

MEETING: INDEPENDENT REMUNERATION PANEL  
DATE: Tuesday 29th November, 2011  
TIME: 10.00 am  
VENUE: Town Hall, Bootle

**Member**

Canon Roger Driver  
Steve Dickson  
Mrs. S. Lowe  
Councillor P. Dowd  
Councillor Robertson  
Councillor Parry

COMMITTEE OFFICER: Paul Fraser  
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The Cabinet is responsible for making what are known as Key Decisions, which will be notified on the Forward Plan. Items marked with an \* on the agenda involve Key Decisions

A key decision, as defined in the Council's Constitution, is: -

- any Executive decision that is not in the Annual Revenue Budget and Capital Programme approved by the Council and which requires a gross budget expenditure, saving or virement of more than £100,000 or more than 2% of a Departmental budget, whichever is the greater
- any Executive decision where the outcome will have a significant impact on a significant number of people living or working in two or more Wards

**If you have any special needs that may require arrangements to facilitate your attendance at this meeting, please contact the Committee Officer named above, who will endeavour to assist.**

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# A G E N D A

Items marked with an \* involve key decisions

<u>Item No.</u>	<u>Subject/Author(s)</u>	<u>Wards Affected</u>	
1.	<b>Election of Chair</b>		
2.	<b>Declarations of Interest</b> Members and Officers are requested to give notice of any personal or prejudicial interest and the nature of that interest, relating to any item on the agenda in accordance with the relevant Code of Conduct.		
3.	<b>Minutes</b> Minutes of the meeting held on 7 September 2011		(Pages 5 - 8)
* 4.	<b>Members' Allowance Scheme</b> Report of the Director of Corporate Commissioning	All Wards	(Pages 9 - 82)

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## INDEPENDENT REMUNERATION PANEL

### MEETING HELD AT THE TOWN HALL, SOUTHPORT ON WEDNESDAY 7TH SEPTEMBER, 2011

PRESENT: Cannon Roger Driver (in the Chair)  
Mr. Steve Dickson and Mrs. S. Lowe.

ALSO PRESENT: Councillors Moncur, Parry and Robertson  
Ms. A. Grant, Head of Governance and Civic  
Services  
Mrs. J. McMahon, Head of Transformation  
Mr. P. Fraser, Committee Administrator

#### 1. APOLOGY FOR ABSENCE

No apologies for absence were received.

#### 2. ELECTION OF CHAIR

RESOLVED:

That Canon Roger Driver be appointed Chair of the Panel for this meeting.

#### 3. DECLARATIONS OF INTEREST

No declarations of interest were received.

#### 4. MINUTES

RESOLVED:

That the Minutes of the meeting held on 16 March 2011 be confirmed as a correct record.

#### 5. MEMBERS' ALLOWANCE SCHEME

Further to Minute No. 10 of the meeting held on 16 March 2011, the Panel considered the report of the Head of Governance and Civic Services that provided information to aid the Panel in formulating an objective review of the Members' Allowance Scheme for 2012/13.

Attached as an appendix to the report was an extract from the Guidance on Regulation for Local Authority Allowances, published by the Government in July 2003, relating to Special Responsibility Allowances (SRA); and information relating to the following was circulated to the Panel at the meeting:

- the views of Party Leaders on whether certain Cabinet Member portfolios should attract a higher SRA than others due to additional responsibilities;

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INDEPENDENT REMUNERATION PANEL- WEDNESDAY 7TH  
SEPTEMBER, 2011

- issues relating to the Mayoral Allowance;
- the views of Members on the Members' Allowance Scheme;
- the Council's systems for obtaining the best price for rail journeys;

Mrs. J. McMahon, Head of Transformation, updated the Panel on the Council's current budget position and prioritisation agenda. She advised that the vast majority of approved savings had been achieved; detailed the ongoing major reviews; that the forecast savings target for 2012/13 was £20 million; and that a further £18 million savings were required in the following two years. This equated to 21% of the directly controllable budget of £184m.

Mrs. McMahon also detailed that all the more straightforward options had been taken; that no service area was exempt from efficiency savings; that there would be further service reductions and cessation of services; and that the Council was attempting to take a strategic overview of services to

- build on the approved prioritisation agenda
- find different ways of delivery
- provide greater integration of front line services
- provide greater flexibility in the workforce.

Mrs. McMahon concluded by detailing the big issues associated with the perception and expectations of residents to the changes; that equality impact assessments must be undertaken prior to service reductions/cessation; that the "You Choose" public options would be known by October; the capacity issues for remaining staff; maintaining performance issues and morale amongst staff; maintaining relationships with partners; and that the size of the challenge facing the Council must not be underestimated.

Panel Members asked questions and commented on reductions to the Members' Allowance budget; pay freezes for Council staff; and senior officer restructuring.

The Panel were advised that Members' Basic Allowance had been cut by 5% from 2 September 2010 and 5% cuts to SRA's were made in 2009/10; that senior officers had not had increments for four years and staff did not receive a pay award last year; that management and support costs had been cut by 20% this year and would be cut by 5% next year; and that the Tier 4 management restructure had now commenced.

Mrs. McMahon was thanked for her presentation.

Panel Members then sought the views of the Group Leaders/representative on the review following which the elected Members left the meeting to enable the Panel Members to undertake their deliberations.

RESOLVED: That

- (1) the Panel wishes to explore the reduction in the number of Members receiving Special Responsibility Allowances from 50% to 40%;
- (2) in connection with (1) above, the Head of Governance and Civic Services be requested to seek the views/options of the Leaders' Group and Members on how this reduction could be achieved;
- (3) it was noted by the Panel that it was obliged to undertake a full review of the Members' Allowance Scheme for implementation in 2012/13 and that to aid them in the review, the Head of Governance and Civic Services be requested to provide information:
  - (i) on reviews being undertaken by Independent Remuneration Panels at other Merseyside Local Authorities to help the Panel focus its deliberations and set benchmarks;
  - (ii) in tabular form showing all Members and the Special Responsibility Allowances they receive;
  - (iii) in chart form showing Cabinet Members and their portfolio responsibilities;
  - (iv) on the attendance of Members at meetings;
  - (v) job descriptions for Members; and
  - (vi) the activities of a selected group of Members over a monthly period that indicates how much time each Member spends on their Council/representative duties;
- (4) a meeting of the Panel be held at 10.00 a.m. on Tuesday, 29 November 2011 at Bootle Town Hall to consider the information referred to above and to formulate recommendations on the Members' Allowance Scheme for 2012/13; and
- (5) Party Group Leaders (or their representatives) be invited to the meeting on 29 November 2011 and to attend at 10.30 a.m.

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# Agenda Item 4

REPORT TO: INDEPENDANT REMUNERATION PANEL

DATE: 29<sup>th</sup> NOVEMBER 2011

CONTACT Andrea Grant, Head of Governance and Civic Services

## 1.0 Background

1.1 At its meeting on 7th September 2011, the Panel made a number of requests for information as follows:

- (1) the Panel wishes to explore the reduction in the number of Members receiving Special Responsibility Allowances from 50% to 40%;
- (2) in connection with (1) above, the Head of Governance and Civic Services be requested to seek the views/options of the Leaders' Group and Members on how this reduction could be achieved;
- (3) it was noted by the Panel that it was obliged to undertake a full review of the Members' Allowance Scheme for implementation in 2012/13 and that to aid them in the review, the Head of Governance and Civic Services be requested to provide information:
  - (i) on reviews being undertaken by Independent Remuneration Panels at other Merseyside Local Authorities to help the Panel focus its deliberations and set benchmarks;
  - (ii) in tabular form showing all Members and the Special Responsibility Allowances they receive;
  - (iii) in chart form showing Cabinet Members and their portfolio responsibilities;
  - (iv) on the attendance of Members at meetings;
  - (v) job descriptions for Members; and
  - (vi) the activities of a selected group of Members over a monthly period that indicates how much time each Member spends on their Council/representative duties;
- (4) a meeting of the Panel be held at 10.00 a.m. on Tuesday, 29 November 2011 at Bootle Town Hall to consider the information referred to above and to formulate recommendations on the Members' Allowance Scheme for 2012/13; and
- (5) Party Group Leaders (or their representatives) be invited to the meeting on 29 November 2011 and to attend at 10.30 a.m.

1.2 This report provides progress and information to the Panel on these issues.

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## 2.0 SPECIAL RESPONSIBILITY ALLOWANCES (SRA's)

2.1 In relation to resolutions (1), (2), (4) and (5) above, the Party Leaders (or their representatives) have been invited to attend the meeting as requested.

## 3.0 REVIEWS ACROSS OTHER MERSEYSIDE AUTHORITIES

3.1 In response to resolution (3)(i), Wirral MBC has recently reviewed its Scheme of Allowances and the report of their Independent Remuneration Panel is attached at Appendix A. None of the other Merseyside Authorities have reviewed their scheme yet. A table showing allowances across Merseyside is attached at Appendix B.

## 4.0 CURRENT SPECIAL RESPONSIBILITY ALLOWANCES

4.1 Appendix C shows Members currently receiving special responsibility allowances as requested in resolution 3 (ii).

## 5.0 CABINET PORTFOLIO RESPONSIBILITIES

5.1 In response to resolution (3)(iii), attached at Appendix D is a table showing Cabinet Portfolio responsibilities across Council functions and the corresponding remits of the Overview and Scrutiny Committees. A large scale colour version has been circulated separately.

## 6.0 ATTENDANCE AT MEETINGS

6.1 Members attendance from 17<sup>th</sup> May 2011 (when Committee appointments were made) to date is shown at Appendix E. This fulfils the request contained in resolution 3 (iv). Members of the Panel are asked to note that absence on Council business (eg where there is a clash of meetings) and sickness absence is not identified in these statistics.

## 7.0 JOB DESCRIPTIONS

7.1 Job descriptions for Councillor posts are set out at Appendix F as requested in resolution 3(v).

## 8.0 LGA SURVEY

8.1 Attached at Appendix Gi is a summary of the results of the national survey of Councillors carried out by the LGA which indicates time spent on Council activities. Appendix Gii

## 9.0 RECOMMENDATION

9.1 That Members of the Panel note the information circulated.

## INDEPENDENT REMUNERATION PANEL

29 NOVEMBER 2011

### Index of Appendices

Appendix A - Wirral MBC report of the Independent Panel on Members' Allowances

Appendix B - Comparison of Local Authority Allowances

Appendix C - Members currently receiving SRA's

Appendix D - Cabinet Portfolio responsibilities across Council functions and corresponding remit of Overview and Scrutiny Committee

Appendix E - Members' attendance at meetings

Appendix F - (1) Cabinet Member Person Specification

(2) Cabinet Member Role Description

(3) Leader (and Deputy Leaders) Role Description

(4) Leader and Deputy Leader Person Specification

(5) Mayor of the Council Role Description

(6) Mayor of the Council Person Specification

(7) Overview and Scrutiny Committee Chair Role Description

(8) Overview and Scrutiny Committee Member Role Description

(9) Elected Member Person Specification

(10) Elected Member Role Description

(11) Chair of Regulatory Committee, Area Committee and Standards Committee Person Specification

(12) Chair of Regulatory Committee, Area Committee and Standards Committee Role Description

(13) Regulatory Committee, Area Committee and Standards Committee Member Person Specification

(14) Member of a Regulatory Committee, Area Committee or a Standards Committee Role Description

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(15) Overview and Scrutiny Committee Chair Person Specification

(16) Overview and Scrutiny Committee Chair Role Description

(17) Overview and Scrutiny Committee Member Person Specification

(18) Overview and Scrutiny Committee Member Role Description

Appendix G - (1) National Census of Local Authority Councillors Executive Summary

(2) Time spent on Council activities

## APPENDIX A

### **WIRRAL METROPOLITAN BOROUGH COUNCIL REPORT OF THE INDEPENDENT PANEL ON MEMBERS' ALLOWANCES**

**27 September 2011**

#### **Introduction**

1. The Panel last reported in December 2007. No further review of the Scheme has been carried out since then. There is a requirement to review the Scheme of Members' Allowances after four years, which would be in 2012. In the light of this the Panel considered that only essential changes should be made prior to the full review taking place next year.

2. However in the past two years the climate surrounding the payment of allowances to elected members has changed and we are now in a period of austerity. Members are aware of this and some have personally elected to take a 5% reduction in basic and special responsibility allowances (SRAs). Other members have also expressed their willingness to play their part so long as the Independent Panel advise the Council on the best way forward.

3. We compared the current Scheme with other Merseyside and Cheshire Local Authorities and considered the findings of the National Census of Local Authority Councillors - 2008. In particular we noted that Councillors spend an average of 22 hours per week on Council business and that this was consistent with surveys previously undertaken in both 2004 and 2006. The Panel has also taken into account the requirements of Government Regulations on Members' Allowances.

4. The Independent Panel comprised: Don Latham, Private Local Government Consultant (Chairman) Dr. Nunzia Bertali, Italian Consul, Pauline Brown, Eclipse Executive Ltd, Ray Allan, non-practising solicitor – formerly 174 Law Solicitors.

5. Surjit Tour, Head of Legal and Member Services and Shirley Hudspeth, Democratic Services Manager, supported the Panel throughout the review. We would like to record our thanks to them together with the Leader of the Council - Councillor Steve Foulkes, Leader of the Liberal Democrat Group - Councillor Tom Harney, and Leader of the Conservative Group - Councillor Jeff Green, who offered personal evidence in response to our questions. Written representations were also received from Councillors Adrian Jones and Patricia Williams.

#### **Summary of recommendations**

6. The Panel's recommendations are as follows:

- That in order to achieve a 5% reduction in allowances the basic allowance be reduced from £9,171 to £8,700 (Para 8).
- That no change be made in the basis of calculation of SRAs until a full review takes place in 2012 (Para 10).
- That members should continue to be restricted to one SRA (Para 11).

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- That no change be made in the allowances paid to the Mayor (£10,700) and Deputy Mayor (£1,500) until a full review takes place next year (Para 15).
- That in future the scheme of allowances be updated for inflation by the use of the NJC increase applied to staff pay (Para 16).

## **General Commentary and Findings**

7. The Panel adopt the approach that a realistic basic allowance is fundamental to a sound scheme of allowances. We still believe that this represents 'best practice.' There is now an increasing focus on Councillors as community leaders and the Census findings show that Councillors are dedicated and devote a great deal of their own time to serving their community. Members have to work in a rapidly changing context of economic and social pressures along with increasing levels of public expectation and scrutiny. In different circumstances a case could be made for increasing the basic allowance and the Panel would wish to review this next year when a full review is undertaken.

## **Basic allowance**

8. Having reviewed alternative ways of making the proposed saving of 5% (Total budget including SRAs £900,000 – saving £45,000) the Panel is of the view that the only transparent way of doing this is to reduce the basic allowance from £9,171 to £8,700. We were informed that members of the Conservative and Liberal Democrat Groups have already volunteered to make this change.

## **Special Responsibility Allowances**

9. The Panel has not undertaken an in depth review. Nevertheless a comparative exercise has taken place and we believe that the current Scheme is still soundly based and that SRAs are set at a minimum but realistic level. We believe that SRA's should be restricted to the minimum number of Councillors. The Government regulations are not explicit but the intention is clear that only a minority of members should be expected to receive an SRA. Currently the Council scheme provides for 31 (47%).

10. We recommend, in line with good practice, that the use of the basic allowance as a multiplier for SRA calculations should continue and we consider that SRAs are currently set at an appropriate level. But the Council could consider streamlining the process of governance and reducing the number of SRAs as an alternative to reducing the basic allowance. As this has not been suggested by the Council at this time we do not recommend changes to SRAs prior to a full review to taking place next year. We believe in the meantime that a 5% reduction in the basic allowance is the best way to achieve the saving. The reduction of the basic allowance would automatically have the effect of reducing SRAs by 5 %.

11. The Panel recommends, in line with current practice, that an individual Councillor is restricted from claiming more than one allowance.

