

Councillor Handbook

2024-2025

wolverhampton.gov.uk

CITY OF
WOLVERHAMPTON
COUNCIL

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 2024/25 to help you in your new role. Please note that the Committee Chairs and other Councillor posts included in this handbook will be updated following the Annual general Meeting on 15 May 2024 where appointments will be decided by Council.

Serving as a democratically elected councillor is an honour and carries with it significant responsibilities. As well as representing the people of your ward, and Wolverhampton generally, you are responsible (with others) for running a large and complex public organisation with more than 4,000 (non-school) staff and a budget of £330m+.

Councillor Stephen Simkins
Leader of the Council



"Congratulations on being elected to serve the people. It is a tremendous honour and a great responsibility to be elected by your peers. I hope you find your time as a councillor to be rewarding and enjoyable. It won't always be easy, but I strongly believe that dedicating yourself to public service remains a noble and fulfilling calling."

Tim Johnson
Chief Executive



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

Councillor Wendy Thompson
Leader of the Opposition Party



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

David Pattison
Chief Operating Officer



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

Welcome from Local Government Association (LGA)

The national voice of local government

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

Having one national voice gives local government the capacity to:

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

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

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

Section 1 – Being an Elected Councillor

Role of a Councillor and Officers

Councillors provide the democratic leadership of the council.

They:

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

Officers are employees of the council.

They:

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

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

The most effective councillors gain a good appreciation of:

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

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

Membership of Political Groups

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

Register of Interests

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

There are two types of interests: pecuniary and non-pecuniary and these are prescribed by regulations and set out in the Council's Code of Conduct for Councillors, Appendix B. Each councillor must register their interests as soon as they take up office, and in relation to disclosable pecuniary interests must by law keep their statutory register up to date and inform the council's Monitoring Officer, David Pattison of any changes within 28 days of the change occurring via monitoring.officer@wolverhampton.gov.uk

Failure to provide this information at all or within time limits, or providing false or misleading information, are offences under the Localism Act 2011.

The register of interests contains details of:

- any employment, office, trade, profession or vocation carried on for profit or gain.
- Sponsorship - any payment or other financial benefit (other than from the Council) within the relevant period (12 months) for any expenses incurred in carrying out duties as a Councillor/Co-opted Member, or towards your election expenses, including payment or financial benefit from a Trade Union.
- Contracts - any current contracts for goods, services or works between you (or a body in which you have a beneficial interest) and the Council.
- Land - any beneficial interest in land within the area of the Council.
- Licences to occupy land within the area of the Council.
- Corporate Tenancies where the Council is the landlord and the tenant is a body in which you have a beneficial interest.
- Securities
- Membership to any other public bodies (Membership of certain other bodies i.e. political groups, trade unions, school governor, bodies appointed to by the Council).
- Gifts and hospitality received by you with an estimated value of £50 or more.

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

Unless the interest is a sensitive one as agreed by the Monitoring Officer, interests must be declared in any proceeding of the Council or its Committees even if the interest has already been included on the Register of Interests, or where there is a notification pending to the Monitoring Officer.

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

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

The Register of Interests form is available [here](#) and from the Councillor Support Team. The Council has produced Guidance for members to assist them in completion of the statutory register [here](#) as well as a Frequently Asked Questions guide [here](#).

Legal responsibilities

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

Code of Conduct for Councillors

It is important that Councillors are aware that they can be held accountable and are required to adopt the behaviours and responsibilities associated with the role. Councillor Conduct can affect the reputation of all councillors and it can cause the public to lose confidence in and ignore the good work being done by the Council as a whole. We want the role of councillor to be one that people aspire to. We also want

individuals from a diverse range of backgrounds and circumstances to be putting themselves forward to become councillors.

Councillors represent 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.

It is a requirement of accepting your position that you abide by the Code of Conduct for Councillors at all times when acting as a Councillor, and you must put in writing your understanding of and agreement to uphold the standards required of you.. It is important that if you are in any doubt about the requirements of you, or whether you might have a conflict of interests, you must seek advice from the Monitoring Officer or one of his deputies

Complaints about breaches of the Code of Conduct are made to the Monitoring Officer and ultimately may be considered by a hearing panel comprising members of the Governance & Ethics Committee. Sanctions may be imposed if a Councillor is found to have behaved in a way that falls below the required standard.

More information on the Code of Conduct is available from the Monitoring Officer or one of their deputies either direct with that person or via monitoring.officer@wolverhampton.gov.uk.

Gifts and Hospitality

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

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

Rules of Debate – Full Council

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

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

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

The key aspects are:

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

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

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

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: Head of Information Governance and Customer Assurance Anna Zollino-Biscotti on 01902 555166 or email: Anna.Zollino-Biscotti@wolverhampton.gov.uk.

Confidentiality

There are three distinct areas where confidentiality might apply:

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

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

Councillors will at times have access to highly confidential information and as such there are certain limited situations when the Council needs to restrict sight of the papers and to restrict access to a meeting discussing the papers in relation to a formal decision or prior to reaching that decision, a good example would be where

authority is being sought to purchase or sell a property at a specific price, if the other party (or others) were to become aware of this it would adversely impact on the Council's negotiating position. Another good example is when making a decision about the fitness of a potential taxi driver and any convictions that they may have (as shown by an enhanced criminal records disclosure search), that information clearly cannot be shared widely and must stay confidential.

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

The Pre-election Period

The pre-election period describes the period immediately before elections or referendums when care should 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. The term 'heightened sensitivity' is also used, and this was previously referred to as "Purdah".

Both positive or negative publicity associated with a politician or particular political party could impact on a person's perception and therefore influence their vote.

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

What this means in practice for the council

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

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

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

Consultations – Generally we should not launch any new consultations. Unless it is a statutory duty or considered normal council business, such as budget consultations. We should consider carefully before starting any new consultations or

publish report findings from consultation exercises, which could be politically sensitive.

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

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

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

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

Business as usual

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

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.

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

The LGA have also produced a guide to 'Publicity during pre-election period'.

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

David Pattison
Monitoring Officer, Chief Operating Officer
01902 554910
david.pattison@Wolverhampton.gov.uk

Michelle Rowe
Deputy Monitoring Officer, Solicitor
Michelle.rowe@wolverhampton.gov.uk

Guidance on Councillors' use of Social Media and Mobile Devices

This guidance applies to Councillors, it is also general good practice for professional conduct. Social media is a fantastic tool to communicate and engage with your constituent and many Councillors are increasingly using it to do just that. This guide is therefore not designed to put you off using social media, but rather to help you avoid its pitfalls. The Council's Corporate Communications Team, who run the council's popular Wolverhampton Today [Facebook](#) and [Instagram](#) accounts and [@WolvesCouncil on X](#) (formerly known as 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, X (formerly known as Twitter), LinkedIn, YouTube, Instagram, TikTok and blogs (web logs). Types of mobile devices include smart-phones, tablets and laptops.

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

Councillors should:

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

Councillors should not:

- place images or text on their site from a copyrighted source (for example

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

The Use of Social Media and Mobile Devices at Meetings

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

Examples of acceptable use:

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

Avoid the following:

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

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

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

Constitution

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

Councillor Meeting Membership

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

Section 2: Information for Councillors

Allowances

As a Councillor you will be entitled to a basic allowance of £12,883 Councillors who undertake significant responsibilities i.e., chairing a committee will receive a Special Responsibility Allowance.

