

Essential Information for Councillors

Session 1

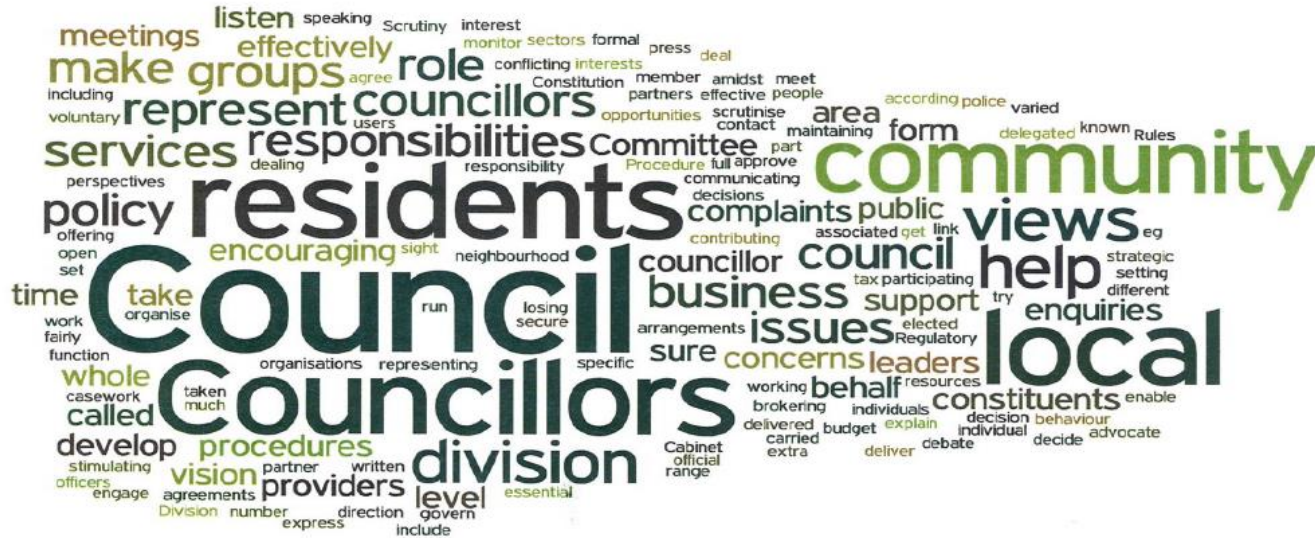
Rob Ayliffe

Director of Policy, Performance & Governance and Monitoring Officer

Friday 14th May 2021



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

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

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



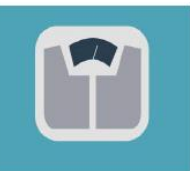
Protect vulnerable
young people



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



Helping you with your roles and relationships



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



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



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



How the Council works



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



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



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



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

- 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



Kim Forey
Director of Integration
Grade RB8

- 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



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



Andy Dempsey
Director of Children's Partnerships
Grade RB8



Kim Forey
Director of Integration
Grade RB8

- Children & Maternity Services

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

- Fire and Rescue Service
- Road Safety
- Civil Protection
- Community Safety
- Trading Standards
- Coroner's Services



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



County Council meetings



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

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"



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



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



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



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

Discussion

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



Other useful information

- Members' allowances
- Travel claims: SAP Concur
- Members' Matter – online resource for members:
<https://www.gloucestershire.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