## **Other Bodies**

12. The Panel is aware that a number of members also receive allowances through representing the Council on other organisations such as Mersey Transport, Police, Fire and Waste Disposal Authorities. All Leaders agree that it is vital that the 'best' members are selected to undertake these important representative roles which are allocated on a politically proportionate basis. They can result in a few members receiving high value allowances from two organisations. These roles require significant time and additional responsibilities. We believe it is a matter for the political Group Leaders to select the most appropriate members for these key roles in terms of representing the people of Wirral. The allowances paid by these organisations are a matter for these external bodies to determine.

13. The Labour Group has introduced a protocol that if one of their members receives an SRA from an external body that the member should forgo any SRA that might be available to them for work undertaken for Wirral MBC. Such a protocol cannot be legally enforced on any group or member but we did ask other Leaders to consider the possibility of this becoming an across the board gesture. It would nevertheless not make a significant contribution to the savings target.

14. We did examine alternative ways of making savings by introducing a higher level of reduction on those receiving SRAs and some form of financial banding so that members who only get a basic allowance did not suffer disproportionately. We looked at the prospect of some members deciding to voluntarily forgo their SRAs or that SRAs should be reduced by more than 5%. The basic allowance has to be a set amount payable to every Councillor. This is prescribed by the Government Regulations. We discounted other ways of making the savings because they would be complex and difficult to administer. The advantages of the current scheme is simplicity, clarity and transparency. We believe that any reductions should be made in a way that maintains these principles.

## **Mayoral Allowance**

15. The Mayor and Deputy Mayors allowances are currently outside the scheme. We do not recommend a change in the allowances paid to the Mayor (£10,700) and Deputy Mayor (£1,500) until a full review of the scheme takes place in 2012.

## **Updating**

16. The LGA daily rate was used previously to update the allowances for inflation. The Association has decided to withdraw this advice so the Panel recommends in future that the scheme of allowances be updated for inflation by the use of the NJC increase applied to staff pay. Accordingly there would be no increase in the basic allowance for 2011/12.

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## COMPARISON OF LOCAL AUTHORITY ALLOWANCES APPENDIX B Week Commencing 14/11/11

	Knowsley (£)	L'Pool (£)	St Helens (£)	Halton (£)	Sefton* (£)	Wirral <i>Figs in brackets are for 2012/13</i> (£)
<b>SPECIAL RESPONSIBILITY ALLOWANCE</b>						
Basic Allowance	8,825	10,077	7,695	8,004	8,520	9,171 (8,700)
Leader	26,476	42,100	33,339	20,641	25,560	22,927 (21,750)
Deputy Leader	-	16,014	18,594	14,036	-	11,463 (10,874)
Leader of Opposition	6,619	12,233	15,387	6,873	-	13,756 (13,050)
Party Leaders with Cabinet Position	-	-	-	-	21,300	-
Cabinet Member	13,238	14,032	15,387	11,558	17,040	9,171 (8,700)
Assistant Exec Members	-	-	-	-	-	-
Scrutiny Chair	6,619	9,339	4,872	6,873	4,260	4,585 (4,350)
Scrutiny Vice Chair	3,309	-	1,539	3,437	-	-
APB Chair	6,619	6,476	-	6,873	-	-
APB Vice Chair	3,309	-	-	3,437	-	-
Planning Chair	6,619	9,339	7,695	6,873	8,520	4,585 (4,350)
Planning Vice Chair	3,309	-	-	3,437	-	-
Members of Planning Visiting Panel	-	-	-	-	-	-
Licensing Chair	6,619	9,339	4,872	6,873	8,520	4,585 (4,350)
Licensing Vice Chair	3,309	-	-	3,473	-	-

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	Knowsley (£)	Liverpool (£)	St Helens (£)	Halton (£)	Sefton (£)	Wirral (£)
Members of Licensing Sub Ctte	-	-	-	-	-	-
HR Appeals Chair	4,412	-	-	6,873	-	-
HR Appeals Vice Chair	2,206	-	-	3,437	-	-
Appeals Chair	4,412	-	-	6,873	-	-
Appeals Vice Chair	2,206	-	-	3,437	-	-
Town Centre Vice Chair	2,206	-	-	-	-	-
Employment & Appointments Chair	-	-	-	-	-	2,751 (2,610)
Pensions Chair	-	-	-	-	-	2,751 (2,610)
Standards Chair	-	-	-	-	-	1,375 (1,304)
Audit & Risk Management Chair	-	-	-	-	-	4,585 (4,350)
Waste Disposal Rep	882	-	4,872	-	-	1,834 (x2) (1,740)
Waste Disposal Chair	-	-	-	-	8,520	-
Waste Disposal Spokesperson	-	-	-	-	2,130	-
Chair of Audit & Governance	-	-	-	-	4,260	-
Main Party Whip	-	9,339	-	-	-	-
Party Spokespersons for Cabinet & Planning	-	-	-	-	4,260	-
Opposition Whip	-	4,677	-	-	-	-
Opposition Deputy Leader	-	-	-	-	-	6,878 (6,525)

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	Knowsley (£)	L'Pool (£)	St Helens (£)	Halton (£)	Sefton* (£)	Wirral (£)
Opposition Spokesperson	-	4,677	-	-	see above	-
Minority Opposition Leader	-	-	1,539	-	-	9,171 (8,700)
Minority Opposition Deputy Leader	-	-	-	-	-	4,585 (4,350)
People & Org. Change Champion	-	6,476	-	-	-	-
Members of Fostering Panel	-	-	-	-	-	-
Members of Adoption Panel	-	-	-	-	-	-
TRAVEL						
Cars						
Under 999cc	40p	48.5p	34.6p	34.6p	22.5p (outside Sefton)	40p
1000 - 1199cc	40p	40p	39.5p	39.5p	22.5p (outside Sefton)	40p
Over 1199cc	40p	40p	48.5p	48.5p	22.5p (outside Sefton)	40p
Motor Cycles						
Not exceeding 150cc	18.4p	16p	8.5p	8.5p	-	-
151 - 500cc	26.2p	12p	12.3p	12.3p	-	-
Over 500cc	34.4p	12p	16.5p	16.5p	-	-
Cycling Allowance	-	20p	-	-	-	-
SUBSISTENCE						
Breakfast	5.25	5.00	4.92	4.92	6.06	6.00
Lunch	7.35	7.00	6.77	6.77	8.34	9.00
Tea	3.15	3.00	2.67	2.67	-	3.00
Evening Meal	10.50	9.00	8.38	8.38	10.34	11.00

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	Knowsley (£)	L'Pool (£)	St Helens (£)	Halton (£)	Sefton* (£)	Wirral (£)
Overnight Rate						
Standard	90.00	80.00	79.82	79.82	90.00	110.00
Enhanced	100.00	130.00	91.04	91.04	150.00	144.00
CARERS						
Childcare	-	Minimum wage for person aged 21yrs	£4.50 per hour	Actual costs reimbursed with receipt	-	£5.52 per hour
Dependant Carers'	-	Minimum wage for person aged 21yrs	£4.50 per hour	Actual costs reimbursed on production of receipt	-	£5.52 per hour

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## APPENDIX C

Name	Designation
N ASHTON	Cabinet Member Spokes
M ATKINSON	
P BALL	
A BLACKBURN	
M BOOTH	Cabinet Member
O BRADY	Cabinet Member Spokes
SE BRADSHAW	
RJ BRENNAN	Chair of Overview & Scrutiny
IM BRODIE BROWNE	Cabinet Member
L BYROM	
A CARR	Cabinet Member Spokes
KE CLUSKEY	Cabinet Member Spokes
L CLUSKEY	
T CRABTREE	Cabinet Member Spokes
P CUMMINS	Mayor
GC CUTHBERTSON	
J DODD	
A DORAN	
S DORGAN	Cabinet Member Spokes
M DOWD	
P DOWD	Leader of the Council & Cabinet Member
D DUTTON	Cabinet Member Spokes
JR FAIRCLOUGH	Cabinet Member
M FEARN	Planning Spokes
R FEARN	
R FENTON	
G FRIEL	
J GIBSON	
TR GLOVER	
B GRIFFITHS	Planning Spokes
C GUSTAFSON	
R HANDS	Chair of Audit & Governance Cttee
P HARDY	Cabinet Member Spokes
A HILL	Chair of Overview & Scrutiny
G HOWE	
BL HUBBARD	
T JONES	Cabinet Member Spokes
J KELLY	
D KERRIGAN	
I MAHER	Cabinet Member
J MAHON	
C MAINEY	Cabinet Member Spokes
I MONCUR	Cabinet Member
S MC GUIRE	Chair of Licensing & Regulatory Cttee
JS MCGINNITY	Chair of Overview & Scrutiny
D MC IVOR	Cabinet Member Spokes x2
P MC KINLEY	
C PAGE	
PR PAPWORTH	Chair of Overview & Scrutiny & Cabinet Member Spokes

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<b>Name</b>	<b>Designation</b>
P PARRY	Leader of the Conservative Group & Cabinet Member
D PEARSON	
B PORTER	Cabinet Member
H PREECE	Cabinet Member Spokes
D RIMMER	Cabinet Member Spokes
D ROBERTS	
A ROBERTSON	Leader of the Liberal Democrat Group & Cabinet Member
D ROBINSON	
S SHAW	Cabinet Member
D SUMNER	
AJ TONKISS	Cabinet Member Spokes
PF TWEED	Chair of Planning Committee
D VEIDMAN	Cabinet Member Spokes
RM WATSON	
FJ WEAVERS	
V WEBSTER	Cabinet Member Spokes
M WELSH	

Directorate	Department	Section	Service	Cabinet Portfolio	Overview & Scrutiny Committee
Chief Executive Margaret Carney Tel: 0151 934 2057 Fax: 0151 934 2268 <a href="mailto:margaret.carney@sefton.gov.uk">margaret.carney@sefton.gov.uk</a>	Corporate Support Director of Corporate Support Services Mike Fogg Tel: 0151 934 4081 Fax: 0151 934 2370 <a href="mailto:mike.fogg@sefton.gov.uk">mike.fogg@sefton.gov.uk</a>	Finance and ICT Head of Corporate Finance & ICT Margaret Rawding Tel: 0151 934 4096 Fax: 0151 934 2370 <a href="mailto:margaret.rawding@sefton.gov.uk">margaret.rawding@sefton.gov.uk</a>	Finance & ICT (All)	Corporate Services	Performance and Corporate Services
		Legal Head of Corporate Legal Services Jill Coule Tel: 0151 934 2032 Fax: 0151 934 2266 <a href="mailto:jill.coule@sefton.gov.uk">jill.coule@sefton.gov.uk</a>	Legal Services (All)	Corporate Services	Performance and Corporate Services
		Personnel Head of Corporate Personnel Mark Dale Tel: 0151 934 3949 Fax: 0151 934 3396 <a href="mailto:mark.dale@sefton.gov.uk">mark.dale@sefton.gov.uk</a>	Personnel (All)	Corporate Services	Performance and Corporate Services
	Corporate Commissioning Director of Corporate Commissioning Graham Bayliss Tel: 0151 934 2371 Fax: 0151 934 2370 <a href="mailto:graham.bayliss@sefton.gov.uk">graham.bayliss@sefton.gov.uk</a>	Governance & Civic Services Head of Governance & Civic Services Andrea Grant Tel: 0151 934 2030 Fax: 0151 934 2034 <a href="mailto:andrea.grant@sefton.gov.uk">andrea.grant@sefton.gov.uk</a>	Elections, Scrutiny, Member Services, Mayoral Services, Twinning & Attendant  Governance	Corporate Services  Performance, Commissioning & Governance	Performance and Corporate Services  Performance and Corporate Services
		Commissioning and Neighbourhood Co-ordination Head of Corporate Commissioning & Neighbourhood Co-ordination Steph Prewett Tel: 0151 934 3485 Fax: 0151 934 3561 <a href="mailto:steph.prewett@sefton.gov.uk">steph.prewett@sefton.gov.uk</a>	Neighbourhood Coordination  Commissioning	Safer Communities & Neighbourhoods  Performance, Commissioning & Governance	Performance and Corporate Services  Performance and Corporate Services
		Communications & Marketing Business Intelligence and Performance Management Head of Business Intelligence & Performance Samantha Tunney Tel: 0151 934 4039 Fax: 0151 934 4600 <a href="mailto:samantha.tunney@sefton.gov.uk">samantha.tunney@sefton.gov.uk</a>	Communications & Marketing  Business Intelligence & Performance	Performance, Commissioning & Governance  Performance, Commissioning & Governance	Performance and Corporate Services  Performance and Corporate Services

People Directorate Strategic Director Peter Morgan Tel: 0151 934 3706 Fax: 0151 934 3520 <a href="mailto:peter.morgan@sefton.gov.uk">peter.morgan@sefton.gov.uk</a>	Young People & Families & Older People Director of Young People & Families Colin Pettigrew Tel: 0151 934 3333 Fax: 0151 934 3239 <a href="mailto:colin.pettigrew@sefton.gov.uk">colin.pettigrew@sefton.gov.uk</a> Director of Older People Robina Critchley Tel: 0151 934 4900 Fax: 0151 934 3697 <a href="mailto:robina.critchley@sefton.gov.uk">robina.critchley@sefton.gov.uk</a>	Vulnerable Children and Young People Early Intervention and Prevention Head of Early Intervention & Prevention Olive Carey Tel: 0151 934 3421 Fax: 0151 934 3520 <a href="mailto:olive.carey@sefton.gov.uk">olive.carey@sefton.gov.uk</a>	Vulnerable Children and Young People Children's Early Intervention and Prevention Strategy, Early Years, Family and Children's Centres, Education Welfare, Parenting Strategy & Youth Services/YSS Youth Offending Team, Domestic Violence	Children Schools & Families Children Schools & Families Safer Communities & Neighbourhoods	Children's Services Children's Services Performance and Corporate Services
		Learning Support, Head of Learning & Support Services Mike McSorley Tel: 0151 934 3428 Fax: 0151 934 3520 <a href="mailto:mike.mcsorley@sefton.gov.uk">mike.mcsorley@sefton.gov.uk</a>	14-19 Curriculum Early Years Quality and Regulatory Education, Psychology, Governor Services, Swimming Team, Healthy Schools/PSHE School Improvement and School Intervention School Organisation and Planning, Capital and Admissions, Attendance and Enforcement School, Traded Services SEN Delivery/SAIS/PRUs Virtual LAC School	Children Schools & Families	Children's Services
		Health and Well-being Head of Health & Wellbeing Steve Deakin Tel: 0151 934 2372 Fax: 0151 934 3520 <a href="mailto:steve.deakin@sefton.gov.uk">steve.deakin@sefton.gov.uk</a>	Adult Preventative Strategy, Healthy & Well, Managing Health Discharge Partnership Development Personalisation, Sustaining People at Home	Health and Older People	Health and Social Care
		Arts & Culture, Libraries & Leisure,	Leisure, Culture & Tourism	Regeneration and Environmental Services	
		Commissioning and Partnerships Head of Commissioning & Partnerships Peter Moore Tel: 0151 934 3730 Fax: 0151 934 3520 <a href="mailto:peter.moore@sefton.gov.uk">peter.moore@sefton.gov.uk</a>	CAMHS, Children and Adult Health and Social Care, GP Consortia links, Health Watch, Supporting People and Re-ablement Team and Development	Health and Older People	Health and Social Care
		Vulnerable People	CAMHS, Children's Trust (CT), Early Years Regulatory Activity and Commissioning, SEN Assessment and Commissioning, Young People's Voice and Information, Advice and Guidance Adult Safeguarding Board, Adult Social Care Assessment, Assistive Technology/Occupational Therapy, Contact Centre, Emergency Duty, DFG Assessment, Hospital Teams Assessment, Lifelong conditions, Mental Health Assessment (Merseycare), Mental Health Capacity, Vulnerable Victims	Children Schools & Families Health and Older People	Children's Services Health and Social Care

