

Public Document Pack

SCHEDULE 7 - Establishment of Committees and Appointments

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ITEM 7 – ESTABLISHMENT OF COMMITTEES

AND APPOINTMENTS

- a) That Committees having Terms of Reference as detailed in Schedule 7(a) be established
- b) That appointments be made to the Committees as detailed in Schedules 7(b)(i), (ii) and (iii)
- c) That Chairs be appointed as detailed in Schedule 7(c)
- d) That Chairs be appointed in respect of Community Committees as detailed in Schedule 7(d).
- e) That appointments be made to joint authorities and joint committees as detailed in Schedule 7(e).
- f) That appointments and nominations be made to the West Yorkshire Combined Authority as detailed in Schedule 7(f).

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SECTION 2B: MEMBERSHIP OF COUNCIL COMMITTEES

<u>Name of Committee</u>	<u>Membership</u>
Scrutiny Boards	
Scrutiny Board (Strategy and Resources)	11 Members of the authority
Scrutiny Board (Children and Families)	14 Members of the authority
Scrutiny Board (Adults, Health and Active Lifestyles)	11 Members of the authority
Scrutiny Board (Environment, Housing and Communities)	15 Members of the authority
Scrutiny Board (Infrastructure, Investment and Inclusive Growth)	14 Members of the authority
Governance Committees	
Standards and Conduct Committee	8 Members of the authority ¹
Corporate Governance and Audit Committee	9 Members of the authority and 1 independent member
General Purposes Committee	15 Members of the authority
Health and Wellbeing Board	<ul style="list-style-type: none"> • Statutory membership as outlined in Article 17 (including 5 Members of the authority nominated by the Leader) together with a representative from the third sector and from NHS(England). • Such additional members as may be appointed by the Health and Wellbeing Board from time to time.
Employment Committee	Minimum of 3 Members of the authority comprising at least 1 Member of the Executive
Community Committees	Membership as outlined at Article 10

¹ Plus 1 non-voting co-opted Parish/Town Council Members who may attend meetings of the relevant Sub-Committee in accordance with the procedure in Part 4(m) of the Constitution.

<u>Name of Committee</u>	<u>Membership</u>
Regulatory Committees	
Licensing Committee	15 Members of the authority
Licensing Sub-Committee	3 Members of the authority ²
Area Plans Panels: (a) Plans Panel (North and East) (b) Plans Panel (South and West)	10 Members of the authority 11 Members of the authority
City Plans Panel	12 Members of the authority
Advisory Committees	
Development Plan Panel	11 Members of the authority
Climate Emergency Advisory Committee	16 Members of the authority.
Independent Panel	2 Independent Persons appointed in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).

² The Licensing Committee appoints 3 Members to each sub-committee

Scrutiny Board

The Scrutiny Board is authorised to discharge the following overview and scrutiny functions¹:

1. to review or scrutinise decisions made or other action taken in connection with any council or executive function or any matter which affects the authority's area or the inhabitants of that area;²
2. to receive and consider requests for Scrutiny from any source;
3. to review or scrutinise the performance of such Trust / Partnership Boards as fall within its remit;
4. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy within the Budget and Policy Framework which falls within its remit;³
5. to review or scrutinise executive decisions that have been Called In;
6. to exercise such special functions as are allocated in Annex 3 to Article 6 – Scrutiny Boards; and
7. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made.

¹ In relation to functions set out in Annex 2 to Article 6 – Scrutiny Boards, whether or not those functions are concurrently delegated to any other committee or officer.

² Including matters pertaining to outside bodies and partnerships to which the authority has made appointments.

³ In accordance with Budget and Policy Framework Procedure Rules.

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Standards and Conduct Committee

The Standards and Conduct Committee is authorised to discharge the following functions:

1. To promote and maintain high standards of conduct by members and co-opted members of the authority¹.
2. To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
3. To consider and determine written allegations that a member or co-opted member of the authority has failed to comply with the authority's code of conduct, or that a member or co-opted member of a parish council in the Leeds area has failed to comply with the parish council's code of conduct².
4. Following a determination of whether or not a member or co-opted member of the authority has failed to comply with the code of conduct, to consider whether or not action might be necessary, and to make recommendations³ on the form of action⁴.
5. To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of employees of the authority⁵.

¹ In accordance with Section 27 of the Localism Act 2011.

² In accordance with Section 28(6), (7) and (9) of the Localism Act 2011.

³ Including to full Council, the Leader, the Chief Executive, or the relevant Group Whip.

⁴ In accordance with Section 28(11) of the Localism Act 2011.

⁵ It is not the function of the Committee to determine or become involved in individual employee conduct or disciplinary cases.

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Corporate Governance and Audit Committee

The Corporate Governance and Audit Committee is authorised to discharge the following functions¹:

1. to consider the Council's arrangements relating to accounts² including:
 - (a) the approval of the statement of accounts and any material amendment of the accounts recommended by the auditors;
 - (b) the approval of the Annual Governance Statement³; and
 - (c) with the exception of any matter, which may result in the accounts being qualified, responding to the Council's auditors in respect of any matter where it is not considered appropriate to make the amendments recommended by the auditors.
2. to consider the Council's arrangements relating to external audit requirements including:
 - (a) agreement and review of the nature and scope of the annual audit plan,
 - (b) the receipt of external audit reports so as to:
 - (i) inform the operation of Council's current or future audit arrangements; and
 - (ii) provide a basis for gaining the necessary assurance regarding governance prior to the approval of the Council's accounts.
3. to review the adequacy of policies and practices to ensure compliance with statutory and other guidance
4. to review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management) and
5. to consider the Council's arrangements relating to internal audit requirements including:
 - (a) reviewing and approving the Internal Audit Charter;
 - (b) reviewing and approving the risk-based plan and any additional significant work⁴;
 - (c) considering the Annual Internal Audit Report
 - (d) monitoring the performance of internal audit

¹ Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

² Item 45 Paragraph I Schedule 1 of Local Authorities (Functions and Responsibilities) (England) Regulations as amended.