Councillor Portal

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

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

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

Councillor Case Work

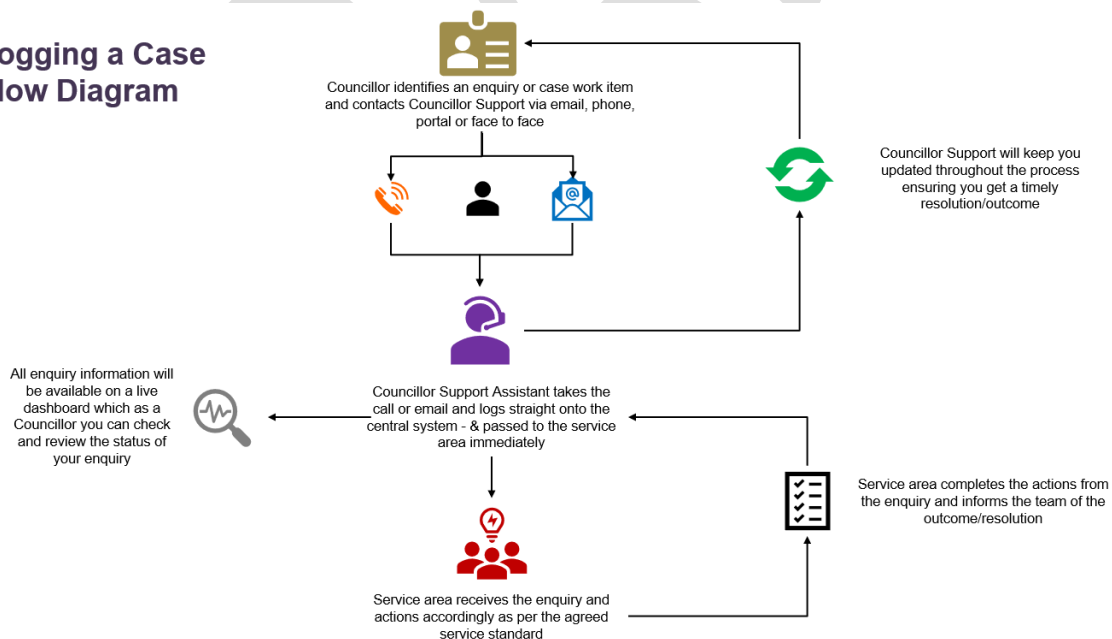
The Councillor Support Team is the single point of contact for all councillors' case work. The team has a dedicated phone number and email address for all case work to be logged. The team will manage case work, contact services to monitor the progress of your case and provide you with regular updates.

The process:

- Councillor contacts Councillor Support via phone or email to log a case.
- The Councillor will be given a case reference number and receive an email with a summary of the case
- The team will monitor the case and keep the Councillor updated with its progress.
- The team will chase cases with service areas if no update or closure notification has been received as it approaches the agreed service standard.
- Once the team has confirmation the case has been resolved they will update the Councillor and close the case.
- In the event of a change of councillor Cases are re-allocated to the new Councillor, councillors are updated on these cases and allocated to them – ensuring any sensitive cases are reviewed and shared in-line with GDPR guidelines.

A visual diagram of the process is detailed below:

Logging a Case Flow Diagram



When logging your enquiry, please:

- Include as much detail as possible relating to the case you want logged
- Provide full details of the nature of the complaint and location (ie potholes / fly tipping).
- Provide the full name and address of any residents involved in the enquiry involves a resident

- Provide proof of consent from the resident if required (e.g. for social care enquiries).

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

[Consent Form – Adults](#)

[Consent Form – Childrens](#)

The team offers a more efficient process, ensuring consistent responses for councillors and help you better assist your constituents.

For Councillor Support, please contact the team via:

Email: councillors.support@wolverhampton.gov.uk

or

Tel: 01902 550200

Councillor Support operating hours are as follows:

Monday to Thursday 09.00am to 5.00pm

Friday 09.00am to 4.30pm

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

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

For external contacts please see section 8 of this document – this details how to contact Canals and River Trust, Severn Trent, BT etc.

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.

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 and a copy of the Council's Liability Insurance letter can be found Council's insurance cover does not apply where the actions of the Councillor are purely political or personal and cannot be deemed to be actions undertaken on behalf of City of Wolverhampton Council. The Council's public liability insurance cover has similar provisions.

Councillor Benefits

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

Your Care Wellbeing Platform

Your Care is our brand new wellbeing platform offering a range of personal, emotional, and financial wellbeing tools to help you build mental resilience and strengthen your personal, emotional, and financial wellbeing.

Free to employees and accessible via the Our Rewards portal, Your Care includes:

- **Assessments** - Identify the risk of developing leading lifestyle-related diseases, along with mental health and financial scores
- **Goals** - The option to set health-boosting goals with small, sustainable lifestyle changes
- **Resources** - Podcasts, blogs, videos, articles, tips and real life stories providing inspiration and motivation on everything from sleep strategies to smoking cessation and financial fitness to healthy recipes
- **Support** - Access to 24/7 support and counselling, 365 days a year. Whether you need advice, short term support, or a specialised treatment, Your Care is on hand to help. Call 0800 023 9324.

To access all of these fantastic resources, visit the Our Rewards portal www.ourrewards.co.uk and click on 'Your Care Wellbeing'.

Not yet registered for Our Rewards? Follow these simple steps:

1. Go to ourrewards.co.uk and click on the Register button.
2. Complete the registration page with First Name, Last Name, Email and create a new Password. You will also require your Employee Number – this is also known as your Res ID and can be found on your payslip or in Agresso. It is important that this is entered correctly.
3. Once you've read them, tick the box to agree to the terms & conditions and privacy notice and then click next.
4. You will receive a confirmation email to complete your account setup. Click the link "Confirm my account" and you will then be taken through to the Vivup portal.

Having problems? Contact Vivup's Customer Care team on 01252 784540.

Our Rewards Viv Up

The Our Rewards scheme includes a one stop portal to get all your councillor

benefits in one place.

Simply visit www.ourrewards.co.uk and click on 'register' to access the following:

- Access a huge range of discounts to help you save money across hundreds of the UK's favourite high-street and online retailers
- Access Local offers including information on Community Shops
- Save on the cost of commuting by bus, train and tram with a National Express travel card.
- Join WV Active for a discounted rate and enjoy the latest in fitness at all three of our WV Active sites.
- Save yourself hundreds of pounds a year on everyday healthcare costs such as visiting the dentist, opticians or physiotherapist by joining Paycare's corporate health cash plan for less than you may think.
- Take advantage of the free will writing service from Dunham McCarthy solicitors.
- Get great rates on ethical savings and loans with deductions taken directly via payroll with Wolverhampton City Credit Union. Visit www.wccul.co.uk for further details.

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

Key information following the election

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 Councillor 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 to show that you have stayed within the legal spending limit – this amount will have been communicated to you by Electoral Services in the candidates and agents guidance. Expenses are not reimbursed. Both the candidate and 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. Electoral Services will send you a reminder following the election with the key information you will need. However Electoral Services are not able to advise any further on expenses, as this is a role of the Electoral Commission.

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

Election expenses can be returned to:

The Proper Officer, C/O Electoral Services

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

Alternatively, scanned copies of completed election expenses can be sent to:

candidates@wolverhampton.gov.uk

Expenses will legally be kept for 2 years and are available for public inspection.

