



*Meeting:* **Constitution Committee**

*Date/Time:* **Tuesday, 13 November 2018 at 12.00 pm**

*Location:* **Goscote Committee Room, County Hall, Glenfield**

*Contact:* **Mrs J. Twomey (Tel: 0116 305 2583)**

*Email:* **joanne.twomey@leics.gov.uk**

### **Membership**

Mr. N. J. Rushton CC (Chairman)

Dr. T. Eynon CC   Mr. J. B. Rhodes CC  
Mr. S. J. Galton CC   Mr. R. J. Shepherd CC

### **AGENDA**

<u>Item</u>	<u>Report by</u>	
1. Minutes of the meeting held on 27 July 2018.		(Pages 3 - 4)
2. Question Time.		
3. Questions asked under Standing Order 7(3) and 7(5).		
4. To advise of any other items which the Chairman has decided to take as urgent.		
5. Declarations of interest.		
6. Review and Revision of the Constitution - Management of Trustee Responsibilities	Chief Executive	(Pages 5 - 8)
7. Report of the Independent Remuneration Panel on Annual Report and Group Whip Allowances	Chief Executive	(Pages 9 - 22)
8. Any other items which the Chairman has decided to take as urgent.		



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Minutes of a meeting of the Constitution Committee held at County Hall, Glenfield on Friday, 27 July 2018.

PRESENT

Mr. Max Hunt CC  
Mr. J. Kaufman CC

Mr. I. D. Ould CC  
Mr. J. B. Rhodes CC  
Mr. R. J. Shepherd CC

Apologies

Mr N. J. Rushton CC, Dr. T. Eynon CC and Mr. S. J. Galton CC

91. Election of Deputy Chairman.

That Mr. J. B. Rhodes CC be elected Chairman for the period ending with the date of the Annual Meeting of the County Council in 2019.

Mr. J. B. Rhodes CC – in the Chair

92. Minutes of the previous meeting.

The minutes of the meeting held on 12 June 2018 were taken as read, confirmed and signed.

93. Question Time.

The Chief Executive reported that no questions had been received under Standing Order 35.

94. Questions asked under Standing Order 7(3) and 7(5).

The Chief Executive reported that no questions had been received under Standing Order 7(3) and 7(5).

95. Urgent Items.

There were no urgent items for consideration.

96. Declarations of interest.

The Chairman invited members who wished to do so to declare any interest in respect of items on the agenda for the meeting.

No declarations were made.

97. Statement of Accounts and Pension Fund Accounts 2017/18.

The Committee considered a report of the Director of Corporate Resources which presented the 2017/18 Statement of Accounts for approval, provided information relating to the main areas of the accounts, and reported the key findings from the external audit of the accounts. The Committee also considered a Letter of Representation to KPMG. Copies of the report, marked 'Agenda Item 7', and the Letter of Representation are filed with these minutes.

Arising from discussion, Members noted the following:

- Those matters identified by the external audit were being addressed and actions taken would be reported to the Corporate Governance Committee as appropriate. It had specifically sought reassurance that the Payroll BACS authorisation process had been improved.
- The new accounting standards had been published but not yet adopted by the Code of Practice of Local Authority Accounting in the UK. These would not come into effect until 2019. The Authority could not choose to adopt these new standards early and in any event, they would not have affected the issues highlighted in the external audit.
- The Pension Fund accounts for the Local Government Pension Scheme administered by the County Council would be presented to the Local Pension Committee as part of its Annual Report in November and thereafter would be presented at the Annual meeting of the Pension Fund in January 2019. Unfortunately, few members attended these meetings. Consideration was being given to how to improve engagement with members.
- Presentation of the Statement of Accounts was generally clear, but some areas would benefit from being simplified to ensure the detail could be better understood and therefore properly challenged. Technical areas meant this was difficult which made the process less transparent. Members noted that this was a matter being looked at by the new president of CIPFA.
- The Government's proposed increase in public sector pay would affect national living wage rates and therefore mainly those employees on the lower pay scales which might need to be adjusted. This was a complex issue and the extent of the impact on the County Council was being assessed. This would be addressed as part of the MTFs refresh and the Employment Committee would oversee any changes.
- The risk of Northamptonshire County Council defaulting on a loan of £5m was considered to be very low. Repayment of the loan was due in January 2019.
- It was important to continue to emphasise the purpose of the Council making such temporary investments and that this did not take money out of the system, but instead generated an income (from access to higher interest rates) to better support Council services.