³ The Annual Governance Statement is Leeds City Council's Statement on Internal Control which is approved under Regulation 6(2) of the Accounts and Audit Regulations 2015/234.

⁴ As defined in the Internal Audit Charter

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General Purposes Committee

With the exception of any matter which falls within the terms of any other council committee, the General Purposes Committee is authorised:

1. to consider and determine any Council (non-executive) function¹ delegated² to a Director³ which does not fall within the terms of reference of any other committee;
2. to consider proposals to amend the constitution and make recommendations to full Council; and
3. to make recommendations to full Council in connection with the discharge of any of its functions.⁴

¹ These functions include local choice functions, which have been determined as non executive functions.

² Whether or not the post is vacant

³ 'Director' includes those Officers specified in Sections 1 and 2 of Part 3 of the Constitution.

⁴ 'Function' in this context does not include shared functions with the executive

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Health and Wellbeing Board

The Health and Wellbeing Board is authorised to carry out the following functions¹:

1. to encourage integrated working² in relation to arrangements for providing health, health-related or social care services;
2. to prepare and publish a joint strategic needs assessment (JSNA)³;
3. to prepare and publish a joint health and wellbeing strategy (JHWS)⁴;
4. to provide an opinion to the authority on whether the authority is discharging its duty to have regard to the JSNA, and the JHWS, in the exercise of its functions⁵;
5. to review the extent to which the Leeds Committee of the West Yorkshire Integrated Care Board has contributed to the delivery of the JHWS⁶;
6. to provide an opinion to the Leeds Committee of the West Yorkshire Integrated Care Board on whether their draft commissioning plan takes proper account of the JHWS⁷;
7. to provide an opinion to NHS England on whether a commissioning plan published by a the Leeds Committee of the West Yorkshire Integrated Care Board takes proper account of the JHWS⁸;
8. to prepare a local pharmaceutical needs assessment⁹; and
9. to exercise any other functions of the authority which are referred to the Board by the authority¹⁰.

¹ "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include doing anything which is calculated to facilitate or is conducive or incidental to the discharge of any of these functions.

² In accordance with Section 195 Health and Social Care Act 2012. This includes encouraging arrangements under Section 75 National Health Service Act 2006 (the NHSA 2006).

³ Section 116 Local Government and Public Involvement in Health Act 2007 (the LGPIHA 2007)

⁴ Under Section 116A LGPIHA 2007

⁵ Under Section 116B LGPIHA 2007

⁶ Under Section 14Z15(3) and Section 14Z16 NHSA 2006

⁷ Section 14Z13(5) NHSA 2006

⁸ Section 14Z14 NHSA 2006

⁹ Section 128A NHSA 2006

¹⁰ The Leader may delegate executive functions to the Board at any time during the year, in accordance with the Executive and Decision Making Procedure Rules.

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Employment Committee

The Employment Committee is authorised to discharge the following Council (non-executive)¹ functions².

1. to make recommendations to Council to appoint the Head of Paid Service.
2. to make recommendations to Council as to the dismissal of the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.
3. to take disciplinary action³ short of dismissal against the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.
4. to hear any grievance submitted by the Head of Paid Service and referred to it by the Chief Officer Human Resources.
5. to hear any appeal referred to it by the Chief Officer Human Resources against the outcome of the first formal stage of a grievance against the Head of Paid Service.
6. to appoint the Monitoring Officer and the Chief Finance Officer.
7. to suspend, and keep under review the suspension of, the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.
8. to appoint or dismiss or take disciplinary action short of dismissal⁴ against Directors⁵.
9. to deal with appeals⁶ relating to grading, grievance and disciplinary action short of dismissal in respect of the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer.
10. to deal with appeals⁷ relating to grading, grievance, dismissal and disciplinary action short of dismissal in respect of Directors⁸.

¹ Item 37 of paragraph I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)

² 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions

³ 'Disciplinary action' has the meaning set out in the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

⁴ Provided that Directors shall retain their delegated authority in accordance with proper processes and procedures to take disciplinary action short of dismissal and to deal with appeals as appropriate

⁵ 'Directors' in this context is to be construed as any officer referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:

- those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the Head of Paid Service in relation to most or all of the duties of their posts; and
- any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.

⁶ Any such appeals shall be heard by a differently constituted Employment Committee from that which heard the original grievance or dealt with the original disciplinary proceedings, as the case may be

⁷ Any such appeals shall be heard by a differently constituted Employment Committee from that which heard the original grievance or dealt with the original disciplinary proceedings, as the case may be

⁸ 'Directors' in this context is to be construed as any officer referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, (see footnote 5 for details)

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Community Committees

Within each Committee's area:

(Council functions)

1. To adopt and review a Community Plan¹;
2. to make Elected Member² appointments³ to Outside Bodies as determined by the Member Management Committee;
3. to advise or make representations to the Council or the Executive Board⁴ on all matters affecting community interests;⁵
4. to consider and respond to consultations on planning briefs and frameworks and on major development proposals;⁶
5. to consider proposals referred to the Committee by the Council or the Executive Board⁷ and to report back the Committee's views to the referring body;⁸
6. to receive and hear deputations;
7. to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive and to the Council's partners as appropriate;⁹

(Executive functions)¹⁰

8. *to promote and improve the economic, social and environmental well-being of the Committee's area*¹¹;
9. *to exercise Executive Functions*;¹²

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

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

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

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

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

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

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

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

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

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

¹¹ In furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution, as determined from time to time by the Executive Board

¹² As determined from time to time by the Executive and in furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution and the Community Committee Procedure Rules in Part 4 of the Constitution.

