

# Public Document Pack

**ANNUAL MEETING OF COUNCIL – 27<sup>TH</sup> MAY 2010**

**LATE SUPPLEMENTARY INFORMATION PACK - 2**

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## Democratic Services

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Our Ref:  
Your Ref: A61/ISW

25<sup>th</sup> May 2010

To: All Members of Council

Dear Councillor

### **ANNUAL COUNCIL MEETING – 27<sup>th</sup> MAY 2010 LABOUR AMENDMENTS AND AMENDED SCHEDULE 11**

Further to the dispatch of the Council agenda on 19<sup>th</sup> May and of revised schedules on 21<sup>st</sup> May, please find the following additional and revised documents attached to this letter:

#### **Labour amendments as follows:-**

- Item 6 - Notice of amendment to the motion to elect the Leader
- Item 7- Notice of amendment to the motion with regard to the recommendations of the General Purposes Committee
- Item 8 - Notice of amendment to the motion to establish Committees and appoint to them, and the alternative schedules associated with the amendment
- Item 10 – Notice of amendment to the motion to receive the list for the discharge of executive functions and the associated alternative executive arrangements notified by the Leader of the Labour Group

#### **Revised original documentation:-**

- Item 11 – Revised schedule of Council meeting dates 2010/11 as agreed by group whips. This replaces page 289 of the original papers.

Please note that, in order to minimise potential confusion associated with the distribution and redistribution of documentation associated with the Annual meeting, documents relating to Labour amendments to the original papers will be copied on yellow paper and revised papers associated with the original (current administration) documentation will be copied on white paper.

Yours sincerely

Ian Walton  
Principal Governance Officer

enc





**COUNCIL ANNUAL MEETING – 27<sup>th</sup> MAY 2010**

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
Amendment to Item 6	A1 to Item 6	25/05/10	25/05/10

Submitted by: Councillor Peter Gruen  
 Relevant Board/Regulatory Panel: Council  
 Executive Member/Chair: Leader of Council  
 Relevant Director: Chief Executive

Delete : 'Stewart Golton' and replace with 'Keith Wakefield.'



\* Director to provide a copy of draft reply to Ian Walton, Governance Services by: n/a

**Deadlines for submission**

White Papers - \*10.00 am on the day before the issue of the Summons  
 Questions - 10.00 am on Monday prior to meeting  
 Amendments - 1.30 pm on Tuesday prior to meeting  
 (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

\*Usually the Monday of the week prior to a Wednesday meeting.

Distribution: Lord Mayor, Group Leaders, Whips, Deputy Leader, Executive Councillors, Chief Executive, Assistant Chief Executive (Corporate Governance), Director of Resources, Relevant Chair and Director, Councillor C Beverley

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**COUNCIL ANNUAL MEETING – 27<sup>th</sup> MAY 2010**

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
Amendment to Item 7	A1 to Item 7	25/05/10	25/05/10

Submitted by:	Councillor Keith Wakefield
Relevant Board/Regulatory Panel:	Council
Executive Member/Chair:	Leader of Council
Relevant Director	Chief Executive

Delete all after “as detailed in the report of the Assistant Chief Executive (Corporate Governance) be approved” and replace with:-

“and that recommendation 7.1.2 be amended to refer to retaining the existing scrutiny boards except for Scrutiny Board City and Regional Partnerships; and that only amendments to Scrutiny Boards’ Term of Reference set out in appendices 10 to 13 and 15 and 16 be approved.”



\* Director to provide a copy of draft reply to Ian Walton, Governance Services by: n/a

**Deadlines for submission**

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Amendments (including references back)	- 1.30 pm on Tuesday prior to meeting

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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Distribution: Lord Mayor, Group Leaders, Whips, Deputy Leader, Executive Councillors, Chief Executive, Assistant Chief Executive (Corporate Governance), Director of Resources, Relevant Chair and Director, Councillor C Beverley

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**COUNCIL ANNUAL MEETING – 27<sup>th</sup> MAY 2010**

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
Amendment to Item 8	A1 to Item 8	25/05/10	25/05/10

Submitted by:	Councillor Peter Gruen
Relevant Board/Regulatory Panel:	Council
Executive Member/Chair:	Leader of Council
Relevant Director	Chief Executive

That Item 8 be amended as follows:

- (a) That Committees having Terms of Reference as detailed in Schedule 8(a) be established except that Scrutiny Board (City and Regional Partnerships) not be established.
- (b) That appointments be made to the Committees referred to in Schedule 8(a) as amended in alternative Schedule 8(b) (i) & (ii) attached
- (c) That chairs be appointed as contained in alternative Schedule 8(c) attached

(Alternative schedules referred to in this amendment are attached to this notice.)



\* Director to provide a copy of draft reply to Ian Walton, Governance Services by: n/a

**Deadlines for submission**

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**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**27<sup>th</sup> MAY 2010**

**MEMBERSHIP OF COMMITTEES/BOARDS/PANELS**<sup>1,2</sup>

	<b>LABOUR</b>	<b>LIB DEM</b>	<b>CONS</b>	<b>MBI</b>	<b>GREEN</b>
<b>1</b>	<b><u>SCRUTINY BOARDS</u></b>				
	<b><u>(a) Scrutiny Board (Central and Corporate)</u></b>				
	<u>Councillors</u>				
	Cllr P Grahame				
	Cllr J Lewis	<b>3 Whip's</b>	<b>2 Whip's</b>		Cllr D
	Cllr A Lowe	nominees	nominees		Blackburn
	Cllr N Taggart				
	Cllr J Hardy				
	Cllr K Groves				
	<b><u>(b) Scrutiny Board (Children's Services)</u></b>				
	<u>Councillors</u>				
	Cllr G Driver	Cllr J Chapman			
	Cllr M Coulson	<b>1 Whip's</b>	<b>3 Whip's</b>	Cllr R	
	Cllr B Selby	nominee	nominees	Gettings	
	Cllr K				
	Maqsood				
	Cllr K Groves				
	Cllr J Harper				
	<b><u>(c) Scrutiny Board (City Development)</u></b>				
	<u>Councillors</u>				
	Cllr J Akthar	<b>2 Whip's</b>	Cllr J Procter	<b>1 Whip's</b>	
	Cllr B Atha	nominees	<b>2 Whip's</b>	nominee	
	Cllr D				
	Atkinson				
	Cllr M Rafique				
	Cllr G Harper				
	Cllr J Jarosz				
	<b><u>(d) Scrutiny Board 4 (Environment and Neighbourhoods)</u></b>				
	<u>Councillors</u>				
	Cllr G Hyde				
	Cllr R	<b>2 Whip's</b>	Cllr B Anderson		
	Grahame	nominees	<b>2 Whip's</b>		
	Cllr G Driver				
	Cllr M Iqbal				
	Cllr L Mulherin				

<sup>1</sup> Appointments in accordance with Section 15 of the Local Government and Housing Act 1989

<sup>2</sup> Party Whips are authorised to allocate vacant seats to Members in accordance with the proportions set out on this schedule and such appointments will subsequently be reported to Council.

**LABOUR      LIB DEM      CONS      MBI      GREEN**

**(e) Scrutiny Board (Adult Social Care)**

**Councillors**

Cllr T Hanley Cllr S Hamilton Cllr A Hussain Cllr K Renshaw Cllr P Davey Cllr A Gabriel	<b>3 Whip's nominees</b>	<b>2 Whip's nominees</b>	Cllr S Varley
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**(f) Scrutiny Board (Health)**

**Councillors**

Cllr M Dobson Cllr J Illingworth Cllr A McKenna Cllr E Taylor Cllr D Congreve	<b>3 Whip's nominees</b>	<b>2 Whip's nominees</b>
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**2 LICENSING AND REGULATORY PANELS**

**The Regulatory Panel**

For the purposes of Council Procedure Rule 26.1(Appointment of Substitute Members) the members of the Regulatory Panels shall form a single Regulatory Panel (The Regulatory Panel) comprising all of the members appointed to any of the Regulatory Panels subject to the proposed substitute members having received appropriate training for the relevant Panel prior to their acting as a substitute.

