

Public Document Pack

Annual Council Meeting 26 May 2011 – Supplementary Pack (1)

Item 6 - Recommendations of the General Purposes Committee

Item 7 (a) - Terms of Reference for Committees

Item 7(b) (i)(ii)(iii) - Committee Memberships

Item 7(c) - Committee Chairs

Item 9 - Executive Arrangements

This page is intentionally left blank

Agenda Item 6



Democratic Services

4th Floor West
Civic Hall
Leeds LS1 1UR

Contact: Kevin Tomkinson
Tel: (0113) 2474357
Fax: (0113) 3951599
Email: Kevin.tomkinson@leeds.gov.uk
Our Ref:
Your Ref: A61/KJT

20th May 2011

To: All Members of Council

Dear Councillor

ANNUAL COUNCIL MEETING – 26th MAY 2011

Further to the dispatch of the Council agenda on 18th May please find attached the following information attached to this letter which was not available at the time the agenda was issued:

Item 6 Recommendations of the General Purposes Committee (Amendments to the Constitution)

Item 7(a) Terms of reference for Committees

Item 7(b) (i) (ii) (iii) Committee Memberships

Item 7 (c) Committee Chairs

Item 7 (d) Appointments to Outside Organisations

Item 9 Executive Arrangements

I should be grateful if you could attach these papers to your agenda for the meeting.

Yours sincerely

Kevin Tomkinson
Principal Governance Officer

enc



Report of the City Solicitor

Report to full Council

Date: 26th May 2011

Subject: Recommendations from General Purposes Committee

Report author: Andy Hodson

Contact telephone number: 0113 22 43208

Does the report contain information which has been identified as confidential or exempt?

Yes (if exempt, please see the public interest test in section 4)
Relevant section of the report:
In accordance with Access to Information Procedure Rule:

No, this report does not contain information identified as confidential or exempt.

Is the decision eligible for call-in? **Yes** **No – exempt** **Not applicable**

Summary of main issues and corporate governance considerations

1. At its meeting on 17th May 2010, General Purposes Committee considered reports from the City Solicitor, relating to the annual review of the constitution, and from the Head of Scrutiny and Member Development relating to overview and scrutiny arrangements.
2. After consideration of these reports, the Committee made recommendations to approve the proposals set out in those reports, subject to further amendments, in respect of the proposed scrutiny arrangements, and to the election of Scrutiny Chairs.

Recommendations

3. Further to Committee's resolution, full Council are now recommended to:
 - (a) approve the revised Article 4 as set out in appendix 1 to this report, (incorporating the local flood risk management strategy);
 - (b) approve the revised Article 6 as set out in appendix 2 to this report (reflecting revised scrutiny arrangements, with 5 themed Scrutiny boards, and an additional Scrutiny Board (Resources and Council Services));
 - (c) appoint Scrutiny Boards with the terms of reference set out in the relevant appendices:

- Scrutiny Board (Children and Families) (appendix 3);
 - Scrutiny Board (Safer and Stronger Communities) (appendix 4);
 - Scrutiny Board (Sustainable Economy and Culture) (appendix 5);
 - Scrutiny Board (Regeneration) (appendix 6);
 - Scrutiny Board (Health and Well-being and Adult Social Care) (appendix 7);
 - Scrutiny Board (Resources and Council Services) (appendix 8).
- (d) amend the terms of reference of the General Purposes Committee as set out in appendix 9 to this report (so it may discharge Council functions delegated to a Director, which do not fall within the terms of reference of any other committee);
- (e) withdraw delegations to the Chief Recreation Officer, as the post will become vacant from 27 May 2011;
- (f) concurrently delegate the function of making a special extinguishment order under Section 118B of the Highways Act 1980 to the Chief Highways and Transportation Officer, in addition to the Director of City Development;
- (g) amend exception (h) to the delegation to the Chief Planning Officer, to “the determination of applications submitted in a personal capacity by or on behalf of Members, Directors or any other officer who carries out development management functions” (to ensure that applications submitted by the City Solicitor will be referred to Plans Panel);
- (h) approve amendments to the Council Procedure Rule 11.2 (to provide for questions to be taken in the order in which they are received) and Rule 13.1 (to require amendments to the Budget Motion to be received by the Chief Executive no later than 10.00am on the third working day after the issue of the Summons) as set out in appendix 10;
- (i) approve the revised Scrutiny Board Procedure Rules set out in appendix 11 (principally to amend and clarify provisions relating to Call In); and
- (j) approve an amendment to Rule 5 of the Area Committee Procedure Rules relating to the appointment process for Area Committee Chairs and to Area Committee Procedure Rule 6.7 (providing for minutes of the Area Chairs’ Forum to be considered by Area Committees) both set out in appendix 12 to this report.

1 Purpose of this report

- 1.1 This report presents recommendations to Council from the General Purposes Committee, to amend the constitution.

2 Background information

- 2.1 General Purposes Committee is authorised to consider proposals to amend the constitution and make recommendations to full Council. At its meeting on 17 May 2011, the Committee considered two items proposing amendments to the constitution, relating to:
 - the annual review of the constitution; and
 - overview and scrutiny.
- 2.2 This report sets out the recommendations from General Purposes Committee following consideration of these items.

3 Main issues

Article 4

- 3.1 Article 4 sets out the Council's budget and policy framework; it lists documents which must be approved by full Council, in accordance with the Budget and Policy Procedure Rules.
- 3.2 As lead local flood authority, the Council has a duty under the Flood and Water Management Act 2010 to develop, maintain, apply and monitor a local flood risk management strategy. The strategy must set out the Council's objectives for managing flood risk, as well as proposed measures to deliver the objectives, and timescales for their implementation. It must also set out how those measures are to be paid for, as well as their costs and benefits, how and when the strategy will be reviewed, and how the strategy contributes to the achievement of wider environmental objectives.
- 3.3 General Purposes Committee recommend that the local flood risk management strategy is added to the framework, due to its significance in terms of both budget and policy issues. Appendix 1 to this report sets out the recommended revised Article 4 (incorporating amendments considered by full Council on 6 April 2011).

Article 6

- 3.4 General Purposes Committee recommend amendments to the current overview and scrutiny function to enable scrutiny to be more strategic and outward looking in its operation, and focus on the Council's City Priorities. The Committee recommend five themed Scrutiny Boards be appointed (to mirror the Partnership Boards), together with a Scrutiny Board (Resources and Council Services). Further detail relating to the terms of reference for these Scrutiny Boards is provided below.
- 3.5 The Committee recommend that Article 6 is amended to reflect the revised arrangements. The Committee also recommend a new provision that Group spokespersons shall not be appointed to Chair a Scrutiny Board which corresponds to the same portfolio. The provision is intended to demonstrate and re-enforce the importance of a non-political

group approach to scrutiny, and will not apply to those groups whose membership is less than 10% of the Membership of the Council.

3.6 Appendix 2 to this report sets out the changes recommended to Article 6.

Terms of Reference – Scrutiny Boards

3.7 As referred to above, General Purposes Committee recommend that a Scrutiny Board (Resources and Council Services) is appointed, together with five themed Scrutiny Boards as follows:

- Scrutiny Board (Children and Families);
- Scrutiny Board (Safer and Stronger Communities);
- Scrutiny Board (Sustainable Economy and Culture);
- Scrutiny Board (Regeneration); and
- Scrutiny Board (Health and Well-being and Adult Social Care).

3.8 The Committee recommend that Council ask the five themed Scrutiny Boards to look at a number of key areas. These are shown in the Boards' terms of reference. The Committee also confirmed that in addition to the identified topics, all Scrutiny Boards would be able to set their own work programmes and determine areas of Scrutiny. The Committee also recommend that each Scrutiny Board shall review or scrutinise Call Ins, relating to the executive functions set out in their terms of reference and would receive and consider requests for Scrutiny.

3.9 The Committee also recommend that the Scrutiny Board (Safer and Stronger Communities) act as the authority's statutory crime and disorder committee. The Flood and Water Management Act 2010 requires the Council to review and scrutinise functions exercised by flood risk management authorities. It is recommended that this function is discharged by the Scrutiny Board (Sustainable Economy and Culture).

3.10 The Committee recommend that the Scrutiny Board (Resources and Council Services) is authorised to review or scrutinise decisions made, or other action taken in connection with the discharge of any functions which are the responsibility of the executive and which do not fall within the terms of reference of the five themed Scrutiny Boards.

3.11 General Purposes Committee therefore recommend full Council to appoint the Scrutiny Boards referred to above, with the terms of reference set out in appendices 3 – 8, which have been amended in accordance with the proposals of the Committee.

Terms of Reference - General Purposes Committee

3.12 Existing terms of reference for the General Purposes Committee authorise it to "consider and determine Council (non-executive) functions delegated to a Director where the Director has decided not to exercise the delegated authority and has referred to the matter to the Committee". This relates to Council functions which do not come within the terms of reference of any other Council committee, such as Plans Panel.

- 3.13 The Committee does not currently have authority to exercise these Council functions in the absence of a Director, or if a post were vacant. In the event of an urgent issue, full Council may have to exercise these functions if a Director was absent. This might present operational difficulties, not least in terms of achieving a quorum.
- 3.14 The General Purposes Committee therefore recommend that the terms of reference of the Committee are extended, to authorise it to exercise any Council function delegated to a Director which is not within the terms of reference of any other council committee. The revised terms of reference are set out in appendix 9 to this report.

Officer Delegation Scheme (Council (non-executive) functions)

- 3.15 The post of Chief Recreation Officer will be vacant from 27 May 2011. General Purposes Committee therefore recommend the concurrent delegations to this post are withdrawn.
- 3.16 The Chief Recreation Officer currently has authority to make a special extinguishment order under Section 118B of the Highways Act 1980. The General Purposes Committee recommend this function is now concurrently delegated to the Chief Officer Highways and Transportation.
- 3.17 The Chief Planning Officer's delegation has an exception (h): "the determination of applications submitted in a personal capacity by or on behalf of Members, the Chief Executive, an Assistant Chief Executive, Director, Chief Officer or any other officer who carries out development management functions". However, this exception does not extend to applications from the City Solicitor, who is neither a Director, nor a Chief Officer.
- 3.18 The Committee recommends an amendment to the exception to refer to "Directors", instead of listing the relevant senior officers. Article 12 provides that any reference to "Director" in the constitution is deemed to include all officers listed in the Article, except where the context requires otherwise. The City Solicitor post is listed in Article 12, together with the other senior officer posts currently identified in the exception, so the reference will encompass all of these officers.

Council Procedure Rules

- 3.19 The General Purposes Committee recommend amendments to the Council Procedure Rules, as set out in appendix 10 to this report.
- 3.20 The amendments are:
- to CPR 11.2, to provide that questions will be taken in the order in which notice of the question is received by the Chief Executive. (This proposal does not affect any Whips' agreements about the order in which questions from each group are heard).
 - to CPR 13.1, to require amendments to the Budget Motion to be received by the Chief Executive no later than 10.00am on the third working day after the issue of the Summons. (This amendment would allow the Leader of Council and Portfolio holders more time before full Council in which to discuss such amendments with relevant Directors, and to more fully consider the implications for service provision and the overall budget).

Scrutiny Board Procedure Rules

- 3.21 The General Purposes Committee recommend a number of amendments to the Scrutiny Board Procedure Rules, for updating, clarity or consistency. The amendments include consequential amendments reflecting the recommended revised arrangements set out above. The principal additional amendments recommended are as follows:
- To Rule 1.5, to reflect the current practice and process for the nomination and confirmation of education co-optees;
 - To add new Rule 11.22, to clarify the process to be followed when a petition is received by a Scrutiny Board Chair, in that capacity;
 - To Rule 20:
 - to make decisions made during the development and approval of documents in the Budget and Policy Framework exempt from Call In, since approval of these documents is reserved to full Council in any event;
 - to insert procedures relating to Call In, which are currently contained within the Scrutiny Board Guidance Notes;
 - to remove the current restriction that a Member cannot be a signatory to a Call In if they sit on the Scrutiny Board that will hear the Call In; and
 - to require that Members consider financial implications before requesting a Call In.
- 3.22 The revised Rules are set out in appendix 11 to this report, and have been amended to reflect the recommendations of the Committee.

Area Committee Procedure Rules

- 3.23 After consideration of initial proposals at General Purposes Committee, and in response to discussions at that committee, Full Council is asked to approve amendments to Rule 5 of the Area Committee Procedure Rules relating to the appointment of Area Committee Chairs.
- 3.24 The proposals, developed in conjunction with Group Whips, preserve the role of Area Committees in appointing the Chair of Area Committees whilst also ensuring Area Committees meet in advance of the Annual Council Meeting to appoint Chairs and that any deadlock in this respect is capable of being resolved at the Annual Council meeting.
- 3.25 In addition the General Purposes Committee has recommended an amendment to Rule 6.7 (which sets out business to be considered by Area Committees), to require minutes from the Area Chairs' meetings to be formally considered. This would formalise relations between Area Committees and the Executive Member with responsibility for Area Management.
- 3.26 Appendix 12 to this report sets out these revised Rules.

4 Corporate governance considerations

4.1 Risk management

4.1.1 There is a risk that without regular review the Constitution will become out of date and no longer fit for purpose. In order to mitigate this risk, General Purposes Committee propose a series of amendments to the Constitution as outlined below.

4.2 Public Interest Test

4.2.1 In line with the Council's decision making principles of openness and transparency this report does not contain any confidential or exempt information and therefore the public interest test does not apply.

4.3 Forward Plan

4.3.1 This decision is not a key decision and therefore does not need to be included in the Forward Plan.

4.4 Scrutiny process: Call-In

4.4.1 This decision is not open to call-in as it relates to a Council (non-executive) function.

4.5 Constitution and legal matters

4.5.1 According to its terms of reference the General Purposes Committee is authorised to consider proposals to amend the constitution and make recommendations to full Council.

4.5.2 Some of the amendments recommended by General Purposes Committee and explained in this report are for the purposes of ensuring that the Constitution reflects current legislation.

4.6 Financial and resource implications

4.6.1 There are no financial or resource implications in relation to this report.

4.7 Equality and Diversity and Cohesion and Integration

4.7.1 There are no equality and diversity issues in relation to this report.

4.8 Council policies and City priorities

4.8.1 Principle 2 of the Code of Corporate Governance states that the Council should have clear responsibilities and arrangements for accountability, and as part of this the Council will publish and annually review the Constitution. This report outlines the result of that review.

4.9 Consultation

4.9.1 There has been no need to publicly consult on the proposed amendments to the Constitution. However, the proposed amendments have been considered and discussed by the General Purposes Committee, and their recommendations are detailed below.

5 Recommendations

5.1 Further to Committee's resolution, full Council are now recommended to:

- (a) approve the revised Article 4 as set out in appendix 1 to this report, (incorporating the local flood risk management strategy);
- (b) approve the revised Article 6 as set out in appendix 2 to this report (reflecting revised scrutiny arrangements, with 5 themed Scrutiny boards, and an additional Scrutiny Board (Resources and Council Services));
- (c) appoint Scrutiny Boards with the terms of reference set out in the relevant appendices:
 - Scrutiny Board (Children and Families) (appendix 3);
 - Scrutiny Board (Safer and Stronger Communities) (appendix 4);
 - Scrutiny Board (Sustainable Economy and Culture) (appendix 5);
 - Scrutiny Board (Regeneration) (appendix 6);
 - Scrutiny Board (Health and Well-being and Adult Social Care) (appendix 7);
 - Scrutiny Board (Resources and Council Services) (appendix 8);
- (d) amend the terms of reference of the General Purposes Committee as set out in appendix 9 to this report (so it may discharge Council functions delegated to a Director, which do not fall within the terms of reference of any other committee);
- (e) withdraw delegations to the Chief Recreation Officer, as the post will become vacant from 27 May 2011;
- (f) concurrently delegate the function of making a special extinguishment order under Section 118B of the Highways Act 1980 to the Chief Highways and Transportation Officer, in addition to the Director of City Development;
- (g) amend exception (h) to the delegation to the Chief Planning Officer, to "the determination of applications submitted in a personal capacity by or on behalf of Members, Directors or any other officer who carries out development management functions" (to ensure that applications submitted by the City Solicitor will be referred to Plans Panel);
- (h) approve amendments to the Council Procedure Rule 11.2 (to provide for questions to be taken in the order in which they are received) and Rule 13.1 (to require amendments to the Budget Motion to be received by the Chief Executive no later than 10.00am on the third working day after the issue of the Summons) as set out in appendix 10;
- (i) approve the revised Scrutiny Board Procedure Rules set out in appendix 11 (principally to amend and clarify provisions relating to Call In); and
- (j) approve an amendment to Rule 5 of the Area Committee Procedure Rules relating to the appointment process for Area Committee Chairs and to Area Committee Procedure Rule 6.7 (providing for minutes of the Area Chairs' Forum to be considered by Area Committees) both set out in appendix 12 to this report.

