



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds on
Monday, 8th February, 2010 at 2.00 pm

MEMBERSHIP

Councillors

- S Bentley - Weetwood;
- A Blackburn - Farnley and Wortley;
- J Blake - Middleton Park;
- R Brett - Burmantofts and Richmond Hill;
- A Carter (Chair) - Calverley and Farsley;
- R Finnigan - Morley North;
- P Gruen - Cross Gates and Whinmoor;
- J Procter - Wetherby;
- N Taggart - Bramley and Stanningley;
- K Wakefield - Kippax and Methley;

Agenda compiled by:
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39 51632

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>MINUTES OF THE PREVIOUS MEETING - 20TH OCTOBER 2009</p> <p>To confirm as a correct record the minutes of the meeting held on 20th October 2009.</p>	1 - 4
7			<p>APPOINTMENT OF CHAIRS TO WARD BASED COMMUNITY FORUMS</p> <p>To receive a report of the Director of Environment and Neighbourhoods and the Assistant Chief Executive (Corporate Governance) recommending an amendment to the Area Committee Procedure Rules concerning the appointment of Chairs to ward based community forums.</p>	5 - 16

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p>APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES - PROPOSED AMENDMENT</p> <p>To receive a report of the Assistant Chief Executive (Corporate Governance) proposing that the appointments to Outside Bodies Procedure Rules be amended in order that it would be a requirement that all group whips or their nominee agree an appointment prior to the use of the delegated authority.</p>	17 - 22
9			<p>AMENDMENT TO OFFICER DELEGATION SCHEME (COUNCIL (NON EXECUTIVE) FUNCTIONS</p> <p>To receive a report of the Assistant Chief Executive (Corporate Governance) requesting the Committee to recommend an amendment to the Officer Delegation Scheme (Council (non-executive) Functions) to create a delegation of Council function to the Chief Economic Development Officer with regard to the licensing of market and street trading.</p>	23 - 32
10			<p>WORK PROGRAMME</p> <p>To receive a report of the Assistant Chief Executive (Corporate Governance) notifying and inviting comment from the Committee upon the work programme for the remainder of the 2009/10 municipal year.</p>	33 - 36

Agenda Item 6

GENERAL PURPOSES COMMITTEE

TUESDAY, 20TH OCTOBER, 2009

PRESENT: Councillor A Carter in the Chair

Councillors S Bentley, A Blackburn,
R Brett, E Nash (for P Gruen), J Procter,
N Taggart and K Wakefield

Apologies Councillors J Blake and P Gruen

27 Appeals against refusal of inspection of documents

There were no appeals against refusal of inspection of documents.

28 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

29 Late items

There were no late items added to the agenda.

30 Declaration of Interests

No declarations of interest were made either under this item or at any stage during the meeting.

31 Apologies for absence

Apologies for absence were received on behalf of Councillors Blake and Gruen. Councillor Nash was in attendance as a substitute Member.

32 Minutes of the Previous Meeting - 1st October 2009

RESOLVED – Members resolved that the minutes of the General Purposes Committee meeting held on 1st October 2009 be approved as a correct record.

33 Executive Arrangements

The Principal Corporate Governance Officer presented a report of the Assistant Chief Executive (Corporate Governance) asking the Committee to make recommendations to full Council about changes to its executive arrangements, required by the Local Government and Public Involvement in Health Act 2007, and amendments required to the Constitution as a result of those changes.

Members particularly discussed:

- Transitional arrangements between the commencement of the new arrangements and the annual meeting;
- The appointment of a Deputy Leader, which it was confirmed would be made by the Leader;
- Their concern that under the new arrangements, full Council will not lawfully be able to preclude the Leader from carrying out executive functions him/herself, nor from delegating them to an individual Executive Member;
- Whether the Leader could be removed during their term. It was confirmed that full Council would be able to remove the Leader from office by resolution; and
- The potential impact of the longer term on the current leadership arrangements.

The Chair of the Committee agreed to write to the Secretary of State (in consultation with all group leaders), in order to convey Members' concerns in relation to the new arrangements outlined in bullet point 3 above.

