area.....	17
Postage.....	17

Councillor Enquiries .....	17
IT Support and Equipment .....	18
Agile Working .....	18
Agile Working Portal .....	19
Councillors Surgeries .....	19
Virtual Surgeries .....	19
Health and Safety .....	19
How to stay safe as a Councillor .....	19
Health and Wellbeing .....	20
Contacting the Council .....	21
Customer Services .....	21
Human Resources .....	21
Civic Support Team .....	21
Councillor Profiles .....	22
Car Parking .....	22
Customer Feedback .....	22
Local Government Ombudsman .....	22
<b>Section 3: Important Information about the City of Wolverhampton .....</b>	<b>23</b>
Local Government in Wolverhampton .....	23
Cabinet Members, Scrutiny and Committee Chairs and Vice Chairs .....	24
Councillors .....	24
Political control .....	24
Wards .....	26
Safeguarding .....	27
<b>Section 4: How does the Council work? .....</b>	<b>30</b>
Our Culture .....	30
Our vision for the City of Wolverhampton in 2030 .....	30
Vision 2030 .....	30
Council Priorities .....	30
Our Council Plan .....	30
Strategic Outcomes .....	30
Our People Strategy .....	32
Our Council .....	32
<b>Relight the City .....</b>	<b>32</b>
Cabinet Members, Scrutiny and Committee Chairs and Vice Chairs .....	<b>Error!</b>
<b>Bookmark not defined.</b>	
Political control .....	<b>Error! Bookmark not defined.</b>
Key Dates and Events .....	33

Equality and Diversity .....	34
<b>Section 5: How Do Meetings Work .....</b>	<b>35</b>
Notice of Meetings and Publicity .....	35
Meeting information .....	35
Decisions .....	35
Councillors and MPs.....	35
How to get involved .....	35
Outside Bodies .....	35
Challenge Panel Meetings .....	36
<b>Section 6: Fire Alarms .....</b>	<b>37</b>
Action on discovering a fire or symptoms of fire:.....	37
Action on hearing the alarm intermittent tone:.....	37
Action on hearing the continuous tone:.....	37
<b>Section 7: Emergency Planning.....</b>	<b>38</b>
Civil Contingencies Act (CCA) 2004 .....	38
Definitions .....	39
Emergency: .....	39
Major Incident: .....	39
Emergency Planning.....	39
Training and Exercising .....	40
Councillor Role .....	40
Command and Control.....	40
<b>Section 8: Useful Contacts.....</b>	<b>42</b>

## 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 2021/22 to help you in your new role.

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."*

**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."*

**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, where officers are required to act without fear, favour or agenda."*

**David Pattison**  
Director of Governance



*"This will be a busy and exciting year, where Council members will be engaged in discussions as we begin to relight our city and recover from the impact of Coronavirus, alongside continuing our strategic vision for the City of Wolverhampton."*

## **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

### 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 provided by the Democratic Services Manager, Jaswinder Kaur, [Jaswinder.kaur@wolverhampton.gov.uk](mailto:Jaswinder.kaur@wolverhampton.gov.uk).

### Register of Interests

You shall conscientiously abide by the requirements of the Council in respect of the registration of interests in the Register of Members' Interests and where it is required or appropriate to do so, shall always draw attention to any relevant interest in any proceeding of the Council or its Committees, or in any communications with the Council, its Members or Officers.

Such disclosures must be made 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.

In this code 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.

Within 28 days of becoming a member of the Council, or of knowing you have a disclosable pecuniary interest, you must notify the Monitoring Officer (David Pattison).

### 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](#).



Code of Conduct for  
Councillors.pdf

- 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.



General Data  
Protection Councillor I

- Members must attend at least 1 formal meeting of the Council in a six-month period.

## Code of Conduct for Councillors

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. 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 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. This [Code of Conduct by the LGA](#) and the [Code of Conduct for Councillors of City of Wolverhampton Council](#) has been designed to protect Councillors democratic role, encourage good conduct and safeguard the public's trust in local government.

## 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.

## Do's and Don'ts

The requirements of the Code of Conduct can be briefly summarised as:



### Do...

- Seek advice
- Follow the code of conduct
- Be aware of what Disclosable Pecuniary Interests (DPIs) are
- Keep your register of interest up to date
- Register gifts and hospitality received in your role as Councillor, worth more than £25
- Treat others with respect.

### Don't...

- Bring your authority or office into distribute.
- Use the authority's resources for party political purposes. Compromise the impartiality of people who work for your authority.
- Discriminate against people on the grounds of race, gender, disability, religion or belief, sexual orientation and age.
- Bully intimidate or attempt to intimidate others.
- Use your position improperly for personal gain or to advantage your friends or close associates.
- Attend meeting and be involved in decision making
- Disclose confidential information
- Prevent anyone getting information they are entitled to.

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, Director of Governance, David Pattison at [David.pattison@wolverhampton.gov.uk](mailto:David.pattison@wolverhampton.gov.uk).

## Purdah

The pre-election period, sometimes known as 'purdah', 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. About the guidance.

This guidance provides advice on the publicity restrictions that should be observed during the pre-election period. It should be read in conjunction with any guidance produced by your own returning officer or monitoring officer, which provides specific

advice depending on your local circumstances.

It is important to note that pre-election rules restrict activity wider than just publicity. Use of council facilities and resources; the Councillors' Code of Conduct, developing new policies and holding of events - including some meetings - featuring elected officials should all be carefully considered during a period of heightened sensitivity.

[A short guide to publicity during the election period.](#)

The run-up to an election is a very sensitive period, during which 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.

It is important to note that during the pre-election 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 has to shut down completely. This is not the case, and the ordinary functions of councils can continue, but some restrictions do apply, by law. These are set out below.

Positive or negative **publicity** associated with a politician or particular political party could impact on the perception and therefore voting intentions of members of the public.

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

**The key is, if in doubt ask. The Monitoring Officer, David Pattison, Laura Phillips and the Communications team will be happy to assist.**

David Pattison  
Director of Governance  
01902 554910  
[david.pattison@Wolverhampton.gov.uk](mailto:david.pattison@Wolverhampton.gov.uk)

Laura Phillips  
Deputy Director of People and Change  
Tel Office. 01902 558892  
[laura.phillips@wolverhampton.gov.uk](mailto:laura.phillips@wolverhampton.gov.uk)

Tim Clark  
Communications Manager  
01902 554076  
[tim.clark@wolverhampton.gov.uk](mailto:tim.clark@wolverhampton.gov.uk)

## The “is it reasonable?” test

The question the Council needs to ask 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, we will consider the following, to ensure compliance with the Code of Practice:

**Publicity** – All proactive publicity involving any candidates and other politicians must 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 – 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 purdah. 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, you should always think carefully if a campaign could be deemed likely to influence the outcome of the election. In such cases you 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. Councils 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.

## 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 smartphones, 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 and comply with the Acceptable Use of ICT Equipment and Systems Policy;
- 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:

Richard Wyatt  
Head of Corporate Communications  
[richard.wyatt@wolverhampton.gov.uk](mailto:richard.wyatt@wolverhampton.gov.uk)

or

Tim Clark  
Communications Manager  
[tim.clark@wolverhampton.gov.uk](mailto:tim.clark@wolverhampton.gov.uk)

**Use of Council/Public resources** – 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 (see below). 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.

If you have any queries about activity during the pre-election period, or for further advice please speak to:

David Pattison  
Director of Governance  
01902 554910  
[david.pattison@Wolverhampton.gov.uk](mailto:david.pattison@Wolverhampton.gov.uk)

Laura Phillips  
Deputy Director of People and Change  
Tel Office. 01902 558892  
[laura.phillips@wolverhampton.gov.uk](mailto:laura.phillips@wolverhampton.gov.uk)

Tim Clark  
Communications Manager  
01902 554076  
[tim.clark@wolverhampton.gov.uk](mailto:tim.clark@wolverhampton.gov.uk)

## 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. 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.

### **Decision tree for Council Functions**

To be inserted following Constitution Review

DRAFT

## Section 2: Information for Councillors

### Allowances

As a Councillor you will be entitled to a basic allowance of £9,793.00, Councillors who undertake significant responsibilities i.e. chairing a committee will receive a Special Responsibility Allowance.

