



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 18th October, 2023 at 11.00 am

MEMBERSHIP

S Arif	-	Gipton and Harehills;
D Blackburn	-	Farnley and Wortley;
Amanda Carter	-	Calverley and Farsley;
D Coupar	-	Temple Newsam;
W Dixon	-	Middleton Park;
E Flint	-	Weetwood;
S Golton	-	Rothwell;
H Hayden	-	Temple Newsam;
W Kidger	-	Morley South;
J Lennox	-	Cross Gates and Whinmoor;
J Lewis (Chair)	-	Kippax and Methley;
J Pryor	-	Headingley and Hyde Park;
R. Stephenson	-	Harewood;
P Wray	-	Hunslet and Riverside;

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.

We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in person, please advise us in advance of any specific access requirements that we need to take into account by email (FacilitiesManagement@leeds.gov.uk). Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.

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://www.leeds.gov.uk/council-and-democracy)

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 LAST MEETING</p> <p>To receive and approve the minutes of the meeting held on 26 July 2023</p>	7 - 10
7			<p>APPROVAL OF WEST YORKSHIRE HEALTH AND CARE PARTNERSHIP BOARD AS A JOINT COMMITTEE OF LEEDS CITY COUNCIL, COUNCIL APPOINTMENTS AND TERMS OF REFERENCE</p> <p>To receive and consider the attached report of the Director of Adults and Health</p>	11 - 18
8			<p>REVIEW OF POLLING DISTRICTS AND POLLING PLACES</p> <p>To receive and consider the attached report of the Director of Communities, Housing and Environment</p>	19 - 24
9			<p>REVIEW OF THE CONSTITUTION</p> <p>To receive and consider the attached report of the City Solicitor</p>	25 - 28

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>ELECTED MEMBER APPOINTMENTS TO OUTSIDE BODIES - IN YEAR UPDATE 2023/24</p> <p>To receive and consider the attached report of the City Solicitor</p>	29 - 32
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Wednesday, 13 December 2023 at 11.00 a.m.</p> <p>THIRD PARTY RECORDING</p> <p>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>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> 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. 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. 	
2				
a)				

Item No	Ward/Equal Opportunities	Item Not Open		Page No
b)				

This page is intentionally left blank

GENERAL PURPOSES COMMITTEE

WEDNESDAY, 26TH JULY, 2023

PRESENT: Councillor J Lewis in the Chair

Councillors S Arif, D Blackburn,
Amanda Carter, D Coupar, W Dixon,
E Flint, H Hayden, W Kidger, J Lennox,
J Pryor, R. Stephenson and P Wray

1 Appeals against refusal of inspection of documents

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

2 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

3 Late items

There were no late items.

4 Declaration of Interests

There were no declarations of interest.

5 Apologies for absence

6 Minutes of the last meeting

RESOLVED – That the minutes of the meeting held on the 8 February 2023 be approved as a correct record.

7 Use by the Monitoring Officer and her Deputies of power under Article 15.2.3 of Constitution

Following the adoption of an amended Article 15 by Full Council on 26 May 2022 the report of the City Solicitor updated the Committee of the use of the powers under Article 15.2.3 of the Constitution by the Monitoring Officer on four occasions since the Committee last sat:

1. Consequential changes were made to references to reflect various changes to documents and organisations which have been superseded over time.
2. Changes were made to the Members Allowance Scheme to reflect the findings of the Independent Remuneration Board.
3. Changes were made to the procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct.
4. Consequential amendments were made to reflect Council's decision not to appoint a Member Management Committee.

RESOLVED – That the use of the powers of the Monitoring Officer be noted.

8 Elected Member Appointments to Outside Bodies

The City Solicitor submitted a report which outlined the Committee's role in relation to Elected Member appointments to Outside and 'other' bodies and sought agreement of the nominations to those organisations which fall to the General Purposes Committee to make an appointment to.

The report also included a copy of the Outside Body Procedure Rules for the 2023 -2024 Municipal Year and a schedule of Outside Bodies which were proposed to continue to be delegated to the Community Committees to appoint to.

Further information was requested as to why the Leeds Safeguarding Children Partnership no longer required an Elected Member appointment.

