

# Public Document Pack

Supplementary Information – 20<sup>th</sup> May 2013 Annual Council Meeting

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Proceedings of the Meeting of the Leeds City Council held  
Civic Hall, Leeds on Wednesday, 8th May, 2013

**PRESENT:** The Lord Mayor Councillor Ann Castle in the Chair

**WARD**

**ADEL & WHARFEDALE**

Barry John Anderson  
John Leslie Carter  
Clive Fox

**ALWOODLEY**

Neil Alan Buckley  
Dan Cohen  
Peter Mervyn Harrand

**ARDSLEY & ROBIN HOOD**

Karen Renshaw  
Jack Dunn  
Lisa Mulherin

**ARMLEY**

Alison Natalie Kay Lowe  
James McKenna  
Janet Harper

**BEESTON & HOLBECK**

Adam Ogilvie  
David Congreve

**BRAMLEY & STANNINGLEY**

Caroline Gruen  
Ted Hanley  
Neil Taggart

**BURMANTOFTS & RICHMOND HILL**

Maureen Ingham  
Asghar Khan  
Ron Grahame

**WARD**

**CALVERLEY & FARSLEY**

**CHAPEL ALLERTON**

Eileen Taylor  
Mohammed Rafique  
Jane Dowson

**CITY & HUNSLET**

Elizabeth Nash  
Patrick Davey  
Mohammed Iqbal

**CROSS GATES & WHINMOOR**

Debra Coupar  
Pauleen Grahame  
Peter John Gruen

**FARNLEY & WORTLEY**

David Blackburn  
Ann Blackburn  
John Hamilton Hardy

**GARFORTH & SWILLINGTON**

Andrea McKenna  
Mark Dobson  
Thomas Murray

**GIPTON & HAREHILLS**

Roger Harington  
Arif Hussain  
Kamila Maqsood

**GUISELEY & RAWDON**

Graham Latty  
Paul John Spencer Wadsworth  
Pat Latty

**HAREWOOD**

Rachael Procter  
Matthew James Robinson

**HEADINGLEY**

Janette Walker  
Neil Walshaw  
Martin Hamilton

**HORSFORTH**

Christopher Townsley  
Dawn Collins  
Brian Cleasby

**HYDE PARK & WOODHOUSE**

Christine Denise Towler  
  
Javaid Akhtar

**KILLINGBECK & SEACROFT**

Graham Hyde  
Veronica Morgan  
Brian Michael Selby

**KIPPAX & METHLEY**

Mary Elizabeth Harland  
James Lewis  
Keith Ivor Wakefield

**KIRKSTALL**

Lucinda Joy Yeadon  
John Anthony Illingworth  
Bernard Peter Atha

**MIDDLETON PARK**

Paul Anthony Truswell  
Judith Blake  
Kim Groves

**MOORTOWN**

Alex Sobel  
Rebecca Charlwood  
Sharon Hamilton

**MORLEY NORTH**

Robert Finnigan  
Robert William Gettings  
Thomas Leadley

**MORLEY SOUTH**

Judith Elliott  
Neil Dawson  
Shirley Varley

**OTLEY & YEADON**

Sandy Edward Charles Lay  
Colin Campbell  
Ryk Downes

**PUDSEY**

Josephine Patricia Jarosz  
Richard Alwyn Lewis  
Mick Coulson

**ROTHWELL**

David Nagle  
Karen Bruce  
Barry Stewart Golton

**ROUNDHAY**

Bill Urry  
Christine Macniven  
Ghulam Hussain

**TEMPLE NEWSAM**

Judith Cummins  
Katherine Mitchell

**WEETWOOD**

Jonathan Bentley  
Susan Bentley

**WETHERBY**

Gerald Wilkinson  
Alan James Lamb  
John Michael Procter

**99 Announcements**

- a) The Lord Mayor reported the recent death of Honorary Alderman Binks, MBE, and Council stood in silent tribute.
- b) The Lord Mayor reported that Councillor Chapman had submitted her apologies for the meeting due to the change in date.
- c) The Lord Mayor welcomed Councillor Debra Coupar who had recently been elected in the Cross Gates and Whinmoor by-election.
- d) The Lord Mayor reminded those present that the meeting was to be webcast.

**100 Late Item**

The Lord Mayor reported that she had agreed to the inclusion of a late item in respect of the Standards and Conduct Committee Annual Report to allow it to be considered prior to the end of the municipal year.

**101 Minutes**

It was moved by Councillor J Lewis, seconded by Councillor G Latty and

**RESOLVED** – That the minutes of the meeting held on 27<sup>th</sup> February 2013 be approved.

**102 Declarations of Interest**

The Lord Mayor invited Members to declare any Disclosable Pecuniary Interests.

- a) Councillor Lowe declared an 'other' interests in minute 112 of this meeting as a director of Touchstone.

**103 Communications**

The Deputy Chief Executive informed Council that a response had been received via Stuart Andrew, MP, from Lord Freud, Minister for Welfare Reform, in response to the resolution of Council at its January meeting regarding child poverty. The response had previously been circulated to all Members of Council.

**104 Deputations**

Four deputations were admitted to the meeting and addressed Council, as follows:-

- 1) Regional Asylum Activism Project regarding asylum support and the destitution of asylum seekers.
- 2) Wyke Beck Valley Community Forum regarding the post of Wyke Beck Valley Ranger and 5 local nature reserves in Wyke Beck Valley.
- 3) West Park Centre Campaign Group regarding West Park Centre.
- 4) West Park Residents Association regarding New Generation Transport.

**RESOLVED** –That the subject matter in respect of the deputations be referred to the Executive Board for consideration.

**105 Report on Leeds Award**

It was moved by Councillor Wakefield, seconded by Councillor J Lewis and

**RESOLVED** – That the recommendations of the Leeds Award Panel to nominate the Leeds Rhinos to receive the Leeds Award, as presented by the report of the Chief Officer Democratic and Central Services, be approved.

**106 Report on Amendments to the Officer Delegation Scheme (Executive Functions) - Director of Public Health**

It was moved by Councillor Wakefield, seconded by Councillor J Lewis and

**RESOLVED** –

- a) That the report of the City Solicitor on amendments to the Officer Delegation Scheme (Executive Functions), approved by the Leader, with effect from 1<sup>st</sup> April 2013, be noted.
- A new delegation to the Director of Public Health, as set out in Appendix A to the report.
  - An amendment to the delegation to the Director of Environment and Neighbourhoods, as set out in Appendix B to the report.
- b) To note that the Monitoring Officer had also amended the Constitution to update it following the decision of the Leader and legislative changes.

**107 Report on Appointments**

It was moved by Councillor J Lewis, seconded by Councillor G Latty and

**RESOLVED** – That the report of the City Solicitor on appointments be approved, namely that Councillor Harland fill the current vacancy on Licensing Committee.

**108 Annual Report of the Standards Committee**

It was moved by Councillor Nash, seconded by Councillor Selby, and

**RESOLVED** – That annual report of the Standards and Conduct Committee, as presented by the City Solicitor, be noted.

**109 Motion to Suspend Council Procedure Rules**

It was moved by Councillor J Lewis, seconded by Councillor G Latty, that under the provisions of Council Procedure Rule 22.1 (Suspension of Council Procedure Rules), Council Procedure Rule 11 (Questions) be suspended in order that all questions receive only written responses.

**RESOLVED** – That Council Procedure Rule 11 be suspended in order that all questions receive only written responses.

**110 Questions**

- Q1 Councillor Buckley to the Executive Member (Health and Wellbeing)
- Q2 Councillor S Golton to the Executive Member (Neighbourhoods, Planning and Support Services).
- Q3 Councillor Lyons to the Executive Member (Adult Social Care).
- Q4 Councillor Ingham to the Executive Member (Environment).
- Q5 Councillor Lamb to the Executive Member (Children's Services).

- Q6 Councillor S Bentley to the Executive Member (Children's Services).
- Q7 Councillor Khan to the Executive Member (Leisure and Skills).
- Q8 Councillor A Hussain to the Executive Member (Neighbourhoods, Planning and Support Services).
- Q9 Councillor Anderson to the Executive Member (Neighbourhoods, Planning and Support Services).
- Q10 Councillor Lay to the Executive Member (Leader of Council).
- Q11 Councillor Hardy to the Executive Member (Neighbourhoods, Planning and Support Services).
- Q12 Councillor Robinson to the Executive Member (Health and Wellbeing).
- Q13 Councillor J Bentley to the Executive Member (Neighbourhoods, Planning and Support Services).
- Q14 Councillor Robinson to the Executive Member (Resources and Corporate Functions).
- Q15 Councillor J Bentley to the Executive Member (Environment).

**111 Motion to Suspend Council Procedure Rules**

It was moved by Councillor J Lewis, seconded by Councillor G Latty, that under the provisions of Council Procedure Rule 22.1 (Suspension of Council Procedure Rules), Council Procedure Rule 3 (Time Limits for Business) be suspended to allow minutes to conclude by 4.10 pm.

**RESOLVED** – That Council Procedure Rule 3 be suspended to allow minutes to conclude by 4.10 pm.

**112 Minutes**

It was moved by Councillor Wakefield, seconded by Councillor J Lewis that the minutes be received in accordance with Council Procedure Rule 2.2(i).

An amendment (Reference Back) was moved by Councillor J Procter, seconded by Councillor G Latty, to add the following at the end of item 9:-

‘In respect of minute 194, page 52 of the meeting of Executive Board 13<sup>th</sup> March 2013, to ask Executive Board to reconsider its decision.’

A second amendment (Reference Back) was moved by Councillor Golton, seconded by Councillor Downes, to add the following at the end of item 9:-

‘To ask the Executive Board to reconsider the decision in relation to Housing Delivery, as contained in minute 201, page 57 of the Executive Board minutes of 13<sup>th</sup> March 2013.’

Both amendments (References Back) were declared lost and upon being put to the vote it was

**RESOLVED** – That the minutes be received in accordance with Council Procedure Rule 2.2(i).

Council Procedure Rule 4, providing for the winding up of business, was applied prior to all notified comments on the minutes having been debated.

### **113 Suspension of Council Procedure Rules**

During consideration of the minutes, the following motions to suspend Council Procedure Rules were moved:-

- Councillor G Latty, seconded by Councillor Lamb, moved that under the provisions of Council Procedure Rule 22.1 (Suspension of Council Procedure Rules), that Council Procedure Rule 12.1 (Motions on Notice) 13.1 (Motions and Amendments Requiring Notice) be suspended to allow the introduction of an amendment (reference back) in the name of Councillor J Procter.
- Councillor Campbell, seconded by Councillor Downes, moved that under the provisions of Council Procedure Rule 22.1 (Suspension of Council Procedure Rules), that Council Procedure Rule 12.1 (Motions on Notice) 13.1 (Motions and Amendments Requiring Notice) be suspended to allow the introduction of an amendment (reference back) in the name of Councillor Golton.

Upon being put to the vote it was

**RESOLVED** – That both suspensions be approved and that Councillors J Procter and Golton be allowed to introduce the amendments (References Back) in their names.

### **114 Back Bench Community Concerns**

- 1) Councillor Bruce – Concerns regarding the potential impact of High Speed 2 on communities in the Woodlesford area. Morley Fire Station.

Councillor R Lewis responded.

- 2) Councillor – Concerns regarding obstacles on pavements and forecourts.

Councillor Gruen responded.

- 3) Councillor Wilkinson – Concerns about the proposed closure of Primrose Hill Care Home, Boston Spa.

Councillor Yeadon responded.

- 4) Councillor Lay – To seek Leeds City Council support for the Otley Business Improvement District (BID) application and its implementation in helping to regenerate Otley Town Centre.