### 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. The 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.

### 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: [electoral.reg@wolverhampton.gov.uk](mailto:electoral.reg@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 [Representation of the People 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.reg@wolverhampton.gov.uk](mailto:electoral.reg@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.reg@wolverhampton.gov.uk](mailto:electoral.reg@wolverhampton.gov.uk) / 01902 55 5050.

## Induction and Development Programme

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

A Development Programme shall be developed by Organisation Development 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 monthly and weekly updates of available courses you can book on to. If you would like to recommend or attend any courses – please contact Organisation Development: [OD.team@wolverhampton.gov.uk](mailto:OD.team@wolverhampton.gov.uk)

## 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](#).

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:

- National or regional action;
- 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.

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 Area

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
- Desk phone
- A printer/scanner
- Confidential waste disposal unit
- Drinks vending machine
- Drinking water
- Recycling facilities

Two small interview/meeting rooms are located in the corridor leading to the Councillors' Area. The rooms can be used for meetings with members of the public and Officers. These rooms can be booked through the Civic Support Team.

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 the Civic Support Team.

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 is collated and sent out every Monday, Wednesday and Friday to home addresses.

## Councillor Enquiries

The **Councillor Enquiry Unit (CEU)**, situated within the Civic Support Team, is the one central location for you to raise enquiries with the Council.

The CEU have a dedicated number and email address to manage the enquiries.

The Civic Support team will actively monitor enquiries and will contact the service groups to check on progress. You shall receive updates on your enquiry throughout the process.

The support the CEU provide will help to create efficiency, reduce demands and duplication, and ensure consistent responses, to help you assist your constituents. Over the next few months, there will be further developments to further improve this process for you.

For any enquiries, please contact: [councillor.support@wolverhampton.gov.uk](mailto:councillor.support@wolverhampton.gov.uk).  
(Phone number TBC)

## IT Support and Equipment

As part of your induction, you shall receive a Lenovo Laptop (with sim card) and Nokia mobile phone within 2 days of when you are elected.



Should you require support in using or setting up your ICT equipment or if you encounter any issues with your ICT equipment you should contact the ICT Service Desk via: [ICT.ServiceDesk@Wolverhampton.gov.uk](mailto:ICT.ServiceDesk@Wolverhampton.gov.uk) or Phone: 01902 558000. ICT will be able to help with your query and will be able to remote access into your laptop if you require support. If your equipment is lost, stolen or damaged, please contact: [councillor.support@wolverhampton.gov.uk](mailto:councillor.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.

Our Agile Working Strategy 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. Depending on their role, employees could be supported to work from a range of council buildings, within the community, at client sites or by regular hot desking.

We involve our employees in discussions about Smart Working arrangements, considering the best approach to suit their individual role and personal circumstances. All meetings are currently conducted via Microsoft Teams and a full suite of training and guidance materials are available on the Agile Working Portal below. All Councillors and employees are encouraged to work in an Agile setting which brings people, processes, connectivity and technology, time and place

together to find the most appropriate and effective way of working to carry out a particular task.

[Agile Working Portal](#)

## **Councillors Surgeries**

Any appropriate Council property 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. 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. Applications for use of a Council venue should be made to the appropriate Directorate administering the premises. Councillors can make their own arrangements with other venues within their wards such as church halls etc.

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.

## **Virtual Surgeries**

During the Covid-19 Pandemic face to face surgeries were difficult to undertake and a virtual process was developed to create a surgery from the comfort of the residents own home.

The ward surgeries will continue to be advertised in the same way utilising Modern.gov and the website but constituents will need to book slots directly with you. An invitation will need to be sent from your laptop/machine with their agreed time and they will log on to the meeting at the pre agreed time slot.

Details of the Virtual Ward Surgeries process are available [here](#)

## **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 Hub.

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

## **How to stay safe as a Councillor**

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.

## Health and Wellbeing

The [Health and Wellbeing](#) of Councillors is a priority within CWC as demonstrated by successfully achieving the national Workplace Wellbeing Charter for England. To build on this, a range of campaigns and interventions supporting the wellbeing of employees have been implemented and continue to be developed.

### Employee Assistance Programme

The Council has an Employee Assistance Programme (EAP) to provide advice, help and support. It is available to any employee and members of the Council, who is finding the changes in everyday life difficult. Whether you are staying at home or social distancing, you're not alone if you're feeling:

- Anxious
- Stressed
- Worried
- Sad
- Bored
- Lonely
- Frustrated

There are sources of help and support out there for you to access.

The EAP is delivered by an independent provider, who are the leading provider of professional employee support services. The service officers 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

The service is free, impartial and confidential.

There are many occasions when you might find this service useful:

- You may need information or advice on practical issues
- You may need an impartial person to talk to
- You may need to talk to someone with the professional skills to help you deal with the situation
- You may be so overwhelmed by a situation that you are finding it difficult to carry on with everyday life

Whatever the case, the service is there to help you resolve practical and emotional issues.



The **Employee Assistance Programme** can be accessed at <https://carefirst-lifestyle.co.uk/>

**Username:** CofWC

**Password:** EAP2016

Counsellor or Information Specialist are available by calling these freephone numbers:

- 0800 174319
- 0808 1682143

Additional services include: Type Talk, Minicom and Translation in over 150 languages is also available.

## Occupational Health

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 potentially not well enough to be at work or are ready to return to work after ill-health, occupational health provides health prevention initiatives such as support to stop smoking or access to eye test vouchers, and additional support through employee counselling and physiotherapy services.

[Occupational Health](#)

[Menopause Policy](#)

## Contacting the Council

### Customer Services

General enquiries can be made 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
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Anita Cund	Civic Support Manager	01902 554091	<a href="mailto:anita.cund@wolverhampton.gov.uk">anita.cund@wolverhampton.gov.uk</a>
Lynn Askin	Councillor Engagement Team Leader	01902 551218	<a href="mailto:lynn.askin@wolverhampton.gov.uk">lynn.askin@wolverhampton.gov.uk</a>
Ann Cox-Mclvor	Mayoral Support Officer	01902 554090	<a href="mailto:ann.cox-mclvor@wolverhampton.gov.uk">ann.cox-mclvor@wolverhampton.gov.uk</a>
Mark Watterson	Mayoral Support Officer	01902 554089	<a href="mailto:mark.watterson@wolverhampton.gov.uk">mark.watterson@wolverhampton.gov.uk</a>
Jane Perkins	Councillor Support Officer	01902 551217	<a href="mailto:jane.perkins@wolverhampton.gov.uk">jane.perkins@wolverhampton.gov.uk</a>
Harry Michael	Apprentice	N/A – via Teams	<a href="mailto:harry.michael@wolverhampton.gov.uk">harry.michael@wolverhampton.gov.uk</a>

## 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

The Civic Centre has plenty of spaces for use by both employees and the public. There is a charge for using this car park. Please contact the car parks team on **01902 550303** or [CarParks@wolverhampton.gov.uk](mailto:CarParks@wolverhampton.gov.uk) for further information and advice.

## Customer Feedback

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

## Local Government Ombudsman

The Local Government 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.

If you want to make a new complaint, please use their [online complaint form](#).

