



LEEDS
CITY COUNCIL

ITEM NO.:

Originator:
Mike Earle

Tel: 224 3209

REPORT OF THE CHIEF DEMOCRATIC SERVICES OFFICER

REPORT TO: ALL AREA COMMITTEES

DATE : JULY 2004

SUBJECT : ELECTION OF CHAIR

Electoral Wards Affected :

Specific Implications For :

Ethnic Minorities

Women

Disabled People

1.0 PURPOSE

- 1.1 The purpose of the report is to explain the arrangements for the (annual?) election of the Chairs of the Area Committees.

2.0 BACKGROUND

- 2.1 Members will recall that previously, the arrangement was that Chairs of the former Community Involvement Teams (CITs) were appointed either by Council or the Executive Board. In practice, this was done annually at the Annual Council meeting. Where no political party had a majority amongst the elected Members on a particular CIT, the appointment was normally made by the Executive Member for Neighbourhoods and Housing following informal discussions with the parties concerned. Where informal discussions did not result in agreement, the decision rested with the Executive Board (Paragraph 6.1 of the CIT Operating Protocol).

3.0 NEW AREA COMMITTEES – ARRANGEMENTS FOR THE APPOINTMENT OF CHAIRS

- 3.1 A separate report on this agenda presents further information on the constitutional aspects relating to Area Committees. Article 10 of the Council's Constitution, approved at the Annual Council Meeting on 28th June 2004, formally creates the new Area Committees and sets out their composition, functions and role.
- 3.2 Paragraph 10.6 and 10.7 of Article 10 deals with the appointment of Chairs of the new Area Committees. It states that the Chairs of Area Committees will be elected by the Area Committees themselves. On appointment, each Area Committee Chair will automatically be the nominated elected Member representative of that Area Committee on the District Partnership.

4.0 APPOINTMENT OF CHAIR

- 4.1 The Area Committee Procedure Rules, approved by the Annual Meeting of Council details the process whereby Chairs are appointed. For ease of reference the provisions are reproduced at Appendix 1.
- 4.2 The nominations for Chair will be notified to Members at the meeting by the named Constitution and Corporate Governance Officer on the front of this agenda.

5.0 RECOMMENDATION

- 5.1 Members are requested to elect from amongst themselves an Area Committee Chair for the 2004/05 municipal year.

Appendix 1

Area Committee Procedure Rules (Extract)

5. APPOINTMENT OF CHAIR

- 5.1 Each Area Committee will appoint its Chair.
- 5.2 Each Party Group with Members elected within an Area Committee area may put forward a nomination from amongst its Members on the Area Committee to Chair the Area Committee.
- 5.3 These nominations must be forwarded to the Chief Democratic Services Officer no later than 1 clear working day before the first meeting of the Area Committee (after the Annual Council meeting) each year.
- 5.4 The Chief Democratic Services Officer will ensure that nominations and the appointment of the position of Chair are dealt with at the Committee's first meeting of the municipal year.
- 5.5 The Chair will be appointed by overall majority of votes cast by those Members eligible to do so and present at the meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration, and the vote repeated.
- 5.6 Where an overall majority of votes cannot be obtained the Council will appoint a Chair.



REPORT OF: North West Area Manager

MEETING: INNER NORTH WEST AREA COMMITTEE

DATE : 6th July 2004

SUBJECT : Area Management Introductory Issues

Electoral Wards Affected :

Specific Implications For :

Ethnic Minorities

Women

Disabled People

Executive Board Decision

Eligible for Call In

Not eligible for Call In (details contained in the report)

1. Purpose of Report

1.1. This report sets out an introduction to area management and the area committee. It seeks the area committee's initial views on service priorities and on the draft terms of reference of the District Partnership. It seeks decision about whether to establish a small grants budget at this stage, and the area committee community involvement arrangements.

2. Area Management

2.1. The area management programme was initiated, in response to the development of the community involvement teams, in order to try to ensure that Council services are organised and delivered in a way that makes them more able to be responsive to local circumstances.

2.2. As part of this, the Council's structure was reorganised into a smaller number of departments covering linked issues at an area level. As a result, it is possible for very senior officers to become part of the area committee's support structure and the area committee's link to mainstream services. In North West Leeds, these officers are:-

- Neighbourhoods & Housing – Christine Addison (Area Manager)
- Development – Paul Brook (Chief Asset Management Officer)
- Learning & Leisure – Keith Burton (Chief Officer Children & Young People)
- City Services - John Kearsley (Chief Support Services Officer)

2.3. The focus of the area committees will be on overseeing delivery of Council services in their area. For some services, mainly within 'street scene', youth service, and

responsibility for performance management. Precise arrangements around which services are included and the extent of the role of the area committee will be brought to the area committee at its next meeting. However, based on feedback from elected Members and from the previous CITs, and reviews carried out so far by the service departments to identify scope for area management, the initial proposed list of responsibilities includes:-

- | | |
|-------------------------|--|
| Community safety | - Neighbourhood & Street wardens / PCSOs
-CCTV
-Burglary reduction |
| Street Scene | - Highways maintenance
- Street lighting
- Refuse collection
- Street cleansing
- Street scene enforcement
- Grounds maintenance
- Road Safety |
| Children & Young People | - Youth Service |
| Other | - "Well-being"
- Community Centres |

2.4. An area profile pack has been prepared for area committee Elected Members. It will be circulated at the first Committee meeting as background information. The area profile pack includes information about the whole area and the individual wards which make up the area committee. It also includes information about the current position of key area management services in the area including current service issues.

2.5. In summary, current service issues being addressed by inner North West Leeds include:-

CITY SERVICES

Dumping hotspots:

- **Headingley** - Brudnells, Ashvilles
- **Kirkstall** - Sandford Road, Woodsley Road bottle banks, Burley lodges, Stanmores, Redcote Lane, Willows and Hawksworth Estate
- **Weetwood** - Clayton Road (off ring road), Ivesons, West Park playing fields

Burnt out litter bins:

- Regular occurrences at Meanwood Road, Hawksworth Estate

Litter and Bulk Waste Hotspots:

- Key hotspots are mainly in the Headingley Ward particularly around Burley Lodge Road, Brudnells, Esholts and Ashvilles but also at Clayton Road and West Park Fields in Weetwood. Additional services are deployed to clear the streets following cricket and rugby matches at the Headingley ground. Student migration in July causes additional work for all street-scene services, bulk collection being the most affected.

Key priorities are Burglary, Robbery and Anti-social behaviour. Hyde Park and Woodhouse are the geographic hotspots for most crimes within the committee area.