Councillor R Lewis responded.

- 5) Councillor Dawson – Provision of community support for personnel in the British Armed Forces through the Heroes welcome scheme.

Councillor P Gruen responded.

The meeting was suspended at 4.50 pm and resumed at 5.20 pm.



**115 Roll of Honour - Councillor Suzi Armitage**

The Lord Mayor invited Councillors Wakefield, J L Carter, Downes, Gettings and A Blackburn to address Council on the work of Councillor Armitage, following which Councillor Wakefield unveiled the Roll of Honour.

**116 Suspension of Council Procedure Rules**

It was moved by Councillor J Lewis, seconded by Councillor G Latty, that that under the provisions of Council Procedure Rule 22.1 (Suspension of Council Procedure Rules), that Council Procedure Rule 12.1 (Motions on Notice) 13.1 (Motions and Amendments Requiring Notice) be suspended to:-

- a) allow the introduction of the Emergency Motion detailed in the order paper below, and
- b) allow the introduction of amendments in respect of the motions in the name of Councillors Cohen, Ogilvie and Golton, set out below. Details of the amendments were set out in the Order Paper.

**RESOLVED** – That Council Procedure Rules 12.1 and 13. be suspended to allow the introduction of an Emergency Motion and amendments in respect of the motions in the name of Councillor Cohen, Ogilvie and Golton.

**117 Emergency Motion (in the name of Councillor Illingworth) - Children's Congenital Cardiac Services**

It was moved by Councillor Illingworth, seconded by Councillor G Latty, and

**RESOLVED** – That this Council considers that the Safe and Sustainable review of Children's Congenital Cardiac Services in England failed to achieve those standards of probity, transparency and efficiency that the public are entitled to expect. Council therefore notes the recent high court judgement that confirmed these concerns. This Council remains dismayed by:-

- the narrow focus of some aspects the review;
- the serious factual inaccuracies;
- the geographic and institutional bias;
- the lack of transparency and objectivity;
- the failure to declare obvious personal interests;
- the lack of evidence supporting some of the proposed changes;

Council calls for NHS England to cease work on the implementation of the Safe and Sustainable review and for a Parliamentary Select Committee inquiry into the conduct of the review, and related events, from 2008 to the present day.

Council was disappointed by the recent controversy over standards of children's cardiac care which must have caused distress to patients and families in Leeds and the wider region and calls on the Secretary of State for Health to reconsider holding a formal inquiry into the circumstances surrounding it.

Council further calls for NHS England to undertake a fresh appraisal, conducted entirely in public, with equitable representation from all affected areas and

professional advice from the National Institute for Health and Clinical Excellence. This appraisal should critically evaluate the evidence for risks and benefits, and aim to optimise both the long-term welfare of the affected families and the immediate interests of the affected children.

**118 White Paper Motion (in the name of Councillor Cohen) - Kirkgate Market**

was moved by Councillor Cohen, seconded by Councillor Lamb, that this Council recognises the huge appeal of Kirkgate Market for residents of Leeds and visitors to the city in terms of the diversity of choice, quality of products, value for money and as a widely respected and highly recognisable city landmark.

This Council therefore calls for full and proper consultation with traders on the future of Kirkgate Market and in particular on the best management model to adopt to deliver a thriving and successful market to the benefit of both shoppers and market traders in Leeds.

This Council notes the disappointing way in which market traders and market trader representatives have been treated in recent years and commits to ensuring a more positive, open relationship between traders and market management.

The Kirkgate Market Strategy does not deliver a full resolution to the problems experienced at the market in recent times and therefore this Council commits to bringing forward revised proposals to Executive Board within the next 2 months.

This revised strategy should offer:-

1. a mutually agreed model of market management which ensures a fairer relationship with traders and their representatives;
2. provision to guarantee traders the ability to assign their leases; and
3. a commitment to genuinely heal the rifts that have developed in the past and still exist.

An amendment was moved by Councillor R Lewis, seconded by Councillor Taylor, to delete all after the first paragraph and replace with:-

‘Council welcomes the proposals in the Kirkgate Market Strategy to significantly invest in and revitalise one of the city’s greatest landmarks in order to secure its long-term sustainable future.

Council reiterates its on-going commitment to support the Market and its traders, as is demonstrated by its investment of £12.3m. Furthermore, with an estimated 10 to 15 million new visitors expected to visit the regenerated Victoria Gate and Lower Kirkgate, Council underlines its intention to support the Market in making the most of this exciting opportunity.

Council envisages a thriving and successful Market at the heart of the city’s 21<sup>st</sup> century retail offer and acknowledges the extensive research, advice and consultation already undertaken with a wide range of stakeholders to ensure this is the case.

Council welcomes the commitment in the Kirkgate Market Strategy to continue to work constructively with traders on future key proposals and to directly include them in new management arrangements.’

The amended motion would read:-

'This Council recognises the huge appeal of Kirkgate Market for residents of Leeds and visitors to the city in terms of the diversity of choice, quality of products, value for money and as a widely respected and highly recognisable city landmark.

'Council welcomes the proposals in the Kirkgate Market Strategy to significantly invest in and revitalise one of the city's greatest landmarks in order to secure its long-term sustainable future.

Council reiterates its on-going commitment to support the Market and its traders, as is demonstrated by its investment of £12.3m. Furthermore, with an estimated 10 to 15 million new visitors expected to visit the regenerated Victoria Gate and Lower Kirkgate, Council underlines its intention to support the Market in making the most of this exciting opportunity.

Council envisages a thriving and successful Market at the heart of the city's 21<sup>st</sup> century retail offer and acknowledges the extensive research, advice and consultation already undertaken with a wide range of stakeholders to ensure this is the case.

Council welcomes the commitment in the Kirkgate Market Strategy to continue to work constructively with traders on future key proposals and to directly include them in new management arrangements.'

The amendment in the name of Councillor R Lewis was carried, and upon being put as the substantive motion, it was

**RESOLVED** – That this Council recognises the huge appeal of Kirkgate Market for residents of Leeds and visitors to the city in terms of the diversity of choice, quality of products, value for money and as a widely respected and highly recognisable city landmark.

'Council welcomes the proposals in the Kirkgate Market Strategy to significantly invest in and revitalise one of the city's greatest landmarks in order to secure its long-term sustainable future.

Council reiterates its on-going commitment to support the Market and its traders, as is demonstrated by its investment of £12.3m. Furthermore, with an estimated 10 to 15 million new visitors expected to visit the regenerated Victoria Gate and Lower Kirkgate, Council underlines its intention to support the Market in making the most of this exciting opportunity.

Council envisages a thriving and successful Market at the heart of the city's 21<sup>st</sup> century retail offer and acknowledges the extensive research, advice and consultation already undertaken with a wide range of stakeholders to ensure this is the case.

Council welcomes the commitment in the Kirkgate Market Strategy to continue to work constructively with traders on future key proposals and to directly include them in new management arrangements.

On the requisition of Councillors Lamb and G Latty, the voting on the amendment was recorded as follows:-

YES

Akhtar, Atha, J Bentley, S Bentley, A Blackburn, Blake, Bruce, Campbell, Charlwood, Cleasby, Congreve, Coulson, Coupar, Cummins, Davey, Dawson, Dobson, Downes, Dowson, Dunn, Elliott, Finnigan, Gettings, Golton, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hanley, Hardy, Harington, Harland, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, Khan, Lay, Leadley, J Lewis, R Lewis, Lowe, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Murray, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, Taggart, E Taylor, Towler, Townsley, Truswell, Urry, Varley, Wakefield, Walker, Walshaw, Yeadon.

74

NO

Anderson, D Blackburn, Buckley, J L Carter, Cohen, Collins, Fox, Harrand, Lamb, G Latty, J Procter, Robinson, Wilkinson, Wood.

14

On the requisition of Councillors Lamb and G Latty, the voting on the substantive motion was recorded as follows:-

YES

Akhtar, Atha, J Bentley, S Bentley, Blake, Bruce, Campbell, Charlwood, Cleasby, Congreve, Coulson, Coupar, Cummins, Davey, Dawson, Dobson, Downes, Dowson, Dunn, Elliott, Finnigan, Gettings, Golton, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hanley, Hardy, Harington, Harland, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, Khan, Lay, Leadley, J Lewis, R Lewis, Lowe, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Murray, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, Taggart, E Taylor, Towler, Townsley, Truswell, Urry, Varley, Wakefield, Walker, Walshaw, Yeadon

73

NO

Anderson, A Blackburn, D Blackburn, Buckley, J L Carter, Cohen, Collins, Fox, Harrand, Lamb, G Latty, J Procter, Robinson, Wilkinson, Wood.

15

**119 White Paper Motion (in the name of Councillor Ogilvie) - Skills**

It was moved by Councillor Ogilvie, seconded by Councillor Mitchell, that this Council regrets that the Coalition Government did not do more to encourage skills development in its recent budget in order to promote economic recovery and social justice.

Council notes with deep concern the poor performance of the Government's Work Programme, which resulted in only 3.6% of people referred to the Programme moved into work – less than the DWP's own estimation of the number of people who would have found work if the Programme did not exist.

It is with disappointment that Members also recognise this comes on top of the Government's extensive welfare change programme, compounding the economic misery of households currently struggling with unemployment in very difficult economic circumstances.

Council acknowledges that local action has been taken, and resources invested, to limit the cumulative impact on vulnerable households of multiple changes to the welfare system.

Leeds City Council has also already demonstrated its commitment to innovative partnership working within employment and skills, as exemplified by the Apprenticeship Training Agency and a range of activities including pre-employment support.

In order to enable the Council to now make meaningful progress in tackling poverty locally, members urge Government to devolve the delivery of work-orientated training and welfare support to local authorities.

Council instructs officers to bring a paper to the Executive Board outlining how the Council could deliver locally-tailored welfare support while also supporting jobseekers back to work.

Council also instructs the Chief Executive to write to all Leeds MPs asking for their support in making the case to Government to devolve employment support to the local authority.

An amendment was moved by Councillor Golton, seconded by Councillor Campbell, to delete first five paragraphs and replace with:

‘Council welcomes the diverse approach that has come from central government to help promote economic recovery and in particular the funding provided through the City Deal to help the Leeds City Region deliver its skills agenda.

However, Council expresses concern that the Labour administration has not fully risen to the opportunities presented by central government and notes the slow rate of progress that it is making with the Apprenticeship Training Agency.

Concerns were raised about this complacency at the meeting of full council in February and the administration was presented with the opportunity to create roles for locally based business engagement officers to work with local businesses to boost economic output and job opportunities. It is unfortunate that this idea was not supported by full Council as it would have provided the opportunity for the Council to improve its so far dismal record on engaging with SMEs to provide apprenticeships for young people.’

Replace ‘now make meaningful progress in tackling poverty’ and replace with ‘boost skills’.

Amended motion would read:-

‘Council welcomes the diverse approach that has come from central government to help promote economic recovery and in particular the funding provided through the City Deal to help the Leeds City Region deliver its skills agenda.

However, Council expresses concern that the Labour administration has not fully risen to the opportunities presented by central government and notes the slow rate of progress that it is making with the Apprenticeship Training Agency.

Concerns were raised about this complacency at the meeting of full council in February and the administration was presented with the opportunity to create roles for locally based business engagement officers to work with local businesses to boost economic output and job opportunities. It is unfortunate that this idea was not supported by full Council as it would have provided the opportunity for the Council to improve its so far dismal record on engaging with SMEs to provide apprenticeships for young people.'

In order to enable the Council to boost skills locally, Members urge Government to devolve the delivery of work-orientated training and welfare support to local authorities.

Council instructs officers to bring a paper to the Executive Board outlining how the Council could deliver locally-tailored welfare support while also supporting jobseekers back to work.

