

Councillor Handbook

Practical Guide

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Introduction and Welcome

Congratulations on being elected as councillor for the City of Wolverhampton Council. This councillors' handbook has been produced to give you information to help you in the first weeks after becoming a councillor and to set out all of the support you will be provided with during 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.

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...	Don't...
<ul style="list-style-type: none">• 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.	<ul style="list-style-type: none">• 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.

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

Laura Phillips
Deputy Director of People and Change
Tel Office. 01902 558892
laura.phillips@wolverhampton.gov.uk

Tim Clark
Communications Manager
01902 554076
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

or

Tim Clark
Communications Manager
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

Laura Phillips
Deputy Director of People and Change
Tel Office. 01902 558892
laura.phillips@wolverhampton.gov.uk

Tim Clark
Communications Manager
01902 554076
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

[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

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

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.

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 / 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

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.
(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 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

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

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

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	anita.cund@wolverhampton.gov.uk
Lynn Askin	Councillor Engagement Team Leader	01902 551218	lynn.askin@wolverhampton.gov.uk
Ann Cox-Mclvor	Mayoral Support Officer	01902 554090	ann.cox-mclvor@wolverhampton.gov.uk
Mark Watterson	Mayoral Support Officer	01902 554089	mark.watterson@wolverhampton.gov.uk
Jane Perkins	Councillor Support Officer	01902 551217	jane.perkins@wolverhampton.gov.uk
Harry Michael	Apprentice	N/A – via Teams	harry.michael@wolverhampton.gov.uk

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 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](#).

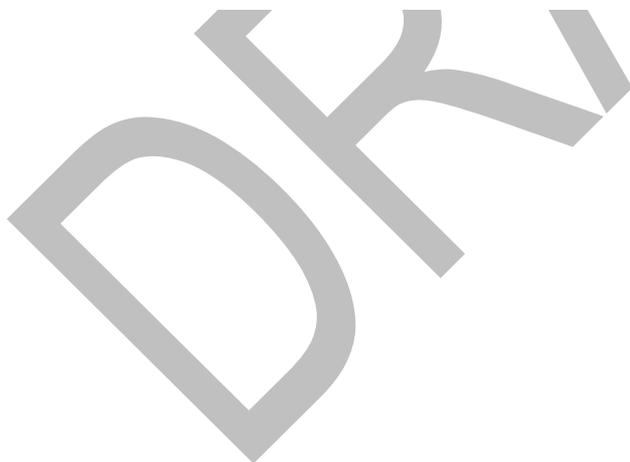
Section 3: Important Information about the City of Wolverhampton

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.



Cabinet Members, Scrutiny and Committee Chairs and Vice Chairs

The Cabinet
The Cabinet comprises the following Councillors each of whom also sit on the Performance Management and Resources Cabinet Panels. Lead roles are indicated below although it should be noted that these may be shared with the Leader or other Cabinet Members.