RESOLVED –

- a) To note the process set out in the Outside Bodies Procedure Rules which this Committee follows when making appointments, attached at Appendix 1 of the report,
- b) To note the information contained in paragraphs 11 to 14 of the report relating to organisations that either no longer require Elected Member representation or a change to the number of seats available,
- c) To note the current position with regards to new and existing Outside Bodies which required appointments since the last Member Management Committee and were confirmed through the delegated decision process as outlined in paragraph 16 of the submitted report,
- d) To note the current position in relation to Elected Member appointments to Outside Bodies and 'Other Bodies' detailed in paragraph 10 and Appendix 2; and where appointments now fall to General Purposes Committee to make;
 - To confirm that the Council will continue to make an appointment to those organisations listed as Strategic and Key partnerships.
 - That the nominations for 2023-2024 in relation to Elected Member appointments to Outside Bodies and 'Other Bodies' as detailed in Appendix 2 be agreed, noting the amendment to the appointments to the Morley Town Deal Fund Board
- e) Confirm those bodies included within the schedule at Appendix 3 as Community and Local Engagement and note that appointments to these bodies will be approved by the relevant Community Committees

9 Date and Time of Next Meeting

Wednesday, 18 October 2023 at 11.00 a.m.

This page is intentionally left blank

Approval of West Yorkshire Health and Care Partnership Board as a joint committee of Leeds City Council, Council appointments and Terms of Reference

Date: 18th October 2023

Report of: The Director of Adults and Health

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

- The purpose of this report is to recommend to General Purposes Committee:
 - That the Council establishes a joint committee (an integrated care partnership) called the West Yorkshire Health and Care Partnership Board for the area of the Integrated Care Board (ICB) together with the ICB and the other responsible local authorities in the ICB's area.
 - That the Council approves the proposed Terms of Reference (attached as Appendix 1) of the West Yorkshire Health and Care Partnership Board (the "Partnership Board")
 - That GPC appoints one member of the Partnership Board, namely the Council Leader Cllr James Lewis;
 - That the Council notes the appointment of the Chair of the Health and Wellbeing Board Cllr Fiona Venner, and the Council Chief Executive Tom Riordan as members of the Partnership Board, by the Partnership Board.
 - that the necessary changes be made to the Council's constitution.
- The Health and Care Act 2022 mandated that existing Integrated Care Systems become statutory partnerships, comprised of an Integrated Care Board organisation (ICB) and an Integrated Care Partnership (ICP).
- The Integrated Care Partnership (ICP) is a statutory joint committee, established by the Integrated Care Board and the local authorities with social care responsibilities within the Integrated Care System (ICS). Leeds is one of six local authority areas within the West Yorkshire ICS footprint. The others are Bradford, Calderdale, Kirklees, Wakefield and Craven excluding LSOAs: E01027558, E01027559, and E01027570.

- Building on existing successful arrangements, the current inclusive, non-statutory Partnership Board (established in 2019) transferred to being the statutory ICP for the West Yorkshire ICS (known as “West Yorkshire Health and Care Partnership (WYHCP)”). It will continue its role as a key element of the leadership and governance arrangements for the West Yorkshire Health and Care Partnership and provide the formal leadership. It will be responsible for setting strategic direction and providing strategic oversight for all WYHCP business. It will make joint decisions and recommendations on matters which do not impact on the statutory responsibilities of individual organisations.
- The Terms of Reference formally describe the scope, functions and ways of working for the Partnership Board. They have been revised to reflect its status as a statutory committee of NHS West Yorkshire Integrated Care Board and the responsible local authorities in the Integrated Care System (ICS) area.
- Leeds’s membership of the Partnership Board strengthens the opportunity to tackle health inequalities at regional level, in line with our Best City ambition to “be a healthy and caring city for all ages, where people who are the poorest improve their health the fastest”. The Partnership Board is now responsible for agreeing an integrated care strategy to address the broad health and social care needs of the population of the ICB’s area, including wider determinants of health such as employment and housing issues. The Leeds Health and Wellbeing Strategy aligns to the regional strategy; both documents will influence decision making, and commissioning and delivery of services in the city in order to get the best outcomes for the people of Leeds and the wider region.

Recommendations

That GPC recommends to Council that

1. (i) It establishes a joint committee (an integrated care partnership) called the West Yorkshire Health and Care Partnership Board for the area of the Integrated Care Board (ICB) together with the ICB and the other responsible local authorities in the ICB’s area.
 - a. (ii) It approves the proposed Terms of Reference (attached as Appendix 1) of the West Yorkshire Health and Care Partnership Board (the “Partnership Board”)
 - b. (iii) It notes the separate appointment of the Chair of the Health and Wellbeing Board Cllr Fiona Venner, and the Council Chief Executive Tom Riordan as members of the Partnership Board, by the Partnership Board.
 - (iv) that the necessary changes be made to the Council’s constitution;

That GPC resolves

2, that the West Yorkshire Health and Care Partnership Board is a strategic and key appointment in the context of the Appointments to Outside Body Procedure Rules;

3 Appoints one member of the Partnership Board, namely the Council Leader Cllr James Lewis, subject to Council resolving to approve recommendations 1 (i) – (iv) above.