**(a) Plans Panel (East)**

**Councillors**

Cllr D Congreve Cllr P Gruen Cllr M Lyons Cllr K Parker Cllr R Grahame	<b>2 Whip's nominees</b>	<b>2 Whip's nominees</b>	Cllr R Finnigan
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**(b) Plans Panel (West)**

**Councillors**

Cllr N Taggart Cllr M Coulson Cllr J Hardy Cllr J Akhtar Cllr J Harper	<b>2 Whip's nominees</b>	<b>2 Whip's nominees</b>	Cllr T Leadley
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<sup>1</sup> Appointments in accordance with Section 15 of the Local Government and Housing Act 1989

<sup>2</sup> Party Whips are authorised to allocate vacant seats to Members in accordance with the proportions set out on this schedule and such appointments will subsequently be reported to Council.

**LABOUR      LIB DEM      CONS      MBI      GREEN**

**(c) Plans Panel (City Centre)**

**Councillors**

Cllr B Selby Cllr E Nash Cllr G Driver 2 Whips nominees	3 Whip's nominees	2 Whip's nominees		Cllr D Blackburn (place ceded by Labour)
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**(d) Licensing and Regulatory Panel**

**Councillors**

Cllr S Armitage Cllr J Dunn Cllr B Selby Cllr V Morgan Cllr G Hussain 1 Whips nominee	3 Whip's nominees	2 Whip's nominees	Cllr T Grayshon	
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**3 ADVISORY AND PROCEDURAL**

**(a) Development Plan Panel**

**Councillors**

Cllr N Taggart Cllr R Lewis Cllr J Lewis Cllr L Mulherin	1 Whip's nominee	2 Whip's nominees	Cllr T Leadley	
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**(b) Member Management Committee**

**Councillors**

Cllr P Gruen Cllr E Nash Cllr J Dowson Cllr T Hanley 1 Whips nominee	2 Whip's nominees	3 Whip's nominees	Cllr T Leadley	Cllr D Blackburn
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**(c) Corporate Governance and Audit Committee**

**Councillors**

Cllr G Driver Cllr N Taggart Cllr A Lowe Cllr P Grahame 2 Whips Nominees	3 Whip's nominees	2 Whip's nominees	1 Whip's nominee	
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<sup>1</sup> Appointments in accordance with Section 15 of the Local Government and Housing Act 1989

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<b>LABOUR</b>	<b>LIB DEM</b>	<b>CONS</b>	<b>MBI</b>	<b>GREEN</b>
<b>(d) <u>General Purposes Committee</u></b>				
<b><u>Councillors</u></b>				

Cllr K Wakefield Cllr P Gruen Cllr N Taggart Cllr J Blake 1 Whip's nominee	2 Whip's nominees	3 Whip's nominees	Cllr R Finnigan	Cllr A Blackburn
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#### **4 JOINT COMMITTEES**

**(a) West Yorkshire Joint Services Committee**  
**Councillors**

Cllr G Harper Cllr N Taggart	1 Whip's nominee	1 Whip's nominee
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Appointments to this Committee consist of the Leader plus 3 members. A Panel of three named substitutes is also appointed and a ratio of 1:1:1 is suggested

**(b) West Yorkshire Pension Fund – Investment Panel**  
**Councillors**

Cllr T Hanley	1 Whip's nominee
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**(c) West Yorkshire Pension Fund – Advisory Group**  
**Councillors**

Cllr T Hanley	1 Whip's nominees	1 Whip's nominee
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<sup>2</sup> Party Whips are authorised to allocate vacant seats to Members in accordance with the proportions set out on this schedule and such appointments will subsequently be reported to Council.

**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**27<sup>th</sup> MAY 2010**

**LABOUR      LIB DEM      CONS      MBI      GREEN**

**Standards Committee<sup>1</sup>**

Councillors

Cllr J Harper Cllr B Selby 1 Whip's Nominee	1 Whip's Nominee	2 Whip's Nominees	Cllr R Gettings
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**Licensing Committee<sup>2</sup>**

Councillors

Cllr S Armitage Cllr J Dunn Cllr B Selby Cllr V Morgan Cllr E Hanley Cllr G Hyde Cllr M Dobson Cllr G Hussain	3 Whip's Nominees	3 Whip's Nominees	Cllr T Grayshon
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<sup>1</sup> Exempt from proportionality; provisions of Section 53(10) of the Local Government Act 2000.

<sup>2</sup> Exempt from proportionality; committee established under the Licensing Act 2003.

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**COUNCIL SUMMONS**

**ALTERNATIVE SCHEDULE 8(c)  
Labour amendment**

**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**27<sup>th</sup> MAY 2010**

**CHAIRS OF COMMITTEES / BOARDS / PANELS**

**Scrutiny Boards**

Scrutiny Board (Central and Corporate)	- Cllr P Grahame
Scrutiny Board (Children's Services)	- Cllr J Chapman
Scrutiny Board (City Development)	- Cllr J Procter
Scrutiny Board (Environment & Neighbourhoods)	- Cllr B Anderson
Scrutiny Board (Adult Social Care)	- Cllr T Hanley
Scrutiny Board (Health)	- Cllr M Dobson

**Licensing and Regulatory Panels**

Plans Panel (East)	- Cllr D Congreve
Plans Panel (West)	- Cllr N Taggart
Plans Panel (City Centre)	- Cllr B Selby
Licensing and Regulatory	- Cllr S Armitage
Licensing Committee	- Cllr S Armitage

**Advisory and Procedural**

Development Plan Panel	- Cllr N Taggart
Member Management Committee	- Cllr P Gruen
Corporate Governance & Audit Committee	- Cllr G Driver
General Purposes Committee	- Cllr K Wakefield

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**COUNCIL ANNUAL MEETING – 27<sup>th</sup> MAY 2010**

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
Amendment to Item 10	A1 to Item 10	25/05/10	25/05/10

Submitted by:	Councillor Peter Gruen
Relevant Board/Regulatory Panel:	Council
Executive Member/Chair:	Leader of Council
Relevant Director	Chief Executive

Delete all and replace with:

That the alternative Schedule 10, as attached, presented by Councillor Keith Wakefield, setting out the arrangements for the discharge of executive functions be received.



\* Director to provide a copy of draft reply to Ian Walton, Governance Services by: n/a

**Deadlines for submission**

White Papers	- *10.00 am on the day before the issue of the Summons
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## SECTION 3A: RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

- 3.1 Executive functions include those local choice functions identified in Section 1 as the responsibility of the Executive, and all other functions of the Authority not specified in Section 2.
- 3.2 All executive functions will be discharged by the Executive as a whole, save to the extent that such functions are delegated to Joint Committees (see Joint Arrangements) to Area Committees under Part 3D of the Constitution, or Officers (see Officer Delegation Scheme executive functions).
- 3.3 The names, addresses and wards of the Leader and the Members of the Authority appointed by the Leader to the Executive are as follows:

### Leader of Council

Name	Address	Ward
Cllr Keith Wakefield Labour Group	35 Beech Grove Avenue Garforth Leeds LS25 1EF	Kippax and Methley

### Deputy/Designated Deputy Leader<sup>1</sup>

Name	Address	Ward
Cllr Judith Blake Labour Group	Woodview Billams Hill Otley Leeds LS21 2DZ	Middleton Park
Cllr Richard Lewis Labour Group	121 Roker Lane Pudsey Leeds LS28 9NB	Pudsey

<sup>1</sup> For the following periods:

Period	Deputy Leader	Designated Deputy Leader
Annual meeting 2010 to 31 July 2010	Cllr Judith Blake	Cllr Richard Lewis
1 August 2010 to 31 September 2010	Cllr Richard Lewis	Cllr Judith Blake
1 October 2010 to 30 November 2010	Cllr Judith Blake	Cllr Richard Lewis
1 December 2010 to 31 January 2011	Cllr Richard Lewis	Cllr Judith Blake

and thereafter on the same rotational basis for the remainder of the Leader's term of office.

