

To All Councillors

Democratic & Central Services

Governance Services

1st Floor West

Civic Hall

Leeds LS1 1UR

Contact: Kevin Tomkinson

Tel: (0113) 37 88659

Email: kevin.tomkinson@leeds.gov.uk

Our Ref:

Your Ref:

24 May 2017

Dear Councillor

ANNUAL MEETING – 25th May 2017

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

Executive Functions

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 Leader¹

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

¹ For the following periods:

| Period | Deputy Leader | Designated Deputy Leader |
|--|---------------------|--------------------------|
| Annual meeting 2017 to 30 th November 2017 | Cllr Lucinda Yeadon | Cllr James Lewis |
| 1 st December 2017 to 31 st May 2018 | Cllr James Lewis | Cllr Lucinda Yeadon |

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

Executive Functions

Executive Members

| Name | Address | Ward |
|-----------------------|---|------------------------|
| Cllr Rebecca Charwood | 6, Kings Mount, Leeds LS17 5NS | Moortown |
| Cllr Debra Coupar | 14 Morrit Avenue, Halton, Leeds LS15 7EP | Temple Newsam |
| Cllr Richard Lewis | 173, Smalewell Road, Pudsey Leeds LS28 8HT | Pudsey |
| Cllr Lisa Mulherin | 12, Church Lane, Meanwood, Leeds LS6 4NP | Ardsley and Robin Hood |
| Cllr Mohammed Rafique | 67, Upland Crescent, Oakwood, Leeds LS8 2TB | Chapel Allerton |
| 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 MEMBERS PORTFOLIOS

| Executive Member | PORTFOLIO |
|-----------------------------|--|
| Councillor Judith Blake | <p>Leader of Leeds and Executive Member for Economy and Culture</p> <p>Lead for the council's budget and financial strategy; driving strong and inclusive economic growth in a compassionate city; the city's cultural offer and for devolution and local freedoms.</p> |
| Councillor James Lewis | <p>Deputy Leader and Executive Member for Resources and Strategy</p> <p>Lead the council to be more effective and efficient, including driving the digital and "smart city" agenda.</p> |
| Councillor Lucinda Yeadon | <p>Deputy Leader and Executive Member for Environment and Sustainability</p> <p>Lead for environmental provision, protection and sustainability driving strategic approach to energy and dealing with the city's waste.</p> |
| Councillor Lisa Mulherin | <p>Executive Member for Children and Families¹</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 Mohammed Rafique | <p>Executive Member for Employment, Skills and Opportunity</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> |

¹ 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 Rebecca Charlwood | Executive Member for Health, Wellbeing and Adults Lead for improving health and the quality of adult social care, reducing health inequalities through healthy lifestyles and driving the integration and partnership between health and social care. |
| Councillor Richard Lewis | Executive Member for Regeneration, Transport and Planning Lead for sustainable development, regeneration and infrastructure including the sufficiency of health and learning settings. |
| Councillor Debra Coupar | Executive Member for Communities Lead for delivering citizen focussed services and welfare support to meet locally identified needs in neighbourhoods and communities. |

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

This document should be read in conjunction with the Officer Delegation Scheme (Executive Functions) which provides greater detail as to the scope of the functions of each Director.

| PORTFOLIO | DECISION MAKING OVERSIGHT |
|---|--|
| Leader of Council and Executive Member for Economy and Culture Cllr Judith Blake | Chief Executive 3) Devolution and local freedoms. |
| | Director of Resources and Housing 1) Setting, supporting and monitoring the council’s financial strategy; 5) International relations |
| | Director of City Development 6) International and Domestic inward economic investment; and 9) Culture. |
| Deputy Leader and Executive Member for Resources and Strategy Cllr James Lewis | Chief Executive 1) Functions in relation to elections; and 2) Civic and ceremonial functions of the Council. |
| | Director of Resources and Housing 2) Managing effective financial management and controls; 3) Setting, supporting and monitoring the council’s policies and procedures 4) Corporate communications services; 6) The council’s corporate planning and policy development services, including coordination of the Best Council Plan. 7) The council’s city-wide resilience and emergency planning functions. 8) Civic Enterprise Leeds services; and 9) Community Infrastructure Levy spending relating to Strategic Fund. |
| | Director of Communities and Environment 15) Registrars functions; 16) Licensing functions; 17) Local Land Charges functions; and 19) Council tax processing and billing arrangements. |
| | Director of City Development 10) Sport and Active Lifestyles. |
| | Chief Officer (Financial Services) 1) Ensuring effective financial management and controls ¹ ; |
| | City Solicitor 1) Legal Services; 2) Democratic Services including support to elected members in their responsibilities; and 3) Supporting the corporate governance of the council. |

¹ The Chief Officer (Financial Services) has responsibility for these arrangements as Section 151 Officer

| PORTFOLIO | DECISION MAKING OVERSIGHT |
|---|--|
| <p>Deputy Leader and Executive Member for Environment and Sustainability</p> <p>Cllr Lucinda Yeadon</p> | <p>Director of Resources and Housing 10) Sustainable Energy and Carbon Reduction;</p> <hr/> <p>Director of Communities and Environment 6) Public Health Protection and Control of Statutory Nuisance; 7) Environmental Health and Consumer Protection; 8) Environmental Management; 10) Waste; 11) Cemeteries, crematoria, burial grounds and mortuaries; 12) Parks and countryside; 13) Countryside management; and 14) Ecological Sustainability.</p> |
| <p>Executive Member for Children and Families²</p> <p>Cllr Lisa Mulherin</p> | <p>Director of Children and Families 1) Safeguarding, Specialist and Targeted Services including:- a) Preventative Services; b) Safeguarding and Child Protection; c) Assessment and Care Management; d) Complex Needs; e) Residential and Respite Care; f) Support For Carers; and g) Youth Offending Services. 2) Learning, Skills and Universal Services including:- a) Early Years Provision; b) Access to education; c) Special Educational Needs; d) Promotion of educational excellence; and f) Development of active citizens. 3) Child Poverty</p> |