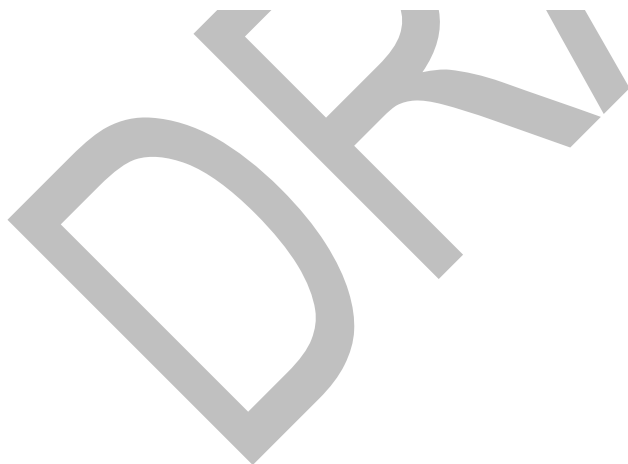
## Section 3: Important Information about the City of Wolverhampton

### Local Government in Wolverhampton

Wolverhampton is a city which celebrates its super-diversity with a population of almost 260,000 residents, who speak many languages and are drawn from around the world. It has a growing population from Black and Minority Ethnic (BAME) communities as highlighted in 2011 Census. Many faiths are followed in the city and Wolverhampton has the second-highest proportion of Sikh residents in England.

- 35.5% of the population are from Black and Minority Ethnic (BAME) communities
- 20.5% of the City population have some form of disability
- There are over 88 languages spoken in the City
- 16% of the diverse population were born outside the UK (2011 Census)
- City of Wolverhampton has a younger population than the English average
- 3,248 residents aged 16+ estimated to be Lesbian, Gay or Bisexual (LGB)
- Employment rate for BAME and non-BAME residents in the city are on a par, unlike many local authorities nationwide

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.





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:

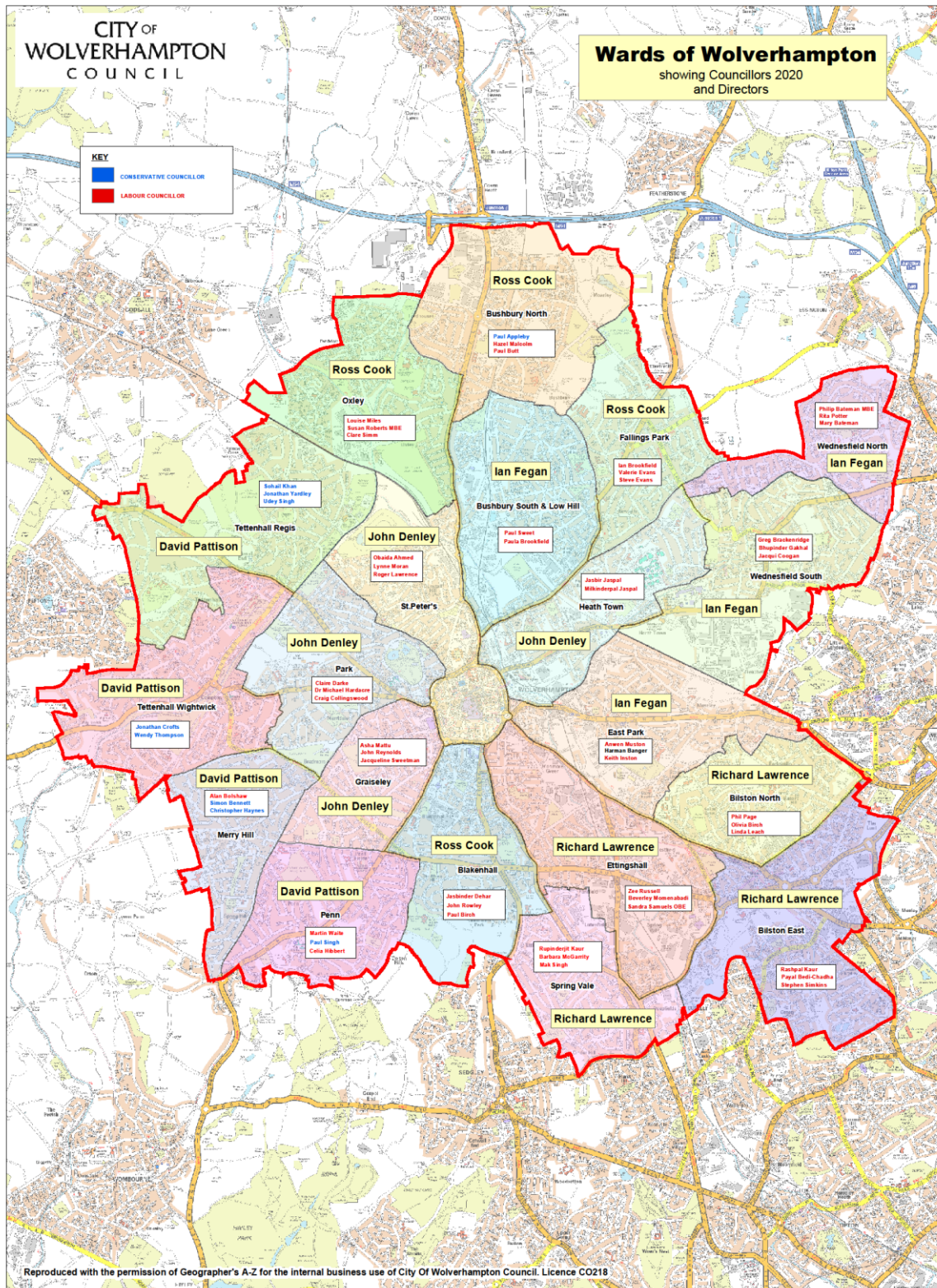
- [Find your councillor](#)
- [Your councillors alphabetically](#)
- [Your councillors by political party](#)
- [Your councillors by ward](#)
- [Full list of contact details](#)
- [Councillor attendance summary](#)
- [View councillors as a list](#)



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# Wards



For more information regarding Copyright issues, contact the Council's GIS Team on 01902 554597.  
 Quote map reference "Wolverhampton/A1 AZ Wards in Colour Councillors 2020.mxd" This plan was updated on 28.10.2020

1:20,000

## Safeguarding

Safeguarding is 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 and support for carers.

Growing awareness of the prevalence of abuse makes it even more urgent and necessary for councillors to take action locally to ensure that everyone, including professionals, the voluntary sector and the general public:

- are made aware of abuse and neglect
  - know how to recognise and report it
  - know who is responsible for intervening
  - know 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.

For more information about safeguarding in Wolverhampton here is the link to 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.

### Adult Safeguarding

Safeguarding duties apply to adults with care and support needs who are experiencing or at risk of abuse or neglect, and because of their care and support needs are unable to protect themselves from the abuse or neglect.

The aims of adult safeguarding is to;

- Prevent harm and reduce the risk of abuse or neglect
- Stop abuse or neglect wherever possible
- Safeguard adults in a way that supports them in making choices and having control about how they want to live

**If you are concerned that an adult with care and support needs is experiencing or at risk of abuse or neglect**, you can telephone 01902 551199 or complete a [safeguarding concern form \(SA1\)](#) or email [AIA@wolverhampton.gov.uk](mailto:AIA@wolverhampton.gov.uk).

If you are concerned about an adult and need **advice or guidance** you can telephone the Multi-Agency Safeguarding Hub (MASH) on 01902 554392 or 01902 554429 or email [AdultMASH@wolverhampton.gov.uk](mailto:AdultMASH@wolverhampton.gov.uk).

[Here is the link to the Adult Safeguarding – Multi-agency policy & procedures for the protection of adults with care and support needs in the West Midlands.](#)

**If you are concerned for an adult or child out of hours, telephone the Emergency Duty Team on 01902 552999 or in an emergency call 999.**

[Wolverhampton Safeguarding Together](#) convenes safeguarding partners, 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.

**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)

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

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 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.

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.

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.



## Funding for Groups within Wards

If you have a project within your ward or a group/trust within your ward requesting funding, The Funding Team may be able to provide support such as reading through a funding bid or using GRANTfinder to find available grants. Please contact the Catherine Perry for more information and advice:

[Catherine.perry@wolverhampton.gov.uk](mailto:Catherine.perry@wolverhampton.gov.uk)

For smaller groups, you can subscribe to a roundup of funding opportunities collated in the Wolverhampton Voluntary Sector Council newsletter. [Click this link to be taken to the Wolverhampton Voluntary Sector Council Newsletter Subscription.](#)

Wolverhampton Voluntary Sector Council can also offer advice and support with identifying and applying for funding opportunities. [VCS Support | Wolverhampton Voluntary Sector Council \(wolverhamptonvsc.org.uk\)](#)

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## Section 4: How does the Council work?

