

MEMBER MANAGEMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 24th February, 2015
at 3.30 pm

MEMBERSHIP

Councillors

N Dawson	C Campbell	A Lamb	T Leadley	A Blackburn
M Dobson		G Latty		
P Gruen				
A Khan				
A McKenna				
E Nash (Chair)				
B Selby				

A G E N D A

Item No	Ward	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 15,2 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 15.2, written notice of an appeal must be received by the Head of Governance Services 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	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 DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 11TH NOVEMBER 2014</p> <p>To approve as a correct record the minutes of the meeting held on 11th November 2014.</p>	1 - 4
7			<p>APPOINTMENT OF ELECTED MEMBERS TO THE BOARD OF ASPIRE COMMUNITY BENEFIT SOCIETY</p> <p>To receive a report of the Head of Service, Learning Disability Community Support Service seeking nominations from up to 3 Elected Members to become Directors on the Board of Aspire Community Benefit Society.</p>	5 - 32
8			<p>NEW MEMBERS INDUCTION PROGRAMME</p> <p>To receive a report of the City Solicitor outlining the induction programme for 2015 and seeking views as to whether the proposed Doorstep Challenge Equality training should be mandatory for all Members.</p>	33 - 36

Item No	Ward	Item Not Open		Page No
9			<p>APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO ACADEMIES</p> <p>To receive a report of the Governor Support Service outlining the procedure for identification and appointment of local authority governors to academies.</p>	37 - 40
10			<p>LOCAL AUTHORITY APPOINTMENT TO OUTSIDE BODIES</p> <p>To receive a report of the City Solicitor which provides an update on the current position regarding Member appointments to outside bodies and seeks to confirm Member nominations to remaining vacancies.</p> <p><u>Third Party Recording</u></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	41 - 66

MEMBER MANAGEMENT COMMITTEE

TUESDAY, 11TH NOVEMBER, 2014

PRESENT: Councillor B Selby in the Chair

Councillors A Blackburn, C Campbell,
N Dawson, M Dobson, P Gruen, A Khan,
A Lamb, G Latty, T Leadley and
A McKenna

Apologies Councillor E Nash

9 Election of Chair

In the absence of Councillor Nash, it was proposed by Councillor M Dobson and seconded by Councillor A McKenna that Councillor B Selby be elected as Chair for the meeting.

RESOLVED – The Committee resolved to elect Councillor B Selby as Chair for the meeting.

10 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

11 Exempt Information - Possible Exclusion of the Press and Public

There no resolutions to exclude the public.

12 Late Items

There were no late items submitted for consideration.

13 Declaration of Disclosable Pecuniary Interests

No declarations were made.

14 Apologies for Absence

Apologies for absence were received from Councillor Nash.

15 Minutes - 1st July 2014

RESOLVED – That the minutes of the meeting held on 1st July 2014 be approved as a correct record.

16 Appointment of local authority governors to academies

The Senior Governor Support Officer presented a report of the Governor Support Service. The report requested that the Committee appoint a local authority governor to Co-operative Academy (Harehills).

Members sought clarity as to what the term of office would be, it was confirmed that the term of office would be for one year.

RESOLVED – The Committee resolved to appoint a local authority governor to the Co-operative Academy (Harehills).

17 Local Authority Appointments to Outside Bodies

The Principal Governance Officer presented a report of the City Solicitor. The report provided an update on the current position regarding Member appointments to outside bodies and sought to confirm Member nominations to remaining vacancies.

Members also noted that the Normandy Veterans association was to cease and therefore a representative would no longer be required.

Members considered a number of issues in respect of appointment to Outside Bodies and:

RESOLVED:

- (a) To note that the Garforth Academy had informed the Council that they no longer required a local authority representative;
- (b) Further to Minute No. 16 that Councillor Selby be confirmed as the Council's nomination to the Co-operative Academy of Leeds (formerly Primrose Academy);
- (c) That the Director of Children's Services provide a report to the next meeting of this Committee setting out the current position in respect of Local Authority appointments to Academies;
- (d) To note that following a review of the LGA Governance Structures, the LGA Urban Commission has been abolished and a Council representation is no longer required;
- (e) That Councillor Flynn fill the Conservative vacancy on the Leeds Local Access Forum;
- (f) That Councillor Cohen replace Councillor J Procter on the Kirkgate Market Management Board;
- (g) That Councillor Harrington replace Councillor Maqsood on the East Leeds Regeneration Board;
- (h) That Councillor Dowson be nominated to the Morley Academy;
- (i) That the change to appointments since the last meeting of the Committees detailed at paragraph 3.4 of the submitted report be noted; and
- (j) That a further report on appointments to outside bodies be considered at the next meeting of the Committee.

18 Date and Time of Next Meeting

3:30pm, 24th February 2014.

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Report of Head of Service, Learning Disability Community Support Service

Report to Member Management Committee

Date: 24th February 2015

Subject: Appointment of Elected Members to the Board of Aspire Community Benefit Society

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Learning Disability Community Support Service is the Council's in-house provider of care services. The service is seeking to develop a social enterprise in the form of a staff led public service mutual which will 'spin out' of the Council.
2. A report was submitted to Executive Board in February 2014 detailing the progress made to date in relation to the development of a social enterprise and Executive Board was supportive of the proposal.
3. Significant progress has been made since February 2014 and formal approval is being sought to launch the social enterprise as Aspire Community Benefit Society in early 2015.
4. In preparation for launching the social enterprise the Board is being established. Member Management Committee is invited to appoint up to 3 Elected Members to the Board – one from each of the major parties - in accordance with Leeds City Council's Appointment to Outside Bodies Procedure Rules.

Recommendations

The Member Management Committee is recommended to:

5. Appoint up to 3 Elected Members to become Directors on the Board of Aspire Community Benefit Society.

1 Purpose of this report

- 1.1 This report seeks nominations from up to 3 Elected Members to become Directors on the Board of Aspire Community Benefit Society.

2 Background information

- 2.1 The Leeds Learning Disability Community Support Service is the Council's in-house provider of care and support for adults with learning disabilities.
- 2.2 A number of different options were explored to identify how the service can have a long term sustainable future given demographic trends and budget pressures. The development of a social enterprise in the form of a staff-led mutual was identified as the preferred option and an Integrated Business Plan was developed.
- 2.3 A report was submitted to Executive Board in February 2014 detailing the proposal to develop a social enterprise for the Learning Disability Community Support Service, and Executive Board was supportive of the proposal.
- 2.4 Executive Board authorised further work be undertaken to prepare for shadow arrangements prior to implementation.
- 2.5 A further report will be submitted to Executive Board in February 2015 detailing the significant progress that has been made and seeking formal approval to 'spin out' of the Council and launch the new social enterprise, to be known as Aspire Community Benefit Society.

3 Main issues

- 3.1 The development of a social enterprise offers an exciting opportunity to realise the council's ambition to become smaller and more influential. It provides the council with an opportunity to adopt a different method of market retraction to that which has taken place in other areas of its provider services. This approach will put the Learning Disability Community Support Service in a much stronger position to meet the needs of some of the most vulnerable citizens in the city by providing long term continuity of care whilst securing jobs and prospects for staff.
- 3.2 The proposal to provide the Learning Disability Community Support Service through a social enterprise model will lead to the TUPE transfer of around 700 staff from the Council. The business case for the social enterprise confirms the intention that the organisation will be an exemplar employer and thus that such staff will continue to enjoy Council terms and conditions of employment.

- 3.2.1 A Strategic Board (chaired by the Executive Lead for Adult Social Care) has been established which includes senior officer representation across the Council and representation from Trade Unions.
- 3.2.2 Work-streams are being managed within the directorate and across corporate services.
- 3.2.3 An appropriate governance structure for the social enterprise has been proposed which has every employee of Aspire Community Benefit Society as an equal member. The Board will comprise of an independent chairperson, 6 staff (3 of whom will be nominated by Trade Unions), 3 customers, up to 3 non-executive specialists as well as 3 places for the Council.
- 3.3 If Executive Board gives formal approval for the service to spin out, the Aspire Community Benefit Society will launch on 1st June 2015.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 There has been extensive engagement with staff and trade unions about the proposal.
- 4.1.2 The Learning Disability Community Support Service is a highly regarded service and all customers and family carers have been informed of the proposal and offered the opportunity to discuss any questions or concerns. Only a small number of people have taken up the offer and all were reassured that the service their relative receives will not be changed as a consequence of the proposal.
- 4.1.3 The executive member for adult social care has been fully consulted on the proposals and is supportive of them.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.4 An Equality Screening and an Equality, Diversity, Cohesion and Integration Impact Assessment have been completed to ensure that equality considerations are fully considered both currently and in respect of anticipated future needs. A range of positive impacts were identified including continuity of quality service provision, increased job and apprenticeship opportunities plus payment of a Living Wage, and increased job security and career development opportunities for the current workforce.
- 4.2.5 If Executive Board gives approval the move to a social enterprise will not lead to any change for customers and carers as services will continue to be delivered by the same members of staff in the same buildings.