² 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.

| PORTFOLIO | DECISION MAKING OVERSIGHT |
|---|--|
| <p>Executive Member for Employment, Skills and Opportunity</p> <p>Cllr Mohammed Rafique</p> | <p>Director of Children and Families</p> <p>2) Learning, Skills and Universal Services including:- e) 14-16 Skills Development</p> |
| | <p>Director of Communities and Environment</p> <p>2) Equalities.</p> |
| | <p>Director of City Development</p> <p>5) Employment and skills including:- a) Provide leadership and coordination of the post 16 skills and learning system, working with people, schools, colleges, universities, employers, providers of information and guidance; b) provision of information, advice and guidance services in community and school settings; c) Apprenticeships; d) vocational training and allied services for persons over compulsory school age; and e) provide leadership and coordination of the city's employment support offer.</p> |
| <p>Executive Member Health, Wellbeing and Adults</p> <p>Cllr Rebecca Charlwood</p> | <p>Director of Adults and Health</p> <p>1) Promotion of well-being; 2) Information, advice and advocacy; 3) Prevention and Recovery; 4) Safeguarding; 5) Assessment and eligibility; 6) Diverse and High Quality Services; 7) Charging and financial assessments; and 8) Public Health.</p> |
| | <p>Director of Public Health</p> <p>1) Health improvement functions; 2) Health protection functions; 3) Functions relating to the commissioning of public health services; 4) Provision of statutory and mandated functions; 5) Functions of Responsible Authority; and 6) Publication of the annual report on the health of the local population.</p> |

Executive Functions

| PORTFOLIO | DECISION MAKING OVERSIGHT |
|--|--|
| <p>Executive Member for Regeneration, Transport and Planning</p> <p>Cllr Richard Lewis</p> | <p>Chief Executive 4) City Region Functions</p> |
| | <p>Director of Communities and Environment 9) Car Parking.</p> |
| | <p>Director of City Development 1) Asset Management; 3) Regeneration; 4) Economic Development; 7) Highways and Transportation; 8) Flood and water management; and 11) Planning Services.</p> |
| | <p>Chief Planning Officer 1) Development Plan functions; 2) Planning Policy and Guidance functions; 3) Neighbourhood Planning functions; and 4) Conservation Area functions.</p> |
| <p>Executive Member for Communities</p> <p>Cllr Debra Coupar</p> | <p>Director of Resources and Housing 11) Landlord Functions (funded by the Housing Revenue Account); and 12) Housing Functions (funded by the General Fund).</p> |
| | <p>Director of Communities and Environment 1) Integrated locality working and its associated citywide support and delivery functions; 3) The council's corporate customer services functions; 4) Library and information service. 5) Community Safety; and 18) Welfare and benefits services.</p> |
| | <p>Director of City Development 1) Asset Management so far as it relates to the use of land and buildings for the provision of front line services; and 2) Functions relating to the Council's register of Assets of Community Value.</p> |

SECTION 3B(c): SUPPORT TO EXECUTIVE MEMBERS

Role And Responsibilities Of Deputy And Support Executive Members

To assist the Executive Members in their roles and responsibilities

DEPUTY EXECUTIVE MEMBERS

Councillor Graham Hyde

Councillor Kim Groves

Councillor Mohammed Iqbal

Councillor Jonathan Pryor

Councillor Neil Dawson

Councillor Alex Sobel

SUPPORT EXECUTIVE MEMBERS

Councillor Sharon Hamilton

Councillor Arif Hussain

Councillor Stuart McKenna

Councillor Jack Dunn

Councillor Julie Heselwood

Councillor Catherine Dobson

Climate Change

Chair of Leeds Climate Change Action Group – Councillor Al Garthwaite

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Community Committees

Within each Committee's area:

(Council functions)

1. *To adopt and review a Community Plan¹;*
2. *to make Elected Member² appointments³ to Outside Bodies as determined by the Member Management Committee;*
3. *to advise or make representations to the Council or the Executive Board⁴ on all matters affecting community interests;⁵*
4. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals;⁶*
5. *to consider proposals referred to the Committee by the Council or the Executive Board⁷ and to report back the Committee's views to the referring body;⁸*
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 appropriate⁹;*

(Executive functions)¹⁰

8. *to promote and improve the economic, social and environmental well-being of the Committee's area¹¹; and*
9. *to exercise Executive Functions;¹²*

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

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

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

⁴ Or to any committee appointed by the Council or the Executive

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

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

⁷ Or to any committee appointed by the Council or the Executive

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

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

¹⁰ All executive functions will be exercisable concurrently with the Executive Board.

¹¹ 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.

¹² 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.

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Access To Information Appeals Committee

To determine appeals under the Access to Information Procedure Rules

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Development Plan Panel

An advisory committee¹ 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 are²

- *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 are³

- 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.

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

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

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

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Housing Advisory Board

In relation to the authority's role as housing authority¹, 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.

¹ 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.

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

| Well-Being | |
|---|---|
| Function | |
| To promote and improve the economic, social and environmental well-being of the Committee's area, including the commissioning of activities for children and young people¹. | <ul style="list-style-type: none"> • To take decisions in relation to commissioning of provision and/or services; • To monitor and evaluate activity relating to the use of the annual capital and revenue allocation to each Committee; • To actively engage and involve children and young people throughout the planning, decision making and evaluation of provision and services to meet their needs and aspirations. |

| Local Services | |
|--------------------------------------|---|
| Function | |
| Community Centres² | <p>In relation to each community centre identified by the Director of Communities and Environment as within the Committee's area, to:</p> <ul style="list-style-type: none"> • oversee controllable revenue budgets, operational arrangements and the use of the centres; • agree and implement a schedule of charges and discounts for directly managed centres; • make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs. |
| CCTV³ | To maintain an overview of the service in the Committee's area and receive regular information about it. |