Members thanked officers for their hard work and welcomed the outcome of the external audit and the expected unqualified opinion.

RESOLVED:

That the Statement of Accounts for 2017/18 be approved.



## **CONSTITUTION COMMITTEE – 13 NOVEMBER 2018**

### **REPORT OF THE CHIEF EXECUTIVE**

## **REVIEW AND REVISION OF THE CONSTITUTION – MANAGEMENT OF TRUSTEE RESPONSIBILITIES**

### **Purpose of the Report**

1. The purpose of this report is to seek the Committee's approval to submit proposed changes to the Constitution regarding management of the Council's Trustee responsibilities to the County Council for approval.

### **Background**

2. Article 15 of the County Council's Constitution gives the Chief Executive a duty to monitor and review the operation of the Constitution to ensure that its aims and principles are given full effect. It requires that changes to the document should only be approved by the full County Council after consideration of the proposal by the Chief Executive and the relevant Committee which, in the case, is the Constitution Committee.

### **The Council's Trustee Responsibilities**

3. The Council has been appointed as Trustee for a number of local charitable organisations and Trusts and holds property on their behalf.
4. The Council when acting as Trustee is obliged to act in the best interests of the Charity and must comply with the Charities Act 2011. Such provisions may include the need to seek independent advice or valuation for and proposed property transaction to ensure this is in the best interests of the Charity. Such information must be considered by the Council which must then approve the transaction in order for this to proceed.
5. It is up to each local authority to determine within the scope of local government law, what structures should be used to reach decisions in its name as trustee, as long as it is clear that any decisions taken by that body as trustee are in the interests of the Charity and are independent of the Council. Some authorities have established a separate committee to discharge such responsibilities. However, it is considered that for the County Council, this would not be necessary and these functions would most appropriately fit within the remit of the Constitution Committee.

6. The Council has, to date, considered only a limited number of matters which relate to property it holds on Trust. However, having conducted a review of such properties it is likely that there will be more activity in the future and it is therefore considered appropriate for arrangements to be put in place to manage this more effectively.

### **Changes to Part 3 (Responsibility for Functions) of the Constitution**

7. Part 3 of the Constitution sets out the roles and responsibilities of the Council's Regulatory Bodies, including the Constitution Committee, and it details the functions which have been delegated to this and other Committees.
8. It is proposed that a further delegation be made to the Constitution Committee which would enable it to undertake decisions on behalf of the Council when it is acting in its capacity as a Trustee.
9. The current role and responsibility for functions of the Constitution Committee contained in the Constitution are set in the appendix attached to this report. It is proposed that a delegation be added to the list of current functions of the Committee in paragraph 3 to read as follows –

**“Charitable Trustee.** Those functions relating to the Council's role as a Charitable Trustee where the Council has been identified as a trustee of a charity or trust or the recipient of a bequest and holds property or assets on trust, including consideration of matters where there is a conflict or potential conflict between the Council's interests and those of the Charitable Trust or bequest.”

### **Recommendation**

10. That the County Council be recommended to approve the proposed change to Part 3 (Responsibility for Functions) of the Constitution as set out in paragraph 9 of this report.

### **Background Papers**

The Constitution of Leicestershire County Council.

### **Circulation under the Local Issues Alert Procedure**

None.

### **Officers to Contact**

Joanne Twomey

Democratic Services Team Leader (Governance)