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The Licensing Committee

With the exception¹ of

- any function of the licensing authority under the Licensing Act 2003 (the 2003 Act), the Gambling Act 2005 (the 2005 Act), or the Police Reform and Social Responsibility Act 2011 (the 2011 Act) reserved to full Council;² or
- any licensing function where full Council has referred a matter to another committee,³

the Licensing Committee is authorised to discharge⁴ the following functions⁵:

1. to discharge the licensing functions of the licensing authority;⁶
- 2.1 to discharge any other function of the authority referred to it by full Council;⁷
- 2.2 pursuant to the provision in section 2.1 above full Council has delegated to the Licensing Committee the following functions:
 - 2.2.1 Hackney carriages and private hire vehicles⁸
 - 2.2.2 Sexual entertainment venues, sex shops and sex cinemas⁹
 - 2.2.3 Performances of hypnotism¹⁰
 - 2.2.4 Charitable collections¹¹
 - 2.2.5 The late night levy¹²

¹ In accordance with Section 7(2) of the 2003 Act or s154 (2) (a) and (c) of the 2005 Act.

² Part 3, Section 2A of the Constitution sets out functions of the licensing authority reserved to full Council, as licensing authority under the 2003 Act, 2005 Act or 2011 Act.

³ Under the provisions of Section 7(5)(a) of the 2003 Act.

⁴ The Committee may arrange for any of its functions to be discharged by one or more sub-committees, or by an officer, subject to the exceptions set out in Section 10(4) of the 2003 Act; see also Section 154 of the 2005 Act.

⁵ 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

⁶ This includes the power to set fees under Section 212 of the 2005 Act

⁷ Full Council may arrange for the Licensing Committee to discharge any function of the authority which relates to a matter referred to the Committee but is not a licensing function (Section 7(3)). It may also refer a matter to the Committee where a matter relates to both a licensing function and to a function of the authority which is not a licensing function, and arrange for the Committee to discharge the other function (Section 7(5)(b) of the 2003 Act). Before exercising this power, the Council must consult with the Committee.

⁸ Item 3 – 5 of Para. B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 ("the 2000 Regulations")

⁹ Item 15 of Para. B of Schedule 1 to the 2000 Regulations and Section 27 Policing and Crime Act 2009 and Schedule 3 Local Government (Miscellaneous Provisions) Act 1982

¹⁰ Item 16 of Para. B of Schedule 1 to the 2000 Regulations

¹¹ Item 39 of Para. B of Schedule 1 to the 2000 Regulations

¹² In accordance with Chapter 2 of Part 2 of the 2011 Act including decisions in relation to the late night supply period, permitted exemption categories and permitted reduction categories in accordance with Sections 132 and 133 of that Act.

Council Committees' Terms of Reference

- 3 in respect of any approval, consent, licence, permission, or registration which they may grant,
 - (a) To impose conditions limitations or restrictions;
 - (b) To determine any terms;
 - (c) To determine whether and how to enforce any failure to comply;
 - (d) To amend, modify, vary or revoke;
 - (e) To determine whether a charge should be made or the amount of such a charge.
4. to make recommendations to full Council in connection with the discharge of its functions as licensing authority;¹³ and
5. to receive reports from, and to make recommendations and representations to other committees or bodies as appropriate.¹⁴

¹³ Including recommendations arising from the monitoring of the operation and impact of the Licensing or Gambling Policy by the Licensing Committee.

¹⁴ Where the licensing authority exercises its power under Section 7(5) (a) of the 2003 Act the other Committee must consider a report of the Licensing Committee. Where the Council does not make arrangements under Section 7(3), it must (unless the matter is urgent) consider a report of the Licensing Committee with respect to the matter before discharging the function (Section 7(4)).

Licensing Sub-Committees

The Licensing Sub-Committees are authorised to discharge¹ the following functions² concurrently³:

1. functions⁴ under:

- (a) section 18(3) of the 2003 Act (determination of application for premises licences where relevant representations have been made);
- (b) section 31(3) of the 2003 Act (determination of application for provisional statements where relevant representations have been made);
- (c) section 35(3) of the 2003 Act (determination of application for variation of premises licence where relevant representations have been made);
- (d) section 39(3) of the 2003 Act (determination of application to vary designated premises supervisors following the giving of a notice by the police pursuant to section 37(5) of the 2003 Act (police objection));
- (e) section 44(5) of the 2003 Act (determination of application for transfer of premises licences following the giving of a notice by the Police pursuant to section 42(6) and/or the giving of a notice by the Secretary of State pursuant to section 42(8) of 2003 Act (police and/or Secretary of State objection));
- (f) section 48(3) of the 2003 Act (consideration of police notice and/or notice given by the Secretary of State regarding (objection made to) an interim authority notice);
- (g) section 52(2) or (3) of the 2003 Act (determination of an application for review of a premises licence);
- (h) section 53A-D of the 2003 Act (summary (expedited) review hearings);
- (i) section 72(3) of the 2003 Act (determination of application for club premises certificates where relevant representations have been made);
- (j) section 85(3) of the 2003 Act (determination of application to vary club premises certificates where relevant representations have been made);
- (k) section 88(2) or (3) of the 2003 Act (determination of application for review of a club premises certificate);
- (l) section 105(2) (consideration of objection notice given by a relevant person relating to a standard temporary event notice);
- (m) section 120(7) of the 2003 Act (determination of application for the grant of a personal licence where an objection notice is given by the Police and/or an immigration objection notice is given by the Secretary of State (following police objection));
- (n) section 121(6) of the 2003 Act (determination of application for renewal of personal licences following police objection)

¹ With the exception of those functions set out in paragraphs 1 and 2 of these Terms of Reference, and subject to any direction given by the Licensing Committee, the Licensing Sub-Committees may arrange for any of these functions to be discharged by an officer (Section 10(2) and (5) of the Licensing Act 2003 (the 2003 Act) and s154 of the Gambling Act 2005 (the 2005 Act)).

² "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

³ Section 10(3) of the 2003 Act.

⁴ Including agreeing whether a hearing is necessary.