**Executive Members**

<b>Name</b>	<b>Address</b>	<b>Ward</b>
Cllr Lucinda Yeadon Labour Group	2 Vesper Place Leeds LS5 3JR	Kirkstall
Cllr Peter Gruen Labour Group	Hawthorn House 474 Shadwell Lane Leeds LS17 8BA	Crossgates and Whinmoor
Cllr Thomas Murray Labour Group	11 Hodgson Crescent Leeds LS17 8PG	Garforth and Swillington
Cllr Adam Ogilvie Labour Group	125 Cross Flatts Grove Beeston Leeds LS11 7BN	Beeston and Holbeck
Cllr Andrew Carter Conservative Group	15 Clarke Street Calverley Leeds LS28 5NH	Calverley and Farsley
Cllr Stewart Golton Liberal Democrat Group	5 Farrer Lane Oulton Leeds LS26 8JP	Rothwell
Cllr Ann Blackburn Green Group	9 Cobden Grove Leeds LS12 5PA	Farnley and Wortley

3.4 The Leader has identified the following advisory member who will be able to attend and speak at meetings of the Executive Board:

<b>Name</b>	<b>Address</b>	<b>Ward</b>
Cllr Jane Dowson Labour Group	6 Wharfe Crescent Leeds LS21 1LU	Chapel Allerton

3.4.1 This is principally to assist the Lead Executive Member for Children’s Services in relation to the authority’s role as local education authority (including early years development and childcare planning, youth services, and vocational training and allied services where they relate to children of compulsory school age), but also to assist other members of the Executive Board as required from time to time.

3.4.2 However the adviser will not be able to vote and will not be a co-optee.

3.4.3 The adviser will also carry out the roles and responsibilities of a Deputy Executive Member in relation to those functions specified in 3.4.1 above, to support the Lead Executive Member for Children’s Services.

<b>SECTION 3B (a) : EXECUTIVE MEMBER PORTFOLIOS</b>
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EXECUTIVE MEMBER	DECISION MAKING OVERVIEW <sup>1</sup>
<b>Resources and Corporate Functions</b>  <b>Cllr Keith Wakefield</b> Labour Group	Chief Executive, Deputy Chief Executive Assistant Chief Executive (Corporate Governance), Assistant Chief Executive (Planning Policy and Improvement), Chief Officer (Customer Services) and Director of Resources.
<b>Development and Regeneration</b>  <b>Cllr Richard Lewis</b> Labour Group	Director of City Development <sup>2</sup> (excluding functions relating to culture and leisure, and environmental management), Chief Officer Highways and Transportation, Chief Planning Officer, Chief Asset Management Officer and Chief Economic Development Officer.
<b>Environmental Services</b>  <b>Cllr Thomas Murray</b> Labour Group	Director of City Development (functions relating to environmental management <sup>3</sup> only), Director of Environment and Neighbourhoods (relating to statutory nuisances, air pollution, environmental protection, waste policy and streetscene functions) <sup>4</sup> and Chief Environmental Services Officer <sup>5</sup> (excluding functions relating to the condition and occupation of private housing; caravan sites).
<b>Neighbourhoods and Housing</b>  <b>Cllr Peter Gruen</b> Labour Group	Director of Environment and Neighbourhoods <sup>6</sup> (excluding functions relating to statutory nuisances, air pollution, environmental protection, waste policy and streetscene functions), the Chief Environmental Services Officer (functions relating to the condition and occupation of private housing; caravan sites only <sup>7</sup> ), the Chief Housing Services Officer and the Chief Regeneration Officer.

<sup>1</sup> References are to functions delegated under the officer delegation scheme (executive functions)

<sup>2</sup> Functions 1 (a) – (c ), 2 (a) – (k) delegated to the Director of City Development

<sup>3</sup> Function (l) delegated to the Director of City Development

<sup>4</sup> Functions 1(a) – (e) and 2 (i) - (l) delegated to the Director of Environment and Neighbourhoods,

<sup>5</sup> Functions 1(a) – (e) and 2 (c) – (e) delegated to the Chief Environmental Services Officer

<sup>6</sup> Functions 2(a) -(h) delegated to the Director of Environment and Neighbourhoods

<sup>7</sup> Functions 2(a) and (b) delegated to the Chief Environmental Services Officer

*Executive Functions*

EXECUTIVE MEMBER	DECISION MAKING OVERVIEW <sup>1</sup>
<p><b>Children's Services<sup>8 9</sup></b></p> <p><b>Lead Executive Member</b>  <b>Cllr Judith Blake</b>                      Labour Group</p>	<p>Director of Children's Services, Chief Officer (Children and Young People's Social Care) and Chief Officer (Early Years and Integrated Youth Support Service)</p>
<p><b>Leisure</b></p> <p><b>Cllr Adam Ogilvie</b>                      Labour Group</p>	<p>Director of City Development (functions relating to culture and leisure)<sup>10</sup>, Chief Libraries Arts and Heritage Officer, and Chief Recreation Officer</p>
<p><b>Adult Health and Social Care</b></p> <p><b>Cllr Lucinda Yeadon</b>                      Labour Group</p>	<p>Director of Adult Social Services</p>

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<sup>8</sup> The Lead Executive Member for Children's Services is appointed in accordance with the Section 19 of the Children Act 2004 and must therefore have responsibility for the functions conferred on or exercisable by the authority specified in S18(1)(a) and (b) of the Children Act 2004 and such other functions as the authority consider appropriate.

<sup>9</sup> An Advisory Member is appointed to assist the Lead Executive Member for Children's Services in relation to those matters within their advisory remit.

<sup>10</sup> Functions 2(m) -(q) delegated to the Director of City Development



**SECTION 3B (b): EXECUTIVE MEMBERS  
OVERVIEW OF ROLES AND RESPONSIBILITIES**

<b>POST</b>	<b>AREA OF RESPONSIBILITY</b>
Executive Member for Resources and Corporate functions	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Equality and diversity, communications, performance, customer services, procurement, risk management and international relations activities;</li> <li>• HQ support services including ICT, Human Resources, legal, financial services and corporate landlord;</li> <li>• Democratic services including member support, committee/scrutiny support, corporate governance and the Lord Mayor's office;</li> <li>• Corporate support for Public Private Partnership ventures;</li> <li>• Traded services comprising catering and cleaning, property maintenance, fleet services, and passenger transport services;</li> <li>• school crossing patrols.</li> </ul> <p>To provide a corporate overview of, and promote cross-sector support for, the 'Narrowing the Gap' aim of the Vision for Leeds.</p> <p>To chair the Leeds Initiative Board and represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member for Leisure	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Libraries, record repositories, museums and art galleries, public entertainments, halls and venues and the arts;</li> <li>• Parks;</li> <li>• Sports facilities;</li> <li>• Countryside management;</li> <li>• Cemeteries, crematoria, burial grounds and mortuaries.</li> </ul> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

