



**Leeds**  
CITY COUNCIL

To All Councillors

**Democratic & Central Services**

Governance Services

4<sup>th</sup> Floor West

Civic Hall

Leeds LS1 1UR

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Our Ref:

Your Ref:

20 May 2015

Dear Councillor

**ANNUAL MEETING – 21<sup>st</sup> May 2015**

Please find attached for your information, documentation that was marked as 'to follow' on the Council Summons.

Please attach these to your papers for the meeting.

Yours sincerely

**Kevin Tomkinson**  
Principal Governance Officer





## LEEDS CITY COUNCIL

## ANNUAL MEETING

21<sup>st</sup> MAY 2015MEMBERSHIP OF COMMITTEES/BOARDS/PANELS

LABOUR	LIB DEM	CONS	MBI	GREEN
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1 PLANS PANELS**(a) North and East Plans Panel**Councillors

N Walshaw	B Cleasby	J Procter		
C Dobson		P Wadsworth		
R Grahame		G Wilkinson		
M Harland				
C Macniven				
S McKenna				
B Selby				

**(b) South and West Plans Panel**Councillors

C Gruen	J Bentley	A Castle	R Finnigan	
J Akhtar		R Wood		
M Coulson				
J Heselwood				
E Nash				
A Smart				
C Towler				

**(c) City Plans Panel**Councillors

J McKenna	C Campbell	G Latty	T Leadley	D Blackburn
P Davey		R Procter		
P Gruen				
S Hamilton				
M Ingham				
A Khan				
K Ritchie				
E Taylor				

2      LABOUR      LIB DEM      CONS      MBI      GREEN  
OTHER COMMITTEES

**(a) Member Management Committee**

Councillors

R Charlwood	C Campbell	A Lamb	T Leadley	A Blackburn
N Dawson		G Latty		
A Khan				
J Lewis				
A McKenna				
B Selby				
A Smart				

**(b) Corporate Governance and Audit Committee**

Councillors

G Hussain	J Bentley	P Harrand
K Bruce		R Wood
N Dawson		
P Grahame		
J Illingworth		
A McKenna		
A Sobel		

**(c) General Purposes Committee**

Councillors

J Blake	S Golton	G Latty	S Varley	D Blackburn
R Charlwood		J Procter		
J Lewis				
A Lowe				
J Pryor				
M Rafique				
L Yeadon				

**(d) Standards and Conduct Committee**

Councillors

E Nash	C Townsley	P Harrand	R Gettings
A McKenna			
B Urry			
B Selby			

Non-Voting Co-opted Parish/Town Council Members  
 Councillor Debbie Potter (Shadwell Parish Council)  
 Councillor John Eveleigh (Otley Town Council)  
 Councillor Martin Hughes (Horsforth Town Council)

**LABOUR      LIB DEM      CONS      MBI      GREEN**  
**(e ) Housing Advisory Board**

Councillors

D Coupar A Gabriel G Hyde K Ritchie	J Bentley	B Anderson		
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Tenant/  
Leaseholder

Appointment  
Term

Independent  
Representative

Appointment  
Term

Andy Liptrot	until the date of the Annual Meeting in 2018	Andrew Feldhaus	until the date of the Annual Meeting in 2018
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***To note the co-  
option by the  
Housing  
Advisory Board  
of non-voting  
cooptees***

Co-opted  
Member

Appointment  
Term

David Glew

The term of  
office to be  
determined by  
the Housing  
Advisory Board

Jo Hourigan

The term of  
office to be  
determined by  
the Housing  
Advisory Board

**PREVIOUS FULL  
COUNCIL  
APPOINTMENTS**

Tenant/  
Leaseholder

Appointment  
Term

Independent  
Representative

Appointment  
Term

Ted Wilson	until the date of the Annual Council Meeting in 2017	Matthew Walker	until the date of the Annual Council Meeting in 2017
Madeline Hunter	until the date of the Annual Council Meeting in 2016	Timothy Woods	until the date of the Annual Council Meeting in 2016
Andy Liptrot	until the date of the Annual Council Meeting in 2015	Andrew Feldhaus	until the date of the Annual Council Meeting in 2015



## LEEDS CITY COUNCIL

## ANNUAL MEETING

21<sup>st</sup> MAY 2015MEMBERSHIP OF COMMITTEES/BOARDS/PANELS

	LABOUR	LIB DEM	CONS	MBI	GREEN
1	<b><u>SCRUTINY BOARDS</u></b>				
	<b><u>(a) Scrutiny Board (Strategy and Resources)</u></b>				
	<u>Councillors</u>				
	K Groves	Whips Nominee	D Cohen		T Wilford
	N Dawson		R Wood		
	H Hayden				
	A Khan				
	J McKenna				
	D Nagle				
	A Sobel				
	<b><u>(b) Scrutiny Board (Children's Services)</u></b>				
	<u>Councillors</u>				
	C Dobson	S Bentley	A Lamb	J Elliott	
	C Gruen		P Latty		
	J Jarosz				
	A Ogilvie				
	K Renshaw				
	B Urry				
	F Venner				
	<b><u>(c) Scrutiny Board (City Development)</u></b>				
	<u>Councillors</u>				
	P Truswell	C Townsley	A Castle		
	P Davey		D Cohen		
	J Heselwood		P Wadsworth		
	M Ingham				
	S McKenna				
	B Selby				
	J Walker				

LABOUR      LIB DEM      CONS      MBI      GREEN

**(d) Scrutiny Board (Citizens and Communities)**

Councillors

R Grahame	Whips Nominee	B Anderson	A Blackburn
M Harland			
G Hyde		Amanda Carter	
J Illingworth		M Robinson	
K Maqsood			
K Wakefield			
N Walshaw			

**(e) Scrutiny Board (Environment and Housing)**

Councillors

J Akhtar	J Bentley	D Collins
A Gabriel		J Procter
P Grahame		G Wilkinson
M Iqbal		
M Lyons		
J Pryor		
K Ritchie		

**(f) Scrutiny Board (Adult Social Services, Public Health & NHS)**

Councillors

P Gruen	S Lay	C Anderson	S Varley
R Harington		B Flynn	
A Hussain			
G Hussain			
C Macniven			
A Smart			
E Taylor			

**2 OTHER COMMITTEES**

**(a) Development Plan Panel**

Councillors

D Congreve	C Campbell	B Anderson	T Leadley
M Coulson		J Procter	
C Gruen			
R Lewis			
C Macniven			
J McKenna			
N Walshaw			



LEEDS CITY COUNCIL  
ANNUAL MEETING  
21<sup>st</sup> MAY 2015

Licensing Committee<sup>1</sup>

Councillors

LABOUR	LIB DEM	CONS	MBI	GREEN
M Harland	R Downes	N Buckley	R Gettings	
C Dobson	C Townsley	B Flynn		
J Dunn		G Wilkinson		
G Hussain				
G Hyde				
A Khan				
S McKenna				
A Ogilvie				
B Selby				

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<sup>1</sup> Exempt from proportionality; committee established under the Licensing Act 2003.

