

Report of: Jane Maxwell, East North East Area Leader

Report to: Outer North East Community Committee

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Date: 15th June 2015

Subject: Appointment of Co-optees to Community Committees

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

Summary of main issues

1. This report outlines the opportunity to explore the appointment of co-optees onto the Outer North East Community Committee.

Recommendations

2. The Community Committee is asked to approve the setting-up of a cross Ward working group to explore the options for local co-optees.

1 Purpose of this report

- 1.1 This report seeks to outline the opportunity to appointment co-optees to the Outer North East Community Committee.

2 Background information

- 2.1 Currently the council constitution allows for co-optees to be appointed to participate in the work of the Community Committees.

- Article 10 of the Constitution states that by resolution Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee’.

- 2.2 The relevant Community Committee Procedure Rules state that:

- Co-opted members may participate in the debate in the same way as Elected Members, but will be non-voting members of the Committee.
- No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

- 2.3 With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, ‘Co-optees will not ...participate in business of the committee which regulates or controls the finance of the area’. This would preclude co-optees participating on matters such as Wellbeing funding applications for example.

3 Main issues

- 3.1 Co-optees can play an important role in supporting the Community Committees by raising local issues and keeping the forums and groups they represent updated on Community Committee business.
- 3.2 Members are asked to set-up a cross Ward working group to explore options for appointing co-optees.
- 3.3 One option could be to appoint three co-optees from the Outer North East Town & Parish Forum representing Alwoodley, Harewood and Wetherby Wards. This approach would further strengthen the spirit of cooperation and collaboration that has been fostered with the areas 16 Town & Parish Councils since the introduction of 2011 Localism Act and underpin the principles of Leeds City Council’s Town and Parish Council Charter.
- 3.4 Members, as part of the proposed working group, could also be asked to identify individuals who may be interested in becoming a co-optee. Expressions of interest could be received to support this process and the Community Committee will make the final decision.
- 3.5 To add some context to this discussion, a proposed co-optee role profile has been drafted for Members consideration (see **Appendix 1**).

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This report provides Community Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Outer North East Community Committee.

4.1.2 The provision of co-opted representatives on Community Committees enables representatives of the local community to engage in the Committee's decision making process.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the community that the Community Committee covers.

4.3 Council policies and City Priorities

4.3.1 Co-opted representation on Community Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

4.4.1 There are no implications arising from this report in respect of resources or value for money.

4.5 Legal Implications, Access to Information and Call In

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Community Committees are not eligible for Call In.

4.6 Risk Management

4.6.1 There are no implications in respect of risk management arising from this report.

5 Conclusions

5.1 Given the provisions within the Constitution regarding the appointment of co-opted representatives to Community Committees, the Community Committee is invited to explore the option of the appointment of co-optees.

6 Recommendations

6.1 The Community Committee is asked to approve the setting-up of a cross Ward working group to explore the options for local co-optees.

7 Background documents¹

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

7.2 There are no Background Documents associated with this report.

Appendix 1

Community Committee Co-opted Member – Role Profile

The role of a Community Committee co-opted member is to:

1. Prepare for, attend and actively contribute to the work of the Outer North East Community Committee.
2. Bring an external perspective to the work of the Community Committee, making a link to local communities.
3. Contribute specialist knowledge, expertise and experience to the work of the Community Committee.
4. Be able to express the views of the organisation/ sector/ local residents and the wider community that they are representing.
5. Ensure that the organisation/ sector/ local residents they are representing are kept up-to date on the work of the Community Committee.
6. Show courtesy and respect to other co-optees, Members of the Community Committee, officers of Leeds City Council and its partners and members of the public.
7. Respect the sensitivity and confidentiality of information that they may hear as a Community Committee member, and act with discretion.
8. Abide by the requirements of Leeds City Council's Constitution and Code of Conduct

Community Committee Co-opted Member – Person Specification

A Community Committee Co-opted Member should:

1. Have an interest in improving services for the people of the Outer North East area of Leeds
2. Have an understanding of the Outer North East Community Committee's current priorities and the current key issues for the organisation/ sector/ local residents they are being appointed to represent.
3. Be willing to proactively contribute to the work of sub groups to support Area Lead Members.
4. Have the ability to communicate effectively, particularly including listening skills and questioning skills.
5. Be able to act with sensitivity and discretion at all times.
6. Be committed to the principles of accountability, openness and equality.
7. Be able to attend meetings as agreed by the Outer North East Community Committee, set out in the Council's calendar.