

<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday, 31 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## AGENDA

1. Declaration of pecuniary and non-pecuniary interests
2. Leader - Call-in of Cabinet decisions

### Minutes

3. Minutes of the previous meeting held on 17th October, 2018 (Cab.31.10.2018/3)  
(Pages 3 - 4)

### Items for Noting

4. Decisions of Cabinet Spokespersons (Cab.31.10.2018/4) (Pages 5 - 6)

### Petitions

5. Petitions received under Standing Order 44 (Cab.31.10.2018/5)

### Items for Decision/Recommendation to Council

#### Core Services Spokesperson

6. Barnsley Council's Social Media Policy 2018-2020 (Cab.31.10.2018/6)  
(Pages 7 - 20)  
RECOMMENDATION TO FULL COUNCIL ON 29<sup>TH</sup> NOVEMBER, 2018
7. Six Monthly Analysis of Selective Voluntary Early Retirement and Voluntary Severance (SVER) - April 2018 to September 2018 (Cab.31.10.2018/7)  
(Pages 21 - 24)

#### Communities Spokesperson

8. Changes to Ward Alliance Governance Framework (Cab.31.10.2018/8)  
(Pages 25 - 46)  
RECOMMENDATION TO FULL COUNCIL ON 29<sup>TH</sup> NOVEMBER, 2018

To: Chair and Members of Cabinet:-

Councillors Houghton CBE (Chair), Andrews BEM, Bruff, Cheetham, Gardiner, Howard, Miller and Platts

Cabinet Support Members:

Councillors Franklin, Frost, Daniel Griffin, Pourali, Saunders and Tattersall

Chair of Overview and Scrutiny Committee  
Chair of Audit Committee

Diana Terris, Chief Executive  
Rachel Dickinson, Executive Director People  
Matt Gladstone, Executive Director Place  
Wendy Lowder, Executive Director Communities  
Julia Burrows, Director Public Health  
Andrew Frosdick, Executive Director Core Services  
Alison Brown, Service Director Human Resources and Business Support  
Michael Potter, Service Director Business Improvement and Communications  
Neil Copley, Service Director Finance  
Katie Rogers, Head of Communications and Marketing  
Anna Marshall, Scrutiny Officer  
Ian Turner, Service Director, Council Governance

Corporate Communications and Marketing

Please contact Ian Turner on email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Tuesday, 23 October 2018



<b>MEETING:</b>	Cabinet
<b>DATE:</b>	Wednesday, 17 October 2018
<b>TIME:</b>	10.00 am
<b>VENUE:</b>	Reception Room, Barnsley Town Hall

## MINUTES

**Present** Councillors Houghton CBE (Chair), Bruff, Gardiner, Daniel Griffin (for Howard), Miller and Platts

**Members in Attendance:** Councillors Franklin, Frost, Pourali, Sheard and Tattersall

### 110. Declaration of pecuniary and non-pecuniary interests

There were no declarations of pecuniary or non-pecuniary interests.

### 111. Leader - Call-in of Cabinet decisions

The Leader reported that no decisions from the previous meeting held on 3<sup>rd</sup> October, 2018 had been called in.

### 112. Minutes of the previous meeting held on 3<sup>rd</sup> October, 2018 (Cab.17.10.2018/3)

The minutes of the meeting held on 3<sup>rd</sup> October, 2018 were taken as read and signed by the Chair as a correct record.

### 113. Decisions of Cabinet Spokespersons (Cab.17.10.2018/4)

The Record of Decisions taken by Cabinet Spokespersons under delegated powers during the week ending 5<sup>th</sup> October, 2018 were noted.

### 114. Petitions received under Standing Order 44 (Cab.17.10.2018/5)

It was reported that no petitions had been received under Standing Order 44.

### Communities Spokesperson

### 115. Homelessness Prevention Strategy (Cab.17.10.2018/6)

#### RESOLVED:-

- (i) that the Homeless Prevention and Rough Sleeping Strategy for 2018-2023 and action plan, as set out in Appendix 1 of the report now submitted, be approved; and
- (ii) that the homelessness data and action plan be reviewed every year and progress be reported into the Housing and Energy Board.

**Place Spokesperson**

**116. Berneslai Homes Services Agreement and Memorandum and Articles of Association Renewal 2018 (Cab.17.10.2018/7)**

**RESOLVED** that approval be given to the revisions to the Berneslai Homes Services Agreement and Memorandum and Articles of Association, as detailed in Section 4, with the Service Director Culture and Housing being authorised to make any further minor amendments in consultation with the Executive Director Core Services, the Service Director Finance and Cabinet Member Place.

.....  
Chair

**BARNSELY METROPOLITAN BOROUGH COUNCIL**

**CABINET SPOKESPERSONS' DECISIONS**

**Schedule of Decisions taken for week ending 19<sup>th</sup> October, 2018**

<b><u>Cabinet Spokesperson</u></b>	<b><u>Item</u></b>	<b><u>Decisions</u></b>
1. Place	Section 106 Strategic Panel Project Proposals – September 2018	<p>(i) that Section 106 monies be allocated to the following schemes:-</p> <ul style="list-style-type: none"><li>• £125,000 towards affordable housing at Hawshaw Lane, Hoyland</li><li>• £100,000 towards affordable bungalows at Lundwood Hotel</li><li>• £450,000 towards Barnsley Community Build scheme to purchase and refurbish up to 9 properties over three years</li><li>• £1,500,000 towards building 10-12 affordable houses at Billingley View, Bolton upon Dearne</li><li>• £25,000 towards replacing/refurbishing the MUGA and gym equipment at Mapplewell Park</li><li>• £32,000 towards resurfacing the car park at Sugdens Recreation Ground Car Park</li><li>• £15,500 towards the creation of a new footpath and the installation of a French drain in Royston Park</li><li>• £5,400 towards securing Grimethorpe Hall from vandalism</li><li>• £455 towards reseeding costs at Mapplewell Park</li><li>• £12,000 towards the additional costs to improve the footpath to St Johns Primary School in Penistone.</li></ul>

<b><u>Cabinet Spokesperson</u></b>	<b><u>Item</u></b>	<b><u>Decisions</u></b>
2. Place	Experimental Traffic Regulation Order - Keresforth Hall Road and Keresforth Hill Road, Barnsley	<p>(i) that the Executive Director Core Services and Solicitor to the Council and the Head of Highways and Engineering be authorised to make, publish and implement an Experimental Traffic Regulation Order under Section 9 of the Road Traffic Act 1981, to introduce waiting and loading restrictions on parts of Keresforth Hill Road and Keresforth Hall Road as detailed in the map at Appendix 1 of the report;</p> <p>(ii) that the Head of Highways and Engineering be authorised to monitor the restrictions for a period of up to 18 months to enable the effectiveness and impacts of the restrictions to be fully evaluated; and</p> <p>(iii) that any objections and representations received during the public consultation period be fully considered and reported to a future meeting of Cabinet, together with a full assessment of the effectiveness of the scheme and whether it has achieved its desired objectives, in order to determine whether the restrictions should be made permanent.</p>
3. Without Portfolio	Attendance at Seminars and Conferences	that Councillors Bruff and Tattersall be authorised to attend the National Children's and Adult Social Care Conference in Manchester from 14 <sup>th</sup> to 16 <sup>th</sup> November, 2018.

## **Barnsley Metropolitan Borough Council**

**This matter is a key decision within the council's definition and has been included in the relevant forward plan.**

**Report of the Executive  
Director of Core Services**

### **Barnsley Council's social media policy 2018-2020**

#### **1. Purpose of report**

The purpose of this report to cabinet is to gain approval of the social media policy 2018-2020, and allow its implementation to take place from November 2018.