Place Directorate Strategic Director Bill Milburn Tel: 0151 934 4190 Fax: 0151 934 4560 <a href="mailto:bill.milburn@sefton.gov.uk">bill.milburn@sefton.gov.uk</a>	Built Environment Director Built Environment Alan Lunt Tel: 0151 934 4580 Fax: 0151 934 4276 <a href="mailto:alan.lunt@sefton.gov.uk">alan.lunt@sefton.gov.uk</a>	Investment Programme and Infrastructure	Asset Management Coastal Protection Capita Symonds Client Highways Maintenance, Network Management, strategic transportation, Local Transport Plan Investment Strategy and Programmes, Strategic Housing, homelessness, housing grants, housing enforcement	Corporate Environment Transportation Transportation Regeneration and Housing	Performance and Corporate Services Regeneration and Environmental Services Regeneration and Environmental Services Regeneration and Environmental Services Regeneration and Environmental Services	
		Planning Head of Planning Services Jane Gowing Tel: 0151 934 3544 Fax: 0151 934 4627 <a href="mailto:jane.gowing@sefton.gov.uk">jane.gowing@sefton.gov.uk</a>	Development Control, Building Control, Strategic Planning, Regulatory Support, conservation	Environment	Regeneration and Environmental Services	
		Environment Head of Environment David Packard Tel: 0151 934 4016 Fax: 0151 934 4276 <a href="mailto:david.packard@sefton.gov.uk">david.packard@sefton.gov.uk</a>	Trading Standards, Licensing and Regulation, Public Health, Pest Control, Environmental Enforcement, Food Safety, Pollution / contaminated land, Health and Safety, Sustainability, air quality / climate change, Corporate Energy, Affordable Warmth	Environment	Regeneration and Environmental Services	
		Economic Development and Tourism Head of Economy & Tourism Mark Long Tel: 0151 934 3471 Fax: 0151 934 3449 <a href="mailto:mark.long@sefton.gov.uk">mark.long@sefton.gov.uk</a>	Tourism Projects and Programmes, tourism marketing, events  Environmental and Economic Development Projects and Programmes, business support service, Invest Sefton, Sefton@Work, employer liaison, environmental regeneration	Leisure, Culture & Tourism Regeneration and Housing	Regeneration and Environmental Services Regeneration and Environmental Services	
		Streetscene Director Street Scene Jim Black Tel: 0151 288 6133 Fax: 0151 285 5217 <a href="mailto:jim.black@sefton.gov.uk">jim.black@sefton.gov.uk</a>	Landscape Services Head of Landscape Services Rajan Paul Tel: 0151 934 2373 Fax: 0151 934 2370 <a href="mailto:rajan.paul@sefton.gov.uk">rajan.paul@sefton.gov.uk</a>	Parks and Gardens Grounds Maintenance Coast and Countryside Cemeteries and Crematoria Registrars and Coroner's Support	Leisure, Culture & Tourism	Regeneration and Environmental Services
		Direct Services Head of Direct Services Andrew Walker Tel: 0151 288 6159 Fax: 0151 285 5217 <a href="mailto:andrew.walker@sefton.gov.uk">andrew.walker@sefton.gov.uk</a>	Specialist Transportation, Security, Vehicle Maintenance, School Crossings School Catering  Waste disposal, street cleaning, recycling, building cleaning	Transportation Children Schools & Families Environment	Regeneration and Environmental Services Children's Services Regeneration and Environmental Services	

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User Name	Party	Total Meetings	Present	% Present	In Attendance	Absent	% Absent	Apologies	% Apologies
Clr Nigel Ashton	Liberal Democrats	15	13	87%	1	2	13%	2	100%
Clr Marion Atkinson	The Labour Party	18	16	89%	0	2	11%	2	100%
Clr Mrs Pat Ball	Conservative Party	20	20	100%	0	0	0%	0	0%
Clr Andrew Blackburn	Liberal Democrats	10	9	90%	0	1	10%	1	100%
Clr Mike Booth	Liberal Democrats	15	11	73%	1	4	27%	4	100%
Clr Mrs Susan Bradshaw	The Labour Party	16	13	81%	0	3	19%	3	100%
Clr Owen Brady	The Labour Party	10	9	90%	0	1	10%	0	0%
Clr Robert Brennan	The Labour Party	15	10	67%	0	5	33%	5	100%
Clr Iain Brodie - Browne	Liberal Democrats	16	11	69%	0	5	31%	5	100%
Clr Leslie Byrom C.B.E.	The Labour Party	15	12	80%	0	3	20%	3	100%
Clr Anthony Carr	The Labour Party	13	13	100%	0	0	0%	0	0%
Clr Linda Cluskey	The Labour Party	21	21	100%	0	0	0%	0	0%
Clr Kevin Cluskey	The Labour Party	12	11	92%	0	1	8%	0	0%
Clr Tony Crabtree	Conservative Party	12	12	100%	1	0	0%	0	0%
Clr Paul Cummins	The Labour Party	5	4	80%	0	1	20%	1	100%
Clr Gillian Catherine Cuthbertson	Conservative	9	9	100%					
	Independent Member				0	0	0%	0	0%
Clr John Dodd	Liberal Democrats	15	15	100%	0	0	0%	0	0%
Clr Alf Doran	United Kingdom	09/01/00	9	100%					
	Independence Party				1	0	0%	0	0%
Clr Martin Dorgan	Conservative Party	24	22	92%	1	2	8%	2	100%
Clr Mark Dowd O.B.E.	The Labour Party	7	5	71%	0	2	29%	2	100%
Clr Peter Dowd	The Labour Party	28	20	71%	0	8	29%	7	88%
Clr Louise Dutton	Conservative Party	11	10	91%	0	1	9%	1	100%
Clr Martin Fairclough	The Labour Party	19	15	79%	2	4	21%	4	100%
Clr Mrs Maureen Fearn J.P.	Liberal Democrats	18	14	78%	0	4	22%	4	100%
Clr Lord Ronnie Fearn of Southport, O.B.E.	Liberal Democrats	11	8	73%	0	3	27%	3	100%
Clr Mrs Robbie Fenton	Liberal Democrats	12	7	58%	0	5	42%	5	100%
Clr Gordon Friel	The Labour Party	11	9	82%	0	2	18%	2	100%
Clr John Gibson	Liberal Democrats	14	11	79%	0	3	21%	3	100%
Clr Thomas Glover O.B.E.	Conservative	8	7	88%					
	Independent Member				0	1	12%	1	100%
Clr Barry Griffiths	Conservative Party	22	20	91%	0	2	9%	1	50%
Clr Ms Carol Gustafson O.B.E.	The Labour Party	15	13	87%	0	2	13%	1	50%
Clr Richard Hands	Liberal Democrats	18	15	83%	0	3	17%	3	100%
Clr Ms Patricia Hardy	The Labour Party	15	11	73%	0	4	27%	4	100%
Clr Anthony Hill	Liberal Democrats	17	13	76%	0	4	24%	3	75%
Clr Geoff Howe	Liberal Democrats	13	11	85%	0	2	15%	2	100%
Clr Bruce Hubbard	Liberal Democrats	18	11	61%	0	7	39%	6	86%
Clr Terry Jones	Conservative Party	16	11	69%	0	5	31%	4	80%
Clr John Kelly	The Labour Party	19	19	100%	0	0	0%	0	0%

User Name	Party	Total Meetings	Present	% Present	In Attendance	Absent	% Absent	Apologies	% Apologies
Cllr Ms Doreen Kerrigan	The Labour Party	10	9	90%	0	1	10%	1	100%
Cllr Ian Maher	The Labour Party	18	15	83%					
					1	3	17%	3	100%
Cllr James Mahon	The Labour Party	18	14	78%	0	4	22%	4	100%
Cllr Clifford Mainey	Liberal Democrats	16	14	88%	0	2	12%	2	100%
Cllr Steve McGinnity	The Labour Party	17	17	100%	0	0	0%	0	0%
Cllr Sue McGuire	Liberal Democrats	19	16	84%	0	3	16%	3	100%
Cllr David McIvor	Conservative Party	10	10	100%	0	0	0%	0	0%
Cllr Patrick McKinley	The Labour Party	16	11	69%	0	5	31%	4	80%
Cllr Ian Moncur	The Labour Party	26	23	88%	0	3	12%	2	67%
Cllr Catie Page	The Labour Party	17	17	100%	0	0	0%	0	0%
Cllr Peter Papworth	Conservative Party	23	22	96%	0	1	4%	0	0%
Cllr Mrs Paula Parry	Conservative Party	38	33	87%	1	5	13%	5	100%
Cllr David Pearson	Conservative	8	5	62%					
	Independent Member				0	3	38%	3	100%
Cllr Brenda Porter	Conservative Party	24	21	88%	5	3	12%	2	67%
Cllr Haydn Preece	Liberal Democrats	19	14	74%	0	5	26%	5	100%
Cllr David Rimmer	Liberal Democrats	22	21	95%	0	1	5%	1	100%
Cllr Diane Roberts	The Labour Party	25	22	88%	0	3	12%	3	100%
Cllr Aly Robertson	Liberal Democrats	29	22	76%	1	7	24%	7	100%
Cllr Irene Robinson	The Labour Party	18/01/00	18	100%	1	0	0%	0	0%
Cllr Marion Shaw	Liberal Democrats	17	14	82%	0	3	18%	3	100%
Cllr David Sumner	Liberal Democrats	15	12	80%	0	3	20%	3	100%
Cllr Andrew Tonkiss	Liberal Democrats	19	14	74%	0	5	26%	5	100%
Cllr David Tweed	The Labour Party	19/01/00	17	89%	0	2	11%	2	100%
Cllr Karen Veidman	The Labour Party	12/01/00	10	83%	0	2	17%	1	50%
Cllr Sir Ron Watson C.B.E.	Conservative	8	8	100%					
	Independent Member				0	0	0%	0	0%
Cllr Frederick Weavers	Liberal Democrats	17	16	94%	0	1	6%	1	100%
Cllr Miss Veronica Webster	The Labour Party	14/01/00	11	79%	0	3	21%	3	100%



### **Cabinet Member Person Specification**

**To fulfil his or her role as laid out in the role description, an effective Cabinet Member requires:**

#### **Portfolio leadership**

- An understanding of the Council's strategy, policies and operations
- Leadership skills

#### **Contribute to the setting of strategic agenda and work programme for the portfolio**

- The ability to present to others
- The ability to exercise strategic awareness and judgement
- Knowledge of relevant issues and who to involve in decision making
- The ability to persuade others
- Knowledge of Council and national objectives

#### **Provide representation for the Portfolio**

- Public speaking skills
- Good presentation skills

#### **Report as appropriate**

- High level communication skills

#### **Take an active part in cabinet meetings and decisions**

- The ability to constructively challenge decisions and suggest alternatives
- The knowledge, confidence and ability to contribute to discussion and resolution of cross cutting and collective issues

#### **Leading partnerships and community leadership**

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills
- An ability to recognise the consequences and likely impact of the Council's policies, actions and decisions.

# Agenda Item 4

## **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the Council's vision and strategic aims and objectives



### Cabinet Member Role Description

#### 1 Accountabilities

- To the Leader
- To the Cabinet (through collective responsibility)
- To Full Council

#### 2 Role Purpose and Activities

##### ▪ **Portfolio leadership**

- Giving political direction to officers working within the portfolio
- Gain the respect of officers within the portfolio; provide support to officers in the implementation of portfolio programmes
- Provide leadership in the portfolio
- Liaise with the appropriate overview and scrutiny chair and receive overview and scrutiny reports as required
- Be accountable for choices and performance in the portfolio
- Have an overview of the performance management, efficiency and effectiveness of the portfolio
- Making executive decisions within the Portfolio

##### ▪ **Contribute to the setting of strategic agenda and work programme for the portfolio**

- Work with officers to formulate policy documents both strategic and statutory. Ensure that the political will of the majority is carried to and through the Cabinet.
- Provide assistance in working up and carrying through a strategic work programme both political and statutory. Carry out consultations with stakeholders as required. Make sure that the portfolio's forward work programme is kept up to date and accurate.

##### ▪ **Provide representation for the portfolio**

- Provide a strong, competent and persuasive figure to represent the portfolio. Be a figurehead in meetings with stakeholders.

# Agenda Item 4

- **Reporting and accounting**

- Report as appropriate to the Leader, Full Council, Cabinet, appropriate chair of overview and scrutiny, regulatory bodies and the media.
- Be the principal political spokesperson for the portfolio.
- Appear before overview and scrutiny committees in respect of matters within the portfolio.

- **Take an active part in cabinet meetings and decision making**

- To show an interest in and support for the portfolios of others
- To recognise and contribute to issues which cut across portfolios or are issues of collective responsibility

- **Leading partnerships and community leadership**

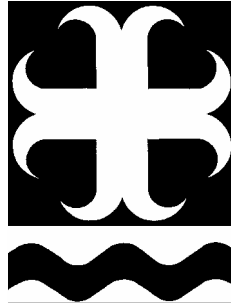
- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight

- **Internal governance, ethical standards and relationships**

- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Members' Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### 3 Values

- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership



### Leader (and Deputy Leaders) Role Description

#### 1. Accountabilities

- To Full Council
- To nominating group

#### 2. Role Purpose and Activity

- **Provide political leadership to the Council**
  - To be a political figurehead for the Council; to be the principal political spokesperson for the Council
  - To provide leadership and to liaise closely with other Party/Deputy Leaders in building a political consensus around council policies
  - To form a vision for the Council and community
  - To provide strong, clear leadership in the co-ordination of policies, strategies and service delivery
  - To chair the Council's Leaders' Group Meeting
- **Representing and acting as ambassador for the Authority**
  - Represent the Authority to a high standard. Provide a strong, competent and eloquent figure to represent the Authority both within the **Merseyside region** and at external bodies
  - Represent the Authority on the Merseyside co-ordinating committee and the Merseyside Leaders Group
  - Provide leadership and support local partnerships and organisations
  - Represent the Authority in regional and national bodies as appropriate
- **Manage and lead the work of the Cabinet and chair meetings**
  - Ensure the effective running of the Cabinet by managing the forward work programme and ensuring its continuing development
  - Ensure the work of the Cabinet meets national policy objectives
  - Advise and mentor other cabinet members in their work

# Agenda Item 4

- To chair meetings of the Cabinet in line with the Constitution
- In the Leader's absence the Deputy Leaders should fulfil this role
  
- **Participate in the collective decision making of the Cabinet**
  
- To work closely with other cabinet members to ensure the development of effective council policies and the budgetary framework for the Council, and the delivery of high quality services to local people
- To accept collective responsibility and support decisions made by the Cabinet once they have been made
  
- **To work with officers to lead the organisation**
  
- Liaise with the Chief Executive, and other appropriate officers, on a regular basis
- To meet with the Finance Director to discuss monthly budget monitoring statements prepared by each Service Director and to report to the Leaders' Group Meeting/Cabinet as appropriate
- Work with employees of the Council in relation to the strategic vision and direction of the Council, the management roles of officers and the development of policy issues
  
- **Leading partnerships and community leadership**
  
- To give leadership to local strategic partnerships and local partners in the pursuit of common aims and priorities
- To negotiate and broker in cases of differing priorities and disagreement
- To act as a leader of the local community by showing vision and foresight
  
- **Internal governance, ethical standards and relationships**
  
- To promote and support good governance of the Council and its affairs
- To provide community leadership and promote active citizenship
- To promote and support open and transparent government
- To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
- To adhere to the Member's Code of Conduct, Member/Officer Protocol and the highest standards of behaviour in public office

### 3. Values

- To be committed to and demonstrate the following general principles in public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability



# Agenda Item 4

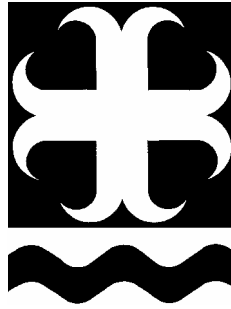
- Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership
- 
- To be committed to and demonstrate the following values in public office:
    - Inclusive leadership
    - Consensus building

## **Deputy Leaders**

- To work closely with the Leader in building political consensus around Council policies and strategic issues
- To attend the Council's Leaders' Group Meeting
- To consider monthly budgetary monitoring statements at Leaders' Group and if necessary refer to the appropriate Cabinet Member/Cabinet
- To work with and liaise closely with the Leader to ensure the effective running of the Cabinet
- To assist the Leader in specific duties as required, including chairing meetings of Cabinet, representation at meetings with outside bodies or organisations as requested or in the Leaders absence

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## APPENDIX F (4)



### **Leader and Deputy Leaders Person Specification**

**To fulfil his or her role as laid out in the role description, an effective leader requires:**

#### **Provide political leadership to the Council**

- Knowledge of community strengths, areas of improvement and key issues
- An understanding of the relationship between national and local politics
- Have a good strategic awareness of issues facing the Council
- An understanding of the Council's strategy, policies and operations

#### **Representing and acting as ambassador for the Authority**

- High level communication skills to communicate to the media, local community and wider audience
- Good public speaking skills

#### **Manage and lead the work of the Cabinet and chair meetings of the Cabinet**

- An understanding of the Cabinet procedure rules
- Skills to Chair meetings, including encouraging participation from all members
- A knowledge and understanding of national policy objectives
- An overview of the work being carried out by cabinet members

#### **Participate in the collective decision making of the Cabinet**

- The ability to constructively challenge decisions and suggest alternatives

#### **To work with officers to lead the organisation**

- An understanding of the roles and responsibilities of the Chief Executive and other officers

# Agenda Item 4

## **Leading partnerships and community leadership**

- Adaptive leadership skills
- Negotiation and brokerage skills
- Creative and lateral thinking skills
- An ability to recognise the consequences and likely impact of the Council's policies, decisions and actions

## **Internal governance, ethical standards and relationships**

- An understanding of the roles of officers, members and different agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the Council's vision and strategic aims and objectives.