RESOLVED – Members of the General Purposes Committee resolved to:

- (a) Recommend to full Council to resolve to adopt executive arrangements which:
 - (i) provide for the 'new-style' Leader and Cabinet form;
 - (ii) retain the current provision for the Council to remove the Leader by resolution;
 - (iii) retain the current allocation of 'local choice' functions between the Council and the executive; and
 - (iv) come into operation three days after the local elections in 2010;
- (b) In relation to transitional arrangements, recommend to full Council that the Leader in office at the time of the elections should remain in place until the annual meeting in 2010;
- (c) Recommend to full Council to approve the following amendments to the Constitution, with effect from three days after the local elections in 2010:
 - (i) the amendments to Article 7, set out in Appendix 1 to the report; and
 - (ii) the amendments to Council Procedure Rules 1.1 and 2.2, as set out in Appendix 2 to the report;
- (d) Recommend to Council to note:
 - (i) the amendments required to the Executive Procedure Rules, as set out in Appendix 3 to the report, and that the Assistant Chief Executive (Corporate Governance) proposes to use her delegated authority to approve the amendments with effect from three days after the local elections in 2010;
 - (ii) that the Assistant Chief Executive (Corporate Governance) under her delegated authority and in consultation with the Executive Member (Central and Corporate), proposes to approve any other necessary consequential amendments to the Constitution to give effect to the new executive arrangements, with effect from three days after the local elections in 2010; and

- (iii) that the Assistant Chief Executive (Corporate Governance) will publicise the new executive arrangements, in accordance with statutory requirements; and
- (e) Ask the Chair of the Committee to write to the Secretary of State to convey Members' concerns that under the new arrangements, full Council will not lawfully be able to preclude the Leader from carrying out executive functions him/herself, nor from delegating them to an individual Executive Member.

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Originator: Andy Hodson/
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Joint Report of the Director of Environment and Neighbourhoods and Assistant Chief Executive (Corporate Governance)

General Purposes Committee

Date: 8th February 2010

Subject: Appointment of Chairs to Ward Based Community Forums

<p>Electoral Wards Affected: All Wards</p> <div style="display: flex; align-items: center;"> <input style="width: 30px; height: 15px; margin-right: 10px;" type="checkbox"/> <p>Ward Members consulted (referred to in report)</p> </div>	<p>Specific Implications For:</p> <p>Equality and Diversity <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Community Cohesion <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>Narrowing the Gap <input style="width: 40px; height: 20px;" type="checkbox"/></p>
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Executive Summary

1. This report recommends an amendment to the Area Committee Procedure Rules concerning the appointment of Chairs to Ward Based Community Forums.
2. Where Area Committees have established Ward Based Community Forums, the Chairs of those Forums are appointed differently dependant upon the area in the city:
 - **Outer East & Inner East** – the Chair is appointed by the Area Committee.
 - **Outer West** – no reference is made to the election of the Chair in the Terms of Reference.
 - **Inner West & Outer North West** – the Chair is elected by the Forum.
 - **Inner North West** - Forum meetings should be chaired by a ward member representing the ward in which the forum is being held; however the meeting can be chaired by any member of the North West (Inner) Area Committee.
 - **Inner & Outer North East** – there are no ward based forums.
3. The Area Committee must ensure that Chairs are appointed with regard to the political balance of the ward to which a forum relates. Where a political group has the majority of members within a ward, the chair will be appointed from those Members. Where no political group has a majority, the chair will be appointed by the Area Committee from Members of the ward to which the forum relates.

1.0 Purpose Of This Report

- 1.1 This report has been brought to the General Purposes Committee at the request of the Executive Member (Neighbourhoods and Housing) and seeks the Committee's support to making a recommendation to Full Council to agree an amendment to the Area Committee Procedure Rules concerning the appointment of Chairs to Ward Based Community Forums.

2.0 Background Information

- 2.1 In 2004 Area Committees were established in Leeds. As part of its community engagement strategy Outer East Area Committee agreed to establish Community Forums across its 4 Wards. Some of the Forums were new; others had been set up under previous Community Involvement Team (CIT) arrangements.
- 2.2 Where the Forum had been established under previous CIT arrangements the meeting took into account ward boundary changes when considering the geographic area it covered.
- 2.3 It was also agreed that the Forum meetings would be held quarterly at venues convenient to the local communities they served. The Terms of Reference of the forums vary across the city but in Inner and Outer East state that the Chairs of each forum are elected annually by the Area Committee.