Council Committees' Terms of Reference

- (o) section 124(4) of the 2003 Act (consideration of an objection notice given by the Police and/or an immigration objection notice given by the Secretary of State where convictions come to light after grant or renewal of personal licences);
 - (p) section 167(5) of the 2003 Act (review following closure order)
 - (q) section 20(3) of the 2003 Act (making recommendations for restricting the admission of children to the exhibition of any film)
 - (r) section 132A of the 2003 Act (consideration whether to suspend or revoke a personal licence where the licence holder has been (a) convicted of any relevant offence or foreign offence, or (b) required to pay an immigration penalty)
 - (s) section 162 and 163 (159) of the 2005 Act (determination of application for premises licences (where representations have been made)⁵)
 - (t) section 187 of the 2005 Act (determination of application for variation of premises licence (where representations have been made);⁵)
 - (u) section 188 of the 2005 Act (determination of application for transfer of premises licences following receipt of representations (objection));⁶
 - (v) section 195 of the 2005 Act (consideration of representations regarding (objection made to) an application for reinstatement); ⁶
 - (w) section 201 of the 2005 Act (determination of review of a premises licence);
 - (x) section 204 of the 2005 Act (determination of application for provisional statements (where representations have been made);⁶);
 - (y) section 222 of the 2005 Act (determination of temporary use notice following receipt of a notice of objection);
 - (z) section 224 of the 2005 Act (decision to give counter notice following an objection to a temporary use notice);
 - (aa) schedule 10 of the 2005 Act (consideration of an application for a family entertainment centre permit);
 - (bb) schedule 14 of the 2005 Act (consideration of an application for a prize gaming permit);
 - (cc) schedule 13 of the 2005 Act (consideration of an application for an alcohol licensed premises gaming machine permit);
 - (dd) schedule 12 of the 2005 Act (consideration of an application for a club gaming permit or club machine permit);
2. Functions relating to any other hearings required under the 2003 Act or the 2005 Act that have not been reserved to the Licensing Committee.
3. The function of hearing appeals against the refusal to grant a contract driver permit.

⁵ Including deciding whether representations are vexatious, frivolous, or will certainly not influence the authority's determination of the application

⁶ Including deciding whether representations are vexatious, frivolous, or will certainly not influence the authority's determination of the application

Council Committees' Terms of Reference

4. The function of licensing performances of hypnotism⁷ where an officer has considered they should not exercise their delegated authority and has referred the matter to the sub-committee for determination.
5. The function of licensing sex establishments⁸ (sex shops, sex cinemas or sexual entertainment venues) where either the application is for the grant, renewal or transfer of a licence irrespective of whether objections have been received, or in any other case where an officer has decided not to exercise their delegated authority and has referred the matter to the sub-committee for determination.
6. The function of licensing persons to collect for charitable and other causes⁹ where either objections have been received, or an officer has decided not to exercise their delegated authority and has referred the matter to the sub-committee for determination.
7. Hearing any appeal against an officer decision to refuse to recognise an applicant for the purposes of the constitution for the Hackney Carriage Trade Forum or the removal of recognition under the terms of that document.
8. To discharge any other function referred by the Licensing Committee, including making representations to the Licensing Committee in connection with the discharge of its functions.

Exceptions

A Sub Committee is not authorised to discharge functions under paragraph 1 (a) to (e) above where the application relates to an event in the open air, in a temporary structure and where the proposed capacity of the event exceeds 30,000 people.

⁷ The Hypnotism Act 1952

⁸ s2 and sch 3 of the Local Government (Miscellaneous Provisions) Act 1982

⁹ Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939

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Area Plans Panels

The Area Plans Panels are authorised¹ to discharge² the following functions³

1. all Council (non-executive)⁴ functions relating to:
 - (a) town and country planning and development management⁵ with the exception of functions which the City Plans Panel is authorised to discharge.
 - (b) safety certificates for sports grounds⁶;
 - (c) common land or town and village greens⁷;
 - (d) street works and highways⁸;
 - (e) public rights of way⁹
 - (f) the protection of hedgerows and the preservation of trees¹⁰; and
 - (g) high hedges¹¹
2. in respect of any approval, consent, licence, permission, or registration which they may grant:
 - (a) to impose conditions limitations or restrictions;
 - (b) to determine any terms;
 - (c) to determine whether and how to enforce any failure to comply;
 - (d) to amend, modify, vary or revoke; and/or
 - (e) to determine whether a charge should be made or the amount of such charge.
3. to discharge any licensing function¹², where full Council has referred a matter to the Area Plans Panel.

¹ Each Plans Panel is authorised to discharge functions in respect of its own geographical area as indicated on the plan attached. (A larger scale more detailed copy of the plan is maintained by the Chief Planning Officer)

² With the exception of any licensing function under the Licensing Act 2003, the Panel and the Council may arrange for any of these functions to be discharged by an officer – the functions for the time being so delegated are detailed in Section 2 of Part 3 of this Constitution.

³ "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions

⁴ Local Authorities (Functions and Responsibilities)(England)Regulations 2000 as amended

⁵ Items 5-31, Para. A of Schedule 1 of the 2000 Regulations

⁶ Items 26 and 27 of Para B of Schedule 1 of the 2000 Regulations

⁷ Items 37, 38 and 72 of Para B and Items 51-53 of Para I of Schedule 1 of the 2000 Regulations