- **Burglary** – key focus is on Hyde Park and Woodhouse – in the last six months the Weetwood Police Division responded to 3405 burglaries (25% of the West Yorkshire force total), the bulk of these Burglaries was in Hyde Park and Woodhouse. Security in the hotspot areas is characterised poor by doors and weak locks and low levels of crime awareness amongst large student populace
- **Robbery** – key focus is on Hyde Park and Woodhouse, student mobile phones are the target of the majority of robberies.
- **Anti-social behaviour** – key focus is on Little London, Burley and Hawksworth Wood. Although Operation Cape the use of ASBOs in Little London has had a significant impact on levels of anti-social behaviour in the area, the issue is still prevalent and accounts for a significant amount of Police and other agency time. The committee area has seen a significant increase over the last 6 months in rough sleeping in the Little London area. Also anti-social behaviour from gangs of youth is still a major issue in Hyde Park and Burley
- **Key community safety initiatives:**
 - 2 Neighbourhood Wardens at Hyde Park and Woodhouse and Hawksworth Wood
 - 4 PCSOs patrolling in Little London/ Woodhouse and Headingley plus 4 further Council matched-funded PCSOs to be deployed within the committee area next month
 - BRIL has target hardened 870 properties have been within the committee area and continues to work both proactively with victims of crime

LEARNING AND LEISURE – YOUTH SERVICE

- There are approximately 18 youth work sessions per week across the Inner area. Some provision has been contracted to key voluntary sector organisations: Burley Lodge Centre, the Cardigan Centre and Hawksworth Wood YMCA. An priority for the Youth Service within inner North West Leeds is to co-ordinate and respond to focused work requirements with young people on the margins and at high risk of being involved in anti-social activities.
- **Hawksworth Wood** – Joint work with YMCA to encourage young people involved in anti-social behaviour into activities in the YMCA building.
- **Kirkstall** – Haddon Road area was worst hotspot but work by Youth Service with groups subject to ASBOs appears to have resolved the problem on an interim basis. The young people are responding well to work and are working towards accreditation via activities programmes.
- **Little London and Woodhouse** – area of most difficulties, key focus is on action planning work with individuals in relation to ASBOs.
- **Weetwood** – high levels of complaints about anti-social behaviour around Butcher Hill

2.6. Work will take place over the summer between the Area Manager and service providers, with input from the area committee Chair, and other elected members as agreed by the area committee chair, in order to establish the new priorities of this area committee. These will be included in a draft Area Delivery Plan, which will be a public

issues.

2.7. It is intended that the 2005/06 plan will also be considered by the Area Committee in September and again in October 2004. It would then be sent to Executive Board in November with a view to being agreed and incorporated in the budget proposals for 2005/06. Final agreement will come from Executive Board following approval by the Council of the budget in February 2005.

2.8. Whilst the area committees will focus mainly on Council service provision, there are two areas of activity where it will be looking beyond the Council's own direct responsibilities:-

- working in partnership with other service providers in the area;
- where the committee may decide to provide grants to other organisations working in the area, either to provide services or as a form of community support.

3. Partnership Working

3.1. At present it is proposed that that partnership working is formalised through the development of a District Partnership which covers the whole of North West Leeds. So far the District Partnership includes Chief Officers of the Police, ALMO, the PCT and the LCC Area Manager.

3.2. The area committee constitution allows for the inclusion of the two area committee Chairs on the District Partnership.

3.3. Discussions so far in North West Leeds have proposed that it focuses on linked service delivery issues of the main service providers and the draft terms of reference (attached) focus mainly on joint investment planning between these organisations:-

- To agree joint action and resourcing of shared priorities;
- To share and agree investment plans for the area;
- To jointly seek opportunities for additional / external funding for investment in the area;
- To review the impact of investment and initiatives agreed for the area;
- To carry out joint research on issues relevant to joint service planning in the area;
- To co-ordinate consultation across the area;
- To develop joint plans to contribute to the Vision II aims of Narrowing the Gap and Going up a League;
- To develop a Regeneration Strategy for the area;
- To bring together relevant partnership arrangements in the area.

3.4. A District Partnership event is planned in the area for 8th July which will cover the scope for other organisations in the area to work together as part of the District

business, the voluntary sector & community sectors. Consideration will also need to be given to ensuring that the District Partnership covers issues from both inner and outer North West Leeds.

4. Grants

- 4.1. Prior to area committees, most CITs had agreed a small grants budget of between £5-10,000 to cover community support activities. Grants were usually in the region of £500, although larger amounts have been awarded to organisations providing services or service improvements.
- 4.2. The area committee could agree to establish a grants budget out of its “well-being” resource. Whilst the final figure for this has yet to be this area committee will have a minimum of £194,000 (subject to Full Council / Executive Board agreement) from which it can pay for service improvements or grants.
- 4.3. If the area committee is minded to establish a grants budget now in order to provide some continuity from the CITs, it would need to agree the size of the budget. Given the uncertainty over the overall size and potential uses of the “well-being” budget, it is suggested that at this stage this is set at £10,000 in total.
- 4.4. Any larger grants made to organisations for service delivery / improvement purposes would need to be considered in the context of the area committee’s consideration of its overall priorities in September.
- 4.5. The area committee may wish to agree a sub-group which considers grants. If so, the sub-group should include an Elected Member from each ward. The area committee would still need to make the formal decision so the sub- group would in effect be an advisory panel. Alternatively, if the area committee decides to allocate this advisory role to a community forum, the community forum should include an Elected Member of the area committee from whichever wards the community forum will cover. As with the sub-group, the area committee would still need to make the formal decision.
- 4.6. If the area committee establishes a grants budget now, a provisional framework for small grants is proposed as Appendix A. The budget may need to be administered under the area committee transitional arrangements until the formal procedures are in place and the area committee has been given formal responsibilities for budgets.

5. Existing Budget Commitments of The Area Committee

- 5.1. Under the transitional arrangements agreed for area committees by Executive Board in March 2004, the Area manager, along with the relevant CIT Chair(s) could agree to commit area committee resources for 2004/05. For inner North West Leeds area committee, no commitments have been made to spend 2004/05 resources.
- 5.2. Spending decisions inherited by the CITs which will take effect in 2004/04, but which have come out of the 2003/04 budget are:-

Voluntary Action Leeds	£33,000	Funding Officer
Development Department	£35,000	Planning Officer
Development Department	£20,750	Butcher Hill Shops – Refurbishment

West Yorkshire Police	£5,000	Student Burglary Awareness
Headingley Network	£500	Publicity
Hawksworth Wood CA	£500	Kirkstall Valley Park Charity
Burley Park Bowls Club	£400	Purchase bowling equipment
Bethal Day Centre	£346	Games equipment

6. Area Committee Constitution

6.1. The detailed of the constitution of the area committees is included separately under the next item of this agenda. The key issues are:-

Area Committee Size

- a) The inner North West Leeds Committee will be made up of the following wards - Headingley, Hyde Park & Woodhouse, Kirkstall, and Weetwood.

Area Committee Role

- a) To improve and co-ordinate services at a local level;
- b) To take locally based decisions that deal with local issues;
- c) To promote community involvement in the democratic process in order to support Elected members in their representative and listening roles;
- d) To understand community needs;
- e) To promote working relationships with District Partnerships, Parish and Town Councils

Area Committee membership

- a) The area committee will include all Elected Members of the four wards above.
- b) The area committee can co-opt up to 4 other non-voting committee Members

Area Committee Terms of Reference include

- a) appointments to external bodies;
- b) being consulted on major planning issues or other services issues;
- c) service performance, targeting, frequency and co-ordination
- d) promote and improve economic, social and environmental well-being of the area
- e) carry out area functions as agreed by Executive Board.