## Health and Wellbeing Board<sup>2</sup>

### **1. Council to approve the following appointments:**

#### Councillors (nominated by the Leader)

<b>LABOUR</b>	<b>LIB DEM</b>	<b>CONS</b>
L Mulherin	S Golton	N Buckley
D Coupar		
L Yeadon		

#### Directors (mandatory appointments by the Council)

Cath Roff	Director of Adult Social Services
Nigel Richardson	Director of Children's Services
Ian Cameron	Director of Public Health

#### Representative of Third Sector (appointment by the Council as additional appropriate person)

Susie Brown , Zest – Health for Life on behalf of Third Sector Leeds

#### Representative of NHS (England) (appointment by the Council as additional appropriate person)

Moira Dumma, NHS England

### **2. Council to note the following appointments:**

#### Representatives of Clinical Commissioning Groups (mandatory appointment by each CCG)

Jason Broch	Leeds North CCG
Andy Harris	Leeds South and East CCG
Gordon Sinclair	Leeds West CCG

#### Representative of Local Healthwatch Organisation (mandatory appointment by the Local Healthwatch organisation)

Linn Phipps                      Healthwatch Leeds

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<sup>2</sup> Exempt from proportionality under Statutory Instrument 2013/218 regulation 7

LEEDS CITY COUNCIL

ANNUAL MEETING

21<sup>st</sup> MAY 2015

CHAIRS OF COMMITTEES / BOARDS / PANELS

Scrutiny Boards

Scrutiny Board (Strategy and Resources)	– K Groves
Scrutiny Board (Children’s Services)	– S Bentley
Scrutiny Board (City Development)	– P Truswell
Scrutiny Board (Citizens and Communities)	– B Anderson
Scrutiny Board (Environment and Housing)	– J Procter
Scrutiny Board (Adult Social Services, Public Health & NHS)	– P Gruen

Licensing and Regulatory Panels

North and East Plans Panel	– N Walshaw
South and West Plans Panel	– C Gruen
City Plans Panel	– J McKenna
Licensing Committee	– M Harland

Other Committees

Health and Wellbeing Board	– L Mulherin
Development Plan Panel	– D Congreve
Member Management Committee	– R Charlwood
Corporate Governance & Audit Committee	– G Hussain
General Purposes Committee	– J Blake
Standards and Conduct Committee	– E Nash
Housing Advisory Board	– D Coupar



**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**21<sup>st</sup> MAY 2015**

**UNOPPOSED NOMINATIONS FOR CHAIRS OF COMMUNITY COMMITTEES**

Where the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominees will be appointed by Council.

Inner North East Community Committee	– E Taylor
Outer North East Community Committee	– G Wilkinson
Inner East Community Committee	– A Khan
Outer East Community Committee	– A McKenna
Inner South Community Committee	– A Gabriel
Inner West Community Committee	K Ritchie



**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**21<sup>ST</sup> MAY 2015**

**CHAIRS OF COMMUNITY COMMITTEES**

Where Community Committees have met in advance of the Annual Council Meeting to appoint their Chair , those agreed appointments will be reported to the Annual Council Meeting.

The following Committees are scheduled to meet on Wednesday 20<sup>th</sup> May to determine this matter

Inner North West Community Committee \_ J Pryor

Outer North West Community Committee - P Wadsworth

Outer South Community Committee K Bruce or  
- R Finnigan

Outer West Community Committee - M Coulson





**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**21st May 2015**

**APPOINTMENTS TO JOINT AUTHORITIES AND JOINT COMMITTEES**

Party Whips are authorised to allocate seats in accordance with the allocations set out on this schedule and such appointments will subsequently be reported to Council.

<b>LABOUR</b>	<b>LIBERAL DEMOCRAT</b>	<b>CONSERVATIVE</b>	<b>MORLEY BOROUGH INDEPENDENT</b>	<b>GREEN</b>
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**JOINT AUTHORITIES**

**WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

Councillors

P Grahame	C Townsley	C Anderson
R Grahame		P Harrand
K Maqsood		
S McKenna		
K Renshaw		

**WEST YORKSHIRE POLICE AND CRIME PANEL**

Councillors

M Iqbal	Amanda Carter
A Lowe	

**JOINT COMMITTEES**

**WEST YORKSHIRE JOINT SERVICE COMMITTEES**

Councillors

J Blake	B Flynn
P Grahame	
B Urry	

Sub:	
Whips nominee	Whips nominee
Whips nominee	

Appointments to the Joint Services Committee consist of the Leader plus 3 Members. A panel of 3 named substitutes is also appointed and a ratio of 2:1 is suggested.

**WEST YORKSHIRE PENSION FUND – INVESTMENT PANEL**

Councillors

P Davey

P Harrand

**WEST YORKSHIRE PENSION FUND – ADVISORY GROUP**

Councillors

P Davey  
N Dawson

P Harrand

**SCHEDULE ITEM 9(f)**

**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**21<sup>st</sup> May 2015**

**APPOINTMENTS AND NOMINATIONS TO THE  
WEST YORKSHIRE COMBINED AUTHORITY**

**West Yorkshire Combined Authority**

- 1) Full Council is recommended to appoint the following to the West Yorkshire Combined Authority

West Yorkshire Combined Authority Member  Reserved to leader or nominee	Councillor Judith Blake
West Yorkshire Combined Authority Substitute Member	Councillor James Lewis

- 2) Full Council is recommended to delegate authority to the Chief Executive, in consultation with the Group Leaders from authorities comprising the West Yorkshire Combined Authority, the appointment of the 3 additional Members to the WYCA and their substitutes, so that the 8 Constituent Council members taken as a whole reflect the political balance across their membership so far as reasonably practicable.

## Nominations to the West Yorkshire Combined Authority Transport and Overview and Scrutiny Committees

- 3) Full Council is recommended to nominate the following members to the West Yorkshire Combined Authority Transport Committee and Overview and Scrutiny Committee

Committee	Labour	Conservative
<b>Transport Committee<sup>1</sup></b> (4 Members)	Councillor Keith Wakefield Councillor Michael Lyons Councillor Christine Towler	Councillor Neil Buckley
<b>Overview and Scrutiny Committee</b> (3 Members)	Councillor Jonathan Pryor Councillor Kim Groves	Councillor Peter Harrand

### Other Committees

- 4) Full Council is asked to note the following nominations (which are not being sought from this authority for co-option by the Combined Authority) that will be automatically co-opted based on role set out below.

Committee
West Yorkshire and York Investment Committee  Councillor Richard Lewis  (Reserved to the relevant Executive Portfolio holder)
LCR Partnership Committee  Councillor Judith Blake  (Reserved to the Leader of Council)
Governance and Audit Committee  Councillor Ghulum Hussain  (Reserved to the relevant committee chair)

<sup>1</sup> These Members will also comprise the District Engagement Sub Committee of the Transport Committee; any other Member Co-optees will be nominated by each authorities normal arrangements.

## **SECTION THREE**

# **EXECUTIVE FUNCTIONS**

Body/Person with authority to  
change the document

See individual document



## **SECTION 3A**

# **RESPONSIBILITY FOR EXECUTIVE FUNCTIONS**

Body/Person with authority to  
change the document

Leader of Council





## SECTION 3A: RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

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

### Leader of Council

Name	Address	Ward
Cllr Judith Blake	Woodview Billiams Hill Otley Leeds LS21 2DZ	Middleton Park

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

Name	Address	Ward
Cllr Lucinda Yeadon	95, Vesper Road Leeds LS5 3QY	Kirkstall
Cllr James Lewis	41 Leeds Road, Kippax, Leeds LS25 7HG	Kippax & Methley

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

Period	Deputy Leader	Designated Deputy Leader
Annual meeting 2015 to 30 <sup>th</sup> November 2015	Cllr Lucinda Yeadon	Cllr James Lewis
1 <sup>st</sup> December 2015 to 31 <sup>st</sup> May 2016	Cllr James Lewis	Councillor Lucinda Yeadon