Why is the proposal being put forward?

- 1 The Health and Care Act 2022 mandated that existing Integrated Care Systems become statutory partnerships, comprised of an Integrated Care Board organisation (ICB) and an Integrated Care Partnership (ICP). The Integrated Care Partnership (ICP) is a statutory joint committee, established by the Integrated Care Board and the local authorities with social care responsibilities within the Integrated Care System (ICS). Leeds is one of six local authority areas within the West Yorkshire ICS footprint. The others are Bradford, Calderdale, Kirklees, Wakefield and Craven excluding LSOAs: E01027558, E01027559, and E01027570
- 2 A non-statutory Partnership Board made up of health and care bodies operating across the footprint described above has been in place since 2019.
- 3 Building on existing successful arrangements, the current inclusive, non-statutory Partnership Board (established in 2019 and of which Leeds City Council is already a member) will become the statutory ICP for West Yorkshire ICS. It will continue its role as a key element of the leadership and governance arrangements for the West Yorkshire Health and Care Partnership (the name of our regional ICS). This role is strengthened through the 2022 legislation which states ICPs will provide 'formal leadership'. It will be responsible for setting strategic direction and providing strategic oversight for all Partnership business. In particular, the Board must prepare an integrated care strategy setting out how the assessed needs in relation to its area are to be met by the exercise of functions of the ICB, NHS England or the responsible local authorities in its area. It will make joint decisions and recommendations on matters which do not impact on the statutory responsibilities of individual organisations.
- 4 The Terms of Reference (ToR) for the Partnership Board have been revised to reflect its status as a statutory committee of NHS West Yorkshire Integrated Care Board and the responsible local authorities in the ICS. Key elements of the ToR include setting out how partners across the WYHCP will work together; the vision and purpose of the WYCHP, shared principles, value and behaviours; roles and responsibilities; membership and accountability.

What impact will this proposal have?

Wards Affected:

Have ward members been consulted? Yes No

- 5 The proposal strengthens existing regional partnership working arrangements that are already working well. The refreshed ToR confirm the shared vision for improving health and care across West Yorkshire that all strategies and plans at regional and local level must take into consideration:

- *Places will be healthy - you will have the best start in life, so you can live and age well*
- *If you have long term health conditions, you will be supported to self-care through GPs and social care services working together. This will include peer support and via technology, such as telemedicine*
- *If you have multiple health conditions, there will be a team supporting your physical, social and mental health needs. This will involve you, your family and carers, the NHS, social care and voluntary and community organisations*
- *If you need hospital care, it will usually mean going to your local hospital, which works closely with others to give you the best care possible*

- *Local hospitals will be supported by centres of excellence for services such as cancer, stroke, and mental health*
- *All of this will be planned and paid for together, with councils and the NHS working together to remove the barriers created by planning and paying for services separately. For example, community and hospital care working together*
- *Communities and staff will be involved in the development and design of plans so that everyone truly owns their health care services.*

The Partnership Board will set strategic direction and make joint decisions and recommendations on matters which do not impact on the statutory responsibilities of individual member organisations. The roles and responsibilities set out in the revised ToR capture some areas of positive impact in terms of the formal leadership role of the Partnership Board, which will be felt at both regional and local level. Responsibilities include:

- agree the West Yorkshire Integrated Care Strategy and the broad objectives for the Partnership;
- consider recommendations from Partnership forums such as the System Leadership Executive Group and make recommendations on:
 - The objectives of priority Partnership work programmes and workstreams
 - The apportionment of transformation monies from national bodies
 - Common actions when systems become distressed
- ensure the voice of the patients, service users and citizens is heard and reflected in all plans
- act as a leadership cohort, demonstrating what can be achieved with strong system leadership and increased freedoms and flexibilities;
- provide a mechanism for joint action and joint decision-making for those issues which are best tackled on a wider scale;
- support the development of local partnership arrangements which bring together the Councils, voluntary and community groups, and NHS commissioners and providers in each Place;
- ensure that, through partnership working in each place and across West Yorkshire, there is a greater focus on population health management, integration between providers of services around the individual's needs, and a focus on care provided in primary and community settings;
- oversee a mutual accountability framework which provides a single, consistent approach for assurance and accountability between partners;
- reach agreement in relation to recommendations made by other governance groups within the Partnership on the need to take action in relation to managing

collective performance, resources and the totality of population health;

- adopt an approach to making joint decisions and resolving any disagreements which follows the principle of subsidiarity and is in line with the shared values and behaviours of the partnership.