4.3 Council policies and City Priorities

- 4.3.1 In taking the step of supporting the innovative proposal to develop a staff-led mutual social enterprise a number of the Council's strategic objectives will be supported i.e. 'Better lives through enterprise', 'Promoting sustainable and inclusive economic growth' and 'Civic enterprise'.

4.4 Resources and value for money

- 4.4.2 The key driver for the proposal to spin out of the Council is to provide a new service delivery vehicle that can protect current services and jobs, at an unprecedented time of austerity in relation to public funds. The proposal will ensure that current staff working on the main contract will suffer no detriment as a result of transferring employment from the Council to the social enterprise.
- 4.4.3 Financial benefits will materialise in the form of efficiencies generated from reducing the cost of providing back office functions over the course of the contract.
- 4.4.4 The proposed legal status of the Social Enterprise is a Community Benefit Society, with an 'asset lock' to ensure that private profit cannot be distributed by way of dividends.

4.5 Legal Implications, Access to Information and Call In

- 4.5.5 The procurement implications have been considered by the Chief Officer, Procurement.
- 4.5.6 The contract between the Council and the newly-formed social enterprise will provide an appropriate balance between ensuring that the social enterprise becomes a sustainable provider whilst customer needs and statutory requirements are sustained or improved.

4.6 Risk Management

- 4.6.1 A number of risk areas have been identified and mitigation plans for both the Council and the social enterprise have been addressed by the CLT working group and are, with the support of the Risk Management Unit, Procurement Unit and Taxation Team, incorporated into the Risk Log.

5 Conclusions

- 5.1 February 2014 Executive Board gave broad support to the proposal to deliver the Learning Disability Community Support Service as a social enterprise.
- 5.2 Significant progress has been made and a further report is being taken to Executive Board in February 2015 seeking formal approval for the Learning Disability Community Support Service to 'spin out' of the Council.
- 5.3 If approval is given, Aspire Community Benefit Society will launch in June 2015. In preparation for this the Board is being established on which there are places for Leeds City Council to appoint up to 3 Elected Members – one from each major party.

6 Recommendations

- 6.1 That Member Management Committee appoint up to 3 Elected Members to become Directors on the Board of Aspire Community Benefit Society.

7 Appendix

- 7.2 Aspire – Director Recruitment Pack
- 7.3 Quick Guides for SE

8 Background documents

None

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Aspire Community Benefit Society Directors' Briefing Pack



Aspire Community Benefit Society is seeking people who want to get involved in transforming learning disability services in Leeds.



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1 An invitation to join the Board of Aspire Community Benefit Society

The Learning Disability Community Support Service is Leeds City Council's current in-house provider of care and support services for more than 1000 adults with a learning disability. With a staff team of over 700 we support people to live as independently as possible and to have fulfilling lives.

Like many councils, Leeds is facing a growing demand for social care services at a time when funding is under increasing pressure. To meet this challenge the Learning Disability Community Support Service has developed proposals to set up a social enterprise in the form of a staff-led public service mutual with the intention to spin out of the Council in Spring 2015.

The broad term 'social enterprise' means a business that exists to serve a social or environmental purpose. Rather than making private profit which is paid to shareholders, a social enterprise re-invests any surplus back into the organisation for social good. Our social enterprise will be called Aspire Community Benefit Society. It will be a socially responsible employer committed to paying the living wage for new areas of work, creating job opportunities and apprenticeships and raising employment standards in the care sector.

If the proposal is approved in February 2015, we will establish a new service model to deliver a long-term, ethical and sustainable future for customers and staff. The service is highly regarded and the proposal will enable us to continue to deliver the same level of service, by the same members of staff in the same buildings as we do now so that continuity of service will be maintained. We aim to protect and grow our high quality service and retain our position as a trusted provider of choice for customers, carers and commissioners.

In this booklet you will find information about the role of a Board member and details about the selection process including timeline. As a member of our Board you will be instrumental in setting the organisation's strategic direction and ensuring everything that happens within Aspire Community Benefit Society is legal, fair and ethical.

If you are committed to improving the lives of people with learning disabilities, and can help our service to become a successful social enterprise, we invite you to apply.

Sheila Dunham
Chairperson
Aspire CBS

Andy Rawnsley
Head of Service
Learning Disability Community Support Service

2 Introduction

The Leeds Learning Disability Community Support Service is Leeds City Council's in-house provider of care and support services for adults with learning disabilities. The service meets the needs of some of the most vulnerable citizens in the city whose requirements range from advice and support for managing their own affairs through to those with complex multiple needs who require hands-on personal care with all aspects of their lives, including assistance with eating, bathing and postural management.

The purpose of the service is to deliver the very best care and support services and outcomes to both customers and their families to ensure that they can benefit from all that the city has to offer. These services are provided through three main functions: supported living services, respite/emergency care services and fulfilling lives services. The service has a workforce of over 700 staff and operates with a budget of over £20m.

The Learning Disability Community Support Service has come a long way over the last five years and has undergone a significant transformation through the Independent Living Project and Day Services Modernisation. These programmes are delivering the types of services that will meet the needs and aspirations of some of the city's most vulnerable citizens both now and in future years. The service now has a solid base and a model of delivery that people want, being delivered by staff at a consistently high standard, with high levels of customer regard and carer satisfaction. Increasingly the service is more integrated, with customers and staff becoming more involved in the communities in which they live and work. This is achieved through involvement in tenant schemes, being co-located in sports centres and other community bases and bringing life back to community cafes in some of the city's parks and countryside.

The proposal to provide the Learning Disability Community Support Service through a social enterprise model will lead to the TUPE transfer of staff from the Council. The social enterprise will be an exemplar employer and current staff will continue to enjoy the Council terms and conditions of employment which apply at the point of transfer.

There is strong support for the development of a social enterprise which offers an exciting opportunity to realise the Council's ambition to become smaller and more influential and support the development of civic enterprise from within, particularly when set within the context of the comprehensive spending review and increasing demographic pressures. By taking this approach the service will find itself in a much stronger position to provide long term continuity of care to those customers and families with whom it has built up such strong links, and from whom it has enjoyed such strong support over the years.

3 Role of the Board

The Board will be the governing body of Aspire Community Benefit Society. Being a board member will provide a challenging, rewarding and enjoyable opportunity to not only use and develop your own skills, but play an important role in the future of learning disability services in Leeds.

Under the Rules of Aspire Community Benefit Society, the Board will be made up of up to 15 directors and an independent chairperson. The directors will be:

- 3 members of staff of any tier (one representing each of the three geographical areas of Leeds) directly elected by employees;
- 3 staff members directly nominated by Trade Unions;
- 3 customers (one representing each of the three geographical areas of Leeds) directly elected by members of the Customer Council;
- 3 non-executive directors selected by the Chairperson and Chief Executive following an open recruitment process; and
- 3 Councillors nominated by Leeds City Council.

The Board will meet bi-monthly, probably during the day, although this has yet to be confirmed. There are different routes for election/nomination to the Board dependent upon which of the above categories is applicable to you. For full details please see to 'recruitment process' section of this document.

4 Role of the Chairperson

The Chairperson is responsible for leading the Board. The Chairperson will ensure the Board functions properly and that it focusses on its key tasks of setting and implementing the aims of Aspire Community Benefit Society. As an ambassador for the social enterprise, the Chairperson will be the public face of Aspire Community Benefit Society.

5 Role of the Directors

Directors, individually and collectively, are responsible for the governance of the social enterprise. Each director has a legal duty:

- to act in the best interest of Aspire Community Benefit Society;

- to act honestly;
- of care and diligence;
- of confidentiality; and
- to declare any conflict of interest.

Directors will need to have an interest in what the social enterprise is aiming to achieve and be committed to the values of the organisation. They must not have been disqualified from being a director of a company. Directors must be willing to share their experience, skills and knowledge, work as part of a team and attend training. Directors must be able to devote time and energy to attending Board meetings and must understand they are accountable for decisions made by the Board. The term of office for a Director is up to three years on a rotation. There is no remuneration for the post but you will be able to claim for out-of-pocket expenses. Meetings attended by staff Directors will be counted as worked time.

6 Person Specification

The most effective Boards are ones which include a diverse range of backgrounds, experiences and skill sets. The person specification below sets out what we are looking for from all prospective Board members. **Please feel you can apply even if you do not meet every criteria.** Training for Board members will be provided.

Passion and Commitment

- Interest in and commitment to our vision and key messages;
- A readiness and ability to play a role in raising awareness;
- Fair, impartial and open to new ideas;
- A commitment to the key Valuing People principles of rights, independence, choice and inclusion.

Skills and Experience

- Business development experience;
- Finance skills with a commercial track record;
- Legal skills in the context of a social enterprise;
- IT and infrastructure expertise in the context of geographically dispersed workforce;
- HR and personal development skills;
- Marketing/public relations expertise;
- Social enterprise sector experience;
- Experience of attracting investment;

- Ability to think creatively and strategically, demonstrating good judgement and analytical ability;
- Good communication, team-working and interpersonal skills, demonstrating tact, diplomacy and the ability to build and manage strong relationships and networks;
- Ability to negotiate;
- Ability to command respect among local, regional and national stakeholders – acting as an ambassador for the vision;
- Experience of being a recipient of care and support services and the factors that make this a positive or negative experience.