Council also instructs the Chief Executive to write to all Leeds MPs asking for their support in making the case to Government to devolve employment support to the local authority.

A second amendment was moved by Councillor Lamb, seconded by Councillor G Latty, to delete all after 'This Council regrets' and replace with:

'the failure of the previous government to introduce any coherent policies to tackle youth unemployment and its failure to deliver training and employment opportunities to the long term unemployed despite benefiting from a period of economic stability that is not replicated today.

This Council notes the disappointing performance by the current Leeds City Council administration against its own targets and priorities contained in the City Priority Plan and Council Business Plan, particularly with regard to supporting people to improve skills and move into jobs and driving sustainable growth in the Leeds economy.

This Council further notes that since 2010 national unemployment rates have fallen and private sector employment has increased in line with the Government priority to re-balance the economy by supporting job growth in the private sector.

Council applauds the Government for agreeing to the City Deal agenda not just in West Yorkshire but nationally. The opportunity this offers to local authorities to have greater autonomy and deliver local priorities is unprecedented and could introduce a range of exciting new opportunities for the skills agenda in Leeds, as highlighted by the new Apprenticeship Training Agency.

This Council believes that stronger partnership with the private sector will deliver improved outcomes and more opportunities for young people in Leeds. Council therefore instructs officers to bring a report to Executive Board outlining ways in which a stronger partnership can be developed in order to close the skills gap, increase employment and training and offer a brighter a future for young people in Leeds.'

The amendments were declared lost and, upon the motion being put to the vote, it was

**RESOLVED** - That this Council regrets that the Coalition Government did not do more to encourage skills development in its recent budget in order to promote economic recovery and social justice.

Council notes with deep concern the poor performance of the Government's Work Programme, which resulted in only 3.6% of people referred to the Programme moved into work – less than the DWP's own estimation of the number of people who would have found work if the Programme did not exist.

It is with disappointment that Members also recognise this comes on top of the Government's extensive welfare change programme, compounding the economic misery of households currently struggling with unemployment in very difficult economic circumstances.

Council acknowledges that local action has been taken, and resources invested, to limit the cumulative impact on vulnerable households of multiple changes to the welfare system.

Leeds City Council has also already demonstrated its commitment to innovative partnership working within employment and skills, as exemplified by the Apprenticeship Training Agency and a range of activities including pre-employment support.

In order to enable the Council to now make meaningful progress in tackling poverty locally, members urge Government to devolve the delivery of work-orientated training and welfare support to local authorities.

Council instructs officers to bring a paper to the Executive Board outlining how the Council could deliver locally-tailored welfare support while also supporting jobseekers back to work.

Council also instructs the Chief Executive to write to all Leeds MPs asking for their support in making the case to Government to devolve employment support to the local authority.

**120 White Paper Motion (in the name of Councillor Golton) - Deputy Police Commissioner**

It was moved by Councillor Golton, seconded by Councillor Leadley, that this Council notes with deep concern the Police and Crime Commissioner's decision to restrict recruitment of a Deputy Commissioner on a salary of £53,000 solely to Labour Party Members.

This Council believes that this appointment politicises and damages the police service, further undermines already weak public confidence in the role of Police and Crime Commissioner and diverts public money for spending on a party political role that would better be spent on front line policing in local neighbourhoods.

This Council therefore instructs the Chief Executive to write to the Police and Crime Commissioner explaining this Council's concerns over the appointment of the Deputy Commissioner and that the funding for her salary should instead be spent on front line policing.

An amendment was moved by Councillor P Gruen, seconded by Councillor Charlwood, to delete all and replace with:-

'This Council notes the flawed Coalition government legislation which allows Police and Crime Commissioners to appoint senior posts without the normally accepted recruitment and employment procedures.

Council believes this is just another example of the wholly unnecessary burden on public finances imposed by the Coalition Government on Leeds taxpayers.'

The amendment in the name of Councillor P Gruen was carried, and upon being put as the substantive motion, it was

**RESOLVED** – That this Council notes the flawed Coalition government legislation which allows Police and Crime Commissioners to appoint senior posts without the normally accepted recruitment and employment procedures.

Council believes this is just another example of the wholly unnecessary burden on public finances imposed by the Coalition Government on Leeds taxpayers.

Council rose at 7.25 pm.



## LEEDS CITY COUNCIL

### ANNUAL MEETING

20<sup>th</sup> MAY 2013

#### MEMBERSHIP OF COMMITTEES/BOARDS/PANELS

	LABOUR	LIB DEM	CONS	MBI	GREEN
<b>1</b>	<b><u>PLANS PANELS</u></b>				

**(a) North and East Plans Panel**

Councillors

D Congreve	C Campbell	J Procter	Whips Nominee	
R Grahame		G Wilkinson		
J Harper				
C MacNiven				
A McKenna				
M Lyons				
M Harland				

**(b) South and West Plans Panel**

Councillors

J McKenna	J Bentley	Whips Nominee	Whips Nominee	
J Akhtar		R Wood		
M Coulson				
C Gruen				
P Truswell				
C Towler				
J Walker				

**(c) City Plans Panel**

Councillors

N Taggart	M Hamilton	G Latty	Whips Nominee	D Blackburn
P Gruen		R Procter		
S Hamilton				
E Nash				
N Walshaw				
M Ingham				
Whips Nominee				
Whips Nominee				

2      **LABOUR      LIB DEM      CONS      MBI      GREEN**  
**OTHER COMMITTEES**

**(a) Member Management Committee**

**Councillors**

G Harper	C Campbell	A Lamb	Whips Nominee	A Blackburn
E Nash		G Latty		
M Dobson				
A Khan				
K Mitchell				
A Lowe				
A Sobel				

**(b) Corporate Governance and Audit Committee**

**Councillors**

G Hussain	J Bentley	C Fox	Whips Nominee	
T Hanley		R Wood		
P Grahame				
J Illingworth				
N Taggart				
E Taylor				
Whips Nominee				

**(c) General Purposes Committee**

**Councillors**

K Wakefield	S Golton	G Latty	Whips Nominee	D Blackburn
J Blake		J Procter		
P Gruen				
E Nash				
A Lowe				
G Harper				
M Rafique				

**(d) Standards and Conduct Committee**

**Councillors**

E Nash	C Campbell	P Harrand	Whips Nominee	
B Atha				
J Harper				
B Selby				

Non-Voting Co-opted Parish/Town Council Members

Cllr Paul Cook  
(Morley TC)

## LEEDS CITY COUNCIL

## ANNUAL MEETING

20<sup>th</sup> MAY 2013**MEMBERSHIP OF COMMITTEES/BOARDS/PANELS**

LABOUR	LIB DEM	CONS	MBI	GREEN
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1 **SCRUTINY BOARDS****(a) Scrutiny Board (Resources and Council Services)**Councillors

P Grahame	S Bentley	J L Carter
J Hardy		R Wood
A Lowe		
N Dawson		
C MacNiven		
A Khan		

**(b) Scrutiny Board (Children and Families)**Councillors

C Gruen	J Chapman	A Lamb	Whips Nominee
J Akhtar		P Latty	
M Rafique			
K Renshaw			
A Sobel			
B Urry			
K Mitchell			

**(c) Scrutiny Board (Sustainable Economy and Culture)**Councillors

M Rafique	J Chapman	D Cohen
J Lewis		A Castle
M Ingham		P Wadsworth
M Lyons		
J McKenna		
R Harington		
D Coupar		

<b>LABOUR</b>	<b>LIB DEM</b>	<b>CONS</b>	<b>MBI</b>	<b>GREEN</b>
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**(d) Scrutiny Board (Safer and Stronger Communities)**

Councillors

P Davey	J Bentley	B Anderson		A Blackburn
R Grahame		N Buckley		
M Harland		P Harrand		
G Hyde				
J Jarosz				
K Mitchell				
N Walshaw				

**(e) Scrutiny Board (Housing and Regeneration)**

Councillors

B Atha	S Lay	J Procter	
J Cummins		D Collins	
P Grahame		G Wilkinson	
M Iqbal			
V Morgan			
D Nagle			
C Towler			

**(f) Scrutiny Board (Health and Well-being and Adult Social Care)**

Councillors

J Illingworth	S Lay	C Fox	Whips Nominee
K Bruce		M Robinson	
G Hussain			
J Lewis			
J Walker			
C Towler			
E Taylor			

**2 OTHER COMMITTEES**

**(a) Development Plan Panel**

Councillors

N Taggart	C Campbell	B Anderson	Whips Nominee
M Coulson		C Fox	
P Gruen			
K Groves			
J Lewis			
K Mitchell			
N Walshaw			

**LEEDS CITY COUNCIL  
ANNUAL MEETING  
20<sup>th</sup> MAY 2013**

**Licensing Committee<sup>1</sup>**

Councillors

<b>LABOUR</b>	<b>LIB DEM</b>	<b>CONS</b>	<b>MBI</b>	<b>GREEN</b>
R Charlwood	R Downes	N Buckley	R Gettings	
K Bruce	C Townsley	P Latty		
M Harland		G Wilkinson		
J Dunn				
T Hanley				
G Hussain				
G Hyde				
A Khan				
B Selby				

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<sup>1</sup> Exempt from proportionality; committee established under the Licensing Act 2003.  
Page 19

## Health and Wellbeing Board 2013/2014<sup>2</sup>

### **1. Council to approve the following appointments:**

#### Councillors (nominated by the Leader)

<b>LABOUR</b>	<b>LIB DEM</b>	<b>CONS</b>
J Blake	S Golton	G Latty
L Mulherin		
A Ogilvie		

#### Directors (mandatory appointments by the Council)

Sandie Keene	Director of Adult Social Services
Nigel Richardson	Director of Children's Services
Dr Ian Cameron	Director of Public Health

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

Susie Brown, Zest – Health for Life on behalf of Third Sector Leeds

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

Andy Buck, Director, NHS England

### **2. Council to note the following appointments:**

#### Representatives of Clinical Commissioning Groups (mandatory appointment by each CCG)

Dr Jason Broch	Leeds North CCG
Dr Andrew Harris	Leeds South and East CCG
Dr Gordon Sinclair	Leeds West CCG

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

Linn Phipps                      Healthwatch Leeds

**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**20<sup>th</sup> MAY 2013**

**CHAIRS OF COMMITTEES / BOARDS / PANELS**

**Scrutiny Boards**

Scrutiny Board (Resources and Council Services)	– P Grahame
Scrutiny Board (Children and Families)	– J Chapman
Scrutiny Board (Sustainable Economy and Culture)	– M Rafique
Scrutiny Board (Safer and Stronger Communities)	– B Anderson
Scrutiny Board (Housing and Regeneration)	– J Procter
Scrutiny Board (Health and Wellbeing and Adult Social Care)	– J Illingworth

**Licensing and Regulatory Panels**

North and East Plans Panel	– D Congreve
South and West Plans Panel	– J McKenna
City Plans Panel	– N Taggart
Licensing Committee	– R Charlwood

**Other Committees**

Health and Wellbeing Board	– L Mulherin
Development Plan Panel	– N Taggart
Member Management Committee	– G Harper
Corporate Governance & Audit Committee	– G Hussain
General Purposes Committee	– K Wakefield
Standards and Conduct Committee	– E Nash

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**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**20<sup>th</sup> MAY 2013**

**CHAIRS OF AREA COMMITTEES –**

North West (Outer) Area Committee	– P Wadsworth
North West (Inner) Area Committee	– J Akhtar
North East (Inner) Area Committee	– *S Hamilton
North East (Outer) Area Committee	– G Wilkinson
East (Inner) Area Committee	– A Khan
East (Outer) Area Committee	– A McKenna
South (Inner) Area Committee	– A Gabriel
South (Outer) Area Committee	– **Two nominations received for Cllrs Bruce and Finnigan
West (Inner) Area Committee	– *C Gruen
West (Outer) Area Committee	– *J Jarosz

\*One nomination received and subject to appointment at the Area Committee Meetings scheduled for Friday 17<sup>th</sup> May 2013.