6 Background documents

6.1 Leeds City Council Constitution

6.2 The following reports considered by the General Purposes Committee on 17 May 2011:

- Report of the City Solicitor – Annual Review of the Constitution;
- Report of the Head of Scrutiny and Member Development – Overview and Scrutiny – proposed changes and amendments to the constitution.

This page is intentionally left blank

ARTICLE 4 – THE FULL COUNCIL

4.1 MEANINGS

• Policy Framework

The Policy Framework means the following plans and strategies:

- (i) those required by the Local Authorities (Functions and Responsibilities) (England) 2000 to be adopted by the Council¹:
- Safer and Stronger Communities Plan²
 - Development plan documents³
 - Licensing Authority Policy Statement⁴
 - Local Transport Plan
 - Plans and alterations which together comprise the Development Plan
 - Vision for Leeds⁵
 - Youth Justice Plan⁶
- (ii) other plans and strategies adopted by the Council⁷:
- Council Business Plan
 - Children and Young Peoples Plan⁸
 - Health and Wellbeing City Priority Plan
 - Sustainable Economy and Culture City Priority Plan
 - Regeneration City Priority Plan
 - [Local Flood Risk Management Strategy⁹](#)

Additional plans and strategies may be approved or adopted as part of the Policy Framework from time to time.

• Budget

The budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the Council Tax base, setting the Council

¹ The 2000 Regulations specify that the council's annual library plan needs to be part of this framework. The council is not however currently required to produce a library plan.

² This fulfils the requirement to produce a Crime and Disorder Reduction Strategy and also includes within it the Safer and Stronger Communities City Priority Plan

³ Section 15 Planning and Compulsory Purchase Act 2004

⁴ This is the policy statement under the Gambling Act 2005.

⁵ This is the authority's Sustainable Community Strategy. When preparing or modifying this strategy, the authority must (Section 4 Local Government Act 2000):

- consult and seek the participation of each partner authority (as defined by Section 10-4 of the Local Government and Public Involvement in Health Act 2007) and such other persons as it considers appropriate; and
- have regard to any guidance issued by the Secretary of State.

⁶ Section 40 Crime and Disorder Act 1998 - this is included within the Children and Young Peoples Plan

⁷ In accordance with Schedule 4 of the Regulations

⁸ This includes within it the Children and Families City Priority Plan

⁹ [Section 9 Flood and Water Management Act 2010](#)

Tax and decisions relating to the control of the Council's borrowing requirement, the control of its capital expenditure and setting of virement limits.

- **Housing Land Transfer**

Housing Land Transfer means the approval or adoption of applications (whether in draft form or not) to the Secretary of State for approval of a programme of disposal of 500 or more properties to a person under the Leasehold Reform, Housing and Urban Development Act 1993 or to dispose of land used for residential purposes where approval is required under sections 32 or 43 of the Housing Act 1985.

4.2 **FUNCTIONS OF THE FULL COUNCIL**

Only the Council will exercise the following functions:

- adopting and changing the Constitution;
- appointing the Leader;
- all local choice functions set out in Part 3 of this Constitution which the Council decides should be undertaken by itself rather than the Executive, except where those functions have been delegated by the Council;
- all those functions of the full Council set out in Section 2A of Part 3 of the Constitution; and
- all other matters which, by law, must be reserved to the Council.

4.3 **COUNCIL MEETINGS**

There are three types of Council meeting:

- The annual meeting
- Ordinary meetings
- Extraordinary meetings

and they will be conducted in accordance with the Council Procedure Rules in Part 4 of this Constitution.

4.4 **RESPONSIBILITY FOR FUNCTIONS**

The Council will maintain the documents in Part 3 of this Constitution setting out the responsibilities for the Council's functions which are not the responsibility of the Executive.

ARTICLE 6 – SCRUTINY BOARDS

6.1 ROLE

The Council will appoint the [following](#) Scrutiny Boards to exercise functions conferred by section 21 of the Local Government Act 2000 and in accordance with the National Health Service Act 2006, [in accordance with their terms of reference](#)¹.

- [Scrutiny Board \(Health and Well-being and Adult Social Care\)](#)²
- [Scrutiny Board \(Resources and Council Services\)](#)
- [Scrutiny Board \(Children and Families\)](#)
- [Scrutiny Board \(Sustainable Economy and Culture\)](#)³
- [Scrutiny Board \(Safer and Stronger Communities\) – which shall be the authority's crime and disorder committee](#)
- [Scrutiny Board \(Regeneration\)](#)

Deleted: set out in the left hand column of the table below

Deleted:) in relation to the matters set out in the right hand column of the table

Deleted: ¶
Scrutiny Board

... [1]

6.2 GENERAL FUNCTIONS

In exercising, or deciding to exercise any of their functions, Scrutiny Boards must have regard to any guidance issued by the Secretary of State⁶.

Within their terms of reference, all Scrutiny Boards will

- review or scrutinise the exercise of any function of the Council or Executive;
- make reports or recommendations to Council or the Executive in connection with the exercise of any functions of the Council or the Executive; and
- make reports or recommendations to the Council or the Executive on any matter affecting the area or its inhabitants;
- exercise the right to Call-In decisions made but not yet implemented by the Executive, for reconsideration

The Scrutiny Board (Health [and Well-being and Adult Social Care](#)) will also:

- review or scrutinise any matter relating to the planning, provision and operation of health services in the authority's area;
- make reports and recommendations to local NHS bodies⁷ and to the Council or the Executive on any matter reviewed or scrutinised by it; and

¹ As set out at Part 3 Section 2A of the Constitution

² Which shall respond to any consultation made under the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002.

³ Which shall undertake the authority's statutory functions in relation to the scrutiny of flood risk management

⁶ Section 21 Local Government Act 2000

Article 6 - Scrutiny Boards

- be consulted by local NHS body⁸.

The Scrutiny Board ([Safer](#) and [Stronger Communities](#)) is the Council's crime and disorder committee. In this capacity it will:

Deleted: Environment

Deleted: Neighbourhoods

- review or scrutinise the exercise of crime and disorder functions⁹ by responsible authorities¹⁰;
- review or scrutinise any [Member referred](#) local crime and disorder matter¹¹; and
- make reports or recommendations to the Council or the Executive about the exercise of crime and disorder functions¹² or any local crime and disorder matter in relation to a Member¹³.

6.3 SPECIFIC ROLES

Vision for Scrutiny

The Council has adopted a Vision for Scrutiny, which is attached at Annex 1.

Policy development and review

[Within their Terms of Reference all](#) Scrutiny Boards may:

Deleted: All

- assist the Council and the Executive in the development of the Budget and Policy Framework by in-depth analysis of policy issues;
- conduct research, community and other consultation in the analysis of policy issues and possible options;
- consider and implement mechanisms to encourage and enhance community participation in the development of policy options;

⁷ NHS bodies in Leeds means NHS Leeds, [Leeds Community Healthcare NHS Trust](#), the Leeds Teaching Hospitals [NHS Trust](#), Leeds Partnerships NHS Foundation Trust, NHS Yorkshire and the Humber, and the Yorkshire and Humber Specialised Commissioning Group

⁸ in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 as amended

⁹ As defined by Section 6 Crime and Disorder Act 1998 (formulating and implementing crime and disorder strategies).

¹⁰ These are the authorities responsible for crime and disorder strategies (Section 5 of the Crime and Disorder Act 1998)

¹¹ This is any matter concerning-

- (a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment) or
- (b) the misuse of drugs alcohol and other substances in that area which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area.

¹² See footnote 8

¹³ See footnote 10

- question Members of the Executive and Directors about their views on issues and proposals affecting the area; and
- liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

Scrutiny

Within their Terms of Reference all Scrutiny Boards may:

- make recommendations to the Executive and/or appropriate committees and/or Council arising from the outcome of the scrutiny process;
- review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Scrutiny Board and local people about their activities and performance; and
- question and gather evidence.

Within its Terms of Reference the Scrutiny Board (Health and Well-being, and Adult Social Care), may also review or scrutinise:

- arrangements made by local NHS bodies to secure hospital and community health services to the inhabitants of the authority's area;
- the provision of such services to those inhabitants;
- the provision of family health services, personal medical services, personal dental services, pharmacy and NHS ophthalmic services;
- the public health, health protection and specialist health promotion arrangements in the area;
- the planning of health services by NHS bodies, including plans made in co-operation with local authorities setting out a strategy for improving both the health of the local population and the provision of health care to that population; and
- the arrangements made by NHS bodies for consulting and involving patients and the public;

and make recommendations to the local NHS bodies arising from the outcome of the scrutiny process.

6.4 SCRUTINY OFFICER

Deleted: All

Deleted: ¶

<#>review and scrutinise the decisions made by and performance of the Executive and/or committees and Directors both in relation to individual decisions and over time;¶

¶
<#>review and scrutinise the performance of the Council and the Executive in relation to policy objectives, performance targets and/or particular service areas;¶

¶
<#>question Members of the Executive, other Members¹⁴ and/or committees and Directors about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;¶

Deleted:)

Article 6 - Scrutiny Boards

The Council will designate the post of Head of Scrutiny and Member Development, as Scrutiny Officer¹⁵.

The functions of the Scrutiny Officer are:

- (a) to promote the role of the Scrutiny Boards;
- (b) to provide support to the Scrutiny Boards and their members¹⁶;
- (c) to provide support and guidance to Members (including Executive Members), and officers¹⁷, in relation to the Scrutiny Boards' functions;
- (d) to report to Council¹⁸ annually about how the authority has carried out its overview and scrutiny functions.

6.5 PROCEEDINGS

Scrutiny Boards will conduct their proceedings in accordance with the Scrutiny Board Procedure Rules set out in Part 4 of this Constitution.

6.6 SCRUTINY BOARD CHAIRS

Group spokespersons shall not be appointed to Chair a Scrutiny Board which corresponds to the same portfolio.¹⁹

6.7 CO-OPTED MEMBERS

Education Representatives

The following shall be appointed as voting representatives on each relevant Scrutiny Board dealing with educational matters²⁰:

- (a) For a term of office which does not go beyond the next Annual Meeting of the Council:
 - one Church of England diocese representative
 - one Roman Catholic diocese representative
- (b) For a four year term of office:
 - three parent governor representatives

If the relevant Scrutiny Board deals with other matters, these representatives shall not vote on those other matters. They may stay in the meeting and speak.

¹⁵ Under Section 21Z Local Government Act 2000.

¹⁶ The Scrutiny Officer shall exercise overall responsibility for the finances made available to Scrutiny Boards.

¹⁷ The Scrutiny Officer shall exercise overall responsibility for the work programme of the officers employed to support the work of the Scrutiny Boards.

¹⁸ After consultation with the relevant Scrutiny Chairs

¹⁹ This does not apply to those groups who have less than 10% of the membership of the Council

²⁰ A Scrutiny Board is a relevant Scrutiny Board where the Board's functions relate wholly or in part to any education functions which are the responsibility of the authority's executive

Crime and Disorder Committee

Subject to the following provisions, in its capacity as crime and disorder committee, the Scrutiny Board (~~Safer, and Stronger Communities~~) may co-opt additional members to serve on the Board²¹.

Deleted: Environment

Deleted: Neighbourhoods

The Scrutiny Board cannot in this capacity co-opt an Executive Member.

Unless the Scrutiny Board decides otherwise, any such co-opted member shall not be entitled to vote.

The Scrutiny Board may limit a co-opted person's membership to the exercise of the Board's powers in relation to a particular matter or type of matter.

The Scrutiny Board may withdraw the co-opted person's membership at any time.

Additional co-opted members

The following may be appointed to each Scrutiny Board²²:

- (a) For a term of office which does not go beyond the next Annual Meeting of the Council:
 - up to five **non-voting** co-opted members
- (b) For a term of office which relates to a particular Scrutiny Inquiry:
 - up to two **non-voting** co-opted members

²¹ The Crime and Disorder (Overview and Scrutiny) Regulations 2009

²² Co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board.

Vision for Scrutiny at Leeds

"To promote democratic engagement through the provision of an influential scrutiny function which is held in high regard by its many stakeholders and which achieves measurable service improvements which add value for the people of Leeds through a member led process of examination and review"

To achieve this Scrutiny will follow the nationally agreed 'Four Principles of Good Scrutiny';

1. Provide 'critical friend' challenge to decision makers, through holding them to account for decisions made, engaging in policy review and policy development;
2. Promote Scrutiny as a means by which the voice and concerns of the public can be heard;
3. Ensure Scrutiny is carried out by 'independent minded' Board members;
4. Improve public services by ensuring reviews of policy and service performance are focused.

To succeed Council recognises that the following conditions need to be present;

- Parity of esteem between the Executive and Scrutiny
- Co-operation with statutory partners
- Member leadership and engagement
- Clarity and focus of purpose
- Genuine non-partisan working
- Evidence based conclusions and recommendations
- Effective dedicated officer support
- Supportive Directors and senior officer culture

Scrutiny Board	Scope ¹
Scrutiny Board (Adult Social Care)	Matters relating to adult services.
Scrutiny Board (Central and Corporate Functions)	Matters relating to central and corporate functions;
Scrutiny Board (Children's Services)	Matters relating to children's services.
Scrutiny Board (City Development)	Matters relating to city development
Scrutiny Board (Environment and Neighbourhoods)	Matters relating to environment and neighbourhoods The authority's crime and disorder committee ²
Scrutiny Board (Health)	Matters relating to the planning, provision and operation of health services

¹ See further Terms of Reference set out in Part 3 of the Constitution

² Section 19 Police and Justice Act 2006

This page is intentionally left blank

Scrutiny Board (Children and Families)

The Scrutiny Board (Children and Families) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including :-
 - a) reducing the numbers of looked after children
 - b) improving attendance
 - c) increasing the number of young people in employment, education and training
2. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions that have been Called In⁴
5. to receive and monitor formal responses to any reports or recommendations made by the Board
6. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
7. to receive requests for scrutiny and councillor calls for action⁵ and undertake any subsequent work

¹ In relation to functions delegated to the Director of Children's Services under the Officer Delegation Scheme whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Youth Justice Plan and the Children and Young Peoples Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

This page is intentionally left blank

Scrutiny Board (Safer and Stronger Communities)

The Scrutiny Board (Safer and Stronger Communities) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including:-
 - a) Reducing burglary
 - b) The management and reduction of anti-social behaviour
 - c) The effectiveness of streetscene services
 - d) The relationship and respective roles of the city council and third sector organisations in mitigating the negative effects of the recession on the communities they serve
2. To carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions that have been Called In⁴
5. to exercise the functions of a crime and disorder committee⁵, including the following:
 - a) to review or scrutinise the exercise of crime and disorder functions⁶ by responsible authorities⁷;
 - b) to review or scrutinise any local crime or disorder matter in relation to a Member⁸

¹ In relation to the functions delegated to

- a) the Director of Environment and Neighbourhoods under
 - the Officer Delegation Scheme (Council Functions) and
 - the Officer Delegation Scheme (Executive Functions) at paragraphs 1(a) to (e), and 2 (a) to (c), (f) and (h) to (k); and
- b) the Assistant Chief Executive (Planning, Policy and Improvement) under the Officer Delegation Scheme (Executive Functions) at paragraph (k)

whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Safer and Stronger Communities Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ In accordance with Section 19 Police and Justice Act 2006

⁶ As defined by Section 6 Crime and Disorder Act 1998 (formulating and implementing crime and disorder strategies).

⁷ These are the authorities responsible for crime and disorder strategies set out in Section 5 of the Crime and Disorder Act 1998

⁸ This is any matter concerning –

- a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment) or

Council Committees' Terms of Reference

6. to receive requests for scrutiny and councillor calls for action in relation to crime and disorder matters.
7. to receive and monitor formal responses to any reports or recommendations made by the Board
8. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
9. to receive requests for scrutiny and councillor calls for action⁹ and undertake any subsequent work

b) the misuse of drugs, alcohol and other substances in that area which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area.