Access to Electoral Register

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

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

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

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

Induction Programme

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

The programme is split into two sections:

- Mandatory
- Beneficial – please note these sessions are open to new and current Councillors.

Development Programme

Organisational Development support with Councillor Development and will provide information on training courses and development opportunities. The proposed Councillor Development programme is co-produced with Councillors and will be communicated at the start of the municipal year. This may be subject to change throughout the year should there be further development needs. Upcoming training and development opportunities will also be communicated regularly as part of the Councillor weekly email.

If you have a particular training or development request, please contact Councillor Support Team via email councillors.support@wolverhampton.gov.uk with details of the event, the reason you would like to attend and the benefits it will deliver.

The request will then be sent to the Organisational Development Team, who will review this against the Councillor Development Programme, and dependent on suitability and resources, will co-ordinate and book the course or conference. Confirmation details will then be sent to the Councillor and Councillor Support Team. Where the Organisational Development Team is aware of other opportunities, they may recommend an alternative to your request.

Mandatory Training

All Councillors are expected to complete mandatory training. The mandatory training e-learning modules are to be completed via the Our People Portal.

The following modules are required to be completed:

- An Introduction to Equality and Diversity
- Child Sexual Exploitation
- Climate Change Toolkit
- Corporate Parenting
- Customer Service
- Dementia Awareness
- Health & Safety
- Political Awareness
- Protecting Information
- Safeguarding Against Violent Extremism (PREVENT)
- Safeguarding Awareness
- Using Restorative Practice

All Councillors must ensure they complete all modules and remain up to date with any new mandatory training that may be introduced throughout the year.

Councillors can access the Our People Portal from the City People homepage. The image below is the login page for the Our People Portal. All Councillors should login using the *CoWC device users login* button at the bottom left of the screen.

Instructions

If you are a City of Wolverhampton Council employee: Please login using the City of Wolverhampton Council button below. If you do not have a work device, you will need to login through My Applications before doing this.

If you are employed by an agency: Please contact OD.Team@wolverhampton.gov.uk to request an account.

If you have been instructed to self-register for an account: Please use the Self-register your account button below. It is crucial that you select the correct organisation or your account request may be rejected.

Agency and Self-Registrations: Once you have your login details, use the login form to access the system.

If you have any queries or problems logging in please contact OD.Team@wolverhampton.gov.uk

Self-register your account
CoWC device users login:
City of Wolverhampton Council

Log in


Username

Password

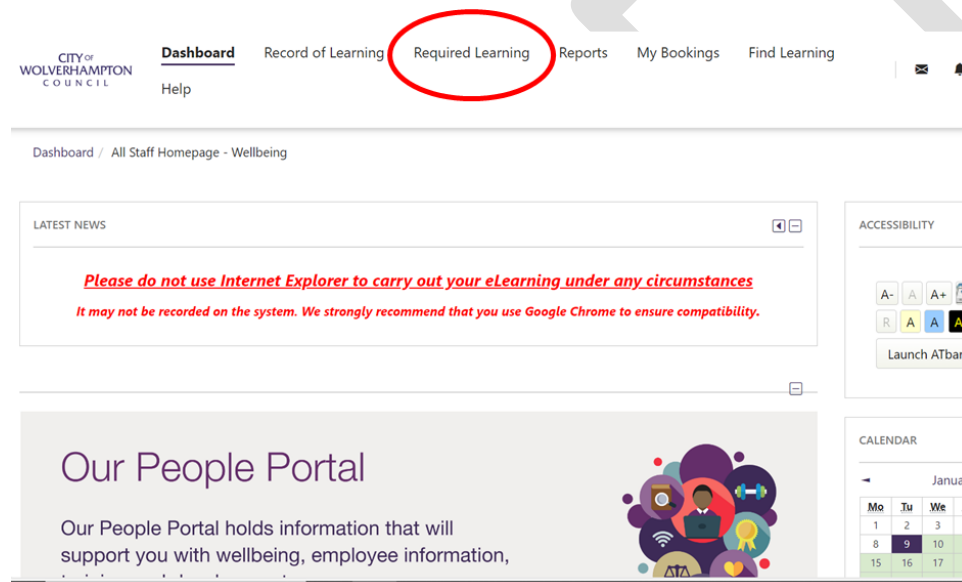
Remember username

Log in

Forgot username or password?

 Cookies must be enabled in your browser

Once logged into the Our People Portal, Councillors can view and access any incomplete mandatory training under the Required Learning tab.



CITY OF WOLVERHAMPTON COUNCIL

Dashboard Record of Learning **Required Learning** Reports My Bookings Find Learning Help

Dashboard / All Staff Homepage - Wellbeing

LATEST NEWS

Please do not use Internet Explorer to carry out your eLearning under any circumstances
It may not be recorded on the system. We strongly recommend that you use Google Chrome to ensure compatibility.

ACCESSIBILITY

A- A A+ R A A Launch ATbar

CALENDAR

January

Mo	Tu	We	Th
1	2	3	4
8	9	10	11
15	16	17	18

Our People Portal

Our People Portal holds information that will support you with wellbeing, employee information,

If you require further support with accessing the Our People Portal, please contact the Organisational Development Team via 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](#) which shall also detail Heads of Service and Lead Officers.

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

Keeping you informed

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

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

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

Access to the building(s)

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

The Councillor 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 Councillor 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 Councillor Support Team immediately so that the card can be cancelled in order to alleviate any security issues. The Councillor Support Team will liaise with Business Support to ensure a new access card is issued.

Councillors and employees are required to always wear their access cards while in the Civic Centre and other council buildings.

Councillors' Space

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

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

Facilities in the Councillors shared office space include:

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

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

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

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

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

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

Postage

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

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

IT Support and Equipment

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

Should you require further support with your IT equipment at any point you can contact the Digital & IT Services Support Desk via: DigitalandIT@wolverhampton.gov.uk or Phone: 01902 558000 Alternatively you can contact a member of the Councillor Support Team who can arrange for a member of

the IT team to contact you to arrange a suitable time to deal with your request.

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

If your equipment is lost, stolen or damaged, please contact:
councillors.support@wolverhampton.gov.uk

Using Council Devices Abroad

Please note that for security reasons you will not be routinely able to use your council mobile phone, laptop or any other device connected to the network when travelling abroad. Roaming will not be activated, but devices are all WIFI enabled – when using WIFI please ensure that it is a secure network.

This also includes the ability to access your E-mails or Microsoft Teams from a council or non-council issued device. You will need to make a request, via the Councillor Support Office, providing at least two working days' notice if you wish to have roaming access enabled on your mobile phone or to have access to Microsoft Office 365 (Email, Teams etc). Please ensure you provide your travel location and dates.

Agile Working

The City of Wolverhampton Council recognises agile working enables employees to maximise their performance and productivity whilst maintaining a good work life balance.

As a public service organisation, the Council's focus is to ensure we deliver the very best possible services for our city and residents. Our customers and business needs remain central to any agreed working arrangements across teams and services. Nevertheless, working in a smarter way supports the Council to be an employer of choice and to continue to attract, develop and retain high quality staff.

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

This flexibility ensures everyone is supported to undertake their role in the most effective way possible while delivering service improvements for the customer. This sees us support employees through a range of policies, technology, management techniques and training to be flexible and responsive in the way they work.

