



A meeting of the Council will be held in the Civic Hall, Leeds on Thursday, 24th May, 2007 at 6.00 pm

Members of the Council are invited to attend and transact the following business:

10. To:

- (a)** receive the list presented by the Leader setting out the arrangements for the discharge of executive functions as detailed in Schedule 10(a) (attached)

Chief Executive

Civic Hall
Leeds
LS1 1UR

This page is intentionally left blank

Agenda Item 10



To all Members of Council

Chief Executive's Department
Governance Services
4th Floor West
Civic Hall
Leeds LS1 1UR

Contact: Hannah Bailey
Tel: 0113 395 2194
Fax: 0113 395 1599
hannah.bailey@leeds.gov.uk
Your reference:
Our reference: execfunctions

18th May 2007

Dear Councillor

**ANNUAL MEETING OF COUNCIL – 24TH MAY 2007 – EXECUTIVE FUNCTIONS
(SCHEDULE 10A.)**

Further to the despatch of the Council Summons earlier in the week, please find attached papers setting out the arrangements for the discharge of executive functions as detailed in schedule 10 (a) (marked as 'to follow' on the original despatch.)

Please include this document with your papers for the meeting.

Yours sincerely

Hannah Bailey
Governance Officer

Enc.



This page is intentionally left blank

SECTION THREE

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.

However, in accordance with the Functions Regulations, the following are NOT functions of the Executive:

- imposing conditions, limitations or restrictions on approvals, licences, permissions or registrations on a non-executive function;
- determining any terms to which any such approval etc. is subject¹;
- determining whether and how to enforce any failure to comply with such approvals or any of the attached conditions etc.²;
- amending, modifying, varying or revoking any such approval³;
- determining whether a charge should be made for such approvals or the amount of such charge⁴;
- making, amending, revoking or replacing the Members Allowance Scheme or determining any amounts or rates in the scheme⁵;
- subject to any Regulations under S20 of the Local Government Act 2000, making arrangements for the joint exercise of functions under S101(5) of the Local Government Act 1972 and making appointments to committees/joint committees under S.102 of the 1972 Act⁶;
- any functions reserved to full Council under legislation which pre-dates the Regulations⁷;
- amending, modifying, varying or revoking any plan or strategy unless it is required to give effect to the requirements of the Secretary of State or Minister submitted for approval or where full Council when approving the plan/strategy authorised the Executive to do so⁸;
- the adoption/approval of a plan/strategy which is not in the policy framework, if full Council has determined that full Council should take the decision⁹; and

¹ Reg. 2(2)

² Reg. 2(3)

³ Reg. 2(4)

⁴ Reg. 2(6)

⁵ Reg. 2(5) and 2 (6)

⁶ Reg. 2(8)

⁷ Reg. 2(11)

⁸ Reg. 4

⁹ Reg. 5(1)

Executive Functions

- where the decision is contrary to or not wholly in accordance with the Budget and Policy Framework¹⁰.
- 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 as follows:

Name	Address	Ward
*Leader¹¹ Mark Harris Liberal Democrat Group	c/o Civic Hall Leeds LS1 1UR	Moortown
*Leader¹¹ Andrew Carter Conservative Group	15 Clarke Street Calverley Leeds LS28 5NH	Calverley and Farsley
Steve Smith Liberal Democrat Group	129 Holmsley Lane Woodlesford Leeds LS26 8SB	Rothwell
John Leslie Carter Conservative Group	25 Oaklands Avenue Leeds LS16 8NR	Adel and Wharfedale
Richard Brett Liberal Democrat Group	991 Scott Hall Road Leeds LS17 6HJ	Burmantofts and Richmond Hill
John Procter Conservative Group	Tithe House Tithe Barn Lane Bardsley Leeds LS17 9DX	Wetherby
Richard Harker Liberal Democrat Group	3 The Cross Leeds LS16 9AX	Moortown
Peter Harrand Conservative Group	8 Overdale Avenue Leeds LS17 8TE	Alwoodley
Keith Wakefield Labour Group	35 Beech Grove Avenue Garforth Leeds LS25 1EF	Kippax and Methley
Robert Finnigan Morley Borough Independent Group	c/o Morley Borough Independent Group Morley Town Hall Leeds	Morley North

¹⁰ Reg. 5(1)

¹¹

Councillor Mark Harris

Leader of Council

24th May 2007 to 30th November 2007.

Deputy Leader

Commencing 1st December 2007 until Annual Meeting of Council 2008

Councillor Andrew Carter

Deputy Leader

24th May 2007 until 30th November 2007.

Leader of Council

Commencing 1st December 2007 until Annual Meeting of Council 2008

- 3.4 The Leader has identified the following advisory member who will be able to attend and speak at meetings of the Executive Board to assist the Labour nominated Executive Member. However the adviser will not be able to vote and will not be a co-optee.