Eligibility

- An understanding and acceptance of the role and responsibilities of Board members;
- Willingness to devote the necessary time and effort, including attending Board meetings and occasional daytime and evening events.

7 Recruitment Process

7.1 How to Apply

7.1.1 Staff Member

We are seeking to recruit three members of staff to the Board – one from each of the three geographical areas. To register your interest in being elected please complete the personal statement form and email to carol.benson@leeds.gov.uk (quoting 'Aspire Board' in the subject line) or mark your envelope 'private and confidential' and post to:

Carol Benson
Learning Disability Community Support Service
Roseville Skills Building
65 Roundhay Road
Leeds LS7 3BQ

For an informal discussion prior to submission, please ring Neil Morrisroe or Andy Rawnsley on 0113 378 1919. Personal statements must be received at Roseville by 12 noon on Wednesday, 21st January 2015. These will be circulated to staff who will be invited to read the personal statements and vote for one candidate for the geographical area in which they work.

7.1.2 Staff Member (Trade Union Nominated)

Trades Unions will make their own arrangements to nominate three representatives who are members of staff to the Board by 11th February 2015.

7.1.3 Customer

Customer Involvement Co-ordinators will support customer members of the Customer Council to develop an understanding of the role of a director, decide if they wish to put themselves forward for election and, if so, to prepare their personal statements. Customers will present their personal statement to a special meeting of the Customer Council at which customer members will vote for one candidate for each of the three geographical areas.

7.1.4 Non-executive Director

We are seeking to recruit three non-executive directors to the Board. To register your interest in being recruited please complete the personal statement form and email to andrew.rawnsley@leeds.gov.uk (quoting 'Aspire Board' in the subject line) or mark your envelope 'private and confidential' and post to:

Andy Rawnsley
Learning Disability Community Support Service
Roseville Skills Building
65 Roundhay Road
Leeds LS7 3BQ

For an informal discussion prior to submission, please ring Andy Rawnsley on 0113 378 1919. Personal statements must be received at Roseville by 12 noon on Thursday, 29th January 2015. These will be reviewed by the Chairperson and Chief Executive and shortlisted candidates will be invited to attend for interview. Following interviews the successful candidates will be invited to join the Board.

7.1.5 Elected Members from Leeds City Council

Leeds City Council will make its own arrangements to nominate three Councillors to the Board by 11th February 2015.

7.2 Timelines

Staff Member	
07/01/15	Share information about the role of a director and process for election of staff representatives to the Board via Future Matters and e-mail
09/01/15	Invite staff who wish to put themselves forward for election to submit a personal statement (max 250 words) which will be circulated to staff to aid them in deciding who they wish to vote for. Deadline for statement to be received at Roseville: 21/1/15.
21/01/15	Compile all personal statements received by deadline for each geographical area and distribute one set to each service together with voting slips. Advise postal vote to take place between 28/1/15 and 12 noon on 11/2/15.
28/01/15	Undertake staff postal vote for representative Directors of the Board based on a simple majority of votes cast in each geographical area and received by close of vote.
11/02/15	12 noon: closing date for staff votes
Staff Member – Trade Union Stewards	
19/12/14	Invite Trades Unions to nominate 3 staff member trade union stewards to the Board of Aspire by 11/2/15
Customer	
13/01/15	Customer Involvement Co-ordinators work with customer councillors to share information about what a social enterprise is, the proposed structure for Aspire and develop understanding of the role and responsibilities of being a director. Support customers to consider whether they wish to put themselves forward for election to the Board. Support customers who do want to put themselves forward to write a short statement about why people might vote for them in readiness for presenting at a special customer council meeting.
10/02/15	At a special meeting of members of the Customer Council, customers who are putting themselves forward for election present their personal statements. Customer councillors present vote for 3 customers (one from each geographical area) to represent them on the Board based on a simple majority show of hands.
Non-Executive Directors	
08/01/15	Advertise for applications from people interested in becoming non-executive directors on the Board of Aspire. Share information about Aspire and role of NED. Deadline for applications to be received at Roseville: 29/01/15
w/c 8 th	Opportunity for potential applicants to ask questions via informal telephone discussions.
29/01/15	Closing date for NED applications.
w/c 29th	Sift applications and invite shortlisted candidates to interview.
5 - 11 Feb	Interviews for prospective NEDs take place between 5th and 11th Feb.
Elected Members	
08/01/15	Invite Leeds City Council to nominate 3 Councillors to the Board of Aspire by 11/2/15
Executive Board & Appointment of Directors	
11/02/15	Executive Board meeting at which final decision taken as to whether or not we can spin out of the Council and deliver the service as a Social Enterprise
12/02/15	Provide feedback to staff and stakeholders (via e-mails/letters) on the outcome of Executive Board and the appointment of the Directors to Board of Aspire.

8 Personal Statement

This form is for the use of potential staff directors, customer directors and non-executive directors of the Board of Aspire Community Benefit Society. Leeds City Council and the Trades Unions will make their nominations directly to Aspire and do not need to complete this form.

Name:

Home Address:

Post Code:

Service in which I work:
(staff only)

Phone No(s):

Home

Work

Mobile

I am interested in becoming a:

staff director / customer director / non-executive director*

(*please delete as appropriate)

For staff and customers only:

I am interested in the SSE / ENE / WNW area of the city*

(*please delete as appropriate)

I feel I have the qualities necessary to become a director of the Board of Aspire because:

(You may type or write your personal statement. You may add extra pages as required but remember the maximum number of words allowed is 250.)



Quick Guide to the Board and Becoming a Director

What is a Social Enterprise?

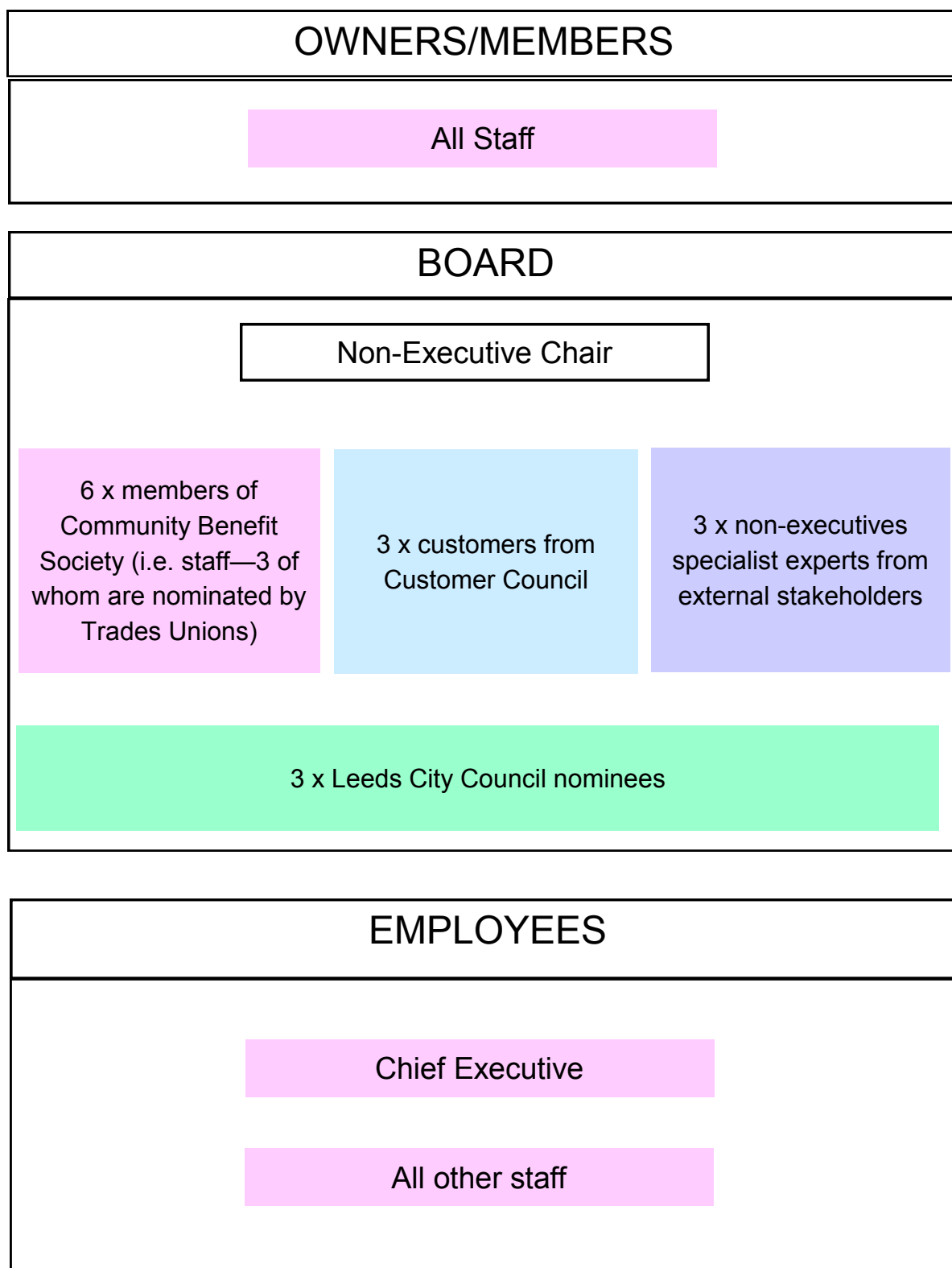
Aspire is a social enterprise. This is a broad term for an organisation which primarily exists to serve a social purpose. In our case this is to work for the benefit of people with learning disabilities.