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

appropriate and effective method of working. It is appreciated that not all roles within the Council can be flexible and the flexibility will be dependent on the workstyle assigned to the role and the demands and needs of the service, taking into account internal and external customer requirements and business needs. Individual preferences and circumstances will also require consideration to enable the best form of agile working.

Councillors' Surgeries

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

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

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

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

Health and Safety

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

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

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

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

How to stay safe as a Councillor

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

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

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

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

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

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

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

Tim Munro
Head of Service – Health and Safety
01902 554058
tim.munro@wolverhampton.gov.uk

Health and Wellbeing

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

Employee Assistance Programme

The Organisation is pleased to announce, that from December 2023, we have introduced a brand new and improved Employee Assistance Programme for our councillors and our employees.

The new scheme is delivered by Viv Up and has many of the same benefits as the previous scheme, the ability to contact a qualified professional 24 hours a day, 7 days a week, face to face counselling and confidential information and guidance.

In addition to these benefits the new Employee Assistance Programme has many other tools and resources to support the maintenance of your wellbeing, from a personalised wellbeing dashboard that allows you to set health goals, to recipes,

podcasts, blogs, debt support, self help guides and much more.

Support for Bereavement, Mental and Physical wellbeing is available.

Contact details:

Telephone: 0800 0239 324

Or visit the website: [Viv Up Your Care](#)

Councillor Profiles

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

Car Parking

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

Customer Feedback

The City of Wolverhampton Council is committed to delivering excellent Customer Service. For details on how to complain, submit comments or compliments on the services City of Wolverhampton Council offer, please visit [Customer Feedback](#) on the City of Wolverhampton Council’s Website.

Local Government and Social Care Ombudsman (LGSCO)

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

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

Section 3: Important Information about the City of Wolverhampton

Local Government in Wolverhampton

The City of Wolverhampton is a place which is proud of its history, celebrates its diversity, and is ambitious for the future.

- Wolverhampton is a young, vibrant, and diverse city with a population of over 267,000 people. The city covers an area of 69.4sq km and includes the city centre and the town centres of Bilston and Wednesfield. The city is growing and diversifying even further, with the population predicted to rise to 296,102 by 2043. Some of the city's key characteristics are outlined below: Population of 267,651
- 45% of the population identify as being from ethnic minority groups (non-White British)
- 18% of the city's population are disabled
- There are over 88 languages spoken in the City
- 15% of residents aged 3+ do not speak English as their main language23% of the population were not born in the UK
- Wolverhampton has an average age of 38 years old
- 3.17% of the population aged 16+ identify as Lesbian, Gay or Bisexual or Other

0.55% of residents aged 16+ have a gender identity different to the sex registered at birthThe Council uses the [WV Insight](#) Website to collect data about protected groups in Wolverhampton. It provides data, research and information about topics such as health, education and population, and provides a specific [Equalities Dashboard](#).

Cabinet Members, Scrutiny and Committee Chairs and Vice Chairs










City of Wolverhampton Council

Cabinet Members, Scrutiny and Committee Chairs and Vice-Chairs 2023/2024

CITY OF
WOLVERHAMPTON
COUNCIL

The Cabinet

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

 <p>Leader Stephen Simkins</p> <ul style="list-style-type: none"> Our City, Our Plan West Midlands Combined Authority International relations, regional and sub-regional leadership External relations, Public Relations and Reputation Management New Communities and regeneration Our City, Our Plan - driving economy forward for the city 	 <p>Deputy Leader: City Housing Steve Evans</p> <ul style="list-style-type: none"> Our City, Our Plan - good homes in well-connected neighbourhoods City Housing Strategy and Housing Policy City Prevention of Homelessness Strategy City Housing Needs Assessment Housing and Temporary Accommodation City Housing Services Inc. (Housing and Self-Help) Solar Homes Inc. National Leader for Building Social Programme City (Historical) Landmark Services Wolverhampton Home Area's Length Management Company City (Historical) Landmark Services - Asset Management Organisation Part of Housing Asset Organisation and Corporation City Housing Company - WY Living Ltd City Housing Development Strategy
 <p>Governance and Equalities Paula Brookfield</p> <ul style="list-style-type: none"> Our City, Our Plan - Fair and inclusive priority leading equalities Legal Charitable Services and School Appeals Scrutiny Electoral Registration and Elections Information Governance Chair of Electoral and Council Support and Councilor Enquiries Corporate Complaints and Feedback Our People Strategy Inc. HR and 	 <p>Resources Louise Miles</p> <ul style="list-style-type: none"> Our Money including decision on financial planning Capital Strategy Inc. (Asset) Budget Development process Financial Management Strategy Capital and asset business plan Housing Health and Social Care Needs Assessment and Communication Asset and Corporate Inc.
 <p>Children and Young People Chris Burden</p> <ul style="list-style-type: none"> Our City, Our Plan - strong families where children grow up and schools that fulfil potential Our City, Our Plan - better lives for all with quality care for those that need it Children's safeguarding, i.e. protection of vulnerability Children in need and in need of protection Children and young people in care and care leavers Domestic violence Early life nutrition, prevention and specialist services 	 <p>Adults and Wellbeing Jasbir Jaspal</p> <ul style="list-style-type: none"> Our City, Our Plan - Address the needs of all people from health and care through to housing, employment, financial, education and leisure Our City, Our Plan - Care support and care services Health and Care teams Health and Care teams Health and Care teams Health and Care teams Health and Care teams Health and Care teams Health and Care teams Health and Care teams
 <p>Jobs, Skills and Education Jaqueline Coogan</p> <ul style="list-style-type: none"> Our City, Our Plan - more local health in the good (and bad) training Our City, Our Plan - Adult Education Our City, Our Plan - further and higher education (incl. Wolverhampton College, training providers and apprenticeship) School governance Skills and employability including careers advice, work experience, internships and placements Health and wellbeing for schools 	 <p>Environment and Climate Change Craig Collingswood</p> <ul style="list-style-type: none"> Our City, Our Plan - healthy inclusive communities Our City, Our Plan - good homes in well-connected neighbourhoods Our City, Our Plan - climate resilience Our City, Our Plan - Strategic Transportation Our City, Our Plan - Operational Transportation Inc. Highways management and maintenance Waste and Recycling Services Street cleaning Domestic waste services, park operations, country parks Waste and Recycling Services Public protection and contractor protection
 <p>Digital and Community Inclusion Obaida Ahmed</p> <ul style="list-style-type: none"> Our City, Our Plan - driven by digital Our City, Our Plan - digital and IT services Our City, Our Plan - digital inclusion and connectivity Digital inclusion including digital skills Digital inclusion Digital projects 	 <p>Visitor City Bhupinder Gakhai</p> <ul style="list-style-type: none"> Visitor Experience Partners Activities Voluntary and Community Social Inclusion Community Engagement Leisure and Community sites

Scrutiny Board

 <p>Chair Philip Bateman</p>	 <p>Vice Chair Ellis Turrell</p>
--	--

Mayor

 <p>Mayor Dr Michael Hardacre</p>	 <p>Deputy Mayor Linda Leach</p>
---	--

Opposition Leader and Deputy Leader

 <p>Opposition Leader Wendy Thompson</p>	 <p>Opposition Deputy Leader Simon Bennett</p>
--	--

