



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 8th February, 2023 at 10.00 am

MEMBERSHIP

Councillors

S Arif	-	Gipton and Harehills;
D Blackburn	-	Farnley and Wortley;
Amanda Carter	-	Calverley and Farsley;
D Cohen	-	Alwoodley;
D Coupar	-	Temple Newsam;
S Golton	-	Rothwell;
H Hayden	-	Temple Newsam;
A Khan	-	Burmantofts and Richmond Hill;
W Kidger	-	Morley South;
J Lennox	-	Cross Gates and Whinmoor;
J Lewis (Chair)	-	Kippax and Methley;
J Pryor	-	Headingley and Hyde Park;
F Venner	-	Kirkstall;

Please do not attend the meeting in person if you have symptoms of Covid 19 and please follow current public health advice to avoid passing the virus onto other people.

Note to observers of the meeting. To remotely observe this meeting, please click on the 'View the Meeting Recording' link which will feature on the meeting's webpage (link below) ahead of the meeting. The webcast will become available at the commencement of the meeting:

[Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk/council-and-democracy)

**Agenda compiled by:
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Civic Hall
LEEDS LS1 1UR
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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Procedure Rules (in the event of an appeal the press and public will be excluded).</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF INTERESTS</p> <p>To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>MINUTES OF THE MEETING HELD ON 14 DECEMBER 2022</p> <p>To receive and approve the minutes of the meeting held on 14 December 2022</p>	5 - 6
7			<p>APPROVAL OF THE PAY POLICY STATEMENT 2023/24</p> <p>To receive and consider the attached report of the Chief Officer, Human Resources.</p>	7 - 22
8			<p>COMMUNITY GOVERNANCE REVIEW OF THORP ARCH PARISH COUNCIL</p> <p>To receive and consider the attached report of the Chief Officer, Elections and Regulatory</p>	23 - 34
9			<p>COMMUNITY GOVERNANCE REVIEW OF LEDSTON PARISH COUNCIL</p> <p>To receive and consider the attached report of the Chief Officer, Elections and Regulatory</p>	35 - 54

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p data-bbox="675 181 1171 248">APPOINTMENT OF ADDITIONAL INDEPENDENT PERSON</p> <p data-bbox="675 293 1390 360">To receive and consider the attached report of the City Solicitor</p> <p data-bbox="675 434 1098 461">THIRD PARTY RECORDING</p> <p data-bbox="675 506 1382 719">Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p data-bbox="675 763 1310 831">Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> <li data-bbox="675 875 1401 1088">a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. <li data-bbox="675 1093 1406 1417">b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	55 - 60

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GENERAL PURPOSES COMMITTEE

WEDNESDAY, 14TH DECEMBER, 2022

PRESENT: Councillor J Lewis in the Chair

Councillors S Arif, D Blackburn, K Brooks,
Amanda Carter, D Cohen, D Coupar,
M Harland, H Hayden, A Khan and J Pryor

17 Appeals against refusal of inspection of documents

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

18 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

19 Late items

There were no late items.

20 Declaration of Interests

Councillors M Harland and J Lewis informed the Committee that they had been involved in discussions relating to Agenda Item 7, Proposed Community Governance Review of Ledston Parish Council as Ward Members for Kippax and Methley and would be considering the report with an open mind and without pre-determination.

21 Apologies for absence

Apologies for absence were submitted on behalf of Councillors S Golton, W Kidger, J Lennox and F Venner.

Councillors K Brooks and M Harland were in attendance as substitutes.

22 Minutes of the last meeting

RESOLVED – That the minutes of the meeting held on the 19 October 2022 be approved as a correct record.

23 Proposed Community Governance Review of Ledston Parish Council

The report of the Chief Officer, Elections and Regulatory informed the Committee of a request from Ledston Parish Council for a Community Governance Review to consult publicly on the future of the Parish Council.

Susanna Benton, Head of Electoral Services presented the report.

Members were informed of the reasons for the request and the timetable for the Community Governance Review should this be approved.

RESOLVED – That a Community Governance Review of Ledston Parish Council be undertaken, and the terms of reference and timetable for the review as appended to the report be approved.

24 Date and Time of Next Meeting

Wednesday, 8 February 2023 at 10.00 a.m.

Approval of the Pay Policy Statement 2023/24

Date: 8th February 2023

Report of: Chief Officer Human Resources

Report to: General Purposes Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

This report details information around the Council's Annual Pay Policy Statement (Appendix A) which is statutorily required to be approved before 31st March each year by Full Council.

The organisation's People Strategy keeps inclusion and wellbeing at the centre of our organisation plans. An important part of the People Strategy is our commitment for a fair and sustainable pay structure. This links directly to the Council implementing a minimum wage which seeks to mirror the Foundation Living Wage rate to ensure fair and sustainable pay for our low paid employees.

In addition, the report updates Members in relation to staff declarations of protected characteristics in the JNC cohort as well as providing comparative data in respect of regional median pay multiples.

Recommendations

General Purposes Committee is recommended to:

1. Note the contents of the Pay Policy Statement 2023/24 at Appendix A and the content as set out in Appendix B and
2. Recommend to Full Council that it:
 - a) Approves the Pay Policy Statement for the 2023/24 financial year as attached in Appendix A.
 - b) Resolves that the data in the Pay Policy Statement be updated once national pay negotiations for the 2023/24 financial year are concluded;
 - c) Note the Chief Officer (HR) has existing delegated authority to make any necessary adjustments to the Council's pay scales arising from nationally agreed pay awards.

Why is the proposal being put forward?

- 1 This report sets out the Pay Policy Statement for 2023/24. This is required under the Localism Act 2011 and must be annually approved by the Full Council before 31 March each year.

What impact will this proposal have?

Wards affected:

Have ward members been consulted?

Yes

No

- 2 Each Local Authority is an individual employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and which deliver value for money for local taxpayers. The provisions of the Localism Act do not seek to change this or to determine what decisions on pay should be taken. However, they require individual employing authorities to be clear about their own policies in relation to pay.
- 3 With effect from 1st April 2023 the Council will further increase its minimum pay rate to £10.90 equivalent to an annual salary of £21,029 which mirrors the Living Wage Foundation minimum rate. The national minimum rate of pay for apprentices aged 19 and below or in the first year of their apprenticeship is £5.28. All new starters in Leeds City Council including apprentices will receive a minimum of £10.90 per hour from 1st April 2023.
- 4 The pay multiple is the relationship between the median salary and the highest paid actual salary in the organisation, this is usually set out as part of the Pay Policy Statement. However, due to ongoing delays in national negotiations on Pay Claim the pay multiple for 2023/24 cannot be calculated to include the 2023/24 pay award as this is yet to be agreed. Instead, and for the purposes of publishing the Pay Policy Statement the pay multiple has been calculated with the information currently available. This is by using the median salary in the organisation as at 30/11/2022 (£26,845) and the current salary of the Chief Executive, this has been calculated at 7.07:1.
- 5 In addition, the organisation produces a pay multiple with the highest paid and the lowest paid salary. Based on the implementation on the 1st April 2023 of £10.90 and the current salary of the Chief Executive, the pay multiple with the lowest paid is 9.03:1.
- 6 Members are also provided with details of the median pay multiple in other regional authorities and core cities for 2022/23 (where available) together with a comparison to the previous year at Appendix B.
- 7 The figure for employees at a senior level declaring their protected equality characteristics has increased to 77.8%. The percentage of staff declaring their protected equality characteristics across this council is 66.8%. For the purposes of this data, 'senior' level refers to those employed on Joint National Council (JNC) terms and conditions.
- 8 The mean hourly rate for women for 2022 is 3.8% lower than for men, this demonstrates a reduction in the mean gender pay gap of 1.1% since 2021. In addition, the median gender pay gap has also decreased. The median hourly rate for women for 2022 is 9.4% lower than for men, which demonstrates a reduction of 0.1%.

What consultation and engagement has taken place?

- 9 No formal consultation is required. In publishing a Pay Policy Statement, the Council is fulfilling our legislative requirements as set out in sections 38 of the Localism Act 2011.

What are the resource implications?