### Mayor of the Council Role Description

#### 1 Accountabilities

- Full Council

#### 2 Role Purpose and Activity

- **Act as a symbol of the Council's democratic authority**
- **A symbol of the authority:** the Mayor with the Chain of Office, is seen as a symbol of the Borough;
- **A symbol of an open society:** the Mayor can come from any class, gender, ethnic background. This diversity reflects the more open, democratic and equal society in which we live
- **An expression of social cohesion:** the Mayor will attend many engagements, most of which are social, which give an expression of cohesion to the life of the Borough. The Mayor will promote the Council amongst its community and help work towards achieving the Council's social, community, educational and economic aims, and encourage democratic engagement.

In this regard the Mayor is expected to:

- Ensure that the mayoralty as an institution rather than an individual person is promoted as a position of respect within the community;
- Serve as the Boroughs social, cultural and business ambassador, within and outside the Borough.
- Maintain a strong and ubiquitous presence within the Borough and ensure that the Borough is represented on all-important occasions.
- Establish and sustain a high and positive profile and standing in the community.

#### ▪ **Chair Council Meetings**

The procedural role of the Mayor is to preside over the principal meetings of the Council. The duties of the Mayor at Council meetings are set out in the Local Government Act 1972 and include a second or casting vote. In that context the Mayor is responsible for:

# Agenda Item 4

- Upholding and promoting the purposes of the Councils Constitution and for interpreting the Constitution when necessary;
- Presiding over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of all Councillors and the interests of the community;
- Ensuring that the Council meeting is a forum for the debate of matters of concern to the local community and the place at which Councillors are able to hold the Cabinet and Council Committees to account;
- Promoting public involvement in the Council's activities;
- Ensuring that the Council complies with both the letter and the spirit of the Constitution.

- **Ceremonial Role**

The ceremonial role involves the Mayor acting as an ambassador for the Council. The responsibilities include (but not exclusively):

- Hosting the Civic and Ceremonial Hospitality Programme and presiding over key civic functions;
- Welcoming visitors to the Borough;
- Hosting delegations from the Boroughs Twin Towns, and leading delegations on return visits;
- Receiving Members of the Royal Family and important visitors to the Borough;
- Attending official openings and making presentations throughout the Borough;
- Attending religious services of all denominations throughout the Borough and further afield (as authorised);
- Opening exhibitions, events, demonstrations and ceremonies on behalf of the Borough;
- Opening a wide range of Conferences, promoting the business, commercial, industrial, educational and cultural life of the Borough;
- Presiding over and conferring Citizenship on residents of the Borough;
- Visiting schools and community groups, and hosting such visits to Council premises;
- Promoting the Mayors Charity Fund and serving as a Trustee on the Charity Fund, overseeing the distribution of awards;
- Sending congratulatory letters to people of the Borough upon the award of honours for special achievements.

## **3 Values**

- To be committed to the values of the Council and the following values of public office
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership

## **Deputy Chair**

- To preside over meetings of the Cabinet in the absence of the mayor.

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## **Mayor of the Council Person Specification**

To fulfil his or her role as laid out in the role description, as an effective member requires the following:

### **Act as a symbol of the Council's democratic authority/Chair Council meetings**

- Public speaking/speech writing
- Chairmanship skills
  
- Served as a Councillor for at least 4 years
- Not up for Election in the year after serving as Deputy Mayor
- Acted as a Chairman of a Committee or a Working Group for at least one year
  
- Good oral and written communication skills
- Excellent inter-personal skills
- Ability to relate to people from a wide range of backgrounds
- Good knowledge of the Council's Constitution with particular reference to the Rules of Procedure for the Council meeting
- Ability to write speeches
- Experience of making speeches or speaking to large groups

### **Ceremonial Role –**

#### **Special Requirements**

- Flexibility and willingness to attend a wide range of engagements/events in the day and evening
- Prepared to abide by the Protocols and follow the Guidance relating to office
- Willingness to act impartially and in a non-political manner

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### **Overview and Scrutiny Chair Role Description**

#### **1. Accountabilities**

- Full Council
- The Public
- External Regulatory Bodies

#### **2. Role purpose & activity**

- **Provide leadership and direction**
  - Provide confident and effective management of the member team
  - Promote the role of Overview and Scrutiny within and outside the council, liaising effectively both internally within the council and externally with the Council's partners
  - Develop a balanced work programme of the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
  - Ensure the programme takes account of relevant factors such as: the work programmes of the cabinet and other committees, strategic priorities and risks, and relevant community issues
  - Demonstrate an objective and evidence based approach to scrutiny
  - Evaluate the impact and added value of scrutiny activity and identify areas for improvement
  - contribute to the deliberations at the Overview and Scrutiny Management Board
- **Manage the work programme**
  - Ensure that the work programme is delivered
  - Report on progress against the work programme to Council, and others as appropriate
  - Liaise with officers, other members and community representatives to resource and deliver the work programme
- **Hold the Cabinet to account**
  - Evaluate the validity of executive decisions and challenge inappropriate decisions through call in
- **Effective meeting management**

# Agenda Item 4

- Set agendas containing clear objectives and outcomes for the meeting
- Manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
- Ensure that the necessary preparation is done beforehand
- Ensure that all participants have an opportunity to make an appropriate contribution
  
- **Community leadership**
  - Act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
  - Build understanding and ownership of the scrutiny function within the community
  - Identify relevant community based issues for scrutiny
  - Involve fully external stakeholders for example, service users expert witnesses and partners in scrutiny activity
  
- **Involvement and development of committee members**
  - Encourage high performance from all committee members in both committee and task and finish groups
  - Assess individual and collective performance within the committee and facilitate appropriate development
  - Ensure members adhere to and promote the Overview and Scrutiny Committees agreed values
  
- **Overview & Scrutiny Values**
  - Adopt an informal, friendly and non-confrontational approach
  - Be open, transparent and fair to all involved in the Scrutiny process
  - Share information and seek consensus
  - Allow preparation and thinking time to all witnesses
  - Allow witnesses to submit their evidence in a form they feel comfortable with (Oral/Written)
  - Make any necessary arrangements to facilitate or assist witness attendance in line with the Council's Equality Policy.
  - Provide feedback, written or verbal, to all witnesses involved in the process.
  - Look for continuous improvement through a positive process
  - Value diversity and ensure equality is built into all our processes



### Overview and Scrutiny Member Role Description

#### 1 Accountabilities

- Chair of the appropriate scrutiny committee
- Full Council
- The public
- External Regulatory Bodies

#### 2 Role purpose & activity

- To participate fully in the activities of the Overview and Scrutiny Committee, delivery of its work programme and any associated task and finish groups
- **Reviewing and developing policy**
  - Assist in the creation, development, improvement and refinement of council policy
  - Challenge policies on a sound basis of evidence for example against legislation or local political priority
  - Assess impact of existing policy
- **Monitoring performance and service delivery**
  - Monitor the performance of internal and external providers against standards and targets
  - Contribute to the identification and mitigation of risk
  - Investigate and address the causes of poor performance
- **Promoting the work of scrutiny**
  - Promote the role of scrutiny within and outside the council, developing effective internal and external relationships
  - Demonstrate an objective and evidence based approach to scrutiny
  - Add value to the decision making and service provision of the authority through effective scrutiny
- **Community leadership**
  - Use scrutiny as a means to address community issues and engage the public
  - Encourage stakeholders to participate in the work of the authority

# Agenda Item 4

- Develop locally viable and acceptable policy solutions
- Build a dialogue around priorities, objectives and performance, among communities and stakeholders
  
- **Meeting participation**
  - Make adequate and appropriate preparation for meetings through research and briefings
  - Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
  
- **Hold the Cabinet to account**
  - Evaluate the validity of executive decisions and challenge inappropriate decisions through call in
  
- **Overview and Scrutiny Values**
  - Adopt an informal, friendly and non-confrontational approach
  - Be open, transparent and fair to all involved in the Scrutiny process
  - Share information and seek consensus
  - Allow preparation and thinking time to all witnesses
  - Allow witnesses to submit their evidence in a form they feel comfortable with (Oral/Written)
  - Make any necessary arrangements to facilitate or assist witness attendance in line with the Council's Equality Policy.
  - Provide feedback, written or verbal, to all witnesses involved in the process.
  - Look for continuous improvement through a positive process
    - Value diversity and ensure equality is built into all our processes



### **Elected Member Person Specification**

**To fulfil his or her role as laid out in the role description, an effective Member requires the following:**

#### **Representing and supporting Communities**

- Good advocacy skills
- Interpersonal skills
- Integrity and the ability to set aside own views and act impartially
- The ability to present relevant and well reasoned arguments
- Good communication skills

#### **Making decisions and overseeing Council performance**

- Knowledge and understanding of meetings law, rules and conventions
- An understanding of strategic, policy and service contexts for decisions
- The ability to challenge ideas and contribute positively to policy development

#### **Representing the Council (subject to appointment)**

- Good public speaking skills
- Good presentation skills
- The ability to persuade others and act with integrity

#### **Internal governance, ethical standards and relationships**

- An understanding of the roles of Officers, Members and different Agencies
- Respect for, and desire to work with, different groups and individuals
- Have knowledge and understanding of the Code of Conduct and Member/Officer Protocol
- A knowledge and commitment to the Council's vision and strategic aims and objectives

#### **Personal and role development**

- An ability to assess personal and role development needs
- Desire and skills to participate in development

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### Elected Member Role Description

#### 1. Accountabilities

- To Full Council
- To the electorate of their ward

#### 2. Role Purpose and Activity

- **Representing and supporting communities**
  - To represent ward interests
  - To represent and act as an advocate for individual constituents in their dealings with the Council and Local Organisations, undertaking casework on their behalf and serving all fairly and equally
  - To liaise with Cabinet Members, other Council Members, Council Officers and Partner Organisations to ensure that the needs of the Local Communities are identified, understood and supported
  - To promote tolerance and cohesion in Local Communities
  - To attend and participate in Local Area Committee meetings
  - To be a channel of communication to the Community on Council strategies, policies, services and procedures
  - To be an advocate in the Council for the Ward and Communities they serve
- **Making decisions and overseeing Council performance**
  - To participate in Full Council, Committee or Panel meetings, reaching and making informed and balanced decisions
  - To adhere to the principles of democracy and collective responsibility in decision making
  - To actively promote and ensure efficiency and effectiveness in the provision of Council and other public services
  - To monitor, oversee and constructively question and challenge service provision and performance to ensure value for money and transparency of decision making

# Agenda Item 4

- **Representing the Council (subject to appointment)**
  - To represent the Council on outside bodies as an appointee of the Council
  - To represent the Council on local partnership bodies, promoting common interest and co-operation for mutual gain
  - To represent and be an advocate for the Council on national bodies and at national events
- **Internal governance, ethical standards and relationships**
  - To promote and support good governance of the Council and its affairs
  - To provide community leadership and promote active citizenship
  - To promote and support open and transparent government
  - To support, and adhere to respectful, appropriate and effective relationships with employees of the Council
  - To adhere to the Member's Code of Conduct, the Member/Officer Protocol and the highest standards of behaviour in public office
- **Personal and role development**
  - To participate in opportunities for development provided for Members by the Authority

### 3. Values

- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership



### **Chair of Regulatory Committee, Area Committee or Standards Committee Person Specification**

**To fulfil his or her role as set out in the role description, an effective committee chair requires:**

- **Providing leadership and direction**
  - Ability to conduct meetings to ensure that applicants feel that they have been dealt with fairly and fully even if their application is refused
  - Understanding of the Council's role and ability to ensuring that stake holders are aware of that role
  - Communication skills
  - Knowledge of local issues
  - Ability to manage the work of the committee
  - Ability to support and develop necessary skills in fellow members of the committee
- **Promoting the role of the regulatory committee and quasi-judicial decision making**
  - Understanding and appreciation of the regulatory framework
  - Ability to inspire and enthuse committee members for the work of the committee
  - Integrity and the ability to set aside own views and act impartially
  - Knowledge and understanding of the relevant code(s) of conduct and protocols and the ability to champion them
- **Promoting the role of the Area/Standards Committee**
  - Good knowledge of local issues
  - An understanding of the importance of consultation and local views
  - Knowledge and understand of the Ethical Standards agenda and the ability to promote and champion high ethical standards
- **Internal governance, ethical standards and relationships**
  - Knowledge and understanding of the Code of Conduct and protocols
  - Knowledge of and commitment to the Council's vision and Strategic aims and objectives

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### **Chair of a Regulatory Committee, Area Committee and Standards Committee Role Description**

#### **1 Accountabilities**

- To Full Council
- To the members of the Regulatory, Area or Standards committee

#### **2 Role Purpose and Activity**

- **Provide leadership and direction**
  - Provide confident and effective management of meetings to facilitate inclusivity, participation and clear decision making
  - Demonstrate integrity and impartiality in decision making which accord with legal, constitutional and policy requirements
  - Delegate actions to sub committees as appropriate
- **Promoting the role of the regulatory committee, area or standards committee**
  - Act as an ambassador for the regulatory, area or standards committee, facilitating understanding of the role
  - Act within technical, legal and procedural requirements to oversee the functions of the committee fairly and correctly
  - Ensure thoroughness and objectivity in the committee, receiving and responding to professional advice in the conduct of meetings and in individual cases/applications before formal committee meetings
- **Internal governance, ethical standards and relationships**
  - Develop the standing and integrity of the committee and its decision making
  - Promote and support good governance by the Council

#### **Regulatory Committee Chairs**

- Understand the principles of natural justice and the quasi judicial decision making role of the Committee
- Ensure that applicants and other interested parties are satisfied as to the transparency of the regulatory process
- Understand the respective roles of members, officers and external parties operating within the regulatory committee's area of responsibility

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## **Area Committee Chairs**

- Ensure that any functions which the Area Committee is responsible for are carried out in a manner consistent with the policies approved by Full Council.
- Ensure any applications to expend any Budgets delegated to Area Committee are approved in accordance with the Committees guidelines.

## **Standards Committee Chair (Independent Member)**

- Act as champion for ethical standards within the Authority liaising closely with the Council's Monitoring Officer.