Scrutiny Panels

 <p>Chair Val Evans</p>	 <p>Vice Chair Chris Haynes</p>
---	---

Adult

 <p>Chair Caisar Azæem</p>	 <p>Vice Chair Staphanie Haynes</p>
--	---

Children and Young People

 <p>Chair John Reynolds</p>	 <p>Vice Chair Sohal Khan</p>
---	---

Resources & Equality

 <p>Chair Susan Roberts MBE</p>	 <p>Vice Chair Paul Singh</p>
---	---

Health

 <p>Chair Jacqui Sweetman</p>	 <p>Vice Chair Udey Singh</p>
---	---

Economy & Growth



 <p>Chair Anwen Muston</p>	 <p>Vice Chair Wendy Dalton</p>
--	---

Climate Change, Housing and Communities



Committees

 <p>Chair Jaspreet Jaspal</p>	 <p>Vice Chair Mary Bateman</p>
---	---

Audit and Risk

 <p>Chair Rita Potter</p>	 <p>Vice Chair Rohit Mistry</p>
---	---

Governance & Ethics

 <p>Chair Zoe Russell</p>	 <p>Vice Chair Rashpal Kaur</p>
---	---

Regulatory and Statutory Licensing

 <p>Chair Milkinder Jaspal</p>	 <p>Vice Chair Tersam Singh</p>
--	---

Pensions

 <p>Chair Paul Sweet</p>	 <p>Vice Chair Gillian Wildman</p>
--	--

Planning

WCC 489 20.09.23

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 47 seats and therefore has political control of the Council. The leader of the Labour group, Cllr Stephen Simkins, is Leader of the Council.

Council seats are currently distributed as follows:

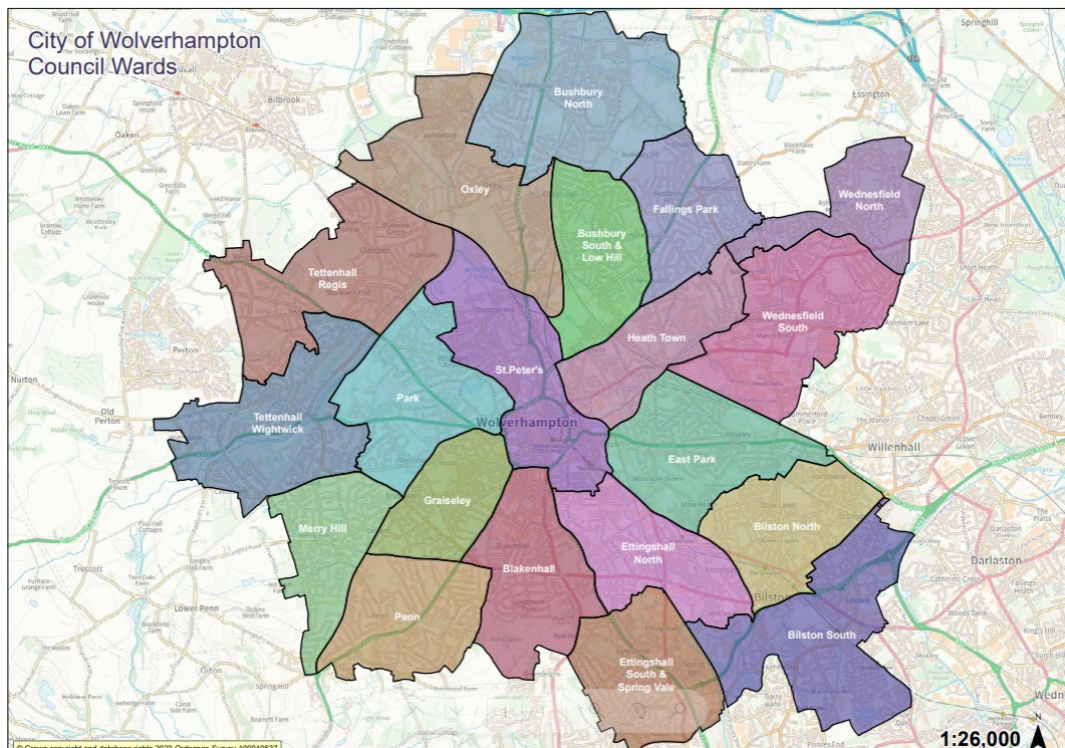
Labour: 47

Conservative: 13

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: [Find your councillor](#)

Wards



Director Ward Champion Role

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



Director Ward Champions and their Wards



David Pattison

➤ Merry Hill, Penn, Tettenhall Regis, Tettenhall Wightwick



Ian Fegan

➤ Bushbury South & Low Hill, East Park, Wednesfield North, Wednesfield South



John Denley

➤ Graiseley, Heath Town, Park, St. Peter's



John Roseblade

➤ Blakenhall, Bushbury North, Fallings Park, Oxley



Richard Lawrence

➤ Bilston North, Bilston South, Ettingshall North, Ettingshall South & Spring Vale

WV Insight Portal

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

Corporate Parenting

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

The City of Wolverhampton Council encourages people and organisations to do as much as they can to make sure children and young people feel in control of their

lives and able to overcome the barriers they face using a Restorative Practice Approach. This is a high support/high challenge methodology embedded in the council and has an emphasis of working with people, rather than doing things for them or to them. The city council has a strong commitment to Corporate Parenting making it a priority for everyone in the City from the Chief Executive down to front line staff, as well as elected council members and the wider city community, as if they were our own children and young people.

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

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

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

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

This includes satisfying themselves that:

- All Councillors and the City of Wolverhampton Council Service Groups are all fulfilling their roles and responsibilities as corporate parents proactively and make a demonstrable commitment to prioritising the needs of looked after children and young people.
- The city has high ambitions and aspirations for all looked after children and care leavers.
- Undertake regular monitoring of the outcomes associated with the seven principles.

Safeguarding

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If you would like to highlight broader safeguarding issues within your constituency these can be sent to wst@wolverhampton.gov.uk

Disclosure and Barring Service (DBS) Checks

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

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

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

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

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

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

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

Social Security Benefits

The [Social Security Benefits](#) page on the Council's website provides access to the 'Information and Advice Directory' which provides details of local groups and organisations that may assist on issues connected to benefits, debt, housing and employment. From here you can also obtain access to a wide range of Information Guides, Fact Sheets and Benefit Bulletins designed to provide information and updates on key benefits and topical issues. Details are also herein included on the 'Benefits Helpline' a helpline through which people living in Wolverhampton may receive free and confidential advice on Social Security benefits.