- 10 The Pay Policy Statement is a point of reference for the Council in assessing its chief officer management costs and its budget strategy.

What are the legal implications?

11 There is a statutory requirement for local authorities to approve their Pay Policy Statements before the end of the 31st March each year. To comply with this the intention is for the Full Council meeting on 22nd February 2023 to consider and approve the Pay Policy Statement for the 2023/24 financial year.

What are the key risks and how are they being managed?

12 The requirement to review the Pay Policy Statement annually will be met for 2023/24 when the Policy is considered and approved by Full Council.

Does this proposal support the council's three Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

13 This requirement to review the Pay Policy statement is a statutory requirement as set out in the Localism Act 2011.

Options, timescales and measuring success

What other options were considered?

14 No other options were considered, this is part of our statutory duty under the Localism Act 2011.

How will success be measured?

15 Though the Pay Policy Statement publication is part of our statutory duty, the organisation continues to monitor its Gender Pay Gap to ensure the average hourly earnings between males and females is not increasing.

16 In addition, the pay multiple published in the Pay Policy also helps the authority monitor the difference in those who are the chief executive and those who are the lowest remunerated in the workforce to ensure it is not increasing.

17 Furthermore, it is anticipated that in future years additional protected characteristic pay gaps will be required alongside the Gender Pay Gap, therefore HR are working to embed our People Strategy 2020-2025 to ensure inclusive recruitment and management practices so that Leeds City Council will achieve its aim to be the best place to work.

What is the timetable for implementation?

18 This statement needs to be approved by Full Council prior to 31st March 2023.

Appendices

19 Appendix A – Annual Pay Policy Statement

20 Appendix B – Comparison of other Local Authorities pay multiple

Background papers

21 N/A

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Annual Pay Policy
Statement Financial
Year 2023/24

Contents

Section 1 – Introduction

Section 2 - Policy Statement

- **Definition of Chief Officers covered by the Policy Statement**
- **Policy on remunerating Chief Officers**
 - Salaries and Appointment
 - Terms and Conditions
 - Bonuses and performance related pay
 - Earn Back
 - Termination Payments
- **Policy on remunerating the lowest paid in the workforce**
- **Policy on the relationship between the Chief Officer remuneration and that of other staff**
- **Re Employment of staff in receipt of a LGPS Pension or a Redundancy/Severance Payment**
- **Obligations under the Local Government Transparency Code (2015) and the data which is published under The Accounts and Audit (England) Regulations 2015**

Section 1 - Introduction

Sections 38 – 40 of the Localism Act 2011 require that the Authority produce a Pay Policy Statement for each financial year that covers a number of matters concerning the pay of the Authority's staff, namely relating to the remuneration of Chief Officers; the remuneration of its lowest-paid employees, and the relationship between the remuneration of its Chief Officers and the remuneration of its employees who are not Chief Officers.

This Pay Policy Statement is reviewed annually and is to be considered and approved by Full Council at its meeting on 22nd February 2023. It will be effective from that date. It will be subject to review annually and in accordance with legislation to ensure it remains relevant.

This Pay Policy Statement is in addition to the data on pay and rewards for staff which the Authority already publishes under the Code of Recommended Practice for Local Authorities on Data Transparency.

It must be complied with for all decisions relating to the remuneration of, or other terms and conditions applying to, those Chief Officers listed in Section 2.

Section 2 - Policy Statement

Definitions covered by the Pay Policy Statement

Lowest-paid employees: 'Lowest paid employees' is defined as those employees in jobs paid at spinal column point (SCP) 2 from 01/04/2023 which is the authority's pay grade A1. In previous years the lowest SCP was SCP 1 but the deletion of SCP1 from the national pay spine was collectively agreed as part of the 2022/23 national pay award. In Leeds City Council this includes apprentices, who are also paid at spinal column point 2 which is higher than the national minimum pay rate for apprentices of £5.28.

SCP2 will be lower than the Living Wage Foundation rate at 01/04/2023. Therefore, the minimum hourly rate will increase to £10.90 and align with the recommended Living Wage Foundation rate as published in September 2022. This will maintain alignment of our lowest paid staff to the Living Wage Foundation rate. This means from 1st April 2023 the annual salary of spinal column point 2 will be £21,029 after the authority has chosen to increase the minimum hourly rate to £10.90. This increase is inclusive of the 2023 pay award. If the 2023/34 pay award results in a higher minimum hourly rate for employees than £10.90, the difference will be backdated and paid when the pay award is implemented.

'**Chief Officer**' is defined in the Localism Act 2011 as:

- the head of the authority's paid service designated under section 4(1) of the Local Government and Housing Act 1989;
- the monitoring officer designated under section 5(1) that Act;
- any statutory chief officer mentioned in section 2(6) of that Act;
- any non-statutory chief officer mentioned in section 2(7) of that Act; and
- any deputy chief officer mentioned in section 2(8) of that Act.

Under the above provisions, 'statutory Chief Officer' includes:

- the person having responsibility, for all statutory purposes (inc. section 151 of the Local Government Act 1972), for the administration of the authority's financial affairs;
- the Director of Children's Services appointed under section 18 of the Children Act 2004;
- the Director of Adult Social Services appointed under section 6(A1) of the Local Authority Social Services Act 1970 (as amended by the Children Act 2004); and
- the Director of Public Health appointed under section 73A(1) of the National Health Service Act 2006.

'non-statutory Chief Officer' includes:

- a person for whom the head of the authority's paid service is directly responsible;
- a person who in relation to most of their duties is required to report direct or is directly accountable to the head of paid service and any person who similarly is required to report direct or is directly accountable to the authority or its committees.

This Pay Policy Statement covers a number of Chief Officers as follows:

1. Head of the Paid Service, which in this Authority is the post of Chief Executive
2. Five Directors covering:
 - Resources
 - City Development
 - Children & Families
 - Communities, Housing & Environment
 - Adults & Health
3. The Director of Public Health
4. City Solicitor, who is the Monitoring Officer,
5. The Chief Officer Finance (appointed under section 151 of the Local Government Act 1972)
6. Those required to report directly to, or are directly accountable to, one or more of those roles described in 1-3 above
7. Those undertaking a deputy statutory role, required to report directly to, or directly accountable to one of the roles described in 4-5 above

This policy statement does not cover or include staff employed by schools and is not required to do so.

Policy on remunerating Chief Officers

It is the policy of this Authority to establish a remuneration package for each Chief Officer post that is sufficient to attract and retain those with the appropriate skills, knowledge, experience, abilities and qualities that is consistent with the Authority's requirements of the post in question.

Salaries and Appointment

The Authority may seek independent advice as a means of informing decisions on determining the pay scale for Chief Officer posts.

The salary packages are in accordance with the Joint National Council (JNC) terms and conditions for Chief Executives and for JNC Chief Officers. For those officers named within this statement, their salary payments are aligned to the Council's JNC grade banding system. The salaries of those Chief Officers covered by this statement is within an amount of £73,016 to a maximum of £219,044 and spans from the grade 'DIR60' and the 'Chief Executive' grade.

Appointments will be made to the appropriate approved minimum point of the grade for the post in question unless there is evidence that a preferred candidate cannot be appointed without varying the remuneration package. In such circumstances incremental advancement within the grade range is permissible.

Honoraria¹¹ may be payable in circumstances where additional duties and responsibilities are undertaken which are over and above those which could be reasonably accommodated within existing terms and conditions of employment.

Market supplement and or retention payments may be paid only where it has been established that there is a significant risk of not being able to retain/replace staff with specific knowledge and skills essential to the delivery of a particular service, project or corporate priority.

Terms and Conditions

The Chief Executive is employed on terms and conditions set out under the Joint Negotiating Committee for Chief Executives. All other Chief Officers are employed on terms and conditions set out under the Joint Negotiating Committee (JNC) for Chief Officers of Local Authorities, save for some Chief Officers covered by NHS terms and conditions following the transfer of Public Health in 2013. For those on JNC Chief Officer terms and conditions the arrangements for national pay awards are negotiated annually. Equivalent arrangements are also in place for staff covered by NHS terms and conditions.