*Executive Functions*

<b>POST</b>	<b>AREA OF RESPONSIBILITY</b>
<p>Executive Member for Development and Regeneration</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• The provision of strategic property and asset management services;</li> <li>• Economic, transport and planning policy development;</li> <li>• Highway authority and road traffic authority services including highway design services;</li> <li>• Planning and building control services;</li> <li>• Land drainage activities;</li> <li>• The provision of architectural design related services;</li> <li>• Tourism and City Marketing;</li> <li>• Economic led regeneration.</li> </ul> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p> <p>To provide a corporate overview of, and promote cross-sector support for,</p> <ol style="list-style-type: none"> <li>i) the ‘Going up a League’ and the ‘Regional Capital’ aims of the Vision for Leeds, and</li> <li>ii) Leeds Renaissance programmes</li> </ol>
<p>Executive Member for Environmental Services</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Street cleaning;</li> <li>• Refuse collection;</li> <li>• Waste strategy;</li> <li>• Waste management;</li> <li>• Grounds maintenance;</li> <li>• Environmental enforcement;</li> <li>• Parking services and enforcement;</li> <li>• Sustainability, environmental policy and climate change;</li> <li>• Environmental protection (e.g. pest control, air pollution, food safety, health surveillance, health improvement, fuel savers team).</li> </ul> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

POST	AREA OF RESPONSIBILITY
Executive Member for Neighbourhoods and Housing	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Housing (condition and occupation);</li> <li>• Housing led regeneration;</li> <li>• The reduction of crime, disorder and anti-social behaviour;</li> <li>• Neighbourhood renewal and area-based working arrangements;</li> <li>• Jobs and Skills.</li> </ul> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Lead Executive Member for Children's Services <sup>1</sup>	<p>To have overall political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• functions of the authority in its role as children's services authority (including arrangements to promote co-operation to improve the well-being of children);</li> <li>• social services functions so far as they relate to children (and young people leaving care);</li> <li>• health services – functions exercisable on behalf of an NHS body so far as they relate to children;</li> <li>• functions of the authority as LEA;</li> <li>• services relating to information, advice and guidance under the Learning and Skills Act 2000;</li> <li>• Operational responsibilities for the Youth Offending Service so far as they relate to the local authority.</li> </ul> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member Adult Health and Social Care	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• The provision of adult health and social care services.</li> </ul> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

<sup>1</sup> The Lead Executive Member for Children's Services is appointed in accordance with the Section 19 of the Children Act 2004 and must therefore have responsibility for the functions conferred on or exercisable by the authority specified in S18(1)(a) and (b) of the Children Act 2004 and such other functions as the authority consider appropriate.

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<b>SECTION 3B (c): DEPUTY EXECUTIVE MEMBER SUPPORT</b>
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**Role and Responsibilities of Deputy Executive Members**

1. To commission research in order to provide the Executive Member with timely and accurate information
2. To provide, where requested, regular reports and updates to the Executive Member and advise on policy decisions
3. To monitor the performance of services within their remit
4. To deputise for the Executive Member at meetings <sup>1</sup>
5. To act as spokesperson or representative for an Executive Member where required
6. To consult with interested parties, ward councillors and citizens as part of the development and review of policy
7. To act as an advocate for the Council within the authority and outside.
8. To brief the Political Group

<b>APPOINTED DEPUTY EXECUTIVE MEMBERS</b>
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<b>Cllr B Atha</b>
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<b>Cllr G Harper</b>
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<b>Cllr J Dunn</b>
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<b>Cllr G Driver</b>
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<b>Cllr K Renshaw</b>
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<b>Cllr L Mulherin</b>
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<b>Cllr B Selby</b>
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<sup>1</sup> This excludes deputising at Executive Board meetings. Reference Executive Procedure Rule 2.3

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<b>SECTION 3C: EXECUTIVE COMMITTEE AND ADVISORY COMMITTEE TERMS OF REFERENCE</b>
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**AREA COMMITTEES**

Within each Committee's area:

*(Council functions)*

1. *to make Elected Member<sup>1</sup> appointments<sup>2</sup> 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;<sup>3</sup>*
3. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;<sup>4</sup>*
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;<sup>5</sup>*
5. *to receive and hear deputations; and*
6. *to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive Board as appropriate<sup>6</sup>;*

**(Executive functions)<sup>7</sup>**

7. *to promote and improve the economic, social and environmental well-being of the Committee's area<sup>8</sup>; and*
8. *to exercise Area Functions;<sup>9</sup>*

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<sup>1</sup> Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

<sup>2</sup> In accordance with the Appointments to Outside Bodies Procedure Rules in Part 4 of the Constitution.

<sup>3</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>4</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>5</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>6</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

<sup>7</sup> All executive functions will be exercisable concurrently with the Executive Board.

<sup>8</sup> 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 as determined from time to time by the Executive Board.

<sup>9</sup> As determined from time to time by the Executive Board and in furtherance of, and subject to the limitations set out in the Area Function Schedule(s) detailed in Part 3 Section 3D of the Constitution and the Area Committee Procedure Rules in Part 4 of the Constitution.

## **ACCESS TO INFORMATION APPEALS COMMITTEE**

To determine appeals under Access to Information Procedure Rule 25.3 and Rule 25.2.8.

## **ADVISORY COMMITTEE TO THE EXECUTIVE**

### **DEVELOPMENT PLAN PANEL**

An advisory committee<sup>10</sup> authorised to make recommendations regarding:

1. the Local Authority's Unitary Development Plan; and
2. the Local Development Framework

In particular

*To advise the Council in relation to functions which are<sup>11</sup>*

- *specified as being non executive functions or*
- *being local choice functions, are reserved to the Council; and*

To advise the Executive in relation to functions which are<sup>22</sup>

- specified as being executive functions; or
- being local choice functions, are not reserved to the Council; or
- are functions which are not specified as being either non executive functions or local choice functions and by default are executive functions.

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<sup>10</sup> Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

<sup>11</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.



## **SECTION 3E: OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)**

### **1. General roles and responsibilities of Members and Officers**

- (a) Members set policy priorities and strategies to reflect local interests and needs and are also responsible for allocating funding between individual priority areas. The Chief Executive, Deputy Chief Executive, Assistant Chief Executive (Corporate Governance), Assistant Chief Executive (Planning Policy and Improvement), Directors and their staff implement these strategies and policies by delivering services and major initiatives. It is officers therefore, who have responsibility for managing the Council's day to day operations, within a policy and budgetary framework laid down by Members.
- (b) Under the executive arrangements, both full Council and the Executive have specific functions and these can be delegated to committees or officers. Where Council or the Executive have established a committee to discharge their respective functions then subject to any limitations imposed by the Council/Executive respectively, that committee can also delegate its functions to an officer. The functions delegated to officers by the executive are set out in this Officer Delegation Scheme. The functions delegated to officers in relation to Council functions are set out in Section 2 of Part 3 of the Constitution.
- (c) The fact that a function stands delegated to an officer under these arrangements shall not preclude the Executive, from exercising the function directly.
- (d) An officer may consider that a delegated authority should not be exercised and that it should be referred to the Executive for determination.
- (e) An appropriate Executive Member may request that an officer refrains from exercising a delegated authority in respect of a particular matter and refer it instead to the Executive, for a decision.
- (f) The Executive may determine to reserve decisions about particular matters to itself.
- (g) In addition to the delegations set out in this scheme, the Executive can arrange for further delegations on specific matters.
- (h) Whilst the exercise of a function by an officer under these arrangements is not made subject to the satisfaction of any prior condition, an officer shall, when exercising a discretion remitted to him/her, be under a duty to satisfy himself/herself that the decision conforms to the Council's Budget and Policy Framework and other approved policies and that, in reaching the decision, he/she has

## *Officer Delegation Scheme (Executive Functions)*

observed approved practices and procedures, including those in relation to community consultation.

