

# Essential Information for Councillors

## Session 1

**Rob Ayliffe**

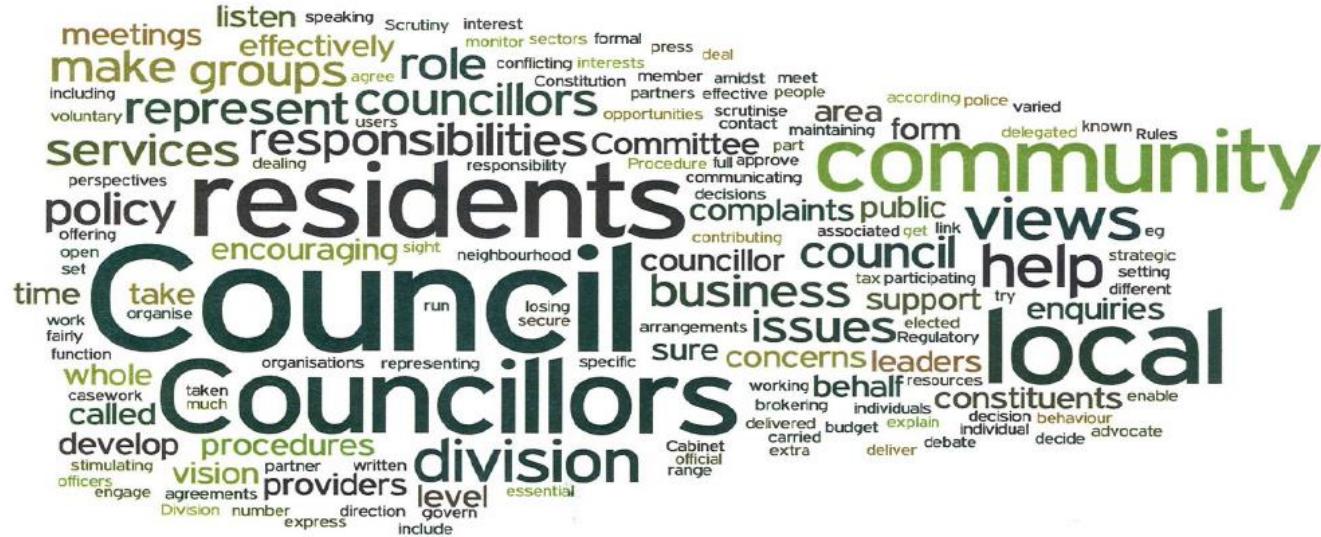
Director of Policy, Performance & Governance and Monitoring Officer

Friday 14<sup>th</sup> May 2021

Living our values *every day*



# What is a councillor?



*Being a councillor won't make you rich or popular at times, but there are few more important jobs than being chosen to represent your community*

## Living our values *every day*



# County Councils in England

36 county authorities

2,600 councillors representing 26 million people

Covering 86% of the country's landmass

Responsible for:

- 37% of England's GVA
- Just under half of the country's spend on Adults and Children's social care
- Maintain 70% of local roads

Living our values every day



# Why County Council's Matter

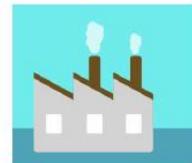
## Our responsibilities:



Maintain highways  
&  
rural roads



Build vital  
infrastructure for  
communities



Support local  
economies and job  
creation



Care for the elderly  
and disabled



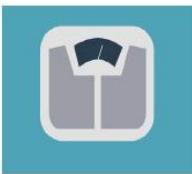
Protect vulnerable  
young people



Oversee high  
quality schools and  
deliver school  
places



Provide bus  
services for  
residents of all  
ages



Deliver public  
health services  
and advice



Ensure decisions  
and accountability  
are both local



Provide fire and  
rescue services

Living our values every day  




Accountable



Integrity



Empower



Respect



Excellence



# Helping you with your roles and relationships



Living our values *every day*  




# Representing your patch

Represent local people's views

Local Insight profiles

Surgeries and using social media

Get to know the key people

Listen to concerns and help find solutions

Be honest and realistic

Be visible

Lead your local community

Be positive and upbeat about the county and the council

Living our values every day



Accountable

Integrity

Empower

Respect

Excellence



# Building your networks within and beyond your group

- Get to know the key people
- Political assistants
- District, town and parish councils
- MPs
- Local Government Association
- County Councils Network

Living our values every day



*What do you think you will need  
from GCC to help you to be  
effective?*

Living our values every day



# How the Council works

## County Council:

The place for political debate and for setting the budget and policy framework

## The Leader and Cabinet:

the main decision-makers; implement the Council's strategy and accountable for service delivery

GCC

## Overview & scrutiny:

holds to account and supports policy review and development.  
Non-party political.

## Other committees:

Planning, Audit & Governance,  
Appointments Committees

Living our values every day  




Accountable

Integrity

Empower

Respect

Excellence



# Working effectively with officers

*Members and officers working together in mutually respectful ways and in the best interests of the council and the county*

- Give effect to the Council's strategy and deliver services to local people
- Provide advice and options to Members to support decision-making
- Serve the whole Council
- Providing information
- Politically restricted posts
- Potential sources of difficulty

Living our values every day



# Statutory Officers

## Head of Paid Service (Pete Bungard)

- Overall responsibility for the management and co-ordination of all Council functions

## Section 151 Officer (Steve Mawson)

- Chief Financial Officer: Responsible for leading the Council's financial functions and ensuring they are fit for purpose

## Monitoring Officer (Rob Ayliffe)

- Responsible for governance and standards, and reporting on illegality or maladministration

## Scrutiny Officer (Simon Harper)

- Responsible for promoting, supporting and providing guidance on the Overview & Scrutiny function