The Director of Public Health (DPH) and Public Health Consultants who transferred to the Local Authority on 1st April 2013 receive protection of general NHS Terms and Conditions that were in place at that point in time. Public Health Consultant additional payments and allowances are in line with NHS rates.

¹ Including payments made for joint Authority duties

Any recruitment for Public Health roles since the transfer enables the transition to JNC terms and conditions. In 2020 following competitive recruitment exercises the role of DPH and newly recruited posts directly reporting to the DPH were appointed on JNC terms and conditions.

Some aspects of remuneration are applicable to all staff (including Chief Officers covered by this policy). For completeness these are outlined below:

- Membership of the Local Government Pension Scheme; with employee contributions ranging from 5.5% (on salaries up to £15,000) to 12.5% (on salaries over £170,101). The 2023 rates are unlikely to be agreed before March 2023, this information can be included in an addendum once announced.
- Car mileage expenses are based on a Leeds City Council local collective agreement with Trade Unions with HMRC rates used for casual car users. Other travel and subsistence rates are based on National Joint Council for Local Government Employee rates.
- Following appointment, incremental progression is made on 1st April subject to having completed 6 months employment by that date. Where 6 months employment is completed after 1st April, then the first increment is paid on reaching 6 months employment. Subsequent annual incremental progression is on each 1st April thereafter.

The JNC terms and conditions are available on the website of the Local Government Association (LGA).

Bonuses and Performance Related Pay

The Authority does not currently operate a bonus or performance related pay scheme for Chief Officers. Performance is considered however as part of a package to offer market supplements and retention pay when needed.

Earn-Back

The Authority does not operate a scheme of remuneration linked to Earn Back.

In year variations to pay scales

The Chief Officer (HR) has delegated authority to make any necessary adjustments to the Authority's pay scales arising from national pay awards.

Termination Payments

Following the revocation of the Restriction of the Public Sector Payment Regulations on 19 March 2021 the government have yet to announce any replacement proposals. Any future termination payments will be subject to any new legislation.

Payments made must demonstrate value for money and be conducive to the effective and efficient operation of the Authority. The Local Government (Early Termination of

Employment) (Discretionary Compensation) (England and Wales) Regulations 2006 provides maximum discretion to award up to 104 weeks' pay.

The Leader of the Council will be informed in relation to any such termination payments.

Policy on remunerating the lowest paid in the workforce

The policy of this Authority is to apply terms and conditions of employment and relevant national pay offers that have been negotiated and agreed through appropriate collective bargaining mechanisms (national or local) or as a consequence of council decisions, these are then incorporated into contracts of employment.

In September 2022 the Living Wage Foundation announced a recommended living wage rate of £10.90. From 1st April 2023 the lowest pay point in this Authority (excluding schools) will increase to £10.90 and equates to an annual full-time salary of £21,029

The council is committed to continuing to match the Living Wage Foundation Rate (subject to affordability) for future years.

Policy on the relationship between Chief Officer Remuneration and that of lowest paid employees

The pay multiple is the relationship between the median salary and the highest paid actual salary in the organisation, this is usually set out as part of the Pay Policy Statement. In addition, the Statement would set out the pay multiple between the Chief Executive's substantive salary and that of the lowest paid in the workforce as of 1st April 2023.

Due to delays in the national negotiations on Pay Claims over recent years the 2023/24 negotiations are likely to start early 2023, the pay multiple has been calculated based on the Chief Executive's current salary following the 2022/23 pay award.

Once the pay award is collectively agreed and implemented, the pay multiple for 2023/24 will be calculated and included in an addendum to this Pay Policy Statement. For clarity the multiple will be calculated following the 2023/24 pay award when collectively agreed.

The pay multiple based on the median salary in the authority as at 30/11/2022 is (£26,845) and the Chief Executives current salary at 30/11/2022 is 7.07:1.

The pay multiple based on the lowest paid of £10.90 from 1st April 2023 and the Chief Executives current salary is 9.03:1.

This Authority does not have a policy on maintaining or reaching a specific 'pay multiple'. However, the Authority is conscious of the need to ensure that the salary of the highest paid employee is not excessive and is consistent with the needs of the Authority as

expressed in this Pay Policy Statement.

The Authority’s approach to the payment of all staff is to pay that which the Authority needs to pay to recruit and retain staff with the skills, knowledge, experience, abilities and qualities needed for the post in question at the relevant time, and to ensure that the Authority meets any contractual requirements for staff including the application of any local or national collective agreements, or Authority decisions regarding pay.

Gender Pay Gap

From 2017/18 all public and private sector employees with 250 or more employees are required to annually publish data on the gender pay gap within their organisation. The Gender Pay Gap is the difference between the average hourly earnings of all male employees in the organisation and the average hourly earnings of all female employees within the organisation based on a set “snapshot date”, this being 31st March each year for public sector employees. Data from each snapshot date must be published by 30th March the following year. The first was reported in March 2018 for the snapshot taken on 31st March 2017. Using the same snapshot date, the Council now has 6 years of data:

Year Snapshot Date	Women’s Mean Hourly rate is % lower than men’s	Women’s Median Hourly Rate is % lower than men’s
31.03.17	8.6%	13.1%
31.03.18	6.3%	10.8%
31.03.19	5.9%	7.8%
31.03.20	6.0%	10.4%
31.03.21	4.9%	9.5%
31.03.22	3.8%	9.4%

In addition, using the same snapshot date all organisations are obliged to report on the percentage of male and female staff by earning quartile, the results for Leeds City Council being:

	Women 31.3.21	Women 31.3.22	Men 31.3.21	Men 31.03.22
Top Quartile (highest paid)	60.2%	60.8%	39.8%	39.2%
Upper Middle Quartile	51.6%	52.3%	48.4%	47.7%
Lower Middle Quartile	58.4%	57.1%	41.6%	42.9%
Lower Quartile (lowest paid)	73.8%	72.1%	26.2%	27.9%

Re-employment of staff in receipt of a LGPS Pension or a Redundancy/Severance Payment

The Authority is under a statutory duty to ensure that it complies with all appropriate employment, pension and equalities legislation.

Under the Council's Early Leaver's Initiative (ELI) scheme, employees will not be re-employed by the Council for a period of **12 months** from the date of exit. This includes Local Authority schools and any agency work for the Authority.

Obligations under the Local Government Transparency Code 2015 and the data which is published under The Accounts and Audit (England) Regulations (2015).

The Authority will publish information on pay and rewards for staff falling under the criteria specified in the Accounts and Audit (England) Regulations which requires the Authority to provide information relating to those employees with salary packages above £50,000 and which fall below those of Chief Officers as specified above. This is published annually on the Data Mill North website.

Election Fees

Grant funding is made by the Cabinet Office for national elections and referendums which is paid to the Chief Executive in their capacity as Returning Officer. In turn these are apportioned to officers delegated to support the Returning Officer in accordance with criteria determined by the Chief Executive.

Private Service Company Consultants

Individuals who operate as private service companies will not be engaged to cover chief officer posts covered by this policy.

Publication of Pay Policy Statement

Upon approval by the Full Council this Pay Policy Statement will be published on the council's website.

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Appendix B

Comparison - Median Pay Multiples for median salary and the highest paid declared in 2022/23 Pay Policy Statements

The pay multiples for the median pay of local authorities and their Chief Executives for the 2022/23 financial year can be seen below.

Local Authority	2022/23 median pay
Leeds	7.07:1
Calderdale	6.11:1
Wakefield	6.99:1
Birmingham	7.59:1
Bristol	5.63:1
Cardiff	7:1
Manchester	7.84:1
Nottingham	7.64:1

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Community Governance Review of Thorp Arch Parish Council: Increase in the number of Councillors

Date: 8 February 2023

Report of: Chief Officer, Elections and Regulatory

Report to: General Purposes Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the City's and council's ambitions

- A Community Governance Review of Thorp Arch Parish Council was approved by the Committee at their meeting of 19 October 2023.
- The Parish Council requested an increase in the number of councillors from 5 to 6.
- A consultation exercise has taken place as part of the review process, and this report sets out the outcome of that consultation, and the recommendation of Electoral Working Group.