- (i) The fact that a function has been delegated to an officer under this scheme does not require that officer to give the matter his/her personal attention. The officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the officer specified under this scheme will remain responsible for any decision taken pursuant to such arrangements.

## **PUBLIC PRIVATE PARTNERSHIP / PRIVATE FINANCE INITIATIVE AND OTHER MAJOR PROPERTY AND INFRASTRUCTURE RELATED PROJECTS**

Directors<sup>1</sup> are authorised to carry into effect without reference to Executive Board or to any of its committees the following functions in relation to

- a PPP/PFI Project;
- an individual phase or New Project under the Building Schools for the Future programme<sup>2</sup> (BSF);
- Lease Plus Agreements or other agreements under LIFT<sup>3</sup>;
- any other Major Project (as defined by the Delivering Successful Change Project Impact Assessment Scorecard), which are related to property or infrastructure;

(in each case 'Project')

### **General Project delegations to officers**

Directors are authorised:

1. To approve Project mandate, Project Brief and Project Initiation Document
2. Following a decision by Executive Board (or otherwise in accordance with this Officer Delegation Scheme) approving procurement of a Project:<sup>4</sup>
  - i) to approve all Project specific issues, including any necessary survey arrangements, relating to procurement (except for contract award) provided that the approval of the publication of the OJEU notice,

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<sup>1</sup> Directors shall be understood to include the chief officers with delegations which are concurrent with a Director, and which are listed in Article 12. However, these chief officers must consult the relevant Director before taking any key or major decision in relation to a Project.

<sup>2</sup> In relation to schools Projects under the Building Schools for the Future programme the relevant Director is the Director of Children's Services

<sup>3</sup> In relation to LIFT the relevant Director is the Director of Neighbourhoods and Housing

<sup>4</sup> (by approval of an Expression of Interest, of an Outline Business Case, through inclusion within the Capital Programme, of an Authority to Spend, within the budget/policy framework, or otherwise),

## *Officer Delegation Scheme (Executive Functions)*

- decisions to select/reduce numbers of bidders, and early works shall be subject to prior review by the relevant Project Board<sup>5</sup>
- ii) to approve all Project specific issues following completion of the procurement relating to mobilisation, construction and operation (including without limitation changes and variations, refinancing and benchmarking/market testing); and
  - iii) to act as or appoint City Council Representative(s) within the terms of the Project documentation.
- 3. Subject to**
- a) approval by the relevant Government Department or other relevant body of the Final Business case for the Project (if applicable); and
  - b) the Director being satisfied that the Project remains within scope and affordability limits approved by Executive Board:
- i) to approve the terms of all Project related contractual, property and other documentation; and
  - ii) to make arrangements for and approve any delegations necessary to effect commercial & financial close including any amendments to such documentation at commercial & financial close.
- 4. Where approval is (in the opinion of the Director) required urgently before the next scheduled meeting of the Executive Board, and subject**
- a) to prior review by Strategic Investment Board<sup>7</sup>; and
  - b) the Director reporting to the next appropriate Executive Board the action taken:
- i) to approve the Strategy for Change (BSF) or Strategic Service Development Plan (LIFT);
  - ii) to approve submission of an Expression of Interest or Outline Business Case for a Project; and
  - iii) to approve submission of the Final Business Case for the Project.
- 5. In cases where the relevant Government Department requires submission of a Final Business Case for a Project before appointment of a preferred bidder**
- a) provided that the Director is satisfied that the scope and affordability of the Project remains within previous approvals by Executive Board; and
  - b) subject to prior review by Strategic Investment Board<sup>7</sup> and consultation with the Director of Resources:

to approve the content and submission of a pre-preferred bidder Final

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<sup>5</sup> If Project Board supports the decision it may be implemented. If Project Board does not support the decision but the Director still wants to proceed the Director must take a further report to that Project Board. Following the second review the Director may proceed to implement the decision even if Project Board do not support it

<sup>6</sup> The Director shall record in the delegated decision notification the date of and outcome of review by Project Board

<sup>7</sup> The Director shall record in the delegated decision notification and in the subsequent report to Executive Board the date of and outcome of review by the Strategic Investment Board

## *Officer Delegation Scheme (Executive Functions)*

### Business Case

6. In relation to BSF and LIFT, to approve all matters within the terms of the Strategic Partnering Agreement including representation on Strategic Partnering Board
7. To approve any other matters of day to day management and administration

### **Specific Project delegations to officers**

In addition the following Directors are authorised to carry out the specific functions in relation to Projects listed at paragraphs 8 to 11 below

#### **8. Director of Resources**

- i) To sign certificates under the Local Government (Contracts) Act 1997 in relation to Projects, subject to the approval of the Assistant Chief Executive (Corporate Governance);
- ii) The procurement and appointment of financial advisors under a contract covering Projects sponsored by more than one Directorate;
- iii) In relation to the Local Education Partnership and LIFTco all shareholder functions except for a decision to subscribe for shares or provide shareholder loans, whether at a LEP/LIFTCo level or project company level

#### **9. Assistant Chief Executive (Corporate Governance)**

- i) To issue appropriate (in the opinion of the Assistant Chief Executive) indemnities to Directors where a Director
  - a) signs a certificate under the Local Government (Contracts) Act 1997;
  - b) acts as director to the LEP or LIFTco.
- ii) To approve the procurement and appointment of legal advisors under a contract covering Projects sponsored by more than one Directorate

#### **10. Director of City Development**

- i) To approve the procurement and appointment of technical advisors under a contract covering Projects sponsored by more than one Directorate

#### **11. Director of Childrens' Services**

- i) To award a Design and Build Contract under BSF (where the Director is satisfied that the Project remains within affordability and other tolerances agreed by Executive Board)

## **GENERAL DELEGATIONS TO OFFICERS**

The Chief Executive, the Deputy Chief Executive, the Assistant Chief Executive (Corporate Governance) Assistant Chief Executive (Planning Policy and Improvement), Directors and other named officers<sup>8</sup> are authorised to carry into effect without reference to the Executive Board or to any of its committees, matters of day to day management and administration and, in particular, the following functions:

### **FINANCIAL**

#### **1. Revenue Expenditure**

- (a) Following approval of departmental revenue budgets, to incur expenditure within those estimates with the exception of items being subject to separate release in accordance with Appendix B to Financial Procedure Rules. They must consult with any Director or other officer who may be able to provide the works or service required or who may otherwise advise on or assist with this provision to ascertain whether that Director or other officer would wish to submit a tender or quotation or undertake the works/services competition free, in accordance with Contracts Procedure Rules.
- (b) To incur expenditure within the Revenue Budget in accordance with the virement procedures and delegated limits set out in Financial Procedure Rules.
- (c) In an emergency to incur immediately necessary expenditure which shall be reported to the Director of Resources at the first opportunity.

#### **2. Capital Expenditure**

- (a) To incur expenditure on capital schemes in accordance with the arrangements set out in Financial Procedure Rules.
- (b) To accept tenders for construction works in accordance with the Contracts Procedure Rules.

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<sup>8</sup> These are the chief officers with delegations which are concurrent with a Director, and which are listed in Article 12. The delegation of those chief officers under this scheme is subject to an exception in respect of those matters where the relevant Director has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration. These chief officers must consult the relevant Director before taking any key or major decision.

### **3. Debts**

To write off debts (other than local taxation) in accordance with the procedures and maximum values set out in Financial Procedure Rules.

### **4. Disposal of Property**

To dispose of property (including obsolete vehicles and plant, stores, old materials and scrap), other than property for resale, in accordance with the requirements of Financial Procedure Rules and Contracts Procedure Rules.