### Our Culture

#### Our vision for the City of Wolverhampton in 2030

In 2030 Wolverhampton will be a place where people come from far and wide to work, shop, study and enjoy our vibrant nightlife. It will be transformed while still retaining all of those attributes that give our city its unique identity. A thriving, 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.

The City of Wolverhampton is already one of the fastest-changing cities in the UK and is playing a leading role in driving forward devolution to the West Midlands. That success is based on collaboration across the city and beyond, using an approach that recognises we are far more effective when we pool our resources and ideas and work together.

The year 2030 may seem a long way off but the plans we already have in place for the next five years will mark a step change and will take us closer to the city described in these pages. With your support we will transform the City of Wolverhampton into a prosperous and inclusive city that celebrates its diversity and heritage and plays its part on the regional, national and international stage.

#### [Vision 2030](#)

### Council Priorities

#### Our Council Plan

Our Council Plan sets out how we will work with our communities to deliver the improved outcomes for the people of our City, over the next four years. To access the plan please click on the icon.

#### Strategic Outcomes

The result of this is that our plan is very much your plan and by working together we will achieve the six strategic outcomes that you have decided our city most needs:

- Children and young people get the best possible start in life
- Well skilled people working in an inclusive economy
- More good jobs and investment in our city
- Better homes for all
- Strong, resilient and healthy communities
- A vibrant, green city we can all be proud of

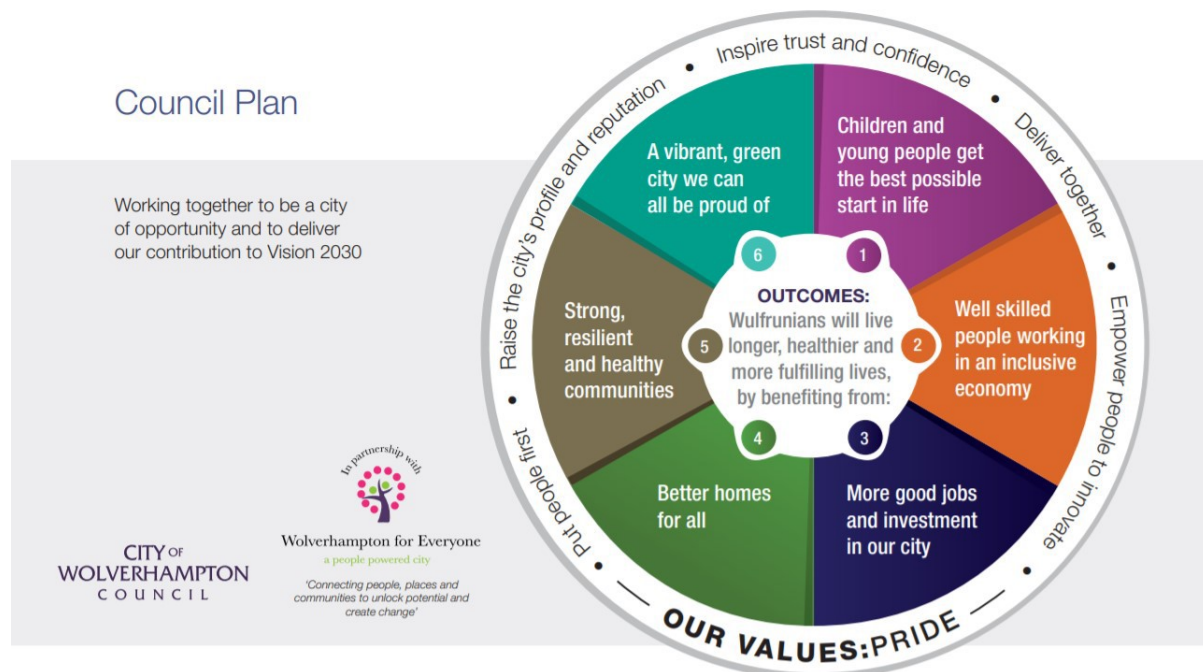
All that we do as an organisation will support these strategic outcomes. Whilst they are presented as six separate priorities they are interlinked and support one another. We cannot do this in isolation, as such it is vital to continue to act as one Council and one city to ensure that these strategic outcomes are met. We will

focus on strengthening and developing the council’s links with the people of our city and developing their capacity to self-serve, with the council acting as a conduit to enable communities to develop greater resilience and self-sufficiency.

Our Council Plan sets out how we intend to target these key areas and the ongoing challenge which many of our people face. It is outcome led, and all activity we engage in will be to achieve the outcomes that matter most to them. Improvement against these will be our organisation’s priority and form the basis for our performance framework which all of our services will work towards.

Only through focusing on our performance in these areas will we be able to deliver the outcomes agreed by the people of our city and deliver the inclusive economy we need so that our communities thrive and prosper. We will ensure that no community is left behind, and that positive outcomes are shared by all as we transform our city together. It is vital, in such a diverse and culturally rich city, that we engage with residents and enable them to shape our priorities. Our ‘Excellent’ rated equalities framework underpins all our transformational plans to ensure that they reflect the communities we serve.

The City of Wolverhampton is changing. This ambitious plan sets out how, by working together, we will deliver on the priorities of the people of our city over the next five years. It is not a top-down document detailing how we think things should be done. Rather, it is a collaboration between the council and more than 3,000 local people who have contributed to its development. This approach reflects the way we want to work with our inclusive communities going forward.



[Our Council Plan](#)

## **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, in 2019 – 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.

## **Relight the City**

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.

Over the last year, the Council has been developing its plans to support the city to live with and recover from the Coronavirus pandemic. We know that there is still a lot of uncertainty about the future but working as one city we will continue to look after our own and be bold about transforming the lives of our residents.

## [Relighting Our City of Wolverhampton Recovery Commitment](#)

The City of Wolverhampton Council, the NHS in Wolverhampton and Public Health England are working 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)

## [Brexit information for Wolverhampton residents, workers and businesses](#)

## 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	Date
Deaf Awareness Week	4 - 9 May 2021
VE Day 2021	Saturday 8 May 2021 (Date of commemorative event TBC)
International Day Against Homophobia (IDAHOT) Day	Monday 17 May 2021
Annual Council Meeting and Mayoral Inauguration	May 2021
Eid celebration (Eid Ul Fitr)	12-13 May 2021
Creation Day Festival	Saturday 29 & Sunday 30 May 2021
Network Fun Day	Saturday 5 June 2021 & Sunday 6 June 2021 (Dates TBC)
Armed Forces Day Flag Raising Ceremony	Monday 21 June 2021
National Windrush Day	Tuesday 22 June 2021
International Refugee Week	14 - 20 June 2021
Armed Forces Day Celebration Event	Saturday 26 June 2021
Eid celebration (Eid Ul Adha)	19 – 23 July 2021
VJ Day	15 August 2021 (Date of commemorative event TBC)
Yom Kippur	Wednesday 15 September 2021
Black History Month	October 2021 Date TBC
World Mental Health Day	Sunday 10 October 2021
LGBT Pride Month	October 2021 Date TBC
LGBT Pride Event	October 2021 Date TBC
National Hate Crime Awareness Week	9 to 16 October 2021
Bandi Chho Divas	Wednesday 27 October 2021
Diwali	Thursday 4 November 2021
Christmas Light Switch On – City Centre	November 2021 Date TBC
Christmas Light Switch On - Wednesfield	November 2021 Date TBC
Christmas Light Switch On - Bilston	November 2021 Date TBC
Christmas Light Switch On – Tettenhall	November 2021 Date TBC
Armistice Day Commemorative Service	Thursday 11 November 2021
Birth of Guru Nanak Dev Jayanti	Friday 19 November 2021
Dutch War Graves	Saturday 13 November 2021
Remembrance Sunday	Sunday 14 November 2021

Transgender Day of Remembrance	Saturday 20 November
International Day for the Elimination of Violence against Women	Thursday 25 November
International Disabled Persons Day - 3 December	Friday 3 December
Commonwealth Games	From Thursday 4 August 2022
Holocaust Memorial Day	Thursday 27 January 2022
LGBT History Month	Throughout February 2022
International Women's Week	Week commencing 7 March 2022
Holi	18 -19 March 2022
International Transgender Day of Visibility (TDOV)	Wednesday 31 March 2022
Baisakhi (Vaisakhi)	Thursday 14 April 2022

## 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. To ensure that we are doing this properly, the Council has been and will continue to examine all its activities and services to check whether they are helping to make this commitment a reality.