What consultation and engagement has taken place?

- 6 There is no statutory or legal requirement to carry out consultation on the revised Terms of Reference to the Partnership Board.

What are the resource implications?

- 7 There are no direct resource implications for Leeds City Council related to the recommendations made in this report.
- 8 The Terms of Reference have been revised to reflect the status of the Partnership Board as a statutory committee of NHS West Yorkshire Integrated Care Board and the responsible local authorities in the Integrated Care System (ICS) area. Accordingly, the existing approach to supporting the Partnership Board will continue to be from NHS West Yorkshire Integrated Care Board.
- 9 Further, the recommended LCC appointees have been active and influential members of the Partnership Board since its inception in 2019. No further resourcing is required to execute statutory membership.

What are the legal implications?

- 14 Under Section 116ZA of the Local Government and Public Involvement in Health Act 2007, an ICB and each responsible local authority whose area coincides with or falls wholly or partly within the board's area must establish a joint committee for the board's area (an ICP). The ICP for an area must consist of one member appointed by the ICB, one member appointed by each of the responsible local authorities, and any members appointed by the ICP itself. An ICP may determine its own procedure, including quorum. An ICP must prepare an integrated care strategy setting out how the assessed needs for its area are to be met by the exercise of functions by the ICB, NHS England or the responsible local authorities in its area. There is no statutory requirement or provision for the delegation of any functions by the Council to the ICP, therefore the Council will continue to take formal decisions in the usual way in relation to the exercise of any Council functions which may be identified in the integrated care strategy.
- 15 The establishment of the Partnership is considered to meet the definition of a Strategic and Key Partnership for the purposes of the Appointment to Outside Bodies Procedure Rules as its participation contributes to the Council's strategic functions, priorities and community leadership role.
- 16 General Purposes Committee has delegated Authority to appoint Members to Outside Bodies in accordance with the Appointment to Outside Bodies Procedure Rules.

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

- 17 The approval of the revised Terms of Reference, the appointment of the Partnership Board as a committee and the appointment of the Partnership Board members referred to above does not present any immediate risks. These actions capture and formalise the successful approach to partnership working around health and care at regional level that are already in place.

18 There is no information governance risk or processing of personal data as a result of approving the recommendations made in this report.

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

Inclusive Growth

Health and Wellbeing

Zero Carbon

19 The proposals made in this report are unequivocally focussed on being a key part of the regional health and care system response to the improving health and wellbeing and tackling health inequalities. It will support implementation of Leeds Health and Wellbeing Strategy which sets out the strategic priorities to tackle inequalities in Leeds and the Healthy Leeds Plan, the Leeds Health and Care Partnership response to the Health and Wellbeing Strategy.

20 Further, the Partnership Board has a focus on the wider determinants of health and thus will support the WYHCP response to climate change and inclusive growth.

Options, timescales and measuring success

a) What other options were considered?

21 None – statutory requirement of the 2022 Health and Care Act.

b) How will success be measured?

22 The West Yorkshire Partnership Board will measure its success on its ability to deliver closer, more effective, and more collaborative delivery of health and care for the people of West Yorkshire. Measured publicly by progress on the over-arching 10 Big Ambitions for the Partnership, published in the West Yorkshire Integrated Care Strategy and summarised here: [Our 10 big ambitions :: West Yorkshire Health & Care Partnership \(wypartnership.co.uk\)](https://www.wypartnership.co.uk/our-10-big-ambitions). These 10 big ambitions are a mix of clinical improvements, reductions in health inequalities, improvements in the wider determinants of health and maxing the best use of local economic and human resources for the population's wellbeing.

23 What is the timetable for implementation?

24 The statutory requirement to have an Integrated Care Partnership as part of an Integrated Care System came into effect from 1 July 2022.