Voluntary Organisations within the City of Wolverhampton

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

Funding for Groups within Wards

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

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

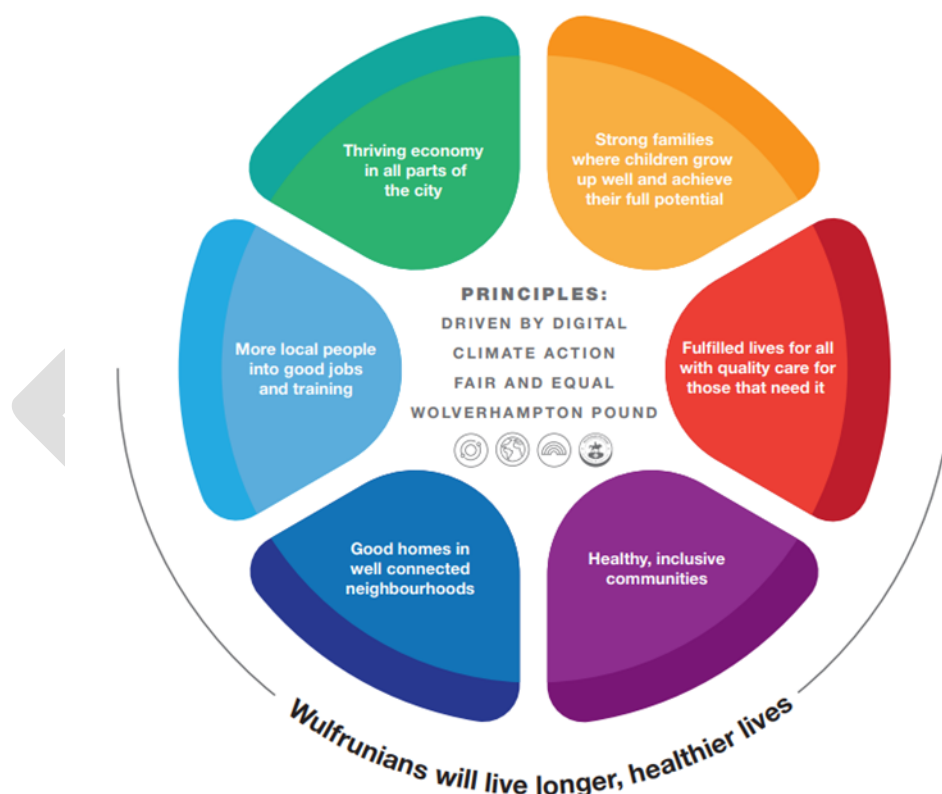
Section 4: How does the Council work?

Council Priorities – Our City: Our Plan

The plan sets out how we will work with our partners and communities to build a more prosperous and inclusive Wolverhampton where everyone can share in the opportunities and success of our city.

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

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



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

Supporting the six priorities are four cross cutting principles:

- **Climate Action:** The plan is aligned to the Council's climate change strategy 'Future Generations' and our target to make the Council net carbon zero by 2028. Reducing carbon emissions will continue to be a local and national priority.
- **Driven by Digital:** Wolverhampton is at the forefront of digital infrastructure and innovation, and now more than ever we have seen the importance of digital skills and connectivity to social and economic participation for the City's residents.
- **Fair and Equal:** The Council will continue to tackle the inequalities in our city which impact on the opportunities of local people. The plan is aligned to our Equality, Diversity and Inclusion strategy which is underpinned by directorate level action plans.
- **Wolverhampton Pound:** Through the Wolverhampton Pound we want to use the combined power of institutions, businesses and communities to retain local wealth, creating new jobs and opportunities. We'll do this in partnership with the city's anchor institutions.

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

Our People Strategy

Wolverhampton is a city on the move! The face of the city is changing, with a visual transformation of the city centre, and an investment in developing and improving housing stock. But economic regeneration is equally, if not more, important - creating learning and employment opportunities for people to reach their full potential. The city has strengths that are not always visible, and a diverse culture steeped in history. It is a city that is embracing technology and coming together to support both young and old.

A dynamic city needs a dynamic Council, that attracts, supports and retains the best people. A Council where employees can be responsive to local regional and national initiatives. This strategy sets out how together we can meet those goals over the next few years across the employee lifecycle for the whole organisation, that as of today, our 4,500 employees.

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

[Our People Strategy](#)

Our Council

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

Wolverhampton Pound

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

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

The Wolverhampton Pound focusses on 5 key objectives;

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

Council Functions

The City of Wolverhampton Council offer the following services:

- [Council Tax](#)
- [Health and Social Care](#)
- [Education and Schools](#)
- [Recycling and Waste](#)
- [Licences](#)
- [Planning](#)
- [Benefits](#)
- [Your Council](#)
- [Births, Marriages and Deaths](#)

- [Visiting](#)
- [Environment and Climate](#)
- [Parking and Roads](#)
- [Housing](#)
- [Business](#)
- [Jobs and Careers](#)
- [Libraries](#)
- [Food Businesses and Safety](#)
- [Sports and Leisure](#)
- [Trading Standards](#)
- [Community](#)

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

Key Dates and Events

We have summarised some key dates for your diary (please note that dates were correct at time of going to print but may vary and you are strongly advised to check before attending). This is to assist you with forward planning your diary should you wish to attend any of the events listed below. The list includes some important local and national dates, as well dates of events which are due to take place in the City throughout the coming year. Further details about events are usually communicated via City People, Council Website and email updates. Other unforeseen events may be added to the list as and when they arise.

Key Dates and Events	Dates
Annual Council Meeting and Mayoral Inauguration	Wednesday 15 May 2024
International Day Against Homophobia Biphobia and Transphobia (IDAHOBIT)	Friday 17 May 2024
Agender Pride Day	Sunday 19 May 2024
Pansexual and Panromantic Awareness Day	Friday 24 May 2024
Wolverhampton African Day	Saturday 27 May 2024
Civic Sunday	Sunday 2 June 2024
Pride Month	Throughout June 2024 (including Wolves Pride on Saturday 8 June)
Gypsy and Roma Travellers' Month	Throughout June 2024
D-Day 80 th Anniversary	Thursday 6 June 2024
Eid in the Park (please note the precise date is determined by sighting of the moon)	Sunday 16 or Monday 17 June 2024
Armed Forces Day Flag Raising Ceremony	Monday 24 June 2024

International Refugee Week	Monday 17 to Sunday 23 June 2024
Learning Disabilities Week	Monday 17 to Sunday 23 June 2024
National Windrush Day	Saturday 22 June 2024
Armed Forces Day Celebration Event	Saturday 29 June 2024
Remembering Srebrenica	Thursday 11 July 2024
Wolverhampton Arts Festival	Saturday 6 to Sunday 7 July 2024
Black Country Day	Sunday 14 July 2024
Non-Binary People's Day	Sunday 14 July 2024
South Asian Heritage Month	Thursday 18 July to Saturday 17 August 2024
VJ Day	Tuesday 15 August 2024
Raksha Bandhan	Monday 19 August 2024
Janmastami	Monday 26 August 2024
Krazy Races	Sunday 1 September 2024
Bi Visibility Day	Monday 23 September 2024
Black History Month	Throughout October 2024
Navatri	Thursday 3 October to Saturday 12 Oct 2024
World Mental Health Day	Thursday 10 October 2024
Yom Kippur	Friday 11 October 2024
Dyslexia Week	Wednesday 2 October to Tuesday October 2024
National Coming Out Day	Friday 11 October 2024
World Sight Day	Saturday 12 October 2024
Diwali Celebration Event – Phoenix Park	October 2024 TBC
Pronouns Day	Wednesday 16 October 2024
Wear it Pink – Breast Cancer Awareness	Friday 18 October 2024
Karwa Chauth	Sunday 20 October 2024
Asexual Visibility Day	Sunday 20 October 2024
Intersex Awareness Day	Thursday 26 October 2024
Bandi Chor Diva	Thursday 31 October 2024
Diwali	Thursday 31 October 2024
Islamophobia Awareness Month	Throughout November 2024
Fireworks Spectacular	TBC
Intersex Day of Remembrance	Wednesday 8 November 2023
Armistice Day/Dutch War Graves	Saturday 9 November 2024 (TBC)
Remembrance Sunday	Sunday 10 November 2024
Armistice Day	Monday 11 November 2024
Guru Nanak's Birthday	Friday 15 November 2024
Disability History Month	Saturday 16 November to 16 December 2024
Christmas Light Switch On – City Centre	Saturday 16 November 2024
International Men's Day	Tuesday 19 November 2024
Trans Day of Remembrance	Wednesday 20 November 2024