A social enterprise is a business and, like any other business, *Aspire* needs to be set up as a legal company and be officially registered.

The main difference between a social enterprise and a private company is that a private company trades to make profit for its shareholders. A social enterprise may also make a profit, but any surplus must be re-invested back into the local community or business to further its social purpose.

Employees will be shareholders of *Aspire*, but no-one will be able to take profit out of the organisation for personal gain.

Structure of Aspire



Members

Employee membership is open to any member of staff employed by Aspire on a permanent contract of employment who has completed their probationary period. Upon completion of an application form and payment of £1 (one pound) one share certificate will be issued. Employee members have voting rights at General Meetings.

Friend membership is open to any individual who is or has been a supporter of Aspire and will be in receipt of information to keep them up to date on activities and related events. Friend members can include people who use the service, family carers and other interested individuals. It is also open to members of staff who are on probation, do not have a permanent contract or choose not to be a shareholder. Friend members do not have voting rights.

Associate membership is open to any business or organisation sharing similar objectives to Aspire and will, from time to time, be in receipt of information, shared training, consultancy and other partner opportunities. Associate members do not have voting rights.

Membership ceases where an individual/organisation:

- resigns their membership;
- Is expelled from membership;
- Dies or, in the case of employee membership, ceases to be a permanent employee of Aspire; or
- Is struck off any professional register.

Role of the Board

It is a legal requirement to have a Board when a social enterprise is set up. The social enterprise must be accountable for its actions and the Board is the governing body.

In practical terms, this means there has to be a group of people who accept responsibility for ensuring that everything that happens within *Aspire* is legal, fair and ethical. This Board is accountable to the shareholders.

The Board exists to provide strategic direction, set the organisation's goals and ensure compliance with the law through accountability frameworks.

The Board oversees finances, appoints the chief executive, approves high-level goals and policies, makes major decisions and oversees performance. Directors on the Board act as external advocates for the social enterprise.

Directors

People on the Board are often called directors and they, individually and collectively, are responsible for the governance of the social enterprise. A director has a legal duty to ensure the social enterprise is financially solvent and is meeting its goals and targets at the same time as achieving its social aim. The directors ensure that everything is done in compliance with the legal constitution and rules of *Aspire*.

Under the rules for *Aspire* the Board is made up of up to fifteen directors. These are six employees of *Aspire* (three of whom are trade union stewards) elected by staff, three customers elected by the customer council, three non-executive specialist experts invited from external stakeholders and three people nominated by Leeds City Council plus a chairperson.

Directors need to have an interest in what *Aspire* is aiming to achieve and be committed to the values of the social enterprise. They must not have been disqualified from being a director of a company. Directors must be willing to share their experience, skills and knowledge, work as part of a team and attend training. Directors must be able to devote time and energy to attending board meetings. They must understand they are accountable and be prepared to accept responsibility for decisions made by the board.

Directors are required by law to apply skill and care in exercising their duty to the social enterprise. The social enterprise is a separate legal entity from the individual directors so directors are not liable for any losses suffered or caused by the organisation provided they do not act negligently, fraudulently or in a reckless manner. Directors who act in good faith are protected by the law from the consequences. Acting in good faith means, for example, declaring a conflict of interest. It certainly means not accepting bribes or otherwise making personal gain at the expense of *Aspire*.

Director Responsibilities

Directors have a:

- Duty to act in the best interests of *Aspire* – there is an expectation that directors will act with a duty of care, loyalty and obedience to the purpose and objectives of the social enterprise;
- Duty to act honestly – applying reasonable skills, in good faith and checking if unsure;
- Duty of care and diligence – abiding by the rules of *Aspire*, knowing and complying with all legal requirements including taking all reasonable steps to minimise risk for the social enterprise, working on a positive public perception of the organisation and making sure they have enough information to make decisions;
- Duty of confidentiality – keeping confidential all organisational and board information, this includes not expressing dissent about a board decision with which you disagree as, once a decision is made, it is a decision of the board as an entity;
- Duty to declare any conflict of interest – informing the board of any personal interest in any matter being discussed and absenting yourself from issues where there is the possibility of a perceived or real personal or financial interest.

Chairperson

The chairperson is responsible for leading the board. The chairperson's role is to ensure the board functions properly and that it focusses on its key tasks of setting and implementing the aims of *Aspire*.

The chairperson is the figurehead for *Aspire* and represents the social enterprise at public events. The chairperson plans and conducts board meetings effectively and takes responsibility for the board's development.

The chairperson provides the chief executive with support and supervision and is held accountable for the board's performance by the chief executive.

Chief Executive

The Board nominates the chief executive to lead staff and to be responsible for the day-to-day running of *Aspire* in line with the Board's direction.

The chief executive is responsible for implementing policies, making recommendations to the Board for improvements/change and keeping the board informed. The chief executive is held accountable for the organisation's performance by the chairperson and the Board.

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Report of City Solicitor

Report to Member Management Committee

Date: 24th February 2015

Subject: New Members induction programme

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

As in previous years, all newly elected Members following elections undergo an extensive and informative induction programme delivered over a period between May to July.

After discussions involving group support managers and feedback from last year's newly elected Members, also taking into consideration the changes in Member demographics and their time demands, this year's induction programme has been compressed and will be delivered over three full days spread over May and June.

The programme will still include the core events, such as Using ICT, Learning the Ropes of Council Meetings, Local Government Finance, Code of Practice and Being a Corporate Parent. It will also include a new session called the Doorstep Challenge Equality training, which will look at the pitfalls and risks associated with not following the Public Sector Equality Duty, for both the council and Members personally.

The session is being delivered by Ioda, an external consultancy and training company who specialises in equality and diversity training, and will be opened up to all elected Members.

Recommendations

1. Member Management Committee is asked to note the contents of this report and comment on the new structure of the Induction Programme 2015 and the outline of the proposed Doorstep Challenge Equality training.

1 Purpose of this report

- 1.1 The purpose of this report is to outline the induction programme 2015 and the proposed Doorstep Challenge Equality training.

2 Background information

- 2.1 Last year's Member feedback on the induction programme was to have a shorter, compressed programme that Members working full time could plan ahead for. This year's programme will be delivered over three days during May and June and will comprise of the usual core events. It will also include the session called the Doorstep Challenge Equality training.
- 2.2 The training programme was drawn up jointly by legal services, head of governance services and the head of equality. The aim of the training is to make Members aware of the risks of not following the public sector equality duty requirements, and to equip them with the tools to recognise the pitfalls particularly around unconscious bias and appropriate language usage, when dealing with groups that have protective characteristics under the Act.
- 2.3 The intention of the training is that Members' should be able to conduct their public roles without the fear of unknowingly breaching any equality legislation, while exercising their public duties, for both the council and personally.

3 Main issues

Induction 2015

- 3.1 Induction is a vital programme for new councillors and sets the tone for their future engagement with learning and development. Two main areas for improvement were noted and these have been accounted for in the 2015 programme.
 - The length of the programme. Members preferred the programme to be much shorter, so that Members that work full time alongside their council role could plan ahead for.
 - The sessions to be shorter. A number of Members would have preferred to have more introductory level sessions, with the option to request further information if needed.

Doorstep Challenge Equality training

- 3.2 It is important for Members to have the awareness of their duties and responsibilities under the Equality Act, and to avoid any pitfalls that could result in the breach of the legislation and the code of practice, whilst performing their public duties.
- 3.3 The training would provide Members with the tools to be able to effectively challenge decisions and confidently hold difficult conversations that are not deemed discriminatory to another group of people whilst remaining within the legislation.
- 3.4 An initial session will be taking place in February, chaired by Councillor Peter Gruen. A repeat session will take place as part of the new Members' induction. An invite will be sent out to all Members. In order to allow opportunity for all Members to be able to attend, further sessions will need to be scheduled in throughout the year.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.2 The course content is supported by the Member Development Working Group.

4.3 Equality and Diversity / Cohesion and Integration

- 4.4 The diversity of the Member Development Working Group ensures that any initiatives and projects take account of equality issues.

The proposed training sits well within the councils Equality Improvement Priorities, which is closely aligned to the Vision for Leeds, the City Priority Plan and the Best Council Plan.

4.5 Council policies and City Priorities

- 4.6 The recommendations put forward in this report relates to the aims and priorities of the Best Council Plan and City Priority Plan.