25 The revised Terms of Reference were supported by the Partnership Board (West Yorkshire's ICP) on 6 September 2022.

Appendices

26 West Yorkshire Partnership Board Terms of Reference

27 Equality, Cohesion, Diversity and Integration screening

Background papers

35 None

This page is intentionally left blank

Review of polling districts and polling places

Date: 18 October 2023

Report of: Director of Communities, Housing and Environment

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 seek approval from General Purposes Committee to plans for a statutory review of polling districts and polling places within the Leeds City Council area.

Recommendations

- a) That the compulsory polling district and places review commences on Thursday 19 October 2023
- b) That the outline timetable for the review at paragraph 34 of this report is approved
- c) That the Electoral Registration Officer is authorised to undertake the review in accordance with the process described in this report
- d) That the Electoral Registration Officer is authorised to take the necessary measures as soon as possible to give effect to parliamentary constituency changes, ensuring that the register reflects existing and new constituencies, until the boundaries are fully in force
- e) That the Electoral Registration Officer is authorised to take the necessary measures to give effect to any new or amended polling districts on completion of the polling district review, ensuring that the register reflects existing and new boundaries, until the boundaries are fully in force

What is this report about?

- 1 Under the Representation of the People Act 1983, the council has a duty to divide its area into polling districts and to designate a polling place for each district.
- 2 The following definitions may be helpful when reading the report.
 - “Polling districts” are geographical electoral areas into which wards and constituencies may be sub-divided.
 - “Polling places” are the buildings or areas designated by the council where electors in a polling district go to vote in person.
 - “Polling stations” are the number of issuing desks in the building or area that is the designated polling place.
- 3 The Electoral Administration Act 2006, as amended, introduced a duty on all local authorities in Great Britain to review their polling districts and polling places at least once every five years.
- 4 Under section 18C of the Representation of the People Act 1983, the next compulsory review must be undertaken within a 16-month window between 1 October 2023 and 31 January 2025.
- 5 The intention of the legislation was that reviews would be completed by the January before a UK parliamentary general election. However, since the repeal of the Fixed Term Parliaments Act 2011, there is no longer any certainty as to when the next general election will be.
- 6 The Dissolution and Calling of Parliament Act 2022 means:
 - the UK Parliament can be dissolved by the King on request of the Prime Minister, at any time within the 5 years of the life of the Parliament
 - the next general election must take place before Tuesday 28 January 2025, but it could happen at any point before then
 - there is no longer a link between the timing of the compulsory polling district and places review falling in a 16-month period ending 3 months before a scheduled general election.
- 7 In addition, the Boundary Commission for England is currently undertaking a review of parliamentary constituency boundaries. The Commission has now published its final recommendations, and Orders for the new parliamentary constituency boundaries will be made by 1 November 2023.
- 8 Once the Orders for new parliamentary constituencies have been made, the new boundaries will be used for the next general election. If a parliamentary by election is called in the meantime, it would be run on existing boundaries.

What impact will this proposal have?

- 9 It is important that the polling district and places review is carried out as early as possible, so that Leeds City Council has agreed polling districts and places to be used for the next parliamentary election, the scheduled local and WY Mayoral elections in May 2024 and has a polling scheme in place which reflects the new constituencies.

Implementing parliamentary boundary changes

- 10 Once the Orders for new parliamentary constituencies have been made, the new boundaries will be used for the next general election. If a parliamentary by election is called in the meantime, it would be run on existing boundaries.
- 11 This means the Register of Electors needs to be able to reflect both the existing and new constituencies.
- 12 Work can be done to prepare the register in the background before then, so that once the Order for the new parliamentary constituencies is made, the register can be re-arranged or adapted as necessary to give effect to the Order.
- 13 This can be achieved by creating future administrative areas within the Election Management system. The Head of Electoral Services, on behalf of the Electoral Registration Officer, will liaise with the software supplier to implement this. This work can be started once the final parliamentary constituency proposals are published.
- 14 It is recommended that the Electoral Registration Officer is authorised to take the necessary measures as soon as possible to give effect to parliamentary constituency changes, ensuring that the register reflects existing and new constituencies, until the boundaries are fully in force.