Living our values every day  




**Pete Bungard**  
Chief Executive  
Grade RB10



### Corporate Resources Directorate



**Steve Mawson**  
Executive Director Corporate Resources  
& S151 Officer Grade RB9

- AMPS
- Communications
- Strategic Procurement



**Paul Blacker**  
Director of Finance & Deputy S151 Officer Grade RB8

- Finance
- Pensions
- Audit, Risk & Insurance
- BSC
- Traded Services



**Mandy Quayle**  
Director of Digital & People Services Grade RB8

- HR
- ICT
- Digital
- Occupational Health
- Information Management
- Complaints
- Archives
- DSU
- Legal Services
- Safety, Health & Environment
- Planning, Performance & Improvement
- Executive & Cabinet Support



**Rob Ayliffe**  
(Monitoring Officer)  
Director of Policy, Performance & Governance & SIRO Grade RB8

- HR
- ICT
- Digital
- Occupational Health
- Information Management
- Complaints
- Archives
- DSU
- Legal Services
- Safety, Health & Environment
- Planning, Performance & Improvement
- Executive & Cabinet Support

### Adult Services Directorate



**Sarah Scott**  
Executive Director of Adult Social Care & Public Health Grade RB9

- Adult Social Care
- Adult Safeguarding
- Learning Disabilities
- Physical Disabilities
- Mental Health
- Joint Commissioning
- Vulnerable Adults
- Prevention & Self Care
- Drugs and Alcohol
- Health Visiting
- School Nursing
- Sexual Health
- Health Protection
- Active Communities



**Dawn Porter**  
Director of Adult Social Care Operations Grade RB8

- Social Care Operations
- Financial Assessment & Benefits
- GIS
- Admin Support Services
- Adults & Community Health Services

### Children Services Directorate



**Chris Spencer**  
Executive Director of Children's Services Grade RB9

- Children's Social Care
- Children's Safeguarding
- Looked after Children
- Children with Disabilities
- Adoption
- Early Years
- Early Help
- Young People Partnership
- Education & Learning
- Education & Skills Commissioning
- Schools Strategic Commissioning



**Vacant**  
Director of Education Grade RB8



**Kim Forey**  
Director of Integration Grade RB8



**Kim Forey**  
Director of Integration Grade RB8

- Children & Maternity Services



**Gail Hancock**  
Interim Director of Children's Safeguarding and Care Grade RB8



**Andy Dempsey**  
Director of Children's Partnerships Grade RB8

### Economy, Environment and Infrastructure Directorate



**Colin Chick**  
Executive Director of Economy, Environment and Infrastructure Grade RB9

- Libraries & Registration
- Economy & Skills
- Highways
- Strategic Infrastructure which covers: Minerals & Waste Planning, Transport Planning, Flood Team, Archaeology
- Community Infrastructure which covers: HDM, Traffic & ITU
- Waste



**Jon McGinty\***  
Joint post:  
Commissioning Director for Gloucestershire County Council and Managing Director for Gloucester City Council

### Community Safety Directorate



**Wayne Bowcock** Chief Fire Officer



**Mark Preece**  
Deputy Chief Fire Officer



**Gavin Roberts**  
Assistant Chief Fire Officer

# Standards of behaviour

*Councillors have to be able to balance the needs and interests of residents, voters, political parties and the council whilst acting fairly and within the law*

- Nolan principles of public life
- Member Code of Conduct
- Declarations of interest
- At meetings
- Ambassador for GCC

Living our values every day



Accountable

Integrity

Empower

Respect

Excellence



# County Council meetings



*“Read the standing orders.  
Read them and understand them”*

Living our values every day  
Accountable Integrity Empower Respect Excellence



# County Council meetings

- Strict agenda and rules (Procedural Standing Orders)
- The chair's word is final
- Member questions
- Public questions
- Motions
- Time limits
- Voting
- Points of Order
- Virtual and Hybrid meetings
- Paperless meetings

*“My first council meeting was like a cross between my first day at school and attending church”*

Living our values every day  




# A Note on Virtual Meetings

- Temporary legislation has allowed meetings to take place via video conference during the pandemic
- That legislation expired on 7 May, so meetings must now take place in person
- That includes provision for members of the public to attend and participate
- Government is currently consulting on whether to legislate for a hybrid model

Living our values every day  




# Personal Safety for Councillors

- Assess the risks in advance
- Recognise the potential risk from personal contact (whether face to face or via post, telephone, social media)
- Consider ways of reducing risk:
  - Personal alarms
  - Varying routines
  - Keeping mobile phone charged
  - Making sure someone knows where you are and when to expect you back

Living our values every day



# Surgeries and Meetings with Constituents

- Avoid being alone in an otherwise empty building
- Think about the design and layout of the room
- Be aware of body language (theirs and yours)
- Know what you will do if you need to call for help or support
- Have a strategy for dealing with people who are upset or angry...
- And know what boundaries you want to set
- Avoid meeting constituents in your own home where possible, especially if unannounced and/or alone

Living our values every day



# Recording and reporting incidents

- Make a written record
- Report incidents to the Council
- You should also report serious incidents to the police

Go to <https://local.gov.uk/handling-abuse-social-media>  
for further advice from the LGA

Living our values every day  




# Discussion

- What situations are you concerned about?
- What can you do to manage those situations?
- What support will you need?

Living our values every day  




# Other useful information

- Members' allowances
- Travel claims: SAP Concur
- Members' Matter – online resource for members:  
<https://www.goucestershire.gov.uk/council-and-democracy/members-matter/>
- Pigeon holes – collect your post when you are in
- Post Wednesdays and Fridays (as required)
- Members' car park