Area Committee Chair

Members. If agreement can not be reached, Council will agree the Chair.

Frequency of meetings

- a) Six a year, to tie in with Council. Special additional meetings can be called if necessary.

Public Involvement

- a) The area committees can have a public open forum at the start of the meeting if they wish.
- b) The meetings will be held in public, but public attendance is in observer capacity for the main meeting, with speaking restricted to the open forum.

7. Community involvement arrangements

- 7.1. The committee will need to decide what arrangements it would like for community involvement. It will need to take into account the sustainability of any arrangements established including Member and officer time, as well as community commitment. As a guide the officer structure has been established for area management to allow for the equivalent of ward forums in addition to the area committee. Service departments will be focusing on the area committee itself, and may have a view about their ability to service and support ward, sub-ward or issue based forums.
- 7.2. The committee could establish an open forum at the start of its committee meetings in order to allow public participation. If so, the area committee will need to consider how long such a session would be and any rules that will need to apply.
- 7.3. The committee will need to review the existing community forum arrangements established in this area by both the previous Headingley Kirkstall Weetwood and Chapel Allerton University CITs in order to decide its future arrangements.
- 7.4. It is suggested that the area committee makes decision about co-optees at its next meeting when it has reviewed its community forum and working group arrangements.

8. Recommendations

- 8.1. The area committee is asked for its views on:-
 - 8.1.1. Current service priority issues in the area as set out in paragraph 2.5
 - 8.1.2. The draft terms of reference of the District Partnership (paragraph 3.3).
- 8.2. The area committee is asked to decide whether it wishes to establish a small grants budget at this stage of £10,000, and if so, agree the interim management framework in Appendix 1 (paragraph 4).
- 8.3. The area committee is asked for its initial views on community involvement, and to request a full proposal at its next meeting.

One of the important aspects of any Small Grants Fund is the need to deal with applications quickly and efficiently. It is proposed that applications are assessed between formal Area Committee meetings and that criteria are agreed by the area committee to allow this to happen.

This framework describes the guiding principles for the amount of funding and type of projects that the Area Committee might wish to support through the Fund.

Proposed Framework

- to support small scale projects in the community up to a maximum amount of £1000 for applications where projects are jointly run by more than one organisation and which covers a broader area of benefit (such as across one or more Wards) and which meets corporate and Area Committee priorities. A maximum of £500 would be available for applications from a single group. The latter would be consistent with other standards within the Council for small grant aid.
- any one organisation or initiative may receive only one Small Grant per year.
- the area committee must determine a financial limit of Small Grants within the overall Area Committee Budget.
- an expectation that groups located within or serving areas already designated as being eligible for targeted specific funding (e.g. SRB5, neighbourhood renewal), should seek initially this funding source initially subject to eligibility.
- funding should be used for items of expenditure that are receiptable and not confer benefit to individuals.
- funding must be prioritised for the work of groups and proposals which support the priorities and targets of the Area Committee and any plans it has.
- deadlines of approximately 4 weeks prior to each Area Committee meeting would be issued to allow for internal checking procedures to be carried out and a report drawn up in readiness for distribution to the Area Committee for its decision-making.



**REPORT OF THE CHIEF EXECUTIVE
REPORT TO ALL AREA COMMITTEES**

DATE : 6th JULY 2004

**SUBJECT: CONSTITUTIONAL CONSIDERATIONS RELATING TO AREA
COMMITTEES**

Electoral Wards Affected : All

Specific Implications For :

Ethnic Minorities

Women

Disabled People

1.0 Purpose of the Report

1.1 This report outlines the basis upon which Area Committees were established by Full Council¹, and specifically how executive functions may be exercised by Area Committees.

2.0 Area Committees and the Local Government Act 2000.

2.1 Before exploring the constitutional issues that have given effect to Area Committees it is necessary to understand the context for this from a legislative point of view. Provisions relating to the role and function of Area Committees are set out in the Local Government Act 2000 (*referred to from now on as the Act*) and regulations made under the Act.

2.2 The overall purpose of the Act is to allow local authorities choice in determining the governance arrangements² that will operate and through exercising that choice ensure that it is clear who is accountable for decisions that are taken.

2.3 The Act provides that decisions, relating to the functions which are the responsibility of the executive, can be taken collectively by the executive or delegated to individual members of the executive, officers, committees of the executive or devolved structures.

¹ At the Annual Council Meeting 28th June 2004 (in accordance with the provisions of the Local Government Act 2000)

² The models being, an elected mayor with a cabinet of councillors; executive leader with a cabinet; or, an elected mayor and council manager

- 2.4 The [Local Authorities \(Arrangements for the Discharge of Functions\) \(England\) Regulations 2000](#) (made under section 18 of the Act) **allow the executive** to make arrangements for the discharge of functions for which it is responsible by area committees. The Act is clear. In deciding to delegate decision making to area committees, the executive will need to be satisfied that doing so will not adversely affect the quality of local services or the efficiency, transparency and accountability of decision making and that it will deliver best value..
- 2.5 That is to say, the executive is held to account for both its decision to delegate a function and the way that the function is being carried out on its behalf. These are the principles upon which the Constitutional amendments to give effect to Area Committees in Leeds City Council are required to be based.
- 2.6 Full Council currently has no jurisdiction in identifying the executive functions to be exercised by Area Committees. Full Council's role has been to:
- approve Article 10, to formally create the Area Committees in name and composition (i.e. which members are eligible), see **Appendix 1**.
 - approve Area Committees Terms of Reference in relation to Council Functions only, see **Appendix 2**. The terms of reference for Area Committees include both Council and Executive Functions. As such the terms of reference are presented to clearly identify which functions are which.
 - approve operating procedure rules for the Area Committees (in so far as they relate to Council functions), see **Appendix 3**. The procedure rules provide provision (under section 8) for the suspension of the implementation of a decision of an Area Committee in specified circumstances.
 - approve an amendment to the Scrutiny Board Procedure Rules to allow for decisions relating taken by Area Committees relating to Area Functions to be called in by Scrutiny Boards.
- 2.7 It is the **executive** (i.e. the Executive Board in practice, but, ultimately the Leader) that has the responsibility for determining the executive functions that can be exercised at the Area level.

3.0 Area Committees In Leeds

- 3.1 The Area Committee proposals have been developed on the following basis;
- That it will be necessary to identify those functions (**to be known as Area Committee Functions**) that will be exercisable by Area Committees.
 - That accountability for Area Committee Functions will, as now, rest ultimately with the Executive Board.
 - That Area Committees will be required to exercise Area Committee Functions so as to achieve at least specified minimum service standards and performance targets and to contain spending within the available resources.