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## Appendix

### Part 3 of the Constitution for Leicestershire County Council Roles and Responsibilities

#### Constitution Committee

1. The Constitution Committee shall not have power to appoint subcommittees, save in relation to members' allowances.
2. The extent to which the non-executive powers within the Committee's remit have been delegated to chief officers, either by the full County Council or by the Committee (or by any of the bodies previously charged with the functions now within its remit), will be found:
  - (a) in the general scheme of delegation to heads of departments which appears in Section D of this Part; and
  - (b) in the record of specific delegations maintained by the Chief Executive for public inspection at County Hall and which constitutes Part 9 of this Constitution.
3. Subject to the delegations described in paragraph 2, the functions delegated to the Committee shall be:
  - (a) **Elections.** Those functions relating to elections which are specified in Schedule 1 to the Functions Regulations and which are relevant to a county council.
  - (b) **Statement of Accounts.** Approval of the County Council's Statement of Accounts and those relating to the Leicestershire Pension Fund.
  - (c) **Names and status.** Those functions relating to the name and status of areas and individuals which are specified in Schedule 1 to the Functions Regulations and which are relevant to a county council.
  - (d) **Bills.** The power to promote or oppose local or personal Bills which are specified in Schedule 1 to the Functions Regulations and which are relevant to a county council.
  - (e) **Appointments.** Making and revoking appointments, except where the Executive has responsibility for the appointment or revocation, or where the Corporate Governance Committee has responsibility for the revocation.
  - (f) **Members' Allowances Scheme.** Advising the County Council on the Members' Allowances Scheme [*Note: approval of the scheme cannot be delegated by the County Council to a committee*].
  - (g) **Members' Services.** Approving the arrangements for providing appropriate support services to meet the needs of elected members.
  - (h) **Constitution.** Advising the County Council on the Constitution.

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## **CONSTITUTION COMMITTEE – 13<sup>TH</sup> NOVEMBER 2018**

### **REPORT OF THE CHIEF EXECUTIVE**

### **REPORT OF THE INDEPENDENT REMUNERATION PANEL ON MEMBER ANNUAL REPORTS AND GROUP WHIPS ALLOWANCE**

#### **Purpose of the Report**

1. The purpose of this report is to present the findings of the Independent Remuneration Panel and to invite the Committee to consider its content and recommendations to the County Council.

#### **Background**

2. The statutory framework for members' allowances includes the following requirements:-
  - Each local authority is required to establish and maintain an Independent Remuneration Panel with the function of providing the local authority with advice on its scheme and the amounts to be paid. Local authorities must have regard to this advice.
  - The approval of a members' allowances scheme has to be determined by the full Council and cannot be delegated to the Cabinet or a committee.

A scheme for members' allowances may be amended at any time but may only be revoked at the end of the year, i.e. 31 March. A further scheme must be available to replace the revoked scheme.

3. The Independent Remuneration Panel has recently met to review the submission of Annual Reports by Members and to review the Group Whips Allowance. Its recommendations are set out in the report which is attached as Appendix A.

#### **Resources Implications**

4. None

#### **Equal Opportunities Implications**

5. None

**Recommendation**

6. The Committee is asked to determine what recommendations it wishes to put forward to the County Council in response to the report of the Independent Remuneration Panel on Member Annual Reports and Group Whips Allowance.

**Background Papers**

None.

**Circulation Under the Local Issues Alert Procedure**

None.

**Officers to Contact**

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**Appendices**

Appendix A – Report of Independent Remuneration Panel

**REPORT OF THE  
INDEPENDENT  
REMUNERATION PANEL ON  
MEMBER ANNUAL REPORTS  
AND GROUP WHIPS  
ALLOWANCE**

**OCTOBER 2018**

## **Introduction**

1. The County Council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 to set up and maintain an advisory Independent Remuneration Panel to review and provide advice about the allowances paid to Members.
2. The Panel met in the summer of 2017 to review Member allowances and made a number of recommendations on the level of allowances as well as a recommendation that every Member should submit an Annual Report. The Panel's report was agreed and adopted at the full County Council meeting in September 2017.
3. The Panel in its 2017 report stated that they intended to reconvene in the autumn of 2018 to review the outcome of its recommendation regarding the submission of Annual Reports and the Group Whips Allowance. This report deals with these two aspects.

## **Membership of the Panel**

4. Leicestershire County Council's Independent Remuneration Panel comprises the following:-
  - Professor David Wilson –(Chairman) – Former Deputy Vice-Chancellor De Montfort University.
  - Jayne Kelly – Former Solicitor working with various local authorities.
  - Michael Pearson – Former Bursar and Finance Director of Loughborough University.

## **Support to the Panel**

5. The Panel was supported by the Chief Executive of the Council, Head of Member Services and Head of Democratic Services.