<p>Leader Ian Brookfield</p> <p>David Thor City Networks Wolverhampton Local Enterprise Partnership Wolverhampton, national, regional and international networks</p> <p>General Indicators, Public Relations and Reputation Management New Communications and Marketing</p>	<p>Deputy Leader & Resources Louise Miles</p> <p>Our Money including Medium Term Financial Planning a multi-faceted but central to budget development process a multi-faceted budget strategy Financially sound and robust for health Procurement and Commercialisation</p> <p>Our Technology led, IT Customer and Business Improvement Programme Health Corporate Risk Wolverhampton Strategy</p>	<p>Scrutiny Board</p> <p>Chair Paul Sweet</p> <p>Vice Chair Jonathan Crofts</p>	<p>Mayor</p> <p>Mayor Claire Darke</p> <p>Deputy Mayor Greg Brockbridge</p>	<p>Opposition Leader and Deputy Leader</p> <p>Opposition Leader Wendy Thompson</p> <p>Opposition Deputy Leader Chris Haynes</p>
<p>Adults Linda Leach</p> <p>Social care for older people, disability and mental health Adult safeguarding Care homes Health rights Wolverhampton Information Network</p> <p>Senior Care Fund and Integration Quality and Care programme delivery Adult care governance and quality Health Commission Health Commission</p>	<p>Children and Young People John Reynolds</p> <p>Children's safeguarding and protection of children Child's best interest Early intervention, prevention and specialist services Children's Treatment work Vulnerable children Team Working</p> <p>Children and young people partnership working Look for children and young people's health and wellbeing Children's Services Development Children and Young People's participation and engagement Team Working</p>	<p>Scrutiny Panels</p> <p>Chair Val Evans</p> <p>Vice Chair Simon Bennett</p> <p>Adults and Safer City</p>	<p>Chair Rita Potter</p> <p>Vice Chair Sohal Khan</p> <p>Children, Young People and Families</p>	<p>Chair Phil Page</p> <p>Vice Chair Paul Singh</p> <p>Health</p>
<p>City Assets and Housing Jacqui Sweetman</p> <p>City Housing Strategy and Housing Vision City Member of Wolverhampton Strategic City Housing Needs Consultation Housing Asset Plan City Housing Services Data Services City Housing Landlord Services City Housing Company - WLV Living Ltd</p> <p>City Housing Strategy Development Strategy Our Assets Programme and City Strategy City Housing Needs Consultation Housing Asset Plan City Housing Services Management Plan</p>	<p>City Economy Stephen Simkins</p> <p>City Development City Planning and policy development Central Business District Supporting City Business Charitably shared investment Cultural and Creative economy incl. arts, tourism and culture</p> <p>Economic growth and inclusion partnership Licences and Community Hubs City Marketing City Events Programme</p>	<p>Chair Bhupinder Gakhai</p> <p>Vice Chair Uday Singh</p> <p>Our Council</p>	<p>Chair Rupinderjit Kaur</p> <p>Vice Chair Chris Haynes</p> <p>Stronger City Economy</p>	<p>Chair Mak Singh</p> <p>Vice Chair Paul Appleby</p> <p>Vibrant and Sustainable City</p>
<p>City Environment Steve Evans</p> <p>Strategy/Transportation Wolverhampton Local Enterprise Partnership Wolverhampton Strategic Local Authority Wolverhampton Environment Municipal</p> <p>Public protection and environmental Licencing Wolverhampton Strategic Wolverhampton Environment Wolverhampton Wolverhampton Wolverhampton Wolverhampton</p>	<p>Education and Skills Dr Michael Hardacre</p> <p>Early Years School standards and attainment Strategic School plan planning School improvement School performance School quality School governance Schools & school support Skills and employability</p> <p>Part 15 School Education provision Adult Education Higher and further education Partnership working to enhance health and wellbeing for schools</p>	<p>Chair Alan Butt</p> <p>Vice Chair Jonathan Yardley</p> <p>Audit</p>	<p>Chair Alan Bolshaw</p> <p>Vice Chair Obaidia Ahmed</p> <p>Licensing</p>	<p>Chair Mikinder Jaspal</p> <p>Vice Chair Clare Simm</p> <p>Pensions</p>
<p>Governance Paula Brookfield</p> <p>Legal Governance Services Strategy & Financial Support Contract Negotiation & Licences Information Governance Regulatory Equality</p> <p>Complete workbooks Our People Programme incl. Governance Wolverhampton Strategic Our Data Programme incl. Insight and Performance Wolverhampton Wolverhampton</p>	<p>Public Health and Wellbeing Jasbir Jaspal</p> <p>Prevention of health and reducing health inequalities Identifying and addressing health inequalities Healthy City Leadership Health Inequality Community health and wellbeing outcomes</p> <p>Emergency Planning, Resilience and Control Coordination MCH Programme Wolverhampton Local Enterprise Partnership Community Engagement Public Health Commissioning</p>	<p>Chair Keith Inston</p> <p>Vice Chair Anwen Muston</p> <p>Planning</p>	<p>Chair Anwen Muston</p> <p>Vice Chair Anwen Muston</p> <p>Planning</p>	<p>Equalities Champion Asha Mistu</p>

Councillors

Political control

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

Council seats are currently distributed as follows:

Labour: 45

Conservative: 10

Independent: 1

There are currently four vacant seats

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

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

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

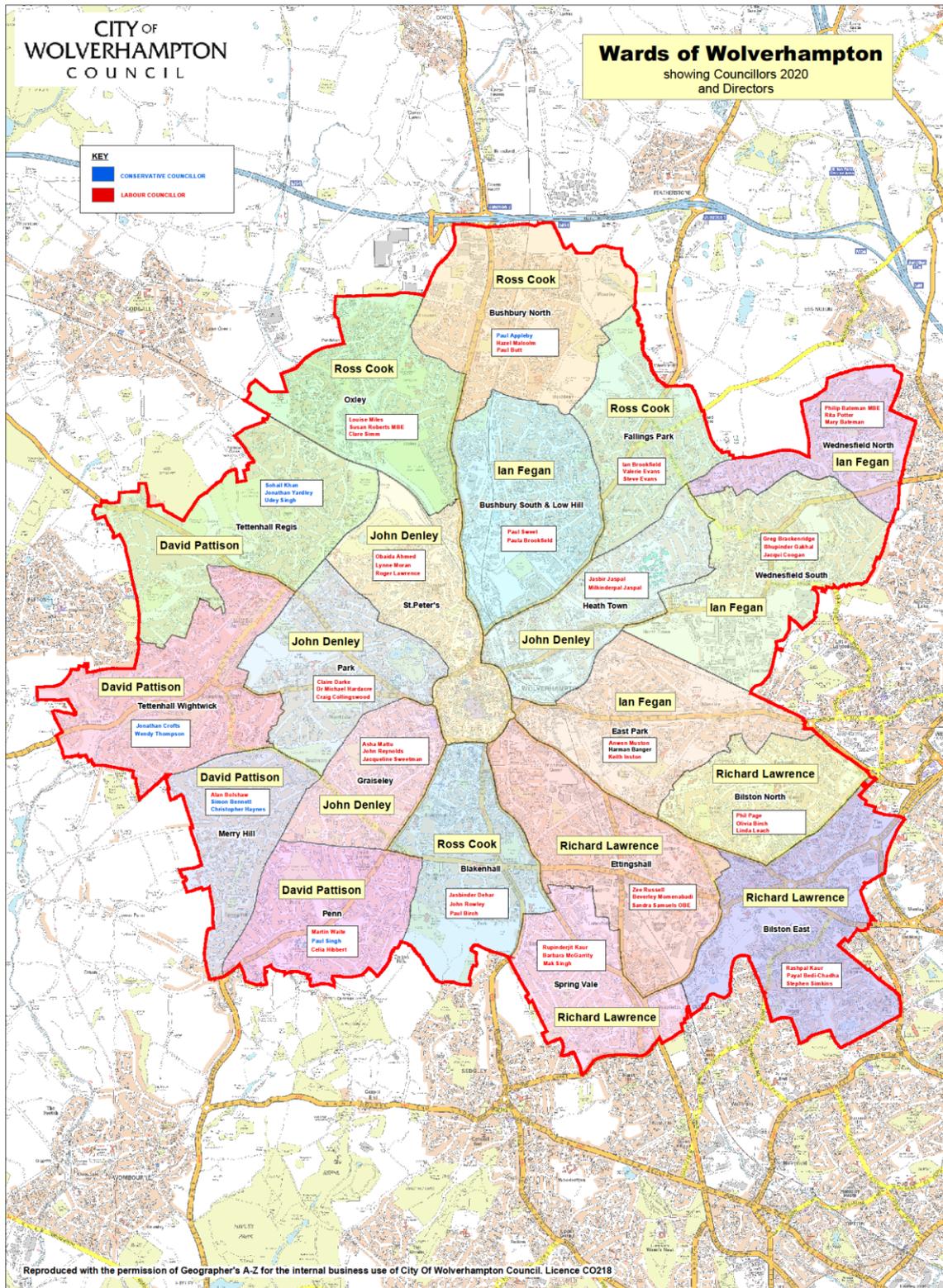
To find your Councillor please use the links below:

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



DK

Wards



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.

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.