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

## Executive Functions

### Executive Members

<b>Name</b>	<b>Address</b>	<b>Ward</b>
Cllr Richard Lewis	173 Smalewell Road Pudsey Leeds LS28 8HT	Pudsey
Cllr M Dobson	37c Stocks Rise Leeds LS14 6HU	Garforth & Swillington
Cllr Mohammed Rafique	67 Upland Crescent, Oakwood Leeds LS8 2TB	Chapel Allerton
Cllr Debra Coupar	14 Morrith Avenue, Halton, Leeds LS15 7EP	Crossgates & Whinmoor
Cllr Lisa Mulherin	12 Church Lane. Meanwood, Leeds, LS6 4NP	Ardsley & Robin Hood
Cllr Andrew Carter	15 Clarke Street Calverley Leeds LS28 5NH	Calverley and Farsley
Cllr Stewart Golton	5 Farrer Lane Oulton Leeds LS26 8JP	Rothwell

## **SECTION 3B(a)**

# **EXECUTIVE MEMBER PORTFOLIOS**

Body/Person with authority to  
change the document

Leader of Council



**SECTION 3B (a): EXECUTIVE MEMBERS PORTFOLIOS**

<b>Executive Member</b>	<b>PORTFOLIO</b>
Councillor Judith Blake	<p><b>Leader of Leeds and Executive Member for Economy and Culture</b></p> <p>Lead for the council's budget and financial strategy; economic growth for all communities; the city's cultural offer and for devolution and local freedoms.</p>
Councillor Lucinda Yeadon	<p><b>Deputy Leader and Executive Member for Children and Families<sup>1</sup></b></p> <p>Lead for building a child friendly city, putting children and families first and for the local partnership of children's services providers.</p>
Councillor James Lewis	<p><b>Deputy Leader and Executive Member for Resources and Strategy</b></p> <p>Lead the council to be more effective and efficient, including driving the digital and "smart city" agenda.</p>
Councillor Mohammed Rafique	<p><b>Executive Member for Employment, Enterprise and Opportunity</b></p> <p>Lead for delivering learning and employment opportunities; tackling inequalities, addressing the skills gap, raising aspirations and ambition, and engaging with citizens, learning providers and employers to promote access to secure employment for all.</p>
Councillor Lisa Mulherin	<p><b>Executive Member for Health, Wellbeing and Adults</b></p> <p>Lead for improving health and the quality of adult social care, reducing health inequalities through healthy lifestyles and integrating health and social care.</p>

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

## *Executive Functions*

Councillor Richard Lewis	<b>Executive Member for Regeneration, Transport and Planning</b>  Lead for sustainable development, regeneration and infrastructure including the sufficiency of health and learning settings.
Councillor Debra Coupar	<b>Executive Member for Communities</b>  Lead for community and citizen focussed services and welfare support
Councillor Mark Dobson	<b>Executive Member for Environmental Protection and Community Safety</b>  Lead for environmental protection, community safety and dealing with the city's waste.

## **SECTION 3B(b)**

# **EXECUTIVE MEMBERS OVERSIGHT OF OFFICER EXECUTIVE DELEGATIONS**

Body/Person with authority to  
change the document

Leader of Council





**SECTION 3B (b): EXECUTIVE MEMBERS  
Oversight of Officer Executive Delegations**

POST	DECISION MAKING OVERSIGHT
<p><b>Leader of Council and Executive Member for Economy and Culture</b></p> <p><b>Councillor J Blake</b></p>	<p><b>Chief Executive</b></p> <ul style="list-style-type: none"> <li>• Devolution and local freedoms</li> </ul> <hr/> <p><b>Deputy Chief Executive</b></p> <ul style="list-style-type: none"> <li>• The financial strategy of the council.</li> </ul> <hr/> <p><b>Director of City Development</b></p> <ul style="list-style-type: none"> <li>• The promotion of economic development and economic lead regeneration;</li> <li>• Culture;</li> <li>• Tourism and promotions</li> </ul>
<p><b>Deputy Leader and Executive Member for Children and Families<sup>1</sup></b></p> <p><b>Councillor L Yeadon</b></p>	<p><b>Director of Children’s Services</b></p> <ul style="list-style-type: none"> <li>• Children’s services</li> <li>• Social services, so far as those functions relate to               <ol style="list-style-type: none"> <li>i. Children, or</li> <li>ii. Young people leaving care;</li> </ol> </li> <li>• Education in so far as those functions relate to children of compulsory school age;</li> <li>• School places</li> <li>• Provision of services so far as they relate to information, advice and guidance under the Learning and Skills Act 2000; and</li> <li>• Operational responsibilities for the Youth Offending Service so far as they relate to the Local Authority.</li> <li>• Child poverty;</li> </ul>

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

POST	DECISION MAKING OVERSIGHT
<p><b>Deputy Leader and Executive Member for Resources and Strategy</b></p> <p><b>Councillor J Lewis</b></p>	<p><b>Deputy Chief Executive</b></p> <ul style="list-style-type: none"> <li>• Making arrangements for the proper administration of the authority's financial affairs;</li> <li>• Budget management (including preparation, monitoring and closure of the accounts);</li> <li>• The provision of financial services, treasury management (including the making payment and borrowing of loans); the management, monitoring and control of the capital programme; taxation arrangements, revenue collection of council tax and national non-domestic rates, internal audit, creditor payments, debt recovery, pensions and the council's insurance arrangements);</li> <li>• Human resources management (including organisational development and health and safety);</li> <li>• Corporate planning and policy development;</li> <li>• Performance management;</li> <li>• Information and communications technology;</li> <li>• Procurement and purchasing</li> <li>• Service improvement and transformation;</li> <li>• International and external relations</li> <li>• Communications strategy and policy;</li> <li>• Press and media relations;</li> <li>• Knowledge and information management;</li> <li>• Risk management and business continuity;</li> <li>• Civil contingency planning;</li> <li>• Civic and community buildings, office accommodation and facilities management (including but not limited to day to day property maintenance and corporate energy procurement)</li> <li>• Civic Enterprise Leeds (including the approval of business cases as and when required for the exercise of trading powers)</li> </ul> <p><b>City Solicitor</b></p> <ul style="list-style-type: none"> <li>• Act as Solicitor to the Council and to take any action intended to give effect to a decision of the Executive or an officer, including the commencement, defence, withdrawal or settlement of proceedings, and the authorisation of Council officers to conduct legal matters in court;</li> <li>• Discharge any function of the Executive in relation to:             <ul style="list-style-type: none"> <li>(i) democratic services;</li> <li>(ii) data protection, human rights, freedom of information and the regulation of surveillance activities; and</li> <li>(iii) the management of corporate governance.</li> </ul> </li> </ul>

POST	DECISION MAKING OVERSIGHT
<p><b>Continuation... Deputy Leader and Executive Member for Resources and Strategy</b></p> <p><b>Councillor J Lewis</b></p>	<p><b>Assistant Chief Executive</b></p> <ul style="list-style-type: none"> <li>• The registration of births, deaths, marriages and civil partnerships;</li> <li>• Licensing and other related functions<sup>2</sup>, and enforcement;</li> <li>• Land charges</li> </ul>
<p><b>Executive Member for Employment, Enterprise and Opportunity</b></p> <p><b>Councillor M Rafique</b></p>	<p><b>Director of Children’s Services</b></p> <ul style="list-style-type: none"> <li>• Education so far as those functions relate to young people aged 16-19</li> <li>• provision of information, advice and guidance in both community and school settings.</li> <li>• Activities to reduce and remove barriers to learning and employment in both community and school settings</li> <li>• Apprenticeships</li> <li>• vocational training and allied services for persons over compulsory school age so far as those functions relate to;             <ul style="list-style-type: none"> <li>○ commissioning and delivery of adult (19 plus) community learning</li> <li>○ influencing learning and training providers to ensure provision meets employers’ needs; and</li> <li>○ working with learning and training providers to develop and deliver provision to meet emerging labour market needs.</li> </ul> </li> <li>• Employment support services so far as those functions relate to;             <ul style="list-style-type: none"> <li>○ the promotion of arrangements to assist persons to obtain employment</li> <li>○ the promotion of arrangements to enable employers to meet their workforce needs; and</li> <li>○ the promotion of arrangements to support citizens in disadvantaged communities to enter and remain in employment</li> </ul> </li> </ul> <p><b>Assistant Chief Executive (Citizens and Communities)</b></p> <ul style="list-style-type: none"> <li>• Equalities</li> </ul>