## **Annual Reports**

6. The Panel in its summer 2017 report recommended that Members should provide a public account of what they had done during the council year by way of an Annual Report which should be published on the County Council's website.
7. The Panel noted that the County Council had published on its website a job description for Members (attached as Appendix 1 to this report). The job description makes specific reference that Members should '*explain and*

*account for personal performance as a County Councillor on a regular basis, particularly through the publication of an Annual Report on the Council's website'. Furthermore the Panel noted that the Council had signed up to the CIPFA Framework for Delivering Good Governance and that Framework refers to 'good practice in transparency reporting and audit to deliver effective accountability'. The Panel believed and still believes that this principle should extend to Members and that given Members are in receipt of public money through the Basic Allowance they should be open and transparent and report on how they have undertaken their roles and responsibilities for which they are remunerated.*

8. Given that a new Council had just been elected the Panel thought it useful to outline what it saw as the various roles which might assist Members in their annual reporting.
9. The Local Government Act 1989 specifies that the role of a Member is:-
  - i) To participate in the decision making of the Council and to represent their local community in decision making;
  - ii) To contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council including the Council Plan.

The Act also states that Members should adhere to standards of good conduct.

10. The Panel therefore identified the following as the key roles for Leicestershire County Councillors:-
  - i) Members are accountable to the wider Leicestershire community and they must govern in the best interest of all Leicestershire residents. In undertaking this role the Panel has noted that:
    - they are accountable in multiple ways primarily through the internal and external performance monitoring (audits and inspections) of the Council as whole, although that is not as extensive as it once was. The outcome of those reports will reflect on the Members' performance;
    - The Leader of the Council and the Scrutiny Commissioners are responsible for ensuring members of the Executive and Scrutiny bodies undertake their roles and responsibilities with rigour. The Scrutiny Commission will also produce an annual report on Scrutiny activities and achievements. The

Leader and Cabinet Lead Members are held to account at public Scrutiny meetings and provide regular Position Statements to the Council.

- ii) Members have a representational role for their communities and in this role will need to bring to the attention of the Council the needs of their local community or act as advocates for individuals or groups. They also have a wider community leadership role in acting for their local area, working constructively with local statutory partners, businesses and with local groups and citizens to build community capacity and improve facilities and services in the area. The accountability for this role is to the community itself both on an on-going basis and every four years at the ballot box.
11. The Panel recognised however, that much of this activity involves being visible and available and is about perception of the Councillor and as such SMART performance measures are difficult.
  12. To assist Members in writing their Annual Reports the Panel produced a template which covers amongst other things the following:-
    - i) Membership and engagement with local councils, schools and community groups;
    - ii) Engagement with the Council, other statutory bodies and public utility companies (Water, Gas etc.) about services in the area;
    - iii) The key issues dealt with during the year and the impact of these on the local area;
    - iv) Key issues still facing the area;
    - v) Events, fairs and meetings in the local area which help to bring communities and people together for common good/purpose.

However, Members were free to choose how they wrote their Annual Report.

13. The Panel also noted that the use of social media has grown significantly and those Members who feel comfortable to do so, should signpost their social media accounts in their Annual Reports.

14. The Panel took the view that the Group Leaders and Group Whips should be responsible for ensuring that all Members of their Group each complete an Annual Report.

### **Request for Annual Reports**

15. At the beginning of May 2018 all Members of the Council were asked to write and submit their Annual Report and were provided with a copy of the template and job description for a councillor. Members were reminded of the Panel's 2017 report and its recommendation regarding Annual Reports.
16. At the same time as Members were asked to submit their reports Group Leaders and Whips were reminded that the Panel was of the view that it was their responsibility to ensure that all Members of their Group complete and submit a report for publication. To help Group Leaders and Group Whips ensure compliance they were provided with a weekly update on the progress of submissions within their Group.
17. As and when Members submitted their Annual Report they were published on the County Council's website so that they were accessible:-

from the Member's individual page see link

<http://politics.leics.gov.uk/mgMemberIndex.aspx?bcr=1> and/or

a dedicated page for Member Reports see link

<http://politics.leics.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13200>

### **The Panel's Review of Annual Reports**

18. The Panel met in October 2018 to review the Annual Reports submitted by Members. A total of forty eight out of fifty three Members\* produced and submitted an Annual Report for publication on the County Council's website which equated to ninety per cent of the Council. The Panel noted that this was a significant increase from previous years and had surpassed the Panel's expectations. The Panel therefore wished to put on record its gratitude and thanks to all those Members who took the time to write and submit a report.

(\*The Panel noted that there are fifty five Members on the Council but due to two Members passing away during the municipal year and the two new Members not being elected until May and June 2018 respectively it was not appropriate that they be asked to submit a report.).

19. Whilst pleased at the high response rate the Panel was disappointed that a very small number of Members, listed below, had still not submitted one.