\*\*To be determined at the Annual Council Meeting on 20 May 2013

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**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**20<sup>th</sup> May 2013**

**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.

<b>LABOUR</b>	<b>LIBERAL DEMOCRAT</b>	<b>CONSERVATIVE</b>	<b>MORLEY BOROUGH INDEPENDENT</b>	<b>GREEN</b>
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**JOINT AUTHORITIES**

**WEST YORKSHIRE FIRE AND RESCUE AUTHORITY**

**Councillors**

R Grahame	C Townsley	P Harrand
M Harland		G Wilkinson
A Hussain		
J Cummins		
J Hardy		

**WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY**

**Councillors**

J Lewis	R Downes	A Carter
K Groves		J Procter
M Lyons		
V Morgan		
N Walshaw		

**WEST YORKSHIRE POLICE AND CRIME PANEL**

**Councillors**

M Iqbal	J L Carter
A Lowe	

## **JOINT COMMITTEES**

### **WEST YORKSHIRE JOINT SERVICE COMMITTEES**

#### **Councillors**

R Grahame  
K Wakefield  
B Urry

P Harrand

Sub:  
Whips Nominee

Appointments to the Joint Services Committee consist of the Leader plus 3 Members. A panel of 3 named substitutes is also appointed and a ratio of 2:1 is suggested.

### **WEST YORKSHIRE PENSION FUND – INVESTMENT PANEL**

#### **Councillors**

T Hanley

C Fox

### **WEST YORKSHIRE PENSION FUND – ADVISORY GROUP**

#### **Councillors**

P Davey  
T Hanley

C Fox

### **LEEDS CITY REGION LEADERS' BOARD**

(Reserved to Leader of Council)

#### **Councillors**

K Wakefield

## Executive Functions

### SECTION 3A: RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

- 3.1 Executive functions include those local choice functions identified in Section 1 as the responsibility of the Executive, and all other functions of the Authority not specified in Section 2.
- 3.2 All executive functions will be discharged by the Executive as a whole, save to the extent that such functions are delegated to Joint Committees (see Joint Arrangements) to Area Committees under Part 3D of the Constitution, or Officers (see Officer Delegation Scheme executive functions).
- 3.3 The names, addresses and wards of the Leader and the Members of the Authority appointed by the Leader to the Executive are as follows:

#### Leader of Council

Name	Address	Ward
Cllr Keith Wakefield Labour Group	35 Beech Grove Avenue Garforth Leeds LS25 1EF	Kippax and Methley

#### Deputy/Designated Deputy Leader<sup>1</sup>

Name	Address	Ward
Cllr Judith Blake Labour Group	Woodview Billiams Hill Otley Leeds LS21 2DZ	Middleton Park
Cllr Peter Gruen Labour Group	Hawthorne House 474 Shadwell Lane Leeds LS17 8BA	Crossgates and Whinmoor

<sup>1</sup> For the following periods:

Period	Deputy Leader	Designated Deputy Leader
Annual meeting 2013 to 31 July 2013	Cllr Judith Blake	Cllr Peter Gruen
1 August 2013 to 31 September 2013	Cllr Peter Gruen	Cllr Judith Blake
1 October 2013 to 30 November 2013	Cllr Judith Blake	Cllr Peter Gruen
1 December 2013 to 31 January 2014	Cllr Peter Gruen	Cllr Judith Blake

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

## Executive Functions

### Executive Members

<b>Name</b>	<b>Address</b>	<b>Ward</b>
Cllr Lucinda Yeadon Labour Group	95 Vesper Road Leeds LS5 3QY	Kirkstall
Cllr Richard Lewis Labour Group	173 Smalewell Road Pudsey Leeds LS28 8HT	Pudsey
Cllr Mark Dobson Labour Group	9 Westbourne Drive Leeds LS25 1BT	Garforth and Swillington
Cllr Adam Ogilvie Labour Group	125 Cross Flatts Grove Beeston Leeds LS11 7BN	Beeston and Holbeck
Cllr Lisa Mulherin Labour Group	12 Church Lane Meanwood Leeds LS6 4NP	Ardsley and Robin Hood
Cllr Andrew Carter Conservative Group	15 Clarke Street Calverley Leeds LS28 5NH	Calverley and Farsley
Cllr Stewart Golton Liberal Democrat Group	5 Farrer Lane Oulton Leeds LS26 8JP	Rothwell

**SECTION 3B (a): EXECUTIVE MEMBERS PORTFOLIOS**

<b>POST</b>	<b>DECISION MAKING OVERVIEW<sup>1</sup></b>
Leader of Council  Councillor Keith Wakefield	Chief Executive Assistant Chief Executive (Customers and Communities) <sup>2</sup> Director of Resources <sup>3</sup>
Deputy Leader and Executive Member for Children's Services <sup>4</sup>  Councillor Judith Blake	Director of Children's Services <sup>5</sup>
Deputy Leader and Executive Member for Neighbourhoods, Planning and Support Services  Councillor Peter Gruen	Assistant Chief Executive (Customers and Communities) <sup>6</sup> City Solicitor Director of Environment and Neighbourhoods <sup>7</sup> Director of City Development <sup>8</sup> Director of Resources <sup>9</sup> Chief Planning Officer
Executive Member for Leisure and Skills  Councillor Lucinda Yeadon	Director of City Development <sup>10</sup> Director of Environment and Neighbourhoods <sup>11</sup>

<sup>1</sup> References are to functions specifically delegated to the Chief Executive, Assistant Chief Executive, City Solicitor, Directors and Chief Planning Officer under the Officer Delegation Scheme (Executive Functions).

<sup>2</sup> Functions (b), (f) and (g) delegated to the Assistant Chief Executive (Customers and Communities)

<sup>3</sup> Functions (a), (b), (f) to (n) and (q) delegated to the Director of Resources.

<sup>4</sup> The Executive Member for Children's Services is the Lead Member for Children's Services appointed in accordance with the Section 19 of the Children Act 2004 and must therefore have responsibility for the functions conferred on or exercisable by the authority specified in S18(1)(a) and (b) of the Children Act 2004 and such other functions as the authority consider appropriate.

<sup>5</sup> All functions delegated to the Director of Children's Services with the exception of matters relating to public health.

<sup>6</sup> Functions (a) and (c) to (e) delegated to the Assistant Chief Executive (Customers and Communities)

<sup>7</sup> Functions (2a) - (2d) delegated to the Director of Environment and Neighbourhoods

<sup>8</sup> Function (2e) delegated to the Director of City Development

<sup>9</sup> Functions (c) to (e), (o) and (p) delegated to the Director of Resources

<sup>10</sup> Functions (2g), (2m) and 2(q) delegated to the Director of City Development

<sup>11</sup> Function (2j) delegated to the Director of Environment and Neighbourhoods

## Executive Functions

POST	DECISION MAKING OVERVIEW <sup>12</sup>
Executive Member for Development and the Economy  Councillor Richard Lewis	Director of City Development <sup>13</sup> Director of Environment and Neighbourhoods <sup>14</sup>
Executive Member for the Environment  Councillor Mark Dobson	Director of Environment and Neighbourhoods <sup>15</sup>
Executive Member Adult Social Care  Councillor Adam Ogilvie	Director of Adult Social Services <sup>16</sup>
Executive Member for Health and Well Being  Councillor Lisa Mulherin	Director of Public Health Director of Adult Social Care <sup>17</sup> Director of Children's Services <sup>18</sup>

<sup>12</sup> References are to functions specifically delegated to the Chief Executive, Assistant Chief Executive, City Solicitor, Directors and Chief Planning Officer under the Officer Delegation Scheme (Executive Functions).

<sup>13</sup> Functions 1(a) to (c) and 2 (a) to (d), (f), (h) to (k), (l), (o) and (p) delegated to the Director of City Development

<sup>14</sup> Function (2d) delegated to the Director of Environment and Neighbourhoods.

<sup>15</sup> Functions 1(a) to (e) and 2 (e) to (l) delegated to the Director of Environment and Neighbourhoods.

<sup>16</sup> All functions delegated to the Director of Adult Social Services with the exception of matters relating to public health.

<sup>17</sup> Function (a) to (c) (in so far as they relate to public health) delegated to the Director of Adult Social Services.

<sup>18</sup> Functions (a) to (h) (in so far as they relate to public health) delegated to the Director of Children's Services.



**SECTION 3B (b): EXECUTIVE MEMBERS  
OVERVIEW OF ROLES AND RESPONSIBILITIES**

<b>POST</b>	<b>AREA OF RESPONSIBILITY</b>
Leader of Council	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• The Council’s budget and financial services</li> <li>• Audit and risk</li> <li>• Corporate planning and policy development</li> <li>• City Region</li> <li>• Local Enterprise Partnership</li> <li>• Corporate support including equality, communications, performance, partnerships, and intelligence and improvement</li> <li>• Customer Services including contact centre, one stop centres and joint service centres</li> <li>• Benefits</li> <li>• Civil contingency planning</li> </ul> <p>Cross-Cutting Champion Role: For equality and diversity and reducing inequalities in the city</p> <p>To chair the Best City Leadership Network and represent the Council on key inter-sector and inter-authority partnerships.</p>

*Executive Functions*

<b>POST</b>	<b>AREA OF RESPONSIBILITY</b>
Deputy Leader and Executive Member for Children's Services <sup>1</sup>	<p>To have political responsibility for the leadership, strategy and effectiveness of children's services, working with local partners to meet the needs and improve the outcomes of all children and young people: Specifically this incorporates:</p> <ul style="list-style-type: none"> <li>- Strategically leading the local partnership of children's services providers.</li> <li>- Effective arrangements for safeguarding</li> <li>- Specific support for vulnerable children and young people, including the corporate parenting role.</li> <li>- Ensuring fair access to services</li> <li>- Promoting educational excellence.</li> </ul> <p>To have overall political oversight within the Council for the following principal areas of activity:</p> <ul style="list-style-type: none"> <li>• Learning and universal services (includes early years, schools and youth services)</li> <li>• Safeguarding specialist and target services</li> <li>• Commissioning and partnership support</li> <li>• Youth Offending services</li> </ul> <p>Cross-Cutting Champion Role: the delivery of the child friendly city initiative</p> <p>Representing the Council on key inter-sector and inter-authority partnerships.</p>

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<sup>1</sup> The Executive Member for Children's Services is the Lead Member for Children's Services appointed in accordance with the Section 19 of the Children Act 2004 and must therefore have responsibility for the functions conferred on or exercisable by the authority specified in S18(1)(a) and (b) of the Children Act 2004 and such other functions as the authority consider appropriate.