- 3.2 In detailing those executive functions, which will be exercisable at an area committee level, the executive will need to be clear:
- i) as to which executive functions have been designated as Area Committee Functions that may be exercised at an area level:
 - ii) the budgets associated with those functions: and
 - iii) the terms of the arrangements for those functions to be exercised including any limitations placed on those arrangements.
- 3.3 Area Committees have been given, from the outset, competencies to exercise Area Committee Functions relating to Social, Economic and Environmental well being (i.e. the ability to spend capital and revenue allocations on defined priorities).
- 3.4 The Leader of Council has specified, within the executive arrangements presented to the Annual Council meeting, the extent of the delegation that is to be made in relation to the Well Being function. The agreed delegation to Area Committees in this regard is detailed at **Appendix 4**.
- 3.5 In line with the report to Executive Board in October 2003, further delegations are planned to be determined by Executive Board, for functions contained within the priority services identified of Streetscene, Youth and Community Safety, in July.

4.0 Recommendations

- 4.1 Members are asked to;-
- note the legislative requirements for Area Committees referred to in this report
 - note the Constitutional issues relating to the governance of Area Committees, detailed in Appendices 1- 4.
 - Note the extent of the current delegation by the executive of competencies to exercise Area Committee Functions relating to Social, Economic and Environmental well being (i.e. the ability to spend capital and revenue allocations on defined priorities) detailed in Appendix 4.

Appendix 1

ARTICLE 10

AREA COMMITTEES

ARTICLE 10 – AREA COMMITTEES

AREA COMMITTEES

- 10.1 The Council will appoint ten Area Committees to serve the inner and outer areas in the North West, North East, East, South and West of the City.
- 10.2 Each Area Committee will have a link with a District Partnership of the Leeds Initiative as set out below.
- 10.3 These provisions do not apply to the City Centre³.

COMPOSITION

- 10.3 The membership of each Area Committee will comprise all Members who have been elected for wards wholly within the area determined for the Committee as follows:

Name of Area Committee	Composition <i>All Members from the following wards</i>	Link with District Partnership
North West Inner	Weetwood, Kirkstall, Headingley, Hyde Park and Woodhouse	North West
North West Outer	Guiseley and Rawdon, Otley and Yeadon, Adel and Wharfedale, Horsforth	
North East Inner	Moortown, Roundhay, Chapel Allerton	North East
North East Outer	Wetherby, Harewood, Alwoodley,	
East Inner	Gipton and Harehills, Killingbeck and Seacroft, , Burmantofts and Richmond Hill	East
East Outer	Garforth and Swillington, Kippax and Methley, Temple Newsam, Cross Gates and Whinmoor	
South Inner	Beeston and Holbeck, Middleton Park, City and Hunslet	South
South Outer	Rothwell, Ardsley and Robin Hood, Morley South, Morley North	
West Inner	Armley, Bramley and Stanningley	West
West Outer	Calverley and Farsley, Farnley and Wortley, Pudsey	

- 10.4 Up to 4 co-opted Members may be appointed to each Area Committee.

³ A Map detailing the boundary of the City Centre is appended to this Article

10.5 A Member of the executive may serve on an Area Committee if otherwise eligible to do so as a Councillor.

CHAIR

10.6 Each Area Committee will appoint its Chair.

10.7 The Chair of each Area Committee will be an Elected Member representative on the relevant District Partnership.

ROLE

10.8 Area Committees will:

- improve and co-ordinate services at a local level;
- act as a focal point for community involvement;
- take locally based decisions that deal with local issues;
- provide for accountability at a local level;
- help Elected Members to listen to and represent their communities;
- help Elected Members to understand the specific needs of the community in their area;
- promote community engagement in the democratic process;
- promote working relationships with District Partnerships, Parish and Town Councils.

FUNCTIONS

10.9 The Terms of Reference for Area Committees are set out in Part 3 of the Constitution.

10.10 The executive shall determine from time to time the executive functions⁴ that may be exercised by Area Committees. These functions will be exercisable concurrently by the Executive Board and, in accordance with the Officer Delegation Scheme (Executive Functions), by Directors.

10.11 Area Committees will comply with:

- the Area Committee Procedure Rules⁵;
- all other relevant procedure rules⁶

ACCESS TO INFORMATION

10.12 Area Committees will comply with the Access to Information Procedure Rules⁷.

⁴ Part 3 Sections 3C and 3D of the Constitution provide details of the extent of the delegation determined by the executive.

⁵ These are in Part 4 of the Constitution.

⁶ These are the Council Procedure Rules, Executive Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and Appointments to Outside Bodies Procedure Rules, in Part 4 of the Constitution.

⁷ These are in Part 4 of the Constitution.

10.13 Agendas and notices for Area Committee meetings which deal with both Council and executive functions will state clearly which items are which.

CONFLICTS OF INTEREST

10.14 A member of a Scrutiny Board involved in the consideration of a matter at a Scrutiny Board meeting or sub-committee, which relates to a decision made or action taken by an Area Committee of which s/he is also a member, must regard him or herself as having a personal and prejudicial interest in the matter in accordance with Paragraph 11 of the Members' Code of Conduct.

Appendix 2

TERMS OF REFERENCE AREA COMMITTEES

AREA COMMITTEES

Within each Committee's area:

(Council functions)

1. to make Elected Member appointments⁸ to Outside Bodies as determined by the Member Management Committee;
2. to advise or make representations to the Council, the Executive Board, Scrutiny Boards or Regulatory Panels on all matters affecting community interests;⁹
3. to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;¹⁰
4. to consider proposals referred to the Committee by the Council, Executive Board, Scrutiny Boards or Regulatory Panels and to report back the Committee's views to the referring body;¹¹
5. to receive and hear deputations;
6. to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive Board as appropriate;

(Executive functions)¹²

7. *to promote and improve the economic, social and environmental well-being of the Committee's area*¹³;
8. *to exercise Area Functions*;¹⁴

⁸ In accordance with the Appointments to Outside Bodies Procedure Rules at Section 4 of the Constitution.

⁹ This is an advisory function under Section 102(4) Local Government Act 1972.

¹⁰ This is an advisory function under Section 102(4) Local Government Act 1972.

¹¹ This is an advisory function under Section 102(4) Local Government Act 1972.

¹² All executive functions will be exercisable concurrently with the Executive Board.

¹³ In accordance with Section 2 of the Local Government Act 2000, and in furtherance of, and subject to the limitations set out in the Well-being Schedule detailed in Part 3 Section 3D of the Constitution approved by the Leader and submitted to Council on 28 June.

¹⁴ As determined from time to time by the Executive Board and in furtherance of, and subject to the limitations set out in the Area Committee Functions Schedule detailed in Part 3 Section 3D of the Constitution.

Appendix 3

Area Committee Procedure Rules

Contact Name

Nicolé Jackson
Telephone: 247 4537

Body/Person with authority
To change the document

Leader: In relation to executive
functions set out in Section 3.1 – 3.5
& Section 8)
Full Council (All other)

Area Committee Procedure Rules

1. STATUS

- 1.1 Area Committees are appointed by Full Council. Area Committees may exercise both executive¹ and Council functions.

2. ROLE AND FUNCTIONS

Role

- 2.1 Area Committees will

- improve and co-ordinate services at a local level;
- act as a focal point for community involvement;
- take locally based decisions that deal with local issues;
- provide for accountability at a local level;
- help Elected Members to listen to and represent their communities;
- help Elected Members to understand the specific needs of the community in their area;
- promote community engagement in the democratic process;
- promote working relationships with District Partnerships, Parish and Town Councils.