3.0 Main Issues

- 3.1 Whilst the terms of reference for area forums in these two areas state that the chair of the forums should be appointed by the Area Committee, there are no provisions which provide for representation on ward forums to be based upon the political balance of the ward in question. Rather, the appointment of the chair was dictated by the majority vote of the Area Committee.
- 3.2 This issue became apparent in relation to the appointment of the chair for the Halton Forum in 2009, the result of which has prompted the Executive Member (Neighbourhoods and Housing) to seek to formalise the appointment arrangements for chairs of ward forums within the Area Committee Procedure Rules. The proposed amendments to the procedure rules will help ensure that the chairs of ward forums more accurately reflect the political balance of the wards to which they relate.
- 3.3 General Purposes Committee is therefore requested to consider and recommend to Full Council the agreement to, the following amendment to Section 7 of the Area Committee Procedure Rules;
- 'that where Area Committees have established ward based Community Forums, the Chairs of those Forums must be appointed by the Area Committee. In making that appointment however the Area Committee must ensure that Chairs are appointed with regard to the political balance of the ward to which a forum relates. Where a political group has the majority of members within a ward, the chair will be appointed from those Members. Where no political group has a majority, the chair will be appointed by the Area Committee from Members of the ward to which the forum relates.'
- 3.4 Attached at Appendix 1 are the Area Committee Procedure Rules including, by way of tracked changes, the amendments proposed in paragraph 3.3 above. It is

proposed that these amendments be effective from appointments made from May 2010 onwards.

4.0 Implications For Council Policy And Governance

4.1 Amendments to the Area Committee Procedure Rules may be made by the Leader, in relation to functions set out in Sections 3.1-3.5 and Section 8¹ and by Full Council in relation to all other changes.

4.2 The amendments proposed in this report fall to Full Council to agree.

5.0 Legal And Resource Implications

5.1 There are no legal or resource implications arising from this report.

6.0 Conclusions

6.1 This report recommends that an amendment is made to Area Committee Procedure Rules concerning the appointment of Chairs to Ward Based Community Forums.

7.0 Recommendations

7.1 The General Purposes Committee is asked to recommend to Full Council an amendment to section 7 of the Area Committee Procedure Rules as outlined in Appendix 1, and for the amendment to be effective from May 2010.

Background Papers

Area Committee Procedure Rules

¹ Of the Area Committee Procedure Rules

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AREA COMMITTEE PROCEDURE RULES¹

1.0 STATUS

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

2.0 ROLE AND FUNCTIONSRole

- 2.1 Area Committees will

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

Functions

- 2.2 The terms of reference for Area Committees are set out in Part 3 of the Constitution.
- 2.3 The Executive shall determine from time to time the executive functions² that may be exercised by Area Committees. These functions will be exercisable concurrently by the Executive Board and, in accordance with the Officer Delegation Scheme (executive functions), by Directors.
- 2.4 Executive functions delegated to Area Committees may not be delegated by any Area Committee without the express consent of the Executive Board.

¹ These Procedure Rules should be read in conjunction with Article 10 and the Terms of Reference for Area Committees

² Part 3 Sections 3C and 3D of the Constitution provide details of the extent of the delegation determined by the executive.

3.0 ACCOUNTABILITIES

Executive Functions

- 3.1 The Local Government Act 2000 provides for the Executive to make arrangements for functions which are the responsibility of the Executive to be discharged by Area Committees. In exercising these functions each Area Committee is accountable to the Executive.
- 3.2 On an annual basis each Area Committee is required³ to prepare a draft Area Delivery Plan⁴ for consideration by the Executive Board. Area Delivery Plans will be prepared in draft form by the end of October each year to inform the budget setting process for the following year. Each Area Delivery Plan will provide details of identified priorities and proposed actions in relation to:
- the promotion and improvement of the economic, social and environmental well-being of the Committee's area;
 - the exercise of Area Functions within the area.
- 3.3 Area Delivery Plans shall be drafted in accordance with a framework determined by the Executive Board for the compilation of Area Delivery Plans.
- 3.4 Following the approval of the Council budget, and prior to the commencement of each financial year, the Executive Board will consider and approve an Area Delivery Plan for each area.
- 3.5 Area Committees shall report to the Executive Board any significant problems encountered by them in trying to deliver agreed Area Delivery Plan priorities in their area.