Name	Address	Ward
Cllr Judith Blake	Woodview Billams Hill Otley LS21 2DZ	Middleton Park

SECTION 3B (a) : EXECUTIVE MEMBER PORTFOLIOS

EXECUTIVE MEMBER	DECISION MAKING OVERVIEW¹
Central and Corporate Cllr Mark Harris Liberal Democrat Group	Chief Executive, Assistant Chief Executive (Corporate Governance), Director of Resources and Director of City Services (functions relating to corporate landlord and traded services ²)
Development and Regeneration Cllr Andrew Carter Conservative Group	Director of City Development ³ (excluding functions relating to culture and leisure, and environmental management), Director of City Services (functions relating to highways only ⁴)
Environmental Services Cllr Steve Smith Liberal Democrat Group	Director of City Development (functions relating to environmental management ⁵ only), Director of Environment and Neighbourhoods (relating to statutory nuisances, air pollution environmental protection and waste policy) ⁶ , and Director of City Services (relating to parking enforcement and streetscene management) ⁷
Neighbourhoods and Housing Cllr John Leslie Carter Conservative Group	Director of Environment and Neighbourhoods ⁸ (excluding functions relating to statutory nuisances, air pollution and environmental protection and waste policy)

¹ References are to functions delegated under the officer delegation scheme (executive functions)

² Functions (a) and (b) delegated to the Director of City Services

³ Functions 1 (a) – (c), 2 (a) – (l) delegated to the Director of City Development

⁴ Functions (c) delegated to the Director of City Services with the exception of parking enforcement

⁵ Functions (m) delegated to the Director of City Development

⁶ Functions 1(a) – (e) and 2 (g) - (i) delegated to the Director of Environment and Neighbourhoods,

⁷ Function (c) parking enforcement only and (d) delegated to the Director of City Services

⁸ Functions 2(a) - (f) delegated to the Director of Environment and Neighbourhoods

EXECUTIVE MEMBER	DECISION MAKING OVERVIEW ¹
Children's Services Lead Executive Member Cllr Richard Brett Liberal Democrat Group	Director of Children's Services and Chief Officer (Children's Social Services)
Learning Cllr Richard Harker Liberal Democrat Group	Director of Children's Services (functions relating to early years, education and youth services) ⁹ and Chief Officer (Early Years and Youth Services)
Leisure Cllr John Procter Conservative Group	Director of City Development (functions relating to culture and leisure) ¹⁰
Adult Health and Social Care Cllr Peter Harrand Conservative Group	Director of Adult Social Services
Leader of the Labour Group Cllr Keith Wakefield Labour Group	
Leader of the Morley Independent Group Cllr Robert Finnigan Morley Borough Independent Group	

⁹ Function (d) delegated to the Director of Children's Services

¹⁰ Functions 2(n) -(r) delegated to the Director of City Development

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

POST	AREA OF RESPONSIBILITY
Executive Member for Central and Corporate	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Equality and diversity, communications, performance, customer services, procurement, risk management and international relations activities; • HQ support services including ICT, Human Resources, legal, financial services and corporate landlord; • Democratic services including member support, committee/scrutiny support, corporate governance and the Lord Mayor's office; • Corporate support for Public Private Partnership ventures. • Traded services comprising catering and cleaning, property maintenance, fleet services, and passenger transport services • school crossing patrols <p>To provide a corporate overview of, and promote cross-sector support for, the 'Narrowing the Gap' aim of the Vision for Leeds.</p> <p>To chair the Leeds Initiative Board and represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member for Leisure	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Libraries, record repositories, museums and art galleries, public entertainments, halls and venues and the arts; • Parks; • Sports facilities • Countryside management • Cemeteries, crematoria, burial grounds and mortuaries. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

Executive Functions

POST	AREA OF RESPONSIBILITY
<p>Executive Member for Development and Regeneration</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • The provision of strategic property and asset management services; • Economic, transport and planning policy development; • Highway authority and road traffic authority services including highway design services; • Planning and building control services; • Land drainage activities; • The provision of architectural design related services; • Tourism and City Marketing. • Economic led regeneration. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p> <p>To provide a corporate overview of, and promote cross-sector support for,</p> <ol style="list-style-type: none"> i) the 'Going up a League' and the 'Regional Capital' aims of the Vision for Leeds, and ii) Leeds Renaissance programmes
<p>Executive Member for Environmental Services</p>	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Street cleaning • Refuse collection • Waste strategy • Waste management • Environmental enforcement • Parking services and enforcement • Sustainability, environmental policy and climate change • Environmental protection (e.g. pest control, air pollution, food safety, health surveillance, health improvement, fuel savers team). <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

POST	AREA OF RESPONSIBILITY
Executive Member for Neighbourhoods and Housing	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • Housing (condition and occupation) • Housing led regeneration • The reduction of crime, disorder and anti-social behaviour • Neighbourhood renewal and area-based working arrangements • Jobs and Skills <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Lead Executive Member for Children's Services	<p>To have overall political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • functions of the authority in its role as children's services authority (including arrangements to promote co-operation to improve the well-being of children); • social services functions so far as they relate to children (and young people leaving care); • health services – functions exercisable on behalf of an NHS body so far as they relate to children; • functions of the authority as LEA <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member for Learning	<p>To have political oversight for the following principal areas of Council activity on behalf of the Children's Services Lead Executive Member:</p> <ul style="list-style-type: none"> • School-based learning • Early years development and child care planning • Youth services <p>To represent the Children's Services Lead Executive Member on appropriate inter-sector and inter-authority partnerships.</p>

Executive Functions

POST	AREA OF RESPONSIBILITY
Executive Member Adult Health and Social Care	To have political oversight for the following principal areas of Council activity: <ul style="list-style-type: none">• The provision of adult health and social care services To represent the Council on key inter-sector and inter- authority partnerships.