Implementing polling district changes

- 15 The polling district and places review and parliamentary boundary changes may result in new polling districts being created or existing polling district boundaries being amended.
- 16 If the council makes any alterations to the 381 polling districts in its area, the Electoral Registration Officer (ERO) must amend the register of electors accordingly (Section 18A (5) Representation of the People Act 1983).
- 17 The changes to the register take effect on the date the ERO publishes a notice stating that the adaptations have been made.
- 18 Where polling districts have been created to support the implementation of boundary changes, the register will need to be constructed in a way that is capable of reflecting the existing and new boundaries. This is to ensure that any parliamentary by elections can be run on the existing boundaries, until the new boundaries come into force.
- 19 This can be achieved by making any parts of existing electoral areas that will be split when the new boundaries come into effect into separate polling districts.
- 20 Publishing the register to reflect existing and new boundaries will also help to enable current councillors and MPs to receive the parts of the register that they are entitled to, while allowing individuals to be supplied with the relevant parts of the register once they become a candidate for an election.
- 21 This may mean that, for administrative purposes, there are two versions of the polling scheme. Once the boundaries are in fully in force, any polling districts which have been split simply to allow elections to be run on either set of boundaries, can be re-merged.
- 22 It is recommended that the Electoral Registration Officer is authorised to take the necessary measures to give effect to any new or amended polling districts on completion of the polling

district review, ensuring that the register reflects existing and new boundaries where appropriate, until the boundaries are fully in force.

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

Health and Wellbeing Inclusive Growth Zero Carbon

23 By providing the most convenient and accessible polling places to the electorate of Leeds.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

24 This is a compulsory statutory review and approval to commence the review is being sought from members of General Purposes Committee only.

What are the resource implications?

25 There is a range of preparatory activity which Electoral Services have been undertaking. This includes:

- Reading the final proposals published by the Boundary Commission on 28 June 2023 and understanding the impact for this area
- Identifying the polling districts currently split (known as X & Y) to allow electors to vote in the correct parliamentary constituency at the time of a general election, which will be returned to one entire polling district under the new parliamentary boundaries
- Contacting Returning Officers and Elections Teams in neighbouring authorities which will be sharing our constituency/ies.
- Liaising with electoral software suppliers about structuring the electoral register to accommodate boundary changes
- Preparing data for the start of the review
- Obtaining detailed up to date maps to enable accurate designation of polling district boundaries
- Identifying organisations with a special interest/expertise in disabled access to consult

26 Electoral Services are also undertaking a preliminary review of the current polling districts and places in the district to assess their suitability. This involves:

- Compiling details of current polling places with a summary of their suitability
- Checking the continued availability of polling places
- Reviewing feedback from stakeholders at previous elections
- Identifying potential alternative buildings where appropriate including moving polling away from schools where possible to avoid disruption to school communities, and assist with safeguarding of pupils
- Ensuring that polling places can support the requirements of the Elections Act, for example with sufficient space to undertake Voter ID checks, and to accommodate equipment to assist disabled voters
- Ensuring polling districts are no larger than 2,250 electors (after postal voters have been deducted), to comply with ratios recommended by the Electoral Commission updated in 2023

- Seeking advice and guidance from local disability groups and local authority experts around accessibility
- Preparing council proposals and drafting (A)RO comments

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

27 Not fulfilling our statutory responsibility to undertake the review.

28 Not having an approved scheme in place in time for the local and WY Mayoral elections on 2 May 2024, or the general election which must take place by 28 January 2025.

What are the legal implications?

29 The process for a polling district and places review is set out in Schedule A1, Representation of the People Act 1983.

The Council must:

- publish a notice of the holding of a review
- consult the (Acting) Returning Officer ((A)RO) for every parliamentary constituency which is wholly or partly in its area
- publish all representations made by an (A)RO within 30 days of receipt by posting a copy of them at the local authority's office and in at least one conspicuous place in their area and, if the authority maintains a website, by placing a copy on the authority's website
- seek representations from such persons as it thinks have particular expertise in relation to access to premises or facilities for persons who have different forms of disability. Such persons must have an opportunity to make representations and to comment on the representations made by the (A)RO(s).

On completion of the review, the council must give reasons for its decisions and publish:

- all correspondence sent to an (A)RO in connection with the review
- all correspondence sent to any person whom the authority thinks has particular expertise in relation to access to premises or facilities for persons who have different forms of disability
- all representations made by any person in connection with the review
- the minutes of any meeting held by the council to consider any revision to the designation of polling districts or polling places within its area as a result of the review
- details of the designation of polling districts and polling places within the local authority area as a result of the review
- details of the places where the results of the review have been published

Options, timescales and measuring success

What other options were considered?

30 This is a statutory review which must be undertaken. Due to the reasons set out in the report, it is important to undertake this review as early in the statutory timeframe as possible.

How will success be measured?

31 Effectiveness of new scheme at both the elections on 2 May 2024 and the general election which must take place before 28 January 2025.