⁹ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

Scrutiny Board (Sustainable Economy and Culture)

The Scrutiny Board (Sustainable Economy and Culture) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including:-
 - a) City Centre Development/Promoting economic growth in the City
 - b) Reducing CO2 emissions in the Local Authority Estate
 - c) the impact of existing major sources of travel movements within the City, and the plans being made to address the impact of known future developments on the City's transport infrastructure.
 - d) The City's cultural development
2. To carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions made that have been Called In⁴
5. to review and scrutinise the exercise by risk management authorities⁵ of flood risk management functions⁶ which may effect the Leeds City Council area⁷.
6. to receive and monitor formal responses to any reports or recommendations made by the Board
7. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
8. to receive requests for scrutiny and councillor calls for action⁸ and undertake any subsequent work

¹ In relation to functions delegated to the Director of City Development under;

- the Officer Delegation Scheme (Council Functions) at paragraphs (a), (j), (q) to (v), (x) to (ee), (hh) to (jj), (mm) to (qq), (ss), and (uu) to (xx); and
- the Officer Delegation Scheme (Executive Functions) at paragraphs 2(h) and (m) to (q) whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Local Transport Plan and the Sustainable Economy and Culture City Priority Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ As defined by Section 6 Flood and Water Management Act 2010

⁶ As defined by Section 4 Flood and Water Management Act 2010

⁷ In accordance with Section 21F Local Government Act 2000

⁸ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

This page is intentionally left blank

Scrutiny Board (Regeneration)

The Scrutiny Board (Regeneration) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including:-
 - a) Green space – promotion, protection, management
 - b) Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable
 - c) Condition of private sector housing
2. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions that have been Called In⁴
5. to receive and monitor formal responses to any reports or recommendations made by the Board
6. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
7. to receive requests for scrutiny and councillor calls for action⁵ and undertake any subsequent work

¹ In relation to functions delegated to

- a) the Director of Environment and Neighbourhoods under the Officer Delegation Scheme (Executive Functions) paragraphs 2(d), (e) and (g); and
- b) the Director of City Development under
 - the Officer Delegation Scheme (Council Functions) at paragraphs (b) to (i), (k) to (p), (w), (ff) to (gg), (kk) to (ll), (rr) and (tt), and
 - the Officer Delegation Scheme (Executive Functions) at paragraphs 1(a) to (c) and 2 (a) to (g) and (i) to (l); and
- c) the Chief Planning Officer under
 - the Officer Delegation Scheme (Council Functions) at Section 2, and
 - the Officer Delegation Scheme (Executive Functions) at paragraph (a)

whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Development Plan Documents, the Plans and Alterations which together comprise the Development Plan and the Regeneration City Priority Plan.

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

This page is intentionally left blank

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

The Scrutiny Board (Health and Well-being including Adult Social Care) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including :-
 - a) Reducing smoking in the over 18s
 - b) Service Change and Commissioning in Adult Social Care
 - c) Reducing avoidable admissions to hospital and care homes
 - d) The transformation of health and Social Care Services
2. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions made that have been Called In⁴
5. To consider such proposals as are referred to it by local NHS bodies and the authority and to report back the result of its considerations to the referring body and others as appropriate.
6. In relation to matters in respect of which a local NHS body consults more than one scrutiny committee within its area, or in relation to matters which a number of Yorkshire and Humber Councils elect to jointly scrutinise a function or service provided by the NHS body⁵, to:
 - a) nominate Members to a joint committee, such nominations to reflect the political balance of the Board;
 - b) delegate its scrutiny functions to another local authority.
7. to receive and monitor formal responses to any reports or recommendations made by the Board

¹ In relation to functions delegated to the Director of Adult Social Services under the Officer Delegation Scheme whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Health and Wellbeing City Priority Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ Or in relation to matters which a number of councils are required to carry out joint scrutiny by virtue of a direction of the Secretary of State.

Council Committees' Terms of Reference

8. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
9. to receive requests for scrutiny and councillor calls for action⁶ and undertake any subsequent work

⁶ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

Scrutiny Board (Resources and Council Services)

The Scrutiny Board (Resources and Council Services) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter²;
2. to make reports or recommendations to Council or the Executive in connection with the exercise of any functions of the Council or the Executive, including proposals for changes to policies and practices;
3. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
4. to receive and review external audit and inspection reports;
5. to act as the appropriate Scrutiny Board³ in relation to the Executive's initial proposals for a plan or strategy⁴ within the Budget and Policy Framework⁵;
6. to undertake value for money reviews;
7. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
8. to review or scrutinise executive decisions⁶ made that have been Called In⁷ and
9. to receive requests for scrutiny and councillor calls for action and undertake any subsequent work
10. to receive and monitor formal responses to any reports or recommendations made by the Board.

¹ In relation to functions not within the terms of reference of any other Scrutiny Board.

² Including matters pertaining to outside bodies and partnerships to which appointments have been made by the authority

³ Under the Budget and Policy Framework Procedure Rules

⁴ Namely the Licensing Authority Policy Statement, the Vision for Leeds, the Council Business Plan and the Budget, and any other plan or policy which shall be added to the Policy Framework and is not included within the Terms of Reference of any other Scrutiny Board.

⁵ Including in relation to the Budget

⁶ Other than those within the Terms of Reference of any other Scrutiny Board

⁷ In accordance with of the Scrutiny Board Procedure Rules.

This page is intentionally left blank

General Purposes Committee

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

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

Deleted: s

Deleted: where the Director has decided not to exercise the delegated authority and has referred the matter to the Committee

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

² Whether or not the post is vacant

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

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

Part 3 Section 2B

Page 1 of 1

Deleted: Where the functions do not fall within the terms of reference of any other council committee.

Deleted: , which

Deleted: those

Deleted: , are detailed in Sections 1 and 2 of Part 3 of the Constitution

This page is intentionally left blank

Extracts from Council Procedure Rules:

11.2 Notice of Questions

Notice in writing of the question must be given to the Chief Executive before 10.00am on the Monday preceding the Council meeting. Questions from an individual or group will be taken in the order in which notice of the question is received from that individual or group.

13.1 Motions and amendments requiring notice

Except as set out in Rule 13.2 below, and as provided in Rule 14.8, no amendment to a motion (including an amendment to refer back any business for further consideration) shall be moved at any meeting of the Council unless notice thereof in writing setting out the amendment and signed by the Member or Members giving it, has been received by the Chief Executive:

- not less than 24 hours before the commencement of the meeting; or
- no later than 10.00 am on the third working day after the issue of the Summons if the amendment is to the Budget Motion.

Deleted: .

This page is intentionally left blank

SCRUTINY BOARD PROCEDURE RULES

1.0 GENERAL ARRANGEMENTS

- 1.1 The Council will have the Scrutiny Boards set out in Article 6 of its Constitution. It will appoint to them as it considers appropriate from time to time.
- 1.2 No Scrutiny Board may include an Executive Board Member.

1.3 Working Groups

A Scrutiny Board may appoint a Working Group as it feels appropriate and necessary to assist in ensuring the effectiveness and efficiency of its work¹.

1.4 Co-opted Members

Each Scrutiny Board shall be entitled to select non-voting co-opted members to assist in the discharge of the Board's role, in accordance with Article 6 of the Constitution.

Except as set out in Article 6, co-opted members may participate in the debate in the same way as Elected Members, but have no voting rights.

1.5 Education Representatives

The Scrutiny Board (Children and Families) shall confirm the appointment of education representatives in accordance with Article 6 of the Constitution.

Deleted: Children's Services

Deleted: select

Any education representative appointed in accordance with Article 6 of the Constitution, shall serve as an education representative on all relevant Scrutiny Boards.²

1.6 Matters within the terms of reference of more than one Scrutiny Board

The Scrutiny Officer³, after consultation with Scrutiny Chairs, shall arrange for any matter to be dealt with, where it falls within the terms of reference of more than one Scrutiny Board.

¹ These must be appointed to carry out specific tasks such as visits to premises or other information gathering activities. The Scrutiny Board Procedure Rules Guidance Note provides guidance on Working Groups.

² A Scrutiny Board is a relevant Scrutiny Board where the Board's functions relate wholly or in part to any education functions which are the responsibility of the authority's executive.

³ Designated in accordance with Section 21ZA Local Government Act 2000 (the 2000 Act). See further Article 6

2.0 DECLARATIONS OF INTEREST

- 2.1 Elected Members and voting co-opted members of Scrutiny Boards must observe the authority's Code of Conduct.
- 2.2 Where any non-voting co-opted member of a Scrutiny Board has an interest in an item, he/she must declare the interest and may be required by the Chair of the Scrutiny Board to withdraw from the meeting at which that issue is under discussion.
- 2.3 The Scrutiny Board (Health [and Well-being and Adult Social Care](#)) may include Members who are involved in the executive of a local NHS body⁴, as a member or an employee. Where such a Member has a personal or prejudicial⁵ interest in a matter, they must declare the interest. If the interest is prejudicial they must not participate in any Inquiry or consultation process which concerns that NHS body. In addition Scrutiny Board (Health [and Well-being and Adult Social Care](#)) Members may not be involved in any scrutiny exercise that may advantage the NHS body where they have a prejudicial interest.

3.0 FREQUENCY AND PLACE OF MEETINGS OF THE SCRUTINY BOARDS

- 3.1 Extraordinary meetings may be called from time to time as and when appropriate.
- 3.2 A Scrutiny Board meeting may be called by
- the Chair of the relevant Scrutiny Board; or
 - any three Members of the Board; or
 - the Scrutiny Officer if he/she considers it necessary or appropriate.
- 3.3 A Scrutiny Board may sit at such place and at such time as it considers necessary and appropriate.

Crime and disorder functions

- 3.4 The Scrutiny Board ([Safer](#), and [Stronger Communities](#)) must meet as the Scrutiny Board considers appropriate to review or scrutinise the exercise of crime and disorder functions⁶ by responsible authorities⁷, but no less than once in every twelve month period⁸.

Deleted: Environment

Deleted: Neighbourhoods

4.0 QUORUM / SUBSTITUTE MEMBERS

⁴ In Leeds this means NHS Leeds, [the Leeds Community Healthcare NHS Trust](#) the Leeds Teaching Hospitals [NHS Trust](#), Leeds Partnerships NHS Foundation Trust, the NHS Yorkshire and Humber, and the Yorkshire and Humber Specialised Commissioning Group

⁵ See the Members Code of Conduct paragraphs 8 to 12 on Interests

⁶ As defined by Section 6 Crime and Disorder Act 1998 (the 1998 Act) (formulating and implementing crime and disorder strategies) - Section 19(11) Police and Justice Act 2006 (the 2006 Act)

⁷ These are the bodies and persons responsible for crime and disorder strategies – Section 1(6) 2006 Act

⁸ Regulation 4 Crime and Disorder (Overview and Scrutiny) Regulations 2009

Part 4 (c)

Page 2 of 19

- 4.1 The quorum for a Scrutiny Board shall be as set out for committees in the Council Procedures Rules in Part 4 of this Constitution.
- 4.2 The Council shall appoint substitute members, comprising all other members of the other Scrutiny Boards.
- 4.3 A substitute Member shall be entitled to attend a meeting of a Scrutiny Board in place of a regular Member.

5.0 NOTICES OF MEETINGS

- 5.1 Notices for all meetings of a Scrutiny Board shall be issued from the office of the Chief Executive. No matter shall be considered at such meeting without the prior agreement of the Chief Executive who shall first have been provided with any written report or with full details of any intended verbal report.

6.0 ADMISSION TO MEETINGS

- 6.1 Subject to any statutory prohibitions and to Rule 6.2 below, all meetings of a Scrutiny Board shall be open to the public in accordance with the Access to Information Procedure Rules⁹. This shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 6.2 A Scrutiny Board may resolve to exclude the press and public from a meeting (whether the whole or part only of the proceedings) by passing a resolution under the Access to Information Procedure Rules.

7.0 MINUTES

- 7.1 All meetings of each Scrutiny Board shall be minuted. All oral evidence given to a Scrutiny Board may be recorded in full, as shall appear to the Scrutiny Board to be appropriate, and shall be retained for an appropriate period of time to be determined in each case.¹⁰

8.0 RIGHTS OF SCRUTINY BOARD MEMBERS TO DOCUMENTS

- 8.1 In addition to their rights as Councillors, Members on a Scrutiny Board have additional rights to documents as set out in the Access to Information Procedure Rules.

Deleted: shall

Deleted: , either in writing or by such other method (such as tape recording)

Deleted: .¶
¶ The tapes of oral evidence must

Deleted: kept

Deleted: CHAIRS¶
¶ <#>The Chair of a Scrutiny Board will be appointed in accordance with the Council's Procedure Rules.¶

¶ 9.0 .

⁹ These are in Part 4 of the Constitution

¹⁰ The Scrutiny Board Procedure Rules Guidance Note provides guidance on the use of recorded evidence to Scrutiny Boards.

Deleted: taped

Scrutiny Board Procedure Rules

- 8.2 When a Scrutiny Board conducts a review, every member of the Scrutiny Board¹¹ shall have a right of access to any documents which are relevant to the subject matter of the review.
- 8.3 Nothing in the above paragraph prevents more detailed liaison between the Executive and a Scrutiny Board as appropriate depending on the particular matter under consideration.

9.0 AGENDA ITEMS

- 9.1 A Scrutiny Board shall as a minimum consider the following business at an Ordinary Meeting:
- appeals against refusal of inspection of documents;
 - exclusion of public;
 - late items;
 - declarations of interest;
 - apologies for absence;
 - minutes of the last meeting;
 - the Scrutiny Board's work programme; and
 - the business otherwise set out on the agenda for the meeting.

10.0 WORK PROGRAMMING

- 10.1 No Scrutiny Board may undertake a review into:
- any decision of a Plans Panel or the Licensing Committee or a Licensing sub-committee;¹³
 - any decisions which may be appealed against under the terms of reference of the Licensing Sub-Committees;
 - any decision taken by an officer under delegated authority which falls within the terms of reference of a Plans Panel or the Licensing Committee or a Licensing Sub-Committee;¹⁴

¹¹ Information received as a member of a Scrutiny Board should be used only in this capacity. Such information should not for example be used by an elected Member to further their ward work.

¹³ In respect of a licence or permission granted to an individual or in respect of an individual premises

¹⁴ In respect of a licence or permission granted to an individual or in respect of an individual premises

- any decision taken prior to 24 May 1999¹⁵, except where such a decision has influenced to a significant degree any action or decision taken subsequently to 24 May 1999 which is the subject of a review; or
- except in exceptional circumstances, any decision in respect of which there are:
 - ongoing judicial proceedings, Ombudsman or audit inquiry or complaint under the Council's formal complaints procedure; or
 - individual personnel issues.

10.2 The role of the Scrutiny Boards in the development of the Council's Budget and Policy Framework is set out in the Budget and Policy Framework Procedure Rules.

11.0 REQUESTS FOR SCRUTINY

Reviews requested by the Executive Board or Council

11.1 Where the Executive Board or Council resolves to recommend that a review should be undertaken into a particular matter, the Scrutiny Officer shall add this recommendation to the agenda for the next Ordinary Meeting of the relevant Scrutiny Board.

Reviews requested by a member of a Scrutiny Board

11.2 Any member of a Scrutiny Board may propose that a review be undertaken by that Scrutiny Board into a particular matter. The Scrutiny Board will then consider whether to undertake the review. In doing so, it shall take into account the wishes of all members of that Board including those who are not Members of the political group(s) forming the administration.

Councillor calls for action

11.3 Any Member may refer any local government matter¹⁶ to the relevant Scrutiny Board. In considering whether to refer a matter, the Member must have regard to any guidance issued by the Secretary of State.¹⁷

11.4 All such referrals must be submitted in writing to the Scrutiny Officer. The Scrutiny Officer shall add this to the agenda for the next Ordinary Meeting of the relevant Scrutiny Board.

11.5 The Scrutiny Officer shall acknowledge all such referrals.

11.6 At the next Ordinary Meeting, the Scrutiny Board shall consider any referral which the Scrutiny Officer has added to the agenda.

¹⁵ This was the date of the commencement of scrutiny arrangements in Leeds.

¹⁶ This means a matter which relates to the discharge of any function of the authority, affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area, and which is not an excluded matter as defined by Section 21(11) of the 2000 Act.

¹⁷ [See further SBPR Guidance Notes](#)

Scrutiny Board Procedure Rules

- 11.7 The Member making the referral will be invited to attend the Scrutiny Board's meeting to make representations as to why it would be appropriate for the Board to exercise its functions in relation to the matter. The Scrutiny Board Chair will decide how much time will be given to the Member for addressing the Scrutiny Board.
- 11.8 In deciding whether to carry out a review, the Scrutiny Board may have regard to:
- any powers which the Member may exercise in relation to the matter¹⁸; and
 - any representations made by the Member.
- 11.9 If the Scrutiny Board decides not to carry out a review into the matter, the Scrutiny Officer will inform the referring Member about the decision of the Scrutiny Board, and the reasons for its decision.

Local crime and disorder matters

- 11.10 Any Member may refer any local crime and disorder matter¹⁹ to the Scrutiny Board ([Safer and Stronger Communities](#)) as the Council's designated Crime and Disorder Committee.