The Panel therefore urged those Members who had not done so to produce a report thus providing their constituents with a record of their activity for the 2017/18 municipal year.

- Mrs. Broadley CC
- Mr. Charlesworth CC
- Dr. Hill CC
- Mr. Mullaney CC
- Mr. Wyatt CC

20. The Panel read all the reports and was generally very pleased with the submissions made by Members. A number of reports were highlighted by the Panel as being particularly good. These reports were submitted by the following:-

- Mr. Bill CC,
- Dr. Bremner CC,
- Dr. Eynon CC,
- Dr. Feltham CC,
- Mr. Hunt CC,
- Mr. Parton CC,
- Mrs. Radford CC,
- Mrs. Taylor CC

The Panel in commenting on the reports thought it might be useful for other Members of the Council to consider these when preparing their 2018/19 report.

21. The Panel was also pleased to see that a number of Members used their own report template and/or inserted photographs into their report which in the Panel's view made those reports more personal and in some cases an easier read.
22. A small number of Members, Dr. Eynon CC, Mr. Ould CC and Mrs Radford CC, have chosen to submit monthly reports for publishing. By doing a monthly report these Members are providing constituents with an up to date account of their activity as well as keeping them informed of current issues within their electoral division. This was beyond the Panel's expectations and the Panel commended these Members.



23. The Panel observed however, that there were a small number of reports which contained very little content which in the Panel's view probably did not provide a fair reflection of the Member's activity during the year.
24. Given the success of the 2017/18 Annual Reports and the Panel's continued view is that Members should provide a public account of what they have done during the council year Annual Reports should continue to be submitted by Members. The Panel is of the view that Members should submit their second Annual Report in June 2019.

### **Annual Reports Role of Group Leaders and Group Whips**

25. When the Panel made its recommendations regarding Annual Reports it made it the responsibility of the Group Leaders and Group Whips to ensure that Members of their Group submitted a report. This was the first time the Panel had done this. The Panel concluded that this could be the reason why there was such a high submission rate by Members.
26. The Panel therefore wished to put on record their thanks to all but in particular the Conservative and Labour Group Leaders and Whips who ensured that all Members of their Group submitted an Annual Report.
27. Given the success of Group Leaders and Whips in ensuring that Annual Reports were submitted by Members the Panel's view is that the responsibility should remain with them for the 2019 submissions.

### **Recommendations on Annual Reports**

#### **The Panel recommends to Council that**

- i) Those Members who submitted an Annual Report be thanked for doing so.**
- ii) Those Members who have not submitted an Annual Report for the municipal year 2017/18 do so at the earliest opportunity.**
- iii) All Members of the County Council be required to prepare and submit a second Annual Report for publication on the County Council's website by June 2019. (The Panel intends to reconvene in the autumn of 2019 to review the outcome of this recommendation.)**

- iv) **Group Leaders and Whips, in particular the Conservative and Labour Group Leaders and Whips, be thanked for their hard work in ensuring that all Members of their Group submitted an Annual Report.**
- v) **Group Leaders and Group Whips be responsible for ensuring that all Members of their Groups complete and submit a second Annual Report.**

### **Group Whip Allowance**

28. In its 2017 report the Panel recommended that a new Special Responsibility Allowance be paid to Group Whips. The rationale for this allowance was that once the Political Assistants had left the County Council, in February 2018, the Whips would have an increased role in supporting the decision making structure, but the extent of that role was not clear and there was a lack of benchmarking data. The Panel therefore recommended a modest allowance be paid to the Group Whips from 1<sup>st</sup> March 2018 and this was calculated at twenty five per cent of the amount paid to Opposition Group Leaders (£13,000) apportioned across all three Groups pro rata to the number of members in each group, i.e. a total of £3,250 allocated at a rate of £59.00 per member. This was subsequently increased to £60.20 from 1<sup>st</sup> April following the indexation increase across all allowances i.e. employee pay award.
29. In recommending the Group Whips allowance the Panel stated that it would need to review the level of the allowance, at its next meeting, in the light of experience and the demands placed on the Group Whips.
30. The Panel discussed the allowance payable to Group Whips and concluded that given that the new arrangements had only be in place for six months it was too early to draw conclusions. The Panel thought it best to defer its deliberations until its next meeting in the autumn of 2019 and leave the Group Whip allowance at its current rate.