Functions

- 2.2 The Terms of Reference for Area Committees are set out in Part 3 of the Constitution.
- 2.3 The executive shall determine from time to time the executive functions¹⁵ that may be exercised by Area Committees. These functions will be exercisable concurrently by the Executive Board and, in accordance with the Officer Delegation Scheme (Executive Functions), by Directors.
- 2.4 Executive functions delegated to Area Committees may not be delegated by any Area Committee without the express consent of the Executive Board.

¹⁵ Part 3 Sections 3C and 3D of the Constitution provide details of the extent of the delegation determined by the executive.

3. ACCOUNTABILITIES

Executive Functions

- 3.1 The Local Government Act 2000 provides for the executive to make arrangements for functions which are the responsibility of the executive to be discharged by Area Committees. In exercising these functions each Area Committee is accountable to the executive.
- 3.2 On an annual basis each Area Committee is required¹⁶ to prepare a draft Area Delivery Plan for consideration by the Executive Board. Area Delivery Plans will be prepared in draft form by the end of September each year to inform the budget setting process for the following year. Each Area Delivery Plan will provide details of identified priorities and proposed actions in relation to:
- the promotion and improvement of the economic, social and environmental well-being of the Committee's area;
 - the exercise of Area Functions within the area.
- 3.3 Area Delivery Plans shall be drafted in accordance with the framework determined by the Executive Board for the compilation of Area Delivery Plans.¹⁷
- 3.4 Following the approval of the Council Budget, and prior to the commencement of each financial year, the Executive Board will consider and approve an Area Delivery Plan for each area.
- 3.5 Area Committees will be held accountable by the Executive Board for the delivery of the Area Delivery Plans for their area.

Council Functions

- 3.6 Each Area Committee is accountable to Full Council for the exercise of Council functions within their Terms of Reference.

4. MEMBERSHIP

- 4.1 The membership of each Area Committee will comprise all Members who have been elected for wards wholly within the area determined for the Committee as set out in Article 10 of the Constitution.
- 4.2 A Member of the executive may serve on an Area Committee if otherwise eligible to do so as a Councillor.

¹⁶ For the financial year 2005/6 onwards

¹⁷ A guidance note and framework for Area Delivery Plans is detailed separately at the end of these Procedure Rules

Co-optees

- 4.3 Each Area Committee may select co-opted members to assist in the discharge of the Committee's role, in accordance with Article 10 of the Constitution.
- 4.4 Co-opted members may participate in the debate in the same way as Elected Members, but have no voting rights.
- 4.5 No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

5. APPOINTMENT OF CHAIR

- 5.1 Each Area Committee will appoint its Chair.
- 5.2 Each Party Group with Members elected within an Area Committee area may put forward a nomination from amongst its Members on the Area Committee to Chair the Area Committee.
- 5.3 These nominations must be forwarded to the Chief Democratic Services Officer no later than 1 clear working day before the first meeting of the Area Committee (after the Annual Council meeting) each year.
- 5.4 The Chief Democratic Services Officer will ensure that nominations and the appointment of the position of Chair are dealt with at the Committee's first meeting of the municipal year.
- 5.5 The Chair will be appointed by overall majority of votes cast by those Members eligible to do so and present at the meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration, and the vote repeated.
- 5.6 Where an overall majority of votes cannot be obtained the Council will appoint a Chair.

6. AREA COMMITTEE MEETINGS

Frequency

- 6.1 There shall be at least six ordinary meetings of each Area Committee in each municipal year. The first meeting of each Area Committee will be convened by the Proper Officer. At its first meeting each Area Committee will approve a schedule of meetings for the municipal year.
- 6.2 Special meetings of an Area Committee may be called in accordance with Council Procedure Rule 27.

Business to be Transacted

- 6.3 All business to be transacted by an Area Committee must be determined at a formal meeting of the Committee.
- 6.4 Area Committees will comply with the Access to Information Procedure Rules in Part 4 of the Constitution.
- 6.5 Agendas and notices for Area Committee meetings which deal with both Council and executive functions will state clearly which items are which.
- 6.6 The Area Committee will not deal with individual issues or complaints.

Agenda Items

- 6.7 Area Committees shall consider the following business:
- appeals against refusal of inspection of documents
 - exclusion of public
 - late items
 - declarations of interest if any;
 - apologies for absence;
 - open forum
 - consideration of the minutes of the last meeting;
 - issues arising from the Committee's Area Delivery Plan;
 - appointments to Outside Bodies;
 - additional matters set out on the agenda for the meeting

Interests

- 6.8 Elected Members of Area Committee shall comply with the Members' Code of Conduct and any other code of conduct or protocol relating to the conduct of Members which may be adopted by the Council.

Minutes

- 6.9 The meetings of Area Committees shall be minuted, and such minutes will be made available to the public in accordance with the Access to Information Procedure Rules.

Substitute Arrangements

- 6.10 Elected Members cannot be substituted.
- 6.11 Where a representative from a designated organisation has been co-opted on to the Area Committee that Member can be substituted by another representative from that organisation, subject to the Chair being informed before the meeting of the proposed substitution.

Quorum

- 6.12 The quorum for a meeting of an Area Committee shall be one third of its elected Members, provided that at least one Elected Ward Member from each ward within the area is present.

Voting

- 6.13 Only Elected Ward Members are entitled to vote at Area Committee meetings.
- 6.14 Co-opted members do not have voting rights.
- 6.15 In the event of an equality of votes, the Chair will have a second, or casting, vote.

Rights to attend and speak

- 6.16 An Area Committee may invite representatives from other authorities organisations or agencies to attend Area Committee meetings. These people may speak with the permission of the Chair.
- 6.17 Members of the public present at Area Committee meetings are observers and have no right to speak, except in accordance with rules governing deputations and open forums detailed below.

Deputations

- 6.18 Deputations may be received at any meeting of an Area Committee provided that the Council's Chief Democratic Services Officer receives seven days previous notice.
- 6.19 A deputation shall consist of at least two and no more than five people, only one of whom shall speak except by permission of the Chair. The speech, including the reading of any written material, shall not be more than five minutes in duration.
- 6.20 Deputations which relate solely to the interests of one individual or company will not be admitted. In cases of doubt, the Council's Chief Democratic Services Officer will determine the eligibility of any deputation request.
- 6.21 The number of Deputations which may be received by an Area Committee at one meeting shall not exceed five.
- 6.22 Deputations shall be heard in the same order in which notices were received.
- 6.23 A Deputation shall not be admitted about any matter which has been the subject of deputation in the preceding six months.

Open Forums

- 6.24 At the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting of an Area Committee for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. The period of time may be extended at the discretion of the Chair.
- 6.25 No member of the public shall speak for more than three minutes in the open forum, except by permission of the Chair.