## 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](#).

We encourage Councillors to access paperwork for Committee/Council Meetings electronically as this reduces the costs for the Council and reduces our Carbon footprint.

#### 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.

## Challenge 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 topics and chairs of the planned reviews are listed below:

Topic	Chair
Scrutiny Board	Cllr Paul Sweet
Our Council Scrutiny Panel	Cllr Bhupinder Gakhal
Stronger City Economy Scrutiny Panel	Cllr Rupinderjit Kaur
Vibrant and Sustainable City Scrutiny Panel	Cllr Mak Singh
Health Scrutiny Panel	Cllr Phil Page
Adults and Safer City Scrutiny Panel	Cllr Val Evans
Children, Young People and Families Scrutiny Panel	Cllr Rita Potter

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 10:00am every Wednesday.

### 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, immediately commence your evacuation
- If the intermittent tone stops the alert is over and normal duties can be resumed

Typically for the majority of employees are required to make their way to the fire assembly points by the **Molineux Stadium and Wolverhampton University buildings**.

### 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
- Zone Marshalls will take charge of the evacuation and ensure that no one (including any member of the public) is left in the building
- All doors, wherever possible, should be closed whilst evacuating the building in order 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 Fire Marshalls
- No person should re-enter the building under any circumstances until instructed to do so

If you are a dedicated Fire Marshall, please carry out the required duties.

For more information regarding fire evacuation procedures contact Facilities Manager - Kully Kudhail, [kully.kudhail@wolverhampton.gov.uk](mailto:kully.kudhail@wolverhampton.gov.uk).

## Section 7: Emergency Planning

### Civil Contingencies Act (CCA) 2004

The Civil Contingencies Act (CCA) 2004 sets out a single legislative framework for Civil Protection in the United Kingdom and is separated into two substantive parts. Part 1 of the Act and its supporting regulations and Statutory Guidance *Emergency Preparedness*, categorising responders to an incident, imposing a different set of duties on each, establishing a clear set of roles and responsibilities for each.

Category 1 Responders	Category 2 Responders
Police Forces	Electricity Distributors
Fire and Rescue Services	Gas Distributors
Ambulance Services	Water and Sewage Undertakers
Maritime and Coastguard Agency	Telephone Service Providers (fixed and mobile)
Local Authorities	Network Rail
Port Health Authorities	Train Operating Companies
Acute Trusts	Airport Operators
Foundation Trusts	Highways England
Public Health England	NHS England
Environment Agency	Health and Safety Executive.

Category 1 Responders are those at the core of the response and are subject to the full set of duties placed upon them, they are required to:

1. Assess 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 about civil protection matters 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 assistance to businesses and voluntary organisations about business continuity management (Local Authorities only).

Category 2 Responders are 'co-operating bodies' so are less likely to be involved in planning work, they will be involved in incidents that affect their sector. This means that Category 2 Responders have a lesser set of duties – co-operating and sharing information.

Both Category 1 and 2 organisations come together to form a Local Resilience Forum (LRF) in order to assist in the co-operation and co-ordination between all responders.

## *Part 2*

Part 2 of the act allows for the making of special temporary legislation to deal with the most serious of emergencies that require an urgent response. The use of these powers is a last resort option and all planning arrangements made by CWC should not assume that emergency powers will be made available. Their use is subject to a robust set of safeguards and will only be deployed in exceptional circumstances.

## **Definitions**

### **Emergency:**

Defined in Part 1 of the CCA as; an event or situation which threatens serious damage to human welfare in a place of the UK, the environment of a place in the UK, or war or terrorism which threatens serious damage to the security to the UK.

### **Major Incident:**

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

Such as:

1. The initial treatment, rescue and transport of a large number of casualties;
2. The involvement, either directly or indirectly, of large numbers of people;
3. The handling of a large number of enquiries likely to be generated, both from the public and the news media;
4. The need for large scale combines resources; and
5. The mobilisation and organisation of the emergency services and supporting organisations, to cater for the threat of death, serious injury or homelessness to a large number of people.

### **Emergency Planning**

Emergency planning aims to prevent an incident where possible, and if they do occur, planning should reduce, control or mitigate the effects. Emergency planning is a cycle of activities that begins with a risk profile to determine the priorities for developing plans, ending with review and revision, which re-starts the who cycle. Emergency plans should include procedures for determining whether an emergency has occurred, and when to activate the plan in response to an emergency. This should include identifying an appropriately trained person who will take the decision, in consultation with others, on when an emergency has occurred.

Emergency planning looks beyond the immediate response and recovery issues and look also at secondary impacts. For example, the reaction to an emergency can be overwhelming in terms of media attention and public response. Plans need to consider how to handle this increased interest.

It is important for an organisation to have more than one emergency plan. Generic plans are the core plan which enables the organisation to respond to and recover from a wide range of possible emergencies. They should include procedures which would be used in all instances for ensuring the welfare of staff and the provision of enough resources for responding to the emergency.

Specific plans relate either to a particular emergency or kind of emergency, or to a specific site or location. Specific plans are a detailed set of arrangements designed

to go beyond the generic arrangements when they are likely to prove insufficient in a particular case. A specific plan usually builds on a generic plan. For example, organisations which deal with hazardous materials may need specific plans for responding to a chemical spillage. Some organisations may have specific plans for conducting specific functions in response to an emergency. For instance, the emergency services will have plans for mass evacuation of an urban area and mass decontamination. Organisations should use their risk assessments to decide whether specific plans are necessary or desirable.

It may be that multiple organisations can develop a joint emergency plan where the partners agree that, for a successful combined response, they need a formal set of procedures governing them all. For example, in the event that evacuation is required, the police would need carefully pre-planned co-operation from various other organisations such as fire and ambulance services and the local authority, as well as involvement of others such as transport organisations.

### **Training and Exercising**

Organisations should test the effectiveness of their emergency plans by carrying out exercises and should ensure that staff involved in the planning for or response to an emergency receive appropriate training. Training plans should also consider other people who have a role in the emergency plans such as contractors and civil protection partners. The plans themselves should explicitly identify the nature and frequency of training and exercising required.

### **Councillor Role**

During an incident, Councillors are not involved in the operational response, but instead will play a leadership role that includes:

- Political Leadership - ensuring that the authority is meeting its statutory obligations under the Civil Contingencies Act in terms of preparing for, responding to and recovering from incidents.
- Civic Leadership – providing a focal point for the local area during an incident.
- Community Leadership – helping to increase community resilience and supporting the community in response to the incident and through the period of recovery.

Councils and Councillors may be required to deal with many different types of incidents and the nature of that incident will shape the response and recovery to it. These different situations will also impact how Councillors are able to fulfil their roles.

### **Command and Control**

**Strategic Co-ordination Group (SCG)** previously known as Gold Command, is a multi-agency group that considers the incident in its wider context and determines long term impacts and risks; defines and communicates the overarching strategy and objectives for the response and monitors progress towards these objectives.

The Chair will normally be a senior officer of the police or fire service and attended by the CWC Chief Executive or a Strategic Director. An SCG does not have the collective authority to issue commands or executive orders to individual agencies but does ensure co-ordination as each organisation exercises control over their own resources and operations.

**Tactical Co-ordination Group (TCG)** previously known as Silver Command, is a multi-agency group that is formed from relevant officers that are able to make decisions on behalf of their organisation. For CWC this is the Resilience Team in hours and the Emergency Response Officer out of hours.