Deleted: Environment and Neighbourhoods)

- 11.11 All such referrals must be submitted in writing to the Scrutiny Officer. The Scrutiny Officer shall add this to the agenda for the next Ordinary Meeting of the Scrutiny Board.
- 11.12 The Scrutiny Officer shall acknowledge all such referrals.
- 11.13 At the next Ordinary Meeting, the Scrutiny Board shall consider any such referrals which the Scrutiny Officer has added to the agenda.
- 11.14 The Member making the referral will be invited to attend the Scrutiny Board's meeting to make representations as to why it would be appropriate for the Board to exercise its functions in relation to the matter. The Scrutiny Board Chair will decide how much time will be given to the Member for addressing the Scrutiny Board.
- ### Health and social care matters
- 11.15 The Local Involvement Network may refer any matter relating to:
- the planning, provision and operation of health services; or
 - social care services²⁰
- to the relevant Scrutiny Board.
- 11.16 The Scrutiny Officer shall add any such referral to the agenda for the next Ordinary Meeting of the relevant Scrutiny Board.

¹⁸ Under Section 236 of the 2007 Act

¹⁹ This means a matter concerning:

- crime and disorder (including in particular forms of crime and disorder that involve antisocial behaviour or other behaviour adversely affecting the local environment); or
 - the misuse of drugs alcohol and other substances
- which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area -Section 19(11) 2006 Act

²⁰ These are services provided as part of the Council's social services functions (Section 226 Local Government and Involvement in Health Act 2007 – the 2007 Act)

Part 4 (c)

- 11.17 The Scrutiny Officer shall acknowledge receipt of all such referrals on behalf of the Scrutiny Board, within 20 working days of its receipt.
- 11.18 At the next Ordinary Meeting, the Scrutiny Board shall consider any such referral which the Scrutiny Officer has added to the agenda.
- 11.19 In deciding whether to exercise any functions in relation to any health or social care matter, the relevant Scrutiny Board must take into account any relevant information provided by the Local Involvement Network.
- 11.20 The Scrutiny Officer will inform the Local Involvement Network about any action taken in relation to the matter.

Requests for reviews from other sources

- 11.21 The appropriate Scrutiny Board shall consider a request from any other source²¹ to conduct a review²².

Petitions

- 11.22 People who live, work or study in the Council's area may submit a petition calling an officer²³ to account by a Scrutiny Board²⁴. The relevant Scrutiny Board must hold a review of the concerns raised in the petition²⁵. The Scrutiny Board must require the relevant officer, or another more appropriate officer, to attend before it to answer questions at the review.
- 11.23 A petition organiser may also require a Scrutiny Board to hold a review into the Council's response to a petition, where this is considered inadequate by the petition organiser²⁶.

11.24 Where a Scrutiny Board Chair receives in their capacity as a Scrutiny Chair a petition, the Chair will respond to the petition organiser only. Thereafter the Scrutiny Officer will be responsible for notifying the petition organiser of the date on which the petition will be considered, and of the outcome of that meeting. The Scrutiny Officer will ensure the appropriate Executive Board Member receives a copy of the petition. If the petition is requesting Scrutiny, the matter will be considered by the relevant Scrutiny Board.

12..0 UNDERTAKING SCRUTINY INQUIRIES -

²¹ including Scrutiny Chairs.

²² See further Scrutiny Board Procedure Rules Guidance Notes

²³ This provision only applies to officers whose posts are listed in Article 12

²⁴ In accordance with Section 16 Local Democracy, Economic Development and Construction Act 2009.

²⁵ Where the Scrutiny Officer determines that the petition is an active petition under section 14 of the 2009 Act.

²⁶ In accordance with Section 17 Local Democracy, Economic Development and Construction Act 2009.

12.1 Where a [Scrutiny Board undertakes an Inquiry the](#) Scrutiny Board [shall consult with any relevant Director²⁷ and Executive Member on the](#) terms of reference.

12.2 Before deciding to undertake a scrutiny Inquiry, a Scrutiny Board must

- consider how the proposed Inquiry meets criteria approved from time to time²⁸; and
- consider the current workload of the Scrutiny Board and the available resources required to carry out the work.

12.3 Where any Scrutiny Board decides that there shall be an Inquiry, the Scrutiny Board shall

- consult with any relevant Director and Executive Member.
- agree the Terms of Reference of the Inquiry;
- agree the period within which the Inquiry's Report is to be completed;
- compile a preliminary list of witnesses from whom the Scrutiny Board require evidence²⁹; and
- compile a preliminary list of documents which the Scrutiny Board require to be produced.

13.0 REPORTS AND RECOMMENDATIONS

13.1 At the conclusion of a review a Scrutiny Board shall, where it considers it to be appropriate, produce a written report summarising the evidence that it has taken and set out its recommendations.

13.2 Where a Scrutiny Board is considering making specific recommendations it shall invite advice from the appropriate Director(s) prior to it finalising its recommendations. [The Director shall consult with the appropriate Executive Member before providing any such advice.](#) The detail of that advice shall be reported to the Scrutiny Board and considered before the report is finalised.

13.3 The review report shall include:

- an explanation of the matter reviewed or scrutinised;
- a list of the participants involved in the Inquiry (save where the Board considers that a name of a witness should be withheld for reasons of confidentiality)³⁰ ;

²⁷ [Any reference to a Director within these Rules should be deemed to include reference to all officers listed in Article 12 of the constitution. In relation to health matters it also includes the Director of Public Health](#)

²⁹ As an Inquiry proceeds it may become apparent that further witnesses are required

³⁰ Where it is necessary to preserve the confidentiality of a witness, their name need not be disclosed nor where the evidence which they gave amounted to exempt information, need this be disclosed if it would breach the witness's confidentiality.

Deleted: es Guidance Notes¶

- a list of all documentation that has been considered by the Board; and
- any conclusions and recommendations on the matter reviewed or scrutinised.

13.4 Where a Scrutiny Board is to publish or copy a report, it must comply with relevant statutory provisions relating to exempt or confidential information.

13.5 Where any voting member of the Scrutiny Board does not agree with the content of the Board's Report, they may produce a Minority Report setting out their findings and recommendations. The Minority Report will be an appendix to the Scrutiny Board's Report.³¹

Councillor calls for action

13.6 Where a Scrutiny Board is considering making a report or recommendations in relation to a local government matter, it may have regard to:

- any powers which the Member may exercise in relation to the matter³²; and
- any representations made by the Member.

13.7 If the Scrutiny Board decides not to make a report or recommendations into the matter, the Scrutiny Officer will inform the referring Member about the decision of the Scrutiny Board, and the reasons for its decision.

13.8 Where a Scrutiny Board has made a report or recommendations in relation to a local government matter, the Scrutiny Board must also send a copy of the report and recommendations to the Member who referred the matter.

Health scrutiny functions

13.9 The Scrutiny Board (Health [and Well-being and Adult Social Care](#)) may make reports and recommendations to local NHS bodies, or the Executive or Council. Such reports and recommendations shall include³³:

- an explanation of the matter reviewed or scrutinised;
- a summary of the evidence considered;
- a list of the participants involved; and
- any recommendations on the matter reviewed or scrutinised.

13.10 Where the Scrutiny Board (Health [and Well-being and Adult Social Care](#)) has completed its review and made reports and recommendations to local NHS bodies scrutinised, the Scrutiny Officer will copy the report to:

- Local MPs and MEPs;
- NHS Yorkshire and Humber;
- PCT and other NHS Trusts;

³¹ The Scrutiny Board Procedure Rules Guidance Note provides guidance on Minority Reports.

³² Under Section 236 of the 2007 Act

³³ See further the Protocol between ScrutinyS and NHS bodies which details these arrangements.

Scrutiny Board Procedure Rules

- Leeds Voice;
- Local Involvement Network; and
- Other bodies or organisations that have expressed an interest in the Inquiry.

13.11 The Scrutiny Officer will place a copy of the report on the Council's web-site.

Crime and disorder functions

13.12 Where the Scrutiny Board ([Safer](#) and [Stronger Communities](#)) makes a report or recommendations to the Council or Executive about the exercise of crime and disorder functions by responsible authorities³⁴, the Scrutiny Officer will provide a copy to

- each of the responsible authorities; and
- each of the co-operating persons and bodies.

Deleted: Environment

Deleted: Neighbourhoods

13.13 Whenever the Scrutiny Board provides a copy of a report or recommendation the Scrutiny Officer will also notify any authority, person or body to whom it provides the copy, of the steps they must take³⁵.

Local crime and disorder matters

13.14 In deciding whether to make a report or recommendations in relation to a local crime and disorder matter, the Scrutiny Board will have regard to:

- any powers which the Member may exercise in relation to the matter; and
- representations made by the Member about why it should make a report or recommendations.

13.15 The Scrutiny Officer will inform the Member who submitted the referral about any decision of the Scrutiny Board not to make a report or recommendation, and the reasons for its decision.

13.16 Where the Scrutiny Board makes a report or recommendations to the Council or the Executive about any matter which is a local crime and disorder matter³⁶, the Scrutiny Officer will copy the report to:

- the Member who referred the matter to the Scrutiny Board; and
- to such of
 - (i) the responsible authorities; and
 - (ii) the co-operating persons and bodiesas it thinks appropriate.

13.17 Whenever the Scrutiny Board:

- makes a report or recommendation to the Council or to the Executive; or
- provides a copy of a report or recommendation, the Scrutiny Officer will notify the Council or the Executive, authority, body or person receiving the report and recommendations, or a copy of it, of the steps they must take.

³⁴ See footnote 7

³⁵ In accordance with Section 19 (8B) 2006 Act. See further the Protocol between Scrutiny and the [Community Safety](#) Partnership, detailing these arrangements.

³⁶ See footnote 20

14.0 RESPONSES TO REPORTS AND RECOMMENDATIONS

14.1 Except as provided below, the Council, the Executive Board, Area Committees or officers shall consider any report and recommendations of a Scrutiny Board within two months of it being received⁴¹. The Council or Executive is under a duty to respond to the Scrutiny Board, indicating what action (if any) it proposes to take and to publish its response.⁴²

14.2 The Scrutiny Officer will place a copy of the response on the Council's web-site.

Partner authorities⁴³

14.3 Where a Scrutiny Board makes a report or recommendations to the Council or the Executive, and the report or any of the recommendations relates to a local improvement target which relates to a partner authority, the Scrutiny Board may by notice⁴⁴ in writing require the relevant partner authority to have regard to the report or recommendation in question in exercising their functions. The notice must be accompanied by a copy of the report or recommendations⁴⁵.

Councillor calls for action

14.5 Where a Scrutiny Board has made a Report in relation to a local government matter, any response must also be sent to the Member who referred the matter.

Crime and disorder functions

14.5 Where a relevant authority, or co-operating person or body has been notified by the Scrutiny Officer, it must:

- consider the report or recommendations;
- respond in writing to the Scrutiny Board within 28 days of the date of the report or recommendations⁴⁶, indicating what (if any) action it proposes to take; and
- have regard to the report or recommendations in exercising its functions.

Local crime and disorder matters

Deleted: General¶
¶
<#>Any Scrutiny Board may publish their report or recommendations³⁷. Subject to any provisions above, the Scrutiny Board shall submit its report to the Scrutiny Officer for consideration by the Executive (if the proposals are consistent with the existing Budget and Policy Framework), or to the Council as appropriate.³⁸ The Scrutiny Board must by notice in writing require the Executive or the Council to:¶
<#>consider the report or recommendations;¶
<#>indicate what (if any) steps the Executive or the Council propose to take;¶
<#>publish their response³⁹; and ¶
<#>provide a copy of their response to the referring Member.⁴⁰ ¶
¶
15

Formatted: Indent: Hanging: 1.27 cm

Deleted: :¶

Deleted: and

Deleted: ¶
<#> is specified in the Council's local area agreement¶¶

⁴¹ Or (if later) the notice – Section 21B 2000 Act

⁴² Section 21B 2000 Act

⁴³ This means any person who is a partner authority for the purposes of Chapter 1 of Part 5 of the 2007 Act, other than a police authority or a chief officer of police. This provision will not apply if the partner authority is a health service body and the report was provided to the body under Rule 14.9.

⁴⁴ Subject to provisions relating to confidential and exempt information in Section 21D 2000 Act

⁴⁵ Subject to provisions relating to confidential and exempt information in Section 21D 2000 Act

⁴⁶ or if this is not reasonably possible, as soon as reasonably possible thereafter

Scrutiny Board Procedure Rules

- 14.6 Where the Council or the Executive other relevant authority, person or body has been notified by the Scrutiny Officer, it must:
- consider the report or recommendations;
 - respond in writing to the Scrutiny Board within 28 days of the date of the report or recommendations⁴⁷, indicating what (if any) action it proposes to take; and
 - have regard to the report or recommendations in exercising its functions.

Health scrutiny functions

- 14.7 Where the Scrutiny Board requests a response from a local NHS body to whom it has made a report or recommendation, that body shall respond in writing to the Scrutiny Board within 28 days⁴⁸.

- 14.8 The response should also be copied to:

- Local MPs and MEPs;
- NHS Yorkshire and Humber;
- PCT and other NHS Trusts;
- Leeds Voice;
- Local Involvement Network; and
- Other bodies or organisations that have expressed an interest in the Inquiry

- 14.9 The Scrutiny Officer will also place a copy of the response on the Council's web-site

15.0 WITNESSES – GENERAL PRINCIPLES

- 15.1 Where a Scrutiny Board wishes to take evidence from a witness, the Scrutiny Officer shall notify the witness of:-

- the date upon which their evidence is to be taken;
- the matters upon which evidence is sought;
- any documents that the Scrutiny Board wishes to have produced; and
- the date upon which the Board requires any written evidence from the witness.

- 15.2 Those assisting the Scrutiny Board by giving evidence shall be treated with respect and courtesy⁴⁹.

16.0 MEMBERS AND OFFICERS GIVING ACCOUNT/ INFORMATION

- 16.1 A Scrutiny Board may require any Executive Member, or Member in relation to a matter where the Member has exercised functions⁵¹, the Chief Executive and/or any senior officer to attend before it to answer questions and provide information about [any matter within its terms of reference](#);

Deleted: 3 . When a Member with a prejudicial interest in a matter is giving evidence to the Scrutiny Board⁵⁰, they should ensure they act as a witness by moving to the area in which other witnesses are giving evidence. The Member should only be present in the room when giving the evidence and must leave the room once they have given their evidence and answered any questions.¶
¶
17.

⁴⁷ or if this is not reasonably possible, as soon as reasonably possible thereafter

⁴⁸ Regulation 3(3) Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002

⁴⁹ see Member/Officer Protocol in Part 5 of the Constitution.

⁵¹ under Section 236 of the 2007 Act

16.2 It is the duty of those officers and Members to attend and to answer questions⁵².

Deleted: any particular decisions or series of decisions;¶
<#>the extent to which actions taken implement Council policy; and/or ¶
<#>their performance.¶
¶
17

16.3 The Chair of a Scrutiny Board will inform the Scrutiny Officer if the Scrutiny Board requires any Member (including an Executive Member) or officer to attend a Scrutiny Board under this provision. The Scrutiny Officer shall inform the Member or officer of this, giving at least 7 working days notice of the meeting at which he/she is required to attend.

16.4 The notice will state:

- the nature of the item on which he/she is required to attend to give account; and
- whether the Scrutiny Board requires him/her to produce any documents or reports.

16.5 Where the Scrutiny Board requires the person to produce a report, then the Scrutiny Officer will give the Member or officer concerned sufficient notice to prepare it.

16.6 The Chair of the Scrutiny Board will inform the Scrutiny Officer where a Scrutiny Board requires a Director to attend a Scrutiny Board in person.

16.7 Directors may be accompanied by any other officer the Director feels appropriate.

16.8 Where the Scrutiny Board does not require a Director to attend in person, he/she will be responsible for ensuring that an officer of sufficient knowledge and requisite seniority attends. Any such witness may be accompanied by such adviser(s) as he/she considers necessary.

16.9 Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Scrutiny Officer shall, in consultation with the Chair of the Scrutiny Board and the Member or officer, arrange an alternative date for attendance, or agree an appropriate substitute.

Health scrutiny functions

16.10 Subject to giving reasonable notice of the intended date of attendance, the Scrutiny Board ([Health and Well-being and Adult Social Care](#)) may require an officer of a local NHS body to attend and answer such questions as appear to the Scrutiny Board to be necessary for discharging its functions.⁵³

16.11 Scrutiny Board ([Health and Well-being and Adult Social Care](#)) in carrying out the review and scrutiny of a particular matter shall:

- invite interested parties to comment on the matter; and
- take account of relevant information available to it and, in particular relevant information provided to it by the Local Involvement Network.