[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

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

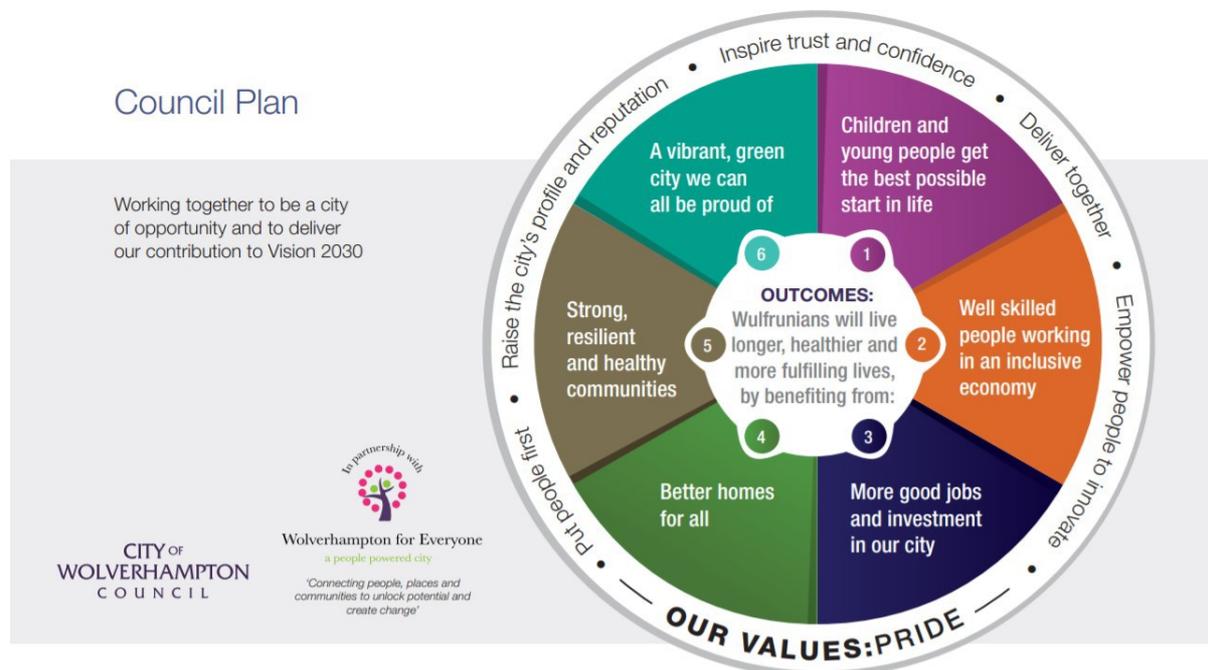
All that we do as an organisation will support these strategic outcomes. Whilst they are presented as six separate priorities they are interlinked and support one another. We cannot do this in isolation, as such it is vital to continue to act as one Council and one city to ensure that these strategic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

[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

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.

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		david.pattison@wolverhampton.gov.uk
Laura Phillips		laura.phillips@wolverhampton.gov.uk
Communications Team		communications@wolverhampton.gov.uk
Insurance Services		rmis@wolverhampton.gov.uk
Democratic Services		democratic.services@wolverhampton.gov.uk
Electoral Registration	01902 555050	electoral.reg@wolverhampton.gov.uk
Councillor Enquiry Unit	TBC	councillors.support@wolverhampton.gov.uk
Customer Services	01902 551155	customer.services@wolverhampton.gov.uk
Emergency Out of Hours	01902 552999	
Health and Safety Team	01902 551212	healthandsafety@wolverhampton.gov.uk
Information Governance	01902 555166	InformationGovernanceSecure@secure.wolverhampton.gov.uk
HR Support Desk	01902 552345	HR.SupportDesk@Wolverhampton.gov.uk
Adult Safeguarding	01902 551199 Out of Hours 01902 552999	MASHsecure@secure.wolverhampton.gov.uk
Children Safeguarding	01902 555392	
Facilities Management		fm.enquiries@wolverhampton.gov.uk
ICT Service Desk	01902 558000	ICT.ServiceDesk@Wolverhampton.gov.uk
Car Parks Team	01902 550303	CarParks@wolverhampton.gov.uk