Recommendations

- a) Members of General Purposes Committee take a decision on whether to recommend to Full Council that the number of councillors for Thorp Arch Parish Council be increased from 5 to 6.
- b) Should the decision be taken to increase the number of Councillors, that the change is implemented in time to be effective for the Parish Council elections on 4 May 2023.

Why is the proposal being put forward?

- 1 On 12 July 2022, the Council received a request from Thorp Arch Parish Council, to increase the number of Parish Councillors from 5 to 6 (Appendix A).
- 2 Thorp Arch Parish Council sits within the Wetherby Ward of Leeds City Council, polling district WYD. A map can be found at Appendix B to this report.
- 3 The electorate of the Parish is currently 682, across 499 properties.
- 4 A large development within the Parish boundaries will see an additional 145 properties and an estimated 200 additional electors added to the Thorp Arch Parish Council register.
- 5 By way of comparison, neighbouring Walton Parish Council has an electorate of 173, represented by 7 Parish Councillors (24 electors per Councillor), and Clifford Parish Council has an electorate of 1414 represented by 9 Parish Councillors (147 electors per Councillor).
- 6 Guidance from the National Association of Local Councils on the number of Parish Councillors can be found at Appendix C.
- 7 An estimated electorate of approximately 900 shared between the proposed 6 Parish Councillors equates to 150 electors per Councillor.
- 8 The request was supported by all 5 of the existing Parish Councillors, who agreed to formally request an increase at their meeting of 11 April 2022.
- 9 Further support has been received by the 3 Leeds City Council Wetherby Ward Councillors, in which the Parish Council falls (Appendix D).
- 10 General Purposes Committee gave approval for a Community Governance Review to take place at its meeting of 19 October 2022.
- 11 A five week public consultation period commenced on 20 October 2022 and ended on 25 November 2022.
- 12 No responses to the public consultation were received.
- 13 The Council's Electoral Working Group considered the request in December 2022 and resolved to make the following recommendation to the Committee:
"Electoral Working Group Members recommend that General Purposes Committee approve the increase of Councillors for Thorp Arch Parish Council from 5 to 6".
- 14 The Committee must now make a recommendation to Full Council for consideration at the meeting on 22 February 2023.

What impact will this proposal have?

Wards Affected: Wetherby

Have ward members been consulted?

Yes

No

- 15 Ward members have confirmed their support of a review. See Appendix D to this report.

What consultation and engagement has taken place?

- 16 A five week public consultation period took place between 20 October and 25 November 2022. No responses were received.

What are the resource implications?

- 17 There are minimal resource implications for Electoral Services. There is no cost to the Service or the Council.

What are the legal implications?

- 18 The Council must decide whether to approve the Parish Council's request.
- 19 Should the request be approved, a reorganisation order will be made, to allow for the advertisement of 6 vacancies for the Parish Council elections on 4 May 2023.

What are the key risks and how are they being managed?

- 20 That the Parish Council will not have sufficient Councillors to represent their electorate.

Does this proposal support the council's 3 Key Pillars?

- Inclusive Growth Health and Wellbeing Climate Emergency

- 21 If the Thorp Arch Parish Council area is better represented, it will assist the community to maintain its positive identity, culture, heritage and contribute towards a sustainable future for the area.

Options, timescales and measuring success

a) What other options were considered?

- 22 No other options could be considered as the authority needs to follow the procedure for a community governance review as laid out in legislation.

b) How will success be measured?

- 23 By the successful election of an additional councillor, should the Committee agree to increase the number of Parish councillors.

c) What is the timetable for implementation?

- 24 If the increase in councillors is approved, the change will be implemented in time to be effective for the Parish Council elections on 4 May 2023.

Appendices

- 25 Appendix A – Request for a Community Governance Review from Thorp Arch Parish Council
- 26 Appendix B– Map of the Thorp Arch Parish Council area
- 27 Appendix C – Guidance from NALC on parish councillor numbers
- 28 Appendix D – Letter of support from Wetherby Ward Councillors

Background papers

- 29 None.

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Clerk to the Council:
Tina Wormley
Tel: 0113 289 3624
Email: clerk@thorp-arch.org.uk

Chairman:
Cllr Nicola Midgley

11th July 2022



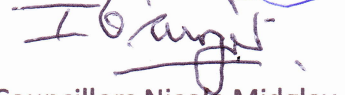

Dear Mr Riordan

Thorp Arch Parish Council request that you undertake a community governance review on the number of councillors in the parish.

We currently have 5 councillors and there are additional homes being built within the parish – 26 have been completed for over a year and a further 119 will be completed by August 2022 with many new residents already having moved in.

Our neighbouring parish of Walton is much smaller and they have 7 councillors. We request an increase of 1 which we would hope to fill from the new housing developments. This request has been discussed at our meeting of 11th April 2022 and all the councillors agree to this request.

Yours sincerely

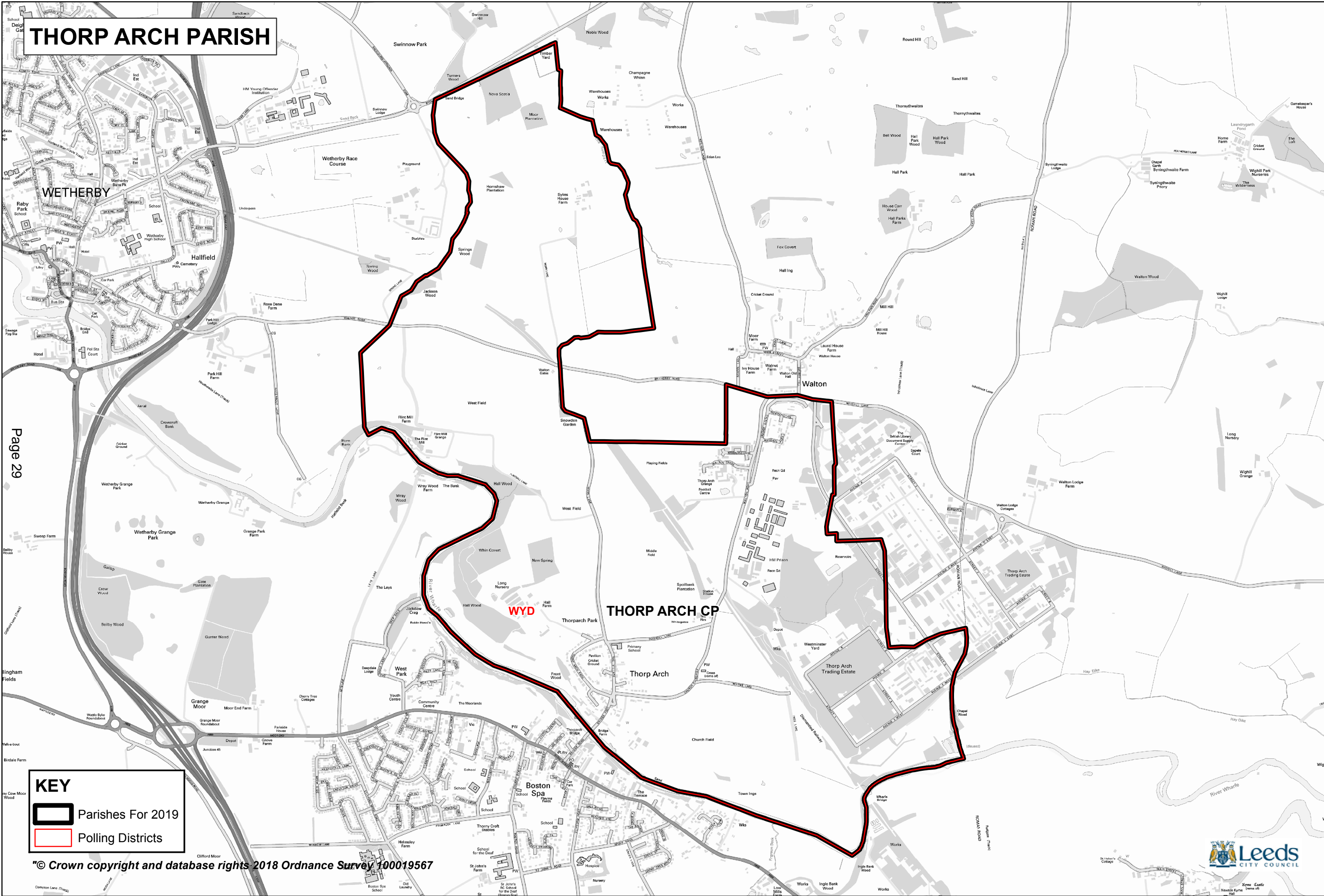




Councillors Nicola Midgley, Steve O'Loughlin, Ian Grainger, Amy Surtees, David Hartley