### **5. Payments**

To approve payments to suppliers prior to the receipt of goods<sup>9</sup> in accordance with the limits set out in Financial Procedure Rules.

### **6. Cash Imprests and Disbursements**

- (a) To authorise individual establishment cash imprests in accordance with the limits set out in Financial Procedure Rules.
- (b) To approve individual payments from cash imprests in excess of the limit set out in Financial Procedure Rules.

### **7. Stores Deficiencies and Surpluses**

To authorise the making good or otherwise of stores deficiencies up to the limit specified in Financial Procedure Rules.

## **GENERAL**

### **8. Lost Property**

To take responsibility, as identified in the Financial Procedure Rules for lost property found on Council premises, including the registration of found items and the designation of a responsible officer to follow the found property procedures.

### **9. Data Protection, Human Rights, Surveillance Activities, Freedom of Information**

- (a) To implement and ensure compliance with:
  - the rules on data protection, human rights, surveillance activities, and freedom of information<sup>10</sup>;

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<sup>9</sup> In exceptional circumstances – Financial Procedure Rule 9.6

### *Officer Delegation Scheme (Executive Functions)*

- the Council's policies on these matters; and
  - guidance and advice from the Assistant Chief Executive (Corporate Governance) on these matters.
- (b) To designate officers with specific responsibilities for these matters.
- (c) To advise the Assistant Chief Executive (Corporate Governance) of any new types of data processed, of new ways of processing personal data and of any new persons or organisations to whom data is given.

#### **10. Media**

To issue statements to the press and other news media about their delegated functions within the settled framework of Council policy.

#### **11. Authorising Officers**

To authorise officers possessing such qualifications as may be required by law or in accordance with the Council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Council (however described) and to issue any necessary certificates of authority.

#### **12. Corporate Procedures**

To take any action remitted to him/her under corporate procedures.<sup>11</sup>

#### **13. Local Choice Functions** (see Section 1, Part 3 of the Constitution)

- (a) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000.
- (b) To obtain particulars of persons interested in land.

#### **14. Signature of Contracts - Local Government (Contracts) Act 1997**

- (a) Subject to the approval of the Assistant Chief Executive (Corporate Governance), to sign certificates for contracts which relate specifically to their delegated functions.

#### **15. Budget and Policy Framework**

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<sup>10</sup> Contained within the following: Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000 and subsidiary legislation

<sup>11</sup> Where, under approved procedures, a function stands remitted to a committee or sub-committee or officer post that has not been re-established, the Chief Executive shall be authorised to determine by whom that function shall be discharged pending the review of such procedures.

To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework.

## **PERSONNEL**

### **16. Miscellaneous Employment Issues**

To deal with employment issues in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements.

### **17. Changes to Staffing Structures**

- (a) Decisions can be taken in relation to restructures except where the decision:
  - (i) involves changes to existing National or Local Agreements and policies; and/or
  - (ii) cannot be achieved within delegated powers in respect of budgets
- (b) Decisions are subject to:
  - (i) appropriate professional advice being sought;
  - (ii) prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions; and
  - (iii) appropriate consideration of pay and grading requirements.
- (c) Decisions in respect of restructures which involve changes to existing agreements or policies (as referred to in 17 (a) (i) above) and/or which have budgetary implications as set out in 17 (a) (ii) above are delegated to the Director of Resources and will be subject to consultation with the Assistant Chief Executive (Corporate Governance) and other appropriate parties.
- (d) Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or appropriate committee.

### **18. Trade Union Facilities Scheme - Time off for duties as an Elected National Union Officer**

The Director of Resources is authorised to deal with this as a corporate not a departmental issue.



## **The Chief Executive**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Chief Executive<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive not otherwise delegated to a Director<sup>5</sup>, including civic and ceremonial functions of the Council.

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<sup>1</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration.

<sup>3</sup> The fact that a function has been delegated to the Chief Executive does not require the Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Chief Executive remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Executive as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> “Director” for this purpose includes the Deputy Chief Executive, the Assistant Chief Executives and any Director or Chief Officer to whom functions have been delegated under this scheme.

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## **The Assistant Chief Executive (Corporate Governance)**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Assistant Chief Executive (Corporate Governance)<sup>3</sup> is authorised to:

- (a) act as Solicitor to the Council and to take any action intended to give effect to a decision of the Executive or an officer, including the commencement, defence, withdrawal or settlement of proceedings, and the authorisation of Council officers to conduct legal matters in court;
- (b) discharge any function<sup>4</sup> of the Executive in relation to:
  - (i) the management of corporate governance;
  - (ii) land charges;
  - (iii) vehicle licensing, other licensing<sup>5</sup> and enforcement;
  - (iv) elections;
  - (v) data protection, human rights, freedom of information and the regulation of surveillance activities;
  - (vi) the registration of births, deaths, marriages and civil partnerships;
  - (vii) the management of matters relating to Members, the Lord Mayor, committees and scrutiny support;
  - (viii) parish councils; and
  - (ix) procurement and purchasing.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Assistant Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>3</sup> The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and the Assistant Chief Executive may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Assistant Chief Executive remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Assistant Chief Executive as "proper officer" for the purpose of any function delegated to him/her under these arrangements. Note, however, for purposes of data protection, human rights, freedom of information, and the regulation of surveillance activities "function" is limited to preparing policies and strategies for approval, guidance and advice, notification and dealings with the Information Commissioner generally, and monitoring compliance.

<sup>5</sup> Under the Licensing Act 2003, and the Gambling Act 2005.

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## **Assistant Chief Executive (Planning, Policy and Improvement)**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Assistant Chief Executive (Planning Policy and Improvement)<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to:

- (a) corporate planning and policy development;
- (b) corporate equality and diversity activities;
- (c) performance management;
- (d) service improvement and transformation;
- (e) international and external relations;
- (f) communications strategy and policy;
- (g) press and media relations;
- (h) knowledge and information management;
- (i) customer services and the promotion of welfare rights; and
- (j) The Leeds Initiative and related partnership activity.

---

<sup>1</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Assistant Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration by the Executive Board.

<sup>3</sup> The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Assistant Chief Executive remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion, and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Assistant Chief Executive as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

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**CHIEF OFFICER (CUSTOMER SERVICES)**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Chief Officer (Customer Services)<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to customer services and the promotion of welfare rights.

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<sup>1</sup> An “appropriate Executive Member“ is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Assistant Chief Executive (Planning Policy and Improvement) may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration by the Executive Board.

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion, and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Officer as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

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## **The Director Of Adult Social Services<sup>1</sup>**

With the exception of those matters where an appropriate Executive Member<sup>2</sup>, has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration,<sup>3</sup> the Director of Adult Social Services<sup>4</sup> is authorised to discharge any function<sup>5</sup> of the Executive in relation to:

- (a) social services so far as those functions relate to adults<sup>6</sup>;
- (b) functions exercisable on behalf of an NHS body<sup>7</sup>, so far as those functions relate to adults<sup>8</sup>;
- (c) arrangements to protect and promote the welfare of vulnerable adults<sup>9</sup>, including vulnerable young people moving into adulthood.