*Executive Functions*

<b>POST</b>	<b>AREA OF RESPONSIBILITY</b>
<p>Deputy Leader and Executive Member for Neighbourhoods, Planning and Support Services</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Building control services</li> <li>• Social housing e.g. strategic landlord and ALMOs</li> <li>• Housing options</li> <li>• Community safety</li> <li>• Locality working and area management</li> <li>• Democratic services</li> <li>• Corporate governance</li> <li>• Support services including ICT, HR and procurement</li> <li>• Legal services</li> <li>• Registration Services</li> <li>• Licensing</li> <li>• Traded and other services comprising catering and cleaning, property maintenance, fleet services, passenger transport services and school crossing patrols</li> </ul> <p>Cross-Cutting Champion Role: Delivery of the council's locality working aspirations</p> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
<p>Executive Member for Leisure and Skills</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Libraries and record repositories</li> <li>• Museums and art galleries</li> <li>• Public entertainments, halls and venues</li> <li>• The arts and events</li> <li>• Sports facilities</li> <li>• Jobs and Skills</li> <li>• Apprenticeships</li> </ul> <p>Cross-Cutting Champion Role: Getting young people into work</p> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

*Executive Functions*

<b>POST</b>	<b>AREA OF RESPONSIBILITY</b>
Executive Member for Development and the Economy	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• The provision of strategic property and asset management services inc. corporate landlord</li> <li>• Economic development and economic policy</li> <li>• Transport policy and transportation</li> <li>• Highway authority and road traffic authority services including highway design services</li> <li>• Car parking policy</li> <li>• Land drainage activities</li> <li>• The provision of architectural design related services</li> <li>• Housing investment</li> <li>• Area Based Regeneration</li> </ul> <p>Cross-Cutting Champion Role: Delivery of the Growth Strategy – “Getting Leeds Working”</p> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member for the Environment	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Parks and countryside management</li> <li>• Cemeteries, crematoria, burial grounds and mortuaries</li> <li>• Street cleaning and grounds maintenance</li> <li>• Refuse collection</li> <li>• Waste strategy and waste management</li> <li>• Enforcement – parking and environmental</li> <li>• Sustainability, environmental policy, low carbon and climate change</li> <li>• Environmental protection e.g. pest control, air pollution, food safety, health surveillance, health improvement, fuel savers team</li> </ul> <p>Cross-Cutting Champion Role: Delivering the city’s low carbon agenda</p> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

*Executive Functions*

<b>POST</b>	<b>AREA OF RESPONSIBILITY</b>
Executive Member Adult Social Care	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Adult Social Care services</li> <li>• Meeting Social Care needs in the city ensuring personalised solutions.</li> <li>• Ensuring the quality and availability of social care Market capacity</li> <li>• Provision of elements of social care services</li> <li>• Adult safeguarding</li> </ul> <p>Cross-Cutting Champion Role: Putting people at the heart of everything that we do</p> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member for Health and Well Being	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> <li>• Health services across the city</li> <li>• Public health functions</li> <li>• Health and Wellbeing board</li> <li>• Health services as they relate to adults</li> <li>• Health services as they relate to children</li> </ul> <p>Cross-Cutting Champion Role: Delivery of a healthy city for everyone who lives, visits or works here.</p> <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

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**SECTION 3B (c): SUPPORT TO EXECUTIVE MEMBERS**

**Roles and responsibilities of Deputy Executive Members**

The following Members are appointed as Deputy Executive Members, to assist the Executive Members identified in relation to the functions identified. This may be by discharging any of the roles and responsibilities of a Support Executive Member set out below, or otherwise<sup>1</sup>.

Executive Member	Member	Functions
Leader of Council	Councillor Graham Hyde	The Council’s budget and financial services with particular regard to aligning services to customers whilst driving innovation and efficiency and tackling poverty.
Executive Member for Children’s Services	Councillor Jane Dowson	Education functions and the provision of services so far as they relate to information, advice and guidance under the Learning and Skills Act 2000.
	Councillor Roger Harington	Social service functions, so far as these functions relate to children, or young people leaving care.

**Role and Responsibilities of Support Executive Members**

The following Members are appointed as Support Executive Members. They shall discharge the roles and responsibilities set out below at the request of any Executive Member:

1. To commission research in order to provide the Executive Member with timely and accurate information
2. To provide, where requested, regular reports and updates to the Executive Member and advise on policy decisions
3. To monitor the performance of services within their remit
4. To deputise for the Executive Member at meetings<sup>2</sup>
5. To act as spokesperson or representative for an Executive Member where required
6. To consult with interested parties, ward councillors and citizens as part of the development and review of policy
7. To act as an advocate for the Council within the authority and outside.
8. To brief the Political Group

Councillor Kamila Maqsood	Councillor Ted Hanley
Councillor Mick Coulson	Councillor Bernard Atha
Councillor Katherine Mitchell	Councillor Gerry Harper
Councillor Jack Dunn	One further member to be confirmed
Councillor Eileen Taylor	Councillor Robert Finnigan
Councillor Paul Truswell	

**Climate Change**

To provide support to the Executive in respect of Climate Change issues.

Chair of Leeds Climate Change Action Group	Cllr D Blackburn
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<sup>1</sup> This excludes deputising at Executive Board meetings (Executive and Decision Making Procedure Rules).

<sup>2</sup> See footnote 1 above

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**SECTION 3C: EXECUTIVE COMMITTEE AND ADVISORY COMMITTEE TERMS OF REFERENCE**

**AREA COMMITTEES**

Within each Committee's area:

*(Council functions)*

1. *to make Elected Member<sup>1</sup> appointments<sup>2</sup> to Outside Bodies as determined by the Member Management Committee;*
2. *to advise or make representations to the Council or the Executive Board<sup>3</sup> on all matters affecting community interests;<sup>4</sup>*
3. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;<sup>5</sup>*
4. *to consider proposals referred to the Committee by the Council or the Executive Board<sup>6</sup> and to report back the Committee's views to the referring body;<sup>7</sup>*
5. *to receive and hear deputations; and*
6. *to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive Board as appropriate<sup>8</sup>;*

**(Executive functions)<sup>9</sup>**

7. *to promote and improve the economic, social and environmental well-being of the Committee's area<sup>10</sup>; and*
8. *to exercise Area Functions;<sup>11</sup>*

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<sup>1</sup> Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

<sup>2</sup> In accordance with the Appointments to Outside Bodies Procedure Rules in Part 4 of the Constitution.

<sup>3</sup> Or to any committee appointed by the Council or the Executive

<sup>4</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

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

<sup>6</sup> Or to any committee appointed by the Council or the Executive

<sup>7</sup> This is an advisory function under Section 102(4) Local Government Act 1972.

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

<sup>9</sup> All executive functions will be exercisable concurrently with the Executive Board.

<sup>10</sup> In furtherance of, and subject to the limitations set out in the Well-being Schedule detailed in Part 3 Section 3D of the Constitution as determined from time to time by the Executive Board.

<sup>11</sup> As determined from time to time by the Executive Board and in furtherance of, and subject to the limitations set out in the Area Function Schedule(s) detailed in Part 3 Section 3D of the Constitution and the Area Committee Procedure Rules in Part 4 of the Constitution.

## **ACCESS TO INFORMATION APPEALS COMMITTEE**

To determine appeals under the Access to Information Procedure Rules

## **ADVISORY COMMITTEE TO THE EXECUTIVE**

### **DEVELOPMENT PLAN PANEL**

An advisory committee<sup>12</sup> authorised to make recommendations regarding:

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

In particular

*To advise the Council in relation to functions which are<sup>13</sup>*

- *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 are<sup>22</sup>

- 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.

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<sup>12</sup> Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

<sup>13</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

**SECTION 3D(a): AREA COMMITTEE FUNCTION SCHEDULES**

<b>Well-Being Schedule</b>	
<b>Function</b>	
<b>To promote and improve the economic, social and environmental well-being of the Committee's area.</b>	To take decisions about, and monitor activity relating to the use of the annual capital and revenue allocation to each Committee.

<b>Area Functions Schedule</b>	
<b>Function</b>	
<b>Community Centres</b>	<p>In relation to each community centre identified by the Director of Environment and Neighbourhoods as within the Committee's area, to:</p> <ul style="list-style-type: none"> <li>• oversee controllable revenue budgets, operational arrangements and the use of the centres;</li> <li>• agree and implement a schedule of charges and discounts for directly managed centres;</li> <li>• make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.</li> </ul>
<b>CCTV</b>	To maintain an overview of the service in the Committee's area and receive regular information about it.
<b>Neighbourhood Management Co-ordination</b>	<p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> <li>• to agree priority neighbourhoods (through the approval of the Area Delivery Plan); and</li> <li>• to agree and monitor Neighbourhood Improvement Plans for the Committee's area.</li> </ul>

<p><b>Street cleansing &amp; Environmental Enforcement Services:</b></p> <ul style="list-style-type: none"> <li>• Litter bin emptying</li> <li>• Litter picking and associated works</li> <li>• Street sweeping and associated works</li> <li>• Leaf clearing</li> <li>• Ancillary street cleansing functions including Graffiti removal, Gully and Ginnel cleansing.</li> <li>• Dog Controls (fouling, straying, dogs on leads, dog exclusions)</li> <li>• Fly tipping enforcement</li> <li>• Enforcement of domestic &amp; commercial waste issues</li> <li>• Litter-related enforcement work</li> <li>• Enforcement on abandoned &amp; nuisance vehicles</li> <li>• Overgrown vegetation</li> <li>• Highways enforcement (placards on streets, A boards, cleanliness)</li> <li>• Graffiti enforcement work</li> <li>• Proactive local environmental promotions.</li> </ul>	<p>To develop and approve annual Service Level Agreements to achieve as a minimum, the service standards set by Executive Board. Via the Service Level Agreement, to determine the principles of deployment of the available resources by:</p> <ul style="list-style-type: none"> <li>• the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)</li> <li>• the agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality.</li> </ul> <p>To be responsible for monitoring and reviewing the delegated activities in relation to the service outcomes specified in the SLA.</p> <p>To be responsible for negotiating amendments to the SLA with service providers to accommodate unforeseen events or patterns of service failure, during the course of the SLA.</p>
<p><b>Youth Activity Fund</b></p> <p>To commission, monitor and evaluate local play, arts, sports and cultural activity for young people age 8-17 with the involvement and participation of children and young people.</p>	<p>To commission services in the area through a grant process designed to meet identified need with suitable provision.</p> <p>To monitor:-</p> <ul style="list-style-type: none"> <li>• the range, quality and suitability of provision for children and young people in the committee's area in order to identify gaps and build on provision;</li> <li>• the range, quality and suitability of activity commissioned through the grant; and</li> <li>• the take up by and engagement of children and young people in the activity commissioned through the grant</li> </ul>

*Executive Functions*

	<p>To evaluate (having taken into account the views of children and young people in the area)</p> <ul style="list-style-type: none"><li>• the success, range, quality and suitability of activity delivered; and</li><li>• the engagement of children and young people with the area committee throughout the commissioning and monitoring process</li></ul> <p>To actively involve children and young people throughout the planning, decision making, monitoring and evaluation process.</p>
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## SECTION 3D(b): AREA LEAD MEMBERS

<b>Area Committee Lead Roles</b>	
<p><b>Area Committees to appoint Area Lead Members</b> to provide a local “lead” perspective and further facilitate local democratic accountability; particularly in conjunction with the relevant Executive Member, in respect of:-</p>	<ul style="list-style-type: none"> <li>• Environment &amp; Community Safety<sup>1</sup></li> <li>• Children’s Services</li> <li>• Employment, Skills and Welfare</li> <li>• Health, Wellbeing and Adult Social Care<sup>2</sup></li> </ul>
<p><b>Roles and Responsibilities of Area Lead Members</b></p>	<ul style="list-style-type: none"> <li>• To provide local leadership and champion the agenda at the area committee.</li> <li>• To represent the area committee at relevant meetings, forums and local partnerships.</li> <li>• To build links with key services and partners.</li> <li>• To provide a link between the area committee and the Executive Member to ensure local needs are represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.</li> <li>• To maintain an overview of local performance.</li> <li>• To consult with the area committee and represent local views as part of the development and review of policy.</li> </ul>

<sup>1</sup> Area Committees may appoint two separate Area Lead Members in the following roles:-

- Environment
- Community Safety

<sup>2</sup> Area Committees may appoint two separate Area Lead Members in the following roles:-