SECTION 3B (c): EXECUTIVE MEMBER AND LEAD MEMBER SUPPORT

EXECUTIVE MEMBER	APPOINTED LEAD MEMBER SUPPORT
Central and Corporate Cllr Mark Harris Liberal Democrat Group	To be Confirmed
Development and Regeneration Cllr Andrew Carter Conservative Group	To be Confirmed
Environmental Services Cllr Steve Smith Liberal Democrat Group	To be Confirmed
Neighbourhoods and Housing Cllr John Leslie Carter Conservative Group	To be Confirmed
Lead Executive Member for Children's Services Richard Brett Liberal Democrat Group	To be Confirmed
Learning Cllr Richard Harker Liberal Democrat Group	To be Confirmed
Leisure Cllr John Procter Conservative Group	To be Confirmed
Adult Health and Social Care Cllr Peter Harrand Conservative Group	To be Confirmed
Leader of the Labour Group Cllr Keith Wakefield Labour Group	To be Confirmed
Leader of the Morley Borough Independent Group Cllr Robert Finnigan	

Role and Responsibilities of Lead Members

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 ¹
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

¹ This excludes deputising at Executive Board meetings. Reference Executive Procedure Rule 2.3 Part 3 Section 3B(c)
Page 1 of 1
Issue 1 – May 2007

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

AREA COMMITTEES

Within each Committee's area:

(Council functions)

1. *to make Elected Member appointments¹ to Outside Bodies as determined by the Member Management Committee;*
2. *to advise or make representations to the Council, the Executive Board, Scrutiny Boards or Regulatory Panels on all matters affecting community interests;²*
3. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;³*
4. *to consider proposals referred to the Committee by the Council, Executive Board, Scrutiny Boards or Regulatory Panels and to report back the Committee's views to the referring body;⁴*
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;*

(Executive functions)⁵

7. *to promote and improve the economic, social and environmental well-being of the Committee's area⁶; and*
8. *to exercise Area Functions;⁷*

¹ In accordance with the Appointments to Outside Bodies Procedure Rules at Section 4 of the Constitution.

² This is an advisory function under Section 102(4) Local Government Act 1972.

³ This is an advisory function under Section 102(4) Local Government Act 1972.

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

⁵ All executive functions will be exercisable concurrently with the Executive Board.

⁶ In accordance with Section 2 of the Local Government Act 2000, and in furtherance of, and subject to the limitations set out in the Well-being Schedule detailed in Part 3 Section 3D of the Constitution approved by the Leader and submitted to Council on 28 June.

⁷ 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.

ADVISORY COMMITTEE TO THE EXECUTIVE

DEVELOPMENT PLAN PANEL

An advisory committee⁸ 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 are⁹

- *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 are²²

- 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.

⁸ Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

⁹ In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

Area Function Schedules 2007/08



Area Function Schedules Index

<i>Community Facilities</i>	Community Centres	Pages 3 - 5
<i>Community Safety</i>	CCTV	Pages 6 - 8
	Neighbourhood Wardens	Pages 9 - 11
	Police Community Safety Officers	Pages 12 - 13
<i>Streetscene</i>	Waste Management – Recycling Banks	Pages 14 – 16
	Public Conveniences	Pages 17 - 19
<i>Well Being</i>	Revenue & Capital	Pages 20 - 21

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Community Centres
Responsibility for a portfolio of community centres vested with the Regeneration Service. This covers overseeing revenue budgets, operational arrangements and the use of the centres, agreeing and implementing a schedule of charges and discounts for directly managed centres and making asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods and Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
Operation of a portfolio of community centres.
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Revenue 2007/08: £668,000 (Revenue 2006/07 £532,000)
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE

FUNCTION:	Community Centres
Description of what the delegated budget represents	
Revenue costs associated with the operation of the community centres.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Non-controllable capital asset charges. Building insurance costs. These elements cannot be effectively monitored or controlled at an area level.	
Description of the formula used for apportioning budgets to each area	
Budgets apportioned based on revenue figures for centres in each area.	
Reasons why this particular formula was selected	
Suits this function and allows Area Committees to control costs for their portfolio of centres.	
Breakdown of the total budget delegated	
	£000s
Expenditure Type	
Rates	62
Rental Support	111
Supplies and Services	20
Caretaking	368
Premises	249
Management and Supervision charges	74
Gross Expenditure	884
Income from Centre Rentals	-111
Income	-105
Net Budget	668

AREA FUNCTION SCHEDULE : COMMUNITY CENTRES

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
Directly Managed	4	0	0	0	2	2	2	2	0	1
Leased	0	4	1	2	2	3	2	3	3	3
Total Number of Community Centres	4	4	1	3	4	5	4	5	3	4
2007/08 Area Based Resources										
Financial										
Revenue										
Rates	20,460	0	0	2,870	7,010	8,070	8,180	11,950	0	3,500
Rental Support	0	26,339	0	5,490	0	18,632	24,534	4,860	26,008	5,300
Supplies & Services	570	1,950	0	0	1,770	1,380	2,510	9,960	650	1,400
Caretaking	124,470	0	0	2,200	91,590	74,050	29,520	40,950	0	5,200
Premises	81,000	1,800		8,000	30,000	55,220	35,000	24,870	0	13,000
Management & Supervision Charges	24,720	220	0	1,220	14,650	15,600	7,810	7,920	0	2,190
Income for Centre Rentals	0	-26,339	0	-5,490	0	-18,632	-25,534	-4,860	-26,008	-5,300
Income	-2,250	0	0	-6,310	-11,100	-44,400	-7,810	-28,700	0	-5,000
Net Revenue	248,970	3,970	0	7,980	133,920	109,920	1,950	59,180	650	20,290

Note: This schedule covers the previously delegated portfolio of centres. Work is being completed on the centres which are transferring from the former Learning and Leisure Department. It is anticipated that this work will be completed prior to the first meetings of the Area Committees in the new municipal year.