4.8 Resources and value for money

- 4.9 There are costs attached to the delivery of the equality training. Provisions have already been made within the member development budget to account for these costs.

4.10 Legal Implications, Access to Information and Call In

- 4.11 This section is not relevant to this report.

4.12 Risk Management

- 4.13 Members may be personally liable and subject to risk in failing to follow their public sector equality duty and in return, equally the council if it is unable to demonstrate that sufficient training has been provided.

5 Conclusions

- 5.1** Members should be able to challenge decisions from the public and different groups of people without the fear of failing to comply with the equality legislation. The proposal in this report illustrates the importance and need for all Members' to be made fully aware of their roles and responsibilities under the Equality Act, so that they are able to recognise and avoid the risks and pitfalls when carrying out their public duties.

6 Recommendations

- 6.1** Member Management Committee is asked to note the contents of this report and comment on the new structure of the Induction Programme 2015 and the outline of the proposed Doorstep Challenge Equality training.

7 Background documents¹

- 7.1** None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Report of Governor Support Service

Report to member Management Committee

Date: 4 February 2015

Subject: Appointment of local authority governors to academies

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	x <input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	x <input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	x <input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	x <input type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. Academies can choose whether or not to have a local authority governor on the governing body. This is determined through the Articles of Association.
2. Governor support service is not always able to obtain information about whether there is a local authority place when schools convert to become an academy, or information on the terms of office of local authority governors once appointed.

Recommendations

3. That members note the content of the report for information.

1 Purpose of this report

- 1.1 To outline the procedure for identification and appointment of local authority governors to academies

2 Background information

- 2.1 Governor support service takes responsibility for the procedure for the nomination/ appointment of local authority governors to maintained schools. The

procedure for the appointment of local authority governors to academies was agreed by the member management committee on 25 October 2011.

3 Main issues

- 3.1 Governor support service is not always able to obtain information from academies about local authority governor places or vacancies. The information currently held by the service is given in the appendix. The two unknown vacancies at Nightingale and Woodlands are being followed up with the Co-operative Academy Trust.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Not applicable

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Not applicable

4.3 Council policies and City Priorities

- 4.3.1 Not applicable

4.4 Resources and value for money

- 4.4.1 Not applicable

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 Not applicable

4.6 Risk Management

- 4.6.1 Not applicable

5 Conclusions

- 5.1 That Governor support service continues to try to establish which academies have local authority governors and to alert member management committee when appointments become necessary.

6 Recommendations

- 6.1 That members note the content of the report for information.

7 Background documents¹

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

ACADEMIES - NUMBER OF LA PLACES INCLUDED IN ARTICLES OF ASSOCIATION

SCHOOL	LA PLACES	GOVERNORS IN PLACE	WARD	WEDGE
Abbey Grange C of E Academy	0	n/a	Kirkstall	WNW
Brownhill Primary School	1	Andy Charlwood from 1/12/2012 - 1/12/2015	Burmantofts and Richmond Hill	ENE
City of Leeds School	0	n/a	Hyde Park and Woodhouse	WNW
The Cooperative Academy	1	Appointment agreed by MMC 11/11/2014	Burmantofts and Richmond Hill	ENE
Cottingley Primary Academy	0	n/a	Beeston and Holbeck	SSE
Crawshaw School	0	n/a	Pudsey	WNW
David Young Academy			Killingbeck and Seacroft	ENE
East Garforth Primary School	0	n/a	Garforth and Swillington	SSE
Farnley Academy	0	n/a	Farnley and Wortley	WNW
Garforth Academy	0	n/a	Garforth and Swillington	SSE
Green Lane Primary Academy	0	n/a	Garforth and Swillington	SSE
Hillcrest Primary (Academy)	1	Cllr Dowson until 31/12/17	Chapel Allerton	ENE
Horsforth School	1	Cllr Chris Townsley from 23/08/2010 on a 12 month term and re-appointed Sept 2014.	Horsforth	WNW
John Smeaton Community College	not yet known	John Smeaton converted to Academy status on 1st January 2014. School Improvement Board in place as at Nov 2014 prior to transition to a Local Governing Body.	Cross Gates and Whinmoor	SSE
Khalsa Science Academy	0	n/a	Chapel Allerton	ENE
Leeds East Academy	0	n/a	Killingbeck and Seacroft	ENE
Leeds West Academy	0	n/a	Bramley and Stanningley	WNW
Manston St James CE	0	n/a	Cross Gates and Whinmoor	SSE
(The) Morley Academy	0	n/a	Morley South	SSE
Nightingale Primary Academy	1	Currently vacant	Gipton and Harehills	ENE
Oakwood Primary (academy)	1	Cllr Roger Harington from 01/09/2013 - 01/09/2016	Gipton and Harehills	ENE
Otley Prince Henry's Grammar School	0	n/a	Otley and Yeadon	WNW
Park View Academy	0	n/a	City and Hunslet	SSE
Rodillian Academy	0	n/a	Ardsley and Robin Hood	SSE
Rothwell C of E Primary School	IEB still in place	n/a	Rothwell	SSE
Ryecroft Primary School	0	n/a	Farnley and Wortley	WNW
South Leeds Academy	2	Cllrs Blake and Gabriel both on a 1 year term from 01 Sept 2014	City and Hunslet	SSE
St Benedicts Catholic Primary	0	n/a	Garforth and Swillington	SSE
St Josephs Catholic Primary, Otley	0	n/a	Otley and Yeadon	WNW
St Josephs Catholic Primary, Pudsey	0	n/a	Pudsey	WNW
St Mary's Catholic Comprehensive School, Menston	0	n/a	Guiseley and Rawdon	WNW
St Mary's Catholic Primary School, Horsforth	0	n/a	Horsforth	WNW
SS St Peter and Paul Catholic Primary, Yeadon	0	n/a	Guiseley and Rawdon	WNW
Swallow Hill Community College	1	Cllr Jim McKenna on a 4 year term from July 2014	Armley	WNW
Woodlands Primary School	1	currently vacant	Gipton and Harehills	ENE
Woodkirk Academy	0	n/a	Morley South	SSE

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Report of the City Solicitor

Report to Member Management Committee

Date: 24 February 2015

Subject: Local Authority Appointments to Outside Bodies

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. At the last meeting of this Committee in November Members requested a further report in respect of appointments to Outside Bodies. This report provides an update on the current position regarding Member appointments to outside bodies and seeks to confirm Member nominations to remaining vacancies.
2. There are currently a number of issues relating to outside body appointments (outlined in section 3 of the report), which the Committee is asked to consider/note.
3. A list of appointments made since the last meeting of Member Management Committee is also provided for information at 3.3.

Recommendations

4. Members are asked to:
 - Consider the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1;
 - Note the change of appointments since the last meeting of the Committee as detailed under paragraph 3.3 of this report.

1.0 Purpose of this report

- 1.1 Further to the meeting of this Committee in November 2014, and confirmation of nominations received to date, this report:
- provides an update on the current position regarding Member appointments to outside bodies; and
 - seeks to confirm Member nominations to remaining vacancies.

2.0 Background information

- 2.1 This is the third meeting of the Member Management Committee since the Annual Meeting of Council to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 1 details the current position.
- 2.2 Vacancies exist on a number of outside bodies. Member Management Committee is asked to consider the vacancies detailed in Appendix 1 and make appointments to them.

3.0 Main issues

3.1 Review of the Appointments

In preparing this report, each Director has been asked to look at those organisations that the Council appoint to relevant to their Directorate and;

- consider whether an appointment to an organisation is still appropriate
- Identify a lead officer for all relevant appointments in the Strategic and Key Partnerships category.
- Inform the nominated Lead officer of the requirement to work closely with the appointed Member(s) to provide briefings and support.

Appendix 1 to this report sets out the latest position following the feedback from the respective directorates.

3.2 Local Government Yorkshire and Humber

Members will be aware that this Committee has for a number of years has appointed a Member (the Leader of Council) to the Local Government Yorkshire and Humber Committee. Members are asked to note that the body has passed a resolution to dissolve as from 1 April 2015 and therefore no further appointments will be required. The member affected has also been notified.

3.3 Appointments Made Since November 2014

Members are advised that since the last meeting of the Committee there have been no appointments confirmed by the City Solicitor in accordance with the Appointments to Outside Bodies Procedure Rules (4.6):

Outside Body	Member Appointed	Member Replaced	Date
NONE	NONE	NONE	N/A

Corporate Considerations

3.4 **Consultation and Engagement**

- 3.4.1 Group Whips are consulted in relation to any appointments made outside of Member Management Committee.

3.5 **Equality and Diversity / Cohesion and Integration**

- 3.5.1 There are no equality and diversity or cohesion and integration implications as a result of this report.

3.6 **Council Policies and City Priorities**

- 3.6.1 Under the Appointments to Outside Bodies Procedure Rules, Member Management Committee is asked to review the list of notified Outside Bodies on an annual basis and determine whether the Council should make/continue to make an appointment to those bodies.
- 3.6.2 Determination is 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.