#### **2. Recommendations**

It's recommended that cabinet approves the social media policy (Appendix A) and agrees that this can be presented to Full Council for approval.

#### **3. Introduction**

3.1 Social media is a key channel in helping us to communicate and engage with our residents and customers. The priority now is to use social media more strategically to ensure good engagement with our residents, better customer service, and wider sharing of information on the services most important to our customers.

3.2 Social media enables us to:

- engage with our residents and customers
- promote our services at low/no financial cost compared to other communications channels
- listen to what people are saying about Barnsley and the council
- offer another channel where our customers can contact us.

3.3 We currently have three main social media accounts (Facebook, Twitter and Instagram) which are managed by the communications and marketing service. We also have approximately 50 service level accounts which are

managed at a service level, including Barnsley Helps, our customer service accounts.

#### **4. Proposal and justification**

It's proposed that we implement the social media policy for 2018-2020 (Appendix A)

- 4.1 Social media channels are developing at an increasing rate and our current social media policy isn't robust enough to cover these changes. We want our employees and elected members to feel confident in using social media to engage with their customers and have a policy which defines their role in managing and monitoring their sites.
- 4.2 Many of our employees and elected members are also residents of Barnsley. We want them to have clear guidance on using social media for their personal use at home and feel safe in sharing information about what's happening in Barnsley with their family and friends.
- 4.3 The policy includes information and guidance for our employees and elected members on:
  - using social media at work to engage with residents/customers
  - using social media for personal use at home
  - using personal social media sites at work
  - legal information
  - roles and responsibilities of employees, elected members, managers, human resources and communications and marketing
- 4.4 The proposed policy also includes a site owner's policy. This guidance will support employees who are managing/monitoring a council-owned social media channel. This has been included to mitigate and manage the risk of inappropriate use of a council site.
- 4.5 The communications and marketing service is running training sessions for site owners on how to effectively manage their work accounts, including best practice on how to engage with their audiences. The service is also developing guidance for employees on how to use social media more generally, along with an online learning course and specific guidance for elected members. This proposed policy is a key part of that training and follows the same design.
- 4.6 The proposed policy also takes into account advances in technology and legal regulations such as the General Data Protection Regulations.



- 4.7 The proposed policy provides information on the council's zero tolerance approach to violent or aggressive behaviour or discriminatory comments towards a council employee or elected member. It details how employees and elected members can report violent or aggressive behaviour or discriminatory comments made via social media.
- 4.8 The policy also supports the use of social media advertising as a cost effective channel for sharing information to targeted audiences.
- 4.9 The policy has been redrafted using plain and engaging language which makes the guidance easier to understand and use. It also includes hyperlinks to key policies and documents.

## **5. Consideration of alternative approaches**

- 5.1 The alternative approach is to continue working under the existing social media policy. This is not recommended as it gives employees and elected members outdated information on channels, their roles and responsibilities and legal aspects of using social media.

## **6. Implications for local people / customers**

No implications identified

## **7. Financial impacts**

No impacts identified

## **8. Employee impacts**

- 8.1 The recommended social media policy gives clear guidance on how employees and elected members should use social media platforms at both home and at work and their responsibilities as an employee or elected member of Barnsley Council.
- 8.2 The policy also supports employees and elected members in managing their service social media platforms to make sure that they're engaging with customers effectively.
- 8.3 The proposed policy provides information on the council's zero tolerance approach to violent or aggressive behaviour towards a council employee or elected member. It details how employees and elected members can report violent or aggressive behaviour on social media.

## **9. IT impacts**

- 9.1 The recommended policy includes links to GDPR regulations and also covers SharePoint and is flexible to include future developments in social platforms.

## **10. Communications activity**

- 10.1 If approved, the social media policy will be communicated internally to all employees and elected members (both networked and non-networked). A section on the intranet will be created to give employees and elected members access to information and guidance on social media. The communications and marketing service will communicate with site owners around training opportunities.

## **11. Promoting equality, diversity and social inclusion**

- 11.1 The policy considers the effect of harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments on social media. It provides guidance to employees and elected members on dealing with these incidents.

## **12. Consultations**

The following people have been consulted in the development of the social media policy:

- Communications and Marketing service
- Senior Management Team
- Trade Unions (consulted on Social Media Policy)
- Human Resources
- IT
- Legal services
- Equalities and Incusion

## **13. List of appendices**

- Appendix A – Social media policy 2018-2020

**Report author:** Katie Rogers

Financial impacts / Consultation

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*(To be signed by senior financial services officer where  
no financial impacts)*



# Social media policy

## 2018 - 2020

Social media is one of our main channels for engaging with our customers.

We want you to use this policy to help you get the best out of social media.

## Introduction

Social media is one of our main channels for communicating with our residents. We want you to use this policy to help you get the best out of social media.

Social media connect you to your customers. It can connect you with breaking news as it happens or a good news story for a community group. It can also connect you to what people are saying, doing and thinking in their area.

It's a great way to promote your services and it also helps to promote engagement with our customers.

As part of our #DigitalFirst programme, we want you to feel confident in using social media as a communications channel with your customers and also as a channel to share your knowledge and learning.

**You should follow this policy if you're an employee or elected member of Barnsley Council, including relief and agency employees, contractors, consultants, apprentices, volunteers, trainees and people on work placements. This information also applies to employees in schools where the governing body has adopted the policy.**

Social media is also changing and growing. To keep up with the changes we'll republish this policy in 2020.

Just for info...Throughout this policy the term "we / us" is used to describe the council's Communications and Marketing team.

## 1. What is social media?

Social media is a website or app that helps you to create and share content and communicate with other people.

Social media sites include Facebook, Twitter, Instagram, Snapchat, WhatsApp, LinkedIn, YouTube and Flickr. We have also introduced SharePoint to this list. The information also covers any new social networking sites which will be developed in the future.

## 2. Using social media at work to engage with residents/customers

Social media is already being used by many council services. We want to support you to use it to promote your services, where it's relevant. This could be to advertise an event or service, to promote community engagement, or for many other purposes. The uses for social media continue to increase as the technology develops.

Before you create any council social media site you need to speak to us and complete a short business case ([available on the intranet](#)). We'll also offer guidance and support regarding your use of social media. You'll need to agree to and follow the guidance set out in the social media site owner's policy in Appendix A.

**You'll need to agree to and follow the guidance set out in the social media site owner's policy in Appendix A.**

### 3. Using social media for personal use at home

Using social media is a great way of connecting with your family and friends.

We want you to be proud that you work for Barnsley Council, if you want to have your employer information displayed as part of your profile, this is fine. However, as an employee or elected member, consider what you are posting and how this may reflect upon the values and reputation of the council.

We also work hard to promote the work that the council does. Sharing information helps spread the word about what's happening in Barnsley. You're welcome to promote the council's work. However, unless it's part of your role within the council, you should never make official announcements on a social media platform.

It is good practice to make it clear that comments are your own personal views and do not represent the council's official view. This makes it clear that you may have a greater understanding of the council, but you're not making any official declarations. Use wording in your profile such as 'Views expressed are my own'. However, should your actions bring the council into disrepute or have the potential to adversely affect the council's reputation or business, the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal.

If you're carrying out a legitimate role which involves posting comments on social media, for example a Trade Union representative or a community action group representative etc, you need to make absolutely clear in which capacity you are making your posts.