Council Functions

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

4.0 MEMBERSHIP

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

Co-optees

³ For the financial year 2005/6 onwards

⁴ Area Delivery Plans are developed by each Area Committee to provide the local interpretation of the Leeds Strategic Plan

Part 4 (e)

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

5.0 ELECTION OF CHAIR

- 5.1 Each Area Committee will elect its own Chair, from amongst the City Councillors eligible to serve on that Committee.
- 5.2 Each Party Group with Members elected within an Area Committee area may put forward a nomination from amongst its Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.
- 5.3 A nomination must be forwarded to the Chief Democratic Services Officer no later than 1 clear working day before the first meeting of the Area Committee (after the Annual Council meeting) each year.⁵
- 5.4 The Chief Democratic Services Officer will ensure that nominations and the election to the position of Chair are dealt with at the Committee's first meeting of the municipal year.
- 5.5 The Chair will be elected by overall majority of votes cast by those Members eligible to do so and present at the meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration, and the vote repeated.
- 5.6 Where an overall majority of votes cannot be obtained the Council will appoint a Chair.

6.0 AREA COMMITTEE MEETINGS

Frequency

- 6.1 There shall be at least six ordinary meetings of each Area Committee in each municipal year. The first meeting of each Area Committee will be convened by the Chief Democratic Services Officer. A schedule of meetings for each municipal year will be approved by each Area Committee either at its first meeting of that municipal year, or at the final meeting of the previous municipal year.
- 6.2 Special meetings of an Area Committee may be called in accordance with the Council Procedure Rules.

⁵ A nomination from a Party Group must be forwarded by the Whip of that Group.

Area Committee Procedure Rules
Business to be Transacted

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

Agenda Items

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

Interests

- 6.8 Elected Members of Area Committee shall comply with the Members' Code of Conduct and any other code of conduct or protocol relating to the conduct of Members which may be adopted by the Council. Where a co-opted member of an Area Committee has an interest in a matter before the committee, she or he must declare an interest and may be required to withdraw from the meeting.

Minutes

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

Substitute Arrangements

- 6.10 Elected Members cannot be substituted.
- 6.11 Where a representative from a designated organisation has been co-opted on to the Area Committee that member can be substituted by another representative from that

organisation, subject to the Chair being informed before the meeting of the proposed substitution.

Quorum

- 6.12 The quorum for a meeting of an Area Committee shall be satisfied if at least one third of the Elected Ward Members are present, and at least one Elected Ward Member from each ward within the area is present. In the case of those Committees where the Area is made of only two wards the quorum shall be satisfied if three Members are present and at least one Elected Ward Member from each ward within the area is present.

Voting

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

Rights to attend and speak

- 6.16 An Area Committee may invite representatives from other authorities organisations or agencies to attend Area Committee meetings. These people may speak with the permission of the Chair.
- 6.17 Members of the public present at Area Committee meetings are observers and may only speak at Area Committee meetings in accordance with rules governing deputations and open forums detailed below.

Deputations

- 6.18 Deputations may be received at any meeting of an Area Committee provided that the Council's Chief Democratic Services Officer receives seven clear days⁶ previous notice.
- 6.19 A deputation shall consist of at least two and no more than five people, only one of whom shall speak except by permission of the Chair. The speech, including the reading of any written material, shall not be more than five minutes in duration.
- 6.20 Deputations which relate solely to the interests of one individual or company will not be admitted. In cases of doubt, the Council's Chief Democratic Services Officer will determine the eligibility of any deputation request.
- 6.21 The number of deputations which may be received by an Area Committee at one meeting shall not exceed five.
- 6.22 Deputations shall be heard in the same order in which notices were received.

⁶ These are working days

- 6.23 A deputation shall not be admitted about any matter which has been the subject of deputation in the preceding six months.
Open Forums
- 6.24 At the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting of an Area Committee for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. The period of time may be extended at the discretion of the Chair.
- 6.25 No member of the public shall speak for more than three minutes in the open forum, except by permission of the Chair.

7.0 ADVISORY OR CONSULTATIVE FORUMS

- 7.1 An Area Committee can establish area or issue based forums, to act in an advisory or consultative capacity only.
- 7.2 A forum may cover the whole of the Committee's area or smaller areas within it, for example, one ward.