- Health and Wellbeing
- Adult Social Care

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## **SECTION 3E: OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)**

### **1. General roles and responsibilities of Members and Officers**

- (a) Members set policy priorities and strategies to reflect local interests and needs and are also responsible for allocating funding between individual priority areas. The Chief Executive, Deputy Chief Executive, Assistant Chief Executive (Customers and Communities), City Solicitor, Directors and their staff implement these strategies and policies by delivering services and major initiatives. It is officers therefore, who have responsibility for managing the Council's day to day operations, within a policy and budgetary framework laid down by Members.
- (b) Under the executive arrangements, both full Council and the Executive have specific functions and these can be delegated to committees or officers. Where Council or the Executive have established a committee to discharge their respective functions then subject to any limitations imposed by the Council/Executive respectively, that committee can also delegate its functions to an officer. The functions delegated to officers by the executive are set out in this Officer Delegation Scheme. The functions delegated to officers in relation to Council functions are set out in Section 2 of Part 3 of the Constitution.
- (c) The fact that a function stands delegated to an officer under these arrangements shall not preclude the Executive, from exercising the function directly.
- (d) An officer may consider that a delegated authority should not be exercised and that it should be referred to the Executive for determination.
- (e) An appropriate Executive Member may request that an officer refrains from exercising a delegated authority in respect of a particular matter and refer it instead to the Executive, for a decision.
- (f) The Executive may determine to reserve decisions about particular matters to itself.
- (g) In addition to the delegations set out in this scheme, the Executive can arrange for further delegations on specific matters.
- (h) Whilst the exercise of a function by an officer under these arrangements is not made subject to the satisfaction of any prior condition, an officer shall, when exercising a discretion remitted to him/her, be under a duty to satisfy himself/herself that the decision conforms to the Council's Budget and Policy Framework and other approved policies and that, in reaching the decision, he/she has observed approved practices and procedures, including those in relation to community consultation.

## *Officer Delegation Scheme (Executive Functions)*

- (i) Unless expressly indicated, the fact that a function has been delegated to an officer under this scheme does not require that officer to give the matter his/her personal attention. The officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the officer specified under this scheme will remain responsible for any decision taken pursuant to such arrangements.

## **PUBLIC PRIVATE PARTNERSHIP / PRIVATE FINANCE INITIATIVE AND OTHER MAJOR PROPERTY AND INFRASTRUCTURE RELATED PROJECTS**

Directors<sup>1</sup> are authorised to carry into effect without reference to Executive Board or to any of its committees the following functions in relation to

- a PPP/PFI Project;
- an individual phase or New Project under the Building Schools for the Future programme<sup>2</sup> (BSF);
- Lease Plus Agreements or other agreements under LIFT<sup>3</sup>;
- any other Major Project (as defined by the Delivering Successful Change Project Impact Assessment Scorecard), which are related to property or infrastructure;

(in each case 'Project')

### **General Project delegations to officers**

Directors are authorised:

1. To approve Project mandate, Project Brief and Project Initiation Document
2. Following a decision by Executive Board (or otherwise in accordance with this Officer Delegation Scheme) approving procurement of a Project:<sup>4</sup>
  - i) to approve all Project specific issues, including any necessary survey arrangements, relating to procurement (except for contract award) provided that the approval of the publication of the OJEU notice, decisions to select/reduce numbers of bidders, and early works shall be subject to prior review by the relevant Project Board<sup>5</sup>

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<sup>1</sup> Directors shall be understood to include the Chief Executive, the Deputy Chief Executive, the Assistant Chief Executive (Customer Services and Community), all Directors and the City Solicitor.

<sup>2</sup> In relation to schools Projects under the Building Schools for the Future programme the relevant Director is the Director of Children's Services

<sup>3</sup> In relation to LIFT the relevant Director is the Director of Environment and Neighbourhoods

<sup>4</sup> (by approval of an Expression of Interest, of an Outline Business Case, through inclusion within the Capital Programme, of an Authority to Spend, within the budget and policy framework, or otherwise),

<sup>5</sup> If Project Board supports the decision it may be implemented. If Project Board does not support the decision but the Director still wants to proceed the Director must take a further report to that Project Board. Following the second review the Director may proceed to implement the decision even if Project Board do not support it

### *Officer Delegation Scheme (Executive Functions)*

- ii) to approve all Project specific issues following completion of the procurement relating to mobilisation, construction and operation (including without limitation changes and variations, refinancing and benchmarking/market testing); and
  - iii) to act as or appoint City Council Representative(s) within the terms of the Project documentation.
3. Subject to
- a) approval by the relevant Government Department or other relevant body of the Final Business case for the Project (if applicable); and
  - b) the Director being satisfied that the Project remains within scope and affordability limits approved by Executive Board:
- i) to approve the terms of all Project related contractual, property and other documentation; and
  - ii) to make arrangements for and approve any delegations necessary to effect commercial & financial close including any amendments to such documentation at commercial & financial close.
4. Where approval is (in the opinion of the Director) required urgently before the next scheduled meeting of the Executive Board, and subject
- a) to prior review by Strategic Investment Board<sup>7</sup>; and
  - b) the Director reporting to the next appropriate Executive Board the action taken:
- i) to approve the Strategy for Change (BSF) or Strategic Service Development Plan (LIFT);
  - ii) to approve submission of an Expression of Interest or Outline Business Case for a Project; and
  - iii) to approve submission of the Final Business Case for the Project.
5. In cases where the relevant Government Department requires submission of a Final Business Case for a Project before appointment of a preferred bidder
- a) provided that the Director is satisfied that the scope and affordability of the Project remains within previous approvals by Executive Board; and
  - b) subject to prior review by Strategic Investment Board and consultation with the Director of Resources:
- to approve the content and submission of a pre-preferred bidder Final Business Case
6. In relation to BSF and LIFT, to approve all matters within the terms of the Strategic Partnering Agreement including representation on Strategic Partnering Board

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<sup>6</sup> The Director shall record in the delegated decision notification the date of and outcome of review by Project Board

<sup>7</sup> The Director shall record in the delegated decision notification and in the subsequent report to Executive Board the date of and outcome of review by the Strategic Investment Board

## *Officer Delegation Scheme (Executive Functions)*

7. To approve any other matters of day to day management and administration

### **Specific Project delegations to officers**

In addition the following Directors are authorised to carry out the specific functions in relation to Projects listed at paragraphs 8 to 11 below

#### **8. Director of Resources**

- i) To sign certificates under the Local Government (Contracts) Act 1997 in relation to Projects<sup>8</sup>, subject to the approval of the City Solicitor;
- ii) The procurement and appointment of financial advisors under a contract covering Projects sponsored by more than one Directorate;
- iii) In relation to the Local Education Partnership and LIFTco all shareholder functions except for a decision to subscribe for shares or provide shareholder loans, whether at a LEP/LIFTCo level or project company level;
- iv) To approve changes to the chair, remit, structure and composition of Project Boards as required;
- v) To approve arrangements for forming Project Boards for new projects and closing down Project Boards.

#### **9. City Solicitor**

- i) To issue appropriate (in the opinion of the City Solicitor) indemnities to Directors where a Director
  - a) signs a certificate under the Local Government (Contracts) Act 1997;
  - b) acts as director to the LEP or LIFTco.
- ii) To approve the procurement and appointment of legal advisors under a contract covering Projects sponsored by more than one Directorate.

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<sup>8</sup> This function not to be sub delegated.

## **10. Director of City Development**

- i) To approve the procurement and appointment of technical advisors under a contract covering Projects sponsored by more than one Directorate.

## **11. Director of Children's Services**

- i) To award a Design and Build Contract under BSF (where the Director is satisfied that the Project remains within affordability and other tolerances agreed by Executive Board)

## **GENERAL DELEGATIONS TO OFFICERS**

The Chief Executive, the Deputy Chief Executive, Assistant Chief Executive (Customers and Communities), Directors and City Solicitor are authorised to carry into effect without reference to the Executive Board or to any of its committees, matters of day to day management and administration and, in particular, the following functions:

### **FINANCIAL**

#### **1. Revenue Expenditure**

- (a) Following approval of departmental revenue budgets, to incur expenditure within those estimates with the exception of items being subject to separate release in accordance with Appendix B to Financial Procedure Rules. They must consult with any Director or other officer who may be able to provide the works or service required or who may otherwise advise on or assist with this provision to ascertain whether that Director or other officer would wish to submit a tender or quotation or undertake the works/services competition free, in accordance with Contracts Procedure Rules.
- (b) To incur expenditure within the Revenue Budget in accordance with the virement procedures and delegated limits set out in Financial Procedure Rules.
- (c) In an emergency to incur immediately necessary expenditure which shall be reported to the Director of Resources at the first opportunity.

#### **2. Capital Expenditure**

- (a) To incur expenditure on capital schemes in accordance with the arrangements set out in Financial Procedure Rules.

## *Officer Delegation Scheme (Executive Functions)*

- (b) To accept tenders for construction works in accordance with the Contracts Procedure Rules.

### **3. Debts**

To write off debts (other than local taxation) in accordance with the procedures and maximum values set out in Financial Procedure Rules.

### **4. Disposal of Property**

To dispose of property (including obsolete vehicles and plant, stores, old materials and scrap), other than property for resale, in accordance with the requirements of Financial Procedure Rules and Contracts Procedure Rules.

### **5. Payments**

To approve payments to suppliers prior to the receipt of goods<sup>9</sup> in accordance with the limits set out in Financial Procedure Rules.

### **6. Cash Imprests and Disbursements**

- (a) To authorise individual establishment cash imprests in accordance with the limits set out in Financial Procedure Rules.
- (b) To approve individual payments from cash imprests in excess of the limit set out in Financial Procedure Rules.

### **7. Stores Deficiencies and Surpluses**

To authorise the making good or otherwise of stores deficiencies up to the limit specified in Financial Procedure Rules.

## **GENERAL**

### **8. Lost Property**

To take responsibility, as identified in the Financial Procedure Rules for lost property found on Council premises, including the registration of found items and the designation of a responsible officer to follow the found property procedures.

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<sup>9</sup> In exceptional circumstances – Financial Procedure Rule 9.6

## **9. Data Protection, Human Rights, Surveillance Activities, Freedom of Information**

- (a) To implement and ensure compliance with:
- the rules on data protection, human rights, surveillance activities, and freedom of information<sup>10</sup>;
  - the Council's policies on these matters; and
  - guidance and advice from the City Solicitor on these matters.
- (b) To designate officers with specific responsibilities for these matters.
- (c) To advise the City Solicitor of any new types of data processed, of new ways of processing personal data and of any new persons or organisations to whom data is given.

## **10. Media**

To issue statements to the press and other news media about their delegated functions within the settled framework of Council policy.

## **11. Authorising Officers**

To authorise officers possessing such qualifications as may be required by law or in accordance with the Council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Council (however described) and to issue any necessary certificates of authority.

## **12. Corporate Procedures**

To take any action remitted to him/her under corporate procedures.<sup>11</sup>

## **13. Local Choice Functions** (see Section 1, Part 3 of the Constitution)

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

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<sup>10</sup> Contained within the following: Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000 and subsidiary legislation

<sup>11</sup> Where, under approved procedures, a function stands remitted to a committee or sub-committee or officer post that has not been re-established, the Chief Executive shall be authorised to determine by whom that function shall be discharged pending the review of such procedures.

**14. Signature of Contracts - Local Government (Contracts) Act 1997**

- (a) Subject to the approval of the City Solicitor, to sign certificates for contracts which relate specifically to their delegated functions<sup>12</sup>.

**15. Budget and Policy Framework**

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

**PERSONNEL**

**16. Miscellaneous Employment Issues**

To deal with employment issues in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements.