3.7 **Resources and Value for Money**

- 3.7.1 There are no resource or value for money implications as a result of this report.

3.8 **Legal Implications, Access to Information and Call In**

- 3.8.1 Full Council has delegated responsibility to Member Management Committee for:

- determining which outside bodies should have Member representation and, by determining the category of each such outside body, determining how such appointments should be made; and
- making appointments to outside bodies categorised as Strategic and Key Partnership.

3.8.2 This report relates to a Council function and therefore, is not available for call-in.

3.9 **Risk Management**

3.9.1 There are no risk implications as a result of this report.

Conclusions

3.10 The current position in relation to elected Member appointments to outside bodies is detailed in Appendix 1, and vacancies exist on a number of bodies. The appointments made since the last meeting of Member Management Committee are detailed in paragraph 3.3 of the report.

Recommendations

3.11 Members are asked to:

- Consider the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1;
- Note the change of appointments since the last meeting of the Committee, as detailed in paragraph 3.3 of this report.

Background documents¹

None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Outside Body	Restricted Appointment	Nature of Restriction	Nominee in 2014/15	Group Allocation 2014/15	Date Appointed	Lead Dept	Lead Officer
14-19 (25) Learning and Support Partnership	Yes	Executive Member (Childrens Services)	Judith Blake	Lab	01/07/14	Children's Services	
	in part		Jane Dowson	Lab	01/07/14		
			Pat Latty	Con	01/07/14		
			Sue Bentley	Lib Dem	01/07/14		
Adoption Panel – Elmete	No	No	Whips nominee	Lib Dem	01/07/14	Children's Services	Heather Pipe
Adoption Panel - Leodis	No	No	Whips nominee	Lab	01/07/14	Children's Services	Heather Pipe
Adoption Panel – Skyrack	No	No	Dawn Collins	Con	01/07/14	Children's Services	Heather Pipe
Adoption Panel - Thorsby	No	No	Whips nominee	Lab	01/07/14	Children's Services	Heather Pipe
Aire Action Leeds (formerly State of the River Management Committee)	No	No	Colin Campbell	Lib Dem	01/07/14	City Development	Kathryn Holloway
Aire Valley Regeneration Board	Yes	Executive Member Development and the Economy or nominee	Richard Lewis	Lab	01/07/14	City Development	Rowena Hall
		Exec Member Neighbourhoods, Housing and Regeneration or Nominee	Katherine Mitchell	Lab	01/07/14		

		Burmantofts & Richmond Hill Ward Member	Asghar Khan	Lab	01/07/14		
		Middleton Park ward Member	Whips nominee	Lab	01/07/14		
		Garforth and Swillington ward member	Whips nominee	Lab	01/07/14		
		City and Hunslet Ward Member	Elizabeth Nash	Lab	01/07/14		
		Temple Newsam Ward Member	Judith Cummins	Lab	01/07/14		
		Conservative Group	John Procter	Con	01/07/14		
		Lib Dem Group	Stewart Golton	Lib Dem	01/07/14		
Airport Consultative Committee	Yes	Lab	Whips nominee	Lab	01/07/14	City Development	Andrew Hall / Liz Hunter
		Con	Paul Wadsworth	Con	01/07/14		
Armed Forces Champion	Yes	Labour	Cllr Graham Hyde	lab	01/07/14	Citizens and Communities	Lelir Yeung
		Labour	Jim McKenna	lab	01/07/14		
		Conservative	G Wilkinson	con	01/07/14		
		Lib Dem Group	Alderman Nelson	Lib Dem	01/07/14		
		MBI	Cllr R Gettings	MBI	01/07/14		

		Green	Cllr A Blackburn	Green	01/07/14		
Arthur Louis Aaron Memorial Fund	No	No	Whips nominee	Con	01/07/14	City Development	TBC
Association of Blind Asians	No	No	Mohammed Iqbal	Lab	01/07/14	Citizens and Communities	Lelir Yeung
Bradford University Court	No	No	Vacancy	Not allocated	01/07/14	Childrens Services	tbc
			Jane Dowson	Lab	01/07/14		
			Colin Campbell	Lib Dem	01/07/14		
Brotherton Collection Advisory Committee	No	No	Katherine Mitchell	Lab	01/07/14	City Development	Bev Rice
Care And Repair (Leeds)	No	No	Whips nominee	Lab	01/07/14	Adult Social Care	Liz Ward
Child Poverty Outcome Group	Yes	Chair - Executive Member (Children's Services)	Judith Blake	Lab	01/07/14	Children's Services	Sue Rumbold
Children's Advisory Panel	Yes part in	Executive Member (Childrens Services) or nominee	Mick Coulson	lab	01/07/14	Childrens Services	tbc
		1 Place	Judith Elliott	MBI	01/07/14		
			Brian Selby	Lab	01/07/14		

			Sue Bentley	Lib Dem	01/07/14		
			Gerald Wilkinson	Con	01/07/14		
Children's Trust Board	Yes part	in Lead Executive Member Children's Services	Judith Blake	Lab	01/07/14	Children's Services	Nigel Richardson
			Sue Bentley	Lib Dem	01/07/14		
			Jane Dowson	Lab	01/07/14		
			Roger Harington	Lab	01/07/14		
			Alan Lamb	Con	01/07/14		
Chinese Community Association	No	No	Jim McKenna	Lab	01/07/14	Citizens and Communities	Lelir Yeung
Chamber of Commerce	Yes	Executive Member Development and the Economy or nominee	Whips nominee	Lab	01/07/14	City Development	Tom Bridges
City Centre Partnership	Yes part	in Lead Member Development and Economy or nominee	Gerry Harper	Lab	01/07/14	City Development	John Ebo
			Barry Anderson	Con	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
Climate Change	Yes	Executive Member (Environmental Services) or nominee	M Coulson	Lab	01/07/14	Environment & Housing	George Munson
			Paul Wadsworth	Con	01/07/14		
			John Bentley	Lib Dem	01/07/14		

Combined Authority - Leeds District Engagement Committee	Yes	Labour Representative	Whips nominee	Lab	01/07/14	City Development	Andrew Hall
		Labour Representative	Whips nominee	Lab	01/07/14		
		Conservative Representative	Paul Wadsworth	Con	01/07/14		
		Liberal Democrat Representative	Colin Campbell	Lib Dem	01/07/14		
Communities Board		Executive Board Member or Nominee	Peter Gruen	Lab	01/07/14	Citizens and Communities	Anne McMaster
		Labour Representative	Mark Dobson	lab	01/07/14		
		Labour Representative	Ghulam Hussain	Lab	01/07/14		
		Conservative Representative	Barry Anderson	Con	01/07/14		
		Lib Dem Representative	Stewart Golton	Lib Dem	01/07/14		
Community Links	No	No	Fiona Venner	Lab	01/07/14	Adult Social Care	Mick Ward
Complex Needs Partnership Group	Yes	Chair - Executive Member (Children's Services)	Judith Blake	Lab	01/07/14	Children's Services	Barbara Newton
Cycling Consultative Forum	No	No	Roger Harington	Lab	01/07/14	City Development	Tim Parry / Mark Robinson
David Young Academy Governing Body	No	No	Brian Selby	Lab	01/07/14	Children's Services	

Dial Leeds	No	No	Rebecca Charlwood	Lab	01/07/14	Adult Social Care	Mick Ward
East Leeds Regeneration Board	Yes	Burmantofts & Richmond Hill Ward Member	Ron Grahame	Lab	01/07/14	City Development	Adam Brannen
		Crossgates and Whinmoor Ward Member	Peter Gruen	Lab	01/07/14		
		Garforth and Swillington Ward Member	Andrea McKenna	Lab	01/07/14		
		Gipton and Harehills Ward Member	Roger Harington	Lab	11/11/14		
		Killingbeck and Seacroft Ward Member	Graham Hyde	Lab	01/07/14		
		Temple Newsam Ward Member	Mick Lyons	Lab	01/07/14		
		Conservative Group Member (in place of Harewood ward member)	John Procter	Con	01/07/14		
		Liberal Democrat Group Member	Whips nominee	Lib Dem	01/07/14		
Environmental Protection UK (was National Society For Clean Air Divisional Council)	No	No	Mick Coulson	Lab	01/07/14	Environment & Neighbourhoods	Helen Freeman / Jon Tubby
Equalities and BME Governors' Network	No	No	Jane Dowson	Lab	01/07/14	Children's Services	Katy Hockridge

Fostering Panel - CIVIC	No	No	Joseph Marjoram	Ind	01/07/14	Children's Services	Heather Pipe
			Whips nominee	Lab	01/07/14		
			Roger Harington	Lab	01/07/14		
			Christine Towler	Lab	01/07/14		
			Shirley Varley	MBI	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
Friends Of Leeds City Museums	No	No	Whips nominee	Con	01/07/14	City Development	John Roles
			Elizabeth Nash	Lab	01/07/14		
			Jonathan Bentley	Lib Dem	01/07/14		
Green Leeds	No	No	Jack Dunn	Lab	01/07/14	Environment & Neighbourhoods	Susan Upton
			Sue Bentley	Lib Dem	01/07/14		
			David Blackburn	Green	01/07/14		
			Gerald Wilkinson	Con	01/07/14		
Groundwork Leeds	No	No	Mick Coulson	Lab	01/07/14	Environment & Neighbourhoods	