You may want to join a group that has a conflict of interest with the council's services, such as a campaign group. You should follow the guidance on personal interests in the [Code of conduct for employees](#) or [Code of conduct for elected members](#)

Anything you post on your personal site is your responsibility. A comment, tweet, share or retweet posted to the internet is there permanently, regardless of whether you try to remove it. There'll always be a permanent record of everything you post. Irrespective of your privacy settings posts can, and often do, become publically available through screenshots, hacking and other methods.

It's always good to think about whether your actions could be considered defamatory, derogatory and/or offensive against the council. We'll not tolerate any post/share/retweet containing inappropriate comments concerning the council, its employees, elected members, residents, customers or suppliers. You'll be asked to remove it and the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal.

#### **Examples of this could be:**

- 1) *"It's an utter waste of time and public money, management haven't a clue – I'll tell them."*
- 2) *"My personal view is that there are other projects within which the money apportioned to this project could be utilised to achieve a better outcome, I will discuss this with the project lead."*

If you had posted the first comment, you would be asked to remove it and the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal. If you had posted the second comment, the council may not take disciplinary action against you.

If you're tagged in a post or tweet that is considered defamatory, derogatory and/or offensive against the council then please delete it immediately and tell your manager.

### **Some helpful guidance:**

- If you have a work related issue please don't raise it via social media. Use the council's [dignity at work](#) or [grievance procedure](#).
- Don't divulge confidential information about, or belonging to, the council, its service users/customers, employees or elected members.
- Don't impersonate other employees or elected members on social media sites and forums.
- You can share photographs, images, video footage and comments of employees or elected members with their permission but you must not take and share photographs, images, video footage or comments from service users/customers without their permission. You can [read more information about consent on the intranet](#)
- Be aware of what's in the background of your photographs, images and video footage. Make sure that there isn't any confidential information on view.
- You don't have to accept 'friend' requests from anyone at the council if you don't want to.
- Don't start or accept an online relationship with your current or past service users/customers using a personal social media site. Like your offline work, where you have a close relationship with a service user, you must let your manager know.
- Check your privacy settings and make sure you understand what people can see. Social media is a public place and it's best to assume that all your posts can be seen by anyone.
- You need to follow the council's [Information and security and computer usage policy](#) and the [Code of conduct for employees](#) or [Code of conduct for elected members](#) when using council equipment and your council login.
- Outside of work, using your own equipment, you still need to follow the [Information and security and computer usage policy](#) and the [Code of conduct for employees](#) or [Code of conduct for elected members](#).

## 4. Using your personal social media sites at work

You're okay to use your personal social media sites while you're at work, using council or your own equipment. This should be in your own time and it must not interfere with your job or delivery of service.

## 5. Legal information

If you breach this policy it may result in disciplinary action under the council's [disciplinary procedure](#).

Tribunals and/or Courts may consider communications recorded on social media sites. It's highly likely that postings and comments can be used as evidence, regardless of the privacy settings of your page.

Comments made on a public forum are in the public domain. Updating your site settings to private will not protect you if you're found in breach of this policy.

All employees and elected members have a Common Law duty of fidelity and trust and confidence to their employers. A breach of this nature could be treated as a breach of the council's [Code of conduct for employees](#) or [Code of conduct for elected members](#) and you could be subject to disciplinary procedure which could ultimately lead to your dismissal.

The council reserves the right to monitor use of social media through line management and monitoring of excessive or inappropriate usage.

The council has a duty of care to take all reasonable steps to ensure your health, safety and wellbeing. Customers and residents have the right to expect the best service from the council and the council will always try to provide that service politely and respectfully. In return, we expect the same treatment. This includes any comments made on social media channels.

We'll not tolerate any violent or aggressive behaviour, or discriminatory/hate crime comments towards a council employee or elected member. We'll provide support and guidance to anyone who is affected by cyberbullying such as comments made about them on social media sites in connection with their role. Follow our zero tolerance approach:

1. Fill in a [violence and aggression report](#) as soon as possible. This allows us to make an official record and get you the help and support you might need.
2. If you can, take a screenshot of the message on social media and include it in the report
3. Block the person on social media and check your privacy settings.
4. Report as an individual to the police via 101 or online at <https://www.reportingcrime.uk/SYPincidentreport/>
5. Take note of our [Personal Safety and Violence and Aggression at work – Code of Conduct](#)

If you need to ask a social media site or an online media outlet to remove comments about you, it's better, in the first instance that you try to do this yourself. We'll help you to do this and offer more support in getting the comments removed if needed.



If someone has posted defamatory comments on social media or an online media outlet about an employee or elected member, including violent or aggressive behaviour, or discriminatory/hate crime comments, the council will try and support these employees or elected members generally in dealing with what is a difficult situation. But the law does not allow the council to provide any assistance in bringing legal proceedings.

As mentioned in section 3, it's always good to think about whether your comments or actions could be considered defamatory, derogatory or offensive as this could result in somebody taking legal action against you as well as against the council. If someone is taking legal proceedings against an employee or elected member because of their defamatory comments or actions on a social media site or online media outlet, the council is entitled, in appropriate cases where the person has acted reasonably and in good faith, to support them in defending those legal proceedings.

If comments are made by another employee or elected members, the council will address this using the council's appropriate policies and procedures.

## **6. Guidance for elected members**

### **Using social media for council business**

We're starting to see more and more elected members using social media as a channel to engage with their communities.

Your posts, tweets or comments on social media about the council or your role as an elected members are treated the same way as any other communications and so are also covered by your [Code of Conduct for Elected Members](#).

If anyone considers that your posts, tweets or comments on social media have failed to comply with the [Code of Conduct for Elected Members](#), you may subject of a complaint to the council's monitoring officer.

We'll not tolerate any violent or aggressive behaviour, or discriminatory/hate crime comments towards a council employee or elected member. You can find more information on this in section 6.

### **Using social media for personal capacity**

There's nothing to stop you using social media in a purely personal capacity. Your posts, tweets or comments should not relate to the council or your role as an elected member.

You should follow the guidance in this policy and make it clear on your social media accounts that you're posting, tweeting or commenting in a personal capacity. You should be careful not to give any impression that you're acting in your capacity as an elected member. This approach will stop any reason for people to think that your posts, tweets or comments on social media are from your role as an elected members.

## **7. Roles and responsibilities**

**Employees and elected members have a responsibility to:**

- make sure you understand the policy and guidelines to using social media
- avoid behaviour that may cause someone to feel the subject of harassment or bullying
- act responsibly when using online media for work and personal use



- report instances of harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments to their manager or relevant officer.

**Managers have a responsibility to:**

- make sure you understand the policy and guidelines to using social media
- act straight away to stop any harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments whether a complaint is raised or not
- make sure employees and elected members are aware of the social media policy and employee / elected members guidelines
- support employees and elected members who are the subject of harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments
- make sure all complaints are dealt with consistently and in line with other policies.

**Human Resources and Communications and Marketing have a responsibility to:**

- provide support and advice on the policy and guidelines, where necessary.

# Appendix A - Social media site owner's policy

Social media is an effective tool for communicating to a wide audience. It's instant, offers two-way engagement and provides tools to help you target and measure your communications. Social media is being used by many council services. We want to encourage you to use it where it's relevant.

## 1. Setting up a site

Before you create any council social media site you need to speak to us and complete a [short business case](#). We'll also offer guidance and support on your use of social media. Please don't set your own sites up without talking to us first!

Think about why you want a site. Who is your audience and what will you be telling them? Will the site help achieve the council's priorities and outcomes?

It may be that you don't need a site and that we can post your information or event on the council's core social media sites.

## 2. Your role as a site owner

Once you're a social media site owner you'll be speaking on behalf of the council.