The groups role is to jointly conduct the overall multi-agency management of the incident, allocating available resources and sourcing additional resources if required; planning and co-ordinating tasks; assessing risks and using this to inform operational commanders; and ensuring the health and safety of the public and responders.

**Operational** previously known as Bronze Command, is the level of incident management at the scene of the incident. While individual agencies retain authority over their own resources and personnel deployed at the scene, each agency must liaise to ensure effective co-ordination.

DRAFT

## Section 8: Useful Contacts

Title	Telephone Number	Email
David Pattison		<a href="mailto:david.pattison@wolverhampton.gov.uk">david.pattison@wolverhampton.gov.uk</a>
Laura Phillips		<a href="mailto:laura.phillips@wolverhampton.gov.uk">laura.phillips@wolverhampton.gov.uk</a>
Communications Team		<a href="mailto:communications@wolverhampton.gov.uk">communications@wolverhampton.gov.uk</a>
Insurance Services		<a href="mailto:rmis@wolverhampton.gov.uk">rmis@wolverhampton.gov.uk</a>
Democratic Services		<a href="mailto:democratic.services@wolverhampton.gov.uk">democratic.services@wolverhampton.gov.uk</a>
Electoral Registration	01902 555050	<a href="mailto:electoral.reg@wolverhampton.gov.uk">electoral.reg@wolverhampton.gov.uk</a>
Councillor Enquiry Unit	TBC	<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	
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>Out of Hours</b> 01902 552999	<a href="mailto:MASHsecure@secure.wolverhampton.gov.uk">MASHsecure@secure.wolverhampton.gov.uk</a>
Children Safeguarding	01902 555392	
Facilities Management		<a href="mailto:fm.enquiries@wolverhampton.gov.uk">fm.enquiries@wolverhampton.gov.uk</a>
ICT Service Desk	01902 558000	<a href="mailto:ICT.ServiceDesk@Wolverhampton.gov.uk">ICT.ServiceDesk@Wolverhampton.gov.uk</a>
Car Parks Team	01902 550303	<a href="mailto:CarParks@wolverhampton.gov.uk">CarParks@wolverhampton.gov.uk</a>

# Councillor Induction

Programme 2021-22

## Induction Programme and Timetable

Date	Time/Duration	Venue	Session Overview	Format	Responsible Officer
<b>Day 1</b>					
DD MM YYYY	1.5 hours	Microsoft Teams	Welcome session <ul style="list-style-type: none"> <li>• Meet the Directors</li> <li>• Advice from recently elected councillors</li> <li>• Accessing e-learning</li> <li>• Register of Interests Forms</li> <li>• Councillor Allowance Scheme</li> <li>• How to access the Learning Hub (LMS)</li> <li>• Opportunity for questions</li> <li>• Tour of the Civic Centre if regulations allow (possibility for virtual tour)</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Presented by: Paula Moore <i>Head of Organisational Development and Apprenticeships</i>  Presentation required to go to SEB (Ideally someone close to SEB and the directors)  <i>Directors Facilities (Chris East - Head of Facilities)</i> <i>OD Team (Paula Moore - Head of Organisational Development and Apprenticeships)</i> <i>ICT Support (Jai Ghai – Head of ICT)</i>
DD MM YYYY	1.5 hours	Microsoft Teams	Microsoft Teams Introduction <ul style="list-style-type: none"> <li>• Using Microsoft Teams</li> </ul>	Delivered Virtually via Microsoft Teams	Vikram Sahota / Daniel Clarke



			<ul style="list-style-type: none"> <li>• Setting up meetings</li> <li>• Sharing your screen</li> <li>• Replying to chats</li> <li>• Collaboration on documentation</li> </ul>	Available to access the recording via the Learning Hub	<i>Business Critical and Solutions Support Engineer</i>  Jai Ghai <i>Head of ICT</i>  Steve Charles <i>Customer Support Manager</i>
DD MM YYYY	1.5 hours	Microsoft Teams	<b>Optional</b> Virtual Drop-in session: ICT, technology and how to use equipment/software/programs	Delivered Virtually via Microsoft Teams	Jai Ghai <i>Head of ICT</i>  Steve Charles <i>Customer Support Manager</i>
<b>Day 2</b>					
DD MM YYYY	1.5 hours	Microsoft Teams	Health & Safety <ul style="list-style-type: none"> <li>• How health &amp; safety impacts within the community</li> <li>• Overview of health &amp; safety system</li> <li>• Roles and responsibilities</li> <li>• Personal safety and available support</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Tim Munro <i>Head of Service Health and Safety</i>
DD MM YYYY	1.5 hours	Microsoft Teams	<b>Optional</b> Virtual Drop-in session: ICT, technology and how to use equipment/software/programs	Delivered Virtually via Microsoft Teams	Jai Ghai <i>Head of ICT</i>  Steve Charles

					<i>Customer Support Manager</i>
<b>Day 3</b>					
DD MM YYYY	1 hour	Microsoft Teams	Decision Making <ul style="list-style-type: none"> <li>• Council and committees</li> <li>• Code of Conduct/Social Media</li> <li>• Constitution/Rules of Debate</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	<i>Jaswinder Kaur Democratic Services Manager</i>  <i>Julia Cleary Scrutiny and Systems Manager</i>  <i>Tracey Christie Head of Legal Services</i>
DD MM YYYY	1 hour	Microsoft Teams	Information Governance <ul style="list-style-type: none"> <li>• GDPR Protecting Information</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	<i>Anna Zollino-Biscotti Information Governance Manager</i>  <i>Catrina Finch Information Governance Technical Specialist</i>  <i>Martin Eades Information Governance Technical Specialist</i>

**Day 4**

DD MM YYYY	1.5 hours	Microsoft Teams	<p>Introduction to Scrutiny</p> <ul style="list-style-type: none"> <li>• Purpose of Scrutiny</li> <li>• Effective Scrutiny</li> <li>• Understanding your role as a Councillor</li> <li>• Work programme</li> </ul>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Julia Cleary <i>Scrutiny and Systems Manager</i></p> <p>Jaswinder Kaur <i>Democratic Services Manager</i></p>
DD MM YYYY	1.5 hours	Microsoft Teams	<p>ICT &amp; Agresso Introduction</p> <ul style="list-style-type: none"> <li>• ICT introduction</li> <li>• Using Agresso</li> <li>• How to use the Report It app</li> <li>• Using Mod.gov</li> <li>• Using IT in the Council Chamber (if available)</li> </ul>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Jaswinder Kaur <i>Democratic Services Manager</i></p> <p>Julia Cleary <i>Scrutiny and Systems Manager</i></p> <p>Edward Robert <i>System Learning &amp; Development Officer</i></p> <p>Jai Ghai <i>Head of ICT</i></p> <p>Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i></p>

Day 5					
DD MM YYYY	1 hour	Microsoft Teams	<p>Safeguarding Adults &amp; Children</p> <ul style="list-style-type: none"> <li>• What is safeguarding</li> <li>• Facts &amp; figures</li> <li>• Number of child protection plans by ward</li> <li>• What lies behind the statistics and the work involved</li> <li>• The number of 'alerts' and the numbers referred and/or investigated</li> <li>• Who is at risk?</li> <li>• Scenarios which councillors might experience</li> <li>• Referral process</li> </ul>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Paula Morris <i>Head of Service Adults and Childrens Services</i></p>
DD MM YYYY	1 hour	Microsoft Teams	<p>Equalities and No Offence Training</p> <ul style="list-style-type: none"> <li>• Understand the importance that equalities play in a councillor's role</li> <li>• Public sector equality duty</li> <li>• No Offence Training</li> </ul>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Jin Takhar Equality Diversity and Inclusion Manager</p> <p>Jo Patel Equality Diversity and Inclusion Advisor</p>