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:	Leeds Community Safety – CCTV
<p>The reduction of crime and disorder via Leedswatch by preventing and detecting crime in the areas where CCTV cameras operate. CCTV provides reassurance to communities within the target areas thereby improving the quality of life for people in those areas. Leedswatch works with West Yorkshire Police and other Council Services to target crime reduction activity in high victimisation areas thus taking a co-ordinated approach to reducing anti social behaviour and crime across the target areas.</p>	
EXECUTIVE MEMBER(S) PORTFOLIO:	
Executive Member – Neighbourhoods and Housing	
RESPONSIBLE DIRECTOR(S):	
Director of Environment and Neighbourhoods	
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>	
<ul style="list-style-type: none"> • Provide 24 hour 365 days a year monitoring of CCTV in areas of operation. • Contribute to reducing the fear of crime by facilitating the apprehension and prosecution of offenders and assisting in preventing and aiding detection of crime committed in public areas where CCTV in areas of operation. 	
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS	
Revenue 2007/08: Net Expenditure £787,000 (2006/07 Net Expenditure £605,500)	
AGREED BY THE EXECUTIVE BOARD:	
Date: May 2007	

AREA FUNCTION SCHEDULE

FUNCTION:	Leeds Community Safety – CCTV
Description of what the delegated budget represents	
All costs associated with fixed camera locations, e.g. staffing, monitoring and transmission costs.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Central management/project development and maintenance contracts (which are city wide). Mobile CCTV retained and is city wide.	
Description of the formula used for apportioning budgets to each area	
Budgets apportioned according to where cameras are actually located - fixed costs.	
Reasons why this particular formula was selected	
Delegated budgets account for most fixed costs apart from city wide and centralised functions.	
Breakdown of the total budget delegated (currently unavailable)	
	£000s
Expenditure Type	
Employee Costs	705
Premises Costs	73
Supplies & Services Costs	296
Transportation Costs	3
Internal Reallocation of Departmental costs	142
Capital Costs	9
Gross Expenditure	1228
Income	441
Net Budget	787

AREA FUNCTION SCHEDULE : CCTV

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
Operational CCTV Schemes										
2007/08 Area Based Resources Community Safety Checking and Amending Area Breakdown										
Financial										
Revenue										
Income										
Net Revenue										

Page 23

- * Expenditure is apportioned on the basis of where the cameras are located within the areas.
- * NRF Income is apportioned on the basis of number of cameras lying within NRF funded areas.
- * External Income is apportioned on number of rechargeable cameras located within each area.
- * Costs include those associated with provision of private sector CCTV cameras within each area.

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Neighbourhood Wardens
The provision of a range of services, via uniformed patrols of Neighbourhood Wardens to reassure, reduce anti-social behaviour and the fear of crime. Neighbourhood Wardens provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with community safety issues in line with the achievement of Council Policy.
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods and Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
To maximise the impact in terms of public reassurance of Neighbourhood Wardens through the management of their performance matrix of a wide range of duties. To manage resources to ensure that grant funding to the Council is maximised for neighbourhood warden deployment. This includes the achievement of specified outputs, outcomes and milestones in accordance with appropriate grant conditions.
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Financial Resources Available (2007/08)
Revenue: £911,947, 2007/08 Gross Budget, £317,991 Net Budget (£908,500 2006/07 gross budget, £336,189 Net Budget)
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE

FUNCTION: Leeds Community Safety – Neighbourhood Wardens	
Description of what the delegated budget represents	
Staffing and equipment costs for neighbourhood wardens.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
Central co-ordination, administration and programme management of external resources. Supplies and services budgets (e.g. training) which are difficult to effectively monitor, control and maximise external funding for at an area level. Temporary Funded Neighbourhood Warden posts which are funded from other sources.	
Description of the formula used for apportioning budgets to each area	
Location of Neighbourhood Wardens by area.	
Reasons why this particular formula was selected	
Suits this type of function.	
Breakdown of the total budget delegated	
	£000s
Expenditure Type	
Employee Costs	868
Premises Costs	
Supplies & Services Costs	28
Transportation Costs	16
Capital Costs	
Gross Expenditure	912
Income	-594
Net Budget	318

AREA FUNCTION SCHEDULE : NEIGHBOURHOOD WARDENS

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
Wardens Deployed	9.5 (includes 2 senior wardens)	2.75	4.5	0.75	2.5	0	7	0	1	2
2007/08 Area Based Resources										
Financial										
Revenue										
Employee Costs	274,745	79,531	130,142	21,690	72,301	0	202,444	0	28,921	57,841
Supplies & Services	8,835	2,558	4,185	698	2,325	0	6,510	0	930	1,860
Transportation Costs	4,655	3,078	2,205	368	1,225	0	3,430	0	490	980
**Income	-243,526	-41,578	-71,868	-11,879	-28,697	0	-148,491	0	-24,159	-23,758
Net Revenue	44,709	43,589	64,664	10,877	47,154	0	63,893	0	6,182	36,923

Note:

* NRF budget allocations have been based on % of Super Output Areas in 10% most deprived in each area as was the case in 06/07