**17. Changes to Staffing Structures**

- (a) Decisions can be taken in relation to restructures except where the decision:
  - (i) involves changes to existing National or Local Agreements and policies; and/or
  - (ii) cannot be achieved within delegated powers in respect of budgets
- (b) Decisions are subject to:
  - (i) appropriate professional advice being sought;
  - (ii) prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions; and
  - (iii) appropriate consideration of pay and grading requirements.
- (c) Decisions in respect of restructures which involve changes to existing agreements or policies (as referred to in 17 (a) (i) above) and/or which have budgetary implications as set out in 17 (a) (ii) above are delegated to the Director of Resources and will be subject to consultation with the City Solicitor and other appropriate parties.
- (d) Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or appropriate committee.

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<sup>12</sup> This function not to be sub delegated.



**18. Trade Union Facilities Scheme - Time off for duties as an Elected National Union Officer**

The Director of Resources is authorised to deal with this as a corporate not a departmental issue.

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## **The Chief Executive**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Chief Executive<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive not otherwise delegated to a Director<sup>5</sup>, including elections, and civic and ceremonial functions of the Council.

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<sup>1</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration.

<sup>3</sup> The fact that a function has been delegated to the Chief Executive does not require the Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Chief Executive remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Executive as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> “Director” for this purpose includes the Deputy Chief Executive, the Assistant Chief Executive, Directors and all other officers listed in Article 12 .

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## **Assistant Chief Executive (Customers and Communities)**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Assistant Chief Executive (Customers and Communities)<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to:

- a) the management and oversight of area based working arrangements (including community planning);
- b) customer services<sup>5</sup>;
- c) the registration of births, deaths, marriages and civil partnerships;
- d) licensing and other related functions<sup>6</sup>, and enforcement;
- e) land charges;
- f) benefits administration and the promotion of welfare rights; and
- g) corporate equality and diversity activities.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Assistant Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration by the Executive Board.

<sup>3</sup> The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Assistant Chief Executive remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion, and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Assistant Chief Executive as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> Including the promotion of e-services

<sup>6</sup> These functions were delegated to the Licensing Committee by full Council on 14 July 2010

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## The Director Of Adult Social Services<sup>1</sup>

With the exception of those matters where an appropriate Executive Member<sup>2</sup>, has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration,<sup>3</sup> the Director of Adult Social Services<sup>4</sup> is authorised to discharge any function<sup>5</sup> of the Executive in relation to:

- (a) social services so far as those functions relate to adults<sup>6</sup>;
- (b) functions exercisable on behalf of an NHS body<sup>7</sup>, so far as those functions relate to adults<sup>8</sup>; and
- (c) arrangements to protect and promote the welfare of vulnerable adults<sup>9</sup>, including vulnerable young people moving into adulthood.

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<sup>1</sup> Appointed under Section 6 Local Authority Social Services Act 1970

<sup>2</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>3</sup> The Director of Adult Social Services may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>4</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for the delegate authority to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director of Adult Social Services as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> That is, do not relate to:

(i) children or

(ii) young people leaving care under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

<sup>7</sup> Under Section 75 of the National Health Service Act 2006

<sup>8</sup> See footnote 6 above

<sup>9</sup> So far as not falling within (a) above. See also footnote 6 above

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## The Director Of Children's Services<sup>1</sup>

With the exception of those matters where an appropriate Executive Member<sup>2</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>3</sup>, the Director of Children's Services<sup>4</sup> is authorised to discharge any function<sup>5</sup> of the Executive in relation to:

- (a) children's services<sup>6</sup>;
- (b) social services, so far as those functions relate to
  - (i) children or
  - (ii) young people leaving care<sup>7</sup>;
- (c) functions exercisable on behalf of an NHS body<sup>8</sup>, so far as they relate to children;
- (d) education<sup>9</sup>;
- (e) provision of services so far as they relate to information, advice and guidance under the Learning and Skills Act 2000;
- (f) operational responsibilities for the Youth Offending Service so far as they relate to the local authority;
- (g) specified functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal charity<sup>10</sup>; and
- (h) child poverty.

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<sup>1</sup> Appointed under Section 18 Children Act 2004

<sup>2</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>3</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>4</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for the delegated authority to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> Including functions in relation to:

- arrangements to promote co-operation to improve well-being of children;
- arrangements to safeguard and promote welfare of children;
- information data-bases;
- the Local Safeguarding Children Board.

<sup>7</sup> Under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

<sup>8</sup> Under Section 75 of the National Health Service Act 2006

<sup>9</sup> Including:-

- early years development, childcare planning, and youth services, and
- vocational training and allied services where they relate to children of compulsory school age.

<sup>10</sup> In accordance with the resolution of the Executive Board 6 July 2005

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## **The Director Of City Development**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup> and with the exception of those matters reserved to the Executive Board<sup>3</sup>, the Director of City Development<sup>4</sup> is authorised to discharge the following functions<sup>5</sup>:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
  - (a) any function related to contaminated land;
  - (b) obtaining of information as to interests in land; and
  - (c) the making of agreements for the execution of highways works under S278 Highways Act 1980.
  
2. Any function of the Executive<sup>6</sup> in relation to:
  - (a) the management of land (including valuation, acquisition, appropriation, disposal and other dealings with land or any interest in land);
  - (b) the operation of retail and wholesale markets and car boot sales;
  - (c) the promotion of economic development and economic led regeneration;
  - (d) the management of the city centre (including the promotion of the city centre and management of public spaces);
  - (e) building control (whether under the Building Act 1984 or otherwise);
  - (f) the authority's role as highways authority and road traffic authority except in relation to parking enforcement;

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board.

<sup>3</sup> Certain disposals of land are currently required to be referred to an appropriate committee for consideration.

<sup>4</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> The Director of City Development will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect.

## *Officer Delegation Scheme (Executive Functions)*

- (g) safety at sports grounds;
- (h) flood and water management;
- (i) design services;
- (j) asset management<sup>8</sup>;
- (k) street naming and numbering;
- (l) tourism and promotions;
- (m) cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues);
- (n) sports facilities (excluding golf courses and outdoor pitches in parks)
- (o) assets of community value
- (p) area based housing led regeneration; and
- (q) vocational training and allied services for persons over compulsory school age, and the promotion of arrangements to assist persons to obtain employment and employers to obtain employees.

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<sup>8</sup> 'Asset management' includes the purchasing of energy under the terms of an energy supply contract (including the purchasing of energy for schools). The Director of City Development will consult with the appropriate Executive Member in this regard.

## **Chief Planning Officer**

- (a) With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup> the Chief Planning Officer<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to the authority's role as local planning authority<sup>5</sup>.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Chief Officer may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Executive Board

<sup>3</sup> The fact that a function has been delegated to the Chief Planning Officer does not require the Chief Planning Officer to give the matter his/her personal attention and the Chief Planning Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Planning Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Chief Planning Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> Save where any such functions are exercisable by a Plans Panel, the discharge of all **Council functions** relating to town and country planning and development control has been delegated to the Chief Planning Officer. No such **Council functions** will be exercisable by the Director of City Development

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## **The Director of Environment and Neighbourhoods**

With the exception of those matters where an appropriate Executive Member<sup>1</sup>, has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board, for consideration<sup>2</sup>, the Director of Environment and Neighbourhoods<sup>3</sup> is authorised to discharge the following functions<sup>4</sup>:

1. Local choice functions which have been assigned to the Executive (see Section 1 of Part 3 of the Constitution):
  - (a) the service of an abatement notice in respect of a statutory nuisance;
  - (b) the passing of a resolution that schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area;
  - (c) the inspection of the authority's area to detect any statutory nuisance;
  - (d) the investigation of any complaint as to the existence of a statutory nuisance; and
  - (e) the control of pollution or management of air quality.
2. Any function of the Executive in relation to
  - (a) the authority's role as housing authority<sup>6</sup> excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority<sup>7</sup>;
  - (b) the condition and occupation of housing;
  - (c) caravan sites and land occupied by travelling people;

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>3</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>6</sup> Including functions relating to Supporting People

<sup>7</sup> These agreements have been made in accordance with Section 27 Housing Act 1985 - see further addendum 1

### *Officer Delegation Scheme (Executive Functions)*

- (d) community safety and the reduction of crime and disorder (including the management of closed circuit TV);
- (e) environmental and consumer protection, health and safety other than in relation to Council employees, public health protection (including the investigation and control of notifiable diseases)<sup>8</sup>;
- (f) animal welfare;
- (g) development and implementation of municipal waste policy;
- (h) streetscene management and related enforcement functions, including parking enforcement, street and gully cleansing, refuse collection, grounds maintenance, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services.
- (i) environmental management and the formulation and implementation of environmental improvement programmes;
- (j) parks and countryside (including golf courses and outdoor pitches in parks);
- (k) cemeteries, crematoria, burial grounds and mortuaries; and
- (l) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

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<sup>8</sup> Except in respect of any public health protection functions which are the statutory responsibility of the Director of Public Health



## **Director of Public Health<sup>1</sup>**

With the exception of those matters where an appropriate Executive Member<sup>2</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>3</sup>, the Director of Public Health<sup>4</sup> is authorised to discharge any function of the Executive in relation to:

- a) taking appropriate steps to improve the health of the people in the authority's area<sup>5</sup>;
  - b) dental public health<sup>6</sup>;
  - c) joint working with the prison service<sup>7</sup>;
  - d) the medical inspection of pupils and the weighing and measuring of children<sup>8</sup>;
  - e) research, obtaining and analysing data or other information, and obtaining advice from persons with appropriate professional expertise<sup>9</sup>;
  - f) planning for, or responding to, emergencies involving a risk to public health;
  - g) co-operating with arrangements for assessing risks posed by violent or sexual offenders<sup>10</sup>;
  - h) any public health function of the Secretary of State (or functions exercisable in connection with those functions)
- which the authority is required by regulations to exercise<sup>11</sup>; or

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<sup>1</sup> Appointed under Section 73A National Health Service Act 2006 ("the 2006 Act")

<sup>2</sup> An "appropriate Executive Member is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>3</sup> The Director of Public Health may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration by the Executive Board.

<sup>4</sup> The fact that a function has been delegated to the Director of Public Health does not require the Director to give the matter his/her personal attention, and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>5</sup> Section 2B of the 2006 Act. Steps that may be taken include: providing information and advice; providing services or facilities designed to promote healthy living; providing services or facilities for the prevention, diagnosis or treatment of illness; providing financial incentives to encourage individuals to adopt healthier lifestyles; providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment; providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; making available the services of any person or any facilities; and providing grants or loans

<sup>6</sup> As prescribed by the Secretary of State under Section 111 of the 2006 Act

<sup>7</sup> In relation to improving the way in which the authority's functions are exercised to secure and maintain the health of prisoners - Section 249 of the 2006 Act

<sup>8</sup> Under Schedule 1 of the 2006 Act

<sup>9</sup> For any purposes in connection with the authority's functions in relation to the health service – paragraph 13 of Schedule 1 of the 2006 Act

<sup>10</sup> Under Section 325 Criminal Justice Act 2003

*Officer Delegation Scheme – Executive functions*

- in respect of which arrangements have been made<sup>12</sup>;
- i) any other function prescribed by the Secretary of State as the responsibility of the Director of Public Health; and
- j) the oversight of clinical governance arrangements.