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

32 It would be desirable for any changes in polling districts to be reflected in the electoral register published on 1 December 2023. However, due to the length of time required for preparatory work, consultation, preparation of final proposals and submission of final proposals report to General Purposes Committee, it is unlikely that the review will be complete until mid-February 2024.

33 This would mean that the electoral register would need to be republished on 1 March 2024 to take account of any changes to polling districts.

34 This is the proposed timetable for the review:

Review of polling districts and places 2023	
Preparatory work	Started September 2023
Resolution from council providing for commencement of review	Wednesday 18 October 2023
Notice of review published	Thursday 19 October 2023
Council proposals published	Thursday 19 October 2023
Commencement of formal consultation (6 weeks)	Thursday 19 October 2023
End of formal consultation	Thursday 30 November 2023
Publish electoral register (ordinary publication)	Friday 1 December 2023
Consider responses	By Tuesday 19 December 2023
Draft final proposals considered at Electoral Working Group	By Friday 12 January 2024
Final proposals published via meeting agenda papers and website	End January 2024
Committee/Cabinet/Council meeting	Wednesday 7 February 2024
Conclude review	Wednesday 7 February 2024
Republish electoral register (if any new or amended polling districts)	Friday 1 March 2024
Scheduled elections on new polling districts, places and stations scheme	Thursday 2 May 2024

Appendices

- N/A

Background papers

- N/A

Review of the Constitution

Date: 18 October 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 inform General Purposes Committee about a review of the Constitution and seek views in respect of the proposed scope of that review.

Recommendations

Members of General Purposes Committee are asked to:

- (i) Comment on the potential scope of the review;
- (ii) Note the Committee will receive a further report in December 2023 setting out the proposed scope.

What is this report about?

1. The purpose of this report is to present the General Purposes Committee with information in respect of a review of the Constitution and seeks its views in relation to what the scope of that review should be. The report also outlines the steps taken to date as well as next steps for Members information.

Background

- 2.1 A good constitution is one that is used and understood by both Members and Officers and not just governance professionals. Everyone has an individual and collective responsibility to understand the principles behind the rules in the Constitution, as well as applying them on a day to day basis, and therefore it is important that both Members and Officers have a role in reviewing it to ensure successful implementation.
- 2.2 It is important that the Constitution supports and complements the Council's governance framework and the 2023 review of internal control responses highlight that there are opportunities to strengthen

the way in which our governance framework is articulated, communicated and embedded. Likewise, the Constitution should reflect the culture, values and ambitions of the organisation.

3 What are the drivers to review the Constitution?

3.1 Drivers for the review include

- The need for it to remain fit for purpose so that it reflects our values and how we work with partners as well as supporting and complementing the Council's governance framework;
- The recent LGA Peer Review which identified that further improvements could be achieved by tackling concerns of middle managers about the speed of decision making and perceived bureaucracy;
- The need to reduce duplication, maximise efficiencies and minimise bureaucracy with a view to increasing workforce capacity in response to financial challenge, staff survey results around work pressures and the Organisational Plan objectives;

4 Scope of Review

4.1 The scope of the review needs to respond to the drivers identified above whilst remaining proportionate and so a fundamental review of the whole document is not being proposed. Whilst there may be obvious areas in need of review, it remains important to also seek the views of Members as well as senior and other relevant officers.

4.2 There is a need to identify perceived strengths and weakness of the Constitution, from a user perspective, and consultation with the Leader and key officers, including governance officers and middle managers identified by the Peer Review has already commenced. Feedback to date primarily relates to decision-making and the contract procedure rules as well as the accessibility of the Constitution as a document. Comments relating to procedures associated with the Constitution (e.g. decision-making) have also been received and it is proposed to address such matters in tandem with the review.

4.3 It is proposed to agree the scope of the review once Members of General Purposes Committee have provided their views.

5 Next Steps

5.1 The proposed scope of the review will, in consultation with Members of General Purposes Committee, be agreed and feedback on the that scope will be communicated to stakeholders.

5.2 The review is being led by Catherine Witham as the Monitoring Officer, however it will be necessary to take a Team Leeds approach to delivering detailed technical amendments, which will require drafting by relevant expert officers across the Council.

5.3 In addition, a review of the whole document will also be undertaken to update language and references and the Monitoring Officer will retain oversight of all amendments to ensure consistency throughout the document and removal of duplication.

5.4 This step will commence once the scope of the review is agreed and be completed by no later than end February 2024. This allows time to liaise with officers, redraft as required and ensure the necessary Member engagement occurs before Full Council is recommended to adopt the amended Constitution at its Annual General Meeting in May 2024, in readiness for the new municipal year.