The following points will help you to manage your site:

- You'll be responsible for the daily monitoring and upkeep of any material on your site.
- We have a responsibility to manage the reputation of the council. A key risk to our reputation is the incorrect use of social media. To help manage this risk, we'll need access to your administration rights so that we can check your site. If you currently have a site and haven't given us administration rights, please contact us.
- All Facebook pages will be linked to our central Facebook Business Manager dashboard. We'll need your Twitter account username and password which will be stored on a secure spreadsheet on SharePoint.
- You must change passwords or remove access when an admin leaves. Please let us know as well.
- In discussion with you, we reserve the right to revoke access or close down inactive or infrequently used sites.
- Treat people with respect. Don't post negative comments about other people, companies or organisations. Follow the guidance set out in this social media policy. Your site must have the acceptable use policy displayed or made available. Screenshot anything on your site that might relate to this policy.
- We'll not tolerate any post/share/retweet containing inappropriate comments concerning the council, its employees, elected members, residents, customers or suppliers. This includes harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments. You'll be asked to remove it and the council may investigate and start disciplinary action against you which could ultimately lead to your dismissal. You can find out more information about this in section 5 of the policy.

- Be responsible for what you write. Everything is public and permanent, even with privacy settings in place Screen shots can be taken and shared to a wider audience.
- Social media advertising is a great way of targeting messages to your customers. All Social media advertising should be booked by the Communications and Marketing team.
- Make sure your posts are accurate and be careful not to reveal confidential information about the council. If you see confidential information posted on a site or if there's an issue that is damaging to the council's reputation, please let us know. If you're not sure, don't post it.
- Your content must be non-political. Think about language that you use and don't retweet any elected member's tweets, whatever their political stance.
- If the media contact you via your social media site please do not respond to them. Contact us as soon as possible.
- You must comply with The General Data Protection Regulations.
- Respect copyright and give credit where it is due. Don't post text, images or videos that are created by someone else without crediting them. This includes copying pictures from the internet. Where possible include a link to the source. You can [read more information about consent on the intranet](#).
- Don't post clippings of newspapers on your pages. We don't have a licence for this. You can post links from websites. You can [read more information about this on the intranet](#).
- Let your manager know if you're subject to comments made about you on social media sites in connection with your role. We'll not tolerate any harassment, bullying, violent or aggressive behaviour, or discriminatory/hate crime comments towards a council employee or an elected member. You can find out more information about this in section 5 of the policy.

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## REPORT OF CORE SERVICES – HUMAN RESOURCES & BUSINESS SUPPORT

### **6 MONTHLY ANALYSIS OF SELECTIVE VOLUNTARY EARLY RETIREMENT AND VOLUNTARY SEVERANCE April 2018 to September 2018**

#### **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to provide Members with information in respect of the Selective Voluntary Early Retirements and Voluntary Severances which have taken place during 1 April 2018 to 30 September 2018

#### **2. RECOMMENDATIONS**

- 2.1 **It is recommended that the report be received in accordance with the required procedure.**

#### **3. BACKGROUND**

- 3.1 In November 1998 as part of the response to the Audit Commission's report on early retirement it was agreed to submit quarterly reports to Members in respect of the costs and numbers of employees taking voluntary early retirement.

#### **4. CURRENT POSITION**

- 4.1 This report covers the period 1 April 2018 to 30 September 2018

#### **5. CONSULTATIONS**

- 5.1 None required.

#### **6. COMPATIBILITY WITH THE EUROPEAN CONVENTION OF HUMAN RIGHTS**

- 6.1 There are no potential conflicts with Convention Rights in this report.

#### **7. REDUCTION OF CRIME AND DISORDER**

- 7.1 No implications.

#### **8. FINANCIAL IMPLICATIONS**

- 8.1 None arising from this report.

#### **9. EMPLOYEE IMPLICATIONS**

- 9.1 None arising from this report.

10. **LIST OF APPENDICES**

10.1 Appendix 1 – Analysis April 2018 to September 2018.

11. **BACKGROUND PAPERS**

11.1 None arising from this report.

Officer Contact: Alison Brown

Date: 11/10/18

**CORE SERVICES**  
**HUMAN RESOURCES & BUSINESS SUPPORT**

	Data					
Directorate	Sum of Cost of Redund.	Sum of Cost of PIL	Sum of Strain Costs	Sum of Total Cost	Sum of Total Saving	Sum of NET COST/ SAV
Core	£46,103	£0	£141,281	£187,384	£387,458	£200,074
People	£64,051	£15,183	£90,622	£169,856	£463,656	£293,800
Place	£38,669	£5,428	£16,552	£60,649	£243,037	£182,388
<b>Grand Total</b>	<b>£148,823</b>	<b>£20,611</b>	<b>£248,455</b>	<b>£417,889</b>	<b>£1,094,151</b>	<b>£676,262</b>

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## BARNSELY METROPOLITAN BOROUGH COUNCIL

This matter is a Key Decision within the Council's definition and has been included in the relevant Forward Plan

### REPORT OF THE EXECUTIVE DIRECTOR (COMMUNITIES) TO CABINET ON 17 OCTOBER 2018

#### **CHANGE TO THE WARD ALLIANCE GOVERNANCE FRAMEWORK**

##### **1. PURPOSE OF REPORT**

- 1.1 This report outlines proposed changes to the Governance relating to the operation of the Ward Alliances, part of the Council's Area Governance arrangements. The report seeks Cabinet approval for the proposed changes.

##### **2. RECOMMENDATIONS**

- 2.1 **It is recommended that Cabinet approves the changes to the Ward Alliance Governance Framework as outlined in Section 4 of this report from 1<sup>st</sup> October 2018.**
- 2.2 **It is recommended that Cabinet delegates responsibility for the review process outlined in Section 4.10 of this report to the Elected Member with Portfolio for Communities and the Executive Director (Communities).**

##### **3. INTRODUCTION**

- 3.1 The Ward Alliance Governance Framework which sets out the terms of reference for the Ward Alliances was first introduced as part of the new Area Governance arrangements approved by Cabinet and Full Council in 2012 (Cab.10.10.2012/6, Cab.21.11.2012/6 and Cab.8.5.2013/7.1) and put into place from June 2013.
- 3.2 Although other aspects of the overall Area Governance Framework have been reviewed since then (Cab.22.19.2014/8.1) the guidance agreed to support the Ward Alliances has not been reviewed until now.
- 3.3 The 19 Ward Alliances have now been in operation for five years, and have formed part of the recognised successes of the Area Governance arrangements; contributing to the Corporate priority of 'Strong & Resilient Communities' by:
- Involving over 200 citizens as active members of Ward Alliances
  - Funding 2028 Ward Alliance Fund projects, which promote the involvement of citizens in activities which build the strength of their local areas
  - Contributing strongly to the 17,364 volunteers who have taken part in locally based social action through Love Where You Live since 2014 & who have given volunteer hours worth over £1 million
  - Helping to support the development of 86 new community groups since 2016 (earlier figures not available)

- 3.4 As part of the overall Area Governance arrangements, the Ward Alliances have also been recognised as national good practice, with numerous enquiries from other local authorities over the past 2 or 3 years. In 2017, this was formally recognised when Barnsley Council won the prestigious Local Government Chronicle (LGC) Award for Community Involvement for its Ward Alliances, which were praised for “inspiring Barnsley’s communities to make a real difference”.
- 3.5 However, it has become apparent in five years of operation that some aspects of the Ward Alliance Governance Framework need amendment to reflect the lessons learned in the interim, and to provide updated guidelines which offer clarity around areas which had not been identified at the outset.