<sup>2</sup> These functions were delegated to the Licensing Committee by full Council on 14 July 2010

POST	DECISION MAKING OVERSIGHT
<p><b>Executive Member Health, Wellbeing and Adults</b></p> <p><b>Councillor L Mulherin</b></p>	<p><b>Director of Adult Social Services</b></p> <ul style="list-style-type: none"> <li>• Social services so far as they relate to adults</li> <li>• Arrangements to protect and promote the welfare of vulnerable adults , including vulnerable young children moving into adulthood.</li> </ul>
	<p><b>Director of Public Health</b></p> <ul style="list-style-type: none"> <li>• Taking appropriate steps to improve the health of the people in the authority’s area;</li> <li>• Dental public health;</li> <li>• Joint working with the prison service;</li> <li>• The medical inspection of pupils and the weighing and measuring of children;</li> <li>• Research, obtaining and analysing data or other information, and obtaining advice from persons with appropriate professional expertise;</li> <li>• Planning for, or responding to, emergencies involving a risk to public health;</li> <li>• Co-operating with arrangements for assessing risks posed by violent or sexual offenders;</li> <li>• Any public health function of the Secretary of State (or functions exercisable in connection with those functions)                             <ul style="list-style-type: none"> <li>○ which the authority is required by regulations to exercise; or</li> <li>○ in respect of which arrangements have been made;</li> </ul> </li> <li>• Any other function prescribed by the Secretary of State as the responsibility of the Director of Public Health; and</li> <li>• The oversight of clinical governance arrangements.</li> </ul>
	<p><b>Director of City Development</b></p> <ul style="list-style-type: none"> <li>• Sport and active lifestyles (including community sports facilities (excluding golf courses and outdoor pitches in parks))</li> </ul>

POST	DECISION MAKING OVERSIGHT
<p><b>Executive Member for Regeneration, Transport and Planning</b></p> <p><b>Councillor R Lewis</b></p>	<p><b>Chief Executive</b></p> <ul style="list-style-type: none"> <li>• Regeneration at a strategic level</li> </ul>
	<p><b>Director of City Development</b></p> <ul style="list-style-type: none"> <li>• Any function relating to contaminated land</li> <li>• Obtaining of information as to interests in land</li> <li>• Land and asset management (including strategic investment in the Council’s land and property portfolio including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land) so far as they relate to investments, strategic holdings, surplus land / property and regeneration sites;</li> <li>• The operation of retail and wholesale markets and car boot sales;</li> <li>• The management of the city centre (including the promotion of the city centre and management of public spaces);</li> <li>• Building control (whether under the Building Act 1984 or otherwise);</li> <li>• The authority’s role as highways authority (including the making of agreements for the execution of highways works under S278 Highways Act 1980) and road traffic authority (including transport (including car parking) policy and transportation) except in relation to parking enforcement;</li> <li>• Safety at sports grounds;</li> <li>• Flood and water management (including land drainage activities);</li> <li>• Architectural and design related services</li> <li>• Street naming and numbering</li> <li>• Housing policy and investment</li> </ul>
	<p><b>Chief Planning Officer</b></p> <ul style="list-style-type: none"> <li>• Role of Local Planning Authority</li> </ul>
	<p><b>Director of Environment and Housing</b></p> <ul style="list-style-type: none"> <li>• Car parking enforcement</li> <li>• Sustainability (including environmental management and the formulation and implementation of environmental improvement programmes);</li> </ul>

POST	DECISION MAKING OVERSIGHT
<p><b>Executive Member for Communities</b></p> <p><b>Councillor D Coupar</b></p>	<p><b>Assistant Chief Executive (Citizens and Communities)</b></p> <ul style="list-style-type: none"> <li>• Community Committees and Locality working</li> <li>• The promotion and improvement of economic, social and environmental well being</li> <li>• Customer services</li> <li>• Community Support (including migration, consultation and engagement)</li> <li>• Benefits administration and the promotion of welfare rights</li> <li>• Administration and oversight of the Social Inclusion Fund;</li> <li>• Parish Councils; and</li> <li>• Third Sector Partnerships</li> </ul>
	<p><b>Director of Environment and Housing</b></p> <ul style="list-style-type: none"> <li>• The authority's role as housing authority excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority;</li> <li>• The condition and occupation of housing;</li> <li>• Caravan sites and land occupied by travelling people;</li> <li>• Parks and countryside (including golf courses and outdoor pitches in parks);</li> <li>• Cemeteries, crematoria, burial grounds and mortuaries; and</li> <li>• Countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.</li> </ul>
	<p><b>Director of City Development</b></p> <ul style="list-style-type: none"> <li>• Land and asset management (in relation to the efficient and effective use of land and property within communities in so far as they relate to front line service delivery).</li> <li>• Libraries and record repositories</li> <li>• Assets of community value</li> </ul>

*Executive Functions*

POST	DECISION MAKING OVERSIGHT
<p><b>Executive Member for Environmental Protection and Community Safety</b></p> <p><b>Councillor M Dobson</b></p>	<p><b>Director of Environment and Housing</b></p> <ul style="list-style-type: none"> <li>• The service of an abatement notice in respect of a statutory nuisance;</li> <li>• The passing of a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;</li> <li>• The inspection of the authority's area to detect any statutory nuisance;</li> <li>• The investigation of any complaint as to the existence of a statutory nuisance;</li> <li>• The control of pollution or management of air quality;</li> <li>• Development and implementation of municipal waste policy;</li> <li>• Refuse collection</li> <li>• Streetscene management and related enforcement functions, including street and gully cleansing, refuse collection, grounds maintenance, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services;Waste strategy and waste management</li> <li>• Community safety and the reduction of crime and disorder (including the management of closed circuit TV);</li> <li>• Environmental and consumer protection, health and safety other than in relation to Council employees, public health protection (including the investigation and control of notifiable diseases)</li> <li>• Animal welfare</li> </ul>





## **SECTION 3B(c)**

# **SUPPORT TO EXECUTIVE MEMBERS**

Body/Person with authority to  
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Leader of Council



## **SECTION 3B(c): SUPPORT TO EXECUTIVE MEMBERS**

The Members detailed in the attached schedule of Deputy Executive members and Support Executive Members are appointed to fulfil the following roles and responsibilities:-

### **Deputy Executive Members**

To assist the Executive Members identified in relation to the functions identified. This may be by discharging any of the roles and responsibilities of a Support Executive Member set out below, or otherwise<sup>1</sup>.

### **Support Executive Members**

At the request of the Executive Members identified to:-

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

### **Climate Change**

In addition a Member is appointed, as detailed on the attached Schedule, to provide support to the Executive in respect of Climate Change issues.

