
Report To:	Inverclyde Council	Date:	4 June 2015
Report By:	Corporate Director Environment, Regeneration and Resources	Report No:	LP/090/15
Contact Officer:	Gerard Malone	Contact No:	01475 712710
Subject:	Scheme for Councillors' Surgeries		

1.0 PURPOSE

- 1.1 This report asks Elected Members to consider amendments to the procedures for arranging Councillors' surgeries.

2.0 SUMMARY

- 2.1 The process for arranging Councillors' surgeries and for meeting relevant expenses for hire of accommodation has been in place from November 2011, to date. The procedure is attached as **Appendix 1**.
- 2.2 This report asks the Council to consider reviewing these procedures in the light of representations that have been received.

3.0 RECOMMENDATIONS

The Council is requested to:

- 3.1 Consider the representations received;
- 3.2 Remit it to the Head of Legal and Property Services to make any alterations that are approved;
- 3.3 Delegate to the Head of Legal and Property Services such authority to make any amendments to procedures as are required from time to time to take account of the Council's approved practices.

Gerard Malone
Head of Legal and Property Services

4.0 BACKGROUND

- 4.1 The procedure for arranging Councillors' surgeries has been in place since November 2011 and a review of this process is appropriate.
- 4.2 Representations have been received from Councillor Campbell-Sturgess to request a substitution of the advertisement arrangements in the local press with the purchasing of non-political portable screens to be used indoors and outdoors to advertise Councillors' surgeries at specific locations. The screen would have the Inverclyde Council typeface and logo with the description "Councillor's Surgery" and be available on a one screen per ward basis for Elected Members. The screen could be used indoors at usual locations of Councillors' surgeries and also would be available for any outdoor use in order to show the location of a Councillor's surgery for those Elected Members who wish to utilise such arrangements.
- 4.3 It is expressly confirmed that no party political material or advertising be associated with the use of the screen. Additionally, in view of the prohibition on using Council property for any party political or campaigning purposes, if this proposal is approved, Elected Members must ensure that no apparel or insignia of a party political nature or which would give rise to a party political inference is worn in association with the use of the screen.
- 4.4 Screens suitable for outdoor use can be obtained for costs in the region of £135 to £180 depending on finish and portability. The Council would require to purchase six screens (one per ward in terms of the current arrangements).
- 4.5 This proposal seeks to widen the types of venue for the holding of Councillors' surgeries. At present, Elected Members are requested to utilise as far as possible Council premises or community facilities so that any costs for surgeries are minimised. The Council will only pay moderate amounts per hour for the hire of any facilities outwith its own assets. It is not suggested that any increased costs for venue hire be met from any approval of this proposal.
- 4.6 The Council as part of its budget process as from April 2016 has reduced its advertising budget for Councillors' surgeries. Accordingly, the Corporate Communications Manager is already developing proposals for next year to revise the methods of promoting Councillors' surgeries. The review will look at wider advertising of Councillors' surgeries e.g. online and through social media.
- 4.7 Additionally, there has been a request from Councillor McEleny for considering the making available of a freepost licence so that ward constituents can contact Councillors without cost. Although this proposal may assist hard copy exchange of correspondence on ward matters, such as survey results, it is suggested that with the increased use of the internet and its growing availability this freepost initiative need not be pursued. However, views of members are requested.

- 4.8 The costs of a freepost licence are as follows:-

Annual cost of a freepost licence	£94.00
Cost per item (normal size letter) second class post	£ 0.37 per item
Cost per item (normal size letter) first class post	£ 0.50 per item

The only other cost would be for the purchase of envelopes.

The scheme permits individual addresses provided the postal address (e.g. Members' Services, Inverclyde Council) is the same.

- 4.9 Any review of the arrangements for Councillors' surgeries requires a consistent approach and co-ordinated view from all Elected Members hence the requirement for this report. The views of the Council are sought on any review of approved procedures.

5.0 IMPLICATIONS

5.1 Finance

There are no finance implications as yet identified. The costs of screens would eliminate for some Elected Members the requirement to advertise in the local press and some savings may accrue.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report	Virement From	Other Comments
N/A					

Annually Recurring Costs/(Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (If Applicable)	Other Comments
N/A					

5.2 Legal

No party political or campaigning material may be associated with any Inverclyde Council property. No party affiliations are given or made in any arrangements for Councillors' surgeries.

5.3 Human Resources

There are no implications.

5.4 Equalities

There are no implications.

5.5 Repopulation

There are no repopulation implications.

6.0 CONSULTATIONS

6.1 This report has been the subject of consultation with the Strategic Leadership Forum and with the Chief Executive.

7.0 BACKGROUND PAPERS

7.1 None.

Inverclyde Council

**Procedure for
Arranging Councillors' Surgeries**

Version 3

Produced by:
Members' Services

Process for Arranging Surgeries

Each elected member is entitled to a maximum of 20 advertised surgeries per annum.

Booking Surgeries

The elected member will contact their relevant assistant with dates, times and venues for the surgeries they intend to hold. Contact details for the various venues to be used when arranging surgeries for elected members is noted in the table below.

The venue should be contacted with the relevant details and followed up with the appropriate paperwork, where required. A copy of the School Let Form and Inverclyde Leisure booking form are attached for reference.

Once the venue booking has been confirmed, details of the surgery should be placed in the Surgery Information folder under the appropriate year – accessed via Councillors Public Drive → Members' Services folder → Surgery Information folder. The surgery dates should also be placed on the individual Councillor's page on the Council website, and should be regularly updated.