Christmas Light Switch On - Wednesfield	Thursday 21 November 2024
Christmas Light Switch On - Bilston	Friday 22 November 2024
Christmas Light Switch On - Tettenhall	Saturday 23 November 2024
Christmas Light Switch On – Bantock	Sunday 24 November 2024
International Day for the Elimination of Violence against Women (Start of Orange Wolves)	Monday 25 November 2024
St Andrew’s Day	Saturday 30 November 2024
World Aids Day	Sunday 1 December 2024
Christmas Day	Wednesday 25 December 2024
St David’s Day	Saturday 1 March 2025
St Patrick’s Day	Monday 17 March 2025
St Georges Day	Wednesday 23 April 2025
VE Day	Thursday 8 May 2025

Equality, Diversity and Inclusion (EDI)

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

The Council’s responsibility to EDI is a:



Legal Responsibility

Under the Equality Act 2010 local authorities have a duty to consider or think about how our policies and decisions affect people who are protected under the Equality Act. This is known as the Public Sector Equality Duty.



Moral Responsibility

As an Organisation we have a moral responsibility to ensure that we are treat all of our citizens equally and with respect. We need to demonstrate that we are being authentic by doing the right thing.



Business Responsibility

As a Business we have a Social Responsibility to demonstrate how EDI is part of Our City: Our Plan and delivers on equity. When colleagues and citizens are able to truly be themselves a business truly thrives.

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



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

Jin Takhar – Head of Equality, Diversity and Inclusion
 Email – Jin.Takhar@wolverhampton.gov.uk
 EDI Email – EDI@wolverhampton.gov.uk

Section 5: How Do Meetings Work

Notice of Meetings and Publicity

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

Meeting information

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

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

Decisions

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

Councillors and MPs

Click [here](#) to see details of all Wolverhampton Councillors.

Wolverhampton has three MPs:

Wolverhampton North East – [Jane Stevenson MP](#) (Conservative)

Wolverhampton South West – [Stuart Anderson MP](#) (Conservative)

Wolverhampton South East – [Pat McFadden MP](#) (Labour)

How to get involved

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

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

Outside Bodies

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

Scrutiny Panel Meetings

The scrutiny process aims to make sure that services and policies delivered by the Council and others best meet the needs of the people of Wolverhampton. Scrutiny makes recommendations to Cabined, Council and external partners.

The agreed remits and Chairs of the Panels are below:

Topic	Chair for 2023-24 Municipal Year
Scrutiny Board	Cllr Philip Bateman MBE
Resources and Equality Scrutiny Panel	Cllr John Reynolds
Economy and Growth Scrutiny Panel	Cllr Jacqueline Sweetman
Climate Change, Housing and Communities	Cllr Anwen Muston
Health Scrutiny Panel	Cllr Susan Roberts MBE
Adult Scrutiny Panel	Cllr Val Evans
Children and Young People Scrutiny Panel	Cllr Qaiser Azeem

Scrutiny Panel Members should ensure that they:

- Contribute to the work programme by suggesting topics for review Read all the papers for the meeting and do their own research as appropriate (see key research tools below)
- Contribute to the meeting discussion and in particular provide feedback from residents.
- Make recommendations in the meeting as appropriate.
- Carefully craft questions which are important to be asked on the relevant topic area.
- Liaise with Officers beforehand should clarification be needed on some of the main points in reports.

Attendance at Scrutiny Meetings

If you cannot attend a Scrutiny meeting, you must formally submit apologise to the Scrutiny Officer for the meeting via email and notify the Scrutiny Officer and the Chief Operating Officer of any substitutions.

Key scrutiny research tools:

- Centre for Governance and Scrutiny
- Local Government Association
- Houses of Parliament – Select Committee Reports
- The King’s Fund (Health and Social Care)
- National Audit Office
- Black Country Consortium

E-mail: scrutiny@wolverhampton.gov.uk

Section 6: Fire Alarms

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

Action on discovering a fire or symptoms of fire:

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

Action on hearing the alarm intermittent tone:

- The alarm system has been activated and the building is being checked
- Stay alert but take no further action at this stage

- If you require additional time to exit, or are unable to evacuate yourself from the building, please contact Councillor Support who will arrange for a Personal Emergency Evacuation Plan to be completed with you.
- If the intermittent tone stops the alert is over and normal duties can be resumed

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

Action on hearing the continuous tone:

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

For more information regarding fire evacuation procedures contact Workplace Strategy Manager - Kulwinder Kudhail - Kulwinder.Kudhail@Wolverhampton.gov.uk

Section 7: Emergency Planning and Business Continuity

The Emergency Planning and Business Continuity Team

An Emergency Planning and Business Continuity Team exist within the Council as part of the Governance Directorate. The team's key responsibilities are to ensure that the authority is meeting the seven statutory duties placed upon it, as a Category 1 Responder, outlined within the Civil Contingencies Act 2004. These are to:

- assess the risk of emergencies occurring and use this to inform contingency planning;
- put in place emergency plans;
- put in place business continuity management arrangements;
- 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;
- share information with other local responders to enhance co-ordination;
- co-operate with other local responders to enhance co-ordination and efficiency;
- provide advice and assistance to businesses and voluntary organisations about business continuity management.

The team work collaboratively with services across the wider Council to put in place arrangements to prepare for and respond to emergency incidents. The aim being to build resilience and minimise impacts on our communities when incidents do arise.

Emergency Planning

Emergency planning comprises of the processes for developing response arrangements; risk assessments to determine the plans required, consultation and collaboration for development of planning documents, strategies for response and recovery.

A generic response plan is held to outline the key response structures and actions to be taken in a major emergency. Some responses that require a specifically tailored response will be documented in risk specific plans/frameworks; for example, the Severe Weather Coordination Framework, and Fuel Disruption Plan.

Business Continuity

The Council must ensure that no matter what disruptive event takes place, that steps have been taken as far as reasonably practical to ensure delivery of its critical services.

The responsibility for business continuity is council-wide, and clearly documented in the corporate Business Continuity Policy. The Emergency Planning and Business Continuity Team undertake the role of coordinating the Corporate Business Continuity Programme, supporting development of arrangements and monitoring progress of Council activity.

Governance

The work undertaken within the Council is governed by the City of Wolverhampton Council's Resilience Board, chaired by the Chief Operating Officer. The Team also represent the Council as members on the West Midlands Conurbation Local Resilience Forum where joint multi-agency working is undertaken with other responding agencies including the emergency services and neighbouring authorities.

What do the team consider an emergency?

Definitions

An Emergency is defined within the Civil Contingencies Act as:

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

The Act also recognises that some emergencies are of such a scale to require implementation of special resources and processes; these are known as Major Incidents, defined as:

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

Incident type

Some examples of incidents that could trigger an emergency response from our team include:

- Large industrial fires
- Extreme weather events
- Residential fires
- Terror attacks
- Major transport accidents
- Declared major incidents within the City or wider conurbation
- Police evacuation orders

DRAFT

- Large scale public disorder

All calls received are assessed against a set of trigger criteria to determine the most appropriate response. **It is important when activating an emergency response that it is of time critical urgency.**

Incident Response Activation

The Council provide a 24/7 means of escalation for managing emergency incidents; meaning that no matter the time or day, there will be someone available to respond.