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<sup>1</sup> Appointed under Section 6 Local Authority Social Services Act 1970

<sup>2</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>3</sup> The Director of Adult Social Services may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>4</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for the delegate authority to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director of Adult Social Services Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> That is, do not relate to:

(i) children or

(ii) young people leaving care under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

<sup>7</sup> Under Section 75 of the National Health Service Act 2006

<sup>8</sup> See footnote 6 above

<sup>9</sup> So far as not falling within (a) above. See also footnote 6 above

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## **The Director Of Children's Services<sup>1</sup>**

With the exception of those matters where an appropriate Executive Member<sup>2</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>3</sup>, the Director of Children's Services<sup>4</sup> is authorised to discharge any function<sup>5</sup> of the Executive in relation to:

- (a) the authority's role as children's services authority<sup>6</sup>;
- (b) social services, so far as those functions relate to
  - (i) children or
  - (ii) young people leaving care<sup>7</sup>;
- (c) functions exercisable on behalf of an NHS body<sup>8</sup>, so far as they relate to children;
- (d) the authority's role as local education authority<sup>9</sup>;
- (e) provision of services so far as they relate to information, advice and guidance under the Learning and Skills Act 2000;
- (f) operational responsibilities for the Youth Offending Service so far as they relate to the local authority; and
- (g) specified functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal charity<sup>10</sup>.

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<sup>1</sup> Appointed under Section 18 Children Act 2004

<sup>2</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>3</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>4</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for the delegated authority to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing to anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> Including functions in relation to:

- arrangements to promote co-operation to improve well-being of children;
- arrangements to safeguard and promote welfare of children;
- information data-bases;
- the Local Safeguarding Children Board.

<sup>7</sup> Under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

<sup>8</sup> Under Section 75 of the National Health Service Act 2006

<sup>9</sup> Including:-

- early years development, childcare planning, and youth services, and
- vocational training and allied services where they relate to children of compulsory school age.

<sup>10</sup> In accordance with the resolution of the Executive Board 6 July 2005

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## **Chief Officer (Children and Young People's Social Care)**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Children and Young People's Social Care)<sup>3</sup> is authorised<sup>4</sup> to discharge any function<sup>5</sup> of the Executive in relation to social services, so far as those functions relate to

- a) children or
- b) young people leaving care<sup>6</sup>.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board or to the Director of Children's Services

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> The Chief Officer must consult the Director of Children's Services before taking any key or major decisions.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> Under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

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## **Chief Officer (Early Years and Integrated Youth Support Service)**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Early Years and Integrated Youth Support Service)<sup>3</sup> is authorised<sup>4</sup> to discharge any function<sup>5</sup> of the Executive in relation to:

- (a) early years development and child care planning;
- (b) youth services;
- (c) the provision of services so far as they relate to information, advice and guidance under the Learning and Skills Act 2000; and
- (d) operational responsibilities for the Youth Offending Service so far as they relate to the local authority.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board or to the Director of Children's Services

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> The Chief Officer must consult the Director of Children's Services before taking any key or major decisions.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

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## **The Director Of City Development**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup> and with the exception of those matters reserved to the Executive Board<sup>3</sup>, the Director of City Development<sup>4</sup> is authorised to discharge the following functions<sup>5</sup>:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
  - (a) any function related to contaminated land;
  - (b) obtaining of information as to interests in land; and
  - (c) the making of agreements for the execution of highways works under S278 Highways Act 1980.
  
2. Any function of the Executive<sup>6</sup> in relation to:
  - (a) the management of land (including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land);
  - (b) the operation of retail and wholesale markets and car boot sales;
  - (c) the promotion of economic development and economic led regeneration;
  - (d) the management of the city centre (including the promotion of the city centre and management of public spaces);
  - (e) building control (whether under the Building Act 1984 or otherwise);
  - (f) the authority's role as highways authority and road traffic authority except in relation to parking enforcement;

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>3</sup> Certain disposals of land are currently required to be referred to an appropriate committee for consideration.

<sup>4</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> The Director of City Development will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect.

- (g) safety at sports grounds;
- (h) land drainage;
- (i) design services;
- (j) asset management;
- (k) street naming and numbering;
- (l) environmental management and the formulation and implementation of environmental improvement programmes;
- (m) tourism and promotions;
- (n) cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues);
- (o) recreation services (including parks, countryside and sports facilities);
- (p) cemeteries, crematoria, burial grounds and mortuaries; and
- (q) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

## **Chief Officer Highways And Transportation**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer Highways and Transportation <sup>3</sup> is authorised<sup>4</sup> to discharge any function<sup>5</sup> of the Executive in relation to:

1. The following local choice function which has been assigned to the Executive (see Section 1 of Part 3 of the Constitution): to make agreements for the execution of highways works under Section 278 Highways Act 1980; and
2. Any function of the Executive in relation to:
  - (a) the authority's role as highways authority and road traffic authority, except in relation to parking enforcement, and
  - (b) land drainage.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board or to the Director of City Development.

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> The Chief Officer must consult the Director of City Development before taking any key or major decision.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

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**Chief Libraries Arts And Heritage Officer**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration,

the Chief Libraries, Arts and Heritage Officer<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues).

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<sup>1</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

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## **Chief Planning Officer**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup> the Chief Planning Officer<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to:

- (a) the authority's role as local planning authority<sup>5</sup>;

With the exception of those matters where

- (i) an appropriate Executive Member<sup>6</sup> or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>7</sup>; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration,

the Chief Planning Officer<sup>8</sup> is authorised to discharge any function<sup>9</sup> of the Executive in relation to:

- (b) building control (whether under the Building Act 1984 or otherwise);
- (c) safety at sports grounds; and
- (d) street naming and numbering.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board

<sup>3</sup> The fact that a function has been delegated to the Chief Planning Officer does not require the Chief Planning Officer to give the matter his/her personal attention and the Chief Planning Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> Save where any such functions are exercisable by a Plans Panel, the discharge of all **Council functions** relating to town and country planning and development control has been delegated to the Chief Planning Officer. No such **Council functions** will be exercisable by the Director of City Development

<sup>6</sup> See footnote 1 above

<sup>7</sup> See footnote 2 above

<sup>8</sup> See footnote 3 above

<sup>9</sup> See footnote 4 above

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**Chief Recreation Officer**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration,

the Chief Recreation Officer<sup>4</sup> is authorised to discharge any function<sup>5</sup> of the Executive in relation to:

- (a) recreation services (including parks, countryside and sports facilities);
- (b) cemeteries, crematoria, burial grounds and mortuaries; and
- (c) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

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<sup>1</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>4</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

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## **The Chief Asset Management Officer**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to him/her for consideration,

the Chief Asset Management Officer<sup>3</sup> is authorised to discharge the following functions<sup>4</sup>:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
  - (a) obtaining of information as to interests in land; and
2. Any function of the Executive<sup>5</sup> in relation to:
  - (a) the management of land (including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land);
  - (b) design services; and
  - (c) asset management.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>3</sup> The fact that a function has been delegated to the Chief Asset Management Officer does not require the Chief Asset Management Officer to give the matter his/her personal attention and the Chief Asset Management Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Asset Management Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Asset Management Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> The Chief Asset Management Officer will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect

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## **The Chief Economic Development Officer**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to him/her for consideration,

the Chief Economic Development Officer<sup>3</sup> is authorised to discharge the following functions<sup>4</sup>:

Any function of the Executive<sup>5</sup> in relation to:

- (a) the operation of retail and wholesale markets and car boot sales;
- (b) the promotion of economic development and economic led regeneration;
- (c) the management of the city centre (including the promotion of the city centre and management of public spaces);
- (d) tourism and promotions.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>3</sup> The fact that a function has been delegated to the Chief Economic Development Officer does not require the Chief Economic Development Officer to give the matter his/her personal attention and the Chief Economic Development Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Economic Development Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Economic Development Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> The Chief Economic Development Officer will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect

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## **The Director Of Environment And Neighbourhoods**