7.0 ADVISORY OR CONSULTATIVE FORUMS

- 7.1 An Area Committee can establish area or issue based forums, to act in an advisory or consultative capacity only.
- 7.2 A forum may cover the whole of the Committee's area or smaller areas within it, for example, one ward.
- 7.3 The Area Committee shall determine the terms of reference for any forum established and how the membership of it will be decided¹⁸.

8.0 DECISION MAKING

- 8.1 Area Committees must make decisions:
- in accordance with all relevant procedure rules¹⁹ within the constitution;
 - in accordance with the Council's Budget and Policy framework²⁰;
 - in accordance with the approved Area Delivery Plan for the Area and any other relevant strategy or plan approved by the Executive Board;
 - following consideration of a report from relevant Director or his/her nominee.
- 8.2 Where a Director is of the opinion that a proposal, decision or omission by an Area Committee in relation to an executive function would result in:
- minimum service standards specified by the Executive Board not being achieved; or
 - an adverse impact on service delivery or the achievement of targets; or

¹⁸ The total number of forums established and the frequency of meetings will need to be sustainable for the Members, officers of the Council and other service providing agencies, and community representatives.

¹⁹ Council Procedure Rules, Executive Procedure Rules, Area Committee Procedure Rules, Financial Procedure Rules, Contract Procedure Rules, Appointments to Outside Bodies Procedure Rules and Access to information Procedure Rules

²⁰ Subject to the provisions of the Budget and Policy Framework Procedure Rules

- delivery of any service in that area or the area of another Area Committee being adversely affected

the Director shall report that opinion²¹ to the appropriate Executive Member, who may direct that the Area Committee's delegated authority should not be exercised and the matter should be referred to the Executive Board for consideration.

8.3 Where the Monitoring Officer or Chief Finance Officer is of the opinion that a proposal, decision or omission of an Area Committee is or if made would be

- a) outside its terms of reference; or
- b) outside its Area Delivery Plan; or
- c) outside any relevant strategy or plan approved by the Executive Board; or
- d) outside the budget and policy framework; or
- e) not in accordance with any relevant procedure rules

the Monitoring Officer or Chief Finance Officer shall refer the matter to the Executive Board and/or Council as appropriate for consideration at the next available meeting.

8.4 Where a matter has been referred to the Executive Board or the Council under 8.2 or 8.3 above, the implementation of the proposal or decision shall be suspended until the matter is considered by the Executive Board and/or the Council.

8.5 Where a matter has been referred to the Executive Board under 8.2, the Executive Board may:

- decide the matter itself; or
- endorse any decision already made; or
- refer the matter back to the Area Committee for determination; and/or
- make any other decision it considers appropriate.

8.6 Where a matter has been referred to the Executive Board under 8.3 a) b) c), the Executive Board may:

- decide the matter itself; or
- endorse any decision already made; or
- refer the matter back to the Area Committee for determination; and/or
- make any other decision it considers appropriate.

²¹ where that opinion is in relation to a decision taken by an Area Committee, the report to the Executive Member must be made within 5 working days of the relevant decision notice being published

- 8.7 Where a matter has been referred to the Executive Board under 8.3 d) or e) then the Executive Board may;
- refer the matter to the Council for consideration²²; or
 - decide the matter within the budget and policy framework / in accordance with the procedure rules; or
 - refer the matter back to the Area Committee for determination within the budget and policy framework / in accordance with the procedure rules.
- 8.8 Where a matter is subject of a call-in by a Scrutiny Board, but has been the subject of reference back under Rule 8, the Scrutiny Board will be informed of this.
- 8.9 Before deciding any matter in accordance with Rule 8, the Executive Board will consider a report from a Statutory Officer or Director detailing as appropriate:-
- whether minimum service standards for a relevant Area Function are being achieved;
 - how the delegated budget for the executive function is being utilised;
 - whether a proposal decision or omission by an Area Committee would result in
 - minimum service standards specified by the Executive Board not being achieved; or
 - an adverse impact on service delivery or the achievement of targets; or
 - delivery of any service in that area or the area of another Area Committee being adversely affected;
 - whether a proposal, decision or omission by an Area Committee
 - is outside its terms of reference; or
 - is outside its Area Delivery Plan; or
 - is outside any relevant strategy or plan approved by the Executive Board; or
 - is outside the budget and policy framework; or
 - is not in accordance with any relevant procedure rules.
- 8.10 An Area Committee, or two or more Area Committees jointly, may refer any matter in relation to its executive functions (including Area Functions) to the Executive Board for decision.

²² The Council's options are as set out in Budget and Policy Framework Rules, Rule 8

Appendix 4

Area Function Schedule (Well Being)

WELL-BEING AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:		
Area Committee Revenue & Capital Well-Being Budgets		
EXECUTIVE MEMBER(S) PORTFOLIO:		
Executive Member – Neighbourhoods & Housing		
RESPONSIBLE DIRECTOR(S):		
Director of Neighbourhoods & Housing		
MINIMUM SERVICE EXPECTATIONS (to be applicable to all Area Committee areas)		
Decisions taken in relation to the utilisation of Well-Being budgets within the framework of the Council's Constitution and having regard to the Community Strategy in accordance with Section 2 of the Local Government Act 2000. Specifically Area Committees will seek to: Promote and improve the economic, social and environmental well-being of the Committee's area, including enhancing service delivery outcomes within their area		
CURRENT AND TARGET PERFORMANCE		
Issue/Performance Indicator(s)	2003/4 Result	2004/5 Target
<i>No specific indicators apply – although Area Committees may wish to reflect these within their Area Delivery Plans following decisions in relation to the allocation of these funds</i>		
	N/a	N/a
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS*		
Revenue: £1.8m		
Capital: £3.5m (over 3 years)		
AGREED BY THE LEADER AND REPORTED TO COUNCIL ON:		
Date:		

WELL-BEING AREA COMMITTEE FUNCTION SCHEDULE

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	West		North West		North East		East		South	
	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner
Target Performance (for the given year):										
Not applicable – but may also specific area function delegation schedules										
Area Based Resources(for the given year): Revenue – annual allocation, Capital – three year allocation										
Financial	(£)									
Revenue - Minimum	157,080	119,281	159,700	194,878	111,772	161,439	192,389	179,344	177,988	164,707
Capital - Minimum	305,434	231,935	310,527	378,930	217,334	313,908	374,090	348,724	346,087	320,263



REPORT OF CHIEF DEMOCRATIC SERVICES OFFICER

REPORT TO ALL AREA COMMITTEES

DATE : July 2004

SUBJECT : LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES

Electoral Wards Affected : All

Specific Implications For :

Ethnic Minorities

Women

Disabled People

1.0 Purpose of this Report

1.1 This report outlines the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to :

- Agree the nominations to those organisations which fall to the Committee to make an appointment to.

2.0 Background

2.1 On 28th April 2004 Full Council agreed that in future Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law.

2.2 Attached at Appendix 1 is the agreed Appointment Procedure¹ that has been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and places responsibility for appointment clearly with Elected Members through both through this Committee and the Member Management Committee.

2.3 The **Member Management Committee** has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:

- Considering requests from all Outside Organisations seeking Elected Member representation
- Determining the category of appointment which will govern which Committee will make the appointments
- Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.