			Pauleen Grahame	Lab	01/07/14		
			Jane Dowson	Lab	01/07/14		
			Ann Blackburn	Green	01/07/14		
			Gerald Wilkinson	Con	01/07/14		
			Sue Bentley	Lib Dem	01/07/14		
HCT Group Regional Advisory Committee	Yes	Labour	Christine Macniven	Lab	01/07/14	City Development	Andrew Hall
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	Alison Lowe	Labour	01/07/14	Environment & Neighbourhoods	Liz Cook
Healthy Leeds Network	Yes	Chair - Executive Member (Health and Well Being)	Lisa Mulherin	Lab	01/07/14	Public Health	Rob Kenyon
			Graham Latty	Con	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
Horsforth Academy	No	No	Mr Roger Harris	Lib Dem	01/07/14	Children's Services	Kathryn Wilkinson
Housing Forum	Yes	Chair - Executive Member (Neighbourhoods, Planning and Support Services) or nominee	Maureen Ingham	Lab	01/07/14	Environment & Neighbourhoods	Simon Costigan
			Kamila Maqsood	Lab	01/07/14		

			Barry Anderson	Con	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
			Thomas Leadley	MBI	01/07/14		
Hunslet Hawks RLFC	No	No	Kim Groves	Labour	01/07/14	City Development	Mark Allman
IGEN	No	No	Whips nominee	Lab	01/07/14	Children's Services	Andrea Cowans
Joint Consultative Committee (Teachers)	Yes	Exec Member Childrens Services or nominee	Roger Harington	Lab	01/07/14	Children's Services	Sue Rumbold
	(in part)		Jane Dowson	Lab	01/07/14		
		1 place	Whips nominee	Con	01/07/14		
			Colin Campbell	Lib Dem	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
Kirkgate Market Management Board	Yes	Labour Representative	G Harper	lab	01/07/14	City Development	Sue Burgess
	Yes	Labour Representative	C MacNiven	lab	01/07/14		
	Yes	Labour Representative	K Groves	lab	01/07/14		
	Yes	Labour Representative	J McKenna	lab	01/07/14		
	Yes	Conservative Representative	D Cohen	con	11/11/14		

	Yes	Liberal democrat Representative	S Golton	Lib Dem	01/07/14		
Leeds Ahead Board	Yes	Exec Member - Narrowing the Gap or nominee	Rebecca Charlwood	Lab	01/07/14	Strategy and Resources	Mariana Pexton
Leeds Apprenticeship Training Agency (ATA) Board	Yes	Leader of the Council	Keith Wakefield	Lab	01/07/14	City Development	Sue Wynne
		Executive Member (Leisure and Skills)	Lucinda Yeadon	Lab	01/07/14		
		Leader of Conservative Group or nominee	Rod Wood	Con	01/07/14		
Leeds Arts Fund	No	No	Lucinda Yeadon(sub:Cllr Mitchell)	Lab	01/07/14	City Development	John Roles
Leeds Childrens Holiday Camp Association	No	No	Chris Townsley	Lib Dem	01/07/14	Children's Services	Maz Asghar
Leeds Children's Trust Board - 0-5 Early Start	No	No	Jane Dowson	Lab	01/07/14	Children's Services	Anne Kearsley
			Sue Bentley	Lib Dem	01/07/14		
			Alan Lamb	Con	01/07/14		
Leeds Citizens Advice Bureau	No	No	Whips nominee	Lib Dem	01/07/14	Environment & Neighbourhoods	Steve Carey
			Alison Lowe	Lab	01/07/14		

Leeds Civic Arts Guild	No	No	Katherine Mitchell	Lab	01/07/14	City Development	Matthew Sims
Leeds College of Building	No	No	Kim Groves	Lab	01/07/14	Children's Services	Sally Lowe
Leeds Community Equipment and Telecare Services Partnership Board	No	No	Brian Selby	Lab	01/07/14	Adult Social Care	Liz Ward
			Brian Cleasby	Lib Dem	01/07/14		
Leeds Faith Forum	No	No	Ghulam Hussain	Lab	01/07/14	Citizens and Communities	Lelir Yeung
Leeds Grand Theatre Enterprises Ltd	Yes	Members of Grand Theatre Board - Chair to be Chair of the Board	Lucinda Yeadon	Lab	01/07/14	City Development	Matthew Sims
	all places		Patrick Davey	Lab	01/07/14		
			John Procter	Con	01/07/14		
Leeds Grand Theatre Board And Opera House Board Of Management	Yes	Chair to be the relevant Executive Board member	Lucinda Yeadon	Lab	01/07/14	City Development	Matthew Sims
	all places	Lab group	Gerry Harper	Lab	01/07/14		
		Con group	John Procter	Con	01/07/14		
		Lab group	Patrick Davey	Lab	01/07/14		

		MBI	Bob Gettings	MBI	01/07/14		
Leeds Housing Concern	Yes	Exec Member (Neighbourhoods, Planning and Support Services) or nominee	Bill Urry	Lab	01/07/14	Environment & Neighbourhoods	Bridget Emery
Leeds in Bloom/Leeds Floral Initiative	No	No	Frank Robinson	Non Cllr	01/07/14	Environments and Housing	Richard Gill
Leeds International Pianoforte Competition Committee	No	No	Whips nominee	Lib Dem	01/07/14	City Development	Matthew Sims
			Katherine Mitchell	Lab	01/07/14		
Leeds Jewish Welfare Board (was Leeds Jewish Care Services)	No	No	Alex Sobel	Lab	01/07/14	Citizens and Communities	Lelir Yeung
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Social Care) or nominee	Adam Ogilvie	Lab	01/07/14	Adult Social Care	Michele Tynan
	in part	1 Place	Peter Harrand	Con	01/07/14		
			Patrick Davey	Lab	01/07/14		
			Brian Cleasby	Lib Dem	01/07/14		
Leeds Local Access Forum	No	No	Billy Flynn	Con	11/11/14	Environments and Housing	Glenn Gorner
			John Illingworth	Lab	01/07/14		
Leeds Mind	No	No	Andy Parnham	Non Cllr	01/07/14	Adult Social Care	Mick Ward

Leeds Minster Council	Yes	Lab	Whips nominee	Lab	01/07/14	Democratic Services	Ian Cornick
		Con	Whips nominee	Con	01/07/14		
		Lib Dem	Whips nominee	Lib Dem	01/07/14		
Leeds Older People Forum		Exec Member Adult Social Care or nominee	Adam Ogilvie	Lab	01/07/14	Adult Social Care	Dennis Holmes
Leeds Parish Church Exhibition Foundation	No	No	Marian Monks	Non Cllr	01/07/14	Children's Services	Nigel Richardson
Leeds Partnerships NHS Foundation Trust	Yes	Executive Member (Adult Social Care) or nominee	Whips nominee	Lab	01/07/14	Adult Social Care	Dennis Holmes
Leeds Philharmonic Society	No	No	Katherine Mitchell	Labour	01/07/14	City Development	Matthew Sims
Leeds Racial Equality Council	Yes	Exec Member Resources and Corporate Functions or nominee	Ghulam Hussain	Lab	01/07/14	Citizens and Communities	Lelir Yeung
	in part	1 place	Whips nominee	Lib Dem	01/07/14		
Leeds Safeguarding Board	Yes	Lead Executive Member Children's Services or nominee	Judith Blake (sub Roger Harington)	Lab	01/07/14	Children's Services	Nigel Richardson

Leeds Schools Foundation	Yes	Lead Member Learning or Nominee	Jane Dowson	Lab	01/07/14	Children's Services	tbc
Leeds Schools Sports Association	No	No	Roger Harington	Lab	01/07/14	Children's Services	tbc
			Matthew Robinson	Con	01/07/14		
Leeds Sports Federation	No	No	Jack Dunn	Lab	01/07/14	City Development	Mark Allman
			Kevin Ritchie	Lab	01/07/14		
			S McKenna	Lab	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
			Peter Harrand	Con	01/07/14		
			Matthew Robinson	Con	01/07/14		
Leeds University Court	No	No	Whips nominee	Lib Dem	01/07/14	Children's Services	tbc
			Judith Blake	Lab	01/07/14		
Leeds Women's Aid	No	No	Rebecca Charlwood	Lab	01/07/14	Citizens and Communities	Lelir Yeung
LGA General Assembly	Yes	Con group	John Procter	Con	01/07/14	Strategy and Resources	Mariana Pexton
	all places	Lib dem group	Stuart Golton	Lib Dem	01/07/14		
		Labour group	Keith Wakefield	Lab	01/07/14		
		MBI group	Robert Finnigan	MBI	01/07/14		