⁵² A Member or officer is not obliged to answer any question which he would be entitled to answer in or for the purposes of proceedings in a Court (Section 21 (15) 2000 Act .

⁵³ The duty of the officer to comply with any requirement to attend and answer questions is subject to Regulations 6 and 10 Local Authorities (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 as amended. Officer includes a Chief Executive.

Scrutiny Board Procedure Rules

16.12 An NHS body must provide the Scrutiny Board with such information about the planning, provision and operation of health services in the area as the Board shall reasonably require in order to discharge its functions.⁵⁴

Crime and Disorder Committee

16.13 Subject to giving reasonable notice of the intended date of attendance, the Scrutiny Board ([Safer](#) and [Stronger Communities](#))⁵⁵ may require an officer or employee of a responsible authority⁵⁶ or of a co-operating person or body⁵⁷ in order to answer questions.

Deleted: Environment

Deleted: Neighbourhoods)

16.14 The Scrutiny Board ([Safer](#) and [Stronger Communities](#)) may in writing request responsible authorities and co-operating persons and bodies to provide it with information.

Deleted: Environment

Deleted: Neighbourhoods

Partner authorities

16.15 Scrutiny Board may in writing request a partner authority to provide such information⁵⁸, as the Scrutiny Board may reasonably require in order to discharge its functions⁵⁹.

16.16 A partner authority must comply with any such request.⁶⁰

17.0 ATTENDANCE BY OTHERS

17.1 A Scrutiny Board may invite members of the public or other persons to attend meetings, address it, discuss issues of local concern and/or answer questions [on matters within its Terms of Reference](#)⁶¹.

18.0 EXECUTIVE DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

18.1 The relevant Director shall seek the agreement of the Chair of the relevant Scrutiny Board that a decision can be taken as a matter of urgency where:

- a proposed decision is contrary to the Council’s policy framework, or is not wholly in accordance with the budget approved by full Council; and
- the decision is a matter of urgency; and
- it is not practical to convene a quorate meeting of the full Council.

Deleted: 2. A Scrutiny Board may appoint advisers and assessors to assist them in their work. ¶

¶
18.3. A Member with a prejudicial interest in a matter may make representations and/or answer questions at a Scrutiny Board⁶². In such circumstances the Member should move to the area of the room in which such other members of the public or persons are seated, and should only be present in the room while making representations and/or answering questions. The Member must leave the room once they have made their representations and/or answered any questions until the end of that item.¶

¶
19.

⁵⁴ Regulation 5 Local Authorities (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 as amended.

⁵⁵ In its capacity as crime and disorder committee

⁵⁶ See footnote 7

⁵⁷ See footnote 39

⁵⁸ The information must relate to a local improvement target which relates to the partner authority

⁵⁹ See further Scrutiny Board Procedure Rule Guidance Note 8

⁶⁰ Subject to Regulations 11 and 12 Local Authorities (Overview and Scrutiny Committees) (England) Regulations 2009

⁶¹ [It may for example wish to hear from residents, stakeholders, Members or officers in other parts of the public sector.](#)

⁶³ See Access to Information Procedure Rules

- 18.2 The Director shall give detailed reasons to the Chair about why it is not practical to convene a quorate meeting of full Council when seeking his/her agreement.
- 18.3 In the absence of the Chair of the relevant Scrutiny Board, the Director may obtain agreement from the Lord Mayor or in the absence of both, the Deputy Lord Mayor.
- 18.4 The Director must note on the record of the decision:
- the consent of the Chair of the relevant Scrutiny Board to the decision being taken as a matter of urgency; and
 - the Chair's reasons for giving consent.
- 18.5 Following the decision, the decision taker will provide a full report to the next available Council meeting explaining:
- the decision;
 - the reasons for it; and
 - the reason why taking the decision was treated as a matter of urgency.

19.0 KEY DECISIONS NOT CONTAINED WITHIN THE FORWARD PLAN

General exception

- 19.1 Where it is proposed to take a Key Decision which has not been included in the Forward Plan, the relevant Director will give the Chair of the relevant Scrutiny Board not less than 5 [clear](#) days written notice of the matter on which the decision is to be made.

Special urgency

- 19.2 If by virtue of the date by which a decision must be taken, it is not possible to give [5 clear](#) days written notice of the matter, the decision taker (if an officer) or the Chair of the body making the decision shall seek the agreement of the Chair of the relevant Scrutiny Board that the decision cannot reasonably be deferred.
- 19.3 In the absence of the Chair of the relevant Scrutiny Board, the Director may obtain agreement from the Lord Mayor or in the absence of both, the Deputy Lord Mayor.

Report to Council

- 19.4 A Scrutiny Board can require the Executive to submit a report to Council where it considers that a Key Decision has been taken which was not in the Forward Plan or which has not been the subject of the general exception or special urgency provisions⁶³.

20.0 CALL-IN

Scrutiny Board Procedure Rules

- 20.1 Subject to the exceptions set out below, the following may be called in to be reviewed and scrutinised by the relevant Scrutiny Board⁶⁴:
- all decisions of the Executive Board;
 - executive decisions taken by Area Committees; and
 - Key and Major Decisions taken by Officers.
- 20.2 The power to call in decisions does not extend to⁶⁵:
- decisions made under regulatory arrangements;
 - decisions made by Joint Committees; or
 - decisions not taken by the authority.
 - [Budget and Policy framework documents reserved for full council](#)
- 20.3 [The decision taker may declare a decision as being exempt from Calling In if they consider that any delay would seriously prejudice the Council's or the public's interests; or where the decision has been the subject of a previous Call In. This includes a decision which has been modified by the decision making body following a recommendation by a Scrutiny Board after call in of the earlier decision. There is no appeal mechanism against a decision to exempt a decision from Calling In](#)
- 20.4 When a decision is made which is subject to Call-In, the Head of Governance Services shall publish the decision, and make it available on the Council database within two days of the decision being made.
- 20.5 He/she will also send each elected Member of the relevant Scrutiny Board an electronic copy of the record of the decision within two days of it being made.
- 20.6 The notice will bear the date on which it is published. It will specify that the decision will come into force, and may then be implemented, on the expiry of five working days⁶⁶ after the publication of the decision, unless the decision is called in.
- 20.7 During that period, the Scrutiny Officer shall Call-In a decision for scrutiny by the relevant Scrutiny Board if:
- two non executive elected Members (who are not from the same political group) or
 - any five non executive elected Members
- request him/her to do so⁶⁷. The Scrutiny Officer will call a meeting of the relevant Scrutiny Board to review or scrutinise the decision, unless a Member withdraws their signature, and no further signatures are obtained within the call-in period [or a Member withdraws their signature after the Call In period resulting in insufficient signatures to meet the requirements for Call In](#)
- 20.8 A request for Scrutiny must be made on the approved pro forma and contain the

⁶⁴ Where a decision falls within the terms of reference of more than one Scrutiny Board, the Scrutiny Officer will determine the relevant Scrutiny Board, after consultation with Scrutiny Chairs.

⁶⁵ A decision which is a direct consequence of implementing a previous key or major decision, cannot be called in – see definition of key and major decisions, guidance notes on delegated decision-making.

⁶⁶ [Which shall be taken to expire at 5.00 p.m. on the fifth working day.](#)

⁶⁷ [Those Scrutiny Board Members not in a political group \(excluding co-optees\) would be eligible to sign a Call In request.](#) A Member cannot be a signatory to call-in a decision of the Area Committee of which they are a member.

Deleted: This also excludes members of the Scrutiny Board to which the Call In will be referred.

original signatures of those Calling In the decision.

20.9 Prior to submitting a Call In, a nominated signatory first must contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. The nominated signatory must also ascertain the financial consequences to the authority of having the decision Called In. The outcome of this contact including any financial implications must be detailed on the Call In request proforma.

20.10 All requests must detail on the pro forma why in the opinion of the signatories the decision was not taken in accordance with the principles set out in Article 13 (Decision Making) (Principles of Decision Making) or where relevant issues do not appear to have been taken into consideration.

20.11 At the meeting the Scrutiny Board will invite signatories to the notification⁷⁰ to explain the reasons for the Call-In. The relevant member of the Executive Board, Area Committee Chair or officer (as appropriate) shall be required to attend the Meeting and shall be given the opportunity to respond to the reasons given for the Call-In. The Scrutiny Board shall make such further enquiries as it considers necessary and appropriate. The Scrutiny Board may also extend the invitation to other relevant witnesses, as considered appropriate, in order to specifically assist the Board in its deliberations over the called in decision.

20.12 The Scrutiny Board shall then either;

- release the decision for implementation; or
- recommend to the decision-maker that the decision should be reconsidered; or
- where the decision is considered to fall outside the agreed budget or policy framework, recommend to the decision-maker that the decision should be reconsidered, and notify the decision-maker that if it is not, the Scrutiny Board will refer the matter to full Council.

20.13 If any decisions are to be referred back for consideration, then a report will be prepared to the relevant decision making body, within three days of the Scrutiny Board meeting.

Executive Board Decisions

20.14 The Scrutiny Board report will be submitted to the next appropriate Executive Board meeting.

20.15 Executive Board will either confirm the original decision or vary the original decision. The decision will be implemented without further recourse to Call In.

Delegated Decisions

⁷⁰ or their nominees

³ This also refers to the Chief Executive, Deputy Chief Executive and Assistant Chief Executive where they have delegated authority to take decisions

Deleted: 21.8 . At the meeting the Scrutiny Board will invite signatories to the notification⁶⁸ to explain the reasons for the Call-In⁶⁹. The relevant member of the Executive Board, Area Committee Chair or officer (as appropriate) shall be required to attend the Meeting and shall be given the opportunity to respond to the reasons given for the Call-In. The Scrutiny Board shall make such further enquiries as it considers necessary and appropriate. The Scrutiny Board may also extend the invitation to other relevant witnesses, as considered appropriate, in order to specifically assist the Board in its deliberations over the called in decision. ¶

¶
21

Deleted: the Scrutiny Board resolves that a decision is

Deleted: the Scrutiny Officer

Deleted: prepare a report⁷¹

Deleted: -maker

Deleted: working

Deleted: 21.11 In exceptional circumstances, the Scrutiny Board may resolve to adjourn the meeting to consider information regarded as essential for the Board to come to a conclusion. The maximum time allowed for an adjournment is 5 working days. ¶

20.16 The Scrutiny Board report will be submitted to the relevant Director³.

20.17 Where the Director believes that the original decision should be confirmed, they will refer the matter to the next Executive Board for a decision.

20.18 In cases where the Director believes that the original decision should be confirmed, and in their view urgency prevents them from submitting the decision to Executive Board, the approval from the relevant Executive Board Member will be required before implementation. This Executive Member approval together for reasons of urgency will be included in the new delegated decision form. The Director and relevant Executive Board Member may also be required to attend and give their reasoning to the relevant Scrutiny Board

20.19 Where the Director agrees with the views of Scrutiny a new delegated decision form will be submitted indicating ineligible for Call In.

Area Committee Decisions

20.20 The Scrutiny Board report will be submitted to the next appropriate Executive Board meeting.

20.21 Executive Board will either confirm the original decision or vary the original decision. The decision will be implemented without further recourse to Call In.

20.22 In all instances a revised record of the decision, indicating the outcome of decision taker's further deliberations, will be published on the Corporate Information System.

20.23. In exceptional circumstances, the Scrutiny Board may resolve to adjourn the meeting to consider information regarded as essential for the Board to come to a conclusion. The maximum time allowed for an adjournment is 5 clear working days.

21.0 NHS BODIES - CONSULTATION WITH THE SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

21.1 A local NHS body must consult the Scrutiny Board (Health and well-being and Adult Social Care) where it has under consideration any substantial development of the health service in the authority's area, or for a substantial variation in the provision of a service⁷⁴.

21.2 The Scrutiny Board may make comments on the proposal consulted on by such date as may be specified by the NHS body.

Deleted: ¶
22.0 . CALL-IN EXCEPTIONS¶
¶
22.1 . The Call-In procedure set out above shall not apply:¶
<#>where the decision being taken is stated by the decision maker to be urgent⁷²; nor¶
<#>where the decision is in relation to a matter which has been the subject of a previous Call-In.⁷³¶
¶

⁷⁴ Under the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 as amended.

- 21.3 Where the NHS body is satisfied that a decision has to be taken without allowing time for consultation because of a risk to safety or welfare of patients or staff, the NHS body shall notify the Scrutiny Board immediately of:
- the decision taken; and
 - the reason why no consultation has taken place.
- 21.4 Where the Scrutiny Board (Health and well-being and Adult Social Care) is not satisfied that:
- consultation on any proposal has been adequate in relation to content or time allowed; or
 - , the reasons given by the NHS body are adequate;
- it may report this to the Secretary of State in writing. The Secretary of State may require the local NHS body concerned to carry out such consultation, or such further consultation, with the Scrutiny Board as he/she considers appropriate.
- 21.5 Where further consultation has been required, the local NHS body shall, having regard to the outcome of such further consultation, reconsider any decision it has taken in relation to the proposal in question.
- 21.6 In any case where the Scrutiny Board (Health [and well-being and Adult Social Care](#)) | considers that the proposal would not be in the interests of the health service in the authority's area, it may report this to the Secretary of State in writing. The Secretary of State may make a final decision on the proposal and require the local NHS body to take such action, or desist from taking such action, as he/she may direct.

This page is intentionally left blank

Extract from the Area Committee Procedure Rules

5.0 ELECTION OF CHAIR

- 5.1 The Chair of each Area Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.
- 5.2 Each political Group¹ with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.
- 5.3 All nominations must be notified to the Head of Governance Services 1 clear working day prior to the issue of the Summons for the Annual Council Meeting. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.
- 5.4 Following the closure of nominations, and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 5.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 5.6 All agreed appointments will be reported to the Annual Council Meeting.
- 5.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Area Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.
- 5.8 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 5.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Area Committee.

¹ A nomination from a political group must be forwarded by a Whip

5.10 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

5.11 Where Council has made an appointment of Chair of an Area Committee the decision will be reported to the relevant Area Committee.

Agenda Items

6.7 Area Committees shall consider the following business:

- appeals against refusal of inspection of documents;
- exclusion of public;
- late items;
- declarations of interest if any;
- apologies for absence;
- open forum;
- consideration of the minutes of the last meeting;
- consideration of the minutes of the Area Chairs' Forum;
- issues arising from the Committee's Area Delivery Plan;
- appointments to outside bodies;
- reports from Outside Bodies; and
- additional matters set out on the agenda for the meeting.

Scrutiny Board (Children and Families)

The Scrutiny Board (Children and Families) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including :-
 - a) reducing the numbers of looked after children
 - b) improving attendance
 - c) increasing the number of young people in employment, education and training
2. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions that have been Called In⁴
5. to receive and monitor formal responses to any reports or recommendations made by the Board
6. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
7. to receive requests for scrutiny and councillor calls for action⁵ and undertake any subsequent work

¹ In relation to functions delegated to the Director of Children's Services under the Officer Delegation Scheme whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Youth Justice Plan and the Children and Young Peoples Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

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

The Scrutiny Board (Health and Well-being including Adult Social Care) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including :-
 - a) Reducing smoking in the over 18s
 - b) Service Change and Commissioning in Adult Social Care
 - c) Reducing avoidable admissions to hospital and care homes
 - d) The transformation of health and Social Care Services
2. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions made that have been Called In⁴
5. To consider such proposals as are referred to it by local NHS bodies and the authority and to report back the result of its considerations to the referring body and others as appropriate.
6. In relation to matters in respect of which a local NHS body consults more than one scrutiny committee within its area, or in relation to matters which a number of Yorkshire and Humber Councils elect to jointly scrutinise a function or service provided by the NHS body⁵, to:
 - a) nominate Members to a joint committee, such nominations to reflect the political balance of the Board;
 - b) delegate its scrutiny functions to another local authority.
7. to receive and monitor formal responses to any reports or recommendations made by the Board

¹ In relation to functions delegated to the Director of Adult Social Services under the Officer Delegation Scheme whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Health and Wellbeing City Priority Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ Or in relation to matters which a number of councils are required to carry out joint scrutiny by virtue of a direction of the Secretary of State.

8. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
9. to receive requests for scrutiny and councillor calls for action⁶ and undertake any subsequent work

⁶ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

Scrutiny Board (Regeneration)

The Scrutiny Board (Regeneration) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including:-
 - a) Green space – promotion, protection, management
 - b) Housing growth challenge both in terms of brownfield and Greenfield development, private and affordable
 - c) Condition of private sector housing
2. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions that have been Called In⁴
5. to receive and monitor formal responses to any reports or recommendations made by the Board
6. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
7. to receive requests for scrutiny and councillor calls for action⁵ and undertake any subsequent work

¹ In relation to functions delegated to

- a) the Director of Environment and Neighbourhoods under the Officer Delegation Scheme (Executive Functions) paragraphs 2(d), (e) and (g); and
- b) the Director of City Development under
 - the Officer Delegation Scheme (Council Functions) at paragraphs (b) to (i), (k) to (p), (w), (ff) to (gg), (kk) to (ll), (rr) and (tt), and
 - the Officer Delegation Scheme (Executive Functions) at paragraphs 1(a) to (c) and 2 (a) to (g) and (i) to (l); and
- c) the Chief Planning Officer under
 - the Officer Delegation Scheme (Council Functions) at Section 2, and
 - the Officer Delegation Scheme (Executive Functions) at paragraph (a)

whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Development Plan Documents, the Plans and Alterations which together comprise the Development Plan and the Regeneration City Priority Plan.

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

Scrutiny Board (Safer and Stronger Communities)

The Scrutiny Board (Safer and Stronger Communities) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including:-
 - a) Reducing burglary
 - b) The management and reduction of anti-social behaviour
 - c) The effectiveness of streetscene services
 - d) The relationship and respective roles of the city council and third sector organisations in mitigating the negative effects of the recession on the communities they serve
2. To carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions that have been Called In⁴
5. to exercise the functions of a crime and disorder committee⁵, including the following:
 - a) to review or scrutinise the exercise of crime and disorder functions⁶ by responsible authorities⁷;
 - b) to review or scrutinise any local crime or disorder matter in relation to a Member⁸

¹ In relation to the functions delegated to

- a) the Director of Environment and Neighbourhoods under
 - the Officer Delegation Scheme (Council Functions) and
 - the Officer Delegation Scheme (Executive Functions) at paragraphs 1(a) to (e), and 2 (a) to (c), (f) and (h) to (k); and
- b) the Assistant Chief Executive (Planning, Policy and Improvement) under the Officer Delegation Scheme (Executive Functions) at paragraph (k)

whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Safer and Stronger Communities Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ In accordance with Section 19 Police and Justice Act 2006

⁶ As defined by Section 6 Crime and Disorder Act 1998 (formulating and implementing crime and disorder strategies).

⁷ These are the authorities responsible for crime and disorder strategies set out in Section 5 of the Crime and Disorder Act 1998

⁸ This is any matter concerning –

- a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment) or

6. to receive requests for scrutiny and councillor calls for action in relation to crime and disorder matters.
7. to receive and monitor formal responses to any reports or recommendations made by the Board
8. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
9. to receive requests for scrutiny and councillor calls for action⁹ and undertake any subsequent work

b) the misuse of drugs, alcohol and other substances in that area which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area.

⁹ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

Scrutiny Board (Sustainable Economy and Culture)

The Scrutiny Board (Sustainable Economy and Culture) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter including:-
 - a) City Centre Development/Promoting economic growth in the City
 - b) Reducing CO2 emissions in the Local Authority Estate
 - c) the impact of existing major sources of travel movements within the City, and the plans being made to address the impact of known future developments on the City's transport infrastructure.
 - d) The City's cultural development
2. To carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
3. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy² within the Budget and Policy Framework³
4. to review or scrutinise executive decisions made that have been Called In⁴
5. to review and scrutinise the exercise by risk management authorities⁵ of flood risk management functions⁶ which may effect the Leeds City Council area⁷.
6. to receive and monitor formal responses to any reports or recommendations made by the Board
7. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
8. to receive requests for scrutiny and councillor calls for action⁸ and undertake any subsequent work

¹ In relation to functions delegated to the Director of City Development under;

- the Officer Delegation Scheme (Council Functions) at paragraphs (a), (j), (q) to (v), (x) to (ee), (hh) to (jj), (mm) to (qq), (ss), and (uu) to (xx); and
- the Officer Delegation Scheme (Executive Functions) at paragraphs 2(h) and (m) to (q) whether or not those functions are concurrently delegated to any other committee or officer.

² Namely the Local Transport Plan and the Sustainable Economy and Culture City Priority Plan

³ In accordance with Budget and Policy Framework Procedure Rules.

⁴ In accordance with the Scrutiny Board Procedure Rules.

⁵ As defined by Section 6 Flood and Water Management Act 2010

⁶ As defined by Section 4 Flood and Water Management Act 2010

⁷ In accordance with Section 21F Local Government Act 2000

⁸ Including requests made in relation to health and social care matters in accordance with the Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002 but not including requests in relation to crime and disorder matters.

Scrutiny Board (Resources and Council Services)

The Scrutiny Board (Resources and Council Services) is authorised to discharge the following overview and scrutiny functions¹.

1. to review or scrutinise the exercise of any council or executive function or any other related matter²;
2. to make reports or recommendations to Council or the Executive in connection with the exercise of any functions of the Council or the Executive, including proposals for changes to policies and practices;
3. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council.
4. to receive and review external audit and inspection reports;
5. to act as the appropriate Scrutiny Board³ in relation to the Executive's initial proposals for a plan or strategy⁴ within the Budget and Policy Framework⁵;
6. to undertake value for money reviews;
7. to review outcomes, targets and priorities within the Council Business Plan and City Priority Plans and to make such reports and recommendations as it considers appropriate;
8. to review or scrutinise executive decisions⁶ made that have been Called In⁷ and
9. to receive requests for scrutiny and councillor calls for action and undertake any subsequent work
10. to receive and monitor formal responses to any reports or recommendations made by the Board.

¹ In relation to functions not within the terms of reference of any other Scrutiny Board.

² Including matters pertaining to outside bodies and partnerships to which appointments have been made by the authority

³ Under the Budget and Policy Framework Procedure Rules

⁴ Namely the Licensing Authority Policy Statement, the Vision for Leeds, the Council Business Plan and the Budget, and any other plan or policy which shall be added to the Policy Framework and is not included within the Terms of Reference of any other Scrutiny Board.

⁵ Including in relation to the Budget

⁶ Other than those within the Terms of Reference of any other Scrutiny Board

⁷ In accordance with of the Scrutiny Board Procedure Rules.

The Standards Committee

The Standards Committee is authorised to discharge the following functions¹:

1. to advise the authority on the adoption or revision of a Code of Conduct for Members² and to promote, monitor and review the operation of the Members' Code of Conduct.
2. to consider and determine one or more local codes of conduct for Members or protocols for Member/officer relations³ and to promote, monitor, review and amend such codes of conduct or protocols;
3. to appoint sub-committees⁴ to consider and initially assess⁵ or review decisions not to act⁶ in respect of any written allegations⁷ made against Members;
4. to arrange for the consideration and determination of any complaints⁸ made against Members and the determination of any sanction to be imposed on a finding of misconduct;
5. to consider and determine applications for dispensations⁹;
6. to make recommendations to the Corporate Governance and Audit Committee where representations (on behalf of the Council) are required to be made to external agencies,¹⁰ about any matter relating to general principles of conduct, model codes of conduct and the codes of conduct or protocols approved from time to time by or on behalf of the Council and to make representations on its own behalf;

¹ 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The functions derive from Part 3 of the Local Government Act 2000 and are discharged both in relation to Leeds City Council and its Members, and parish councils wholly or mainly in its area and the Members of those parish councils.

² Section 54(2)(a) Local Government Act 2000

³ To be known as 'Local Codes'

⁴ Regulation 6, Standards Committee (England) Regulations 2008 No. 1085/2008

⁵ Section 57A Local Government Act 2000

⁶ Section 57B Local Government Act 2000

⁷ written allegations made by any person under section 57A Local Government Act 2000

⁸ 'complaints' for these purposes to mean allegations of breach of

- the Members Code of Conduct adopted by Leeds City Council; or
- the National Code of Local Government Conduct where the alleged breach is committed before 5 April 2002; or
- any of the Authority's Local Protocols/Codes which refer to the conduct of Members, other than the Code of Conduct;

which have been the subject of an investigation resulting in a finding of failure to comply (or in relation to which the Standards Committee have resolved not to accept a finding of no failure to comply) and are therefore referred to the Committee by the Monitoring Officer

⁹ In accordance with the Standards Committee (Further Provisions) (England) Regulations 2009

¹⁰ Such external agencies may include, but are not restricted to, the District or Approved Auditor, Communities and Local Government, Standards for England, an Ethical Standards Officer, the First-Tier Tribunal (Local Government Standards in England) or a case tribunal.

Part 3 Section 2B(7a)

Page 1 of 2

7. to provide advice and guidance to Members and officers and to make arrangements for training in matters relating to codes of conduct and protocols;
8. to consider and advise the Council with respect to the adoption or amendment of a Code of Conduct for employees and to promote, monitor and review the Code of Conduct;¹¹
9. to consider any application for exemption from political restriction which is made to the Committee;¹²
10. on the application of any person or otherwise, to give directions to the relevant authority requiring it to include a post in the list of politically restricted posts.¹³

¹¹ It is not the function of the Committee to determine or become involved in individual officer conduct or disciplinary cases but rather to provide an overview of the application of the provisions of the Code across the Council.

¹² Section 3A(1)(a) of the Local Government and Housing Act 1989 (as amended by Section 202 of the Local Government and Public Involvement in Health Act 2007)

¹³ Section 3A(1)(b) of the Local Government and Housing Act 1989 (as amended by Section 202 of the Local Government and Public Involvement in Health Act 2007)

Corporate Governance and Audit Committee

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

1. to consider the Council's arrangements relating to accounts² including:
 - (a) the approval of the statement of accounts and any material amendment of the accounts recommended by the auditors;
 - (b) the approval of the Annual Governance Statement³; and
 - (c) with the exception of any matter, which may result in the accounts being qualified, responding to the Council's auditors in respect of any matter where it is not considered appropriate to make the amendments recommended by the auditors.
2. to consider the Council's arrangements relating to external audit requirements including:
 - (a) agreement and review of the nature and scope of the annual audit plan,
 - (b) the receipt of external audit reports so as to:
 - (i) inform the operation of Council's current or future audit arrangements; and
 - (ii) provide a basis for gaining the necessary assurance regarding governance prior to the approval of the Council's accounts.
3. to review the adequacy of policies and practices to ensure compliance with statutory and other guidance
4. to review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management)
5. to consider the Council's arrangements relating to internal audit requirements including:
 - (a) considering the Annual Internal Audit Report
 - (b) monitoring the performance of internal audit
6. to make, on behalf of the Council, and having had regard to any recommendations of Standards Committee, representations to external agencies⁴ about any matter relating to general principles of conduct, model

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

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

³ The Annual Governance Statement is Leeds City Council's Statement on Internal Control which is approved under Regulation 4(3) of the Accounts and Audit (England) Regulations 2011.

⁴ Such external agencies may include, but are not restricted to, the District or Approved Auditor, the Commission for Local Government, the Standards Board for England, an Ethical Standards Officer, the Adjudication Panel for England or an adjudication case panel

codes of conduct and the codes of conduct or protocols approved from time to time by or on behalf of the Council.

General Purposes Committee

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

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

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

² Whether or not the post is vacant

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

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

Area Committees

Within each Committee's area:

(Council functions)

1. to make Elected Member¹ appointments² to Outside Bodies as determined by the Member Management Committee;
2. to advise or make representations to the Council, the Executive Board, Scrutiny Boards, Plans Panels or Licensing Committee on all matters affecting community interests;³
3. to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;⁴
4. to consider proposals referred to the Committee by the Council, Executive Board, Scrutiny Boards, Plans Panels or Licensing Committee and to report back the Committee's views to the referring body;⁵
5. to receive and hear depositions;
6. to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive Board as appropriate;⁶

(Executive functions)⁷

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

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

² In accordance with the Appointments to Outside Bodies Procedure Rules at Part 4 of the Constitution.

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

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

⁷ All executive functions will be exercisable concurrently with the Executive Board.

⁸ 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, as determined from time to time by the Executive Board

⁹ 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.

Employment Committee

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

1. to make recommendations to Council to appoint or dismiss the Chief Executive.
2. to take disciplinary action short of dismissal against the Chief Executive.
3. to hear any grievance submitted by the Chief Executive and referred to it by the Chief Officer Human Resources.
4. to hear any appeal referred to it by the Chief Officer Human Resources against the outcome of the first formal stage of a grievance against the Chief Executive.
5. to suspend the Chief Executive, Monitoring Officer or Director of Resources pending completion of the disciplinary process. Any such suspension must not last longer than two months (unless extended by the Designated Independent Person³).
6. to appoint or dismiss or take disciplinary action against Directors⁴.
7. to deal with appeals⁵ relating to grading, grievance and disciplinary action short of dismissal in respect of the Chief Executive.
8. to deal with appeals⁵ relating to grading, grievance and disciplinary action (including dismissal) in respect of Directors⁴.

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

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

³ Regulation 6 and Schedule 3 of the Local Authorities (Standing Orders) (England) Regulations 2001

⁴ 'Directors' in this context is to be construed as any officer referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:

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

⁵ Any such appeals shall be heard by a differently constituted Employment Committee from that which heard the original grievance or dealt with the original disciplinary proceedings, as the case may be

Member Management Committee

The Member Management Committee is authorised to discharge the following functions¹:

1. to determine which outside bodies² require Elected Member³ representation or appointment and to act as Appointing Body for the purposes of making appointments to outside bodies categorised as Strategic and Key Partnership Outside Bodies⁴;
2. to determine requests to establish informal Working Groups of Members, except where such a request falls to be determined by another Committee⁵;
3. to act as an Advisory Body for the purposes of implementing practices and procedures affecting Elected Members⁶; and
4. to consider matters in relation to the Training and Development of Elected Members;
5. to represent the views of Elected Members to the executive, in relation to the provision to Elected Members of information, communication and associated technologies; and
6. to represent the views of Elected Members to the executive, in relation to the provision of accommodation for Elected Members.

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

² Excluding those appointments to joint committees which are reserved to full Council

³ Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

⁴ Within the Protocol for making Local Authority Appointments to Outside Bodies, such bodies are categorised as either Strategic and Key Partnership bodies (for which this Committee is the Appointing Body) or Community and Local Engagement bodies (for which the relevant Area Committee is the Appointing Body).

⁵ This Committee will not be the sole body for appointing Working Groups and, specifically, those Working Groups referred to in the Scrutiny Board Procedure rules are excluded. However, the Committee may be asked to consider cases where it is necessary to set up an ad hoc Working Group to reflect a wide range of Member views and there are no clear criteria for determining membership.

⁶ This Committee may not vary the requirements of the Constitution but there may be cases where alternative arrangements may have general implications for Members and it is appropriate to seek a view which reflects a broad view of Members before determining how a particular matter should be progressed

The Licensing Committee

With the exception¹ of

- any licensing function under the Licensing Act 2003 (the 2003 Act) or the Gambling Act 2005 (the 2005 Act) reserved to full Council;² or
- any licensing function where full Council has referred a matter to another committee,³

the Licensing Committee is authorised to discharge⁴ the following functions⁵:

1. to discharge the licensing functions of the licensing authority;⁶
- 2.1 to discharge any other function of the authority referred to it by full Council;⁷
- 2.2 pursuant to the provision in section 2.1 above full Council has delegated to the Licensing Committee the following functions:
 - 2.2.1 the power to make a designated public places order in respect of alcohol consumption under the Criminal Justice and Police Act 2001⁸
 - 2.2.2 the power to designate an area as an Alcohol Disorder Zone⁹
 - 2.2.3 hackney carriages and private hire vehicles¹⁰
 - 2.2.4 sexual entertainment venues, sex shops and sex cinemas¹¹
 - 2.2.5 performances of hypnotism¹²
 - 2.2.6 charitable collections¹³

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

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

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

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

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

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

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

⁸ Item 49 of Para I of Schedule 1 to the 2000 Regulations

⁹ Item 50 Para I of Schedule 1 to the 2000 Regulations

¹⁰ Item 3 – 5 of Para. B of Schedule 1 to the 2000 Regulations

¹¹ Item 15 of Para. B of Schedule 1 to the 2000 Regulations and Section 27 Policing and Crime Act 2009 and Schedule 3 Local Government (Miscellaneous Provisions) Act 1982

¹² Item 16 of Para. B of Schedule 1 to the 2000 Regulations

Part 3 Section 2B(13a)

Page 1 of 2

- 3 in respect of any approval, consent, licence, permission, or registration which they may grant,
 - (a) To impose conditions limitations or restrictions;
 - (b) To determine any terms;
 - (c) To determine whether and how to enforce any failure to comply;
 - (d) To amend, modify, vary or revoke;
 - (e) To determine whether a charge should be made or the amount of such a charge.
4. to make recommendations to full Council in connection with the discharge of its functions as licensing authority;¹⁴ and
5. to receive reports from, and to make recommendations and representations to other committees or bodies as appropriate.¹⁵

¹³ Item 39 of Para. B of Schedule 1 to the 2000 Regulations

¹⁴ Including recommendations arising from the monitoring of the operation and impact of the licensing or Gambling policy by the Licensing Committee.