¹ This Procedure is now incorporated into the Council's Constitution

- 2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant **Area Management Committee**.
- 2.5 On the 5th July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Committee.
- 2.6 One of the delegated Member appointment functions which Area Committees have been asked to exercise is making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. The Member Management Committee resolved that in making such appointments Area Committees should seek to:
- Identify Board Members with appropriate skills and experience and where possible allow for existing Board Members to be retained; and
 - Reflect the balance of political representation from within the Committee's area;

Review of Trusts and Charities

- 2.7 A detailed review (with input from the Charities Commission) of the various trusts and charities which the Council has historically made appointments to has recently been completed by Legal Services. The purpose of the review was to:
- Ensure that those Members being appointed to a trust or charity could receive appropriate advice in relation to the nature of their appointment (i.e. whether the appointment was to the position of trustee or simply an observer.
 - Identify whether the trusts and charities were still operating
 - Establish whether the Council were still required to make an appointment
- 2.8 The outcome of the review has, in relation to some appointments to trusts and charities, raised a number of issues which require further clarification² prior to appointments to those bodies being confirmed by this Area Committee. As such the attached schedule identifies (by shading) those appointments which, Member Management Committee is of the view, should be delayed pending the necessary clarification being received. Members of this Committee will be notified of the outcome of these considerations once the necessary clarification has been received.

3.0 The Appointment Procedure - Community and Local Engagement Category

- 3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder³ either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

² E.g. whether the body is still operating, or whether the trust requires the Local Authority to make an appointment

³ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.

- 3.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.4 Elected Members⁴ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Management Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

4.0 RECOMMENDATIONS

- 4.1 The Area Committee is also asked to confirm the nominees to work with the Outside Bodies identified in the Schedule at Appendix 2 having regard to the Appointment Procedure outlined in this report and detailed at Appendix 1.

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Contact Name

Body/Person with authority
To change the document

Nick de la Taste
Telephone: 247 4560

Full Council

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee) to them.
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the Scope of these Procedure Rules

2.0 Determination of Outside Bodies to which an Appointment should be Made

- 2.1 The Chief Democratic Services Officer will maintain a list of all Outside Bodies which have notified the Council of a request to appoint an Elected Member to them.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met.
 - The proposed appointment is a statutory requirement, or
 - The proposed appointment would be consistent with the Council's policy or strategic objectives, or
 - The proposed appointment would add value to the Council's activities
- 2.4 Requests to make an appointment received after such an annual review will be similarly referred to the Member Management Committee for determination by reference to the same criteria.

3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
 - **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.
 - **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an Area or Ward perspective

appointment to it will be made by the Member Management Committee.

- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will seek the views of the relevant Area Committee Chairs before determining which is the appropriate Area Committee to make the appointment.

4.0 The Appointment Procedure

Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁵ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members⁶ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled
- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.

Community and Local Partnerships

- 4.6 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁷ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

⁵ For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

⁶ &⁴ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

⁷ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area as a whole.

- 4.8 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.9 Elected Members⁸ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 4.11 Area Management Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

Support for Elected Member Appointees To External Organisations

Lead officer: A lead officer will be identified by the Chief Democratic Services Officer in consultation with the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the Chief Legal Services Officer as appropriate.

Briefings: For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.

Induction: Partner/external organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of Strategic and Key Partnership Category appointments it is the lead officer's responsibility to ensure that an induction is arranged.

Member Appointments to Outside Bodies
Schedule of Appointments
Reserved to this
Area Committee

Outside Body	Charity /Trust	Appointment Category	Appointment Determined By:-	Based on Proportionality	Restricted Appointment Y/N	Nature of Restriction Portfolio	No Plac
Aireborough Educational Charity	Yes	Community and Local Engagement	Area based appointments body	NW Outer	Yes		3
Aireborough Voluntary Services To The Elderly With Disabilities		Community and Local Engagement	Area based appointments body	NW Outer	Yes	No	1
Bramhope Youth Development Trust	Yes	Community and Local Engagement	Area based appointments body	NW Outer	Yes	No	1
Horsforth Live At Home Scheme	Yes	Community and Local Engagement	Area based appointments body	NW Outer	Yes	No	1
Police Community Forum (Aireborough, Horsforth And Otley)		Community and Local Engagement	Area based appointments body	NW Outer	Yes	No	
Joseph Lepton's Charity	Yes	Community and Local Engagement	Whips led appointments body	need to check the area	No	No	1
Prince Henry's Grammar School - Foundation Governors	Yes	Community and Local Engagement	Area based appointments body	NW Outer			1

Rawdon And Laneshaw Bridge Trust	Yes	Community and Local Engagement	Area based appointments body	NW Outer			5
North West Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer			2
NB Only two appointments allocated but three Members on the Board. One Board member is required to stand down							

14

Number of places	15
Places held pending review	3
Places currently filled beyond June 04	1
Number of places to fill	11
Number of Members in the Committee Area	12
Labour	0
Liberal Democrat	6
Conservative	6
Other to list	
Total	12

Outside Body	Charity /Trust	Appointment Category	Appointment Determined By:-	Based on Proportionality	Restricted Appointment
Bethel Elderly Day Centre Management Committee	Yes	Community and Local Engagement	Area based appointments body	NW Inner	Yes
Burley Lodge Centre - Committee Of Management		Community and Local	Area based appointment	NW Inner	Yes

		Engagement	Area based appointments body		
Caring Together In Woodhouse And Little London		Community and Local Engagement	Area based appointments body	NW Inner	Yes
Independent Living Resource Centre Committee		Community and Local Engagement			
Mary Jane Butler Trust	Yes	Strategic and Key Partnerships	Whips led appointments body	need to check the area	No
Mary Long Charity For Poor Householders In Headingley	Yes	Strategic and Key Partnerships	Whips led appointments body	NW Inner	Yes
Meanwood Valley Urban Farm Council		Community and Local Engagement	Area based appointments body	NW Inner	Yes

Police Community Forum (Weetwood)		Community and Local Engagement	Area based appointments body	NW Inner	Yes
Prince Philip Centre Management Committee		Community and Local Engagement	Area based appointments body	NW Inner	Yes
North West Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

.....