~~7.3 The Area Committee shall determine the terms of reference for any forum established and how the membership of it will be decided ⁷.~~

~~7.4 Where an Area Committee establishes a ward based Community Forum, the Chair of that Forum must be appointed by the Area Committee. In making that appointment however the Area Committee must ensure that Chairs are appointed with regard to the political balance of the ward to which a forum relates. Where a political group has the majority of members within a ward, the chair will be appointed from those Members. Where no political group has a majority, the chair will be appointed by the Area Committee from Members of the ward to which the forum relates.~~

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8.0 DECISION MAKING

- 8.1 Area Committees must make decisions:
- in accordance with all relevant procedure rules⁸ within the Constitution;
 - in accordance with the Council's Budget and Policy Framework⁹;
 - in accordance with the approved Area Delivery Plan for the Area and any other relevant strategy or plan approved by the Executive Board; and
 - following consideration of a report from relevant Director or his/her nominee.
- 8.2 Where a Director is of the opinion that a proposal, decision or omission by an Area Committee in relation to an executive function would result in:

⁷ The total number of forums established and the frequency of meetings will need to be sustainable for the Members, officers of the Council and other service providing agencies, and community representatives.

⁸ Council Procedure Rules, Executive Procedure Rules, Area Committee Procedure Rules, Financial Procedure Rules, Contract Procedure Rules, Appointments to Outside Bodies Procedure Rules and Access to information Procedure Rules

⁹ Subject to the provisions of the Budget and Policy Framework Procedure Rules

- minimum service standards specified by the Executive Board not being achieved; or
- an adverse impact on service delivery or the achievement of targets; or
- delivery of any service in that area or the area of another Area Committee being adversely affected

the Director shall report that opinion¹⁰ to the appropriate Executive Member, who may direct that the Area Committee's delegated authority should not be exercised and the matter should be referred to the Executive Board for consideration.

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

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

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

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

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

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

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

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

¹⁰ where that opinion is in relation to a decision taken by an Area Committee, the report to the Executive Member must be made within 5 working days of the relevant decision notice being published

Area Committee Procedure Rules

- 8.7 Where a matter has been referred to the Executive Board under 8.3(d) or (e) then the Executive Board may;
- refer the matter to the Council for consideration¹¹; or
 - decide the matter within the Budget and Policy Framework / in accordance with the procedure rules; or
 - refer the matter back to the Area Committee for determination within the budget and policy framework / in accordance with the procedure rules.
- 8.8 Where a matter is subject of a Call-In by a Scrutiny Board, but has been the subject of reference back under Rule 8, the Scrutiny Board will be informed of this.
- 8.9 Before deciding any matter in accordance with Rule 8, the Executive Board will consider a report from a Statutory Officer or Director detailing as appropriate:-
- whether minimum service standards for a relevant Area Function are being achieved;
 - how any delegated budget for the executive function is being utilised;
 - whether a proposal decision or omission by an Area Committee would result in
 - minimum service standards specified by the Executive Board not being achieved; or
 - an adverse impact on service delivery or the achievement of targets; or
 - delivery of any service in that area or the area of another Area Committee being adversely affected;
 - whether a proposal, decision or omission by an Area Committee
 - is outside its terms of reference; or
 - is outside its Area Delivery Plan; or
 - is outside any relevant strategy or plan approved by the Executive Board; or
 - is outside the Budget and Policy Framework; or
 - is not in accordance with any relevant procedure rules.
- 8.10 An Area Committee, or two or more Area Committees jointly, may refer any matter in relation to its executive functions (including Area Functions) to the Executive Board for decision.

¹¹ The Council's options are as set out in Budget and Policy Framework Rules, Rule 8 Part 4 (e)
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Originator: Kevin Tomkinson
Tel: 24 74357

Report of the Assistant Chief Executive (Corporate Governance)

General Purposes Committee

Date: 8th February 2010

Subject: Appointments to Outside Bodies Procedure Rules – Proposed Amendment

Electoral Wards Affected:

Ward Members consulted (referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

1.1 This report proposes that the Appointments to Outside Bodies Procedure Rules be amended in order that it would be a requirement that all group whips or their nominee agree an appointment prior to the use of the delegated authority.

2.0 Background Information – Current Processes

2.1 The Appointment to Outside Bodies Procedure Rules currently provide the Assistant Chief Executive(Corporate Governance) with delegated authority to make an appointment to an outside body in certain circumstances subject to those decisions being reported to the next meeting of the Member Management Committee.