¹ Function also delegated to Director of Communities and Environment

² Function also delegated to Director of Communities and Environment

³ Function also delegated to Director of Communities and Environment

| | |
|---|---|
| <p>Neighbourhood Management Co-ordination⁴</p> | <p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> • to agree priority neighbourhoods (through the approval of the Community Plan); and • to agree and monitor Neighbourhood Improvement Plans for the Committee's area. |
| <p>Street cleansing & Environmental Enforcement Services⁵:</p> <ul style="list-style-type: none"> • Litter bin emptying • Litter picking and associated works • Street sweeping and associated works • Leaf clearing • Ancillary street cleansing functions including Graffiti removal, Gully and Ginnel cleansing. • Dog Controls (fouling, straying, dogs on leads, dog exclusions) • Fly tipping enforcement • Enforcement of domestic & commercial waste issues • Litter-related enforcement work • Enforcement on abandoned & nuisance vehicles • Overgrown vegetation • Highways enforcement (placards on streets, A boards, cleanliness) • Graffiti enforcement work • Proactive local environmental promotions. | <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"> • the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered) • the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality. <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> |

⁴ Function also delegated to Director of Communities and Environment

⁵ Function also delegated to Director of Communities and Environment

| | |
|--|---|
| <p>Parks and Countryside⁶</p> | <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"> • to be responsible for the prioritisation and allocation of investment funding available for parks and green space; and • 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. |
| <p>Community Infrastructure Levy Neighbourhood Fund⁷</p> | <p>To make decisions in relation to spending CIL neighbourhood funds in accordance with the neighbourhood fund spending guidance.</p> <p>To work closely with Parish Councils, community groups and infrastructure providers to promote shared infrastructure planning and maximise use of CIL resources.</p> |

⁶ Function also delegated to Director of Communities and Environment

⁷ Function also delegated to Director of Communities and Environment

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SECTION 3D(b): COMMUNITY COMMITTEE CHAMPIONS

| | |
|---|---|
| <p>Community Committees to appoint Community Committee Champions 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"> • Environment & Community Safety¹ • Children’s Services • Employment, Skills and Welfare • Health, Wellbeing and Adult Social Care² |
| <p>Roles and Responsibilities of Community Committee Champions</p> | <ul style="list-style-type: none"> • To provide local leadership and champion the agenda at the Community Committee. • To represent the Community Committee at relevant meetings, forums and local partnerships. • To build links with key services and partners. • 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. • To maintain an overview of local performance. • To consult with the Community Committee and represent local views as part of the development and review of policy. |

¹ Community Committees may appoint two separate Community Committee Champions in the following roles:-

- Environment
- Community Safety

² Community Committees may appoint two separate Community Committee Champions in the following roles:-

- Health and Wellbeing
- Adult Social Care

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SECTION 3E: OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)

INTRODUCTION

- (a) This officer delegation scheme sets out the executive functions delegated to officers by the Leader under his/her Executive Arrangements¹.
- (b) The fact that a function stands delegated to an officer under these arrangements shall not preclude the Executive Board, from exercising the function directly.
- (c) An officer may consider that a delegated authority should not be exercised and that it should be referred to the Executive Board for determination.
- (d) 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 Board, for a decision.
- (e) The Executive Board may determine to reserve decisions about particular matters to itself.
- (f) In addition to the delegations set out in this scheme, the Executive Board can arrange for further delegations on specific matters.
- (g) 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.
- (h) Delegations set out in this scheme will be read in conjunction with all provisions of the Council's Constitution, and decisions taken by officers in accordance with this scheme will be taken in accordance with all relevant rules and protocols.
- (i) In taking decisions in relation to executive functions officers will ensure that they:
 - take appropriate advice in relation to legal and financial considerations;
 - make appropriate arrangements for assessing the impact of the decision in relation to equalities; and
 - undertake appropriate consultation

¹ Council functions are delegated by Full Council and are set out in the Officer Delegation Scheme (Council (non-executive) Functions). The executive functions delegated by the Leader should be construed in a broad and inclusive fashion to include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of those functions. They should not however be understood to include any Council function.

GENERAL DELEGATIONS TO OFFICERS

The Chief Executive, Directors and City Solicitor are authorised² 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:

1) FINANCIAL

- a) To incur expenditure and to generate and collect income in line with Financial Regulations, Contract Procedure Rules and within approved revenue and capital estimates.
- b) In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Chief Finance Officer at the first opportunity.

2) PROCUREMENT

- a) To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules.
- b) To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.
- c) Subject to the approval of the City Solicitor and the Chief Finance Officer, to sign certificates under the Local Government (Contracts) Act 1997 in relation to contracts³.

3) GENERAL

a) Community Right to Challenge⁴

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

² Save where the Leader or a relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

³ This function delegated only to:-

- 1) Statutory Chief Officers (Chief Finance Officer, Director of Childrens Services, Director of Adult Social Services and Director of Public Health);
- 2) Non-Statutory Chief Officers (Director of Resources and Housing, Director of Communities and Environment, Director of City Development, and City Solicitor); and
- 3) Deputy Chief Officer (Chief planning Officer)

in accordance with the Local Authority (Contracts) Regulations 1997/2862.

This function is not to be sub-delegated

⁴ See Executive Board 17th October 2012 Minute Number 89

Officer Delegation Scheme (Executive Functions)

b) Data Protection, Human Rights, Surveillance Activities, Freedom of Information

- i) To implement and ensure compliance with:
 - the rules on data protection, human rights, use of powers under RIPA (Regulation of Investigatory Powers Act) and freedom of information⁵;
 - the Council's policies on these matters; and
 - guidance and advice from the SIRO⁶ and from the SRO⁷ on these matters.
- ii) To designate officers with specific responsibilities for these matters.
- iii) To advise the SIRO 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.

c) Media

- i) To issue statements to the press and other news media about their delegated functions within the Council's adopted Budget and Policy Framework⁸.

d) Authorising Officers

- i) 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.

e) Corporate Procedures

- i) To take any action remitted to him/her under corporate procedures.⁹

f) Local Choice Functions (see Section 1, Part 3 of the Constitution)

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

⁵ 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

⁶ The Council's SIRO (Senior Information Risk Owner) is the Director of Resources and Housing

⁷ The Council's SRO (Senior Responsible Officer) in relation to the use of powers under RIPA, is the City Solicitor

⁸ The Budget and Policy Framework is defined in Article 4 of the Constitution.