## **3 Values**

- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership



### **Regulatory Committee, Area Committee and Standards Committee Member Person Specification**

**To fulfil his or her role as laid out in the role/job description, an effective member of a regulatory committee requires the following:**

#### **Understanding the nature of the regulatory committee and quasi-judicial decision making**

- Integrity and the ability to set aside own views and act impartially
- Knowledge of law, policy and procedures for that regulatory/quasi judicial area
- Maintenance of knowledge
- Objectivity and judgement

#### **Understanding the role of the Area Committee**

- Knowledge of the local area and local issues

#### **Understanding of the role of the Standards Committee**

- Good understanding of the ethical agenda
- Commitment to high standards in public office, probity and integrity

#### **Participating in meetings and making decisions**

- Ability to listen and to consider and respect the views of other contributors
- Good public speaking skills
- Good advocacy skills

#### **Internal governance, ethical standards and relationships**

- Knowledge and understanding of the Code of Conduct(s) and protocols
- Knowledge of and a commitment to the Council's vision and strategic aims and objectives

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### **Member of a Regulatory Committee, Area Committee or a Standards Committee Role Description**

#### **1 Accountabilities**

- To Full Council
- To the Chair of the regulatory committee, area committee or standards committee.

#### **2 Role purpose and activity**

- **Understanding the nature of the regulatory committee and quasi-judicial decision making and the role of area committee and standards committee**
  - To be aware of the quasi-judicial nature of regulatory committee decision making
  - To have sufficient technical, legal and procedural knowledge to contribute fairly and correctly to the function of the committee
  - To be thorough and objective in receiving and responding to professional advice in the conduct of meetings and individual cases/applications before the committee
- **Participating in meetings and making decisions**
  - To participate effectively in meetings of the committee, ensuring that both local considerations and policy recommendations are balanced to contribute to effective decision making
  - To make informed and balanced decisions, within the terms of reference of the committee, which accord with legal, constitutional and policy requirements
- **Internal governance, ethical standards and relationships**
  - To ensure the integrity of the committee's decision making and of his/her own role by adhering to the Code of Conduct(s) and other constitutional and legal requirements
  - To promote and support good governance by the Council
  - To understand the respective roles of members, officers and external parties operating within the committee's area of responsibility

# Agenda Item 4

## 3 Values

- To be committed to the Council's vision and strategic aims and objectives and the following principles of public office:
  - Selflessness
  - Honesty and Integrity
  - Objectivity
  - Accountability
  - Openness
  - Personal Judgement
  - Respect for others
  - Duty to uphold the law
  - Stewardship
  - Leadership



### **Overview and Scrutiny Chair Person Specification**

**To fulfil his or her role laid out in the role description an effective Overview and Scrutiny Chair requires:**

#### **Provide leadership and direction**

- Understanding of council role and functions
- Understanding of role of scrutiny, terms of reference for the committee, role of chair, and other aspects of the democratic arrangements
- Understanding of member support functions
- Understanding of council priorities and risks
- Ability to develop work programmes
- Understanding of community issues
- Objectivity
- Negotiation and consensus building
- Ability to build constructive and 'critical friend' relationships with the Executive

#### **Manage the work programme**

- Ability to manage projects and resources
- Ability to manage people
- Ability to prioritise
- Ability to report progress to different groups in different styles

#### **Holding the Executive to account**

- Understanding of arrangements for call in

#### **Effective meeting management**

- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements
- Ability to chair meetings effectively, managing the agenda and progressing business
- Ability to facilitate effective discussions
- Ability to listen and question effectively

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## **Community leadership**

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

## **Involvement and development of committee members**

- Understanding of role and skills of the overview and scrutiny committee and its individuals
- Ability to support members and the committee in assessing their performance
- Ability to identify any training and development needs and procuring appropriate learning and development



## Overview and Scrutiny Chair Role Description

### 1. Accountabilities

- Full Council
- The Public
- External Regulatory Bodies

### 2. Role purpose & activity

- **Provide leadership and direction**
  - Provide confident and effective management of the member team
  - Promote the role of Overview and Scrutiny within and outside the council, liaising effectively both internally within the council and externally with the Council's partners
  - Develop a balanced work programme of the committee which includes pre decision scrutiny, policy development and review, investigative scrutiny, and performance monitoring
  - Ensure the programme takes account of relevant factors such as: the work programmes of the cabinet and other committees, strategic priorities and risks, and relevant community issues
  - Demonstrate an objective and evidence based approach to scrutiny
  - Evaluate the impact and added value of scrutiny activity and identify areas for improvement
  - contribute to the deliberations at the Overview and Scrutiny Management Board
- **Manage the work programme**
  - Ensure that the work programme is delivered
  - Report on progress against the work programme to Council, and others as appropriate
  - Liaise with officers, other members and community representatives to resource and deliver the work programme
- **Hold the Cabinet to account**
  - Evaluate the validity of executive decisions and challenge inappropriate decisions through call in
- **Effective meeting management**

# Agenda Item 4

- Set agendas containing clear objectives and outcomes for the meeting
  - Manage the progress of business at meetings, ensuring that meeting objectives are met, and the code of conduct, standing orders and other constitutional requirements are adhered to
  - Ensure that the necessary preparation is done beforehand
  - Ensure that all participants have an opportunity to make an appropriate contribution
- **Community leadership**
    - Act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function
    - Build understanding and ownership of the scrutiny function within the community
    - Identify relevant community based issues for scrutiny
    - Involve fully external stakeholders for example, service users expert witnesses and partners in scrutiny activity
- **Involvement and development of committee members**
    - Encourage high performance from all committee members in both committee and task and finish groups
    - Assess individual and collective performance within the committee and facilitate appropriate development
    - Ensure members adhere to and promote the Overview and Scrutiny Committees agreed values
- **Overview & Scrutiny Values**
    - Adopt an informal, friendly and non-confrontational approach
    - Be open, transparent and fair to all involved in the Scrutiny process
    - Share information and seek consensus
    - Allow preparation and thinking time to all witnesses
    - Allow witnesses to submit their evidence in a form they feel comfortable with (Oral/Written)
    - Make any necessary arrangements to facilitate or assist witness attendance in line with the Council's Equality Policy.
    - Provide feedback, written or verbal, to all witnesses involved in the process.
    - Look for continuous improvement through a positive process
    - Value diversity and ensure equality is built into all our processes



### **Overview and Scrutiny Member Person Specification**

To fulfil his or her role as laid out in the role description, an effective overview and scrutiny member requires:

#### **Participate fully in the activities of the scrutiny function**

- Full understanding of the scrutiny remit and role, and terms of reference for their own committee and others
- Understanding of member support functions
- To work within the guidance of the chair

#### **Reviewing and developing policy**

- Knowledge of and ability to evaluate existing policy
- Understanding of best practice
- Understanding of national and local legislative and policy context

#### **Monitoring performance and service delivery**

- Understanding of the principles and practice of performance management
- Understanding of council's performance management arrangements
- Ability to analyse data and challenge performance

#### **Promoting the work of scrutiny**

- Ability to negotiate and build consensus
- Ability to act objectively and on the basis of evidence

#### **Community leadership**

- An understanding of the community leadership role
- Knowledge of local issues and expectations
- Ability to work effectively with all members of the community and build understanding and ownership of scrutiny
- Knowledge of the individuals and organisations in the community especially those traditionally excluded

#### **Meeting participation**

- Ability to interpret information and data from a range of sources
- Understanding and application of meeting protocols, code of conduct, standing orders and other constitutional requirements

# Agenda Item 4

- Ability to participate in meetings including effective listening, questioning and speaking

## **Holding the Executive to account**

- Understanding of arrangements for call in





## Overview and Scrutiny Member Role Description

### 1 Accountabilities

- Chair of the appropriate scrutiny committee
- Full Council
- The public
- External Regulatory Bodies

### 2 Role purpose & activity

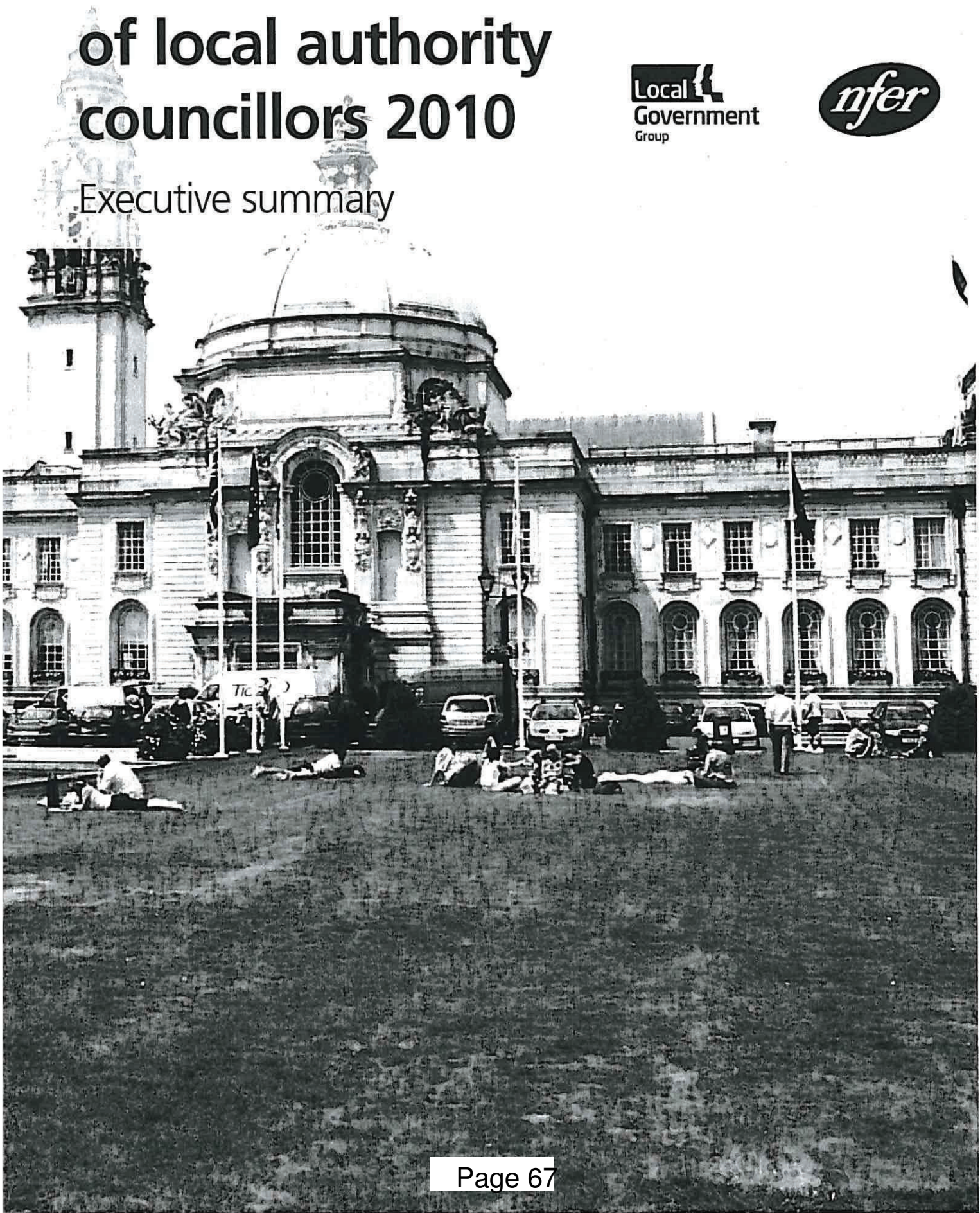
- To participate fully in the activities of the Overview and Scrutiny Committee, delivery of its work programme and any associated task and finish groups
- **Reviewing and developing policy**
  - Assist in the creation, development, improvement and refinement of council policy
  - Challenge policies on a sound basis of evidence for example against legislation or local political priority
  - Assess impact of existing policy
- **Monitoring performance and service delivery**
  - Monitor the performance of internal and external providers against standards and targets
  - Contribute to the identification and mitigation of risk
  - Investigate and address the causes of poor performance
- **Promoting the work of scrutiny**
  - Promote the role of scrutiny within and outside the council, developing effective internal and external relationships
  - Demonstrate an objective and evidence based approach to scrutiny
  - Add value to the decision making and service provision of the authority through effective scrutiny
- **Community leadership**
  - Use scrutiny as a means to address community issues and engage the public
  - Encourage stakeholders to participate in the work of the authority

# Agenda Item 4

- Develop locally viable and acceptable policy solutions
- Build a dialogue around priorities, objectives and performance, among communities and stakeholders
  
- **Meeting participation**
  - Make adequate and appropriate preparation for meetings through research and briefings
  - Participate in a proactive, informed and effective manner taking account of the Code of Conduct, Standing Orders and other constitutional requirements
  
- **Hold the Cabinet to account**
  - Evaluate the validity of executive decisions and challenge inappropriate decisions through call in
  
- **Overview and Scrutiny Values**
  - Adopt an informal, friendly and non-confrontational approach
  - Be open, transparent and fair to all involved in the Scrutiny process
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  - Make any necessary arrangements to facilitate or assist witness attendance in line with the Council's Equality Policy.
  - Provide feedback, written or verbal, to all witnesses involved in the process.
  - Look for continuous improvement through a positive process
    - Value diversity and ensure equality is built into all our processes

# National census of local authority councillors 2010

Executive summary



# Agenda Item 4

## Foreword

Every day, councillors are in the front line, leading their places, people and partners through times of unprecedented change and challenge. It is therefore essential that they receive the best possible support to help them to serve their communities effectively. So, it is crucial that the Local Government Group (LG Group) knows who councillors are and understands what drives them, and that councils and political parties are better equipped to understand their elected colleagues.

The responsiveness and capacity of councils to provide locally-representative leadership is likely to be tested in the years to come and the LG Group needs to ensure that councils are equipped to meet the challenges ahead. This is particularly important in the changing context in which local government works, with economic and social pressures, alongside increasing levels of public expectation.

The 2010 Councillors' Census explored these issues. The findings show that councillors as individuals are dedicated people, who devote a great deal of their own time to serving their communities. The census shows that councillors are increasingly confident in their role but that further support could help them deliver more.

The Councillors' Census is commissioned to ensure the sector, including the political parties, has accurate information on councillors' age, gender and background, and how they carry out their work. Accurate data of this nature is key if councils are to continue to develop their community leadership and place-shaping roles.

The LG Group presents in this document its own perspective on the findings of the Census, and will explore and develop its messages to help support our members in these challenging times. The messages aim to draw out the value, energy and experience that councillors bring to local government and how the sector can support them to reach their full potential.



Councillor Sir Merrick Cockell is the chairman of the LGA.



## Background

The LG Group has carried out the sixth Census of Local Authority Councillors in England. The Census provides a 'snapshot' of local government representation and, with previous years' data, analysis of trends over time.

Councillors are in the front line as both community advocates and as political leaders. It is therefore essential that they receive the best possible support to enable them to serve their communities effectively. The survey findings assist the LG Group to better understand the needs of councillors.

The 2010 Census collected data over November 2010–February 2011 and updates the previous Censuses in 1997, 2001, 2004, 2006 and 2008.

Thanks to the support from councillors and member support officers, replies were received from 6,082 (33.4 per cent) councillors in office in England.

The full report, and further analyses, can be found on the LG Group's website ([www.local.gov.uk](http://www.local.gov.uk)). For further information about the Census please contact Stephen Richards at the LG Group's Research and Information team ([stephen.richards@local.gov.uk](mailto:stephen.richards@local.gov.uk), 020 7664 3256).

## Main findings

The following are the main findings from the 2010 Councillors' Census, which was conducted in the winter of 2010/2011.

### Work as a councillor

- Councillors had, on average, been members of their authority for 9.4 years in 2010, slightly longer than reported in 2008 (8.3 years).
- 57.4 per cent of councillors held one or more positions of leading responsibility within the council and 52.5 per cent of all councillors received a special responsibility allowance in addition to their basic allowance.
- Councillors spent, on average, 23 hours per week on council/political business, similar to 2006 and 2008.
- 91.3 per cent of councillors had been in receipt of one or more training and development opportunities in the last 12 months and 41.5 per cent would welcome the opportunity to gain a more formal qualification or recognition of their work as a councillor.
- From a list of eight resources or learning opportunities, councillors ranked IT support (21.0 per cent) and administrative support (20.5 per cent) as those that would be most beneficial to their role.
- 88.1 per cent of councillors indicated that a council email address was made available to them and 74.8 per cent used one. Just under half of those who used it felt this was one of the most useful resources available to them (49.1 per cent). A PC or laptop was available to 87.0 per cent of councillors, and 72.3 per cent used one, the majority of whom thought it one of the most useful resources (70.8 per cent). Broadband was available to 75.7 per cent of councillors, and 64.5 per cent used this, over a half of whom (56.5 per cent) indicated that it was one of the most useful resources.