#### **4. PROPOSAL AND JUSTIFICATION**

- 4.1 A number of changes have been made to the Framework and its supporting documentation and processes. They have been made to bring the Framework up to date with the realities of the way in which Ward Alliances operate five years from their inception, and to attempt to close gaps in the guidance.
- 4.2 The main changes can be categorised under 7 headings:
- Chairing arrangements
  - Decision making & required levels of quoracy
  - Applications for membership
  - Induction of new Ward Alliance members
  - Renewal of Ward Alliance membership
  - Formalised review process for the Ward Alliances
  - Formalising the involvement of the Executive Director (Communities) and the Portfolio Holder (Communities) where there are significant concerns

#### **4.3 Chairing arrangements**

The current Framework requires for the Chair of a Ward Alliance to be an elected member and this remains unchanged under the new proposals. However, because the new quoracy levels as outlined in section 4.4 below require only one elected member to be present for the meeting to go ahead, this means that this single elected member will act as Chair at any meeting.

Section 2.7 of the revised framework also proposes that the Chair and Secretary are jointly responsible for ensuring that the notes from meetings adequately capture decisions made but also for making sure that the notes anonymise discussions held to protect Ward Alliance members when notes are made public.

Some Ward Alliances choose to rotate their Chairing function between the three ward members. Section 7.2 formalises this arrangement for Ward Alliances wishing to do this, but sets down the need for agreement on who will be chairing prior to Ward Alliance meetings, to enable the elected member in question to be fully involved in agenda setting for the meeting.

#### 4.4 Decision making & levels of quoracy

The existing Framework requires one third of the membership (including a minimum of 1 of the 3 elected members and 2 community representatives) for any Ward Alliance meeting to be quorate and able to make decisions. This has caused a number of issues in practice, where members have been unavailable to attend and has meant that Ward Alliance business has not been able to progress.

The proposed changes in Section 8.3 of the Framework would alter the quoracy requirement, so that decisions can be made so long as one third of the overall membership and at least one elected member are in attendance (one from each ward where two Ward Alliances are combined).

Section 8.3 also outlines more clearly the proposed quoracy arrangements for joint Ward Alliances, with a proposal that at least one elected member and community representative from each ward are present for the meeting to be quorate.

All Ward Alliance members are required under the current arrangements to declare any interests in matters considered at meetings. However, this probably is not well understood, particularly by community members. Paragraphs 8.8 and 8.9 have therefore been revised to give more information about why interests need to be declared and that this applies equally to individuals, their companies or employers.

Paragraph 8.10 outlines proposed Moderation Panel arrangements in the event that complaints are received about the allocation of the Ward Alliance Fund.

Section 5.11 also outlines a proposed process for the separation of a joint Ward Alliance wishing to revert to becoming two single Ward Alliances, where there is a consensus or two thirds majority vote to do so.

#### 4.5 Applications for membership

The existing Framework outlines a clear process for the three elected members within a ward to score and approve applications for those wishing to join their Ward Alliance. However, in practice this process has not always been followed correctly, with some prospective members being accepted or rejected without following the agreed process creating challenges, opening the council up to complaints of inequity.

The proposed changes in Sections 5.2 of the Framework retain the existing process of written application from prospective members and their scoring. However, where Ward Councillors reject an application for membership and where a complaint is received, it is proposed in Section 5.3 of the Framework that a Moderation Panel is established which would review the information and make a final decision on the application.

The Moderation Panel would comprise the Portfolio Holder for Communities, the Area Chair for the area within which the Ward Alliance sits, and either the Executive Director for Communities or the Service Director for Safer, Stronger & Healthier Communities.

Where the Area Chair is also the Chair of the Ward Alliance in question, another Area Chair will be asked to sit on the panel to avoid any possible conflicts of interest.

Section 5.2 also outlines a proposal to ensure that as far as is possible, the membership of each Ward Alliance broadly represents the community it serves in terms of age, gender, race/ethnicity and other protected groups under equalities legislation. This section also allows for Ward Alliances to undertake targeted recruitment to its membership where imbalances exist, in line with current equalities legislation.

#### 4.6 Induction of new Ward Alliance members

The existing Framework does not make any reference to the induction of new Ward Alliance members, and in practice, the induction of new members has not always happened.

The proposed changes include provision in Section 5.10 for the formal induction of all new Ward Alliance members (including new elected members) by the Ward Alliance Chair and supporting Community Development Officer from the Area Team, including an introduction to the Ward Alliance Governance Framework and a full skills/training needs analysis; documentation for which is currently under development.

#### 4.7 Renewal of Ward Alliance membership

The existing Framework outlines that the 'term of office' for a community representative shall be one year. In practice, this has not happened widely and has proved unsettling for those majority who are happy to remain on their Alliance as longer term productive members. In the small number of wards where there are applicants waiting to come onto the Ward Alliance, these extra members have been able to be appointed by increasing the size of the community representation on the Alliance beyond the minimum of 6.

The proposed changes in Section 5.5 replace this 'term of office' with a requirement that all Ward Alliance members wishing to stay on their Alliance for a further year are asked to 're-confirm their commitment to the Ward Alliance' on an annual basis.

In addition, the proposed changes require that this re-confirmation is sought only where Ward Alliance members have fulfilled their agreed role as outlined in Section 6.3 of the Framework.

Any members who fail to seek re-confirmation this will have their membership terminated as outlined in Section 6.1

In addition, Section 5.6 outlines the proposed process to be used by elected members to decide who should be approached for re-confirmation of membership and to inform those who will not be reconfirmed.

Section 5.7 outlines a Moderation Panel procedure to be used in the event of a complaint being received from a Ward Alliance member who has not been approached for re-confirmation.

#### 4.8 Formalised Review process for the Ward Alliances

The existing Framework suggests that an annual 'self-conducted review' may be undertaken by Ward Alliances. In practice, an annual requirement is clearly too

frequent for a body which meets only 6 times per year, and application of this review process to date has been inconsistent.

The proposed changes in Section 2.6 require each Ward Alliance to be formally reviewed every 2 years, using a standardised approach and with support from Area Teams.

#### 4.9 Formalising intervention in cases of concern

The existing Framework makes no reference to either Councillor or senior officer intervention where there are significant concerns about the way in which a specific Ward Alliance is operating. The majority of Ward Alliances have been working well, but there have been a small number of examples where some have seemed unable to resolve issues which were holding back their development.

The proposed changes in Section 8.10 allow for the Portfolio Holder (Communities) and the Executive Director (Communities) to deal with significant concerns about the operation or progress of a Ward Alliance ( which includes concerns about the allocation of Ward Alliance Funds ) where informal resolution has not been possible with the respective Ward Alliance Chair or Area Chair.

#### 4.10 Regular future review of Ward Alliance Governance Framework

In order to ensure that good practice continues to develop within the Ward Alliances, the Ward Alliance Governance Framework needs to be reviewed on a regular basis to support this. It is proposed that the Framework is formally reviewed every 2 years.

#### 4.11 Payment of honorarium for Ward Alliance Secretary role

In the current Framework, an allowance of £500 per year is made available for each Ward Alliance Secretary. Takeup of this allowance has always been patchy, with around 35% of Secretaries operating on a voluntary basis and 65% currently in receipt of the allowance.

In order to recognise that many Secretaries are happy to continue on a voluntary basis, whilst others choose to claim the allowance, it is proposed that Section 7.1 of the new Framework enables those wishing to continue to claim an honorarium payment to do so, and leaves the choice of whether or not to claim to the Secretary themselves.

Section 7.1 also makes clear that only community representatives are eligible for an honorarium payment – elected members wishing to undertake the role of Secretary can do so only on a voluntary unpaid basis.