⁹ 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)

g) Budget and Policy Framework

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

4) EMPLOYMENT

a) Miscellaneous Employment Issues

- i) 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.

b) Changes to Staffing Structures

- i) Decisions can be taken in relation to restructures¹⁰ except where the decision:
 - involves changes to existing National or Local Agreements and policies; and/or
 - cannot be achieved within delegated powers in respect of budgets
- ii) Decisions in respect of restructures which involve changes to existing agreements or policies and/or which have budgetary implications as set out in 4(b)(i) above are delegated to the Director of Resources and Housing and are subject to consultation with the City Solicitor and other appropriate parties.

c) Workforce Development

5) WAYS OF WORKING

a) Matching service to need

- i) To understand relevant information in relation to local population and communities and to identify emerging trends;
- ii) To identify and review provision and to ensure it is appropriately matched to current and anticipated level of need;
- iii) To engage with locality management teams to maximise value of local experience and engagement ; and
- iv) To work appropriately with Community Committees to ensure local democratic engagement in needs analysis and service provision

b) Partnerships

- i) To engage in partnerships with organisations in public, private, and voluntary sector;
- ii) To promote and influence partnership working with organisations across the city; and
- iii) To work in partnership beyond the city boundaries to support and participate in regional and sub-regional arrangements

¹⁰ Decisions in relation to restructures are subject to:-

- appropriate professional advice being sought;
- prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions; and
- appropriate consideration of pay and grading requirements.

Officer Delegation Scheme (Executive Functions)

c) Functions on Behalf of an NHS Body

- i) 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.

d) Provision of Statutory Returns

- i) To provide such statutory returns as are necessary within the Director's remit.

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The Chief Executive is authorised¹ to discharge any function of the Executive not otherwise delegated to a Director including the following functions in relation to ²

1) Functions in relation to elections including:-

- a) The registration of electors;
- b) Elections and referenda in relation to local matters, including:-
 - i) reviews of polling districts, places and stations;
- c) Assisting with and responding to consultation in relation to boundary reviews of all types, including:-
 - i) parliamentary constituency reviews;
 - ii) electoral reviews;
 - iii) principal area boundary reviews;
 - iv) structural reviews; and
- d) Community governance reviews.

2) Civic and ceremonial functions of the Council including:-

- a) Provision of support to the Lord Mayor;
- b) Ceremonial occasions; and
- c) Authorisation of use of Council's Crest.

3) Devolution and local freedoms including:-

- a) Delivery of devolved powers and freedoms, including those received through the city deal and growth deal, in conjunction with the LEP;
- b) Liaison with:-
 - i) West Yorkshire Combined Authority and Leeds City Region bodies;
 - ii) Central government departments; and
 - iii) Core Cities.

4) City Region functions including:-

- a) the Council's interface with Leeds City Region partners, the Local Enterprise Partnership and other city regions.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

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The Director of Resources and Housing is authorised¹ to discharge the following functions²

- 1) Setting, supporting and monitoring the council's financial strategy.**
- 2) Managing effective financial management and controls, including:-**
 - a) collecting council tax and business rates, and collecting other money that is owed to the council;
 - b) administration of pensions; and
 - c) insurance for the council.
- 3) Setting, supporting and monitoring the council's policies and procedures for managing:-**
 - a) budgets;
 - b) human resources (including health and safety);
 - c) information and communications technology;
 - d) information governance;
 - e) procurement and purchasing;
 - f) projects and programmes;
 - g) Joint Strategic Needs Analysis;
 - h) performance and service improvement; and
 - i) risk and business continuity.
- 4) Corporate communications services, including:-**
 - a) the council's communications strategy and policy;
 - b) internal and external communications; and
 - c) press and media relations.
- 5) International Relations**
- 6) The council's corporate planning and policy development services, including coordination of the Best Council Plan**
- 7) The council's city-wide resilience and emergency planning functions**

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

8) Civic Enterprise Leeds services including:-

- a) business support, facilities management, and similar services for the council and its civic and community buildings and office accommodation; and
- b) trading these services to schools and other external partners (including the approval of business cases as and when required for the exercise of trading powers)³.

9) Community Infrastructure Levy spending relating to Strategic Fund.

10) Sustainable Energy and Carbon Reduction including:-

- a) Formulation and implementation of sustainable energy and carbon reduction policies for the city; and
- b) Engagement with communities in relation to climate change.

11) Landlord Functions (funded by the Housing Revenue Account):-

- a) Council Housing Management, including:-
 - i) Tenant involvement;
 - ii) Lettings & rent collection;
 - iii) Repairs & maintenance;
 - iv) Housing Revenue Account investment (to maintain existing and provide new council housing); and
 - v) Housing PFI projects

12) Housing Functions (funded by the General Fund)

- a) Condition and Occupation of Housing, including:-
 - i) Private and voluntary sector rental housing (including enforcement and licensing);
 - ii) Empty property strategy; and
 - iii) Partnerships with Housing Associations and other key stakeholders.
- b) Other Housing Services, including:-
 - i) Housing advice;
 - ii) Homelessness;
 - iii) Gypsies & travellers;
 - iv) Emergency & temporary accommodation;
 - v) Energy efficiency & fuel poverty; and
 - vi) Adaptations.

³Subject to consultation with the appropriate Members.