⁸ Items 41,46A to 55 of Para B of Schedule 1 of the 2000 Regulations

⁹ Part I of Para I of Schedule 1 of the 2000 Regulations

¹⁰ Items 46 and 47 of Para I of Schedule 1 of the 2000 Regulations

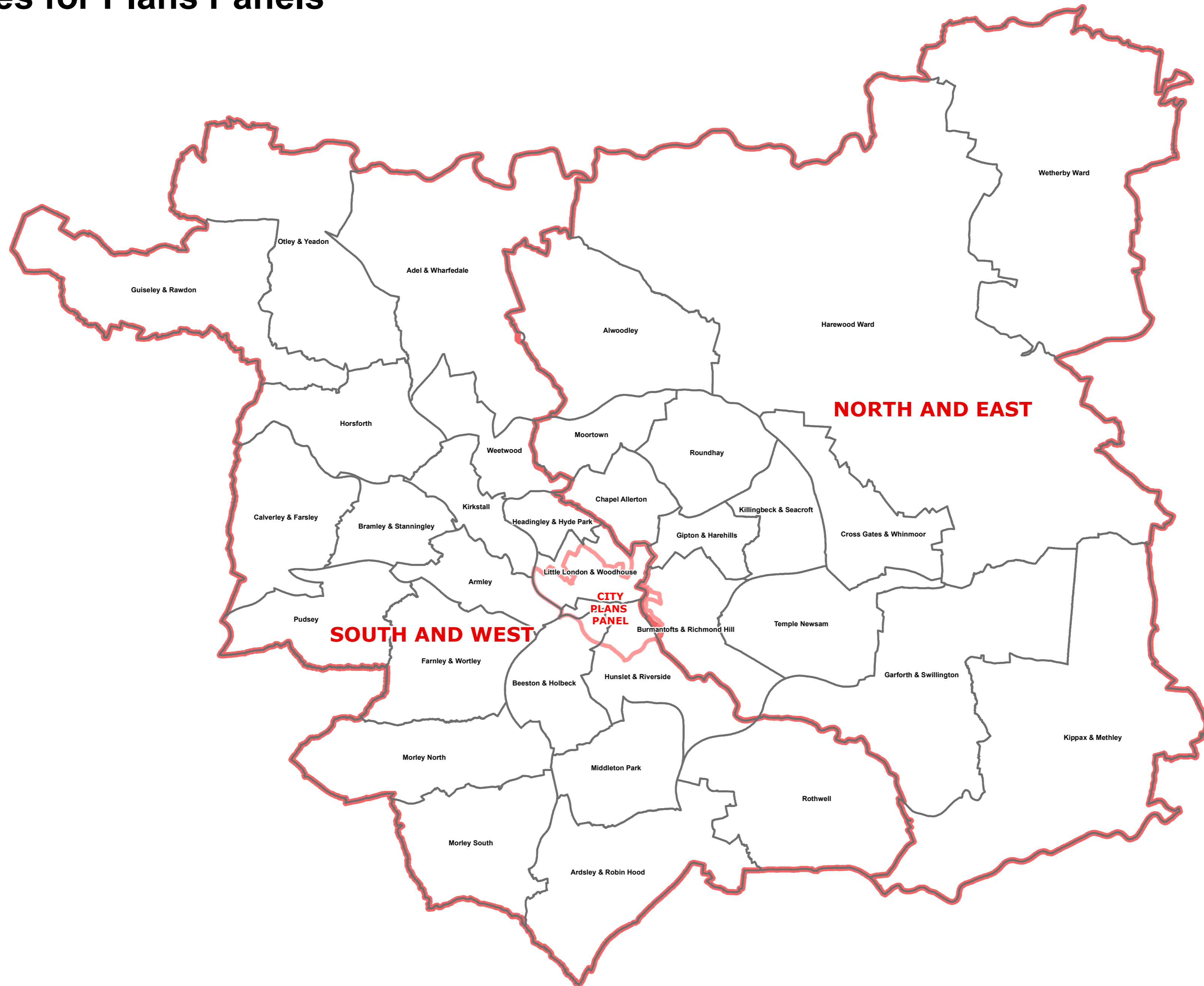
¹¹ Item 47A of Para. I of Schedule 1 of the 2000 Regulations

¹² (section 7 (5) (a) of the Licensing Act 2003) The matter must relate to:

- a licensing function of the licensing authority and
- a function which is not a licensing function

Unless the matter is urgent, the Panel must consider a report of the Licensing Committee in respect of the matter before discharging the function concerned (Section 7 (6))

Boundaries for Plans Panels



City Plans Panel

The City Plans Panel is authorised to discharge¹ the following functions²

1. all Council (non-executive)³ functions relating to:
 - (a) town and country planning and development management⁴ in respect of the following types of applications:
 - proposals within the City Centre⁵;
 - proposals that (in the opinion of the Chief Planning Officer having consulted the appropriate Executive Member⁶ and Chair of the relevant Area Plans Panel⁷ and the Chair of the City Plans Panel) are:-
 - of major strategic significance (either individually or cumulatively) in terms of one or more of the following; job growth or retention; investment and regeneration; importance to the city economically, culturally or recreationally;
 - residential schemes of 300 or more dwellings which have greater than local significance and should be considered within a wider strategic context;
 - non residential schemes involving proposed floor space of 10,000 square metres (gross) or more, which would have a greater than local significance and should be considered within a wider strategic context;
 - proposals that are eligible for significant , time limited public funds (including PFI schemes);
 - proposals that are contrary to adopted policy which are being brought forward for approval and could have significant strategic implications for other proposals in the city; or
 - proposals for significant infrastructure provision which affects more than one area of the city that should be considered within a wider strategic context.

¹ With the exception of any licensing function under the Licensing Act 2003, the City Plans Panel and the Council may arrange for any of these functions to be discharged by an officer – the functions for the time being so delegated are detailed in Section 2 of Part 3 of this Constitution.

² “Functions” for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions

³ Local Authorities (Functions and Responsibilities)(England)Regulations 2000 as amended

⁴ Items 5-31, Para. A of Schedule 1 of the 2000 Regulations

⁵ The City Centre for these purposes is the area indicated on the plan attached

⁶ An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

⁷ “relevant Area Plans Panel” means the Plans Panel which covers the geographical area within which the application is submitted

Council Committees' Terms of Reference

- (b) Within the City Centre⁸ :
- safety certificates for sports grounds⁹;
 - common land or town and village greens¹⁰;
 - street works and highways¹¹;
 - public rights of way¹²;
 - the protection of hedgerows and the preservation of trees¹³; and
 - high hedges¹⁴
2. in respect of any approval, consent, licence, permission, or registration which they may grant:
- (a) to impose conditions limitations or restrictions;
- (b) to determine any terms;
- (c) to determine whether and how to enforce any failure to comply;
- (d) to amend, modify, vary or revoke; and/or
- (e) to determine whether a charge should be made or the amount of such charge.
3. to discharge any licensing function¹⁵ where full Council has referred a matter to the City Plans Panel.