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION: Leeds Community Safety – Police Community Support Officers (PCSO's)
The provision of a range of services, via uniformed patrols of PCSO's to reassure, reduce anti-social behaviour and the fear of crime.
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods and Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
PCSO's provide a local patrolling function, assistance in dealing with anti-social behaviour, co-ordination to maintain the physical appearance of areas and offer support to local residents with community safety issues in line with the achievement of Council Policy.
West Yorkshire Police will provide a monthly schedule outlining deployment of PCSOs (a minimum of 5 PCSOs per ward) within Council areas.
Deployment of PCSOs will be targeted in hotspot areas wherever possible on an intelligence led basis (including soft intelligence from the community, Elected Members and data from the Council), and or Divisional Community Safety Partnership Strategic Intelligent Assessment.
Performance meetings will be held at Area Management level on a quarterly basis between the Area Management Team and the relevant Neighbourhood Policing Team Inspector.
The main point of contact with the Police Authority at a Divisional level with the Council in relation to PCSO deployment will be the Area Community Safety Coordinator.
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Resources Available (2007/08)
Leeds City Council funding has ensured that there are sufficient resources for the Police to deploy 5 PCSOs per ward across the City in 2007/08.
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE : POLICE COMMUNITY SUPPORT OFFICERS

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
PCSOs Deployed by West Yorkshire Police (based on 5 per ward)	20*	20	15	15	20	20	15	20	10	15
	* 5 extra PCSOs deployed in this area									

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:	Waste Management –Recycling Banks
The provision of bring banks and the management of contracts to ensure products are collected and recycled.	
EXECUTIVE MEMBER(S) PORTFOLIO:	
Executive Member - City Services	
RESPONSIBLE DIRECTOR(S):	
Director of City Services	
MINIMUM SERVICE EXPECTATIONS	
To provide recycling banks at suitable locations throughout the city to enable the public to dispose of items such as glass, plastic, etc. All in accordance with the Integrated Waste Management Strategy and Action Plan.	
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS	
Revenue 2007/08: Gross Expenditure £24,560 Net Expenditure £24,560 (2006/07 Gross £24,000, Net £24,000)	
AGREED BY THE EXECUTIVE BOARD:	
Date: May 2007	

AREA FUNCTION SCHEDULE

FUNCTION:	Waste Management –Recycling Banks
Description of what the delegated budget represents	
Apportionment relates to repairs & maintenance and transport costs associated with non Household Waste recycling banks.	
Details of the service elements that have not been delegated and the reason why they were not delegated	
<p>Waste Management is a city wide, demand led operation, with a significant level of expenditure that relates to disposal costs that cannot readily be allocated or apportioned .</p> <p>In addition the incidence of Household Waste Sites are not distributed geographically equally across the City. Therefore allocation to areas be on a geographical basis and would not be a reflection of where users of these sites reside.</p>	
Description of the formula used for apportioning budgets to each area	
In the absence of any other data this was determined to be the most equitable method.	
Reasons why this particular formula was selected	
Expenditure apportioned equally on a pro rata basis based on the number of Recycling Banks in each area.	
Breakdown of the total budget delegated	
Expenditure Type	£000s
Employee Costs	0
Premises Costs	0
Supplies & Services Costs	24,560
Transportation Costs	0
Capital Costs	0
Gross Expenditure	24,560
Income	0
Net Budget	24,560

AREA FUNCTION SCHEDULE:RECYCLING BANKS

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
No. of Recycling Banks	69	56	39	54	52	60	72	62	52	32
2007/08 Area Based Resources										
Financial										
Revenue	3,090	2,510	1,750	2,420	2,330	2,690	3,230	2,780	2,330	1,430
Income										
Net Revenue	3,090	2,510	1,750	2,420	2,330	2,690	3,230	2,780	2,330	1,430

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:	Public Conveniences
Public Conveniences - The scheduled cleansing and maintenance of public conveniences.	
EXECUTIVE MEMBER(S) PORTFOLIO:	
Executive Member - City Services	
RESPONSIBLE DIRECTOR(S):	
Director of City Services	
MINIMUM SERVICE EXPECTATIONS (to be applicable to all Area Committee areas)	
<ol style="list-style-type: none"> 1. Daily opening and closing of facilities. 2. Daily cleaning of facilities. 3. Maintenance of facilities as required. <p>All in accordance with the Public conveniences Policy and Strategy</p>	
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS	
2007/08 Gross Expenditure - £242,050, Net Expenditure £242,050 (2006/07 Gross £186,630, Net £186,630)	
AGREED BY THE EXECUTIVE BOARD:	
Date: May 2007	

AREA FUNCTION SCHEDULE

FUNCTION:		Public Conveniences
Description of what the delegated budget represents		
All expenditure (except capital) associated with providing this service.		
Details of the service elements that have not been delegated and the reason why they were not delegated		
Not applicable		
Description of the formula used for apportioning budgets to each area		
Expenditure apportioned equally on a pro rata basis based on the number of public conveniences in each area.		
Reasons why this particular formula was selected		
In the absence of any other data this was determined to be the most equitable method.		
Breakdown of the total budget delegated		
		£000s
Expenditure Type		
Employee Costs		138,620
Premises Costs		93,150
Supplies & Services Costs		1,890
Transportation Costs		8,390
Capital Costs		0
Gross Expenditure		242,050
Income		0
Net Budget		242,050

AREA FUNCTION SCHEDULE: PUBLIC CONVENIENCES

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
2007/08 Target Performance										
No. of Public Conveniences	0	1	1	1	3	2	0	3	3	2
2007/08 Area Based Resources										
Financial										
Revenue	0	15,128	15,128	15,128	45,385	30,256	0	45,385	45,385	30,256
Income										
Net Revenue	0	15,128	15,128	15,128	45,385	30,256	0	45,385	45,385	30,256