The Chief Officer (Financial Services) is authorised¹ to discharge the following functions²

1) Ensuring effective financial management and controls³, including:-

- a) Reporting on the robustness of the Council's financial plans;
- b) managing the Council's borrowing and investment requirements;
- c) managing and monitoring the Council's revenue budget and capital programme;
- d) preparation and closure of the Council's financial accounts;
- e) managing the Council's tax affairs; and
- f) internal audit.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ The Chief Officer (Financial Services) has responsibility for these arrangements as Section 151 Officer

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The City Solicitor is authorised¹ to discharge the following functions in relation to ²

1) Legal Services including:-

- a) Provision of legal advice and related support services;
- b) Functions relating to the role of Solicitor to the Council including:-
 - i) taking any action intended to give effect to a decision of the Executive (taken under the Leader's executive arrangements);
 - ii) the commencement, defence, withdrawal or settlement of proceedings;
 - iii) the authorisation of Council officers to conduct legal matters in court; and
- c) The issue of appropriate indemnities to Directors in relation to Public Private Partnership / Private Finance Initiative and other major property and infrastructure related projects where a Director:-
 - i) Signs a certificate under the Local Government (Contracts) Act 1997; or
 - ii) Acts as a director to the LEP or LIFTco.

2) Democratic Services including support to elected members in their responsibilities, particularly in respect of:-

- a) The Leader of Council;
- b) Councillors via group support offices;
- c) The full Council meeting;
- d) Executive Board;
- e) Committees appointed by full Council;
- f) Scrutiny of the Executive;
- g) Training and development of councillors; and
- h) Management and oversight of the Members' Allowances Scheme.

3) Supporting the corporate governance of the council, particularly in respect of:-

- a) The requirements of the Members' Code of Conduct;
- b) Compliance with access to information requirements;
- c) Upkeep of the constitution; and
- d) Preparation of the Annual Governance Statement.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

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The Director of Communities and Environment is authorised¹ to discharge the following functions²

1) Integrated locality working and its associated citywide support and delivery functions including:-

- a) Community Committees;
- b) Area Leadership Teams;
- c) Neighbourhood Improvement Boards;
- d) Parish and Town Councils;
- e) Locally devolved functions;
- f) Multiagency working in neighbourhoods;
- g) Cohesion and integration;
- h) Community centres;
- i) Administration of the well-being and youth activity fund budgets³;
- j) Migration;
- k) Volunteering;
- l) Consultation and engagement;
- m) Relationships with the Third Sector;
- n) Commissioning of Third Sector infrastructure;
- o) The promotion and improvement of economic, social and environmental well being⁴ and
- p) Community Infrastructure Levy spending relating to the Neighbourhood Fund⁵.

2) Equalities.

3) The council's corporate customer services functions including:-

- a) The telephone contact centre;
- b) Digital access including the council's website and e-services;
- c) Community hubs covering provision of the Councils:-
 - i) One Stop Centre Services;
 - ii) Community based housing management and advice services;
 - iii) Front line community library services and mobile library services; and
 - iv) Local job-shop provision; and
- d) Interpretation and translation services.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ 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.

⁴ 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.

⁵ 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 CIL Neighbourhood Fund allocated to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.

- 4) Library and Information Service including:-**
- a) Development of the library service across the city;
 - b) Management of central library including front line staff; and
 - c) Library volunteers and 'At Home'.
- 5) Community Safety including:-**
- a) CCTV;
 - b) Reduction of crime and disorder;
 - c) Tackling anti-social behaviour; and
 - d) Tackling domestic violence.
- 6) Public Health Protection and Control of Statutory Nuisance including:-**
- a) rubbish accumulations and fly-tipping;
 - b) domestic, commercial and industrial noise, fumes and odours;
 - c) air quality management; and
 - d) other forms of pollution harmful to public health.
- 7) Environmental Health and Consumer Protection including:-**
- a) food hygiene and safety;
 - b) health and safety at work⁶;
 - c) monitoring and control of infectious diseases;
 - d) private water supply monitoring; and
 - e) animal health and welfare⁷.
- 8) Environmental Management including:-**
- a) street cleaning;
 - b) litter bin provision and maintenance;
 - c) provision and cleaning of public conveniences;
 - d) graffiti removal; and
 - e) dog control and dog warden service.
- 9) Car Parking including:-**
- a) Operation and maintenance of on and off street car parking provision;
 - b) Decriminalised parking functions including:-
 - i) issuing of parking contravention notices; and
 - ii) camera operated bus lanes;
 - c) Provision of commercial and residential parking permits; and
 - d) monitoring and enforcement of disabled 'blue badge' parking use.
- 10)Waste including:-**
- a) Development and implementation of Leeds' waste strategy and policies;
 - b) refuse and recycling collection; and
 - c) waste treatment and disposal.
- 11)Cemeteries, crematoria, burial grounds and mortuaries including:-**

⁶ other than in relation to Leeds City Council staff or activities

⁷ including livestock markets and animal breeding and boarding establishments

Officer Delegation Scheme (Executive Functions)

- a) The authority's role as burial authority;
- b) Provision, management and maintenance of public burial grounds and crematoria;
- c) Provision of burial and cremation services for the public; and
- d) contribution to the regional mortuary service serving West Yorkshire.

12) Parks and countryside including:-

- a) Creation, management and enhancement of green spaces⁸;
- b) Creation, management and enhancement of related visitor attractions and facilities;
- c) Public rights of way;
- d) Woodland and tree management;
- e) Provision of educational events and programmes; and
- f) Grass cutting and grounds maintenance.

13) Countryside management including:-

- a) provision and maintenance of footpaths and bridleways;
- b) management of the public rights of way network including legal recording, enforcement and maintenance activities;
- c) provision and maintenance of landscaping schemes; and
- d) management of designated conservation sites.

14) Ecological Sustainability including:-

- a) The use of parks and green spaces to promote resilience and mitigate the impact of climate change, flooding and extreme weather events; and
- b) Engagement with communities to enhance natural resilience of environment.

15) Registrars functions including:-

- a) Registration of births, deaths, marriages and civil partnerships; and
- b) Provision of civic weddings, civil partnerships and citizenship ceremonies.

16) Licensing functions including:-

- a) Taxi and Private hire licensing functions and related enforcement activities;
- b) The administration and enforcement of licences for entertainment, gambling and the sale of alcohol; and
- c) Miscellaneous licences.