2.2 The circumstances in which the Assistant Chief Executive(Corporate Governance) can use the delegated authority are as follows;

- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group whip subsequently submits a nomination;
- (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
- (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all members of the Member Management Committee.

3.0 Main Issues

- 3.1 With regard to (i) and (ii) above this delegated authority is regularly used and subsequently reported to Member Management Committee as required by the Procedure Rules and there are no proposals to make any amendments at this time.
- 3.2 With respect to (iii) above, whilst this route has only rarely been used, such instances that do arise are often in relation to appointments which are required at short notice. The requirement to seek agreement from all members of the Member Management Committee in these instances has proven difficult.
- 3.3 It is therefore proposed that the requirement to consult all members of the Member Management Committee be amended to provide for consultation only with the relevant Group Whip or their nominee. This would facilitate a lesser number of members having to agree an appointment to an outside body. Member Management Committee has been consulted on this proposal and the committee is supportive of it.
- 3.4 Appendix 1 to this report presents an amended version of the Appointments to Outside Bodies Procedure Rules with a proposed amendment to 4.6 (iii). General Purposes Committee is invited to consider whether the Procedure Rule revision, as attached to this report, should be recommended to Council.

4.0 Implications for Council Policy and Governance

- 4.1 The Appointment to Outside Bodies Procedure Rules are contained in part 4 of the Constitution, amendments these rules are the responsibility of Full Council. The Constitution provides that where approval of Full Council is required for changes to documents contained within Parts 3 to 5 of the Constitution then these will only be approved following consideration of the proposal by General Purposes Committee

5.0 Legal and Resource Implications

- 5.1 There are no legal or resource implications arising from this report.

6.0 Recommendation

- 6.1 General Purposes Committee is invited to consider whether the Procedure Rule revision, as attached to this report, should be recommended to Council.

Background Documents

Appointments to Outside Bodies Procedure Rules

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee¹) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules

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

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

3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
 - **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.

¹ Which shall include an appointment of an individual, who is not an elected member, made upon the nomination of an elected member when such a nomination is a requirement of statute and/or the Trust Deed of a registered charity.

- **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

4.0 The Appointment Procedure

Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled

² For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

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Appointments to Outside Bodies Procedure Rules

- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment in the following circumstances:
- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
 - (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
 - (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Group Whips or their nominee.

Deleted: Members of the Member Management Committee

That any instances of this delegation being used be reported to the next meeting of the Member Management Committee

Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁴ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members⁵ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.

⁴ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

⁵ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee

Support for Elected Member Appointees To External Organisations

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

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

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

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



Originator: Kate Sadler

Tel: 0113 39 51711

Report of the Assistant Chief Executive (Corporate Governance)

General Purposes Committee

Date: Monday 8th February 2010

Subject: Amendment to Officer Delegation Scheme (Council (non-executive) Functions.)

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. This report advises the Committee of a number of amendments made to the Officer Delegation Scheme (Executive Functions) made by the Leader of the Council with effect from 24th February 2010.
2. The report also advises the Committee of a number of minor consequential amendments made to the Constitution by the Assistant Chief Executive (Corporate Governance) under her delegated powers.
3. Finally, the report requests the Committee to recommend an amendment to the Officer Delegation Scheme (Council (non-executive) Functions) to create a delegation of Council function to the Chief Economic Development Officer with regard to the licensing of market and street trading. This function has already been delegated to the Director of City Development and the delegation will be concurrent.

1.0 Purpose Of This Report

- 1.1 This report advises of a number of amendments made by the Leader of the Council to the Officer Delegation Scheme (Executive Functions) together with minor consequential amendments made by the Assistant Chief Executive (Corporate Governance).
- 1.2 The report requests that the Committee recommend to Full Council a further amendment to the Officer Delegation Scheme (Council (non-executive) Functions) to create a concurrent delegation to the Chief Economic Development Officer in relation to the licensing of markets and street trading.

2.0 Background Information

- 2.1 Under Executive Procedure Rule 1.4, the Leader may amend the scheme of delegation relating to executive functions, at any time, by giving notice to the Assistant Chief Executive (Corporate Governance) and to the person, body or committee concerned.
- 2.2 The Assistant Chief Executive (Corporate Governance) must then present a report to the next ordinary meeting of full Council, setting out the changes made by the Leader.