Advertising of Surgeries

A notice for each surgery is arranged for insertion in the Greenock Telegraph – the notice appears the day before the surgery is due to be held. When a surgery is being held on a Monday the advert should appear on the Saturday.

Each elected member has their own surgery folder. This is accessed via Councillors Public Drive → Councillors Correspondence → (relevant Councillor) → Surgeries. Within this folder there is another folder for adverts, where an advert is already made up for each of the venues. The date and time should be changed to correspond with the new surgery details.

Advertising of surgeries in the Greenock Telegraph is now handled by, Corporate Communications – Xt. 2723. The surgery notice should be sent to Corporate Communications via e-mail; a note of the cost of the advert should be requested at this time. A copy of this e-mail and attachment should be placed in the Surgeries Folder, which is in the cabinet.

A proof will be returned for approval: this should be checked thoroughly by 2 members of staff. Advise Corporate Communications of any amendments, if any; if no amendments required confirm it is OK to go. A copy of the proof should be placed in the Surgeries Folder with the other paperwork.

A note of the cost of the advert should be made in the Surgeries Information Folder, which is accessed via Councillors Public Drive → Members' Services folder → Surgery Information folder → (Year) → Surgery Information by date.

If a Purchase Order has been issued in respect of the surgery venue, enquire from the elected member that the surgery went ahead before delivering the PO on the FMS system.

Surgery Notices/Posters

Posters are made up for each elected member for distribution to venues with their Ward. The posters are accessed via Councillors Public Drive → Councillors Correspondence → (Relevant Councillor) → Surgery → Posters.

One copy of each of the surgery posters should be sent to the following:

Community Policing Sergeant, Police Scotland, 160 Rue End Street, Greenock PA15 1HX or emailed (PDF) to the relevant Community Police contacts (copy on the wall)
Inverclyde Women's Aid, First Floor, 9 George Square, Greenock PA15 1QP
Circles Network, 21 Grey Place, Greenock PA15 1YF

In addition, posters should be sent as follows:

Ward 1

- Email to Kilmacolm Community Centre
- Email to Boglestone Community Centre
- Boglestone Clinic, Dubbs Place, Port Glasgow PA14 5UD
- Clune Park Resource Centre, 6 Montgomerie Street, Port Glasgow PA14 5NT
- Port Glasgow Library
- Port Glasgow Town Hall, Shore Street, Port Glasgow
- Community Regeneration Centre, 7½ John Wood Street, Port Glasgow PA14 5HU
- Port Glasgow Health Centre, Bay Street, Port Glasgow PA14 5EW
- Internal mail to schools: Newark PS, St Michael's PS, St Francis PS, PGHS, St Stephen's

Ward 2

- Community Regeneration Centre, 7½ John Wood Street, Port Glasgow
- Port Glasgow Health Centre, Bay Street, Port Glasgow
- Auchmountain Community Resource Centre
- Craighend Resource Centre, McLeod Street, Greenock PA15 2HD
- Crawfurdsburn Community Centre, East Crawford Street, Greenock PA15 2TL
- Internal mail to: PG Library, Whinhill PS, St. John's PS, All Saints PS,

Ward 3

Internal mail to: Central Library, Fitzgerald Resource Centre, Inverclyde Academy, Notre Dame High School, St Mary's PS, Ardgowan PS

Ward 4

- Email to South-West Library (Carolyn Keith)
- Grieve Road Community Hall
- Internal mail to: St. Columba's High School, Clydeview Academy, St Andrew's PS, St Joseph's PS

Ward 5

- Gamble Halls, Shore Street, Gourrock PA19 1RG
- Internal mail to: St. Ninian's PS, Moorfoot PS, Gourrock PS, St Columba's HS, Clydeview Academy, Gourrock Library

Ward 6

- Internal mail to: Aileymill PS, Wemyss Bay PS, Inverkip PS, Inverclyde Academy, St. Columba's HS
- Wemyss Bay Community Centre, Ardgowan Road, Wemyss Bay PA18 6AT
- Branchton Community Centre, Branchton Road, Greenock PA16 0XX

Venue	Booking Arrangements
3 Sisters Bake, Faith Avenue, Bridge of Weir PA11 3SX	FOR BOOKING ARRANGEMENTS WHICH INCLUDE PERSONAL CONTACT DETAILS, SEE ORIGINAL DOCUMENT
7½ John Wood Street, Port Glasgow PA14 5HU (open Tues/Thurs evening only) Auchmountain Community Resource Centre	
Binnie Street Community Centre	
Boglestone Community Centre PA14 5UD	
Bow Farm Neighbourhood Centre	
Branchton Community Centre, 78 Branchton Road, Greenock PA16 0XX	
Central Library PA15 1DE	
Clune Park Community Resource Centre, Montgomerie Street, Port Glasgow, PA14 5NT	
Craigend Resource Centre	
Crawfurdsburn Community Centre	
Fitzgerald Centre	
Gamble Halls	
Gibshill Parents' Support & Education Centre	
Gourrock Library, Kempock Place, Gourrock, PA19 1QU	
Grieve Road Community Hall, Grieve Road, Greenock PA16 7LA	
Inverkip Church Hall, Langhouse Road, Inverkip PA16 0BJ	

Kilmacolm Community Centre PA13 4HA	
Larkfield Tenants' Hall	
McLean Museum	
Paton Street Centre, Paton Street, Greenock PA16 7EL	
Port Glasgow Town Hall PA14 5HD	
Schools	
South West Library PA16 9AY	
Spinnaker Hotel (?)	
Upper Gourock Community Hall, Kirn Drive, Gourock PA19 1NG	
Wemyss Bay Community Centre	
Wemyss Bay Station PA18 6AR	