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<sup>1</sup> This excludes deputising at Executive Board meetings (Executive and Decision Making Procedure Rules).

<sup>2</sup> See footnote 1 above

*Executive Functions*

**Deputy Executive Members**

Councillor Graham Hyde  
Councillor Jane Dowson  
Councillor Roger Harington  
Councillor Gerry Harper

**Pool of Support Executive Members**

Councillor Bill Urry  
Councillor Christine Macniven  
Councillor Sharon Hamilton  
Councillor Fiona Venner  
Councillor Josephine Jarosz  
Councillor Arif Hussain  
Councillor Jack Dunn  
Councillor Neil Dawson  
Councillor Alice Smart

**Member appointed to support the Executive on Climate Change**

Chair of Leeds Climate Change Action Group: Councillor Alex Sobel

## **SECTION 3C**

# **EXECUTIVE COMMITTEE AND ADVISORY COMMITTEE TERMS OF REFERENCE**

Body/Person with authority to  
change the document

Leader of Council



## **Community Committees**

Within each Committee's area:

*(Council functions)*

1. *To adopt and review a Community Plan<sup>1</sup>;*
2. *to make Elected Member<sup>2</sup> appointments<sup>3</sup> to Outside Bodies as determined by the Member Management Committee;*
3. *to advise or make representations to the Council or the Executive Board<sup>4</sup> on all matters affecting community interests;<sup>5</sup>*
4. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals;<sup>6</sup>*
5. *to consider proposals referred to the Committee by the Council or the Executive Board<sup>7</sup> and to report back the Committee's views to the referring body;<sup>8</sup>*
6. *to receive and hear deputations; and*
7. *to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive and to the Council's partners as appropriate<sup>9</sup>;*

**(Executive functions)<sup>10</sup>**

8. *to promote and improve the economic, social and environmental well-being of the Committee's area<sup>11</sup>; and*
9. *to exercise Executive Functions;<sup>12</sup>*

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<sup>1</sup> Which shall include such community engagement plans as necessary and appropriate to reflect the themes, neighbourhoods and communities in the area.

<sup>2</sup> Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

<sup>3</sup> In accordance with the Appointments to Outside Bodies Procedure Rules in Part 4 of the Constitution.

<sup>4</sup> Or to any committee appointed by the Council or the Executive

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

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

<sup>7</sup> Or to any committee appointed by the Council or the Executive

<sup>8</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

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

<sup>10</sup> All executive functions will be exercisable concurrently with the Executive Board.

<sup>11</sup> In furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution as determined from time to time by the Executive Board.

<sup>12</sup> As determined from time to time by the Executive and in furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution and the Area Committee Procedure Rules in Part 4 of the Constitution.

**Access To Information Appeals Committee**

To determine appeals under the Access to Information Procedure Rules



## **Development Plan Panel**

An advisory committee<sup>1</sup> authorised to make recommendations regarding:

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

In particular

*To advise the Council in relation to functions which are<sup>2</sup>*

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

To advise the Executive in relation to functions which are<sup>3</sup>

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

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<sup>1</sup> Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

<sup>2</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

<sup>3</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

## **Housing Advisory Board**

In relation to the authority's role as housing authority<sup>1</sup>, the Housing Advisory Board is authorised:

1. To consider and respond to the Executive in respect of proposals or consultations relating to:
  - The Housing Investment Plan and the Housing Service Plan;
  - The Key Lettings policy; and
  - Major projects under the capital programme.
2. To advise the Executive on the strategic direction of housing management;
3. To carry out such policy development tasks as may be requested by the Executive or the Council;
4. To review performance and make recommendations to the Executive as appropriate; and
5. To consider and advise on any other issue referred to the Housing Advisory Board by the Executive.

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<sup>1</sup> Excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority.

## **SECTION 3D**

# **COMMUNITY COMMITTEE EXECUTIVE DELEGATION SCHEME**

Body/Person with authority to  
change the document

Executive Board



**SECTION 3D(a):  
COMMUNITY COMMITTEE EXECUTIVE DELEGATION SCHEME**

<b>Well-Being</b>	
<b>Function</b>	
<b>To promote and improve the economic, social and environmental well-being of the Committee's area<sup>1</sup>.</b>	To take decisions about, and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.

<b>Local Services</b>	
<b>Function</b>	
<b>Community Centres<sup>2</sup></b>	In relation to each community centre identified by the Assistant Chief Executive (Citizens and Communities) as within the Committee's area, to: <ul style="list-style-type: none"> <li>• oversee controllable revenue budgets, operational arrangements and the use of the centres;</li> <li>• agree and implement a schedule of charges and discounts for directly managed centres;</li> <li>• make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</li> </ul>
<b>CCTV<sup>3</sup></b>	To maintain an overview of the service in the Committee's area and receive regular information about it.
<b>Neighbourhood Management Co-ordination<sup>4</sup></b>	In relation to the Committee's area: <ul style="list-style-type: none"> <li>• to agree priority neighbourhoods (through the approval of the Community Plan); and</li> <li>• to agree and monitor Neighbourhood Improvement Plans for the Committee's area.</li> </ul>

<sup>1</sup> Function also delegated to Assistant Chief Executive (Citizens and Communities)

<sup>2</sup> Function also delegated to Assistant Chief Executive (Citizens and Communities)

<sup>3</sup> Function also delegated to Director of Environment and Housing

<sup>4</sup> Function also delegated to Assistant Chief Executive (Citizens and Communities)

<p><b>Street cleansing &amp; Environmental Enforcement Services<sup>5</sup>:</b></p> <ul style="list-style-type: none"> <li>• Litter bin emptying</li> <li>• Litter picking and associated works</li> <li>• Street sweeping and associated works</li> <li>• Leaf clearing</li> <li>• Ancillary street cleansing functions including Graffiti removal, Gully and Ginnel cleansing.</li> <li>• Dog Controls (fouling, straying, dogs on leads, dog exclusions)</li> <li>• Fly tipping enforcement</li> <li>• Enforcement of domestic &amp; commercial waste issues</li> <li>• Litter-related enforcement work</li> <li>• Enforcement on abandoned &amp; nuisance vehicles</li> <li>• Overgrown vegetation</li> <li>• Highways enforcement (placards on streets, A boards, cleanliness)</li> <li>• Graffiti enforcement work</li> <li>• Proactive local environmental promotions.</li> </ul>	<p>To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:</p> <ul style="list-style-type: none"> <li>• the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)</li> <li>• the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.</li> </ul> <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.</p>
<p><b>Youth Activity Fund<sup>6</sup></b></p> <p>To commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people.</p>	<p>To commission services in the area designed to meet identified need with suitable provision.</p> <p>To monitor:-</p> <ul style="list-style-type: none"> <li>• the range, quality and suitability of provision for children and young people in the committee's area in order to identify gaps and build on provision;</li> <li>• the range, quality and suitability of activity commissioned; and</li> <li>• the take up by and engagement of children and young people in the activity commissioned</li> </ul>

<sup>5</sup> Function also delegated to Director of Environment and Housing

<sup>6</sup> Function also delegated to Director of Children's Services

*Executive Functions*

	<p>To evaluate (having taken into account the views of children and young people in the area)</p> <ul style="list-style-type: none"><li>• the success, range, quality and suitability of activity delivered; and</li><li>• the engagement of children and young people with the Community Committee throughout the commissioning and monitoring process</li></ul> <p>To actively involve children and young people throughout the planning, decision making, monitoring and evaluation process.</p>
<b>Parks and Countryside<sup>7</sup></b>	<p>In relation to the horticultural maintenance of community parks, cemeteries, closed churchyards, recreation grounds, urban woodland, natural areas, maintenance of roundabouts, other floral features and local green space:</p> <ul style="list-style-type: none"><li>• to be responsible for the prioritisation and allocation of investment funding available for parks and green space; and</li><li>• to be responsible for labour resource allocation decisions on an annual basis using the parks asset register to calculate requirements and plan alternative management scenarios.</li></ul>