AREA FUNCTION SCHEDULE

DESCRIPTION OF FUNCTION:
Area Committee Revenue & Capital Well-Being Budgets
EXECUTIVE MEMBER(S) PORTFOLIO:
Executive Member – Neighbourhoods & Housing
RESPONSIBLE DIRECTOR(S):
Director of Environment and Neighbourhoods
MINIMUM SERVICE EXPECTATIONS <i>(to be applicable to all Area Committee areas)</i>
Decisions taken in relation to the utilisation of Well-Being budgets within the framework of the Council's Constitution and in accordance with Section 2 of the Local Government Act 2000. Specifically Area Committees will seek to: <ol style="list-style-type: none"> 1. enhance service delivery outcomes within their area 2. support the social, economic and environmental well being of their area (in accordance with approved Area Delivery Plans)
TOTAL RESOURCES AVAILABLE ON AN AREA BASIS
Revenue 2007/08 : Net Budget £1,967,100 (2006/07 Net Budget £1,890,711)
Capital 2007/08 : £1,000,000 (First year of a 3 year allocation) (£3,500,000 – 3 year programme 2004/05 to 2006/07)
General Fund Reserves 2007/08 : Additional one-off allocation £500,000 (£50,000 per Area Committee)
AGREED BY THE EXECUTIVE BOARD:
Date: May 2007

AREA FUNCTION SCHEDULE: WELL BEING

Expectations of the executive and allocation of resources by the executive to each Area Committee.

	East		North East		North West		South		West	
	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer	Inner	Outer
Area Based Resources:										
Financial	(£)									
Revenue	285,080	212,120	170,110	137,660	210,920	195,880	238,240	199,880	147,490	169,720
	(£)									
Capital	125,930	113,270	90,836	73,504	112,627	104,601	109,359	106,735	72,512	90,626
	(£)									
General Fund Reserves	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000

- The revenue well being allocation reflects a 2% inflationary uplift on last year's figures.
- The total capital allocation is £1mn per year for the next three years. The figures represent the allocation for 2007/08.
- An additional one-off budget of £500k has been made available to Area Committees (£50,000 per area) from General Fund Reserves for 2007/08.
- As with previous years, it is anticipated that any unspent revenue and capital balances at the end of March 2007 will be carried forward into the current financial year.

SECTION 3E: OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)

FOREWORD

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 (Corporate Governance), 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.

GENERAL DELEGATIONS TO OFFICERS

The Chief Executive, the Deputy Chief Executive, the Assistant Chief Executive (Corporate Governance), Directors and other named officers¹ 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.
- (b) To accept tenders for construction works within specific limits as set out in Financial 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.

¹ These are the Chief Officer (Early Years and Youth Services) and Chief Officer (Children's Social Services). The authority of these officers is subject to an exception in respect of those matters where the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration. The named Chief Officers must consult the Director of Children's Services before taking any key or major decisions.

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 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.

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 information²;
- the Council's policies on these matters; and
- guidance and advice from the Assistant Chief Executive (Corporate Governance) on these matters.

(b) To designate officers with specific responsibilities for these matters.

² 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

Officer Delegation Scheme (Executive Functions)

- (c) To advise the Assistant Chief Executive (Corporate Governance) 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.³

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.

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

- (a) Subject to the approval of the Assistant Chief Executive (Corporate Governance), to sign certificates for contracts which relate specifically to their delegated functions.

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.

³ 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.

17. Changes to Staffing Structures

- (a) To agree changes to staffing structures except where the restructure:
 - (i) involves the loss of one or more posts not currently vacant
 - (ii) involves the regrading of posts or the grading of new posts
 - (iii) involves changes to existing National or Local Agreements and policies
 - (iv) cannot be achieved within delegated powers in respect of budgets
- (b) Decisions are subject to the prior notification of the Director of Resources and prior consultation with all appropriate parties affected by the decision, notably the Trade Unions.
- (c) Decisions in respect of restructures which involve regradings, loss of posts, changes to existing agreements or policies or have budgetary implications as set out above are delegated to the Director of Resources and subject to consultation with the Assistant Chief Executive (Corporate Governance) 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.

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.

THE CHIEF EXECUTIVE

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board, for consideration², the Chief Executive¹ is authorised to:

- (a) discharge any function of the executive in relation to:
 - (i) equality of opportunity in employment and service delivery;
 - (ii) performance management and service development;
 - (iii) policy development, external relations and communications; and
 - (iv) customer services and the promotion of welfare rights.
- (b) discharge any function² of the Executive not otherwise delegated to a Director,³ including civic and ceremonial functions of the Council;

¹ An “appropriate Executive Member” is the Leader or the Portfolio-holding Member of the Executive Board

² The 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

¹ 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.

² “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.

³ “Director” for these purposes includes the Deputy Chief Executive or any Director to whom functions have been delegated.

THE DIRECTOR OF CHILDREN'S SERVICES¹

With the exception of those matters where an appropriate Executive Member² has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration³, the Director of Children's Services⁴ is authorised to discharge any function⁵ of the Executive in relation to:

- (a) the authority's role as children's services authority⁶;
- (b) social services, so far as those functions relate to
 - (i) children or
 - (ii) young people leaving care⁷;
- (c) functions exercisable on behalf of an NHS body⁸, so far as they relate to children;
- (d) the authority's role as local education authority⁹ excluding vocational training and allied services.

¹ Appointed under Section 18 Children Act 2004

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

³ 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.

⁴ 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.

⁵ "Function" for these purposes is to be construed in a broad and inclusive fashion and includes the doing to 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.

⁶ 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.

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

⁸ Under Section 31 of the Health Act 1999

⁹ Including early years development, childcare planning and youth services.

CHIEF OFFICER (EARLY YEARS AND YOUTH SERVICES)

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Early Years and Youth Services)³ is authorised⁴ to discharge any function⁵ of the Executive in relation to:

- (a) early years development and child care planning;
- (b) youth services.