Thorp Arch Parish Council

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THORP ARCH PARISH



KEY

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Guidance on councillor numbers

National Association of Local Councils (NALC)

NALC published guidance in 1988 on the suggested number of parish councillors to be allocated depending on the size of the population being represented.¹ NALC recommended a council of no more than the legal minimum of five members is inconveniently small and it considers the practical minimum should be seven. It considered local council business does not usually require a large body of councillors, and business convenience makes it appropriate to suggest the practical maximum should be 25. The point that “the conduct of parish council business does not usually require a large body of councillors” is reiterated by the government.²

Within those minimum and maximum limits, the following allocations were recommended by NALC:

Electors	Councillors	Electors	Councillors
Up to 900	7	10,400	17
1,400	8	11,900	18
2,000	9	13,500	19
2,700	10	15,200	20
3,500	11	17,000	21
4,400	12	18,900	22
5,400	13	20,900	23
6,500	14	23,000	24
7,700	15	over 23,000	25
9,000	16		

However, in rural authorities with sparsity of population, even this table may not be appropriate.

¹ Paragraphs 154 and 155, [DCLG and LGBCE Guidance on community governance reviews](#); NALC, Circular 1126 / 1988

² Paragraph 157, [DCLG and LGBCE Guidance on community governance reviews](#)

Aston Business School

The Aston Business School also conducted research that was published in 1992 showing the then levels of representation.³ It is likely these levels have not greatly changed in the intervening years.

Electors	Councillors
< 500	5-8
501-2,500	6-12
2,501-10,000	9-16
10,001-20,000	13-27
> 20,000	13-31

³ Tricker, M. et.al., *Roles and Activities of Parish and Town Councils in England* (London, HMSO, 1993)



Mrs S Benton
via email

**Conservative Councillors for
Wetherby Ward**
2nd Floor East
Civic Hall
Leeds LS1 1UR

Tel: 0113 378 8557
Reference: LR/AL/NH/
Date: 18 July 2022

To whom it may concern,

As the Leeds City Councillors for the Wetherby Ward, we are in support of the proposal to add an additional member to Thorp Arch Parish Council.

Housing development in Thorp Arch and across the Ward has seen significant additional numbers of people coming to the area. It is only right, therefore, the number of Parish Councillors reflects this additional increase.

Thorp Arch has a very low number of Councillors in comparison to other parishes, and an increase is much needed.

Yours sincerely

Councillor Linda Richards
linda.richards@leeds.gov.uk

Councillor Alan Lamb
alan.lamb@leeds.gov.uk

Councillor Norma Harrington
norma.harrington@leeds.gov.uk

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Community Governance Review of Ledston Parish Council

Date: 8 February 2023

Report of: Chief Officer, Elections and Regulatory

Report to: General Purposes Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the City's and council's ambitions

- Ledston Parish Council requested that a Community Governance Review (CGR) take place, to consult publicly on the future of the Parish Council.
- General Purposes Committee approved the CGR on 14 December 2022, marking the start of a 5-week public consultation period.
- The consultation period ended on 19 January 2023. 5 responses were submitted, which can be found at Appendix A to this report

Recommendations

Members of General Purposes Committee are asked to:

- a) Note the responses to the consultation period at Appendix A.
- b) Consider the recommendation made by Electoral Working Group at 11 below.
- c) Agree a recommendation to Full Council, for consideration at the meeting to be held on 22 February 2023

Why is the proposal being put forward?

- 1 On 1 November 2022, the Council received a request from the Chair of Ledston Parish Council, asking for a CGR to be carried out to consider the future of the Parish.
- 2 The request, which details the reasons the Parish Council wanted the Council to undertake a CGR, can be found at Appendix B.
- 3 The CGR was approved at General Purposes Committee on 14 December 2022.
- 4 In addition to the information provided by the Chair at Appendix B, the Council has also experienced issues. More information on these can be found in the timeline of issues at Appendix C to this report.

About Ledston Parish Council

- 5 Ledston Parish Council sits within the Kippax and Methley Ward of Leeds City Council, polling districts KMD and KMI. A map can be found at Appendix C to this report.
- 6 The electorate of the Parish is 287, represented by 5 Parish Councillors.

Consultation Period

- 7 In accordance with regulations, a public consultation period for the CGR commenced on 15 December 2022, and ended on 19 January 2023.
- 8 A total of 5 responses were received to this consultation, which can be found at Appendix A.
- 9 4 of the responses submitted were from residents in KMI, the Ledston Luck part of the Parish. 1 response was from a resident in KMD, the Ledston part of the Parish.

Electoral Working Group Recommendation

- 10 As was the case at previous Community Governance Reviews, representations made during the consultation period were considered by the Councils Electoral Working Group (EWG) who are experienced in this role.
- 11 At the EWG meeting held at 9am on Monday 23 January, all Members resolved to recommend the abolition of Ledston Parish Council.
- 12 Members felt that the previous measures and support provided had offered more than sufficient opportunity to resolve the issues the Parish continue to experience, and that the Parish Council in its current form is untenable.

What impact will this proposal have?

Wards Affected: Kippax and Methley

Have ward members been consulted? Yes No

- 13 Ward members have been largely consulted, both by Officers and the Parish Council over the past 8 years.
- 14 The impact is dependent on the decision taken by Full Council, following the recommendation by General Purposes Committee.

What consultation and engagement has taken place?

- 15 A 5-week consultation period was undertaken, as per the information in 7, 8 and 9 above.

- 16 The consultation has been conducted in accordance with the Local Government and Public Involvement in Health Act 2007, as required by Section 93(3). The process adopted has ensured that the Council has consulted with local government electors for the area under review, and any other person or body which appears to have an interest in the review.

What are the resource implications?

- 17 Should the Parish Council continue to operate, there is a risk that the issues with Governance within the Parish will remain unresolved, leading to significant Officer time spent dealing with casual vacancies, an inquorate council, interim Orders, and re-running elections due to insufficient nominations.
- 18 There could also continue to be issues relating to the precept which would impact on resources for Finance colleagues.
- 19 Should the Committee recommend abolition of the Parish, and this recommendation be approved at Full Council, this would have an impact on resources for the Council.
- 20 The Parish Councils property, rights and liabilities which relate to their area will transfer to Leeds City Council. More detail about this can be found in the original request for a Community Governance Review, from the Chair of Ledston Parish Council, at Appendix B.

What are the legal implications?

- 21 The Community Governance Review has been conducted in accordance with regulations, under relevant delegations to the Chief Executive in respect of Community Governance.
- 22 General Purposes Committee make their recommendation to Council in accordance with the [terms of reference](#) published on 15 December 2022.
- 23 The final decision to give effect to the recommendations is reserved to Full Council.

What are the key risks and how are they being managed?

- 24 That the Parish Council continues to operate ineffectively, does not provide value for money to precept payers and is unable to deal with administrative procedures including the ability to field candidates at the parish council elections on 4 May 2023.

Does this proposal support the council's 3 Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

- 25 Not applicable.

Options, timescales and measuring success

a) What other options were considered?

- 26 A Community Governance Review previously took place in 2017/18, which considered the option to abolish the Parish Council. The decision was taken not to abolish, and measures were put in place to assist the Parish with the issues that had occurred.
- 27 The report to the Committee from March 2018 can be found [here](#).
- 28 The measures put in place did not resolve the issues which have continued to occur, leading to the review now taking place.

b) How will success be measured?

29 This will be dependent on the decision taken.

c) What is the timetable for implementation?