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<sup>7</sup> Function also delegated to Director of Environment and Housing

**SECTION 3D(b): COMMUNITY LEAD MEMBERS**

<p><b>Community Committees to appoint Lead Members</b> to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member, in respect of:-</p>	<ul style="list-style-type: none"> <li>• Environment &amp; Community Safety<sup>1</sup></li> <li>• Children’s Services</li> <li>• Employment, Skills and Welfare</li> <li>• Health, Wellbeing and Adult Social Care<sup>2</sup></li> </ul>
<p><b>Roles and Responsibilities of Community Lead Members</b></p>	<ul style="list-style-type: none"> <li>• To provide local leadership and champion the agenda at the Community Committee.</li> <li>• To represent the Community Committee at relevant meetings, forums and local partnerships.</li> <li>• To build links with key services and partners.</li> <li>• To provide a link between the Community Committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.</li> <li>• To maintain an overview of local performance.</li> <li>• To consult with the Community Committee and represent local views as part of the development and review of policy.</li> </ul>

<sup>1</sup> Community Committees may appoint two separate Community Lead Members in the following roles:-

- Environment
- Community Safety

<sup>2</sup> Community Committees may appoint two separate Community Lead Members in the following roles:-

- Health and Wellbeing
- Adult Social Care



## **SECTION 3E**

# **OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)**

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Leader of Council



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

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

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

## *Officer Delegation Scheme (Executive Functions)*

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

### **GENERAL DELEGATIONS TO OFFICERS**

The Chief Executive, the Deputy Chief Executive, Assistant Chief Executive (Citizens and Communities), Directors and City Solicitor are authorised to carry into effect without reference to the Executive Board or to any of its committees, matters of day to day management and administration and, in particular, the following functions:

#### **FINANCIAL**

1. To incur expenditure and to generate and collect income in line with Financial Regulations, Contract Procedure Rules and within approved revenue and capital estimates.
2. In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Deputy Chief Executive at the first opportunity.

#### **PROCUREMENT**

3. To make decisions in relation to commissioning and procurement activity. Such Activity should be carried out in accordance with the Contracts Procedure Rules.
4. To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.
5. **Signature of Certificates for Contracts - Local Government (Contracts Act 1997 (the '1997 Act')**

Subject to the approval of the City Solicitor and the Deputy Chief Executive, to sign certificates under the 1997 Act in relation to contracts <sup>1</sup>.

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<sup>1</sup> This function delegated only to Statutory Chief Officers (Deputy Chief Executive, Director of Childrens Services, Director of Adult Social Services and Director of Public Health), Non-Statutory Chief Officers (Assistant Chief Executive (Citizens and Communities), Director of City Development, Director of Environment and Housing and City Solicitor) and Deputy Chief Officer (Chief planning Officer) in accordance with the Local Authority (Contracts) Regulations 1997/2862. This function is not to be sub-delegated

## **GENERAL**

### **6. Community Right to Challenge<sup>2</sup>**

In consultation with the Chief Officer PPPU and Procurement, to make a decision on an expression of interest under community right to challenge.

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

- (a) To implement and ensure compliance with:
- the rules on data protection, human rights, surveillance activities, and freedom of information<sup>3</sup>;
  - the Council's policies on these matters; and
  - guidance and advice from the City Solicitor on these matters.
- (b) To designate officers with specific responsibilities for these matters.
- (c) To advise the City Solicitor of any new types of data processed, of new ways of processing personal data and of any new persons or organisations to whom data is given.

### **8. Media**

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

### **9. Authorising Officers**

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

### **10. Corporate Procedures**

To take any action remitted to him/her under corporate procedures.<sup>4</sup>

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<sup>2</sup> See Executive Board 17<sup>th</sup> October 2012 Minute Number 89

<sup>3</sup> Contained within the following: Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000 and subsidiary legislation

<sup>4</sup> Where, under approved procedures, a function stands remitted to a committee or sub-committee or officer post that has not been re-established, the Chief Executive shall be authorised to determine by whom that function shall be discharged pending the review of such procedures.

## *Officer Delegation Scheme (Executive Functions)*

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

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

### **12. Budget and Policy Framework**

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

### **13 Functions on Behalf of an NHS Body**

To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within their remit.

## **PERSONNEL**

### **13. Miscellaneous Employment Issues**

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

### **14. Changes to Staffing Structures**

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

*Officer Delegation Scheme (Executive Functions)*

- (d) Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or appropriate committee.

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

The Deputy Chief Executive is authorised to deal with this as a corporate not a departmental issue.

## **The Chief Executive**

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

- a) Elections;
- b) Civic and ceremonial functions of the Council;
- c) Devolution and local freedoms; and
- d) Regeneration at a strategic level.

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

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

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

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

<sup>5</sup> "Director" for this purpose includes the Deputy Chief Executive, the Assistant Chief Executive, Directors and all other officers listed in Article 12 .



## **The Deputy Chief Executive**

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

- a) Financial strategy of the Council;
- b) budget management (including preparation, monitoring and closure of the accounts);
- c) making arrangements for the proper administration of the authority's financial affairs<sup>5</sup>;
- d) the provision of financial services (including treasury management (including the making payment and borrowing of loans); the management, monitoring and control of the capital programme; taxation arrangements, revenue collection of council tax and national non-domestic rates, internal audit, creditor payments, debt recovery, pensions and the council's insurance arrangements);
- e) human resources management (including organisational development and health and safety);
- f) information and communications technology;
- g) procurement and purchasing;
- h) corporate planning and policy development;
- i) performance management;
- j) service improvement and transformation;
- k) international and external relations;

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

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

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

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

<sup>5</sup> The Deputy Chief Executive has responsibility for these arrangements as Section 151 Officer

*Officer Delegation Scheme (Executive Functions)*

- l) communications strategy and policy;
- m) press and media relations;
- n) knowledge and information management;
- o) risk management and business continuity;
- p) civil contingency planning;
- q) civic and community buildings, office accommodation and facilities management (including but not limited to day to day property maintenance and corporate energy procurement); and
- r) Civic Enterprise Leeds (including the approval of business cases as and when required for the exercise of trading powers)<sup>6</sup>.

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<sup>6</sup>Subject to consultation with the appropriate Members.

## **Assistant Chief Executive (Citizens and Communities)**

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

- a) Community Committees and locality working;
- b) the promotion and improvement of economic, social and environmental well being<sup>5</sup>
- c) customer services<sup>6</sup>;
- d) the registration of births, deaths, marriages and civil partnerships;
- e) licensing and other related functions<sup>7</sup>, and enforcement;
- f) land charges;
- g) benefits administration and the promotion of welfare rights;
- h) community support (including migration, consultation and engagement);
- i) equalities;
- j) administration and oversight of the Social Inclusion Fund;
- k) third sector partnerships; and
- l) parish councils..

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

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

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

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

<sup>5</sup> This function to be used in the respect of delegations to community committees (as set out in the Community Committee Executive Delegation Scheme) to allow urgent decisions relating to the use of the annual capital and revenue allocation to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.