Day 6					
DD MM YYYY	30 minutes	Microsoft Teams	Engaging Citizens and Communities <ul style="list-style-type: none"> <li>• Building up a network</li> <li>• Effective communications – patterns of use</li> <li>• Trends in use of social media</li> <li>• Planning – writing a tweet</li> <li>• Code of Conduct and freedom of speech</li> <li>• Data protection</li> <li>• Creating a good news story</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Richard Wyatt <i>Head of Communications</i> Tim Clark <i>Communications Manager</i>
DD MM YYYY	1 hour	Microsoft Teams	Standards and communication <ul style="list-style-type: none"> <li>• Using Social Media as a Councillor</li> <li>• Dealing with the media</li> <li>• Protocols and conduct</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	David Pattison <i>Director of Governance</i>  Richard Wyatt <i>Head of Communications</i> Tim Clark <i>Communications Manager</i>
Day 7					
DD MM YYYY	2 hours	Microsoft Teams	Introduction to Local Government Finance <ul style="list-style-type: none"> <li>• Local Government funding system</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access	Alison Shannon <i>Chief Accountant</i>  Michelle Howell <i>Finance Business</i>

			<ul style="list-style-type: none"> <li>• Statement of accounts</li> <li>• Capital programme</li> </ul>	the recording via the Learning Hub	<i>Manager</i>
DD MM YYYY	30 minutes	Microsoft Teams	Introduction to Funding <ul style="list-style-type: none"> <li>• What funding streams are available</li> <li>• How to access these</li> <li>• How to inform groups of how these can be accessed</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Joanna Grocutt <i>Place Based Manager</i>
<b>Day 8</b>					
DD MM YYYY	30 minutes	Microsoft Teams	What does Commercial mean for Local Authorities?	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Parvinder Uppal <i>Head of Commercial</i>
DD MM YYYY	30 minutes	Microsoft Teams	Chairing Meetings How to effectively chair a meeting	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	David Pattison <i>Director of Governance</i>
DD MM YYYY	30 minutes	Microsoft Teams	Chairing Meetings <ul style="list-style-type: none"> <li>• How to chair a meeting virtually</li> </ul>	Delivered Virtually	External Provider (TBC)
<b>Day 9</b>					
DD MM YYYY	30 minutes	Microsoft Teams	Emergency Planning & Resilience	Delivered Virtually via Microsoft	Chelsea Sibley <i>Resilience Officer</i>

			<ul style="list-style-type: none"> <li>• What's your role as a councillor and where you fit in</li> <li>• Why the council has to respond</li> <li>• How we activate our emergency procedures</li> <li>• What the Council can provide</li> </ul>	Teams Available to access the recording via the Learning Hub	
DD MM YYYY	1 hour	Microsoft Teams	Welfare Rights <ul style="list-style-type: none"> <li>• Universal credit</li> <li>• Who can help?</li> <li>• Where to signpost</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Mark Perlic <i>Welfare Rights Service Manager</i>
DD MM YYYY	1.5 hours	Microsoft Teams	<b>Optional</b> Virtual Drop-in session: ICT, technology and how to use equipment/software/programs	Delivered Virtually via Microsoft Teams	Jai Ghai <i>Head of ICT</i>  Steve Charles <i>Customer Support Manager</i>
<b>Day 10</b>					
DD MM YYYY	1 hour	Microsoft Teams	Understanding the Planning Process <ul style="list-style-type: none"> <li>• Basic knowledge of the planning process</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Martin Gregory <i>Section Leader (Planning)</i>
DD MM YYYY	5 hours	Microsoft Teams	LGA annual induction session for new councillors	Delivered Virtually via Microsoft	(This is TBC)

			<ul style="list-style-type: none"> <li>• Enable attendees to explore their role and hear from experienced councillors and receive their top tips and insights to help equip newly elected councillors.</li> <li>• Give new members a wider perspective on the role of a councillor</li> <li>• Provides an opportunity meet other newly elected members from across the region</li> <li>• Learn about the support available from the LGA</li> </ul>	Teams Available to access the recording via the Learning Hub	
<b>Day 11</b>					
DD MM YYYY	1 hour	Microsoft Teams	<p>Making the most of Council meetings: Planning training</p> <ul style="list-style-type: none"> <li>• Predetermination</li> <li>• Decision making</li> <li>• Planning policies</li> </ul> <p>*All Councillors are welcome, however this is mandatory for those on the relevant committee</p>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	Stephen Alexander <i>Head of City Planning</i>
DD MM YYYY	1 hour	Microsoft Teams	<p>Making the most of Council meetings Licensing training:</p>	Delivered Virtually via Microsoft Teams	Sarah Hardwick <i>Senior Solicitor</i>



			<p>Licensing Act Gambling Act Local Government Act Decision Making Predetermination</p> <p>*All Councillors are welcome, however this is mandatory for those on the relevant committee</p>	Available to access the recording via the Learning Hub	Chris Howell <i>Commercial Regulation Manager</i>
DD MM YYYY	1 hour	Microsoft Teams	<p>Making the most of Council meetings Audit and risk Committee training:</p> <ul style="list-style-type: none"> <li>• Audit</li> <li>• Risk management</li> <li>• Fraud</li> <li>• Reviewing financial reporting</li> </ul> <p>*All Councillors are welcome, however this is mandatory for those on the relevant committee</p>	<p>Delivered Virtually via Microsoft Teams</p> <p>Available to access the recording via the Learning Hub</p>	<p>Peter Farrow <i>Head of Audit</i></p> <p>Emma Bland <i>Finance Business Partner</i></p>
<b>Available Additional Sessions following the Induction Programme</b>					
TBC (Quarterly)	2 hours	In person or alternatively delivered by Zoom	Unconscious Bias	Virtual delivery of the Unconscious Bias training is delivered on a quarterly basis and is available to be	Louise McCloskey <i>Organisational Development Advisor</i>

				booked onto via the Learning Hub	
Additional Mandatory CWC E-Learning					
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Child Sexual Exploitation	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Customer Services	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Corporate Parenting	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Dementia Awareness	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	PREVENT Training	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning

Additional Optional CWC E-Learning					
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Housing, homelessness and the Armed Forces Covenant	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	The Armed Forces Covenant for frontline staff in statutory and voluntary organisations	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning

Flexible (Own Learning Time)	Approx 30 minutes	Learning Hub	Adjusting to life after the Armed Forces	E-Learning accessible through the Learning Hub	Online Mandatory E-Learning
<b>Optional LGiU Courses (currently available in 2020)</b>					
Flexible (Own Learning Time)	2 hours	Online Presentation	Chairing Skills for Virtual Meetings	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Speed Reading & Retention	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Managing Homeworking Performance	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Local Government Finance Series	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Report Writing	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Developing Political Awareness & Sensitivity: the key to working effectively with Members	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Presenting with Impact Online	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Building Confidence	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Practical Project Management	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Questioning Skills for Scrutiny	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Being an effective Councillor Series	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Understanding Strategic Thinking	Online	LGiU

Flexible (Own Learning Time)	2 hours	Online Presentation	Effective Social Media Sessions (lunch hour sessions)	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Advanced Chairing: Managing the People side of Meetings	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Memory Skills and Mind Mapping	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Developing Personal Assertiveness	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Beyond Coronavirus; A new type of culture for a new type of authority: The role of Organisational Development	Online	LGiU
Flexible (Own Learning Time)	2 hours	Online Presentation	Managing Conflict	Online	LGiU
<b>Optional LGA Courses</b>					
Flexible (Own Learning Time)	2 hours	Zoom Online Webinar	Commercial mindset masterclass	Online	LGA
Flexible (Own Learning Time)	2 hours	Zoom Online Webinar	Commercial leadership and decision-making masterclass course outline	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Commissioning of Services	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Community engagement and Leadership	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Councillor Induction	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS	Equality and diversity	Online	LGA

Learning Time)		Online Webinar			
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Facilitation and conflict resolution	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Handling complaints for service improvement	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Influencing Skills	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Licensing and regulation	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Planning	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Police and Crime Panels	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Scrutiny for Councillors	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Stress management and personal resilience	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Supporting your constituents	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	The effective ward councillor	Online	LGA

Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Holding council meetings online	Online	LGA
Flexible (Own Learning Time)	1.5 hours	Blue LMS Online Webinar	Handling intimidation	Online	LGA