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## Issues and views of councillors

- 91.1 per cent considered themselves to be effective or very effective in their role as councillors, which was a slightly higher proportion than was the case in 2008 (88.0 per cent).
- 88.2 per cent of councillors cited a desire to serve the community as their reason for wanting to become a councillor.
- 93.8 per cent thought that listening to local views was the most important thing for councillors to do, while 91.1 per cent said that supporting the local community was the most important thing for them to do.
- Around half (50.6 per cent) said that their council was fully committed to allowing people to have a say on services provided locally through consultation and feedback. Nearly two-fifths felt that their council was fully committed to enabling people and communities to have an influence locally through active programmes of engagement, to providing better support for elected members and to having mechanisms to organise inquiries about contentious issues.
- 67.3 per cent of councillors intend to stand for re-election at the end of their term in office and 83.4 per cent would recommend taking on the role to others.

## Personal background of councillors

- Most councillors (68.5 per cent) were male, 30.6 per cent were female in 2010. The proportion of female councillors had increased from 27.8 per cent in 1997, although the proportion is still considerably lower than the adult population (51.2 per cent).
- The average age of councillors has increased from 55.4 years in 1997 to 59.7 years in 2010. In 2010, 88.2 per cent of councillors were aged 45 and over, compared to 52.6 per cent of the adult population.
- 96.3 per cent of councillors were white and 3.7 per cent came from an ethnic minority background in 2010. A higher proportion of the adult population was from an ethnic minority background (11.1 per cent).
- The proportion of councillors who were retired has increased from 34.1 per cent in 1997 to 47.2 per cent in 2010, compared to 19.1 per cent of the adult population.
- 55.9 per cent of councillors in 2010 held a qualification equivalent to NVQ level 4 and above, compared to 31.2 per cent of the adult population.

## The LG Group's perspective

The LG Group's Councillors' Census provides us with a unique insight into the councillors we represent. It paints a picture of engaged and driven individuals who want to improve their communities and build better lives for the people they represent. At the LG Group we believe that councillors should be supported to deliver their maximum potential and to realise the benefits that localism can deliver. Below we set out our key messages from the Census findings that we will use to promote the role of councillor, as well as highlighting how the LG Group and the sector can support councillors to go even further.



## **Councillors give great value to their communities**

When we talk about the Big Society and the army of volunteers who could serve their communities, we often forget that there are around 20,000 councillors in England who give a great deal of time and energy to the places they represent. They become councillors to serve their communities and to achieve this will look to the views of the local people and communities they represent. This drive and determination is also reflected in the great deal of time councillors give to their role.

*88 per cent of respondents became a councillor to serve their community.*

*More than 9 out of 10 respondents agreed that listening to the views of local people and supporting the local community are the most important roles of the councillor.*

*On average, councillors spend 23 hours per week on council and political business. 15 per cent of councillors spend more than 35 hours per week on council and political business.*

## **Councillors can give a fresh perspective to councils**

At a time when councils are being asked to work in new and innovative ways, councillors can offer a fresh insight into the challenges facing councils. Now more than ever, that resource of experience and knowledge shouldn't be overlooked. Whether it is from other forms of voluntary work or through their professional skills – which are increasingly from a professional, managerial and private sector background – the value that this extra expertise and experience can give should not be underestimated.

*42 per cent of councillors are school governors and 56 per cent do other unpaid voluntary work, and almost a quarter have one or more caring responsibilities.*

*15 per cent are self-employed, and of those who are employed or self-employed, 69 per cent work in the private sector.*

*37 per cent of employed or self-employed councillors described themselves as having a managerial background and 33 per cent as professional, compared with 33 per cent and 28 per cent respectively in 1997.*

*More than half of councillors have NVQ level 4 or equivalent and above.*

## **Councillors are more confident and willing to talk about their role**

To step up to the challenges, make the most of opportunities and work together with the local community, residents and other partners, councillors need to have the confidence and support to lead their place. The LG Group supports councillors to develop themselves and to take pride in the valuable work that they do, and it is encouraging to see that councillors are more willing to talk about the work they do, including recommending the role to others. This is also made manifest in their intention to stand again at the next set of local elections.

*22 per cent of councillors reported that they often talked about being a councillor with work colleagues.*

*37 per cent often talked about it at community events.*

*29 per cent talked about it at social gatherings, and 38 per cent within the family.*

*They are also more likely to recommend being a councillor to others (83 per cent in 2010, compared to 76 per cent in 2006).*

*67 per cent intend to stand for re-election – up from 55 per cent in 2008.*

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## The LG Group's response

### 1. Councillor support offer

The LG Group is committed to delivering high-quality political support to councillors to help them meet the challenges of today and to help them grow the confidence and skills to lead their places. To do this, programmes of support must adapt to councillors' needs. The Census found a range of key areas in which councillors said they needed support – media training, IT support, administrative support and political skills training.

The LG Group's political support programmes will reassess their content to make sure that the media and political skills elements meet the needs of councillors on our programmes. We will also explore with the sector how other support needs could be better met. (Details of support programmes, such as the Leadership Academy, can be found at [www.local.gov.uk](http://www.local.gov.uk).)

*35 per cent reported that media training would be beneficial to their work as councillors, 31 per cent IT support, 27 per cent administrative support and 25 per cent political skills training.*

### 2. Councillors as talent spotters

The LG Group's *Be a councillor* campaign is based on the argument that one of the most important things that local authorities and local parties must do is ensure they each represent their place. This is not just a case of encouraging more diversity, although harnessing the talents of the young, professionals, women and people from ethnic communities will certainly make councils more vibrant. We also want to have the best quality councillors. We need different kinds of people willing to put themselves up for election, so that parties get a choice of quality candidates from which to select. To do that, parties have to go out and find new talent: people who are ordinary enough to be representative, but extraordinary enough to be representatives.

*Be a councillor* encourages councillors to take the role of 'talent spotter'. This is because there is one very easy way to encourage and support these people to become councillors – ask them! The Census shows us that over a quarter of councillors say that they became a councillor because they had been asked. And it is encouraging to see that a growing proportion of councillors are recommending the role as well.

For support and advice about how to take on the 'talent spotter' role you can download *Finding the X factor: the premier guide to recruiting local government talent in your area* from the *Be a councillor* website [www.beacouncillor.org.uk](http://www.beacouncillor.org.uk)

*83 per cent in 2010 would recommend being a councillor to others, compared to 76 per cent in 2006.*

*28 per cent became a councillor because they had been asked to.*





## 3. Social Media

At the LG Group we are aware of the important part that social media plays, and will continue to play, in the role of local councillors. Through initiatives like *21st Century Councillor*, the soon-to-be-launched Knowledge Hub, and practical guidance through *Connected councillors: a guide to using social media to support local leadership* <http://www.idea.gov.uk/idk/aio/28632240> we are supporting councillors as they dive into this new world.

The recently revitalised Tweety Hall website ([www.tweetyhall.co.uk](http://www.tweetyhall.co.uk)), supported by the LG Group, uses Twitter to connect constituents with local politicians – acting as a home for conversations between councils, councillors and their constituents, with visitors to the site easily able to search for their own local representative by name.

*8 per cent of census respondents use social network sites such as Facebook or Twitter.*

## Further information

For more information about this report visit [www.local.gov.uk](http://www.local.gov.uk) or email [stephen.richards@local.gov.uk](mailto:stephen.richards@local.gov.uk)

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	England		Shire County		Shire District		Met District		London Borough		English Unitary	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>A1 How long a Councillor:</b>												
1-2 years	3337	18.9	571	31.9	1023	11.8	475	19.9	564	31.1	704	23.5
3-5 years	4104	23.2	268	14.9	2431	28.1	272	11.4	374	20.6	760	25.3
6 - 9 years	3550	20.1	333	18.6	1917	22.1	538	22.5	250	13.8	512	17.1
10 - 15 years	3399	19.3	302	16.9	1689	19.5	543	22.7	247	13.6	618	20.6
16 - 20 years	1409	8.0	118	6.6	744	8.6	211	8.8	184	10.1	152	5.1
21 - 25 years	852	4.8	98	5.5	381	4.4	156	6.5	93	5.1	124	4.1
>25 years	1001	5.7	102	5.7	471	5.4	195	8.2	103	5.7	130	4.3
Base (respondents)	17652	97.4	1792	97.7	8655	97.3	2391	98.1	1815	97.5	3000	96.8
Average	9.4		8.8		9.6		10.7		8.9		8.3	
<b>A2 Positions held:</b>												
Directly Elected Mayor	86	0.5	0	0.0	61	0.7	10	0.4	3	0.2	12	0.4
Deputy Mayor	261	1.4	3	0.2	147	1.7	34	1.4	33	1.8	44	1.4
Leader/Deputy leader	924	5.1	86	4.7	520	5.8	105	4.3	73	3.9	140	4.5
Chair/Vice-Chair of Council/Civic M	805	4.4	75	4.1	490	5.5	66	2.7	37	2.0	137	4.4
Cabinet/Executive	2900	16.0	346	18.8	1429	16.1	314	12.9	294	15.8	517	16.7
Chair/Vice-Chair of Overview and S	2341	12.9	294	16.0	919	10.3	394	16.2	247	13.3	486	15.7
Chair/Vice-Chair of Area forum/ctte	1505	8.3	161	8.8	520	5.8	340	14.0	190	10.2	294	9.5
Chair/Vice-Chair of Regulatory	2118	11.7	108	5.9	1160	13.0	233	9.5	247	13.3	371	12.0
Chair/Vice-Chair of Standards	211	1.2	14	0.8	112	1.3	23	0.9	20	1.1	42	1.4
Chair/Vice-Chair of Main Policy	481	2.7	44	2.4	298	3.3	31	1.3	27	1.4	81	2.6
Chair/Vice-Chair of Other Major	1393	7.7	146	7.9	744	8.4	142	5.8	117	6.3	245	7.9
Chair/Vice-Chair of Board	367	2.0	50	2.7	152	1.7	54	2.2	37	2.0	74	2.4
Member of Board	1307	7.2	105	5.7	627	7.0	166	6.8	110	5.9	299	9.7
Chair/Vice-Chair of Local Strategic	355	2.0	43	2.4	179	2.0	40	1.7	17	0.9	76	2.4
Chair/Vice-Chair of Local Strategic	369	2.0	31	1.7	188	2.1	53	2.2	20	1.1	78	2.5
One or more positions	10404	57.4	1058	57.6	4984	56.0	1419	58.2	1058	56.8	1886	60.8
No positions	7725	42.6	777	42.4	3911	44.0	1019	41.8	804	43.2	1213	39.2
Base (population)	18129		1835		8895		2438		1862		3099	
<b>A3 How many Council committees/sub-committees are you a member of?</b>												
None	351	2.1	51	3.0	135	1.6	38	1.7	50	2.8	76	2.6
1	1830	10.7	202	11.8	977	11.6	249	11.0	167	9.5	234	8.1
2	3671	21.6	370	21.6	1960	23.4	445	19.7	357	20.3	538	18.6
3	4180	24.5	402	23.4	2180	26.0	524	23.1	430	24.5	643	22.2
4	2931	17.2	292	17.0	1432	17.1	362	16.0	334	19.0	512	17.6
5	1597	9.4	161	9.4	752	9.0	222	9.8	177	10.1	285	9.8
6 - 10	2209	13.0	212	12.4	879	10.5	375	16.6	227	12.9	516	17.8
11 - 15	200	1.2	18	1.1	58	0.7	39	1.7	17	0.9	68	2.3
16 - 20	44	0.3	0	0.0	8	0.1	10	0.4	0	0.0	26	0.9
20+	18	0.1	6	0.3	9	0.1	0	0.0	0	0.0	3	0.1
Base (respondents)	17031	93.9	1715	93.5	8392	94.3	2265	92.9	1759	94.5	2901	93.6
Average	3.6		3.7		3.4		3.8		3.5		4.1	
<b>A4 Party positions held</b>												
Party/Group leader	1180	6.5	117	6.4	662	7.4	135	5.5	67	3.6	199	6.4
Party/Group Deputy leader	1076	5.9	105	5.7	564	6.3	100	4.1	103	5.5	202	6.5
Other Party/Group Official	2374	13.1	217	11.8	901	10.1	441	18.1	314	16.9	502	16.2
Base (population)	18129		1835		8895		2438		1862		3099	
<b>A5 Receives special responsibility allowance</b>												
Base (population)	9512	52.5	1062	57.9	4257	47.9	1422	58.3	1031	55.4	1739	56.1
Base (population)	18129		1835		8895		2438		1862		3099	
<b>A6 No. hours/per week spent on council and political business</b>												
<=5	622	3.5	24	1.3	538	6.3	6	0.3	13	0.7	41	1.3
6-10	3013	17.1	193	10.9	2107	24.5	203	8.6	244	13.4	267	8.8
11-15	2691	15.3	226	12.7	1617	18.8	242	10.3	307	16.9	298	9.8
16-20	3769	21.4	429	24.1	1931	22.5	474	20.1	434	23.9	502	16.5
21-25	1906	10.8	212	12.0	824	9.6	268	11.3	174	9.6	429	14.1
26-30	2113	12.0	207	11.6	742	8.6	395	16.7	257	14.2	512	16.8