17) Local Land Charges functions including:-

- a) Maintenance of the Local Land Charges Register; and
- b) Responsibility for processing local authority searches.

⁸ Including parks & city centre beds, nature reserves & woodlands, playgrounds, allotments

18) Welfare and benefits services including:-

- a) Welfare rights;
- b) Housing benefit, including recoverability of overpayments, and education benefit services;
- c) Local Council Tax Support and recoverability of excess Council Tax Support payments;
- d) Local hardship schemes;
- e) Financial and social inclusion initiatives; and
- f) Commissioning of credit union and Leeds advice consortium services.

19) Council tax processing and billing arrangements including:-

- a) Annual billing;
- b) Discount schemes including single person discounts;
- c) Administration of s13 decisions; and
- d) Empty property charges.

The Director of City Development is authorised¹ to discharge the following functions²

1) Asset Management including:-

- a) strategic management and development of the Council's land and property portfolio;
- b) disposals and acquisitions both freehold and leasehold³;
- c) valuations and appropriations;
- d) architectural and design services; and
- e) any other dealings with land or any interest in land.

2) Functions relating to the Council's register of Assets of Community Value.

3) Regeneration including:-

- a) development of regeneration frameworks;
- b) implementation of plans to promote the regeneration of specific areas; and
- c) management of the Housing Growth Team with specific responsibility for private housing development and the affordable housing programme.

4) Economic Development including:-

- a) business support;
- b) the Council's markets service; and
- c) management of the city centre.

5) Employment and skills including:-

a) Provide leadership and coordination of the post 16 skills and learning system, working with people, schools, colleges, universities, employers, providers of information and guidance with the aims of:

- getting more people into jobs
- increasing labour market productivity
- meeting employer needs, tackling skills shortages and supporting the growth of priority sectors
- supporting people to progress within their careers, particularly from low paid roles to better jobs
- developing, attracting and retaining skilled, creative and entrepreneurial people to help develop a successful economy
- improving transition from education to work, and to support lifelong learning for people to develop and fully participate in civic life and progress their careers and respond to economic change.

b) Provision of information, advice and guidance services in community and school settings

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ To deliver the Council's Capital receipts Programme and support housing growth.

Officer Delegation Scheme (Executive Functions)

- c) **Apprenticeships** including:-
- working with learning and training providers to develop and deliver provision to meet changing labour market needs
 - supporting the implementation of the corporate apprenticeship provision
- d) **Vocational training and allied services for persons over compulsory school age including:-**
- putting employers at the heart of the system, influencing learning and training providers to ensure provision meets employers' needs; and
 - working with learning and training providers to develop and deliver provision to meet emerging labour market needs
 - the commissioning and delivery of adult (19 plus) learning programme in communities; and
 - working with employers to strengthen their workforce training
- e) **Provide leadership and coordination of the city's employment support offer including:-**
- promotion of partnership working and aligned provision to assist residents to obtain employment
 - working with employers to meet their workforce needs
 - commission and deliver services to support citizens in disadvantaged communities to enter and stay in employment, and
 - working with employers and careers advice and learning providers to support the progression of low paid workers into better jobs, and coordinating work to removing other barriers to progression.
- 6) International and domestic inward economic investment including:-**
- a) tourism and the visitor economy.
- 7) Highways and Transportation including:-**
- a) the authority's role as a highways authority;
- b) maintenance of highway assets of roads, bridges, retaining walls, street lighting and associated infrastructure;
- c) design and delivery of major and minor highway schemes;
- d) development of the Council's transport policy (including parking policy⁴); and
- e) the making of agreements for the execution of highways works under S278 Highways Act 1980.
- 8) Flood and water management including:-**
- a) Land drainage activities;
- b) The delivery and maintenance of flood alleviation schemes; and
- c) Flood response.

⁴ The Director of City Development's delegations do not cover parking enforcement which falls within the delegations of the Director of Communities and Environment.

9) Culture including:-

- a) museums and galleries; and
- b) arts and events.

10) Sport and Active Lifestyles including:-

- a) leisure centres and community sports facilities⁵.

11) Planning Services including:-

- a) management of the planning service⁶;
- b) building control;
- c) safety at sports grounds;
- d) street naming and numbering;
- e) building conservation and urban design;
- f) contaminated land; and
- g) obtaining of information as to interests in land.

⁵ The Director of City Development's delegations do not cover golf courses and outdoor pitches in parks which falls within the delegations of the Director of Communities and Environment.

⁶ Excluding specific decisions on planning applications, the development of planning policy including the Council's Core Strategy which are delegated to the Chief Planning Officer.

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The Chief Planning Officer is authorised¹ to discharge the following functions in relation to ² the authority's role as Local Planning Authority³ including:-

1) Development Plan functions including:-

- a) Preparation, monitoring and review of the Development Plan, (including the Core Strategy, Site Allocation Plan, Aire Valley Leeds Area Action Plan and Natural Resources & Waste Development Plan Document).

2) Planning Policy and Guidance functions including:-

- a) Preparation and review of other planning policy and guidance notes (including Supplementary Planning Documents).

3) Neighbourhood Planning functions.

4) Conservation Area functions including:-

- a) Designation and review of Conservation Area Appraisals and Management Plans.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Chief Officer considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ The Chief Planning Officer's delegations do not cover those functions delegated to the Director of City Development in relation to Planning Services.

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The Director of Children and Families is authorised¹ to discharge the following functions²³

1) Safeguarding, Specialist and Targeted Services

a) Preventative Services including:-

Taking account of the benefits of prevention and early intervention and the importance of co- operating with other agencies to offer early help to children, young people and families to:-

- i) Understand local need; and
- ii) Secure provision of services.

b) Safeguarding and Child Protection including:-

- i) Leading on multiagency arrangements to ensure that resources are coordinated and deployed in safeguarding vulnerable children;
- ii) Provision of safeguarding training to ensure that staff are equipped to recognise and address child abuse;
- iii) Acting as corporate parents for looked after children;
- iv) Provision of placements for looked after children; and
- v) Implementing planned transition for young people leaving care.

c) Assessment and Care Management including:-

- i) Assessment of children who may have social care needs; and
- ii) Co-ordination, management and review of care package to meet assessed needs.

d) Complex Needs including:-

- i) Provide and commission services to meet the need of children with complex needs.

e) Residential and Respite Care including:-

- i) Provision and commissioning of residential placements; and
- ii) Provision and commissioning of respite care.

f) Support For Carers including:-

- i) Provision or commissioning of training, advice and practical help for carers.

g) Youth Offending Services including:-

- i) Provision of education for children in custody; and
- ii) Safeguarding arrangements for children in custody.