30 A decision will be taken at Full Council on 22 February 2023.

31 Any further timings will be dependent on the decision taken at Full Council.

Appendices

32 Appendix A – Responses to consultation

33 Appendix B – Request for a Community Governance Review from Ledston Parish Council

34 Appendix C – Timeline of issues

35 Appendix C – Map of the Ledston Parish Council area

Background papers

36 None.

Appendix A

Ledston Parish Council Community
Governance Review

Responses to consultation

Response 1. Received 23 December 2022
From 1 resident in KMD (Ledston)

Dear Ms. Benton,

**RE: Community Governance Review into the future of Ledston Parish Council
Request for 'Views'**

Whilst appreciating the sterling work that the current Parish Councillors have undertaken in keeping the Parish Council operating recently, in particularly challenging times both socially and financially, I would merely suggest (if they haven't already) that the Parish Councillors ensure that adequate consideration is given to:

- 1) Reducing the actual Parish Boundary (if possible): specifically to dispose of the area/ satellite settlement known as Ledston Luck. This is a quite separate settlement which is both socially and economically distinct and very separate from Ledston village itself. It presents the Parish Council and specifically the residents of Ledston village themselves with an unsustainable ongoing administrative, financial and maintenance burden for land holdings and facilities that are of absolutely no benefit or use by the residents of Ledston village itself. I'm sure (admittedly mainly subjectively) Ledston Luck would no doubt benefit from direct representation by the ward members themselves, who no doubt given the current political composition of all three members and the City Council itself are more in alignment with its population compared with them receiving representation and administration with Ledston village residents. A village which as a semi-rural agricultural settlement with predominantly prosperous retired residents and working commuters which Ledston Luck certainly is not and neither comparable, sympathetic or usefully aligned to much less administered jointly with.
- 2) I appreciate that discussions have been had with neighbouring parish councils to potentially combine the PC with but perhaps offering them the parish without Ledston Luck may be a better fit and a therein a more attractive proposition both economically and in terms of community cohesion with Ledsham PC, which is very similar to the extent that even the land in both parishes and a significant number of residential and farms/ commercial properties are held by the same Ledston Estate Trust. Apologies again for perhaps my oversight in not having read whether this is the case but have discussions been also had with Allerton Bywater PC too?
- 3) Potential re-invigoration of the PC through Impending population increase from the Ledston Hall development (if the current parish councillors could wait a while longer): it will shortly be tenanted with residents who will more likely have the necessary skill-set and hopefully a new enthusiasm for a village parish council, a development that also comes with a community space which could provide a focus to/ for an invigorated Parish Council. Perhaps the current councillors could perhaps try a last ditch but more direct, public facing and innovative recruitment drive for new members (photocopies pinned to a noticeboard are not always the most persuasive recruitment tools in the 21st

Century etc., especially when it's announcing the decision to try and wind the thing up!). This could also be more sincerely and proactively supported by both the three ward members and their ward officer/s utilising their resources and inherent expertise, one could hope could they may provide at least some temporary assistance with providing the Parish Council with Clerking support etc.? It would be refreshing to be reassured that the local and national taxation residents of a rural village have to contribute to facilitate and remunerate individual ward members to fulfill their desire to govern over us through their city/ urban metropolitan council system.

Once again I would like to reiterate that the current Parish Councillors are amazing and perhaps it is inevitable that the village will be subsumed by the City Council ward members. This is however a position that I would strongly caution the Parish Council against as in my working life as I regularly see rural satellite village settlements like Ledston which are located on the edge of historically northern left-wing controlled metropolitan borough council suffer through a lack of equality in terms of representation and funding. Ward members are naturally more focused and often whipped by their Executive to focus primarily on their metropolitan urban electorate and inner city/urban deprived that they vote chase and rely upon to maintain their support base, not the rural parishioners in places like Ledston (Ledston Luck excepted obviously). Seriously though the complete lack of equality of opportunity, representation and most importantly any attempt to secure a fair and equitable distribution and share of funding for people in settlements such as Ledston should be a major consideration and focus for the current Parish Councillors before they seek to dissolve the PC, the offer of a Village Committee is simply no substitute for a rural parish council in its vital role to check and challenge this system and give its residents a voice that can be heard.

Thank you for taking the time to read through this and apologise for the polemical tone at times.

Response 2. Received 12 January 2023
From 2 residents in KMI (Ledston Luck)

Hi, I am emailing you to express our concerns about the abolition of our parish council.

Firstly we are worried about our green area's won't be maintained as they are now or worse used for other purposes.

As a small village we have a lack of amenities and our green areas are plentiful and are very popular with families and children alike.

Secondly, as allotment holders we have concerns about the fee's rising at a time when allotment use is paramount.

Our biggest concern is that if we no longer have a parish council and just come under Leeds city council, that as resident's we would no longer have a voice in village matters.

Does the abolition of the parish council lay with the fact that there is a lack of interest in people joining it?

We look forward to hearing from you and allaying some of our concerns, thank you.

Response 3. Received 18 January 2023
From 2 residents in KMI (Ledston Luck)

Hi Susanna,

Having been a resident in the village since 1993 we have witnessed the good that it does to the community both in our village and Ledston.

Monies given have kept the village smart and a lovely place to live.

We funded our own play area and it is well kept and enjoyed unlike neighbouring villages.

The insurance on this has been upkept and all is safe.

The allotments and their fees are managed in-house and everyone is happy. All used and well presented.

Bi-annual skips bring people together to clear unused items especially useful for those who do not have transport to take to the refuse areas some miles away.

We have planted bulbs and funded the entrance to the villages improving our environment substantially and plant flowers in the summer. All this was with the Parish Councils blessing and help.

To be part of the main council would lose this community spirit and the loss of our freedom to have our say locally and know it will be acted upon if financially possible.

We pay for this service and are happy to do so even if the cost were to increase.

Villages like ours are small and close knit and want to stay that way.

Please consider our points made favourably and suggest that a poll of all residents in both villages be taken before a final decision is made.

We are happy to discuss further either personally or a village group meeting.

Response 4. Received 18 January 2023
From 1 resident in KMI (Ledston Luck)

Hi Susanna

I'm writing to inform you of my concern about the potential changes to Ledston Parish Council.

Ledston Luck is a small village with a strong community spirit. The services that have been provided to the village over the years have been vital in the regeneration of the village. The key areas where there is a risk of losing facilities should the Parish Council cease to exist are.

Village green spaces(mowing, insurance and tree maintenance) Childrens play area(funded through the work of village residents) insurance, inspection and repair. Allotments.

These are the only amenities in the village since the church hall was demolished.

There is an active residents Facebook group but no meeting place(unless the weather is nice) and this has meant that all parish meetings are held elsewhere, you will appreciate this isn't ideal and We've also lost our voting station now.

The threat to the village and its environment is very real should there not be some form of governance of these areas.

We ran a straw poll on the Facebook site, the main concerns were about green space and the play area. Around 40 people responded, not all residents are on Facebook.

I note that a number of residents commented that they would be willing to become councillors and several others were keen to be part of a residents community group (perhaps a residents association).

In short I think it's vital for Ledston Luck to maintain its environment and I'm sure that there will be active support for whatever new arrangements are made.

I would appreciate if the minutes of the meeting were emailed to me, I can post them to the Facebook group as the notice board is not seen by all.

Regards

Response 5. Received 19 January 2023
From 1 resident in KMI (Ledston Luck)

Dear Suzanna,

I'd like to register my concern at the possibility of winding up Ledston Parish Council.

I am a resident of Ledston Luck and the Parish Council own and have responsibility for a number of land assets which are vital for the village.

As it stands, local people have a very direct involvement in how the public open space and allotments are managed and I would like it to continue this way. If the Parish Council is wound up, these assets should transfer to a community trust rather than Leeds City Council, or if transferred to the Council, there should be a partnership arrangement.

With many thanks,

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Ledston Parish Council
22 Green Lane
Ledston WF10 2BD

1 November 2022

LEDSTON PARISH COUNCIL – Community Governance Review

Dear Susanna

Ledston Parish Council would like to request a community governance review. The council is small, has no income generating assets apart from a limited number of allotments and has, over a number of years suffered from poor governance and a relatively high turnover of councillors. The council does not currently have a clerk and its chair is undertaking that role until such time as the future of the council is known. The financial position of the council is considered to be unsustainable going forward.