⁸ See footnote 5 for definition of City Centre

⁹ Items 26 and 27 of Para B of Schedule 1 of the 2000 Regulations

¹⁰ Items 37, 38 and 72 of Para B and Items 51-53 of Para I of Schedule 1 of the 2000 Regulations

¹¹ Items 41,46A to 55 of Para B of Schedule 1 of the 2000 Regulations

¹² Part I of Para I of Schedule 1 of the 2000 Regulations

¹³ Items 46 and 47 of Para I of Schedule 1 of the 2000 Regulations

¹⁴ Item 47A of Para. I of Schedule 1 of the 2000 Regulations

¹⁵ (section 7 (5) (a) of the Licensing Act 2003) The matter must relate to:

- a licensing function of the licensing authority and
- a function which is not a licensing function

Unless the matter is urgent, the City Plans Panel must consider a report of the Licensing Committee in respect of the matter before discharging the function concerned (Section 7 (6))

Boundaries for Plans Panels

Headingley & Hyde Park

Chapel Allerton

Gipton & Harehills

Kirkstall

Woodhouse

Sheepscar

Burley

Little London & Woodhouse

NORTH AND EAST

Burmantofts

CITY PLANS PANEL

Armley

LEEDS

Burmantofts & Richmond Hill

Upper Wortley

New Wortley

Warehouse Hill

Cross Green

Farnley & Wortley

Lower Wortley

Holbeck

Hunslet & Riverside

Knowsthorpe

Beeston & Holbeck

SOUTH AND WEST

Ilkington

Beeston Hill

Hunslet Green

Hunslet

Atkinson Hill

Thwaite Gate

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ADVISORY COMMITTEE

Development Plans Panel

An advisory Committee¹ authorised to make recommendations regarding:

1. the Authority's Unitary Development Plan; and
2. the Local Development Framework.

In particular

To advise the Council in relation to functions which are²

- specified as being non executive functions or
- being local choice functions, are reserved to the Council; and

To advise the Executive in relation to functions which are²

- *specified as being executive functions, or*
- *being local choice functions, are not reserved to the Council, or*
- *are functions which are not specified as being either non executive functions or local choice functions and by default are executive functions*

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

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

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Independent Panel

The Independent Panel is authorised to discharge the following functions¹:

1. to advise the authority on matters relating to the dismissal of relevant officers of the authority².

¹ 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

² In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

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Climate Emergency Advisory Committee

An advisory Committee¹ authorised to consider and make recommendations regarding climate change and sustainability and in particular

1.) To advise the Council in relation to functions which are²

- specified as being non executive functions or
- being local choice functions, are reserved to the Council; and

to report annually to full council; and

2.) *To advise the Executive in relation to functions which are²*

- *specified as being executive functions, or*
- *being local choice functions, are not reserved to the Council, or*
- *are functions which are not specified as being either non executive functions or local choice functions and by default are executive functions*

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

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

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LEEDS CITY COUNCIL

ANNUAL MEETING

24TH MAY 2023**MEMBERSHIP OF COMMITTEES/BOARDS/PANELS**

	LABOUR	CONS	LIB DEM	MBI	G&SI	GREEN	SDP
1	<u>*PLANS PANELS</u>						
	<u>(a) *North and East Plans Panel</u>						
	<u>Councillors</u>						
	J Akhtar	B Anderson				Whips nominee	
	J McKenna	R Stephenson					
	J Heselwood						
	D Jenkins						
	M Millar						
	N Sharpe						
	R Jones						
	<u>(b) *South and West Plans Panel</u>						
	<u>Councillors</u>						
	H Bithell	T Smith	C Campbell	R Finnigan			
	E Bromley	L Buckley					
	J Garvani						
	P Wray						
	E Taylor						
	A Rontree						
	N Manaka						
	<u>(c) *City Plans Panel</u>						
	<u>Councillors</u>						
	J McKenna	D Cohen	C Campbell	R Finnigan		D Blackburn	
	K Brooks	B Anderson					
	P Carlill						
	K Dye						
	C Gruen						
	A Khan						
	A Maloney						

* In relation to each Plans Panel and Development Plan Panel, the Council shall appoint a list of substitute members comprising all members of the Plans Panels, and the Development Plan Panel. In addition the list may include any other Members who are not members of these committees but are nominated by their group Whip. A substitute member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.

2 OTHER COMMITTEES

(a) ** Corporate Governance and Audit Committee

Councillors

M France-Mir	B Flynn	C Hart-Brooke	
G Almass	T Smith		
J Dowson			<u>Independent Member</u>
P Wray			Linda Wild
J Heselwood			
H Bithell			

** In relation to the Corporate Governance and Audit Committee, substitute members will be appointed via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. Whips may not nominate any members that would be excluded from full membership under the provisions of Article 9 of the Constitution.

(b) * General Purposes Committee**

Councillors

J Lewis	Amanda Carter	S Golton	W Kidger	Whips nominee	D Blackburn	W Dixon
S Arif	R Stephenson					
D Coupar						
H Hayden						
P Wray						
J Lennox						
J Pryor						
E Flint						

*** In relation to the General Purposes Committee, an Executive Member, Deputy Executive Member, group leader or deputy group leader, group whip or assistant whip, shall be entitled to attend meetings in place of a regular member of the Committee.

(c) ** Standards and Conduct Committee**

Councillors

J Dowson	R Stephenson	R Downes	R Gettings	<u>Non-Voting Co-opted Parish/Town Council Members Councillor Debbie Potter (Shadwell Parish Council)</u>
M Swards	P Alderson			
A Scopes				
P Grahame				

**** In relation to Standards and Conduct Committee, substitute members will be appointed via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. A nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.