However, it is also proposed that payments are authorised only when the Area Manager for the Area has confirmed with the respective Ward Alliance Chair that the Secretary has fully carried out the duties within the role.

An outline of the Secretary role currently exists, but will be reviewed to ensure that there is clarity about what is expected from the role.

#### 4.12 Resolution of issues with allocation of Ward Alliance Funds

The Ward Alliance Fund of £10,000 per ward per year is now heavily oversubscribed in most areas, and because of this it is not unusual for applications to be rejected or only partially supported. In the vast majority of cases, this is not problematic and the decision is reached using due process to the satisfaction of all.

There is currently no process in place for dealing with applications where there is a significant concern about whether due process has been followed and fairly applied. To resolve this, it is proposed that where any complaint is received, Section 8.10 of the revised Framework allows for the Portfolio Holder (Communities) and the Executive Director (Communities) to deal with significant concerns.

### **5. CONSIDERATION OF ALTERNATIVE APPROACHES**

5.1 A number of alternative options were considered around levels of quoracy, chairing arrangements, the application process for membership and the moderation of this process. Through consultation with the colleagues outlined in Section 12.1 of this report, it is recommended that the proposed changes represent the best way forward to maximise the future development of the Ward Alliances.

5.2 The 'do nothing' option was also considered, but rejected because of the need to fill gaps which currently exist within the current Framework, and which will potentially hinder the development of the Ward Alliances in the coming years.

### **6. IMPLICATIONS FOR LOCAL PEOPLE/SERVICE USERS**

6.1 The proposed changes to the Framework have been designed to make the operation of the Ward Alliances and the activities they support more efficient. As such, local people should benefit from seeing that activities to support the community they live in are delivered more quickly and responsively as a result.

### **7. FINANCIAL IMPLICATIONS**

7.1 There are no financial implications created by the proposed changes to the Framework.

### **8. EMPLOYEE IMPLICATIONS**

8.1 There are no employee implications created by the proposed changes to the Framework. All duties covered by the Framework are already undertaken by Stronger Communities staff.

### **9. LEGAL IMPLICATIONS**

9.1 There are no legal implications created by the proposed changes to the Framework.

### **10. CUSTOMER AND DIGITAL IMPLICATIONS**

10.1 There are no customer or digital implications created by the proposed changes to the Framework.

## **11. COMMUNICATIONS IMPLICATIONS**

- 11.1 There are no communications implications created by the proposed changes to the Framework

## **12. CONSULTATIONS**

- 12.1 The proposed changes to the existing Framework outlined in Section 4 of this report have been pulled together a working group of staff within Stronger Communities who work closely with the Ward Alliances. They have also been reviewed by the Portfolio Holder (Communities), Executive Director (Communities), Service Director (Safer, Stronger & Healthier Communities), Service Director (Governance & Member Support) and the Head of Stronger Communities Service. All Ward members have also been consulted on the draft framework and amendments made in the light of comments received.

## **13. THE CORPORATE PLAN AND THE COUNCIL'S PERFORMANCE MANAGEMENT FRAMEWORK**

- 13.1 The Area Governance arrangements (of which Ward Alliances form a part) make a strong contribution to one of the three Corporate Priorities – Strong and Resilient Communities. Within this, it reports into the Performance Management indicator around 'People volunteering and contributing towards Stronger Communities'. The Area Governance arrangements also contribute to 2 of the 8 key areas of change identified in the Corporate Plan – Area Councils (working with communities to unlock ability, capacity & drive, communities and elected members working together) and Driving Behaviour Change (engaging with communities to inspire real change, clarifying our role as a modern Local Authority).

## **14. PROMOTING EQUALITY, DIVERSITY AND SOCIAL INCLUSION**

- 14.1 The Ward Alliances currently support a range of activities which promote equality, diversity and social inclusion. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **15. TACKLING THE IMPACT OF POVERTY**

- 15.1 The Ward Alliances currently support a range of activities which tackle poverty on a local level and which are included in the Anti-Poverty Strategy. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **16. TACKLING HEALTH INEQUALITIES**

- 16.1 The Ward Alliances currently support a range of activities which tackle health inequalities locally. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **17. REDUCTION OF CRIME AND DISORDER**

- 17.1 The Ward Alliances currently support a range of activities which support the reduction of crime and disorder locally. The proposed changes to the Framework will enable these activities to be more quickly and responsively developed and delivered.

## **18. RISK MANAGEMENT ISSUES**

- 18.1 There are no risk management issues created by the proposed changes to the Framework.

## **19. HEALTH, SAFETY AND EMERGENCY RESILIENCE ISSUES**

- 19.1 There are no Health, Safety or Emergency resilience implications created by the proposed changes to the Framework.

## **20. COMPATIBILITY WITH THE EUROPEAN CONVENTION ON HUMAN RIGHTS**

- 20.1 Proposed changes are compatible with the European Convention on Human Rights

## **21. CONSERVATION OF BIODIVERSITY**

- 21.1 There are no conservation or biodiversity implications created by the proposed changes to the Framework.

## **22. LIST OF APPENDICES**

Appendix 1: Proposed new Ward Alliance Governance Framework

**Report author:** Kate Faulkes (Head of Stronger Communities)

Financial Implications/Consultation



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*(To be signed by senior Financial Services officer  
where no financial implications)*



## **WARD ALLIANCE – GOVERNANCE FRAMEWORK 2018**

### **1.0 Introduction**

- 1.1 Building strong and resilient communities is a key aspect of the Council's Corporate Plan. The Ward Alliances are pivotal to instigating and influencing the strengthening of local communities. They aim to increase social action, community empowerment, equality, diversity and co-production.
- 1.2 The Ward Alliances exist as part of strong Area Governance arrangements to devolve decision making to local level, and to empower local communities to work alongside the Council to design and deliver local solutions to local issues.
- 1.3 The Ward Alliances established across the 21 wards bring together elected ward councillors, citizens and local organisations/groups to:
  - Establish local priorities which the Ward Alliance and its local partners could help to tackle
  - Develop and facilitate community activity to help meet these local priorities
  - Oversee the allocation of the Ward Alliance Fund to support activities which increase community resilience and capacity by involving local people in the creation of local solutions to identified issues
- 1.4 The Ward Alliances also provide an important link between the role of ward councillors within the six Area Councils and their more direct engagement with their local communities at ward level. The local priorities and issues identified by Ward Alliances feed into the Area Council's plans and localised commissioning arrangements, to ensure that grass roots information is being properly used to inform decision making.
- 1.5 Ward Alliances do not work in isolation. Through a programme of self assessment and sharing of good practice between their peers, Ward Alliances strive to:
  - create innovative and effective solutions to local issues
  - ensure projects deliver good value for money
  - maintain a high standard of integrity
  - increase the skills, knowledge and understanding of its members

- 1.6 The Ward Alliances are not formal meetings of the Council, but sit underneath and report into the 6 Area Councils, which are formal meetings of the Council.
- 1.7 Ward Alliances meetings are not public meetings, but all notes from the meetings are available to the wider public as part of published Area Council papers.
- 1.8 This framework outlines a standardised approach to the basic operating procedures of Ward Alliances, ensuring consistency across the Borough. There is recognition that additional, complimentary processes may be introduced to meet the needs of a specific locality.
- 1.9 This framework was revised in early 2018, following the learning of the past five years of work since its inception in 2013. It will be revisited every 2 years to ensure it continues to meet local challenges within communities

## 2.0 General Observations

- 2.1 For Borough-wide administrative purposes, the term Ward Alliances shall be used to describe the local arrangements for the Council and Community to work together at the Ward level.
- 2.2 The Ward Alliance is a non-political body.
- 2.3 Ward Alliances will be free to determine their own thematic sub-group arrangements providing that these do not place any increased burdens or expectations upon service providers.
- 2.4 **For the purposes of managing external grant applications**, Ward Alliances will be able to establish an independent bank account with four Ward Alliance members as signatures (with two out of four to authorise any expenditure) At least one of the signatories should be a community representative and at least one should be an elected member
- 2.5 Ward Alliances need to operate with minimal officer administrative support. The Community Development Officer (CDO) is there to advise and support the development of the Ward Alliance.
- 2.6 A formal Review of each Ward Alliance will be carried out every 2 years. A standardised approach will be provided by officers in the Area Teams to complete this process.
- 2.7 Ward Alliance meeting notes will be reported to the relevant Area Council.