Before considering a community governance review, the council held discussions with neighbouring parish councils; Kippax and Ledsham to seek a merger. Unfortunately, these discussions were not successful. The only option Ledston Parish Council can see now is for the villages of Ledston and Ledston Luck to become unparished.

To provide some further information on the background to the council and its current financial position, issues and liabilities please see below.

We look forward to working towards the next stage in the process. If you need any further information please do not hesitate to contact me on clerk@ledstonparishcouncil.gov.uk

Kind regards

Wendy Jones

Chairman, Ledston Parish Council

BRIEFING PAPER

1. Background to the council and current position

Ledston Parish Council represents the residents of Ledston and Ledston Luck. Ledston PC had, for many years, not discharged its lawful duties as a Parish Council and ceased operating (unofficially) at some point during 2019/20. The council was re-established in February 2021 with five new councillors. Two of the original five remain at the council (chair and vice chair). At the current time Ledston has four councillors – all residents of Ledston. A councillor was co-opted from Ledston Luck earlier this year, however he has since resigned due to family and work commitments. The council's clerk has also resigned his post and given the current position there are no plans to recruit this financial year. The chair is providing clerical support in the interim. The council is running lawfully and according to good governance. The current councillors do not intend to stand for re-election in 2023 and

given the difficulties experienced in securing councillors previously it seems optimistic to assume that five new councillors would come forward at that time.

2. Financial position

Income for the parish comes from Leeds City Council via precept - £4750 in 2022/23. Internal and external audits are up to date. A copy of the 2022/23 annual budget is provided at the end of this report. The council has approx. £4000 in reserves.

Staffing costs equate to over 50% of the council's income. Other operational expenditure accounts for the balance.

Income this year is estimated at just over £6000. Annual allotment income is £300 per year, however this year the council invoiced for the previous three years rents which had not been collected and budget income against this line was estimated at £1,150.

To run the council according to good governance, with the assistance of a qualified clerk @ 4hrs per week leaves the council with little or no funding to provide additional services to parishioners and no funding for unbudgeted expenditure.

3. The Charity land

Two pieces of land within Ledston Luck form a Registered Charity - The Ledston Luck Recreation Ground Charity (LLRGC). The land is registered with the Charity Commission (ref. 523766) and was gifted to the council by CISWO (the Coal Industry Social Welfare Organisation). We are in the process of trying to access records to understand more about the council's obligations.

A fenced off children's playground sits within the larger of the two pieces of land. Regular informal checks on the playground are undertaken by a local resident on behalf of the council. A ROSPA safety review is carried out annually and repairs undertaken as required. The second area of land is a smaller, grassed area with a litter bin and picnic benches. Both areas of grass are maintained by a contractor employed by the parish council.

4. Issues/Liabilities

Allotments are running well and tenant rents are up to date. One allotment agreement was terminated due to its condition – clearance of the plot is estimated to be in the region of £3,000. The previous tenant is an elderly man who owns two properties in the village both of which reflect the condition of the allotment, however, he does not live at either property and both the houses and the allotment are causes for concern for the neighbours. We have taped off the allotment as no funding is available to clear the plot.

The playground within charity land is now quite old and in need of replacement – to replace like for like has been estimated at £25,000. A recent Rospa report has identified several pieces of equipment that need remedial works to be carried out. This is unbudgeted work which will need to come from reserves.

Trees on the charity land are the responsibility of the parish council. Following storm damage earlier in the year remedial safety work had to be undertaken to some of the trees.

There are currently no major issues or liabilities within Ledston village. Leeds City Council has responsibility for tree maintenance and is scheduled to undertake some safety work later this year.

LEDSTON PARISH COUNCIL - 2022/3 Budget vs projected out-turn

ITEM	2022/23 Budget	
Income - Parish Council		
Precept	£	4,750.00
Local Council Tax Support Grant	£	127.00
Allotment rent	£	1,195.00
Total income Parish Council	£	6,072.00
Income - Charity	£	0
TOTAL INCOME	£	6,072.00

Expenditure - Parish Council

Clerk/RFO Salary (inc HMRC PAYE Payments)	£	2,215.00
Clerks Expenses	£	350.00
Training	£	150.00
ICO Data Registration Fee	£	35.00
Insurance	£	380.00
Payroll Services (Autela)	£	160.00
YLCA Membership	£	136.00
External Audit Fees	£	500.00
Internal Audit Fees (2 years)	£	240.00
IT	£	120.00
Bank Charges	£	72.00
Website and e-mail account	£	262.50
Defib maintenance	£	105.00
Grants (Ledston in Bloom)	£	200.00
Total expenditure – Council	£	4,925.50

Expenditure - Charity

Grass cutting	£	800.00
ROSPA play equipment	£	250.00
	£	-
Total expenditure Charity	£	1,050.00

TOTAL INCOME (Council and charity)	£	6,072.00
TOTAL EXPENDITURE (council and charity)	£	5,975.50

RESERVES

General Reserve	£	1,655.45
Election Reserve	£	2,329.00

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Appendix D

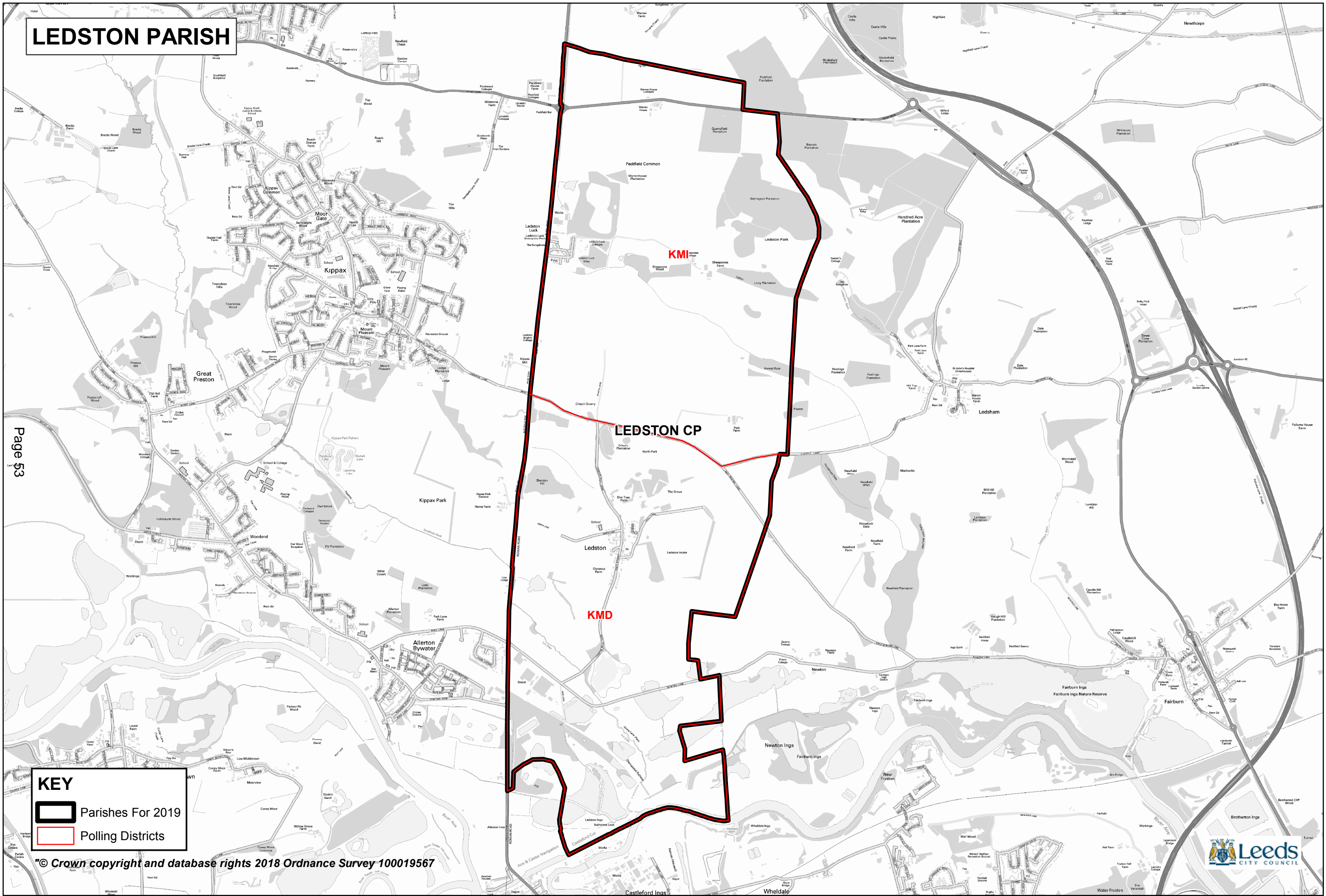
Ledston Parish Council Issues Timeline

This is a summary of issues. More detail will be provided in the report to General Purposes Committee and the end of consultation, should a decision be taken to undertake a review.