2) Learning, Skills and Universal Services

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ In accordance with the resolution of the Executive Board 6 July 2005 the Director of Children and Families will also carry out relevant functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal Charity

a) Early Years Provision including:-

- i) Provision of information, advice and assistance to parents and prospective parents;
- ii) Provision of children's centres;
- iii) Promotion of child care to ensure sufficient good quality child care to support working parents;
- iv) Promotion of high quality early years provision;
- v) Provision of free education for three and four year olds and all disadvantaged two year olds; and
- vi) Support to early years providers meeting requirements of Early Years Foundation Stage statutory framework.

b) Access to education including:-

- i) Promote a diverse supply of strong schools, including:-
 - Encouraging good schools to expand and,
 - Where there is a need for a new school, seeking proposals for an Academy or Free School
- ii) Ensure fair access to all schools for every child, including:-
 - Provision of appropriate information to parents; and
 - Compliance with the statutory School Admissions and School Admissions Appeal Codes;
- iii) Provision of suitable home to school transport arrangements; and
- iv) Make arrangements for children outside mainstream education or missing education.

c) Special Educational Needs including:-

- i) Provide and commission education services to meet the need of children with special educational needs; and
- ii) Funding provision for children with statements of special educational needs.

d) Promotion of educational excellence including:-

- i) Support to maintained schools delivering national curriculum;
- ii) Development of robust school improvement strategies;
- iii) Support of school to school collaboration;
- iv) Improvement of poorly performing schools;.
- v) Establishing a schools forum; and
- vi) Maintaining a scheme for financing maintained schools and related provision of information.

e) 14-16 Skills Development

- i) Support the development of a diverse learning offer including University Technical Colleges, Studio Schools, Direct College enrolment and Free Schools;
- ii) Support the development of academic, technical and vocational pathways that contribute to local labour market needs;
- iii) Promote the opportunities available to young people at 14; and
- iv) Promotion of business engagement in schools and colleges through high quality Careers Education, Information, Advice And Guidance.

f) Development of active citizens including:-

- i) Promotion of access to educational and recreational leisure time activities for improvement of well-being and personal and social development of children; and
- ii) Promotion of children's participation in public decision making.

3) Child Poverty including:-

Establish local co-operation arrangements to reduce child poverty, including:-

- a) Preparation and publication of a local child poverty needs assessment; and
- b) Preparation of a local child poverty strategy.

Functions Delegated to the Director of Children and Families as Lead Officer of One Adoption Agency for West Yorkshire

The Director of Children and Families is authorised⁴ to discharge the following functions on behalf of the West Yorkshire Adoption Joint Committee ('WYAJC')

1) Adoption services including:-

- a) Recruitment and approval of potential adopters;
- b) Identification of potential matches between children and adopters⁵;
- c) Provision of adoption panels; and
- d) Provision of adoption support services⁶ to adopters, adoptees, birth families and relevant professionals.

⁴ Save where the Chair has directed or the Director considers that the matter should be referred to WYAJC for consideration.

⁵ One Adoption Agency for West Yorkshire shall identify potential matches and make recommendations to the relevant local authority for the matched child. The decision to match a child with an adoptive family remains a function of the Local Authority.

⁶ Including maintenance of and access to adoption records

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The Director of Adults and Health is authorised¹ to discharge the following functions² through the commissioning and provision of social services for adults and public health services for the whole population

Services to Support Adults³

1) Promotion of well-being including:-

- a) Integration and personalisation of health and social care services across the city for the benefit and health and well-being of Leeds citizens;
- b) Promotion of the principle of well-being;
- c) Consideration of supplier lead service innovation; and
- d) Development and integration of programmes and campaigns to promote health and well-being.

2) Information, advice and advocacy including:-

- a) Provision of information about available services;
- b) Provision of advice to potential service users; and
- c) Arrangement of independent advocacy to support participation in, or understanding of, the care and support system.

3) Prevention and Recovery:-

To take steps to prevent, reduce or delay the need for care and support for all people including:-

- a) Preventative Services:-
 - i) Provision or arrangement of community and home based services to adults with less intensive needs; and
- b) Re-Ablement Services:-
 - i) Provision or arrangement of early intervention time-limited services to meet the immediate requirements of adults with short-term social care needs.

4) Safeguarding including:-

- a) Co-ordination of multiagency arrangements to ensure that resources are deployed in safeguarding vulnerable adults;
- b) Delivery of safeguarding training; and
- c) To promote and enable identification of and appropriate action for vulnerable adults at risk of abuse or neglect.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ "Adults" includes any vulnerable person over the age of 18; whether vulnerable by reasons of mental health problems, learning disabilities, physical or sensory impairment, because they are older people or because they are carers.

5) Assessment and eligibility

- a) Assessment, support planning and review including:-
 - i) Assessment of adults who appear to need care and support;
 - ii) Identification of outcomes within the care and planning process that will establish the cornerstone of the subsequent support plan;
 - iii) Provision of a Personal Budget for persons with eligible needs;
 - iv) Co-ordination, management and review of care and support arrangements to meet eligible needs;
 - v) Assessment of social care needs of carers; and
 - vi) Arrangement and funding of services to meet the care and support needs of adults who are detained in prison or who are resident in approved premises; and
- b) Self-Directed Care
 - i) Provision of assistance to adults to self-direct their support (including assistance with direct payments, individual service funds and trust funds).