**Online Political Leadership Webinars for Councillors to support councillors in responding to coronavirus**

Flexible (Own Learning Time)	1 hour (2 x 30 minutes webinars)	Online Webinar	The role of the ward councillor in responding to the COVID-19 crisis <a href="#">Part 1: The emergency management cycle and council responsibilities, the role of officers and building and maintaining trust in your community</a> <a href="#">Part 2: The role of senior councillors, and a detailed look at the role of the ward Councillor</a>	Online - YouTube	LGA
Flexible (Own Learning Time)	45 minutes	Online Webinar	The importance of opposition leadership and what effective opposition looks like during the COVID-19 crisis <a href="#">Part 1: The importance of opposition leadership during COVID-19</a> <a href="#">Part 2: What effective opposition looks like</a>	Online - YouTube	LGA

Flexible (Own Learning Time)	19 minutes	Online Webinar	<a href="#">Rapid innovation for Local Government</a>	Online	LGA
Flexible (Own Learning Time)	39 minutes	Online Webinar	<a href="#">Effective chairing of remote meetings</a>	Online	LGA
Flexible (Own Learning Time)	22 minutes	Online Webinar	<a href="#">Presentation Skills</a>	Online	LGA
Flexible (Own Learning Time)	36 minutes	Online Webinar	<a href="#">Coalition Administrations</a>	Online	LGA

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# Councillor Development

Programme 2021-22

## Development Programme and Timetable

Date	Time/Duration	Venue	Session Overview	Format	Delivered by:
<b>Quarter 1</b>					
DD MM YYYY	1 hour	Microsoft Teams	<b>ICT Skills Workshops</b> Overview courses of Outlook and Teams and any IT queries	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal – ICT Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i>
DD MM YYYY	1 hour	Microsoft Teams	<b>Information Session - Planning</b> Short video presented by Planning Team for Councillor questions, planning applications and neighbour disputes	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal - Planning
DD MM YYYY	1 hour	Microsoft Teams	<b>Health and Safety Update</b> How to stay safe when working remotely, personal safety and available support	Delivered Virtually via Microsoft Teams	Internal - Health and Safety <i>Tim Munro Head of Service Health and Safety</i>
<b>Quarter 2</b>					
DD MM YYYY	1 hour	Microsoft Teams	<b>ICT Skills Workshops</b> Overview courses of Outlook and Teams and any IT queries	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal – ICT Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i>
DD MM YYYY	1 hour	Microsoft Teams	<b>Information Session - Waste &amp; Recycling</b> This session looks at how to respond to Waste & Recycling	Delivered Virtually via Microsoft Teams	Internal – Waste Services

			queries		
DD MM YYYY	2 hours	Microsoft Teams	<p><b>Unconscious Bias Briefing</b> During the workshop you will:</p> <ul style="list-style-type: none"> <li>• Learn what ‘unconscious bias’ is.</li> <li>• Gain a greater insight into your own unconscious biases.</li> <li>• Learn about and discuss how biases impact how we work.</li> <li>• Take away tips and techniques to reduce the impact of our biases.</li> </ul>	Delivered Virtually via Microsoft Teams	External
DD MM YYYY	1 hour	Microsoft Teams	<p><b>Using Social Media Workshop</b></p> <ul style="list-style-type: none"> <li>• How to effectively use social media</li> <li>• Online safety</li> <li>• Responsibilities of councillors on social media</li> </ul>	Delivered Virtually via Microsoft Teams Available to access the recording via the Learning Hub	Internal - Communications
DD MM YYYY	2 hours	Microsoft Teams	<p><b>Chairing Skills - Virtual Meetings</b> The session looks at chairing meetings online using platforms such as MS Teams</p>	Delivered Virtually via Microsoft Teams	External - LGiU
DD MM YYYY	TBC	Microsoft Teams	<b>LGA Annual Conference and Exhibition</b>	Delivered Virtually via Microsoft Teams	External - LGA
<b>Quarter 3</b>					
DD MM YYYY	1 hour	Microsoft Teams	<p><b>ICT Skills Workshops</b> Overview courses of Outlook and</p>	Delivered Virtually via Microsoft Teams	Internal – ICT Vikram Sahota / Daniel

			Teams and any IT queries	Available to access the recording via the Learning Hub	Clarke <i>Business Critical and Solutions Support Engineer</i>
DD MM YYYY	1 hour	Microsoft Teams	<b>Information session – Community Safety</b> Session delivered by Community Safety Team	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal – Community Safety
DD MM YYYY	1 hour	Microsoft Teams	<b>Refresher Session - Information Governance</b> <ul style="list-style-type: none"> <li>• GDPR</li> <li>• Protecting Information</li> <li>• Freedom of Information</li> <li>• Record management</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal – Information Governance  Anna Zollino-Biscotti <i>Information Governance Manager</i>  Catrina Finch <i>Information Governance Technical Specialist</i>  Martin Eades <i>Information Governance Technical Specialist</i>

DD MM YYYY	1 hour	Microsoft Teams	<b>No Offence Training</b> To help understand the importance that equalities plays in a councillor's role	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal – Equality, Diversity & Inclusion  Jin Takhar <i>Equality Diversity and Inclusion Manager</i>  Jo Patel <i>Equality Diversity and Inclusion Advisor</i>
DD MM YYYY	1 hour	Microsoft Teams	<b>Information Session – Highways &amp; Road Maintenance</b> Session delivered by Highways Team looking at common queries received by councillors	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal - Highways
DD MM YYYY	TBC	Microsoft Teams	<b>Annual Local Government Finance Workshop</b>	Delivered Virtually via Microsoft Teams	External - LGA
<b>Quarter 4</b>					
DD MM YYYY	1 hour	Microsoft Teams	<b>ICT Skills Workshops</b> Overview courses of Outlook and Teams and any IT queries	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal – ICT Vikram Sahota / Daniel Clarke <i>Business Critical and Solutions Support Engineer</i>

DD MM YYYY	1 hour	Microsoft Teams	<b>Refresher Session - Safeguarding</b> <ul style="list-style-type: none"> <li>• What is safeguarding</li> <li>• Facts &amp; figures</li> <li>• Number of child protection plans by ward</li> <li>• What lies behind the statistics and the work involved</li> <li>• The number of 'alerts' and the numbers referred and/or investigated</li> <li>• Who is at risk?</li> <li>• Scenarios which councillors might experience</li> <li>• Referral process</li> </ul>	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal - Safeguarding
DD MM YYYY	1 hour	Microsoft Teams	<b>Refresher Session - Finance</b> Session looking at Local Government Finance	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal - Finance
DD MM YYYY	1 hour	Microsoft Teams	<b>Information session – Licensing</b> Session delivered by Licensing Team including Licensing Act Gambling Act	Delivered Virtually via Microsoft Teams  Available to access the recording via the Learning Hub	Internal - Licensing
DD MM YYYY	1 hour	Microsoft Teams	<b>Information session – Council Tax/Benefits</b>	Delivered Virtually via Microsoft Teams  Available to access	Internal – Revenues and Benefits

			Session delivered by Benefits Team looking at common queries	the recording via the Learning Hub	
DD MM YYYY	2 hours	Microsoft Teams	<b>Development Session for New Mayor and Deputy Mayor</b> Chairing Full Council Managing Civic engagements and delivering short speeches	Delivered Virtually via Microsoft Teams	External
DD MM YYYY	TBC	Microsoft Teams	<b>Annual Employment Law Conference</b>	Delivered Virtually via Microsoft Teams	External – LGA
DD MM YYYY	TBC	Microsoft Teams	<b>Annual Public Health Conference</b>	Delivered Virtually via Microsoft Teams	External – LGA
DD MM YYYY	TBC	Microsoft Teams	<b>Annual LGA Culture and Tourism Conference</b>	Delivered Virtually via Microsoft Teams	External – LGA
DD MM YYYY	TBC	Microsoft Teams	<b>Annual LGA Licensing Conference</b>	Delivered Virtually via Microsoft Teams	External – LGA

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