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<sup>11</sup> Section 6C(1) and (3) of the 2006 Act

<sup>12</sup> Under Section 7A of the 2006 Act

## **The Director of Resources**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Director of Resources<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to:

- a) making arrangements for the proper administration of the authority's financial affairs<sup>5</sup>;
- b) the provision of financial services<sup>6</sup>;
- c) human resources management;<sup>7</sup>
- d) information and communications technology;
- e) procurement and purchasing;
- f) corporate planning and policy development;
- g) performance management;
- h) service improvement and transformation;
- i) international and external relations;
- j) communications strategy and policy;
- k) press and media relations;
- l) knowledge and information management;

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The Director may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>3</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Director as "proper officer" for the purpose of any function delegated to him/her under these arrangements

<sup>5</sup> The Director of Resources has responsibility for these arrangements as Section 151 Officer

<sup>6</sup> "financial services" includes the budget management (including preparation, monitoring and closure of the accounts), treasury management (including the making payment and borrowing of loans); the management, monitoring and control of the capital programme; taxation arrangements, revenue collection of council tax and national non-domestic rates, internal audit, creditor payments, debt recovery, pensions and the council's insurance arrangements.

<sup>7</sup> Including organisational development and health and safety

*Officer Delegation Scheme (Executive Functions)*

- m) risk management and business continuity;
- n) civil contingency planning;
- o) the provision of services relating to building maintenance, catering, cleaning, transport (including fleet services and passenger transport services), and school crossing patrols;
- p) civic and community buildings, office accommodation and facilities management<sup>8</sup>; and
- q) the Best City Leadership Network and related partnership activity.

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<sup>8</sup> 'facilities management' does not include building maintenance policies or issues, or corporate energy procurement, responsibility for which is delegated to the Director of City Development

## **The City Solicitor**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the City Solicitor<sup>3</sup> is authorised to:

- (a) act as Solicitor to the Council and to take any action intended to give effect to a decision of the Executive or an officer, including the commencement, defence, withdrawal or settlement of proceedings, and the authorisation of Council officers to conduct legal matters in court;
- (b) discharge any function<sup>4</sup> of the Executive in relation to:
  - i. democratic services;
  - ii. parish councils;
  - iii. data protection, human rights, freedom of information and the regulation of surveillance activities; and
  - iv. the management of corporate governance.

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<sup>1</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board

<sup>2</sup> The City Solicitor may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred to the Executive Board for consideration

<sup>3</sup> The fact that a function has been delegated to the City Solicitor does not require the City Solicitor to give the matter his/her personal attention and the City Solicitor may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the City Solicitor remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> “Function” for these purposes is to be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the City Solicitor as “proper officer” for the purpose of any function delegated to him/her under these arrangements. Note, however, for purposes of data protection, human rights, freedom of information, and the regulation of surveillance activities “function” is limited to preparing policies and strategies for approval, guidance and advice, notification and dealings with the Information Commissioner generally, and monitoring compliance.

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## **Addendum 1**

1. In accordance with Section 27 of the Housing Act 1985 (as amended) and the General Approval for Housing Management Agreements 1994, the authority delegated management and maintenance functions to:

### **Belle Isle Tenant Management Organisation**

The following functions were delegated<sup>3</sup>:

- the management and maintenance of Council housing, Council garages, land vested in Neighbourhoods and Housing and other assets as agreed with the Council to facilitate the day to day management of Council housing within the Tenant Management Organisation area. This excludes the management of estate shops;
- responsive repairs and maintenance of those assets delegated to the Tenant Management Organisation;
- the repair inspection process;
- the planned and cyclical maintenance of those assets delegated to the Tenant Management Organisation;
- the responsibility to consult with tenants on repairs and improvements to those assets delegated to the Tenant Management Organisation;
- the delivery of energy efficient responses to repairs and modernisation that contributes to the Council's Best Value performance responsibility;
- to contribute fully to the regeneration policies of the area within which the Tenant Management Organisation operates;
- management of leasehold self improvements;
- the management of Sheltered Housing schemes excluding the management of the wardens;
- the management of Supported Housing schemes including the staff;
- the responsibility to manage and maintain those premises used as housing offices;
- the management and maintenance and repair of tenant resource centres or meeting rooms within the Tenant Management Organisation area;
- to make best use of housing stock;
- the selection of tenants for vacant properties in accordance with the Council's lettings policy;
- the allocation of new tenancies in accordance with the Council's lettings policy;
- the notification to and signing up of new tenants in accordance with the Council's lettings policy;
- the transferring of tenants in accordance with the Council's lettings policy;
- the management of successions in accordance with the Council's lettings policy;
- the management of Mutual Exchanges in accordance with the Council's lettings policy;
- the collection of rent due and the recovery of current and former tenants arrears along with other charges falling due;
- the processing of the tenants insurance scheme;

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<sup>3</sup> In respect of properties within the Leeds South Homes Limited in Belle Isle North and Belle Isle South

## *Officer Delegation Scheme (Executive Functions)*

- the management of the terms and conditions of tenancies and the enforcement of the same;
- the environmental management of housing estates;
- the processing of requests for action to tackle Anti Social Behaviour;
- the development of tenant involvement structures including tenant compacts;
- the provision of information about service delivery, changes to service delivery and performance of service delivery to tenants;
- the letting of contracts in relation to the delegated functions in accordance with the Procurement Protocol;
- the provision of financial management of the revenue budget. The provision of financial and statistical returns as and when directed or requested;
- the provision of reports to tenants about the Tenant Management Organisation;
- the management of employee relations;
- the responsibility to proactively work with the local Area Housing Partnership;
- the preparation of an annual Service Improvement Plan;
- the management of performance in line with the performance management framework; and
- the negotiation of Service Level Agreements in accordance with value for money principles.

### **Arms' Length Management Organisations**

In accordance with the approval of the Secretary of State, the authority delegated<sup>4</sup> housing management functions as follows to:

**East North East Homes Leeds Ltd**  
**Aire Valley Homes Leeds Ltd**  
**West North West Homes Leeds Ltd**

### **General**

- The management and maintenance of Council housing, council garages, land vested in Neighbourhoods & Housing Department, , and other assets as agreed with the Council to facilitate the day to day management of Council housing within the ALMO area (in this Annex collectively called "Assets")
  - To make best use of housing stock
- Asset management and stock condition**
- The maintenance of stock condition data on such Assets
  - The responsibility to consult with tenants on repairs and improvements to such Assets
  - Clearance of such Assets and the responsibility to decant tenants where appropriate
  - The delivery of energy efficient responses to repairs and modernisation in relation to such Assets that contributes to the Council's Best Value performance responsibility
  - The responsibility to manage and maintain those premises used as housing offices as set out in Annex 9

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<sup>4</sup> By agreements in 05 and 07



## *Officer Delegation Scheme (Executive Functions)*

- The management and maintenance and repair of tenant resource centres or meeting rooms within the ALMO area
- To contribute fully to the regeneration policies of the area within which the ALMO operates
- The responsibility to work proactively with the local Area Housing Partnership

### **Repairs and maintenance**

- The repair and maintenance, whether responsive or major, of such Assets
- The repair inspection process relating to such Assets
- The planned and cyclical maintenance of such Assets
- The modernisation and improvement of such Assets

### **Environmental**

- The environmental management of housing estates

### **Allocations**

- The selection of tenants for vacant properties in accordance with the Council's lettings policy
- The granting of new tenancies in accordance with the Council's lettings policy
- The notification to and signing up of new tenants in accordance with the Council's lettings policy
- Transferring tenants in accordance with the Council's lettings policy
- The management of successions in accordance with the Council's lettings policy
- The management of Mutual Exchanges in accordance with the Council's lettings policy

### **Income collection**

- The collection of rent due and the recovery of current and former tenants arrears along with other charges falling due

### **Tenants' Insurance**

- The processing of the tenants insurance scheme

### **Tenancy enforcement**

- The management of the terms and conditions of tenancies and the enforcement of the same
- The processing of requests for action to tackle Anti Social Behaviour

### **Sheltered housing**

- The management of Sheltered Housing schemes

### **Supported housing**

- The management of Supported Housing schemes including the staff

### **Leasehold**

- Leasehold management within the ALMO area

### **Information, consultation and involvement**

- The provision of information about service delivery, changes to service delivery and performance of service delivery to tenants
- The provision of reports to tenants about the ALMO
- The development of tenant involvement structures including tenant compacts

### **Financial management**

- The provision of financial management, both revenue and capital, to the ALMO
- The provision of financial and statistical returns as and when directed or requested

### **Procurement**

- The letting of contracts in accordance with the terms of this Agreement

### **Organisation**

- The preparation of Business Plans

### *Officer Delegation Scheme (Executive Functions)*

- The management of performance in line with the Performance Management Framework
- The negotiation of Service Contracts/Service Level Agreements in accordance with value for money principles
- The management of employee relations

**SECTION 3F: EXECUTIVE DELEGATIONS TO OTHER AUTHORITIES**

**Birmingham City Council<sup>1</sup>**

The Executive of Leeds City Council has delegated functions relating to the investigation and prosecution of matters falling within Part III of the Consumer Credit Act 1974 (illegal money lenders).

**Sheffield City Council<sup>2</sup>**

The Executive of Leeds City Council has delegated functions relating to the payment of Home Improvement Loans (or similar new schemes and payments identified by the Director of Environment and Neighbourhoods, in consultation with the Executive Member), approved under the Leeds City Council Private Sector Housing Assistance Policy in accordance with the Regulatory Reform (Housing Assistance) Order 2002.

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<sup>1</sup> Resolved by the Executive on 30<sup>th</sup> March 2011, with the delegation to run until 31<sup>st</sup> March 2015.

<sup>2</sup> Resolved by the Executive on 19<sup>th</sup> May 2010

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## SECTION 4 - JOINT ARRANGEMENTS

The following are arrangements to jointly discharge functions, in accordance with Section 101(5) of the Local Government Act 1972 and Section 9EB of the Local Government Act 2000.

### **Leeds City Regions Leaders' Board**

Aims:

- To develop an internationally recognised city region;
- To raise economic performance;
- To spread prosperity across the whole of the city region; and
- To promote a better quality of life for all of those who live and work in the city region.

Member Authorities : Barnsley Metropolitan District Council, City of Bradford Metropolitan District Council, Calderdale Council, Craven District Council, Harrogate Borough Council, Kirklees Metropolitan Council, Leeds City Council, North Yorkshire County Council, Selby District Council, City of Wakefield Metropolitan District Council, and City of York Council.

Leeds City Council Membership: the Leader (appointed in accordance with arrangements agreed with the other authorities).

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

<http://www.leedscityregion.gov.uk/uploadedFiles/PROCEDURES%20and%20PROTOCOLS%202010-11%20FINAL.pdf>

### **West Yorkshire Joint Services Committee**

Functions:

The discharge of functions with regard to archives and archaeology, grants to voluntary bodies and trading standards and related matters

Member Authorities : City of Bradford Metropolitan District Council, Calderdale Council, Kirklees Metropolitan Council, Leeds City Council, City of Wakefield Metropolitan District Council.

Leeds City Council Membership: 4 Members<sup>1</sup>

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

<http://www.wyjs.org.uk/downloads/Members-Handbook-2010-2011.pdf>

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<sup>1</sup> Of whom at least one shall be an Executive Member (Regulation 12 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012) and who shall be appointed by full Council with the agreement of the Executive, and in accordance with the requirements for political balance (Section 15 Local Government and Housing Act 1989)

## *Joint Arrangements*

The **West Yorkshire Police and Crime Panel** is a joint committee established and maintained in accordance with the Police Reform and Social Responsibility Act 2011:

The Police and Crime Panel discharges statutory functions set out in the 2011 Act.

It is established by and maintained by the local authorities covering the West Yorkshire Police Area. The City of Wakefield Metropolitan District Council is the Support Services Authority for the Panel.

Leeds City Council Membership: 3 Members<sup>2</sup>

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

<http://www.awya.gov.uk/>

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<sup>2</sup> Appointed by full Council