LEEDS CITY COUNCIL

ANNUAL MEETING

24th MAY 2023

***MEMBERSHIP OF COMMITTEES/BOARDS/PANELS**

	LABOUR	CONS	LIB DEM	MBI	GREEN	G&SI	SDP
1	* <u>SCRUTINY BOARDS</u>						
	<u>(a) Scrutiny Board (Strategy and Resources)</u>						
	<u>Councillors</u>						
	A Khan	B Flynn	D Chapman	W Kidger			
	G Almass	M Robinson					
	S Burke						
	E Thomson						
	H Bithell						
	T Hinchcliffe						
	A Parnham						
	<u>(b) Scrutiny Board (Children and Families)</u>						
	<u>Councillors</u>						
	C Gruen	D Cohen	R Downes	J Senior	D Blackburn		
	J Bowden	T Smith					
	E Bromley	R Stephenson					
	J Heselwood						
	O Edwards						
	L Martin						
	N Manaka						
	K Renshaw						
	<u>(c) Scrutiny Board (Scrutiny Board (Adults, Health and Active Lifestyles))</u>						
	<u>Councillors</u>						
	A Scopes	C Anderson	C Hart-Brooke	W Kidger			
	M France-Mir	S Firth					
	L Farley						
	J Gibson						
	M Iqbal						
	E Taylor						
	K Ritchie						

LABOUR

CONS

LIB DEM

MBI

GREEN

G&SI

SDP

(d) Scrutiny Board (Environment, Housing and Communities)

Councillors

J Akhtar	N Harrington	S Golton	Whips nominee	P Stables	Whips nominee
A McCluskey	B Anderson				
P Grahame	S Seary				
J McKenna					
A Maloney					
A Hannan					
J Tudor					
A Rontree					

(e) Scrutiny Board (Infrastructure, Investment & Inclusive Growth)

Councillors

A Marshall-Katung	P Alderson	S Lay	Whips nominee	Whips nominee
J Garvani	N Buckley			
S Hamilton	M Foster			
A Hussain				
M Millar				
M Shahzad				
N Sharpe				
I Wilson				

* In relation to Scrutiny Boards, any non-executive member is eligible to attend in the place of an absent scrutiny board member.

2 OTHER COMMITTEES

(a) **Development Plan Panel

Councillors

C Gruen	Andrew Carter	C Campbell	R Finnigan
J Akhtar	B Anderson		
K Brooks			
P Carlill			
H Hayden			
J McKenna			
H Bithell			

** In relation to each Plans Panel and Development Plan Panel, the Council shall appoint a list of substitute members comprising all members of the Plans Panels, and the Development Plan Panel. In addition the list may include any other Members who are not members of these committees but are nominated by their group Whip. A substitute member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.

LABOUR

CONS

LIB DEM

MBI

GREEN

G&SI

SDP

(b) *Climate Emergency Advisory Committee**

Councillors

K Dye	B Anderson	R Downes	O Newton	E Carlisle	Whips nominee
J Bowden	M Foster				
P Carlill	N Harrington				
A Hannan					
M Rafique					
M Shahzad					
E Thomson					
A McCluskey					
J Tudor					

***In relation to the Climate Emergency Advisory Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. A nominated member shall be entitled to attend meetings in place of a regular member.

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**LEEDS CITY COUNCIL
ANNUAL MEETING
24TH MAY 2023**

MEMBERSHIP OF COMMITTEES/BOARDS/PANELS

Licensing Committee¹

Councillors

LABOUR	CONS	LIB DEM	MBI	G&SI	GREEN	SDP
J Gibson	D Seary	R Downes	A Hutchison		E Carlisle	
S Holroyd-Case	B Flynn					
L Farley	N Buckley					
A Ali						
S Hamilton						
T Hinchcliffe						
L Martin						
A Smart						
I Wilson						

¹ Exempt from proportionality; committee established under the Licensing Act 2003.

Health and Wellbeing Board²

1. * Council to approve the following appointments:

Councillors (nominated by the Leader)

LABOUR	CONS	LIB DEM	MBI	G&SI	GREEN	SDP
F Venner	C Anderson	S Golton				
S Arif						
J Dowson						

Substitute Members

LABOUR	CONS	LIB DEM	MBI	G & SI	GREEN	SDP
Whips Nominee	S Firth	Whips Nominee				
Whips Nominee						
Whips Nominee						

Directors (mandatory appointments by the Council)

Caroline Baria	Director of Adults and Health
Julie Longworth	Director of Children and Families
Victoria Eaton	Director of Public Health

Representative of Third Sector (appointment by the Council as additional appropriate person)

Corrina Lawrence, Chief Executive of Feel Good Factor

Representative of NHS (England) (appointment by the Council as additional appropriate person)

Anthony Kealy, NHS England North

2. Council to note the following appointments:

Representative of The Leeds Committee of the West Yorkshire Integrated Care Board (mandatory appointment by the Leeds Committee of the West Yorkshire Integrated Care Board)

Tim Ryley Leeds Committee of the West Yorkshire Integrated Care Board

Representative of Local Healthwatch Organisation (mandatory appointment by the Local Healthwatch organisation)

Dr John Beal Healthwatch Leeds

* In relation to the Health and Wellbeing Board

- the Council shall appoint substitute Members via nominations from group Whips. Each Whip shall nominate one substitute for each Member that sits on the Board; and
- any non-voting representative of The Leeds Committee of the West Yorkshire Integrated Care Board and of Healthwatch Leeds appointed by the Health and Wellbeing Board, may substitute for a relevant voting representative.
- the named substitute from the Third Sector can attend and participate in meetings and vote in the absence of the Third Sector member appointed to the Board.