¹⁵ Where the licensing authority exercises its power under Section 7(5)(a) of the 2003 Act the other Committee must consider a report of the Licensing Committee. Where the Council does not make arrangements under Section 7(3), it must (unless the matter is urgent) consider a report of the Licensing Committee with respect to the matter before discharging the function (Section 7(4)).

Plans Panels

The Plans Panels are authorised¹ to discharge² the following functions³

1. all Council (non-executive)⁴ functions relating to:
 - (a) town and country planning and development control⁵;
 - (b) safety certificates for sports grounds and fire certificates⁶;
 - (c) common land or town and village greens⁷;
 - (d) street works and highways⁸;
 - (e) public rights of way⁹;
 - (f) the protection of hedgerows and the preservation of trees¹⁰; and
 - (g) high hedges¹¹
2. in respect of any approval, consent, licence, permission, or registration which they may grant:
 - (a) to impose conditions limitations or restrictions;
 - (b) to determine any terms;
 - (c) to determine whether and how to enforce any failure to comply;
 - (d) to amend, modify, vary or revoke; and/or
 - (e) to determine whether a charge should be made or the amount of such charge.
3. to discharge any licensing function¹², where full Council has referred a matter to the panel.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ADVISORY COMMITTEE

Development Plan Panel

An advisory Committee¹ authorised to make recommendations regarding:

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

In particular

To advise the Council in relation to functions which are²

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

To advise the Executive in relation to functions which are²

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

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

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

LEEDS CITY COUNCIL

ANNUAL MEETING

26th MAY 2011

MEMBERSHIP OF COMMITTEES/BOARDS/PANELS ¹

LABOUR LIB DEM CONS MBI GREEN

1 **SCRUTINY BOARDS**

(a) Scrutiny Board (Resources and Council Services)

Councillors

P Grahame	Chastney	Whips Nominee	A Blackburn
Gabriel	Bentley	Whips Nominee	
Hardy			
Lowe			
Dawson			
MacNiven			

(b) Scrutiny Board (Children and Families)

Councillors

Driver	Chapman	Whips Nominee	Gettings
Rafique	Ewens	Whips Nominee	
Renshaw			
Maqsood			
Khan			
Charlwood			

(c) Scrutiny Board (Sustainable Economy and Culture)

Councillors

Rafique	Matthews	Whips Nominee
Atkinson	Whips Nominee	Whips Nominee
Akhtar		Whips Nominee
Lyons		
Morgan		
Whips		
Nominee		

(d) Scrutiny Board (Safer and Stronger Communities)

Councillors

R Grahame	Townsley	Whips Nominee
G Hyde	Whips Nominee	Whips Nominee
Jaros		Whips Nominee
E Taylor		
Groves		
Walshaw		

¹ Party Whips are authorised to allocate vacant seats to Members in accordance with the proportions set out on this schedule and such appointments will subsequently be reported to Council.

LABOUR LIB DEM CONS MBI GREEN

(e) Scrutiny Board (Regeneration)

Councillors

Iqbal	Pryke	Whips Nominee	
Atha	Whips Nominee	Whips Nominee	
G Hussain		Whips Nominee	
J Harper			
Murray			
Mitchell			

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

Councillors

Mulherin	Chapman	Whips Nominee	Varley
Armitage	Kirkland	Whips Nominee	
Bruce			
A Hussain			
Illingworth			
A McKenna			

2 PLANS PANELS

(a) Plans Panel (East)

Councillors

Congreve	Pryke	Whips Nominee	Finnigan
R Grahame	Wilson	Whips Nominee	
Gruen			
Lyons			
Parker			
MacNiven			

(b) Plans Panel (West)

Councillors

Akhtar	Matthews	Whips Nominee	Leadley
Coulson	Chastney	Whips Nominee	
Hardy			
J Harper			
Taggart			
Groves			

(c) Plans Panel (City Centre)

Councillors

Driver	Campbell	Whips Nominee	A Blackburn
S Hamilton	M Hamilton	Whips Nominee	
Nash			
Selby			
J McKenna			
Jarosz			

¹ Party Whips are authorised to allocate vacant seats to Members in accordance with the proportions set out on this schedule and such appointments will subsequently be reported to Council.

3 LABOUR LIB DEM CONS MBI GREEN
OTHER COMMITTEES

(a) Development Plan Panel

Councillors

R Lewis				
Taggart	Campbell	Whips Nominee	Leadley	
J Lewis	Whips Nominee	Whips Nominee		
Nash				
Mitchell				
Walshaw				

(b) Member Management Committee

Councillors

J Lewis	Matthews	Whips Nominee	Leadley	D Blackburn
Gruen	Campbell	Whips Nominee		
Nash				
Dawson				
Maqsood				
Whips				
Nominee x 2				

(c) Corporate Governance and Audit Committee

Councillors

Driver	Campbell	Whips Nominee	Elliott	
P Grahame	Kirkland	Whips Nominee		
Taggart				
Lowe				
Hanley				
G Hussain				

(d) General Purposes Committee

Councillors

Wakefield	Golton	Whips Nominee	Finnigan	A Blackburn
Blake	Matthews	Whips Nominee		
Gruen				
Nash				
Lowe				
J Lewis				

¹ Party Whips are authorised to allocate vacant seats to Members in accordance with the proportions set out on this schedule and such appointments will subsequently be reported to Council.

This page is intentionally left blank

LEEDS CITY COUNCIL

ANNUAL MEETING

26th MAY 2011

LABOUR	LIB DEM	CONS	MBI	GREEN
--------	---------	------	-----	-------

Standards Committee¹Councillors

Nash	Campbell	Whips Nominee	Gettings	
Dowson				
J Harper				
Selby				

Licensing Committee²Councillors

Armitage	Wilson	Whips Nominee	Gettings	
Dunn	Downes	Whips Nominee		
Hanley	Townsley	Whips Nominee		
G Hussain				
G Hyde				
Selby				
Bruce				
Khan				

¹ Exempt from proportionality; provisions of Section 53(10) of the Local Government Act 2000.

² Exempt from proportionality; committee established under the Licensing Act 2003.

This page is intentionally left blank

LEEDS CITY COUNCIL

ANNUAL MEETING

26TH MAY 2011

MEMBERSHIP OF AREA COMMITTEES 2011/2012¹

North West (Inner) Area Committee

Councillor N Walshaw (Headingley)
Councillor M Hamilton (Headingley)
Councillor J Matthews (Headingley)
Councillor G Harper (Hyde Park & Woodhouse)
Councillor J Akhtar (Hyde Park and Woodhouse)
Councillor P Ewens (Hyde Park & Woodhouse)
Councillor J Illingworth (Kirkstall)
Councillor B Atha (Kirkstall)
Councillor L Yeadon (Kirkstall)
Councillor S Bentley (Weetwood)
Councillor J M Chapman (Weetwood)
Councillor B Chastney (Weetwood)

North West (Outer) Area Committee

Councillor J L Carter (Adel & Wharfedale)
Councillor C Fox (Adel & Wharfedale)
Councillor B Anderson (Adel & Wharfedale)
Councillor P Wadsworth (Guiseley & Rawdon)
Councillor P Latty (Guiseley & Rawdon)
Councillor G Latty (Guiseley & Rawdon)
Councillor D Collins (Horsforth)
Councillor B Cleasby (Horsforth)
Councillor C Townsley (Horsforth)
Councillor C Campbell (Otley & Yeadon)
Councillor R Downes (Otley & Yeadon)
Councillor G Kirkland (Otley & Yeadon)

¹ Exempt from proportionality under Statutory Instrument 1990/1553 Reg 16A Issued 20 May 2011

North East (Inner) Area Committee

Councillor M Rafique (Chapel Allerton)
Councillor J Dowson (Chapel Allerton)
Councillor E Taylor (Chapel Allerton)
Councillor R Charlwood (Moortown)
Councillor S Hamilton (Moortown)
Councillor M Harris (Moortown)
Councillor C MacNiven (Roundhay)
Councillor G Hussain (Roundhay)
Councillor M Loble (Roundhay)

North East (Outer) Area Committee

Councillor D Cohen (Alwoodley)
Councillor P Harrand (Alwoodley)
Councillor R D Feldman (Alwoodley)
Councillor R Procter (Harewood)
Councillor M Robinson (Harewood)
Councillor A Castle (Harewood)
Councillor A Lamb (Wetherby)
Councillor J Procter (Wetherby)
Councillor G Wilkinson (Wetherby)

East (Inner) Area Committee

Councillor A Khan (Burmantofts & Richmond Hill)
Councillor R Grahame (Burmantofts & Richmond Hill)
Councillor R Pryke (Burmantofts & Richmond Hill)
Councillor A Hussain (Gipton & Harehills)
Councillor K Maqsood (Gipton & Harehills)
Councillor A Taylor (Gipton & Harehills)
Councillor V Morgan (Killingbeck & Seacroft)
Councillor B Selby (Killingbeck & Seacroft)
Councillor G Hyde (Killingbeck & Seacroft)

East (Outer) Area Committee

Councillor P Grahame (Crossgates & Whinmoor)
Councillor P Gruen (Crossgates & Whinmoor)
Councillor S Armitage (Crossgates & Whinmoor)
Councillor M Dobson (Garforth & Swillington)
Councillor T Murray (Garforth & Swillington)
Councillor A McKenna (Garforth & Swillington)
Councillor J Lewis (Kippax & Methley)
Councillor K Wakefield (Kippax & Methley)
Councillor K Parker (Kippax & Methley)
Councillor K Mitchell (Temple Newsam)
Councillor M Lyons (Temple Newsam)
Councillor W Hyde (Temple Newsam)

South (Inner) Area Committee

Councillor A Ogilvie (Beeston & Holbeck)
Councillor D Congreve (Beeston & Holbeck)
Councillor A Gabriel (Beeston & Holbeck)
Councillor P Davey (City & Hunslet)
Councillor M Iqbal (City & Hunslet)
Councillor E Nash (City & Hunslet)
Councillor J Blake (Middleton Park)
Councillor K Groves (Middleton Park)
Councillor G Driver (Middleton Park)

South (Outer) Area Committee

Councillor J Dunn (Ardsley & Robin Hood)
Councillor L Mulherin (Ardsley & Robin Hood)
Councillor K Renshaw (Ardsley & Robin Hood)
Councillor R Gettings (Morley North)
Councillor T Leadley (Morley North)
Councillor R Finnigan (Morley North)
Councillor N Dawson (Morley South)
Councillor S Varley (Morley South)
Councillor J Elliott (Morley South)
Councillor K Bruce (Rothwell)
Councillor B S Golton (Rothwell)
Councillor D Wilson (Rothwell)

West (Inner) Area Committee

Councillor J McKenna (Armley)
Councillor J Harper (Armley)
Councillor A Lowe (Armley)
Councillor T Hanley (Bramley & Stanningley)
Councillor N Taggart (Bramley & Stanningley)
Councillor A D Atkinson (Bramley & Stanningley)

West (Outer) Area Committee

Councillor J W Marjoram (Calverley & Farsley)
Councillor R Wood (Calverley & Farsley)
Councillor A Carter (Calverley & Farsley)
Councillor A Blackburn (Farnley & Wortley)
Councillor J Hardy (Farnley & Wortley)
Councillor D Blackburn (Farnley & Wortley)
Councillor R Lewis (Pudsey)
Councillor M Coulson (Pudsey)
Councillor J Jarosz (Pudsey)

This page is intentionally left blank

LEEDS CITY COUNCIL

ANNUAL MEETING

26th MAY 2011

CHAIRS OF COMMITTEES / BOARDS / PANELS

Scrutiny Boards

Scrutiny Board (Resources and Council Services)- Cllr P Grahame
Scrutiny Board (Children and Families) - Cllr Chapman
Scrutiny Board (Sustainable Economy and Culture)-Cllr Rafique
Scrutiny Board (Safer and Stronger Communities)- Cllr Anderson
Scrutiny Board (Regeneration) - Cllr J Procter
Scrutiny Board (Health and Well-being and Adult Social Care) – Cllr Mulherin

Licensing and Regulatory Panels

Plans Panel (East) - Cllr Congreve
Plans Panel (West) - Cllr Taggart
Plans Panel (City Centre) - Cllr Selby
Licensing Committee - Cllr Armitage

Other Committees

Development Plan Panel - Cllr Taggart
Member Management Committee - Cllr J Lewis
Corporate Governance & Audit Committee - Cllr Driver
General Purposes Committee - Cllr Wakefield
Standards Committee - Mr G Tollefson

This page is intentionally left blank

LEEDS CITY COUNCIL

ANNUAL MEETING

26th MAY 2011

CHAIRS OF AREA COMMITTEES – UNCONTESTED NOMINATIONS

North West (Outer) Area Committee	- Councillor G Latty
North East (Inner) Area Committee	- Councillor G Hussain
North East (Outer) Area Committee	- Councillor Wilkinson
East (Inner) Area Committee	- Councillor G Hyde
East (Outer) Area Committee	- Councillor K Parker
South (Inner) Area Committee	- Councillor Gabriel
South (Outer) Area Committee	- Councillor Finnigan
West (Inner) Area Committee	- Councillor Atkinson
West (Outer) Area Committee	- Councillor D Blackburn

This page is intentionally left blank

LEEDS CITY COUNCIL

ANNUAL MEETING

26th MAY 2011

CHAIRS OF AREA COMMITTEES – CONTESTED NOMINATIONS

North West (Inner) Area Committee - Councillor J Akhtar

- Councillor B Chastney

This page is intentionally left blank

LEEDS CITY COUNCIL

ANNUAL MEETING

26th May 2011

APPOINTMENTS TO JOINT AUTHORITIES AND JOINT COMMITTEES

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

LABOUR	LIBERAL DEMOCRAT	CONSERVATIVE	MORLEY BOROUGH IND	GREEN
---------------	-----------------------------	---------------------	-----------------------------------	--------------

JOINT AUTHORITIES

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

Councillors

A McKenna Illingworth R Grahame A Hussain S Hamilton	C Townsley	A Castle P Harrand
--	------------	-----------------------

WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY

Councillors

Coulson J Harper J Lewis Lyons Morgan	Downes	A Carter W Hyde
---	--------	--------------------

NOMINATIONS TO SERVE ON THE WEST YORKSHIRE POLICE AUTHORITY

Councillors

Lowe Iqbal	J L Carter
---------------	------------

JOINT COMMITTEES

WEST YORKSHIRE JOINT SERVICE COMMITTEES

Councillors

R Grahame
Taggart
Wakefield

1 Whip's
nominees

Sub: Hardy

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

Hanley

1 Whip's
nominee

WEST YORKSHIRE PENSION FUND – ADVISORY GROUP

Councillors

Davey
Hanley

1 Whip's
nominees

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 Leader¹

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

¹ For the following periods:

Period	Deputy Leader	Designated Deputy Leader
Annual meeting 2011 to 31 July 2011	Cllr Judith Blake	Cllr Peter Gruen
1 August 2011 to 31 September 2011	Cllr Peter Gruen	Cllr Judith Blake
1 October 2011 to 30 November 2011	Cllr Judith Blake	Cllr Peter Gruen
1 December 2011 to 31 January 2012	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

Name	Address	Ward
Cllr Lucinda Yeadon Labour Group	2 Vesper Place Leeds LS5 3JR	Kirkstall
Cllr Richard Lewis Labour Group	121 Roker Lane Pudsey Leeds LS28 9NB	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 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
Cllr Robert Finnigan Morley Borough Independents	Morley Borough Independents Office Morley Town Hall Queen Street Morley, Leeds, LS27 9DY	Morley North

SECTION 3B (a) : EXECUTIVE MEMBER PORTFOLIOS

EXECUTIVE MEMBER	DECISION MAKING OVERVIEW¹
Resources and Corporate Functions Cllr Keith Wakefield Labour Group	Chief Executive, Deputy Chief Executive, City Solicitor, Assistant Chief Executive (Planning Policy and Improvement) excluding functions relating to area based working arrangements ² , Chief Officer (Customer Services) and Director of Resources.
Development and the Economy Cllr Richard Lewis Labour Group	Director of City Development ³ (excluding functions relating to culture and leisure, and environmental management), Chief Officer Highways and Transportation, Chief Planning Officer and Chief Economic Development Officer.
Environmental Services Cllr Mark Dobson Labour Group	Director of City Development (functions relating to environmental management ⁴ only), Director of Environment and Neighbourhoods (relating to statutory nuisances, air pollution, environmental protection, waste policy and streetscene functions) ⁵ and Chief Environmental Services Officer ⁶ (excluding functions relating to the condition and occupation of private housing; caravan sites).
Neighbourhoods, Housing and Regeneration Cllr Peter Gruen Labour Group	Director of Environment and Neighbourhoods ⁷ (excluding functions relating to statutory nuisances, air pollution, environmental protection, waste policy and streetscene functions), the Chief Environmental Services Officer (functions relating to the condition and occupation of private housing; caravan sites only ⁸), and Assistant Chief Executive (Planning Policy and Improvement) (functions relating to area based working arrangements only) ⁹

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

² Function (k) delegated to the Assistant Chief Executive (Planning Policy and Improvement)

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

⁴ Function (l) delegated to the Director of City Development

⁵ Functions 1(a) – (e) and 2 (h) - (k) delegated to the Director of Environment and Neighbourhoods,

⁶ Functions 1(a) – (e) and 2 (c) – (e) delegated to the Chief Environmental Services Officer

⁷ Functions 2(a) -(g) delegated to the Director of Environment and Neighbourhoods

⁸ Functions 2(a) and (b) delegated to the Chief Environmental Services Officer

⁹ Function (k) delegated to the Assistant Chief Executive (Planning Policy and Improvement)

Executive Functions

EXECUTIVE MEMBER	DECISION MAKING OVERVIEW¹
Children's Services¹⁰ Executive Member Cllr Judith Blake Labour Group	Director of Children's Services
Leisure Cllr Adam Ogilvie Labour Group	Director of City Development (functions relating to culture and leisure) ¹¹ and Chief Libraries Arts and Heritage Officer
Adult Health and Social Care Cllr Lucinda Yeadon Labour Group	Director of Adult Social Services

¹⁰ 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.