Local Government Yorkshire and Humber(Leader of Council)	Yes	Leader of Council	Keith Wakefield	Lab	01/07/14	Strategy and Resources	Mariana Pexton
Locality Board - East North East Area Leadership Team	Yes	Executive Member (Neighbourhoods, Planning and Support Services) or nominee	Peter Gruen	Lab	01/07/14	Citizens and Communities	Jane Maxwell
	Yes	Chair - East (Inner) Area Committee	Asghar khan	Lab	01/07/14		
	Yes	Chair - North (East) Inner Area Committee	Sharon Hamilton	Lab	01/07/14		
	Yes	Chair - North (East) Outer Area Committee	Gerald Wilkinson	Con	01/07/14		
Locality Board - South East Area Leadership Team	Yes	Executive Member (Neighbourhoods, Planning and Support Services) or nominee	Peter Gruen (sub Cllr K Maqsood)	Lab	01/07/14	Citizens and Communities	Martin Dean
	Yes	Chair - East (Outer) Area Committee	Andrea McKenna	Lab	01/07/14		
	Yes	Chair - South (Inner) Area Committee	Angela Gabriel	Lab	01/07/14		
	Yes	Chair - South (Outer) Area Committee	Karen Bruce	Lab	01/07/14		

Locality Board - West North West Area Leadership Team	Yes	Executive Member (Neighbourhoods, Planning and Support Services) or nominee	Peter Gruen(sub Cllr Urry)	Lab	01/07/14	Citizens and Communities	Shaid Mahmood
	Yes	Chair - North West (Inner) Area Committee	Javaid Akhtar	Lab	01/07/14		
	Yes	Chair - North West (Outer) Area Committee	Paul Wadsworth	Con	01/07/14		
	Yes	Chair - West (Inner) Area Committee	Caroline Gruen	Lab	01/07/14		
	Yes	Chair - West (Outer) Area Committee	Josie Jarosz	Lab	01/07/14		
Lord Mayor Of Leeds Appeal Fund	No	No	Gerry Harper	Lab	01/07/14	Democratic Services	Erica Barker
			Ann Castle	Con	01/07/14		
			Stewart Golton	Lib Dem	01/07/14		
Migration Partnership	Yes	Executive Member (Neighbourhoods, Planning and Support Services) or nominee	Ghulam Hussain	Lab	01/07/14	Citizens and Communities	Lelir Yeung
Morley Academy			Jane Dowson	Lab	11/11/14	Childrens Services	Kathryn Wilkinson
National Association of Councillors	No	No	Peter Gruen	Lab	01/07/14	Democratic Services	Ian Cornick
			John Procter	Con	01/07/14		

			Colin Campbell	Lib Dem	01/07/14		
National Coal Mining Museum For England Liaison Committee	No	No	Jack Dunn	Lab	01/07/14	City Development	John Roles
Nell Bank Centre Trust	No	No	Mick Coulson	Lab	01/07/14	Childrens Services	tbc
National Parking Adjudication Service Committee	Yes	Executive Member whose portfolio includes parking services or nominee	Jack Dunn	Lab	01/07/14	Environment & Neighbourhoods	Helen Freeman
Northern College - Board Of Governors	No	No	James McKenna	Lab	01/07/14	Children's Services	tbc
Northern College - Policy And Finance Committee	No	No	James McKenna	Lab	01/07/14	Children's Services	tbc
Nuclear Free Local Authorities - English Forum	No	No	Whips nominee	Lib Dem	01/07/14	Resources	Nigel Street
			David Blackburn	Green	01/07/14		
Oakwood Co-operative Academy	No	No	Roger Harington	Lab	01/07/14	Children's Services	Kathryn Wilkinson
Parent Partnership Advisory Board	Yes	1 opposition member and 1 administration member	Brian Selby	Lab	01/07/14	Childrens Services	Til Wright
			Whips nominee	Con	01/07/14		

People First	No	No	Eileen Taylor	Lab	01/07/14	Adult Social Care	Michele Tynan
The Co-operative Academy of Leeds	Yes	Representative of the Administration	Brian Selby	Lab	01/07/14	Children's Services	Kathryn Wilkinson
Private Rented Sector Forum	No	No	Peter Gruen	Lab	01/07/14	Environment & Neighbourhoods Housing Services	John Statham
			P Truswell	Lab	01/07/14		
			A Khan	Lab	01/07/14		
			J Pryor	Lab	01/07/14		
			B Anderson	Con	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
			Whips nominee	MBI	01/07/14		
					01/07/14		

Pupil Referral Unit Management Committee KS2/3	No	Lab	Jane Dowson	Lab	01/07/14	Childrens Services	
Pupil Referral Unit Management Committee KS4	No	Con	Whips nominee	Con	01/07/14	Children's Services	
Re'new Leeds	Yes	Exec Member (Neighbourhoods, Planning and Support Services) or nominee	Cllr A Khan	Lab	01/07/14	Environment & Neighbourhoods	Simon Costigan
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	Gerald Wilkinson	Con	01/07/14	Not allocated	N/A
	No	No	Mick Lyons	Lab	01/07/14		
Robert Salter Charity	No	No	Richard Lewis	Lab	01/07/14	Environment & Neighbourhoods	Liz Cook
			Rod Wood	Con	01/07/14		
			Whips nominee	Con	01/07/14		
Roseville Advisory Board (was Roseville Enterprises Board Of Management)	Yes	Executive Member (Adult Social Care) or nominee	Whips nominee	Con	01/07/14	Adult Social Care	Michele Tynan
	in part		Chris Townsley	Lib Dem	01/07/14		
			David Blackburn	Green	01/07/14		

			Christine Macniven	Lab	01/07/14		
			Robert Finnigan	MBI	01/07/14		
SIGOMA	Yes	Leader of Council or nominee	Whips nominee	Lab	01/07/14	Resources	Doug Meeson
South Leeds Academy Governing Body	Yes	1) Administration representative	Judith Blake	Lab	01/07/14	Children's Services	Kathryn Wilkinson
		2) Local Ward Member	Angela Gabriel	Lab	01/07/14		
Standing Advisory Council on Religious Education(SACRE)	No	No	Alex Sobel	Lab	01/07/14	Children's Services	Robert Boulter
			Jane Dowson	Lab	01/07/14		
			Dan Cohen	Con	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
Swallow Hill Academy	No	No	Jim McKenna	Lab	01/07/14	Children's Services	Kathryn Wilkinson
Sustainable Economy and Culture Board	Yes	Executive Member (Development and the Economy) or nominee	Richard Lewis	Lab	01/07/14	City Development	Martin Farrington
	in part	Executive Member (Environmental Services) or nominee	Mark Dobson	Lab	01/07/14		
		Executive Member (Leisure) or nominee	Lucinda Yeadon	Lab	01/07/14		
			John Procter	Con	01/07/14		

			Colin Campbell	Lib Dem	01/07/14		
Third Sector Partnership	Yes	Chair - Executive Member (Adult Social Care) or nominee	Christine Macniven	Lab	01/07/14	Adult Social Care	tbc
Families First Programme Board	Yes	Executive Member (Children's Services)	Judith Blake	Labour	01/07/14	Children's Services	tbc
The Charities Of Thomas Wade And Others	No	No	Jack Dunn	Lab	01/07/14	Environments and Housing	Sean Flesher
			Anne Castle	Con	01/07/14		
			Colin Campbell	Lib Dem	01/07/14		
Touchstone	No	No	Kim Groves	Labour	01/07/14	Adult Social Care	Mick Ward
Voluntary Action Leeds	No	No	Adam Ogilvie	Lab	01/07/14	Environment & Neighbourhoods	Kathy Kudelnitzky
			Whips nominee	Con	01/07/14		
			Whips nominee	Lib Dem	01/07/14		
Welcome to Yorkshire	Yes	Exec Member Leisure or Nominee	Lucinda Yeadon	Lab	01/07/14	City Development	Tom Bridges
West Yorkshire Playhouse Theatre Board	No	No	Peter Gruen	Lab	01/07/14	City Development	Matthew Sims
			Chris Townsley	Lib Dem	01/07/14		

West Yorkshire Rural Partnership	No	No	Mick Coulson	Lab	01/07/14	City Development	Simon Brereton
William Merritt Disabled Living Centre and Mobility Service	No	No	Brian Selby	Lab	01/07/14	Adult Social Care	Liz Ward
Yorkshire and Humberside Regional Broadband Joint Committee	No	No	Jane Dowson	Lab	01/07/14	Children's Services / Resources	Dylan Roberts
Yorkshire And Humber Employers Committee (formerly Regional Council)	Yes	Exec Member Resources and Corporate Functions or nominee	Alison Lowe	Lab	01/07/14	Resources	Lorraine Hallam
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Environmental Services or nominee	Jack Dunn	Lab	01/07/14	Environment & Neighbourhoods	Tom Knowland
Yorkshire Regional Flood and Coastal Committee (formerly Yorkshire Regional Flood Defence Committee)	Yes	Executive Member Development and the Economy or nominee	Richard Lewis	Lab	01/07/14	City Development	Gary Bartlett
			sub: Asghar Khan	Lab	01/07/14		