3.0 Main Issues

3.1 Amendments Made By the Leader

- 3.1.1 On 28th January 2010, the Leader amended the Officer Delegation Scheme (Executive Functions) with effect from 24th February 2010. The date on which the amendments are to take effect was chosen to reflect the date of the next meeting of Full Council in order that the amendment proposed in this report could take effect on the same date.
- 3.1.2 The amendments created two new concurrent delegations to the Chief Asset Management Officer and the Chief Economic Development Officer. These are set out at Appendix 1a and 1b to this report. Both are concurrent with delegations to the Director of City Development.
- 3.1.3 Consequential upon the creation of these concurrent delegations the Assistant Chief Executive (Corporate Governance) made a number of minor amendments to the following parts of the Constitution :-
 - Article 12 of the constitution, (which sets out the functions and areas of responsibility for Directors and Chief Officers with concurrent delegations);
 - Part 3 Section 2B - Scrutiny Board Terms of Reference (to reflect the revised delegations only);
 - Part 3 Section 3B(a) – Executive Member portfolios (to reflect the revised delegations only); and
 - Part 7 - management structure.

3.1.4 In addition the Leader made minor amendments to the concurrent delegations in place to the Chief Libraries Arts and Heritage Officer and the Chief Planning Officer. The amended delegations are set out at Appendices 1c and 1d to this report.

3.2 Amendments Required By Full Council

3.2.1 The Leader's delegation to the Chief Economic Development Officer (set out at Appendix 1b) followed from the appointment of that officer by the Employment Committee on 27th January 2010.

3.2.2 In addition to those executive functions it is necessary to make a delegation to the Chief Economic Development Officer in relation to a Council Function. This proposed further delegation within the Officer Delegation Scheme (Council (non-executive) Functions) is also a function which has already been delegated to the Director of City Development and will be a concurrent delegation. The proposed amendment is set out at Appendix 2 to this report and relates to the licensing of market and street trading.

3.2.3 As it relates to a Council Function this delegation has to be made by full Council and should therefore be recommended by the General Purposes Committee. This Committee is therefore invited to resolve to recommend the proposed amendment as set out at Appendix 2 to this report.

4.0 **Implications For Council Policy And Governance**

4.1 Under its Code of Corporate Governance, the Council is committed to ensuring that the necessary roles and responsibilities for the governance of the Council are identified and allocated, so that it is clear who is accountable for decisions.

5.0 **Legal And Resource Implications**

5.1 In accordance with the Local Government Act 2000 the Council is required to prepare a constitution and keep it up to date. The proposed amendment set out in this report will ensure that the Constitution accurately reflects the decision making accountability in the Council.

6.0 **Conclusions**

6.1 A number of amendments have been made to the Officer Delegation Scheme (Executive Functions) by the Leader of the Council with effect from 24th February 2010.

6.2 Further minor consequential amendments have been made to the Constitution by the Assistant Chief Executive (Corporate Governance) under her delegated powers, in order to reflect those amendments to the Officer Delegation Scheme.

6.3 General Purposes Committee is requested to recommend an amendment to the Officer Delegation Scheme (Council (non-executive) Functions) to create a delegation of Council function to the Chief Economic Development Officer with regard to the licensing of market and street trading. This function has already been delegated to the Director of City Development and the delegation will be concurrent.

7.0 **Recommendations**

- 7.1 General Purposes Committee is requested to:-
 - 7.1.1 Note the amendments made to the Constitution by the Leader of the Council and the Assistant Chief Executive (Corporate Governance); and
 - 7.1.2 Recommend to Full Council the amendment to the Officer Delegation Scheme (Council (non-executive) Functions) set out at Appendix 2 to this report.

The Chief Asset Management Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ 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 consideration²; 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 Officer³ is authorised to discharge the following functions⁴:

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 Executive⁵ 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;
 - (c) asset management.

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

² 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.

³ 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.

⁴ “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.

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

The Chief Economic Development Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ 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 consideration²; 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 Officer³ is authorised to discharge the following functions⁴:

Any function of the Executive⁵ 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.

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

² 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.

³ 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.

⁴ “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.

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

Chief Libraries Arts And Heritage Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ 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 consideration²; 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 Officer³ is authorised to discharge any function⁴ of the Executive in relation to cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues).