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

² 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 or to the Director of Children's Services

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

⁴ The Chief Officer must consult the Director of Children's Services before taking any key or major decisions.

⁵ "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 Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

CHIEF OFFICER (CHILDREN'S SOCIAL SERVICES)

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration²; or
- (ii) the Director of Children's Services has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Children's Social Services)³ is authorised⁴ to discharge any function⁵ of the Executive in relation to social services, so far as those functions relate to (i) children or

- (ii) young people leaving care⁶.

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

² 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 or to the Director of Children's Services

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

⁴ The Chief Officer must consult the Director of Children's Services before taking any key or major decisions.

⁵ "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 Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ Under sections 23C and 24D of the Children Act 1989, so far as not falling within (i).

THE DIRECTOR OF ADULT SOCIAL SERVICES¹

With the exception of those matters where an appropriate Executive Member², has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration,³ the Director of Adult Social Services⁴ is authorised to discharge any function⁵ of the Executive in relation to:

- (a) social services so far as those functions relate to adults⁶;
- (b) functions exercisable on behalf of an NHS body⁷, so far as those functions relate to adults⁸;
- (c) arrangements to protect and promote the welfare of vulnerable adults⁹, including vulnerable young people moving into adulthood.

¹ Appointed under Section 6 Local Authority Social Services Act 1970

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

³ 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

⁴ 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.

⁵ "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 Officer as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

⁶ 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).

⁷ Under Section 31 of the Health Act 1999

⁸ See footnote 6 above

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

THE DIRECTOR OF CITY SERVICES

With the exception of those matters where an appropriate Executive Member¹, has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board, for consideration², the Director of City Services³ is authorised to discharge any function⁴ of the Executive in relation to:

- (a) the provision of services relating to building maintenance, catering, cleaning, transport (including corporate fleet management and maintenance, and passenger transport) and school crossing patrols;
- (b) civic and community buildings, accommodation and facilities management;
- (c) the authority's roles as highway authority and road traffic authority (except as otherwise delegated to the Director of City Development) including parking enforcement; and
- (d) streetscene management and related enforcement functions, including street and gully cleansing, refuse collection, waste management, public conveniences, graffiti removal, fly-tipping and dog warden services.

¹ An "appropriate Executive Member" is the Leader or other Portfolio-holding Member of the Executive Board

² 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

³ 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.

⁴ "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.

THE DIRECTOR OF CITY DEVELOPMENT

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration² and with the exception of those matters reserved to the Executive Board³, the Director of City Development⁴ is authorised to discharge the following functions⁵:

1. Local choice functions which have been assigned to the Executive (see Section 1 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 arrangements for the execution of highways works under S278 Highways Act 1980.

2. Any function of the Executive⁶ 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) the authority's role as local planning authority⁷;

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

² 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.

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

⁴ 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.

⁵ "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.

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

⁷ 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.

Officer Delegation Scheme (Executive Functions)

- (f) building control (whether under the Building Act 1984 or otherwise);
- (g) the authority's role as highways authority and road traffic authority relating to transportation and engineering services;
- (h) safety at sports grounds;
- (i) land drainage;
- (j) design services;
- (k) asset management;
- (l) street naming and numbering;
- (m) environmental management and the formulation and implementation of environmental improvement programmes;
- (n) tourism and promotions;
- (o) cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues);
- (p) recreation services (including parks, countryside and sports facilities);
- (q) cemeteries, crematoria, burial grounds and mortuaries;
- (r) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

THE DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOODS

With the exception of those matters where an appropriate Executive Member¹, has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board, for consideration², the Director of Environment and Neighbourhoods³ is authorised to discharge the following functions:

1. Local choice functions which have been assigned to the Executive (see Section 1 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 function⁴ of the Executive in relation to
 - (a) the authority's role as housing authority 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 authority⁵;
 - (b) the condition and occupation of housing; caravan sites and land occupied by travelling people;
 - (c) housing led regeneration, community planning and community initiatives;
 - (d) community safety and the reduction of crime and disorder (including the management of closed circuit TV);
 - (e) the management and oversight of area based working arrangements;

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

² 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

³ 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.

⁴ "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.

⁵ These agreements have been made in accordance with Section 27 Housing Act 1985 - see further addendum 1

Officer Delegation Scheme (Executive Functions)

- (f) 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.
- (g) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (h) animal welfare;
- (i) development and implementation of municipal waste policy

THE DIRECTOR OF RESOURCES

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration², the Director of Resources³ is authorised to discharge any function⁴ of the Executive in relation to:

- (a) making arrangements for the proper administration of the authority's financial affairs⁵ including administration of benefits, student support, the collection of revenue, council tax and national non domestic rates, internal audit, creditor payments, pensions and the Council's insurance arrangements;
- (b) industrial relations and employment matters, including employee training and health and safety;
- (c) risk management;
- (d) civil defence and emergency peace time planning; and
- (e) the management of matters relating to the application of information, communication and associated technologies to support the discharge of any function of the Executive;

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

² 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

³ 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.

⁴ "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

⁵ The Director of Resources has responsibility for these arrangements as Section 151 Officer

THE ASSISTANT CHIEF EXECUTIVE (CORPORATE GOVERNANCE)

With the exception of those matters where an appropriate Executive Member¹ has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration², the Assistant Chief Executive (Corporate Governance)³ 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 function⁴ of the Executive in relation to:
 - (i) the management of corporate governance;
 - (ii) land charges;
 - (iii) vehicle licensing, other licensing⁵ and enforcement;
 - (iv) elections;
 - (v) data protection, human rights, freedom of information and the regulation of surveillance activities;
 - (vi) the registration of births, deaths, marriages and civil partnerships;
 - (vii) the management of matters relating to Members, the Lord Mayor, committees and scrutiny support; and
 - (viii) procurement and purchasing.