Office Hours (09:00-17:00 Working Days)

During office hours, the Emergency Planning and Business Continuity Team manage all calls. Notification of an incident is often received directly from the emergency services but can also be received via other council services and or the public through the Customer service desk.

Emergency In Hours Phone Number: 01902 55 5511.

The team will activate the necessary response plans and work with the relevant services to meet the needs of the incident.

Out of Hours

Out of hours (including evenings, weekends and bank holidays) all reports of an incident should be received through the Concierge Management Centre. It is very important that the calls go via this route to ensure that the correct processes can be activated effectively.

Emergency Out of Hours Phone Number: 01902 55 2999.

The Concierge will assess the caller information; for calls meeting emergency criteria, these will be passed through to the duty Emergency Response Officer who will then respond and activate response arrangements as appropriate. The Emergency Response Officer may work alongside the SEB Duty Director and the Duty Comms Officer as is necessary for the response.

Where a call is not assessed as an emergency via the Concierge, they will assist where they can by utilising their Out of Hours Service Instructions to deploy available resource as is appropriate to the request.

Council Incident Response Roles

The principal concerns for all Local Authorities are to support and care for the wider community, support the emergency services in the response and the co-ordination of the response by additional responders. As the incident progresses, the emphasis will switch from response to recovery, which City of Wolverhampton Council leads, focusing on rehabilitating the community and restoring the environment.

Emergency Planning and Business Continuity Team (In Hours) / Emergency Response Officer (Out of Hours)

- Respond at an operational and tactical level to an incident, attending scene and coordinating resource with other responding agencies.
- Advise the SEB Duty Director on plans and processes in place that could be utilised and implementing them when authorised to do so.
- Liaising with external agencies as part of a multi-agency response.
- Liaise with internal services (and Concierge Management Centre out of hours) for deployment of council resource and support, as well as to advise on business continuity response.
- Ensure any support of local residents continues throughout the response until residents are able to return home.

SEB Duty Director

- Respond at the strategic level to an incident.
- Authorise the activation of council response plans and the incident control room.
- Declare a Major Incident where appropriate.
- Liaise with external agencies as part of a multi-agency response.
- Set the strategic direction of an incident response and the strategic objectives for other responders to work towards.
- Role of media spokesperson where required.
- Attendance at internal and multi-agency strategic coordinating groups.

Duty Communications Officer

- Advise on best methods of communication with regards to the incident at hand.
- Produce communications in liaison with the SEB Duty Director and disseminate as appropriate.

Concierge Management Centre (Wolverhampton Homes)

- Triage all out of hours call and notify the Emergency Response Officer for activation where triggers are met.
- Deploy council services and resources.

Other Council Services

- Deploy their services as necessary as both part of their day to day roles and as part of a wider coordinated response and recovery effort.

Role of an Elected Member

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

- Incidents are usually followed by a period of confusion; it may take some time

whilst officers clarify the information and are in a position to share accurate information with you.

- Members need to be aware of the emergency planning and business continuity arrangements.
- You must be briefed before involvement ; generally briefings will be provided by a member of Strategic Executive Board.
- You should keep a record of your involvement and the rationale of why you did it.
- Enable Council Officers to concentrate on their tasks by shielding them from unnecessary distractions.
- Support the business continuity arrangements that may be activated.
- Maintain an advocacy role at the local level.
- Attend any public meetings within your ward.

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

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

The following should be avoided:

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

City of Wolverhampton Council have Duty Communications Officers that should be contacted in the event of an incident, with all media inquiries dealt with through them.

Section 8: Useful Internal and External Contacts

Internal

Team	Telephone Number	Email
Communications Team	01902 555439 (9am-5pm)	communications@wolverhampton.gov.uk
Insurance Services	01902 554567	rmis@wolverhampton.gov.uk
Democratic Services	01902 550320 01902 555046	democratic.services@wolverhampton.gov.uk
Electoral Services	01902 555050	Electoral.services@wolverhampton.gov.uk
Councillor Support Team	01902 550200	councillors.support@wolverhampton.gov.uk
Customer Services	01902 551155	customer.services@wolverhampton.gov.uk
Emergency Out of Hours	01902 552999 (This will direct to the Wolverhampton Homes Contact Centre)	
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 If you are concerned for an adult telephone the Emergency Duty Team on 01902 552999 or in an Emergency call 999.	AdultMASH@wolverhampton.gov.uk
Children Safeguarding	01902 555392 If you are concerned for a child out of hours, telephone the Emergency Duty Team on 01902 552999 or in an Emergency call 999.	MASHsecure@secure.wolverhampton.gov.uk
Facilities Management	01902 555075/555076	fm.enquiries@wolverhampton.gov.uk
Digital & IT Service Desk	01902 558000	digitalandit@wolverhampton.gov.uk
Car Parks Team	01902 550303	CarParks@wolverhampton.gov.uk

External Numbers

Organisation	Telephone Number	Email or webpage
Canal and Rivers Trust	N/A	Canal and River Trust
BT Telephone Boxes	0800 661 610	Contact BT via the link or email Customer.serv.payphones@BT.com
BT Cabinets and other issues	N/A	https://www.openreach.com/help-and-support/when-to-get-in-touch-with-openreach
Virgin Media	0330 333 0444	N/A
Transport for West Midlands	0121 2147214 Out of Hours: 0871 200 2233	Network West Midlands
Royal Mail	0345 6021021	N/A
Post Boxes	N/A	postbox.appearance@royalmailpfs.com
Western Power	N/A	West Midlands Western Power
Railway Lines	03457 114141 (24 hrs)	Network Rail
Severn Trent	0800 783 4444	https://www.stwater.co.uk/in-my-area/report-a-problem/
For SEND / HAF Events	N/A	YO: yowolves.co.uk Voice4Parents https://www.voice4parents-wolves.co.uk
Bromford Housing	0330 123 4034	customerservices@bromford.co.uk
Midland Heart	0345 602 0540	councillor.enquiries@midlandheart.org.uk

Contacting the Council

Customer Services

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

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

Human Resources

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

HR.SupportDesk@Wolverhampton.gov.uk

Payroll

For any Payroll related queries or information email

payroll.services@wolverhampton.gov.uk

Councillor Support Team

Name	Title	Telephone Number	Email Address
Lukhvinder Sanger	Councillor Support Manager	07771 836027	lukhvinder.sanger@wolverhampton.gov.uk
Larissa Carless	Councillor Support Officer	01902 550200	Councillors.Support@wolverhampton.gov.uk
Kavita Paul	Councillor Support Assistant	01902 550200	Councillors.Support@wolverhampton.gov.uk
Katie Robinson-Bill	Councillor Support Assistant	01902 550200	Councillors.Support@wolverhampton.gov.uk
Sungita Kumari	Councillor Support Assistant	01902 550200	Councillors.Support@wolverhampton.gov.uk

NOTES

A series of horizontal dotted lines for writing notes.

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

wolverhampton.gov.uk 01902 551155

  WolverhamptonToday  Wolverhampton_Today  @WolvesCouncil

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