Number of places	20
Places held pending review	3
Places currently filled beyond June 04	1
Number of places to fill	16
Number of Members in the Committee Area	12
Labour	3

Liberal Democrat 9
 Conservative 0
 Other to list
 Total 12

Outside Body	Charity /Trust	Appointment Category	Appointment Determined By:-	Based on Proportionality	Restricted Appointment	
Aberford Almshouses Trust	Yes	Community and Local Engagement	Whips led appointments body	NE Outer	Y/N Yes	
Ancient Parish Of Barwick In Elmet Trust	Yes	Strategic and Key Partnerships	Whips led appointments body	NE Outer	Yes	
Educational Foundation Of Mary Ramsden Of Linton Village		Community and Local Engagement	Area based appointments body	NE Outer	No	
Moor Allerton Elderly Care		Community and Local Engagement	Area based appointments body	NE Inner	Yes	

Poors Estate In The Ancient Township Of Thorner	Yes	Community and Local Engagement	Area based appointments body	NE Outer	No
North East Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

Number of places	8
Places held pending review	3
Places currently filled beyond June 04	1
Number of places to fill	4
Number of Members in the Committee Area	9

Labour	0
Liberal Democrat	0
Conservative	9
<i>Other to list</i>	
Total	9

Outside Body	Charity /Trust	Appointment Category	Appointment Determined By:-	Based on Propotio nality	Restrict ed Appointment	N
Community Action For Roundhay Elderly	Yes	Communi ty and Local Engagem ent	Area based appointments body	NE Inner	Y/N Yes	Re Po

Chapelton CAB					
Police Community Forum (Chapelton North)		Community and Local Engagement	Area based appointments body	NE Inner	Yes
North East Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

Number of places	5
Places held pending review	0
Places currently filled beyond June 04	0
Number of places to fill	5
Number of Members in the Committee Area	9
Labour	3
Liberal Democrat	3
Conservative	3

Other to list

Total

9



Outside Body	Charity /Trust	Appointm ent Category	Appointme nt Determine d By:-	Based on Propotio nality	Restrict ed Appoint ment
Churches Together In Garforth	Yes	Communi ty and Local Engagem ent	Area based appointme nts body	East Outer	Yes
Garforth Community Association		Communi ty and Local Engagem ent	Area based appointme nts body	East Outer	Yes
Moss Carr Opencast Liaison Committee		Communi ty and Local Engagem ent	Area based appointme nts body	East Outer	Yes
Peckfield Quarry Liaison Committee		Communi	Area	East	Yes

		ty and Local Engagement	based appointments body	Outer	
Police Community Forum (Garforth)		Community and Local Engagement	Area based appointments body	East Outer	Yes
St Aidan's Remainder Liaison Committee		Community and Local Engagement	Area based appointments body	East Outer	Yes
St Aidan's Trust Fund and Trust Land Advisory Committee					
Swarcliffe Good Neighbours Scheme		Community and Local Engagement	Area based appointments body	East Outer	Yes

SE Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	
---------------	----	--------------------------------	------------------------------	----------	--

Number of places	34				
Places held pending review	21				
Places currently filled beyond June 04	0				
Number of places to fill	13				

Number of Members in the Committee Area 12

Labour 9

Liberal Democrat 0

Conservative 3

Other to list

Total 12

Outside Body	Charity /Trust	Appointment Category	Appointment Determined By:-	Based on Proportionality	Restricted Appointment
					Y/N
Chapeltown Citizens Advice Bureau		Community and Local Engagement	Area based appointments body	East Inner	Yes

Police Community Forum (Chapelton South)		Community and Local Engagement	Area based appointments body	East Inner	Yes
Police Community Forum (Killingbeck)		Community and Local Engagement	Area based appointments body	East Inner	Yes
Richmond Hill Elderly Aid		Community and Local Engagement	Area based appointments body	East Inner	Yes
East Leeds Family Services Unit		Community and Local Engagement	Area based appointments body	NW Inner	Yes
East Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

South East Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	
-----------------------	----	--------------------------------	------------------------------	----------	--

Number of places	12	
Places held pending review	0	
Places currently filled beyond June 04	0	
Number of places to fill	12	
Number of Members in the Committee Area	9	
Labour	4	
Liberal Democrat	5	
Conservative	0	
<i>Other to list</i>		
Total	9	

Outside Body	Charity /Trust	Appointm ent Category	Appointme nt Determined By:-	Based on Propotionality	Restrict ed Appointment
					Y/N

Police Community Forum (Morley & Rothwell)		Community and Local Engagement	Area based appointments body	South Outer	Yes
Thomas Lee's Poor Estate Of East And West Ardsley	Yes	Community and Local Engagement	Area based appointments body	South Outer	Yes
South Homes ALMO	details to be confirmed by the Member Management Committee				
South Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

Number of places	5
Places held pending review	3
Places currently filled beyond June 04	0
Number of places to fill	2
Number of Members in the Committee Area	12

Labour	3
Liberal Democrat	3
Conservative	0
Morley Borough Independent	6
Total	12

Outside Body	Charity /Trust	Appointm ent Category	Appointme nt Determined By:-	Based on Propotio nality	Restrict ed Appointment
Belle Isle Elderly Winter Aid	Yes	Communi ty and Local Engagem ent	Area based appointments body	South Inner	Y/N Yes
Belle Isle North Estate Management Board		Communi ty and Local Engagem ent	Area based appointments body	South Inner	Yes
Holbeck Elderly Aid	Yes	Communi ty and Local Engagem ent	Area based appointments body	South Inner	Yes

Middleton Elderly Aid		Community and Local Engagement	Area based appointments body	South Inner	Yes
Police Community Forum (Millgarth)		Community and Local Engagement	Area based appointments body	South Inner	Yes
Police Community Forum (South Leeds)		Community and Local Engagement	Area based appointments body	South Inner	Yes
United Charities Of Holbeck	Yes	Community and Local Engagement	Area based appointments body	South Inner	Yes
South Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

Number of places	13				
Places held pending review	0				
Places currently filled beyond June 04	0				
Number of places to fill	13				
Number of Members in the Committee Area	9				
Labour	9				
Liberal Democrat	0				
Conservative	0				
<i>Other to list</i>					
Total	9				

Outside Body	Charity /Trust	Appointment Category	Appointment Determined By:-	Based on Proportionality	Restricted Appointment
					Y/N
Borough Of Pudsey Charity	Yes	Community and Local Engagement	Area based appointments body	West Outer	Yes
Calverley Charity	Yes				
Farsley Charities	Yes	Community and Local Engagement	Area based appointments body	West Outer	Yes

Police Community Forum (Pudsey & West Leeds)		Community and Local Engagement	Area based appointments body	West Outer	Yes
Joint Countryside Forum		Strategic and Key Partnerships	Whips led appointments body	Council Wide	Yes
Thomas And Sarah Lund's Almshouse Trust	Yes	Strategic and Key Partnerships	Whips led appointments body	Council Wide	No
West Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

Number of places	15	
Places held pending review	0	
Places currently filled beyond June 04	0	
Number of places to fill	15	

Number of Members in the Committee Area 9

Labour 3
 Liberal Democrat 0
 Conservative 3
 Green 3
Other to list
 Total 9

Outside Body	Charity /Trust	Appointm ent Category	Appointme nt Determined By:-	Based on Propotio nality	Restrict ed Appointment
Bramley Elderly Action	Yes	Communi ty and Local Engagem ent	Area based appointments body	West Inner	Y/N Yes
Bramley Poors Allotment Trust	Yes	Communi ty and Local Engagem ent	Area based appointments body	West Inner	Yes
Bramley Sure Start	Yes				

West Leeds Family Services Unit	Yes	Community and Local Engagement	Area based appointments body	South Inner	No
West Homes ALMO	No	Community and Local Engagement	Area based appointments body	NW Outer	

Number of places	7	
Places held pending review	2	
Places currently filled beyond June 04	0	
Number of places to fill	5	
Number of Members in the Committee Area	6	
Labour	6	
Liberal Democrat	0	
Conservative	0	
Total	6	