<sup>6</sup> Including the promotion of e-services

<sup>7</sup> These functions were delegated to the Licensing Committee by full Council on 14 July 2010

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

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

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

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

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

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

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

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

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

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

<sup>7</sup> So far as not falling within (a) above. See also footnote 6 above

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

With the exception of those matters where an appropriate Executive Member<sup>2</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>3</sup>, the Director of Children's Services<sup>4</sup> is authorised to discharge any function<sup>5,6</sup> of the Executive in relation to:

- (a) children's services<sup>7</sup>;
- (b) social services, so far as those functions relate to
  - (i) children or
  - (ii) young people leaving care<sup>8</sup>;
- (c) education<sup>9</sup>, so far as those functions relate to
  - (i) children of compulsory school age; or
  - (ii) young people aged 16-19.
- (d) school places
- (e) provision of information, advice and guidance in both community and school settings.
- (f) Activities to reduce and remove barriers to learning and employment in both community and school settings

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

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

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

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

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

<sup>6</sup> In accordance with the resolution of the Executive Board 6 July 2005 the Director of Children's Services will also carry out relevant functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal Charity

<sup>7</sup> Including functions in relation to:

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

<sup>8</sup> Under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

<sup>9</sup> Including:-

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

*Officer Delegation Scheme (Executive Functions)*

- (g) apprenticeships
- (h) vocational training and allied services for persons over compulsory school age so far as those functions relate to;
  - i. commissioning and delivery of adult (19 plus) community learning
  - ii. influencing learning and training providers to ensure provision meets employers' needs; and
  - iii. working with learning and training providers to develop and deliver provision to meet emerging labour market needs.
- (i) Employment support services<sup>10</sup> so far as those functions relate to;
  - i. the promotion of arrangements to assist persons to obtain employment
  - ii. the promotion of arrangements to enable employers to meet their workforce needs; and
  - iii. the promotion of arrangements to support citizens in disadvantaged communities to enter and remain in employment
- (j) operational responsibilities for the Youth Offending Service so far as they relate to the local authority;
- (k) child poverty

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<sup>10</sup> Including for example, the Youth Contract, Apprenticeship Hub, Job Shops, the devolved City Deal and the Leeds City Region Enterprise Partnership Employment and Skills Panel.

## **The Director Of City Development**

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

- 1) Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
  - a) any function related to contaminated land;
  - b) obtaining of information as to interests in land; and
  - c) the making of agreements for the execution of highways works under S278 Highways Act 1980.
  
- 2) Any function of the Executive<sup>6</sup> in relation to:
  - a) land and asset management<sup>8</sup>(including strategic investment in the Council's land and property portfolio including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land);
  - b) the operation of retail and wholesale markets and car boot sales;
  - c) the promotion of economic development and economic led regeneration;
  - d) the management of the city centre (including the promotion of the city centre and management of public spaces);
  - e) building control (whether under the Building Act 1984 or otherwise);

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

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

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

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

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

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

<sup>8</sup> Asset Management does not include the purchasing of energy under the terms of an energy supply contract (including the purchasing of energy for schools) responsibility for which is delegated to the Deputy Chief Executive.

*Officer Delegation Scheme (Executive Functions)*

- f) the authority's role as highways authority and road traffic authority (including transport (including car parking ) policy and transportation) except in relation to parking enforcement;
- g) safety at sports grounds;
- h) flood and water management (including land drainage activities);
- i) architectural and design related services;
- j) street naming and numbering;
- k) tourism and promotions;
- l) culture;
- m) libraries and record repositories
- n) sport and active lifestyles (including community sports facilities (excluding golf courses and outdoor pitches in parks))
- o) assets of community value
- p) housing policy and investment;



## **Chief Planning Officer**

- (a) With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup> the Chief Planning Officer<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to the authority's role as local planning authority<sup>5</sup>.

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

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

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

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

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

## The Director of Environment and Housing

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

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

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

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

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

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

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

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

*Officer Delegation Scheme (Executive Functions)*

- (e) environmental and consumer protection, health and safety other than in relation to Council employees, public health protection (including the investigation and control of notifiable diseases)<sup>8</sup>;
- (f) animal welfare;
- (g) development and implementation of municipal waste policy;
- (h) refuse collection
- (i) streetscene management and related enforcement functions, including street and gully cleansing, grounds maintenance, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services;
- (j) Car parking enforcement
- (k) sustainability (including environmental management and the formulation and implementation of environmental improvement programmes);
- (l) parks and countryside (including golf courses and outdoor pitches in parks);
- (m) cemeteries, crematoria, burial grounds and mortuaries; and
- (n) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

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<sup>8</sup> Except in respect of any public health protection functions which are the statutory responsibility of the Director of Public Health

## Director of Public Health<sup>1</sup>

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

- a) taking appropriate steps to improve the health of the people in the authority's area<sup>5</sup>;
  - b) dental public health<sup>6</sup>;
  - c) joint working with the prison service<sup>7</sup>;
  - d) the medical inspection of pupils and the weighing and measuring of children<sup>8</sup>;
  - e) research, obtaining and analysing data or other information, and obtaining advice from persons with appropriate professional expertise<sup>9</sup>;
  - f) planning for, or responding to, emergencies involving a risk to public health;
  - g) co-operating with arrangements for assessing risks posed by violent or sexual offenders<sup>10</sup>;
  - h) any public health function of the Secretary of State (or functions exercisable in connection with those functions)
- which the authority is required by regulations to exercise<sup>11</sup>; or

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<sup>1</sup> Appointed under Section 73A National Health Service Act 2006 ("the 2006 Act")

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

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

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

<sup>5</sup> Section 2B of the 2006 Act. Steps that may be taken include: providing information and advice; providing services or facilities designed to promote healthy living; providing services or facilities for the prevention, diagnosis or treatment of illness; providing financial incentives to encourage individuals to adopt healthier lifestyles; providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment; providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; making available the services of any person or any facilities; and providing grants or loans

<sup>6</sup> As prescribed by the Secretary of State under Section 111 of the 2006 Act

<sup>7</sup> In relation to improving the way in which the authority's functions are exercised to secure and maintain the health of prisoners - Section 249 of the 2006 Act

<sup>8</sup> Under Schedule 1 of the 2006 Act

<sup>9</sup> For any purposes in connection with the authority's functions in relation to the health service – paragraph 13 of Schedule 1 of the 2006 Act

<sup>10</sup> Under Section 325 Criminal Justice Act 2003

<sup>11</sup> Section 6C(1) and (3) of the 2006 Act

*Officer Delegation Scheme – Executive functions*

- in respect of which arrangements have been made<sup>12</sup>;
- i) any other function prescribed by the Secretary of State as the responsibility of the Director of Public Health; and
- j) the oversight of clinical governance arrangements.

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<sup>12</sup> Under Section 7A of the 2006 Act

## **The City Solicitor**

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

- (a) act as Solicitor to the Council and to take any action intended to give effect to a decision of the Executive or an officer, including the commencement, defence, withdrawal or settlement of proceedings, and the authorisation of Council officers to conduct legal matters in court;
- (b) discharge any function<sup>4</sup> of the Executive in relation to:
  - i. democratic services;
  - ii. data protection, human rights, freedom of information and the regulation of surveillance activities; and
  - iii. the management of corporate governance.

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

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

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

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

## **Addendum 1**

1. In accordance with Section 27 of the Housing Act 1985 (as amended) and the General Approval for Housing Management Agreements 1994, the authority delegated management and maintenance functions to the Belle Isle Tenant Management Organisation.