Ward Alliance Chairs and Secretaries should ensure that meeting notes briefly record decisions taken, but are careful to anonymise all

discussion items to avoid potential reprisals to Ward Alliance members from the wider community.

### 3.0 The purpose of the Ward Alliance

- 3.1 To work effectively in partnership for the benefit of the Ward, its residents and businesses.
- 3.2 To develop a vision for the Ward with complementary priorities based upon Ward data, community consultation and local intelligence.
- 3.3 To develop a Ward Plan to meet the vision and priorities **and take collective ownership to deliver this Plan**, recognising and utilising all the assets available in the Ward.
- 3.4 To make consensus decisions and oversee the Ward Alliance Fund and any other locally delegated budgets or external grant income allocated to the Ward.
- 3.5 To make arrangements to engage and consult the wider community in setting the Ward priorities and helping to deliver the Ward Plan.
- 3.6 To ensure that the strengths, skills and assets of the Ward are developed to contribute to its sustainability.
- 3.7 Receive and act upon decisions and advice from other forums, and provide information and recommendation to these forums e.g. the Area Council, Overview and Scrutiny Committee, Voluntary Action Barnsley/Barnsley CVS, South Yorkshire Police etc.

### 4.0 Ward Alliance Membership

- 4.1 The membership of the Ward Alliance should be reflective of the community that it serves, both demographic and geographic and is responsible for ensuring equality of opportunity in its representation. **As a minimum**, membership of the Ward Alliance shall be:
- 4.2 The Three Elected Members for the Ward.
- 4.3 **A minimum** of six community representatives from the Ward, approved by Ward Councillors following an agreed application and selection process (see section 5). Examples of community representatives *could* include:
  - Faith Group representative(s).
  - Representative(s) of young people aged 16-21, preferably from the school council.
  - Representative(s) from the Private/Business Sector.

- Representative(s) from active community groups or organisations in the Ward.
  - School Governor representative(s)
  - Representative(s) from Voluntary Action Barnsley/Community Partnership.
  - Representative(s) from Town/Parish Councils.
- 4.4 Where two Wards opt to have a joint Ward Alliance, the minimum number of community representatives shall be 12.
- 4.5 All members will be expected to adopt the Ward Alliance's purpose, values and ground rules.

## **5. Appointment of Ward Alliance Community Representatives**

- 5.1 All prospective community representatives should complete and submit the Ward Alliance Membership Application form to ensure that a range of strengths and skills are reflected in the membership (See Appendix A).
- 5.2 Ward Councillors will consider all applications submitted and select community representatives against the agreed criteria. Ward Alliance membership should be broadly representative of the community it serves and should strive to achieve a representative balance in terms of age, gender, race/ethnicity and other protected equality characteristics. Ward Alliances are encouraged to undertake specific targeted recruitment to their membership where this is not the case, in line with current equalities legislation.
- 5.3 Where Ward Councillors reject an application for membership & where a complaint is received, the decision will be reviewed by a Moderation Panel made up of:
- Portfolio Holder - Communities,
  - Respective Area Chair for the Area within which the Ward Alliance sits
  - either the Executive Director (Communities) or the Service Director (Safer, Stronger & Healthier Communities)
- 5.4 All new appointments to Ward Alliances will be reported to the relevant Area Council via Ward Alliance Meeting Notes.
- 5.5 Ward Alliance members will be asked to re-confirm their commitment to the Ward Alliance on a yearly basis.
- 5.6 This re-confirmation of commitment will be sought only if community representatives have fulfilled the agreed Ward Alliance roles as referred to at Section 6.3 of this Framework. This decision will be made

by the three elected members for each Ward Alliance (the six elected members in the case of joint Ward Alliances) who will make clear to the Alliance member in question the reasons that their re-confirmation has not been sought, using the criteria outlined at Section 6.3.

- 5.7 In the event that a complaint is received from the Ward Alliance member who has not been re-confirmed, this will be reviewed using the Moderation Panel arrangements outlined in Section 5.3.
- 5.8 Elected Members will be members of the Ward Alliance for the duration of their time as an elected Ward representative.
- 5.9 No substitutes or deputies will be allowed to attend Ward Alliance meetings on behalf of absent Ward Alliance members.
- 5.10 All new Ward Alliance Representatives (including new elected members) will be taken through an induction process by the Ward Alliance Chair & officers from the Area Team supporting that Alliance, to inform them about the Ward Alliance purpose, roles, responsibilities and processes. This process should include an introduction to this Framework and its associated documentation. At this point, the individual's skills and training/learning needs should also be discussed and assessed, and training/support offered to fill any identified needs.
- 5.11 If a joint Ward Alliance wishes to revert to operating as two single Ward Alliances, this change can be voted in by full membership consensus or by a minimum of a two thirds majority vote.

## **6.0 Termination of Ward Alliance Membership**

A person shall cease to be a Ward Alliance member if:

- 6.1 They do not re-confirm their annual commitment to the Ward Alliance.
- 6.2 They choose to resign in writing.
- 6.3 They miss three consecutive Ward Alliance meetings without apology or explanation agreed by the Ward Alliance, or, they fail to adhere to /uphold the ground rules or fulfil the agreed roles and responsibilities. In this instance, the Chair will make a request on behalf of the Ward Alliance to the Chair of the Area Council and this shall be appropriately recorded in the minutes of the subsequent meeting of the Area Council minutes.
- 6.4 They are not re-elected (in the case of Elected Members).

## 7.0 Ward Alliance Roles

### 7.1 Roles within the Ward Alliances shall include:

- Chair
- Vice-Chair (optional)
- Treasurer (for the purposes of external grant income only)
- Secretary

All roles shall be undertaken in a voluntary capacity, with the exception of the Secretary.

A community representative Secretary can opt to receive an honorarium payment (currently £500 per annum) for undertaking Ward Alliance secretarial duties.

An elected member can take on the role of Secretary, but must do so on a voluntary and unpaid basis.

In addition to the above, a role profile for the Secretary role will be developed.

Honoraria payments will be made quarterly to the Secretary only upon satisfactory completion of the Secretarial duties during the previous quarter. Authorisation of the payment is made by the Area Council Manager on satisfactory completion of the role.

- 7.2 Reflecting their 'community leadership' role, the Chair and the Vice Chair (where appointed) of the Ward Alliance will be an Elected Member. Some Ward Alliances may agree to rotate the Chair role between the elected members. Where this is agreed by the Ward Alliance, the elected member taking the Chair for any meeting should be agreed in advance of the meeting, to ensure they are fully involved in setting the meeting agenda beforehand.
- 7.3 The term of office for the roles of Chair, Vice-Chair (where appointed), Treasurer and Secretary within the Ward Alliance will be reviewed on an annual basis.
- 7.4 When a vacancy arises for the roles of Treasurer or Secretary, anyone wishing to be nominated should seek another Ward Alliance member to nominate them for selection and these nominations will be made to the Chair.
- 7.5 The first item on the agenda for the subsequent meeting of the Ward Alliance will be to receive any nominations.
- 7.6 If there is more than one nominee for any position, ballot papers will then be prepared to allow for members to vote in secret for the person that they wish to be appointed for each role.
- 7.7 The result of the ballot will be declared by the Chair.