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	England		Shire County		Shire District		Met District		London Borough		English Unitary	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
31-35	842	4.8	121	6.8	266	3.1	160	6.8	47	2.6	250	8.2
36-40	1211	6.9	140	7.9	303	3.5	284	12.0	147	8.1	338	11.1
41-45	313	1.8	37	2.1	51	0.6	56	2.4	60	3.3	108	3.5
46-50	509	2.9	68	3.8	95	1.1	133	5.6	63	3.5	150	4.9
50+	590	3.4	121	6.8	111	1.3	140	5.9	67	3.7	150	4.9
Base (respondents)	17579	97.0	1777	96.8	8585	96.5	2362	96.9	1812	97.3	3044	98.2
Average no of hours	22.7		26.2		18.2		28.4		24.3		28.1	
<b>A7 How time spent (decimalised)</b>												
Attendance at council meetings, co	10.2		12.5		8.5		11.5		11.1		12.1	
Engaging with constituents, surgen	7.9		7.7		6.1		11.2		8.8		9.9	
Other e.g. external meetings, semi	5.5		7.2		4.5		6.5		5.2		6.7	
Base (respondents)	17040	94.0	1710	93.2	8420	94.7	2261	92.7	1772	95.2	2876	92.8
Average no of hours	22.8		26.7		18.4		28.7		24.3		27.9	
<b>A8 When last elected did you stand as a candidate for the?</b>												
Conservative Party	9031	50.1	1235	67.7	5134	58.1	608	25.1	714	38.5	1340	43.7
Labour Party	3748	20.8	129	7.1	937	10.6	1158	47.7	834	45.0	690	22.5
Liberal Democrats	3958	22.0	376	20.6	1955	22.1	574	23.6	277	14.9	776	25.3
Green Party	141	0.8	11	0.6	79	0.9	13	0.5	3	0.2	35	1.2
An Independent	964	5.4	52	2.9	624	7.1	72	3.0	10	0.5	205	6.7
Other	167	0.9	21	1.1	104	1.2	3	0.1	17	0.9	22	0.7
Base (respondents)	18008	99.3	1824	99.4	8833	99.3	2428	99.6	1855	99.6	3068	99.0
<b>A9 Previously been a councillor</b>												
Base (population)	6935	38.3	1204	65.6	2899	32.6	552	22.6	801	43.0	1480	47.8
	18129		1835		8895		2438		1862		3099	
<b>A10 Member of other council:</b>												
Local authority	2090	11.5	907	49.4	960	10.8	71	2.9	50	2.7	102	3.3
Town councils	2305	12.7	267	14.6	1498	16.8	131	5.4	3	0.2	406	13.1
Parish/Community council	2815	15.5	300	16.3	1832	20.6	121	5.0	20	1.1	542	17.5
Police authority	432	2.4	171	9.3	87	1.0	68	2.8	10	0.5	96	3.1
Fire authority	704	3.9	207	11.3	134	1.5	93	3.8	3	0.2	266	8.6
National Parks authority	238	1.3	76	4.1	131	1.5	11	0.5	7	0.4	13	0.4
Base (population)	18129		1835		8895		2438		1862		3099	
<b>A11 Training and Development opportunities in last 12 months</b>												
Received an induction	5059	27.9	617	33.6	1948	21.9	644	26.4	1021	54.8	829	26.8
Received a personal development	5164	28.5	611	33.3	2139	24.1	1118	45.8	240	12.9	1056	34.1
Completed a training needs questio	7121	39.3	788	42.9	3474	39.1	1077	44.2	524	28.1	1259	40.6
Attended seminars/conferences	12127	66.9	1479	80.6	5661	63.6	1755	72.0	1081	58.1	2151	69.4
Attended IDeA Leadership Academ	1231	6.8	134	7.3	478	5.4	214	8.8	83	4.5	321	10.3
Received mentoring/coaching	2793	15.4	307	16.7	1243	14.0	477	19.6	274	14.7	492	15.9
Attended other member developme	9936	54.8	1061	57.8	4825	54.2	1347	55.2	948	50.9	1756	56.7
Received skills training e.g. IT, cha	6788	37.4	842	45.9	3309	37.2	903	37.0	514	27.6	1220	39.4
Other learning	1087	6.0	120	6.6	522	5.9	138	5.7	113	6.1	193	6.2
One or more	16555	91.3	1749	95.3	8061	90.6	2265	92.9	1702	91.4	2779	89.7
None	1574	8.7	86	4.7	834	9.4	173	7.1	160	8.6	320	10.3
Base (population)	18129		1835		8895		2438		1862		3099	
<b>A12 Would like to have the chance to</b>												
Base (population)	7516	41.5	724	39.5	3577	40.2	1131	46.4	804	43.2	1280	41.3
	18129		1835		8895		2438		1862		3099	
<b>A13 Type of qualification</b>												
A credit towards an 'A' level/NVQ 3	1038	14.8	77	11.8	534	15.7	176	16.8	60	7.9	192	16.3
A credit towards an undergraduate	921	13.1	98	15.0	394	11.6	186	17.8	80	10.6	163	13.9
A credit towards a post-graduate d	1127	16.0	106	16.2	396	11.6	225	21.5	194	25.6	207	17.7
'Stand alone' independent qualifica	3807	54.1	355	54.4	2009	59.0	449	42.9	400	52.9	594	50.6
Other	142	2.0	17	2.6	72	2.1	11	1.0	23	3.1	18	1.6
Base (respondents who opted for 1	7035	93.6	653	90.2	3404	95.2	1046	92.5	757	94.2	1173	91.6
<b>A14 Resources or learning that Councillors would find beneficial</b>												
Media training	6317	34.8	656	35.7	2980	33.5	892	36.6	691	37.1	1098	35.4
Administrative support	4854	26.8	615	33.5	1832	20.6	733	30.1	681	36.6	994	32.1

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	England		Shire County		Shire District		Met District		London Borough		English Unitary	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Case worker	3812	21.0	402	21.9	1377	15.5	600	24.6	654	35.1	779	25.1
Political skills training	4457	24.6	422	23.0	2193	24.7	575	23.6	544	29.2	724	23.4
Better facilities to hold surgeries	3773	20.8	393	21.4	1881	21.1	503	20.6	390	20.9	606	19.6
IT support	5639	31.1	550	30.0	2847	32.0	673	27.6	567	30.5	1001	32.3
Better information on the role of Council	3369	18.6	281	15.3	1986	22.3	353	14.5	257	13.8	492	15.9
Other resources or learning	749	4.1	72	3.9	374	4.2	116	4.8	73	3.9	115	3.7
Base (population)	18129		1835		8895		2438		1862		3099	
<b>Most important resource (1-8)</b>												
Media training	1121	12.6	101	11.2	578	13.3	161	13.5	90	9.7	191	12.4
Administrative support	1828	20.5	264	29.3	660	15.2	280	23.4	284	30.5	341	22.1
Case worker	981	11.0	92	10.2	359	8.3	172	14.4	160	17.2	198	12.9
Political skills training	1029	11.5	75	8.3	543	12.5	130	10.8	123	13.3	158	10.3
Better facilities to hold surgeries	644	7.2	65	7.2	344	7.9	80	6.7	57	6.1	99	6.4
IT support	1876	21.0	208	23.1	985	22.7	221	18.5	143	15.4	318	20.6
Better information on the role of Council	991	11.1	53	5.9	659	15.2	91	7.6	43	4.7	145	9.4
Other resources or learning	443	5.0	42	4.7	218	5.0	61	5.1	30	3.2	92	6.0
Base (respondents who opted 1-8)	8915	49.2	901	49.1	4345	48.8	1195	49.0	931	50.0	1542	49.8
<b>A15 ICT resources available to you</b>												
PC/Laptop	15764	87.0	1637	89.2	7529	84.6	2267	93.0	1608	86.4	2723	87.9
Broadband	13717	75.7	1408	76.7	6799	76.4	1882	77.2	1245	66.8	2384	76.9
Remote long-in access to council services	13124	72.4	1374	74.9	6204	69.7	1860	76.3	1408	75.6	2278	73.5
Blackberry for council business	5105	28.2	912	49.7	1166	13.1	1144	46.9	651	34.9	1231	39.7
Mobile phone for council business	3979	21.9	487	26.5	1171	13.2	915	37.5	514	27.6	893	28.8
Telephone conferencing	1201	6.6	236	12.8	326	3.7	209	8.6	137	7.3	294	9.5
Council e-mail address	15963	88.1	1625	88.5	7640	85.9	2258	92.6	1698	91.2	2742	88.5
Own webpage	3731	20.6	538	29.3	1389	15.6	679	27.8	374	20.1	752	24.3
Blog	1361	7.5	159	8.7	457	5.1	206	8.4	200	10.8	339	10.9
Social network sites (e.g. Facebook)	2051	11.3	172	9.4	797	9.0	311	12.7	300	16.1	470	15.2
none	393	2.2	46	2.5	218	2.4	10	0.4	57	3.0	62	2.0
Base (population)	18129		1835		8895		2438		1862		3099	
<b>ICT resources you use</b>												
PC/Laptop	13108	72.3	1362	74.2	6233	70.1	1935	79.4	1278	68.6	2300	74.2
Broadband	11693	64.5	1199	65.4	5883	66.1	1583	64.9	978	52.5	2050	66.1
Remote long-in access to council services	10464	57.7	1161	63.3	4869	54.7	1508	61.9	1071	57.5	1855	59.8
Blackberry for council business	3871	21.4	719	39.2	924	10.4	848	34.8	467	25.1	913	29.5
Mobile phone for council business	2878	15.9	326	17.7	943	10.6	674	27.6	337	18.1	598	19.3
Telephone conferencing	599	3.3	110	6.0	206	2.3	91	3.7	50	2.7	142	4.6
Council e-mail address	13560	74.8	1405	76.6	6425	72.2	1981	81.2	1428	76.7	2321	74.9
Own webpage	2022	11.2	316	17.2	754	8.5	411	16.9	170	9.1	370	11.9
Blog	760	4.2	106	5.8	245	2.8	98	4.0	140	7.5	170	5.5
Social network sites (e.g. Facebook)	1434	7.9	124	6.8	541	6.1	214	8.8	227	12.2	328	10.6
none	1641	9.1	166	9.1	859	9.7	148	6.1	190	10.2	278	9.0
Base (population)	18129		1835		8895		2438		1862		3099	
<b>Most useful ICT resources (as percentage of all councillors)</b>												
PC/Laptop	9278	51.2	946	51.6	4546	51.1	1375	56.4	834	44.8	1576	50.8
Broadband	6608	36.5	620	33.8	3661	41.2	750	30.8	460	24.7	1117	36.1
Remote long-in access to council services	5447	30.0	536	29.2	2669	30.0	737	30.2	607	32.6	898	29.0
Blackberry for council business	2688	14.8	481	26.2	642	7.2	598	24.5	330	17.7	637	20.6
Mobile phone for council business	1189	6.6	103	5.6	407	4.6	322	13.2	123	6.6	233	7.5
Telephone conferencing	127	0.7	20	1.1	51	0.6	17	0.7	3	0.2	36	1.2
Council e-mail address	6655	36.7	626	34.1	3166	35.6	1003	41.1	764	41.0	1097	35.4
Own webpage	367	2.0	49	2.7	162	1.8	49	2.0	33	1.8	73	2.4
Blog	175	1.0	18	1.0	75	0.8	22	0.9	20	1.1	39	1.3
Social network sites (e.g. Facebook)	210	1.2	14	0.8	87	1.0	36	1.5	30	1.6	43	1.4
none	4447	24.5	447	24.4	2232	25.1	504	20.7	484	26.0	779	25.1
Base (population)	18129		1835		8895		2438		1862		3099	
<b>Most useful ICT resources (as percentage of those who use them)</b>												
PC/Laptop	9278	70.8	946	69.5	4546	72.9	1375	71.0	834	65.3	1576	68.5
Broadband	6608	56.5	620	51.7	3661	62.2	750	47.4	460	47.1	1117	54.5
Remote long-in access to council services	5447	52.1	536	46.2	2669	54.8	737	48.9	607	56.7	898	48.4
Blackberry for council business	2688	69.4	481	66.8	642	69.5	598	70.5	330	70.7	637	69.8
Mobile phone for council business	1189	41.3	103	31.6	407	43.2	322	47.8	123	36.6	233	38.9
Telephone conferencing	127	21.2	20	17.7	51	24.6	17	19.2	3	6.7	36	25.3

# Agenda Item 4

	England		Shire County		Shire District		Met District		London Borough		English Unitary	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Council e-mail address	6655	49.1	626	44.5	3166	49.3	1003	50.6	764	53.5	1097	47.2
Own webpage	367	18.2	49	15.6	162	21.5	49	12.0	33	19.6	73	19.8
Blog	175	23.0	18	17.3	75	30.8	22	22.4	20	14.3	39	22.8
Social network sites (e.g. Facebook)	210	14.6	14	11.0	87	16.0	36	16.8	30	13.2	43	13.2
<b>B1 Why did you want to become a Councillor?</b>												
Serve Community	15905	88.2	1639	90.2	7873	88.8	2125	87.4	1598	86.3	2670	86.8
Resolve an Issue	2317	12.8	254	14.0	1181	13.3	332	13.7	177	9.5	373	12.1
Political beliefs	9064	50.2	930	51.2	3830	43.2	1491	61.3	1268	68.5	1544	50.2
To Change things	9428	52.3	939	51.7	4248	47.9	1455	59.8	1081	58.4	1706	55.5
Because I was asked to	5079	28.2	476	26.2	2910	32.8	585	24.1	387	20.9	721	23.5
Member allowances	388	2.2	65	3.6	163	1.8	38	1.6	57	3.1	66	2.1
Other	338	1.9	25	1.4	150	1.7	31	1.3	37	2.0	95	3.1
Base (respondents)	18041	99.5	1816	99.0	8867	99.7	2432	99.8	1852	99.5	3074	99.2
<b>B2 Most important things for Councillors to do.</b>												
Listen to the views of local people	16920	93.8	1694	92.8	8336	94.1	2303	95.0	1688	90.7	2898	94.1
Support the local community	16433	91.1	1658	90.8	8071	91.1	2248	92.7	1612	86.6	2844	92.4
Hold surgeries for people with problems	8314	46.1	667	36.5	3407	38.5	1629	67.2	1131	60.8	1480	48.1
Address issues concerning the wider community	13689	75.9	1426	78.1	6570	74.2	1923	79.3	1408	75.6	2362	76.7
Attend Council meetings	12235	67.8	1278	70.0	6395	72.2	1578	65.1	974	52.3	2010	65.3
Plan local service	9613	53.3	945	51.7	4405	49.7	1457	60.1	1081	58.1	1726	56.1
Deal with complaints	12831	71.1	1288	70.5	6343	71.6	1846	76.1	1168	62.7	2187	71.0
Keep the public informed about Council work	11400	63.2	1189	65.1	5527	62.4	1675	69.1	1038	55.7	1972	64.1
Represent local residents' views to the Council	8504	47.1	865	47.4	4053	45.8	1245	51.4	838	45.0	1504	48.8
Base (respondents)	18046	99.5	1826	99.5	8856	99.6	2424	99.4	1862	100.0	3078	99.3
<b>B3 Influence as a Councillor</b>												
More influence than expected	7213	40.3	763	42.1	3427	39.1	1107	45.7	697	37.9	1218	40.0
Less influence than expected	4465	25.0	390	21.5	2336	26.6	520	21.5	394	21.4	826	27.1
About as much influence as expected	6206	34.7	659	36.4	3003	34.3	793	32.8	751	40.8	1000	32.9
Base (respondents)	17885	98.7	1812	98.7	8766	98.5	2421	99.3	1842	98.9	3044	98.2
<b>B4 Effective in your role</b>												
Very effective	5077	28.2	539	29.6	2220	25.1	884	36.6	557	30.2	877	28.6
Effective	11303	62.9	1171	64.2	5722	64.8	1371	56.9	1068	57.9	1971	64.3
Not effective	349	1.9	33	1.8	207	2.3	30	1.2	27	1.4	52	1.7
Not very effective	442	2.5	28	1.5	267	3.0	9	0.4	50	2.7	88	2.9
Don't know/too early to say	804	4.5	53	2.9	412	4.7	118	4.9	143	7.8	78	2.5
Base (respondents)	17975	99.2	1824	99.4	8828	99.2	2411	98.9	1845	99.1	3066	98.9
<b>B5 Situations where Councillors would talk about their work</b>												
<b>Social gatherings</b>												
Never	1241	7.2	117	6.6	605	7.1	180	7.8	113	6.3	227	7.7
Sometimes	10875	62.7	1070	60.4	5534	64.9	1353	58.5	1074	60.1	1844	62.7
Often	5068	29.2	574	32.4	2310	27.1	765	33.1	587	32.8	831	28.3
Not applicable	161	0.9	11	0.6	84	1.0	14	0.6	13	0.7	39	1.3
<b>At work with colleagues</b>												
Never	1665	10.3	113	6.8	889	11.4	168	7.8	214	12.3	281	10.0
Sometimes	6385	39.5	558	33.8	3141	40.2	903	42.1	814	46.8	969	34.6
Often	3612	22.4	467	28.2	1411	18.1	575	26.8	404	23.2	754	27.0
Not applicable	4488	27.8	516	31.2	2371	30.3	500	23.3	307	17.7	794	28.4
<b>At work with external people</b>												
Never	3482	21.9	235	14.4	1736	22.7	497	23.2	447	26.4	567	20.3
Sometimes	6373	40.0	681	41.7	2952	38.6	861	40.1	747	44.1	1131	40.5
Often	2084	13.1	284	17.4	880	11.5	332	15.5	197	11.6	391	14.0
Not applicable	3974	25.0	434	26.6	2079	27.2	454	21.2	304	17.9	703	25.2
<b>Community events</b>												
Never	1445	8.6	155	9.0	796	9.8	181	8.0	93	5.3	220	7.6
Sometimes	8527	50.9	903	52.5	4415	54.5	998	44.1	707	39.8	1504	51.7
Often	6192	36.9	598	34.8	2563	31.7	1034	45.7	931	52.4	1065	36.6
Not applicable	604	3.6	65	3.8	324	4.0	51	2.2	43	2.4	121	4.2
<b>Community socialising</b>												
Never	2603	15.8	234	13.8	1219	15.3	413	18.6	227	13.1	509	18.0

