

**Report of the Chief Officer (Democratic and Central Services)**

**West Outer Area Committee**

**6 July 2012**

**Subject: Local Authority Appointments to Outside Bodies**

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

**Summary of main issues**

1. This report outlines the procedures for Council appointments to outside bodies, and the Committee is requested to consider and appoint to those bodies listed at Appendix 2 to the report

**Recommendations**

2. The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified at Appendix 2, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined in this report and as detailed at Appendix 1.

## **1 Purpose of this report**

- 1.1 This report outlines the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.

## **2 Background information**

- 2.1 In April 2004 Full Council agreed that in future, Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law. Attached at Appendix 1 is the agreed Appointments to Outside Bodies Procedure Rules.
- 2.2 The Member Management Committee has responsibilities for Council appointments to Outside Bodies and for exercising decision making in the following areas:
- Considering requests from Outside Organisations seeking Elected Member representation;
  - Determining the category of appointment which will govern which Committee will make the appointments;
  - Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.
- 2.3 Due to the large number of organisations seeking Council representation, Council agreed that appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant Area Committee.
- 2.4 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

## **3 Main issues**

- 3.1 The Area Committee is requested to determine the appointments to those Outside Body appointments as detailed within Appendix 2.
- 3.2 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder<sup>1</sup> either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

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<sup>1</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

- 3.3 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the Area Committee as a whole.
- 3.4 All appointments are subject to annual change unless otherwise stated within the constitution of the external organisation, which will therefore be reflected on the table at Appendix 2. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.5 Elected Members<sup>2</sup> will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances, vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.6 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.7 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

#### **4 Appointments 2012-2013**

- 4.1 This year there are **four** appointments to be made in relation to the following organisations:-
- ALMO West Outer Area Panel
  - Thomas and Sarah Lund's Almshouse Trust

#### **4.2 The ALMO Area Panel has two main roles:**

- § Ensuring that the organisation is providing a good service to our customers; and
- § Delivering environmental and community safety schemes that benefit our customers.

- 4.3 By examining company performance and meeting with senior managers from West North West Homes Leeds, the Area Panels can tackle poor or underperforming areas of work or commend managers on good performance.
- 4.4 Each Area Panel will have a dedicated Partnership Development Officer whose role will be to support the panels and to represent the panels at the various meetings that currently exist in each of the four areas as well as developing new partnerships to reflect the needs of the neighbourhoods and the priorities of the panels.

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<sup>2</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

- 4.5 The Partnership Development Officers will also be responsible for identifying and developing customer led environmental and community safety schemes. This includes consulting with affected residents, identifying and applying for match funding, drawing up specifications liaising with contractors and ensuring contract delivery.
- 4.6 The panels have a wide responsibility that is set out in their Terms of Reference including:
- § Business & Delivery Plans;
  - § Tenant Inspections;
  - § Performance;
  - § Tenant Participation;
  - § Tenancy Management;
  - § Repairs & Improvements;
  - § Lettings;
  - § Tenant Satisfaction;
  - § Staffing; and
  - § Service Development.
- 4.7 Although generally the panels will be monitoring and measuring the organisation's performance across these headings they will, in time, get involved in more detailed work such as:
- § Consulting on contracts for Grounds Maintenance & Repairs;
  - § Recommending priorities for inclusion in Business Plan;
  - § Leading a tenant Inspection;
  - § Developing strategies for Hard to reach Groups;
  - § Be involved in deciding how to enforce tenancy conditions;
  - § Participating in contract evaluation;
  - § Making recommendations for Local Lettings Policies;
  - § Recommending changes in service delivery; and
  - § Getting involved in induction of new staff.
- 4.8 These are annual appointments, and the Council's current representatives, appointed last year by the Area Committee, are **Councillors R Wood and R Lewis**.
- 4.9 **Thomas and Sarah Lund's Almhouse Trust**
- The Trust is a Registered Charity (Number: 244359) which provides six 1- bedroom 'almshouses' in Arundel Street, Pudsey, to house residents over- 60 years of age, who should be 'residents of the old Borough of Pudsey'.
- These are four year appointments, and the Council's current representatives, last appointed in 2008 were: **Councillor Richard Lewis and Councillor Josephine Jarosz**. These appointments expired in June 2012.

## **4.10 Area Based Partnership Groups**

Following a decision by Member Management Committee in 2008, in recent years, Area Committees have appointed to area based partnership groups. Specifically, Area Committees have appointed Members acting as local 'champions' in respect of each theme based Leeds Initiative partnership group.

Given the significant reconfiguration which has been made to the structure of Leeds Initiative, the overarching matter of Elected Member representation in respect of Leeds Initiative is scheduled to be considered by Member Management Committee in the new municipal year. Following Member Management Committee's consideration of this matter, further details will be provided to Area Committees at the earliest opportunity.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

5.1.1 This report facilitates the necessary consultation and engagement with Area Committee Members in respect of appointments to the designated Outside Bodies.

### **5.2 Equality and Diversity / Cohesion and Integration**

5.2.1 There are neither equality and diversity or cohesion and integration implications arising from this report.

### **5.3 Council policies and City Priorities**

5.3.1 Council representation on, and engagement with those Outside Bodies to which the Area Committee has authority to appoint, is in line with the Council's Policies and City Priorities.

### **5.4 Resources and value for money**

5.4.1 There are neither resource or value for money implications arising from this report.

### **5.5 Legal Implications, Access to Information and Call In**

5.5.1 The matters detailed within this report are in relation to Area Committees' Council Functions, and as such, any decisions arising from it are not eligible for Call In.

### **5.6 Risk Management**

5.6.1 In not appointing to those Outside Bodies listed within Appendix 2, there is a risk that the Council's designated representation on such organisations would not be fulfilled.

## **6 Conclusions**

6.1 Having regard to the Appointments to Outside Bodies Procedure Rules (attached at Appendix 1), the Area Committee is asked to determine the appointments to those designated Outside Bodies detailed within Appendix 2.

## **7 Recommendations**

7.1 The Area Committee is asked to confirm the appointments to those Outside Bodies identified within Appendix 2, or agree any changes to the schedule, having regard to the Appointments to Outside Bodies Procedure Rules, as outlined within this report and as detailed at Appendix 1.

## **8 Background documents<sup>3</sup>**

8.1 Appointments to Outside Bodies Procedure Rules

8.2 Area Committee Procedure Rules

8.3 Area Committees' Terms of Reference

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<sup>3</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.