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

² 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 to the Executive Board for consideration

³ 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 the Assistant Chief Executive 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.

⁴ “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. 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.

⁵ Under the Licensing Act 2003, and the Gambling Act 2005.

ADDENDUM 1

Estate Management Boards:

1. In accordance with the approval of the Secretary of State, the authority delegated management and maintenance functions to:

Halton Moor Estate Management Society Ltd¹

The following functions were delegated:²

- (a) the sanctioning of payments from budget heads for the Estate;
 - (b) the maintenance of a waiting list of potential tenants and the selection of tenants for properties;
 - (c) the collection of rent and the recovery of arrears;
 - (d) the establishment of tenancy conditions, the issuing of tenancy agreements and the enforcement of conditions;
 - (e) the day to day repair and maintenance of the properties, and the preparation of programmes for cyclical and planned maintenance;
 - (f) acting as the Council's agent and client for the carrying out of capital programmes and environmental improvements;
 - (g) the management of the Housing Management Office and the supervision of staff seconded to work for the Society;
 - (h) the carrying out of residents' consultation, and provision for regular information to residents; and
 - (i) the cleaning and maintenance of common areas of flats, grassed areas, and open spaces of the Estate where payment for the work is from the Council's Housing Revenue Account.
2. 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 delegated³:

¹ By agreement dated 28th October 1993

² In respect of properties identified in the above agreement

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

Officer Delegation Scheme (Executive Functions)

- the management and maintenance of Council housing, Council garages, land vested in Neighbourhoods and Housing and other assets as agreed with the Council to facilitate the day to day management of Council housing within the Tenant Management Organisation area. This excludes the management of estate shops;
- responsive repairs and maintenance of those assets delegated to the Tenant Management Organisation;
- the repair inspection process;
- the planned and cyclical maintenance of those assets delegated to the Tenant Management Organisation;
- the responsibility to consult with tenants on repairs and improvements to those assets delegated to the Tenant Management Organisation;
- the delivery of energy efficient responses to repairs and modernisation that contributes to the Council's Best Value performance responsibility;
- to contribute fully to the regeneration policies of the area within which the Tenant Management Organisation operates;
- management of leasehold self improvements;
- the management of Sheltered Housing schemes excluding the management of the wardens;
- the management of Supported Housing schemes including the staff;
- the responsibility to manage and maintain those premises used as housing offices;
- the management and maintenance and repair of tenant resource centres or meeting rooms within the Tenant Management Organisation area;
- to make best use of housing stock;
- the selection of tenants for vacant properties in accordance with the Council's lettings policy;
- the allocation of new tenancies in accordance with the Council's lettings policy;
- the notification to and signing up of new tenants in accordance with the Council's lettings policy;
- the transferring of tenants in accordance with the Council's lettings policy;
- the management of successions in accordance with the Council's lettings policy;
- the management of Mutual Exchanges in accordance with the Council's lettings policy;
- the collection of rent due and the recovery of current and former tenants arrears along with other charges falling due;
- the processing of the tenants insurance scheme;
- the management of the terms and conditions of tenancies and the enforcement of the same;
- the environmental management of housing estates;
- 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 delegated⁴ housing management functions as follows to:

East North East Homes Leeds Ltd South South East Homes Leeds Ltd West North West Homes Leeds Ltd

- The management and maintenance of Council housing, council garages, land vested in Neighbourhoods & Housing Department, Estate shops, 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")
- 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
- 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
- To contribute fully to the regeneration policies of the area within which the ALMO operates
- Leasehold management within the ALMO area
- The management of Sheltered Housing schemes
- The management of Supported Housing schemes including the staff
- The responsibility to manage and maintain those premises used as housing offices as set out in Annex 9
- The management and maintenance and repair of tenant resource centres or meeting rooms within the ALMO area
- To make best use of housing stock
- The selection of tenants for vacant properties in accordance with the Council's lettings policy

⁴ By agreement s in 05 and 07

Officer Delegation Scheme (Executive Functions)

- 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
- The collection of rent due and the recovery of current and former tenants arrears along with other charges falling due
- The processing of the tenants insurance scheme
- The management of the terms and conditions of tenancies and the enforcement of the same
- The environmental management of housing estates
- 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 accordance with the terms of this Agreement
- 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
- The provision of reports to tenants about the ALMO
- The management of employee relations
- The responsibility to proactively work with the local Area Housing Partnership
- The preparation of Business Plans
- 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.

ADDENDUM 2

Leeds City Council and Education Leeds have entered into an Agreement dated 5 April 2006 for Education Leeds to carry out certain education functions on the Council's behalf to enable educational standards in the Council's area to be continuously improved, to support the effectiveness and efficiency of schools and to ensure the maximum degree of economy, efficiency and effectiveness in the provision of education services.

The services are to be provided in accordance with the Council's responsibilities under the Children Act 2004, Education legislation and any other legislation affecting the Council's business.

Schedule 2 of the Agreement specifies those functions to be carried out by Education Leeds and those to remain the responsibility of the Council.

In relation to those functions noted in the Agreement to be the responsibility of Education Leeds the Council is not precluded from exercising any such functions itself from time to time where the Council in its sole discretion considers such exercise necessary.