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	England		Shire County		Shire District		Met District		London Borough		English Unitary	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
Sometimes	9402	57.1	987	57.9	4602	57.6	1263	56.9	1024	59.2	1525	54.0
Often	3307	20.1	370	21.7	1574	19.7	422	19.0	360	20.8	580	20.6
Not applicable	1153	7.0	113	6.6	593	7.4	120	5.4	120	6.9	208	7.4
<b>Family</b>												
Never	967	5.7	124	7.2	476	5.7	104	4.6	93	5.2	170	5.8
Sometimes	9392	55.1	951	54.9	4608	55.3	1263	55.6	938	52.5	1632	55.7
Often	6441	37.8	637	36.8	3135	37.6	870	38.3	721	40.4	1078	36.8
Not applicable	255	1.5	19	1.1	115	1.4	36	1.6	33	1.9	51	1.7
<b>Community groups</b>												
Never	563	3.3	63	3.6	332	4.0	59	2.5	50	2.7	59	2.0
Sometimes	5877	34.1	609	34.9	3266	39.2	604	25.4	447	24.5	951	32.1
Often	10214	59.3	1023	58.7	4324	51.9	1682	70.9	1311	71.8	1874	63.3
Not applicable	576	3.3	48	2.8	405	4.9	29	1.2	17	0.9	77	2.6
Base (respondents)	17230	95.0	1743	95.0	8327	93.6	2374	97.4	1825	98.0	2961	95.5
<b>B6 Would you recommend becoming a Councillor</b>												
Yes	15118	83.4	1572	85.7	7400	83.2	2025	83.0	1595	85.7	2526	81.5
No	1167	6.4	97	5.3	553	6.2	173	7.1	83	4.5	261	8.4
Don't Know	1548	8.5	133	7.2	816	9.2	191	7.8	150	8.1	258	8.3
Not Known	296	1.6	33	1.8	127	1.4	49	2.0	33	1.8	55	1.8
Base (population)	18129		1835		8895		2438		1862		3099	
<b>B7 Current term in office end</b>												
2011	8853	48.8	108	5.9	6181	69.5	749	30.7	0	0.0	1814	58.5
2012	2252	12.4	150	8.2	1072	12.1	722	29.6	10	0.5	298	9.6
2013	2259	12.5	1424	77.6	233	2.6	58	2.4	7	0.4	538	17.4
2014	3899	21.5	65	3.5	996	11.2	799	32.8	1755	94.3	284	9.2
Not known	866	4.8	89	4.8	413	4.6	109	4.5	90	4.8	165	5.3
Base (population)	18129		1835		8895		2438		1862		3099	
<b>B8 Stand for re-election at end of your term</b>												
Yes	12203	67.3	1118	60.9	6265	70.4	1670	68.5	954	51.3	2195	70.8
No	2455	13.5	212	11.5	1350	15.2	268	11.0	214	11.5	411	13.3
Don't Know	3305	18.2	478	26.1	1216	13.7	475	19.5	674	36.2	462	14.9
Not Known	166	0.9	27	1.4	64	0.7	24	1.0	20	1.1	31	1.0
Base (population)	18129		1835		8895		2438		1862		3099	
<b>B9 How committed is your council:</b>												
<b>Participatory budgeting</b>												
Fully committed	4272	23.6	477	26.0	2064	23.2	668	27.4	310	16.7	753	24.3
Partially committed	7101	39.2	724	39.5	3418	38.4	1012	41.5	737	39.6	1210	39.0
Not committed	4988	27.5	504	27.5	2419	27.2	538	22.1	621	33.3	906	29.2
Don't know	1768	9.8	129	7.0	994	11.2	221	9.1	194	10.4	230	7.4
<b>Ensure every person has an influence on their local area</b>												
Fully committed	6943	38.3	698	38.0	3383	38.0	1060	43.5	644	34.6	1158	37.4
Partially committed	8065	44.5	790	43.1	3925	44.1	1070	43.9	871	46.8	1409	45.5
Not committed	2302	12.7	287	15.6	1107	12.4	236	9.7	250	13.4	422	13.6
Don't know	818	4.5	60	3.2	480	5.4	71	2.9	97	5.2	110	3.6
<b>Allow people to have their say on services</b>												
Fully committed	9168	50.6	935	51.0	4589	51.6	1284	52.7	924	49.6	1435	46.3
Partially committed	6962	38.4	668	36.4	3390	38.1	924	37.9	707	38.0	1273	41.1
Not committed	1465	8.1	185	10.1	624	7.0	181	7.4	167	9.0	308	9.9
Don't know	535	3.0	47	2.6	292	3.3	49	2.0	63	3.4	83	2.7
<b>Mechanisms to organise enquiries</b>												
Fully committed	6686	36.9	722	39.3	3339	37.5	939	38.5	631	33.9	1055	34.1
Partially committed	6880	38.0	684	37.3	3308	37.2	964	39.5	687	36.9	1236	39.9
Not committed	3161	17.4	308	16.8	1480	16.6	381	15.6	390	21.0	602	19.4
Don't know	1402	7.7	121	6.6	768	8.6	154	6.3	153	8.2	206	6.6
<b>Provide better practical support for elected members</b>												
Fully committed	6439	35.5	795	43.3	3133	35.2	976	40.1	534	28.7	1000	32.3
Partially committed	7865	43.4	736	40.1	3796	42.7	1041	42.7	858	46.1	1434	46.3
Not committed	2963	16.3	245	13.4	1473	16.6	324	13.3	387	20.8	532	17.2
Don't know	863	4.8	59	3.2	492	5.5	96	3.9	83	4.5	133	4.3
Base (population)	18129		1835		8895		2438		1862		3099	
<b>C1 Employment status:</b>												

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	England		Shire County		Shire District		Met District		London Borough		English Unitary	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
In full-time paid employment	3586	21.0	191	11.2	1711	20.4	538	23.4	601	33.9	545	18.6
In part-time paid employment	1620	9.5	167	9.7	688	8.2	272	11.8	230	13.0	264	9.0
Self-employed	2493	14.6	292	17.0	1242	14.8	227	9.9	277	15.6	454	15.5
Unemployed	297	1.7	37	2.2	94	1.1	72	3.1	40	2.3	54	1.8
Retired	8082	47.2	894	52.1	4267	50.9	1040	45.1	517	29.2	1365	46.6
Permanently sick or disabled	117	0.7	0	0.0	70	0.8	24	1.1	0	0.0	22	0.8
Not in paid work - looking after home	472	2.8	71	4.2	172	2.1	62	2.7	50	2.8	116	4.0
In full-time education	59	0.3	3	0.2	25	0.3	14	0.6	10	0.6	6	0.2
Not working for other reason	381	2.2	60	3.5	121	1.4	54	2.4	47	2.6	100	3.4
Base (respondents)	17107	94.4	1714	93.4	8391	94.3	2304	94.5	1772	95.2	2926	94.4
<b>C2 Current Occupation:</b>												
Managerial or executive	2977	36.9	333	46.4	1344	35.6	347	31.8	457	40.5	497	36.8
Professional or technical	2633	32.6	223	31.0	1260	33.4	385	35.2	380	33.7	385	28.5
Lecturer, teacher or researcher	708	8.8	33	4.5	298	7.9	90	8.2	133	11.8	155	11.5
Admin/clerical/secretarial/ sales	1004	12.4	54	7.5	504	13.4	164	15.0	100	8.9	182	13.5
Manual or craft	744	9.2	76	10.6	372	9.8	107	9.8	57	5.0	133	9.8
Base (respondents)	8066	44.5	718	39.1	3778	42.5	1092	44.8	1128	60.6	1351	43.6
<b>C3 Employment Sector:</b>												
Local government	640	7.7	45	5.9	297	7.4	88	8.2	123	10.8	87	6.4
Central Government	340	4.1	24	3.2	139	3.4	79	7.4	47	4.1	52	3.9
NHS	287	3.4	10	1.4	109	2.7	67	6.2	53	4.7	48	3.6
Other public sector	771	9.3	58	7.7	325	8.1	118	11.0	130	11.4	140	10.4
Private sector	5706	68.5	579	76.9	2934	73.0	594	55.4	677	59.4	921	68.5
Voluntary sector	586	7.0	37	4.9	215	5.4	126	11.8	110	9.6	97	7.2
Base (respondents)	8330	45.9	753	41.0	4018	45.2	1072	44.0	1141	61.3	1345	43.4
<b>C4 Employer support your work:</b>												
Whole-heartedly	2217	40.6	191	52.6	995	39.0	381	45.4	287	34.1	363	41.7
To a certain extent	2430	44.5	127	35.1	1110	43.6	354	42.2	447	53.2	392	45.0
Employer is not aware I am a Cour	323	5.9	8	2.2	210	8.2	28	3.3	43	5.2	34	3.9
Slightly against	381	7.0	24	6.6	192	7.5	59	7.1	50	6.0	55	6.4
Completely against it	110	2.0	13	3.5	41	1.6	17	2.0	13	1.6	26	3.0
Base (respondents)	5462	30.1	363	19.8	2549	28.7	839	34.4	841	45.2	871	28.1
<b>C5 Additional Activities</b>												
School governorship	7602	41.9	885	48.2	2671	30.0	1507	61.8	1071	57.5	1469	47.4
Public board	5124	28.3	614	33.5	1974	22.2	889	36.5	594	31.9	1053	34.0
Work for National/Regional	1126	6.2	217	11.8	406	4.6	203	8.3	73	3.9	227	7.3
Other Unpaid Voluntary	10152	56.0	1032	56.2	5168	58.1	1298	53.2	1028	55.2	1626	52.5
Other	2253	12.4	197	10.7	1148	12.9	276	11.3	224	12.0	409	13.2
Base (population)	18129		1835		8895		2438		1862		3099	
<b>C6 Education/Qualifications:</b>												
Degree/ higher degree/ Professional qual./ NVQ 4 or 5/ Higher National Cert./ Diploma	10129	55.9	1014	55.2	4687	52.7	1314	53.9	1321	71.0	1794	57.9
GCE 'A' level/ Scottish/ Irish/ Higher Grade/ NVQ 3/ Ordinary	2467	13.6	269	14.7	1266	14.2	319	13.1	204	10.9	409	13.2
National Cert./ Diploma	759	4.2	65	3.6	421	4.7	126	5.2	37	2.0	109	3.5
Trade Apprenticeship	2178	12.0	229	12.5	1120	12.6	306	12.5	143	7.7	379	12.2
GCSE/ GCE O level/ School Cert./ NVQ 2	211	1.2	24	1.3	92	1.0	45	1.9	10	0.5	40	1.3
CSE (other than grade 1)/ NVQ 1	749	4.1	93	5.1	409	4.6	102	4.2	40	2.2	105	3.4
Other	1636	9.0	141	7.7	900	10.1	226	9.3	107	5.7	263	8.5
None of these	18129		1835		8895		2438		1862		3099	
<b>C7 Gender:</b>												
Male	12411	68.5	1368	74.5	6083	68.4	1617	66.3	1171	62.9	2172	70.1
Female	5545	30.6	451	24.6	2715	30.5	799	32.8	677	36.4	902	29.1
Not Known	173	1.0	16	0.9	97	1.1	22	0.9	13	0.7	25	0.8
Base (population)	18129		1835		8895		2438		1862		3099	



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	England		Shire County		Shire District		Met District		London Borough		English Unitary	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
<b>C10 Age:</b>												
Under 25	124	0.8	5	0.3	49	0.6	31	1.5	17	1.0	21	0.8
25 - 29	221	1.4	13	0.8	76	1.0	14	0.7	70	4.4	48	1.8
30 - 34	378	2.4	25	1.6	126	1.6	35	1.7	107	6.7	85	3.2
35 - 39	454	2.9	32	2.1	191	2.5	84	4.1	73	4.6	73	2.7
40 - 44	662	4.2	45	2.9	294	3.8	113	5.5	107	6.7	103	3.8
45 - 49	1068	6.8	99	6.4	443	5.7	173	8.4	150	9.4	203	7.5
50 - 54	1494	9.5	137	8.8	607	7.8	252	12.2	214	13.3	285	10.6
55 - 59	1944	12.4	209	13.4	871	11.3	315	15.2	190	11.9	359	13.3
60 - 64	3086	19.7	325	20.8	1576	20.4	412	19.9	277	17.3	497	18.5
65 - 69	3232	20.6	335	21.4	1768	22.8	363	17.6	230	14.3	537	20.0
70+	2997	19.1	338	21.6	1735	22.4	277	13.4	170	10.6	478	17.8
Base (respondents)	15660	86.4	1563	85.2	7736	87.0	2068	84.8	1605	86.2	2688	86.7
Average	59.7		61.1		61.3		57.8		54.3		59.0	
<b>C11 Ethnic Origin:</b>												
<b>White (sum of 1-7):</b>	16823	96.3	1744	98.3	8458	98.6	2251	95.4	1482	84.6	2888	96.3
British	10262	58.8	1026	57.8	4809	56.1	1591	67.5	998	57.0	1837	61.3
English	5624	32.2	651	36.7	3239	37.7	545	23.1	320	18.3	869	29.0
Scottish	246	1.4	18	1.0	104	1.2	38	1.6	37	2.1	49	1.6
Welsh	247	1.4	19	1.1	132	1.5	18	0.8	27	1.5	51	1.7
Other British	168	1.0	2	0.1	85	1.0	14	0.6	20	1.1	47	1.6
Irish	209	1.2	17	1.0	70	0.8	34	1.4	63	3.6	24	0.8
Any other White background	67	0.4	11	0.6	19	0.2	11	0.5	17	1.0	10	0.3
<b>Mixed (sum of opt 8-11):</b>	106	0.6	8	0.4	42	0.5	9	0.4	30	1.7	16	0.5
White & Black Caribbean	18	0.1	0	0.0	8	0.1	3	0.1	7	0.4	0	0.0
White & Black African	13	0.1	0	0.0	3	0.0	0	0.0	3	0.2	6	0.2
White and Asian	42	0.2	3	0.2	20	0.2	3	0.1	10	0.6	6	0.2
Any other Mixed background	33	0.2	5	0.3	11	0.1	3	0.1	10	0.6	4	0.1
<b>Asian, Asian British Asian English, Asian Scottish, or Asian Welsh (sum of opt 12-16):</b>	407	2.3	20	1.1	63	0.7	81	3.4	164	9.3	80	2.7
Indian	213	1.2	11	0.6	37	0.4	30	1.3	87	5.0	48	1.6
Pakistani	118	0.7	5	0.3	12	0.1	45	1.9	30	1.7	26	0.9
Bangladeshi	32	0.2	3	0.2	5	0.1	7	0.3	13	0.8	3	0.1
Any other Asian background	45	0.3	0	0.0	9	0.1	0	0.0	33	1.9	3	0.1
<b>Black, Black British, Black English, Black Scottish, or Black Welsh (sum 16-18):</b>	118	0.7	2	0.1	11	0.1	14	0.6	77	4.4	13	0.4
Caribbean	76	0.4	0	0.0	8	0.1	14	0.6	43	2.5	10	0.3
African	42	0.2	2	0.1	3	0.0	0	0.0	33	1.9	3	0.1
Any other Black background	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
<b>Chinese, Chinese British, Chinese Scottish, Chinese Welsh, or other ethnic group (sum 19-20):</b>	9	0.0	0	0.0	5	0.1	3	0.1	0	0.0	0	0.0
Chinese	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0
Any other background	9	0.0	0	0.0	5	0.1	3	0.1	0	0.0	0	0.0
Base (respondents)	17463	96.3	1775	96.7	8580	96.5	2359	96.8	1752	94.1	2997	96.7
<b>C12 Long term illness:</b>	2563	14.1	216	11.8	1268	14.3	428	17.6	224	12.0	428	13.8
Base (population)	18129		1835		8895		2438		1862		3099	
<b>C13 Caring responsibilities:</b>												
Child/Children	2251	12.4	175	9.6	965	10.9	356	14.6	347	18.6	408	13.2
Partner	1432	7.9	136	7.4	726	8.2	190	7.8	110	5.9	269	8.7
Relative	1163	6.4	118	6.4	557	6.3	140	5.7	90	4.8	258	8.3
Other	238	1.3	26	1.4	128	1.4	21	0.8	27	1.4	36	1.2
One or more caring resp.	4396	24.2	408	22.2	2081	23.4	591	24.2	481	25.8	835	27.0
No caring resp.	13733	75.8	1427	77.8	6814	76.6	1847	75.8	1381	74.2	2264	73.0
Base (population)	18129		1835		8895		2438		1862		3099	

Note: data on C8 and C9 is not available at this level

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