6) Diverse and High Quality Services

To commission or provide⁴ directly care and support services that meet people's needs including:-

- a) Support to live at home:-
 - i) Supported and other accommodation, including extra-care;
 - ii) Assistance to enable access to other accommodation, including extra-care;
 - iii) Equipment and adaptations;
 - iv) Home care and community meals services;
 - v) Day support and care services;
 - vi) Short breaks;
 - vii) Community alarm service and assistive technology;
 - viii) Carers services; and
 - ix) *Shared Lives* service;
- b) Residential and Nursing Care:-
 - i) Residential placements, including specialist provision for people with mental health needs and dementia; and
 - ii) Nursing placements, including specialist provision for people with dementia.
- c) Housing Related Support

7) Charging and financial assessments including:-

- a) To undertake financial assessment; and
- b) Provision of deferred payments.

⁴ Including arrangements to ensure continuity of care in the event of provider failure

Public Health Services for the whole population⁵

8) Public Health

- a) Ensure the council meets its duties to improve public health
- b) Ensure the delivery of public health protections and health improvement responsibilities
- c) Ensure the council plans and responds to emergencies that present a risk to public health
- d) Ensure the council meets other local government public health responsibilities

⁵ Public health services relate to both children and adults

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The Director of Public Health is authorised¹ to discharge the following functions²

1) Health Improvement Functions³ including:-

- a) Ensuring rigorous appreciation of local health need;
- b) Contributing to the Joint Strategic Needs Assessment;
- c) Contributing to the Joint Health and Wellbeing Strategy;
- d) Providing health improvement advice⁴;
- e) Providing day to day management of the Council's ring fenced public health budget; and
- f) Reducing health inequalities.

2) Health Protection Functions including:-

- a) Preparing, monitoring and providing advice in relation to health protection plans;
- b) Ensuring public health emergency resilience;
- c) Providing the lead in responding to public health incidents⁵;
- d) Communicable and infectious disease control;
- e) Vaccination and immunisation programmes; and
- f) oversight of national screening programmes.

3) Functions relating to the Commissioning of Public Health Services including:-

- a) Fostering joint commissioning;
- b) Ensuring providers have robust clinical governance arrangements in place; and
- c) Commissioning services in relation to:-
 - i) Smoking Cessation;
 - ii) Weight Management;
 - iii) Mental Health;
 - iv) Alcohol and Drug Misuse;
 - v) Healthy Child Services (0-19);
 - vi) Nutrition;
 - vii) Physical Activity;
 - viii) Oral Health Promotion; and
 - ix) Accident and Injury Prevention.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ S2B National Health Service Act 2006

⁴ To Members and officers of the Council, the Health and Wellbeing Board and local partners.

⁵ Including environmental hazards

Officer Delegation Scheme (Executive Functions)

4) Provision of Statutory and Mandated Functions including:-

- a) Providing public health advice to NHS commissioners⁶;
- b) Sexual Health Services⁷;
- c) NHS Health Check Assessments⁸;
- d) National Child Measurement Programme⁹;
- e) Health Visiting (0-5)¹⁰
- f) Joint working with the prison service to secure and maintain the health of prisoners¹¹; and
- g) Assessment of risks posed by violent and sexual offenders¹².

5) Functions of Responsible Authority including:-

- a) Responses under the Licensing Act 2003, e.g. making representations about licensing applications.

6) Production and Publication of the annual report on the health of the local population¹³.

⁶ Regulation 7 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

⁷ Regulation 6 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

⁸ Regulations 4 & 5 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

⁹ Regulation 3 Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

¹⁰ Regulation 5A Local Authorities (Public Health Functions and Entry to Premises by Local Healthwatch Representatives) Regulations 2013

¹¹ Section 249 National Health Service Act 2006

¹² Section 325 Criminal Justice Act 2003

¹³ In accordance with The National Health Service Act 2006 section 73B(5) the Director of Public Health must prepare this report (this responsibility is reflected in Article 12) and section 73B(6) the local authority must publish it.

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 delegated³:

- 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;

³ 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

Birmingham City Council¹

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 Council²

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 Resources and Housing, 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.

¹ Resolved by the Executive on 30th March 2011, and extended on 16th July 2014 with the delegation to run until 31st March 2019.

² Resolved by the Executive on 19th May 2010

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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 Members¹

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>

¹ 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 Members²

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 authority³, 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.

² Appointed by full Council

³ 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?CId=793&Year=0>

The **West Yorkshire Joint Health Overview and Scrutiny Committee** is a joint committee appointed under Regulation 30 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013/218.

Regulation 30(5) provides that where two or more authorities are included in any consultation carried out by a relevant NHS body or health service provider those local authorities must appoint a joint overview and scrutiny committee to act in relation to that consultation.

In appointing a joint overview and scrutiny committee the participating authorities have applied such terms and conditions as they agree are appropriate to the exercise of functions delegated. The West Yorkshire Joint Health Overview and Scrutiny Committee is authorised to undertake the following functions;

- To scrutinise any proposed service configuration with West Yorkshire-wide implications and its impact on patients and the public when constituent Councils have delegated these powers to the West Yorkshire Health Scrutiny Committee.
- To meet regularly with NHS England to:
 - Receive updates on national developments and other matters from NHS England
 - To inform NHS England of common issues arising at the five West Yorkshire health scrutiny committees.
- To receive information on service proposals and other matters from West Yorkshire Commissioning Collaborative (known as 10CC)
- To share information on health issues from each of the local authority areas that may have an impact on the other local authority areas within West Yorkshire.
- To undertake shared development activities from time to time.

Joint Arrangements

West Yorkshire Adoption Joint Committee

Functions:

Adoption services including:

- i) Recruitment and approval of potential adopters;
- ii) Identification of potential matches between children and adopters;
- iii) Provision of adoption panels; and
- iv) Provision of support services to adopters, adoptees, birth families and relevant professionals.

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: The Executive Member for Children and Families (who shall chair the Committee)

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

<http://democracy.leeds.gov.uk/mgCommitteeDetails.aspx?ID=1073>