With the exception of those matters where an appropriate Executive Member<sup>1</sup>, has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board, for consideration<sup>2</sup>, the Director of Environment and Neighbourhoods<sup>3</sup> is authorised to discharge the following functions:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
  - (a) the service of an abatement notice in respect of a statutory nuisance;
  - (b) the passing of a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;
  - (c) the inspection of the authority's area to detect any statutory nuisance;
  - (d) the investigation of any complaint as to the existence of a statutory nuisance; and
  - (e) the control of pollution or management of air quality.
2. Any function<sup>4</sup> of the Executive in relation to
  - (a) the authority's role as housing authority<sup>6</sup> excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority<sup>7</sup>;
  - (b) the condition and occupation of housing;
  - (c) caravan sites and land occupied by travelling people;
  - (d) area based housing led regeneration;

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>3</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> Including functions relating to Supporting People

<sup>7</sup> These agreements have been made in accordance with Section 27 Housing Act 1985 - see further addendum 1

*Officer Delegation Scheme (Executive Functions)*

- (e) community planning and community initiatives;
- (f) community safety and the reduction of crime and disorder (including the management of closed circuit TV);
- (g) the management and oversight of area based working arrangements;
- (h) vocational training and allied services for persons over compulsory school age, and the promotion of arrangements to assist persons to obtain employment and employers to obtain employees.
- (i) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (j) animal welfare;
- (k) development and implementation of municipal waste policy; and
- (l) streetscene management and related enforcement functions, including parking enforcement, street and gully cleansing, refuse collection, grounds maintenance, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services.



## **Chief Environmental Services Officer**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Environmental Services)<sup>3</sup> is authorised<sup>4</sup> to discharge the following functions<sup>5</sup>:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
  - (a) the service of an abatement notice in respect of a statutory nuisance;
  - (b) the passing of a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;
  - (c) the inspection of the authority's area to detect any statutory nuisance;
  - (d) the investigation of any complaint as to the existence of a statutory nuisance; and
  - (e) the control of pollution or management of air quality.
2. Any function of the Executive in relation to:
  - (a) the condition and occupation of private<sup>6</sup> housing;

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board or to the Director of Environment and Neighbourhoods

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> The Chief Officer must consult the Director of Environment and Neighbourhoods before taking any key or major decisions.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> That is, housing which is not owned by the council.

*Officer Delegation Scheme (Executive Functions)*

- (b) caravan sites;
- (c) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (d) animal welfare; and
- (e) streetscene management and related enforcement functions, including parking enforcement, street and gully cleansing, refuse collection, grounds maintenance, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services.

## **Chief Housing Services Officer**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Housing Services)<sup>3</sup> is authorised<sup>4</sup> to discharge the following functions<sup>5</sup>:

- (a) the authority's role as housing authority<sup>6</sup> excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority<sup>7</sup>;
- (b) investment planning and delivery of private sector housing investment;
- (c) land occupied by travelling people; and
- (d) the delivery of housing regeneration through public/private partnerships<sup>8</sup>.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board or to the Director of Environment and Neighbourhoods

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> The Chief Officer must consult the Director of Environment and Neighbourhoods before taking any key or major decisions.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> Including functions relating to Supporting People

<sup>7</sup> These agreements have been made in accordance with Section 27 Housing Act 1985 - see further addendum 1.

<sup>8</sup> This does not include the power to procure such a partnership.

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## **Chief Regeneration Officer**

With the exception of those matters where

- (i) an appropriate Executive Member<sup>1</sup> or the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>; or
- (ii) the Director of Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Regeneration)<sup>3</sup> is authorised<sup>4</sup> to discharge the following functions<sup>5</sup>:

- (a) planning and procurement of area based, and housing led regeneration;
- (b) community planning and community initiatives;
- (c) the management and oversight of area based working arrangements; and
- (d) vocational training and allied services for persons over compulsory school age, and the promotion of arrangements to assist persons to obtain employment and employers to obtain employees.

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<sup>1</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board or to the Director of Environment and Neighbourhoods

<sup>3</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> The Chief Officer must consult the Director of Environment and Neighbourhoods before taking any key or major decisions.

<sup>5</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Officer as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

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## **The Director Of Resources**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Director of Resources<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to:

- (a) making arrangements for the proper administration of the authority's financial affairs<sup>5</sup>;
- (b) the provision of financial services<sup>6</sup>, including treasury management<sup>7</sup>, capital programme, benefits administration, taxation arrangements, revenue collection of council tax and national non-domestic rates, student support, internal audit, creditor payments, debt recovery, pensions and the council's insurance arrangements;
- (c) industrial relations and employment matters, including employee training and health and safety;
- (d) risk management;
- (e) civil defence and emergency planning;
- (f) the management of matters relating to the application of information, communication and associated technologies to support the discharge of any function of the Executive;
- (g) the provision of services relating to building maintenance, catering, cleaning, transport (including fleet services and passenger transport services), and school crossing patrols; and
- (h) civic and community buildings<sup>8</sup>, accommodation and facilities management<sup>9</sup>.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>3</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements

<sup>5</sup> The Director of Resources has responsibility for these arrangements as Section 151 Officer

<sup>6</sup> "financial services" includes the management, monitoring and control of the capital programme; and subject to resources the transfer of schemes from the reserved programme to the funded programme or from the funded programme to the reserved programme.

<sup>7</sup> "treasury management" includes the making, payment and borrowing of loans.

<sup>8</sup> That is, all council properties, except schools and Housing Revenue Account properties.

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<sup>9</sup> “facilities management” includes the purchasing of energy under the terms of an energy supply contract. and for this purpose includes the purchasing of energy for schools. The Director of Resources will consult with the appropriate Executive Member in this regard.



**SECTION 3F: EXECUTIVE DELEGATIONS TO OTHER AUTHORITIES**

Delegations to other authorities have been approved by the Executive Board and will continue on the terms on which they were approved, unless otherwise amended.

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**SECTION 4 - JOINT ARRANGEMENTS**

Set out below are details of these functions which are undertaken jointly by the five West Yorkshire authorities<sup>1</sup> i.e. Leeds, Kirklees, Bradford, Wakefield and Calderdale under the provisions of S101(5) of the Local Government Act 1972 and S20 of the Local Government Act 2000.

<b>Functions</b>	<b>Arrangements</b>	<b>Leeds representation</b>	<b>Lead Authority</b>
Archives, archaeology, grants to voluntary bodies, trading standards	West Yorkshire Joint Services Committee	4 Elected Members	Wakefield
	West Yorkshire Pension Fund Investment Panel	2 Elected Members	Bradford
	West Yorkshire Pension Fund Joint Advisory Group	3 Elected Members	Bradford
To promote and improve the economic well-being of the City Region	Leeds City Regions Leaders' Board <sup>2</sup>	1 Elected Member	Leeds

<sup>1</sup> except where otherwise stated below

<sup>2</sup> This is a joint committee of the five West Yorkshire authorities, and also Craven, Barnsley, Harrogate, North Yorkshire, Selby and York. The Member appointment to this is in accordance with arrangements agreed with the other authorities.

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**LEEDS CITY COUNCIL**

**COUNCIL MEETING**

**27<sup>th</sup> MAY 2010**

**Calendar of Council Meetings for the Municipal Year 2010/2011**

The following is a proposed list of dates for Council meetings for the municipal year:

- 14<sup>th</sup> July 2010 at 1.30 pm
- 15<sup>th</sup> September 2010 at 1.30 pm
- 17<sup>th</sup> November 2010 at 1.30 pm
- 19<sup>th</sup> January 2011 at 1.30 pm
- 23<sup>rd</sup> February 2011 at 1.30 pm (Budget meeting)
- 6<sup>th</sup> April 2011 at 1.30 pm
- 26<sup>th</sup> May 2011 at 6.00 pm (Annual Meeting)

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