Date	Issue
Financial year 2015/16	Failure to submit precept request by the deadline.
May 2015	Failure to attract sufficient candidates to make nominations during statutory nomination period. Election process re-run and Interim Order made to appoint Cllrs and allow the Parish to continue to operate.
Financial year 2016/17	Failure to submit precept request by the deadline.
Financial year 2017/18	Failure to submit precept request by the deadline.
June 2017	Concern raised by Kippax & Methley Ward Cllrs about the governance of Ledston PC. Requested a CGR take place to consider whether the correct governance arrangements are in place.
November 2017	CGR considered governance arrangements for Ledston with proposal to abolish. Ledston requested more time to rectify issues and a plan of action was drawn up for them to follow
February 2018	Council resolved for Ledston to continue to operate as most of the items from the plan of action had been completed
Financial year 2018/19	failure to submit their Annual Governance & Accountability Return for the year ending 31 March 2019
May 2019	Failure to attract sufficient candidates to make nominations during statutory nomination period. Election process re-run and Interim Order made to appoint Cllrs and allow the Parish to continue to operate.
Financial year 2020/21	Failure to submit parish precept request
January 2021	Parish inquorate. Interim Order made to appoint temporary Cllrs
January/February 2022	Councillor resignations once again left Parish inquorate. Interim Order made to appoint temporary Cllrs
November 2022	Letter from Ledston Parish Council requesting a CGR take place to allow for a public consultation to consider the future of the Parish Council.



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LEDSTON PARISH



Page 53

KEY

-  Parishes For 2019
-  Polling Districts

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Appointment of Additional Independent Person

Date: 8 February 2023

Report of: City Solicitor

Report to: General Purposes Committee

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

The purpose of this report is to present the General Purposes Committee with the recommendation of a Member Panel in relation to the appointment of an additional Independent Person.

Five candidates applied for the position of Independent Person and on the basis of their written application and interview the Panel agreed to recommend the appointment of Mrs Claire McManus as the Independent Person for a period of two years beginning on 1 April 2023, with an option to extend by a further two years.

Recommendations

Members of General Purposes Committee are asked to recommend that full Council appoints Claire McManus for a period of up to two years, with an option to extend by a further two years, subject to agreement between the Council and Mrs McManus, pursuant to s.28 Localism Act 2011.

What is this report about?

- 1 On 16 May 2022 the General Purposes Committee resolved that a recruitment process be progressed to appoint a new (additional) Independent Person via a cross party Member Panel (chaired by the Executive Member for Resources and with representation drawn from the Standards and Conduct Committee) with that Panel making recommendations to the General Purposes Committee for appointment of a new Independent Person by full Council.
- 2 The role description and a short advertisement were placed on the Council's website for a five week period and written applications were invited by 25 November 2022. The role description is attached to this report as Appendix 1.
- 3 A Member Panel met on 10 January 2023 and interviewed all five candidates that applied for the role.
- 4 On the basis of their written application and interview, the Member Panel agreed to recommend the appointment of Mrs Claire McManus as the additional Independent Person for a period of two years from 1 April 2023, with an option to extend by a further two years subject to agreement between the Council and Mrs McManus, pursuant to s.28 Localism Act 2011.
- 5 Mrs McManus has a career based in the regulated sectors of Banking, Accountancy and Teaching and has experience working with the Teaching Regulation Agency as well as being a current Lay Member for the accountancy regulator (ICAEW Regulatory Board). She has also been a restorative justice mediator.

What impact will this proposal have?

- 6 The appointment of an additional Independent Person will allow the existing Independent Person (Mr Tollefson) to work alongside the successful candidate as part of their induction into the role.
- 7 The appointed Independent Person provides impartial advice to the authority and has quarterly briefing meetings with the Deputy Monitoring Officer(s) and is consulted on all complaints assessed under the Council's procedures.
- 8 The appointment of an additional Independent Person provides greater resilience and capacity to the Council.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 9 N/A

What are the resource implications?

- 10 The newly appointed Independent Person will be entitled to an allowance as specified in the Members Allowance Scheme contained within Part 6 of the Council's constitution. For 23/24 this allowance is £2,786.98.
- 11 Additional financial provision has been made the allowance to be paid to the additional Independent Person from 1st April 2023.

What are the key risks and how are they being managed?

- 12 The role of Independent Person is prescribed in the Localism Act to has impartial advice to Members and the Monitoring Officer.
- 13 Having a well-functioning ethical framework, including objective independently minded Independent Persons helps maintain confidence in the Council's governance arrangements.

What are the legal implications?

- 14 There are no legal implications arising from this report.
- 15 A relevant authority must appoint at least one independent person whose views are to be sought, and taken into account,
 - a) by the authority before it makes its decision on an allegation that it has decided to investigate,
 - b) by the authority in relation to an allegation in circumstances not within paragraph a),
 - c) by a member, or co-opted member, of the authority if that person's behaviour is the subject of an allegation, and
 - d) by a member, or co-opted member, of a parish council if that person's behaviour is the subject of an allegation and the authority is the parish council's principal authority.

Options, timescales and measuring success

What other options were considered?

- 16 An option to not to appoint an additional Independent Person has been considered but discounted. This being because there is a need to consider succession planning in the event the existing Independent Person does not wish to continue in their role (or that term is not further extended) at the end of their current term in July 2024.

How will success be measured?

- 17 Success will be measured by the appointment of an additional Independent Person and the provision of increased capacity in the role.

What is the timetable and who will be responsible for implementation?

- 18 Subject to Members accepting the recommendations in this report, Full Council will be requested to appoint the recommended candidate and for the role to commence from 1 April 2023.

Appendices

- Appendix 1 – Role of Independent Person

Background papers

- None

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JOB DESCRIPTION

Responsible to: Full Council and the Standards and Conduct Committee

Liaison with: Monitoring Officer, Deputy Monitoring Officer(s), members of the Standards and Conduct Committee, officers and members of the Council.

Duties and Responsibilities

1. To assist the Council in promoting high standards of conduct by elected and co-opted members of the Council and in particular to uphold the Members' Code of Conduct adopted by the Council and the seven principles of public office, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be consulted by the Council through the Monitoring Officer, Deputy Monitoring Officer(s), and/or the Standards and Conduct Committee before it makes a decision on an investigated allegation and to be available to attend local hearings as necessary.
3. To be available for consultation by the Monitoring Officer, Deputy Monitoring Officer(s), and/or the Standards and Conduct Committee before a decision is taken as to whether to investigate a complaint or to seek local resolution of the same.
4. To remain impartial and fair at all times.
5. To comply with the duties, obligations and responsibilities arising under the Localism Act 2011, statutory instruments, Secretary of State Guidance and applicable caselaw.
6. To be available for consultation by any elected member or co-opted member who is the subject of a standards complaint.
7. To develop a sound understanding of the ethical framework as it operates within the Council.
8. To participate in training and networking events to develop skills, knowledge and experience.
9. To act as advocate and ambassador for the Council in promoting ethical behaviour.

10. To be available to sit on the Independent Panel in the event that disciplinary action is required in respect of a statutory officer (in accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015).