The following functions were delegated<sup>3</sup>:

- the management and maintenance of Council housing, Council garages, land vested in Neighbourhoods and Housing and other assets as agreed with the Council to facilitate the day to day management of Council housing within the Tenant Management Organisation area. This excludes the management of estate shops;
- responsive repairs and maintenance of those assets delegated to the Tenant Management Organisation;
- the repair inspection process;
- the planned and cyclical maintenance of those assets delegated to the Tenant Management Organisation;
- the responsibility to consult with tenants on repairs and improvements to those assets delegated to the Tenant Management Organisation;
- the delivery of energy efficient responses to repairs and modernisation that contributes to the Council's Best Value performance responsibility;
- to contribute fully to the regeneration policies of the area within which the Tenant Management Organisation operates;
- management of leasehold self improvements;
- the management of Sheltered Housing schemes excluding the management of the wardens;
- the management of Supported Housing schemes including the staff;
- the responsibility to manage and maintain those premises used as housing offices;
- the management and maintenance and repair of tenant resource centres or meeting rooms within the Tenant Management Organisation area;
- to make best use of housing stock;
- the selection of tenants for vacant properties in accordance with the Council's lettings policy;
- the allocation of new tenancies in accordance with the Council's lettings policy;
- the notification to and signing up of new tenants in accordance with the Council's lettings policy;
- the transferring of tenants in accordance with the Council's lettings policy;
- the management of successions in accordance with the Council's lettings policy;
- the management of Mutual Exchanges in accordance with the Council's lettings policy;
- the collection of rent due and the recovery of current and former tenants arrears along with other charges falling due;
- the processing of the tenants insurance scheme;
- the management of the terms and conditions of tenancies and the enforcement of the same;
- the environmental management of housing estates;

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<sup>3</sup> In respect of properties within the Leeds South Homes Limited in Belle Isle North and Belle Isle South

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

- the processing of requests for action to tackle Anti Social Behaviour;
- the development of tenant involvement structures including tenant compacts;
- the provision of information about service delivery, changes to service delivery and performance of service delivery to tenants;
- the letting of contracts in relation to the delegated functions in accordance with the Procurement Protocol;
- the provision of financial management of the revenue budget. The provision of financial and statistical returns as and when directed or requested;
- the provision of reports to tenants about the Tenant Management Organisation;
- the management of employee relations;
- the responsibility to proactively work with the local Area Housing Partnership;
- the preparation of an annual Service Improvement Plan;
- the management of performance in line with the performance management framework; and
- the negotiation of Service Level Agreements in accordance with value for money principles.



## **SECTION 3F**

# **EXECUTIVE DELEGATIONS TO OTHER AUTHORITIES**

Body/Person with authority to  
change the document

Leader of Council



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

### **Birmingham City Council<sup>1</sup>**

The Executive of Leeds City Council has delegated functions relating to the investigation and prosecution of matters falling within Part III of the Consumer Credit Act 1974 (illegal money lenders).

### **Sheffield City Council<sup>2</sup>**

The Executive of Leeds City Council has delegated functions relating to the payment of Home Improvement Loans (or similar new schemes and payments identified by the Director of Environment and Neighbourhoods, in consultation with the Executive Member), approved under the Leeds City Council Private Sector Housing Assistance Policy in accordance with the Regulatory Reform (Housing Assistance) Order 2002.

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<sup>1</sup> Resolved by the Executive on 30<sup>th</sup> March 2011, with the delegation to run until 31<sup>st</sup> March 2015.

<sup>2</sup> Resolved by the Executive on 19<sup>th</sup> May 2010



## **SECTION 4**

# **JOINT ARRANGEMENTS**

Body/Person with authority to  
change the document  
Full Council (in relation to Council  
functions)  
Leader of Council (in relation to  
Executive functions)



## **SECTION 4 - JOINT ARRANGEMENTS**

The following are arrangements to jointly discharge functions, in accordance with Section 101(5) of the Local Government Act 1972 and Section 9EB of the Local Government Act 2000.

### **Leeds City Region Business Rates Pool Joint Committee**

Aims: to operate the Leeds City Region Business Rates Pool and to further economic development activities within the region.

Member Authorities: City of Bradford Metropolitan District Council, Calderdale Council, Harrogate Borough Council, Kirklees Council, Leeds City Council, Wakefield Metropolitan District Council, City of York Council.

Leeds City Council Membership: the Leader

Full membership details, terms of reference, functions and rules governing the conduct and proceedings of meetings can be found at:

<http://www.leeds.gov.uk/council/Pages/Performance-and-spending.aspx>

### **West Yorkshire Joint Services Committee**

Functions:

The discharge of functions with regard to archives and archaeology, grants to voluntary bodies and trading standards and related matters

Member Authorities : City of Bradford Metropolitan District Council, Calderdale Council, Kirklees Metropolitan Council, Leeds City Council, City of Wakefield Metropolitan District Council.

Leeds City Council Membership: 4 Members<sup>1</sup>

Full membership details, Terms of Reference, functions and rules governing the conduct and proceedings of meetings can be found at :

<http://www.wyjs.org.uk/downloads/Members-Handbook-2010-2011.pdf>

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<sup>1</sup> Of whom at least one shall be an Executive Member (Regulation 12 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012) and who shall be appointed by full Council with the agreement of the Executive, and in accordance with the requirements for political balance (Section 15 Local Government and Housing Act 1989)

## *Joint Arrangements*

The **West Yorkshire Police and Crime Panel** is a joint committee established and maintained in accordance with the Police Reform and Social Responsibility Act 2011:

The Police and Crime Panel discharges statutory functions set out in the 2011 Act.

It is established by and maintained by the local authorities covering the West Yorkshire Police Area. The City of Wakefield Metropolitan District Council is the Support Services Authority for the Panel.

Leeds City Council Membership: 3 Members<sup>2</sup>

Full membership details, Terms of Reference, details about the Panel's functions and rules governing the conduct and proceedings of Panel meetings can be found at:

<http://www.awya.gov.uk/>

The **Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber)** is a joint committee appointed under Regulation 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013/218 and is authorised to discharge the following health overview and scrutiny functions of the authority<sup>3</sup>, insofar as they relate to NHS England's new review of Congenital Heart Disease services:

- a) To review and scrutinise any matter relating to the planning, provision and operation of the health service in its area, pursuant to Regulation 21 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013
- b) To make reports and recommendations on any matter it has reviewed or scrutinised, and request responses to the same pursuant to Regulation 22 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- c) To comment on, make recommendations about, or report to the Secretary of State in writing about proposals in respect of which a relevant NHS body or a relevant health service provider is required to consult, pursuant to Regulation 23 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- d) To require a relevant NHS body or relevant health service provider to provide such information about the planning, provision and operation of the health service in its area as may be reasonably required in order to discharge its relevant functions, pursuant to Regulation 26 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- e) To require any member or employee of a relevant NHS body or relevant health service provider to attend meetings to answer such questions as appear to be necessary for discharging its relevant functions, pursuant to Regulation 27 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

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<sup>2</sup> Appointed by full Council

<sup>3</sup> In accordance with regulations issued under Section 244 National Health Service Act 2006 (the regulations)  
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## *Joint Arrangements*

### Member Authorities:

- Barnsley MBC
- Calderdale Council
- City of Bradford MDC
- City of York Council
- Doncaster MBC
- East Riding of Yorkshire Council
- Hull City Council
- Kirklees Council
- Leeds City Council
- North East Lincolnshire Council
- North Lincolnshire Council
- North Yorkshire County Council
- Rotherham MBC
- Sheffield City Council
- Wakefield Council

Reference to more specific details:

<http://democracy.leeds.gov.uk/ieListMeetings.aspx?CIId=793&Year=0>