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

² 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.

³ 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.

⁴ “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.

Chief Planning Officer

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration² the Chief Planning Officer³ is authorised to discharge any function⁴ of the Executive in relation to:

- (a) the authority's role as local planning authority⁵;

With the exception of those matters where

- (iii) an appropriate Executive Member⁶ 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 consideration⁷; or
- (iv) 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 Officer⁸ is authorised to discharge any function⁹ 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.

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

² 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

³ 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.

⁴ "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.

⁵ 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

⁶ See footnote 1 above

⁷ See footnote 2 above

⁸ See footnote 3 above

⁹ See footnote 4 above

Chief Economic Development Officer

With the exception of those matters where 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 or the relevant committee for consideration, the Chief Economic Development Officer¹ is authorised to discharge the following Council (non-executive) functions:

(a)	To license market and street trading	Part III of , and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982
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¹ 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.

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Originator: Phil Garnett

Tel: 51632

Report of the Assistant Chief Executive (Corporate Governance)

General Purposes Committee

Date: 8th February 2010

Subject: Work Programme 2009/10

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

1.1 The purpose of this report is to notify members of the Committee of the draft work programme for the current municipal year. The draft work programme is attached at Appendix 1 to this report.

2.0 Background Information

2.1 The work programme provides information about future items for the General Purposes Committee agenda, when items will be presented and the which officer will be responsible for the item.

3.0 Main Issues

3.1 The draft work programme for 2009/10 is attached at Appendix 1.

3.3 Members are requested to consider whether they wish to add any items to the work programme.

4.0 Implications for Council Policy And Governance

4.1 There are no implications for Council Policy and Governance.

5.0 Legal And Resource Implications

5.1 There are no legal or resource implications.

6.0 Recommendations

- 6.1 Members are asked to note the draft work programme and advise officers of any additional items they wish to add.

GENERAL PURPOSES COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
22nd March 2010		
Scrutiny Board Procedure Rules	6 monthly review of requirement to have original signatures on the call in request form, including analysis of number of individual members involved in call ins.	(Head of Scrutiny and Member Development) Peter Marrington
Standards Committee Compulsory Training	To consider proposed amendments to Article 9 in relation to training.	Principal Corporate Governance Officer Kate Sadler
10th May 2010		
Members Role Description	To consider a report on adding Member role description to the Members Allowances Scheme.	(Head of Scrutiny and Member Development) Peter Marrington
Annual Review of Constitution	To receive a report for the Committee to consider amendments to the constitution arising from the Annual Review	(Principal Corporate Governance Officer) Liz Davenport
18th May 2010 – NO ITEMS CURRENTLY SCHEDULED		
Unscheduled		
Community Governance Review	To receive a report do considering Aligning ward and parish boundaries – after PDR	Head of Licensing and Registration John Mulcahy

GENERAL PURPOSES COMMITTEE WORK PROGRAMME

ITEM	DESCRIPTION	RESPONSIBLE OFFICER
Procedure to acquire substitutes for Independent Members on Standards Committee	Further to the Committee's resolution of 20 th January 2009, to receive a report asking Members to consider whether procedures to appoint substitute Independent Members to the Standards Committee should be introduced.	Head of Governance Services Andy Hodson / Senior Corporate Governance Officer Amy Kelly
Partner Authorities Scrutiny Board		Peter Marrington/Liz Davenport
ACE (CG) Council Delegations	Addition of performances of hypnotism.	Principal Corporate Governance Officer Kate Sadler
Council Business Plan	To receive a report asking Members to consider whether the Council Business Plan should be removed from the Budgetary and Policy Framework. (Heather Pinches/Marilyn Summers) – to be submitted later this year?	Assistant Chief Executive (PPI) James Rogers
Employment Committee Terms of Reference	To consider proposed amendments to the Employment Committee Terms of Reference.	(Head of HR Strategy) Helen Grantham / (Head of Legal Licensing and Registration Services) Mary O'Shea
Managing Work Force Change	To receive a report updating Members on the Management of Work Force Change.	(Chief Officer HR) Lorraine Hallam / (Head of Human Resources Children's Services) Kath Marchant
Senior Officer Remuneration Policy	To receive a report proposing the creation of a senior officer remuneration committee	Chief Officer HR Lorraine Hallam