¹¹ Functions 2(m) - (q) delegated to the Director of City Development

Part 3 Section 3B(a)

Page 2 of 2

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

POST	AREA OF RESPONSIBILITY
Executive Member for Resources and Corporate functions	<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 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 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"> • The provision of strategic property and asset management services; • Economic, transport and planning policy development; • Highway authority and road traffic authority

Executive Functions

POST	AREA OF RESPONSIBILITY
	<p>services including highway design services;</p> <ul style="list-style-type: none"> • 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>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; • Grounds maintenance; • 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>
<p>Executive Member for Neighbourhoods Housing and Regeneration</p>	<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; • Locality working; • Jobs and Skills. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

POST	AREA OF RESPONSIBILITY
Executive Member for Children's Services ¹	<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; • services relating to information, advice and guidance under the Learning and Skills Act 2000; • Operational responsibilities for the Youth Offending Service so far as they relate to the local authority. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>
Executive Member Adult Health and Social Care	<p>To have political oversight for the following principal areas of Council activity:</p> <ul style="list-style-type: none"> • the provision of adult health and social care services; • public health. <p>To represent the Council on key inter-sector and inter-authority partnerships.</p>

¹ 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.

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 Member for Children's Services 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 otherwise¹.

Member	Functions
Cllr Ted Hanley	Social service functions, so far as these functions relate to children, or young people leaving care.
Cllr Jane Dowson	The authority's role as local education authority and the provision of services so far as they relate to information, advice and guidance under the Learning and Skills Act 2000.

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 meetings²
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

Cllr Kim Groves	Cllr James McKenna
Cllr Josephine Jarosz	Cllr Gerry Harper
Cllr Thomas Murray	Cllr Eileen Taylor
Cllr Jack Dunn	Cllr Bernard Atha
TBC	

¹ This excludes deputising at Executive Board meetings (see Executive Procedure Rule 2.3).

² See footnote 1 above

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

AREA COMMITTEES

Within each Committee's area:

(Council functions)

1. *to make Elected Member¹ appointments² to Outside Bodies as determined by the Member Management Committee;*
2. *to advise or make representations to the Council, the Executive Board, Scrutiny Boards, Plans Panels or Licensing Committee on all matters affecting community interests;³*
3. *to consider and respond to consultations on planning briefs and frameworks and on major development proposals affecting the Committee's area;⁴*
4. *to consider proposals referred to the Committee by the Council, Executive Board, Scrutiny Boards, Plans Panels or Licensing Committee and to report back the Committee's views to the referring body;⁵*
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 appropriate⁶;*

(Executive functions)⁷

7. *to promote and improve the economic, social and environmental well-being of the Committee's area⁸; and*
8. *to exercise Area Functions;⁹*

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

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

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

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

⁷ All executive functions will be exercisable concurrently with the Executive Board.

⁸ 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 as determined from time to time by the Executive Board.

⁹ 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 Access to Information Procedure Rule 25.3 and Rule 25.2.8.

ADVISORY COMMITTEE TO THE EXECUTIVE

DEVELOPMENT PLAN PANEL

An advisory committee¹⁰ 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 are¹¹

- *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.

¹⁰ Appointed by the Council in accordance with Section 102 (4) of the Local Government Act 1972.

¹¹ In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

SECTION 3D: AREA COMMITTEE FUNCTION SCHEDULES

Well-Being Schedule

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

Area Functions Schedule

Function	
Community Centres	<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"> • oversee controllable revenue budgets, operational arrangements and the use of the centres; • agree and implement a schedule of charges and discounts for directly managed centres; • make asset management and investment proposals to ensure the portfolio is sustainable and meets local needs.
CCTV	To maintain an overview of the service in the Committee's area and receive regular information about it.
Neighbourhood Management Co-ordination	<p>In relation to the Committee's area:</p> <ul style="list-style-type: none"> • to agree priority neighbourhoods (through the approval of the Area Delivery Plan); and • to agree and monitor Neighbourhood Improvement Plans for the Committee's area.
<p>Street cleansing & Environmental Enforcement Services:</p> <ul style="list-style-type: none"> • Litter bin emptying • litter picking and associated works • Street sweeping and associated 	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

<p>works</p> <ul style="list-style-type: none">• Leaf clearing• Dog Controls (fouling, straying, dogs on leads, dog exclusions)• Fly tipping enforcement• Enforcement of domestic & commercial waste issues• Litter-related enforcement work• Enforcement on abandoned & nuisance vehicles• Overgrown vegetation• Highways enforcement (placards on streets, A boards, cleanliness)• Graffiti enforcement work• Proactive local environmental promotions.	<p>by:</p> <ul style="list-style-type: none">• the identification of priorities for service delivery annually (both geographical and in terms of types of services delivered)• The agreement of the most appropriate approaches to be taken to achieve local environmental cleanliness and quality. <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>
--	--

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 (Planning Policy and Improvement), 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

Officer Delegation Scheme (Executive Functions)

observed approved practices and procedures, including those in relation to community consultation.

- (i) 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

Directors¹ 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 programme² (BSF);
- Lease Plus Agreements or other agreements under LIFT³;
- 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:⁴
 - 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,

¹ Directors shall be understood to include all of the officers listed in Article 12. However, chief officers listed in Article 12 with concurrent delegations must consult their relevant Director before taking any key or major decision in relation to a Project.

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

³ In relation to LIFT the relevant Director is the Director of Environment and Neighbourhoods

⁴ (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),

Officer Delegation Scheme (Executive Functions)

- decisions to select/reduce numbers of bidders, and early works shall be subject to prior review by the relevant Project Board⁵⁶
- 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 Board⁷; 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 Board⁷⁷ and consultation with the Director of Resources:

to approve the content and submission of a pre-preferred bidder Final

⁵ 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

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

⁷ 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)

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
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, 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.

10. Director of City Development

Officer Delegation Scheme (Executive Functions)

- 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 (Planning Policy and Improvement), Directors and other named officers⁸ 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.

⁸ These are all other officers listed in Article 12. The concurrent delegations to chief officers under this scheme are subject to an exception in respect of those matters where the relevant Director has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration. Chief officers must consult the relevant Director before taking any key or major decision when exercising a concurrent delegation.

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 goods⁹ 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

⁹ In exceptional circumstances – Financial Procedure Rule 9.6

Officer Delegation Scheme (Executive Functions)

- (a) To implement and ensure compliance with:
 - the rules on data protection, human rights, surveillance activities, and freedom of information¹⁰;
 - 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.¹¹

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 City Solicitor, to sign certificates for contracts which relate specifically to their delegated functions.

¹⁰ 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

¹¹ 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.

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.

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 Executive³ is authorised to discharge any function⁴ of the Executive not otherwise delegated to a Director⁵, including elections, and civic and ceremonial functions of the Council.

¹ An “appropriate Executive Member” is the Leader or other appropriate 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 to the Executive Board for consideration.

³ 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.

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 Chief Executive as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

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

Assistant Chief Executive (Planning, Policy and Improvement)

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 (Planning Policy and Improvement)³ is authorised to discharge any function⁴ of the Executive in relation to:

- (a) corporate planning and policy development;
- (b) corporate equality and diversity activities;
- (c) performance management;
- (d) service improvement and transformation;
- (e) international and external relations;
- (f) communications strategy and policy;
- (g) press and media relations;
- (h) knowledge and information management;
- (i) customer services and the promotion of welfare rights;
- (j) the Leeds Initiative and related partnership activity; and
- (k) 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 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.

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 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.

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.

Chief Officer (Customer Services)

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Assistant Chief Executive (Planning, Policy and Improvement) 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 Assistant Chief Executive (Planning, Policy and Improvement) has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration;

the Chief Officer (Customer Services)³ is authorised⁴ to discharge any function⁵ of the Executive in relation to customer services and the promotion of welfare rights.

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

² The Chief Officer (Customer Services) 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.

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 he/she 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 Assistant Chief Executive (Planning, Policy and Improvement) before taking any key or major decision

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.

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 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 75 of the National Health Service Act 2006

⁸ See footnote 6 above

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

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;
- (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; and
- (g) specified functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal charity¹⁰.

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 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 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 75 of the National Health Service Act 2006

⁹ Including:-

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

¹⁰ In accordance with the resolution of the Executive Board 6 July 2005

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 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 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) building control (whether under the Building Act 1984 or otherwise);

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.

Officer Delegation Scheme (Executive Functions)

- (f) the authority's role as highways authority and road traffic authority except in relation to parking enforcement;
- (g) safety at sports grounds;
- (h) flood and water management;
- (i) design services;
- (j) asset management;
- (k) street naming and numbering;
- (l) environmental management and the formulation and implementation of environmental improvement programmes;
- (m) tourism and promotions;
- (n) cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues);
- (o) recreation services (including parks, countryside and sports facilities);
- (p) cemeteries, crematoria, burial grounds and mortuaries; and
- (q) countryside management (including all matters relating to the provision and maintenance of footpaths and bridleways), and the provision and maintenance of landscaping schemes.

The Chief Economic Development Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of City Development 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 City Development has directed that the delegated authority should not be exercised and that the matter should be referred to him/her for consideration,

the Chief Economic Development Officer³ is authorised⁴ to discharge the following functions⁵:

Any function of the Executive⁶ in relation to:

- (a) the operation of retail and wholesale markets and car boot sales;
- (b) the promotion of economic development and economic led regeneration;
- (c) the management of the city centre (including the promotion of the city centre and management of public spaces); and
- (d) tourism and promotions.

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

⁴ The Chief Officer must consult the Director of City Development before taking any key or major decision.

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 Economic Development Officer as “proper officer” for the purpose of any function delegated to him/her under these arrangements.

⁶ The Chief Economic Development Officer will be mindful of the potential for conflicts of interest arising and will make appropriate arrangements in this respect

Chief Officer Highways And Transportation

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of City Development 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 City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer Highways and Transportation ³ is authorised⁴ to discharge any function⁵ of the Executive in relation to:

1. The following local choice function which has been assigned to the Executive (see Section 1 of Part 3 of the Constitution): to make agreements for the execution of highways works under Section 278 Highways Act 1980; and
2. Any function of the Executive in relation to:
 - (a) the authority's role as highways authority and road traffic authority, except in relation to parking enforcement, and
 - (b) flood and water management.

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 City Development.

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 City Development before taking any key or major decision.

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 Libraries Arts And Heritage Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of City Development 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 City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration,

the Chief Libraries, Arts and Heritage Officer³ is authorised⁴ to discharge any function⁵ of the Executive in relation to cultural services (including the arts, libraries, record repositories, museums and art galleries, public entertainments, halls and venues).

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.

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 Director remains responsible for any decision taken pursuant to such arrangements.

⁴ The Chief Officer must consult the Director of City Development before taking any key or major decision.

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.

Chief Planning Officer

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 Planning Officer³ is authorised to discharge any function⁴ of the Executive:

- (a) in relation to the authority's role as local planning authority⁵;

With the exception of those matters where

- (i) an appropriate Executive Member⁶ or the Director of City Development has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration⁷; or
- (ii) the Director of City Development has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration,

the Chief Planning Officer⁸ is authorised⁹ to discharge any function¹⁰ of the Executive in relation to:

- (b) building control (whether under the Building Act 1984 or otherwise);
- (c) safety at sports grounds; and
- (d) street naming and numbering.

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

³ 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 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 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

⁶ See footnote 1 above

⁷ See footnote 2 above

⁸ See footnote 3 above

⁹ The Chief Officer must consult the Director of City Development before taking any key or major decision in relation to functions (b) to (c).

¹⁰ See footnote 4 above

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 functions⁴:

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 authority⁶ 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 authority⁷;
 - (b) the condition and occupation of housing;
 - (c) caravan sites and land occupied by travelling people;
 - (d) area based housing led regeneration;

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.

⁶ Including functions relating to Supporting People

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

Officer Delegation Scheme (Executive Functions)

- (e) community planning and community initiatives;
- (f) community safety and the reduction of crime and disorder (including the management of closed circuit TV);
- (g) 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.
- (h) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (i) animal welfare;
- (j) development and implementation of municipal waste policy; and
- (k) 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.

Chief Environmental Services Officer

With the exception of those matters where

- (i) an appropriate Executive Member¹ or the Director of Environment and Neighbourhoods 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 Environment and Neighbourhoods has directed that the delegated authority should not be exercised and that the matter be referred to him/her for consideration

the Chief Officer (Environmental Services)³ is authorised⁴ to discharge the following functions⁵:

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 condition and occupation of private⁶ housing;
 - (b) caravan sites;

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 Environment and Neighbourhoods

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 Environment and Neighbourhoods 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 That is, housing which is not owned by the council.

Officer Delegation Scheme (Executive Functions)

- (c) environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases);
- (d) animal welfare; and
- (e) 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.

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;
- (b) the provision of financial services⁶, including treasury management⁷, capital programme, benefits administration, taxation arrangements, revenue collection of council tax and national non-domestic rates, student support, internal audit, creditor payments, debt recovery, pensions and the council's insurance arrangements;
- (c) industrial relations and employment matters, including employee training and health and safety;
- (d) the management of corporate governance;
- (e) risk management;
- (f) civil defence and emergency planning;
- (g) licensing and other related functions⁸, and enforcement;
- (h) 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

⁶ "financial services" includes the management, monitoring and control of the capital programme; and subject to resources the transfer of schemes from the reserved programme to the funded programme or from the funded programme to the reserved programme.

⁷ "treasury management" includes the making, payment and borrowing of loans.

⁸ These functions were delegated to the Licensing Committee by full Council on 14 July 2010

Officer Delegation Scheme (Executive Functions)

- (i) the provision of services relating to building maintenance, catering, cleaning, transport (including fleet services and passenger transport services), and school crossing patrols;
- (j) procurement and purchasing;
- (k) civic and community buildings⁹, accommodation and facilities management¹⁰;
- (l) the registration of births, deaths, marriages and civil partnerships;
- (m) the management of matters relating to Members, the Lord Mayor, committees and scrutiny support; and
- (n) parish councils.

⁹ That is, all council properties, except schools and Housing Revenue Account properties.

¹⁰ "facilities management" includes the purchasing of energy under the terms of an energy supply contract. and for this purpose includes the purchasing of energy for schools. The Director of Resources will consult with the appropriate Executive Member in this regard.

The City Solicitor

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 City Solicitor³ 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) land charges; and
 - (ii) data protection, human rights, freedom of information and the regulation of surveillance activities.

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

² 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

³ 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.

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 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.

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 delegated³:

- 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;

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

- 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
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
- 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

⁴ By agreements in 05 and 07

Officer Delegation Scheme (Executive Functions)

- 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
- 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 Council¹

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 Council²

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.

¹ Resolved by the Executive on 2 September 2008.

² Resolved by the Executive on 30 March 2011

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 20 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 Members¹

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>

¹ Of whom at least one shall be an Executive Member (Regulation 12 (1C) of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000) 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)

This page is intentionally left blank