LEEDS CITY COUNCIL

ANNUAL MEETING

24TH MAY 2023

CHAIRS OF COMMITTEES / BOARDS / PANELS

Scrutiny Boards

Scrutiny Board (Strategy and Resources)	– A Khan
Scrutiny Board (Infrastructure, Investment & Inclusive Growth)	– A Marshall-Katung
Scrutiny Board (Environment, Housing and Communities)	– S Golton
Scrutiny Board (Children and Families)	– D Cohen
Scrutiny Board (Adults, Health and Active Lifestyles)	– A Scopes

Licensing and Regulatory Panels

North and East Plans Panel	– J Akhtar
South and West Plans Panel	– H Bithell
City Plans Panel	– J McKenna
Licensing Committee	– J Gibson

Other Committees

Health and Wellbeing Board	– F Venner
Development Plan Panel	– C Gruen
Corporate Governance & Audit Committee	– M France-Mir
General Purposes Committee	– J Lewis
Standards and Conduct Committee	– J Dowson
Climate Emergency Advisory Committee	– K Dye

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LEEDS CITY COUNCIL

ANNUAL MEETING

24th MAY 2023

UNCONTESTED NOMINATIONS FOR CHAIRS OF COMMUNITY COMMITTEES

Inner North West Community Committee	-	Cllr I Wilson
Inner North East Community Committee	-	Cllr M Shahzad
Outer North East Community Committee	-	Cllr N Harrington
Outer East Community Committee	-	Cllr P Grahame
Inner East Community Committee	-	Cllr A Hussain
Outer West Community Committee	-	Cllr Amanda Carter
Inner West Community Committee	-	Cllr A Smart
Outer South Community Committee	-	Cllr O Newton

MORE THAN 1 NOMINATION FOR THE CHAIR OF A COMMUNITY COMMITTEE

Inner South Community Committee	-	Cllr W Dixon Cllr M Iqbal
Outer North West Community Committee	-	Cllr P Alderson Cllr E Thomson

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LEEDS CITY COUNCIL
ANNUAL MEETING
24 MAY 2023

APPOINTMENTS TO JOINT AUTHORITIES AND JOINT COMMITTEES

Party Whips are authorised to allocate seats in accordance with the allocations set out on this schedule and such appointments will subsequently be reported to Council.

LABOUR	CONSERVATIVE	LIBERAL DEMOCRAT	MORLEY BOROUGH INDEPENDENT	G&SI	GREEN	SDP
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JOINT AUTHORITIES

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillors

J Bowden	C Anderson	R Downes	A Hutchison
J Garvani			
G Almass			
K Renshaw			
Z Hussain			

WEST YORKSHIRE POLICE AND CRIME PANEL

Councillors

E Taylor	N Buckley
N Sharpe	

WEST YORKSHIRE PENSION FUND – INVESTMENT PANEL

Councillors

A Scopes	R Stephenson
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WEST YORKSHIRE PENSION FUND – ADVISORY GROUP

Councillors

A Scopes	R Stephenson
L Martin	

***WEST YORKSHIRE PENSION BOARD**

Councillors

L Martin

*Appointment for a 4 year term.

A. Appointments and Nominations to the Combined Authority

1. Combined Authority

1.1 To appoint the following to the Combined Authority:

- a Combined Authority Member, and
- a Combined Authority Member substitute.

Combined Authority – Member and Substitute	
Member	J Lewis
Substitute	D Coupar

1.2 To delegate authority to the Chief Executive to jointly appoint with the other Constituent Councils of the Combined Authority (*after consultation with relevant group whips*) **3 additional Members** to the Combined Authority **and their substitutes**, so that the 8 Constituent Council Members taken as a whole reflect the balance of political parties for the time being among Members of the Combined Authority’s Constituent Councils so far as reasonably practicable.

2. Transport Committee

2.1 To nominate the following Members to the Combined Authority’s **Transport Committee** (number of members required from each authority is shown in the table below. NB this is different for each Council and comprises the Transport portfolio holder, a Transport Engagement Lead and one or more ordinary Members).

NB – Please see **Appendix D** which sets out the full revised membership framework and **Appendix E** which contains the Role Profiles for each of these roles.

2.2 In addition to the roles below, at the Annual meeting, the Combined Authority will also appoint **two additional Members** to the committee in the role of **Deputy Chairs** from the membership of the Constituent Councils.

Bradford (5)	Calderdale (3)	Kirklees (4)	Leeds (5)	Wakefield (3)
Ordinary Members: 1. 2. 3.	Ordinary Member: 1.	Ordinary Members: 1. 2.	Ordinary Members: 1. O Edwards 2. A Hannan 3. N Buckley	Ordinary Member: 1.
Transport Engagement Lead 1.	Transport Engagement Lead 1.	Transport Engagement Lead 1.	Transport Engagement Lead 1. A Maloney	Transport Engagement Lead 1.
Transport Portfolio Holder 1.	Transport Portfolio Holder 1.	Transport Portfolio Holder 1.	Transport Portfolio Holder 1. H Hayden	Transport Portfolio Holder 1.

3. Other Committees

To nominate **1 Member** to each of the following Committees (relevant portfolio holder or most appropriate Member):

Committee	Member
Business, Economy & Innovation Committee	L Martin
Climate, Energy & Environment Committee	K Dye
Culture, Heritage & Sport Committee	J Pryor
Employment & Skills Committee	E Thomson
Place, Regeneration & Housing Committee	H Hayden

4. Overview & Scrutiny Committees

To nominate **3 Members to each** of the Combined Authority's **Overview and Scrutiny** Committees:

Corporate O&SC	Economy O&SC	Transport/Infrastructure O&SC
1. Labour Whips nominee	1. Labour Whips nominee	1. Labour Whips nominee
2. Labour Whips nominee	2. Cllr M Robinson	2. Labour Whips nominee
3. Cllr B Anderson	3.Cllr Colin Campbell	3.Cllr Oliver Newton

B. Appointments to the LEP Board

To appoint a local authority Member and substitute to the LEP Board:

LEP Board – Member and Substitute	
Member	J Lewis
Substitute	D Coupar

C. Delegation to Chief Executives

To delegate authority to the Chief Executive to provide additional nominations, or to revise existing nominations, as required by WYCA in consultation with group whips.

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