### **Recommendation on Group Whip Allowance**

**The Panel recommends to Council that:-**

- i) **The allowance payable to Group Whips continues to be paid at the current rate of £60.20 per Member.**
- ii) **The Panel reviews the level of Group Whips allowance at the Panel's next meeting (autumn 2019).**

### **Summary of Recommendations**

**The Panel recommends to Council that:-**

- i) Those Members who submitted an Annual Report be thanked for doing so.**
- ii) Those Members who have not submitted an Annual Report for the municipal year 2017/18 do so at the earliest opportunity.**
- iii) All Members of the County Council be required to prepare and submit a second Annual Report for publication on the County Council's website by June 2019. (The Panel intends to reconvene in the autumn of 2019 to review the outcome of this recommendation.)**
- iv) Group Leaders and Whips, in particular the Conservative and Labour Group Leaders and Whips, be thanked for their hard work in ensuring that all Members of their Group submitted an Annual Report.**
- v) Group Leaders and Group Whips be responsible for ensuring that all Members of their Groups complete and submit a second Annual Report.**
- vi) The allowance payable to Group Whips continues to be paid at the current rate of £60.20 per Member.**
- vii) The Panel reviews the level of Group Whips allowance at the Panel's next meeting (autumn 2019).**

## "JOB DESCRIPTION"

### THE ROLE AND FUNCTIONS OF MEMBERS OF LEICESTERSHIRE COUNTY COUNCIL

Each County Councillor is elected by the people of a particular electoral division to represent them on Leicestershire County Council. Whilst they each represent a particular part of the County they are also required to represent the interests of the wider Leicestershire community, sometimes on issues which go beyond the County Council's functions or local boundaries.

County Councillors have particular responsibilities for the services provided by the County Council; within a legislative framework they decide what services to provide and how much money to spend on them and ensure that they are delivered efficiently and effectively. The Government and other bodies have issued various guidance as to how councillors should carry out their roles.

### KEY TASKS

#### Representatives

to be accessible to local people (including people who did not vote for them), to advocate their views and to look after their concerns generally;

to explain to people the responsibility and decisions of the County Council and other public services bodies with which the County Council works in partnership; to represent the Council to the community and the community to the Council;

to support and promote citizenship and participation in local democracy generally;

#### Decision Making and Scrutiny

to attend regularly and take part in meetings of the full County Council, its committees and other bodies;

to develop a good working knowledge of how the County Council operates and to apply this knowledge through:-

- contributing to the formation and scrutiny of the Council's policies, budget strategies and service delivery;
- contributing to the scrutiny and/or performance review of the Council's services and those of other local public bodies;

to participate in the activities of any Party group of which the councillor is a member;

#### Individual

to participate constructively in good governance of the area and to ensure that all duties and actions are carried out in accordance with the highest standards of conduct;

to behave in a manner which maintains public confidence in the County Council and local democracy generally;

to identify any skills or gaps in knowledge and request training and support where required;

to explain and account for personal performance as a County Councillor on a regular basis, particularly through the publication of an Annual Report on the Council's web site.

## County Councillor Annual Report

This report summarises the activities of the following member of the County Council during

### Name of Councillor

#### *Briefing Note*

*This form enables you demonstrate to your constituents what you have achieved during the year. The information provided will be published on the County Council's website. The report will be tailored to the response. For example, briefing notes and any unused boxes will be removed.*

### 1) Electoral Division activities

#### *Briefing Note*

*Please specify any particular aspect of your work within your electoral division which you would like to draw attention to. This is an opportunity to set out your main activities, priorities, achievements, challenges etc .which you have been addressing in the past year.*

#### **Main Activities and the impact during the past year:**

#### **Engagement with the Council, other statutory bodies and public utility companies (Water, Gas etc) about services in the area**

#### **Priorities for the immediate future are:**

*Briefing Note This is an opportunity to recognise any issues which may be particularly relevant to the future well being of people within your electoral division.*

### 2) Council Activities

#### *Briefing Note*

*Please specify any particular issues of note that you have been actively involved in connected with the following bodies.*

#### **Committees you serve on at County Hall**

#### **Local committees/Outside Bodies**

**Other bodies – School governors/community and charity organisations etc**

**3) Learning and development:**

*Briefing Note*

*Please specify any learning and development activities which you have undertaken during the year.*

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**4) Other Matters:**

*Briefing Note*

*This gives an opportunity to include anything else which you think is relevant.*

**Social Media**

**Signed by Councillor**

**Date**