5.5 Leading to and following adoption, colleagues will be familiarised with the changes with a view to embedding any new/changed procedures including the need to amend any sub delegation schemes.

5.6 Relevant training will be provided to officers and Members as appropriate.

5.7 Monitoring and Review will be required to determine whether the new/amended procedures are being implemented and whether they are having the intended consequences, particularly in relation to improving efficiencies.

What impact will this proposal have?

- 6 It is important that the views from Members of the Committee are considered when determining the scope of the review.

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

Health and Wellbeing Inclusive Growth Zero Carbon

- 7 The review of the Constitution ensures that the governance of the Council remains robust and up to date.

What are the resource implications?

- 8 There are no resource implications arising from this proposal.

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

- 9 The key risks relate to the timescales associated with the adoption of the amended Constitution; however key milestones have been identified to mitigate this risk.

What are the legal implications?

- 10 There are no legal implications arising from this report.

Options, timescales and measuring success

What other options were considered?

- 11 An option not to review the Constitution was discounted, given the key drivers outlined at paragraph 3.1 above.

How will success be measured?

- 12 Success will be measured by the adoption of an up to date, accessible Constitution in May 2024, which removes existing duplication and complexity.

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

- 13.1 General Purposes committee will be requested to endorse the scope of the review at its meeting in December 2023;

13.2 Full Council will be recommended to agree the amended Constitution in May 2024.

13.3 The Monitoring Officer will be responsible for implementation.

Appendices

None

Background papers

None

This page is intentionally left blank

Elected Member Appointments to Outside Bodies – in year update 2023/24

Date: 18th October 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

This report provides the Committee with an update on in-year Elected Member appointments to Outside Bodies and other bodies made since the July meeting of General Purposes Committee by the City Solicitor pursuant to her delegated authority.

Recommendation - To note the in year Elected Member appointments to Outside Bodies and other bodies made since the General Purposes Committee meeting held 26th July 2023 by the City Solicitor pursuant to her delegated authority.

What is this report about?

- 1 This report provides the Committee with an update on in-year Elected Member appointments to Outside Bodies and other bodies made since the July meeting of General Purposes Committee.
- 2 General Purposes Committee met on the 26th July 2023 and determined the annual appointments of Elected Members to a variety of external organisations and partnerships (referred to as Outside Bodies or other bodies) which have requested the Council to appoint an Elected Member (or suitable nominee) to them. Appointments are made on annual basis.
- 3 Part 4(g) of the Councils Constitution – [the Appointments to Outside Bodies Procedure Rules](#) – sets out those circumstances under which the City Solicitor has delegated authority to make in year appointments to an Outside Body or other body. The Procedure Rules also require that appointments made under delegated authority are reported to the next meeting of the General Purposes Committee.

4 The following in year appointments have been made since General Purposes Committee met on 26th July 2023:

- Leeds Heritage Theatres Trust – Councillor J Dowson and Councillor R Stephenson (In accordance with Outside Body Procedure Rule 4.5 (iii))
- Robert Salter Charity - Councillor A McCluskey to replace Councillor J Dowson (accordance with Outside Body Procedure Rule 4.5 (ii))

What impact will this proposal have?

5 Determination of the appointments is based on specific criteria set out in the Outside Bodies Procedure Rules and supports the aims of the Best City Ambition to work with all communities as a team for Leeds and by supporting what the Council and its partners are focussing on during the 2023/24 Municipal Year to improve outcomes.

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

- Health and Wellbeing Inclusive Growth Zero Carbon

6 Appointment of Elected Members to Outside Bodies contributes to all three pillars within the Best City Ambition particularly the overarching aim to help partner organisations and local communities in every part of Leeds.

What consultation and engagement has taken place?

Wards affected: N/A
Have ward members been consulted? <input type="checkbox"/> Yes <input type="checkbox"/> No

7 In year appointments are progressed in consultation with the relevant Political Group Whip and where required, with all Political Group Whips.

What are the resource implications?

8 There are no resource implications associated with this issue.

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

9 There are no risk implications as a result of this report.

What are the legal implications?

10 This report relates to a Council function and therefore, is not available for call-in.

Options, timescales and measuring success

What other options were considered?

11 N/A

How will success be measured?

12 N/A

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

13 The appointments set out in this report have already been implemented.

Appendices

- None

Background papers

- None

This page is intentionally left blank