## **8.0 Operation of meetings & making recommendations**

- 8.1 All Ward Alliance members will operate according to the agreed Ground Rules – See Appendix B. These ground rules should be revisited as part of the formal Ward Alliance review completed every 2 years.
- 8.2 It is ultimately the responsibility of the Ward Alliance Chair to ensure that all members of the Ward Alliance adhere to the agreed ground rules and to challenge anyone who does not. In addition, any member of the Ward Alliance can challenge another member whose behaviour does not meet the standards outlined in the ground rules.
- 8.3 A quorum (minimum number) of Ward Alliance Members needs to be present before any decision can be reached. For Ward Alliance meetings the quorum shall be one third of the membership, with at least one elected member present. Where there is a 2 ward joint Ward Alliance, the quorum shall be one third of the membership with at least one elected member and one community representative from each ward present.
- 8.4 Ward Alliances are expected to achieve agreement through consensus in relation to all decisions.
- 8.5 If it is not possible to reach a consensus decision, this will be taken on the basis of a majority vote amongst those present at the meeting.
- 8.6 In the event of an equality of votes, Ward Alliance Members will be asked to reconsider the matter under discussion and then vote again. In the event that a majority decision cannot be reached following the second vote, the matter will be deferred until the next meeting to allow for further investigation to be undertaken.
- 8.7 Decisions made shall be properly recorded in the action notes of the meeting by the Secretary and sent out within 2 weeks of the meeting.
- 8.8 Elected Members must follow the Council Code of Conduct when they attend Ward Alliance meetings. This includes declaring an interest where they or a company they are involved in or employed by will benefit from any matter the Ward Alliance is considering. This requirement also applies to Ward Alliance community members and is intended to avoid accusations of bias in decision-making.
- 8.9 Ward Alliance members must declare any interest that they may have in an item to be discussed at a meeting as soon as they are aware of this and preferably in advance. This should include the nature of that interest. Where a Ward Alliance member or their company or employer has a direct pecuniary / financial interest in the matter in question, they must take no part in the decision and withdraw from the meeting for the



duration of that item and this shall be recorded in the notes. Failing to do so is a legal offence for Elected Members.

- 8.10 Where there are significant concerns about the operation or progress of a Ward Alliance (including the Ward Alliance Fund) these will initially be raised with the Ward Alliance Chair. Where unable to resolve, the matter will be discussed with the respective Area Chair. Where the Area Chair is also the Chair of the Ward Alliance in question, the matter will be referred to another Area Chair. If resolution cannot be achieved, the matter will be raised with the Portfolio Holder (Communities) and the Executive Director (Communities).

## **9.0 Ward Alliance Fund**

- 9.1 The Ward Alliance will make all recommendations relating to the allocation of Ward Alliance Funds. If agreed by its membership, the Ward Alliance can ask applicants for the Fund to provide more information or to present their proposal to a meeting of the Ward Alliance before approval is given.
- 9.2 All members of the Ward Alliance will have an equal say in the decision making process. The decision making process shall be the same as that outlined in section 8.
- 9.3 All projects supported through this fund should have clear Social Benefits for the ward. At least 50% of projects supported by Ward Alliance Fund in each Ward should be matched with volunteer hours.
- 9.4 Ward Alliance Fund recommendations will be signed by the Chair of the Ward Alliance and countersigned by the relevant Area Manager and the Head of Service for Stronger Communities in the formal exercise of their delegated powers.
- 9.5 Transparency in decision making will be assured via the reporting of Ward Alliance notes to the relevant Area Council meeting.
- 9.6 The Ward Alliance has the responsibility to allocate available funding in a timely manner, and wherever possible to allow sufficient time for projects to spend their allocated funds within the current financial year.
- 9.7 Further details are contained in the guidance notes and application form for the Ward Alliance Fund.
- 9.8 Ward Alliances can request that Ward Alliance Funded projects acknowledge the financial support they have received by displaying a BMBC or Area Council logo on promotional material.



The Ward Alliance Framework agreed: Insert date of approval at Cabinet (White)

Date of next review – October 2020

## Appendix A

### **Ward Alliance Membership Application Form**

**Personal details:**

Name:

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Address:

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Phone:

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Email:

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Ward:

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Signed:

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Date: \_\_\_\_\_

For more information or if you need any help filling in this form please contact your local Area Team. If you are unsure how to contact them, please phone 01226 773016 or email [lovewhereyoulive@barnsley.gov.uk](mailto:lovewhereyoulive@barnsley.gov.uk) so we can put you in touch.

If you are interested in becoming a member of your local Ward Alliance please complete the following questions. Please ensure that you cover all the relevant points. The selection panel, made up of your local elected members will use this information to make a decision.

A Ward Alliance member will:

1. Be passionate about making their community a better place to live and work for everyone.
2. Get actively involved in their community and encourage others to do likewise.
3. Take pride in their role on the Ward Alliance and act as an ambassador for the work they do.
4. Utilise their skills, experience and knowledge to support their community.
5. Be able to put aside personal interests and consider what is best for the whole community.
6. Help with the development and delivery of a Ward Plan.
7. Understand and agree to abide by the Ward Alliance Governance Framework, including the Ward Alliance Ground Rules.

**Please tell us about yourself and why you want to become a member of the Ward Alliance.**

	<b>Question:</b>	<b>Answer:</b>		<b>Score from 0 - 4 (for selection panel use only)</b>
<b>1.</b>	Tell us why you are interested in getting involved in your community as a Ward Alliance Member? (Max 100 words)			
<b>2.</b>	Tell us about the relevant skills, experience and knowledge you could bring to support your community as a Ward Alliance member? (Max 100 words)			
<b>4.</b>	What do you think are the main issues in your area and how could you work with the Ward Alliance to improve them? (max. 100 words)			
<b>5</b>	Do you agree to abide by the Ward Alliance Governance Framework and Ground Rules?	<b>Yes</b>	<b>No</b>	

Please ensure that you complete all the questions fully. Any questions which are not answered will receive a zero score.

## Appendix B

### Ward Alliance Ground Rules

The following are suggested ground rules for the operation of Ward Alliances. It is recommended that each Ward Alliance works together to set its own set of ground rules using this document as a guide.

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- No party politics should be brought to the meeting
- Each member of the Ward Alliance has the same right to speak at each meeting and have their views and opinions treated with equal respect.
- Ward Alliance members with power and rank must leave their rank at the door
- Anyone trying to use their power to intimidate or over-rule other members will be challenged
- Anyone having side conversations during a meeting will be challenged
- As little jargon as possible is to be used during meetings. When it is used, it must be explained
- Every meeting must be chaired by the appointed Chair or the Vice-Chair in their absence. If neither the Chair nor Vice-Chair is available, those present will vote to select a Chair for that meeting.
- Notes must be taken at every meeting, which should include the actions and decisions agreed.
- Notes from the previous meeting must be approved.
- Agendas must be adhered to.
- All mobile phones to be switched off before each meeting
- All questions must be addressed through the Chair
- All Ward Alliance Representatives should publicly support Ward Alliance decisions, even if their own view may have been different during the Ward Alliance meeting discussion.

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