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## **MEMBER MANAGEMENT COMMITTEE**

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**Meeting to be held in Civic Hall on  
Thursday, 29th June, 2006  
at 5.30 pm**

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### **MEMBERSHIP**

#### **Councillors**

T Hanley  
B Selby

S Bentley  
M Hamilton

G Latty  
J Procter (Chair)

T Leadley

A Blackburn

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p>	
2			<p><b>EXCLUSION OF PUBLIC</b></p> <p>To identify items where resolutions may be moved to exclude the public</p>	
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATIONS OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 13 of the Members Code of Conduct</p>	
5			<p><b>MINUTES</b></p> <p>To approve as a correct record the minutes of the meeting held on 2<sup>nd</sup> February 2006.</p>	1 - 4
6			<p><b>OUTSIDE BODIES</b></p> <p>To consider the report of the Chief Democratic Services Officer in relation to Member appointments to Outside Bodies.</p>	5 - 36

Item No	Ward	Item Not Open		Page No
7			<p><b>MEMBER DEVELOPMENT</b></p> <p>To consider the report of the Chief Democratic Services Officer providing Members with an update on training and development issues and setting out proposals for the provision of training to Members.</p>	37 - 46
8			<p><b>MEMBERS' IT SUPPORT</b></p> <p>To consider the report of the Chief Democratic Services Officer and Chief ICT Officer updating on the organisation of ICT support to Members, and seeking views on methods of Member consultation and on the development of draft guidelines with regard to the personal use of Council owned ICT systems.</p>	47 - 52
9			<p><b>ANNUAL MEMBER SURVEY</b></p> <p>To consider the report of the Chief Democratic Services Officer updating on the Annual Member Survey and seeking views on the development of the Annual Member Survey so as to increase Member participation.</p>	53 - 70

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## MEMBER MANAGEMENT COMMITTEE

2<sup>ND</sup> FEBRUARY 2006

**PRESENT** : Councillor M Hamilton in the Chair  
Councillors A Blackburn, Bentley, Gruen,  
Hanley, Latty, Leadley and J Procter

**17 Minutes**

**RESOLVED** – That the minutes of the meeting held on 18<sup>th</sup> October 2005 be approved as a correct record.

**18 Matters Arising**

- (a) Further to minute 13(a) – Recording of Council Meetings  
Members asked for further details on the arrangements for the presentation to the current service provider in recognition of their long service to the Council
- (b) Further to Minute 15 – Provision of IT Support Members  
Members requested that officers prepare clear guidelines for submission to a future meeting as to what may be considered to be acceptable personal use of IT equipment

**19 Civic Hall Reception and Security Arrangements, Civic Hall Refurbishment of Staff Facilities**

Further to minute 17(a) of the meeting held on 18<sup>th</sup> October 2005 the Chief Support and Facilities Officer submitted a report providing Members with an update on Civic Hall reception and security arrangements and Civic Hall refurbishment of staff facilities.

Detailed discussion followed on the details of the new arrangements and the long term programme for the Civic Hall.

**RESOLVED –**

- (a) To note the contents of the report  
(b) That officers provide Members with detailed proposals and plans of the work on the 4<sup>th</sup> Floor (East)

**20 Members Correspondence**

The Chief Democratic Services Officer submitted a report to advise Members of the arrangements which have been established in relation to Members' correspondence.

**RESOLVED** – To note the contents of the report

**21 Member Development**

The Chief Democratic Services Officer submitted a report updating Members on Member Development issues and activities over the last quarter specifically in relation to:

- notes from the first meeting of the Member Development Working Group
- draft Member Development Strategy for 2006/2008
- draft Induction Programme for 2006
- Learning and Development report for the period 1<sup>st</sup> October to 31<sup>st</sup> December 2005

**RESOLVED –**

- To support the Member Development Strategy 2006-2008 and foreword which were appended to the report
- To support the Induction Programme for 2006 that was appended to the report
- To note the contents of the Learning and Development report

**22 Independent Remuneration Panel**

Further to minute 17(d) of the meeting held on 18<sup>th</sup> October 2005 the Chief Democratic Services Officer submitted a report advising Members of the arrangements which exist in relation to membership of the Independent Remuneration Panel.

Members noted that new arrangements had been agreed in relation to the Independent Remuneration Panel, particularly in relation to:-

- the size of the Panel
- the period of the appointment
- the basis recruitment

Members further discussed the mechanisms for convening meetings of the Panel

**RESOLVED –** That the contents of the report be noted

**23 Local Authority Appointments to Outside Bodies**

The Chief Democratic Services Officer submitted a report on Member Appointments to Outside Bodies.

**RESOLVED –**

- That the Member Management Committee be confirmed as the appointing body for the following Fostering Panels:  
  
Rawdon, South Leeds and East Leeds
  - That Councillor Coulson be confirmed as the representative on the Rawdon Fostering Panel
  - That Councillor Galdas be appointed as the representative on the South Leeds Fostering Panel
  - That Councillor Fox be appointed as the representative on the East Leeds Fostering Panel
- That officers provide further details in relation to the Leeds Grand Theatre Enterprises Ltd to a future meeting

- (c) That officers establish whether there is currently a vacancy on the Yorkshire and Humberside Association of Local Authorities
- (d) That Councillor Ann Blackburn replace Councillor David Blackburn on the WYPTA – Highways and Planning Liaison Group
- (e) To note the following appointments confirmed by the Director of Legal and Democratic Services since the last meeting of this Committee:

Councillor Fox – School Organisation Committee

Councillor Kendall – West Yorkshire Playhouse Theatre Board

Councillor Blake – Making Leeds Better Programme Board

Councillor Anderson – Green Leeds

Councillor Mulherin – Joseph Priestley College

Councillor Finnigan – Joseph Priestley College

**24 Date and Time of Next Meeting**

**RESOLVED** – That the next meeting of the Committee be held on 30<sup>th</sup> March 2006 at 4.00 pm

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Originator:	Kevin Tomkinson
Tel:	2474357

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**Report of the Chief Democratic Services Officer**

**Report to Member Management Committee**

**Date: 29<sup>th</sup> June 2006**

**Subject: LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES**

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**Electoral Wards Affected:**

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

Narrowing the Gap

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**1.0 EXECUTIVE SUMMARY**

1.1 This report outlines the roles and responsibilities of the Member Management Committee in relation to Elected Member Appointments to Outside Bodies.

1.2 The report also provides an update on the Members currently serving on outside bodies and details appointments made since February 2006.

**2.0 PURPOSE OF REPORT**

2.1 This report outlines the Member Management Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to;

- Agree a schedule detailing those organisations that the Council will continue to make an appointment to;
- Agree the nominations to those organisations which fall to the Committee to make an appointment to.

**3.0 RESPONSIBILITIES OF THE MEMBER MANAGEMENT COMMITTEE**

3.1 Each year the Member Management Committee is required to review the list of notified Outside Bodies and determine whether the Council should make/continue to make an appointment to those bodies. The process by which this is undertaken is detailed in the Appointment to Outside Bodies Procedure Rules (an extract of which is listed below, a copy of the procedure rules are appended to this report at Appendix 1).

Extract from the Appointments to Outside Bodies Procedure Rules

- 2.2 *Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.*
- 2.3 *Determination will be based on one or more of the following criteria being met.*
- *The proposed appointment is a statutory requirement, or*
  - *The proposed appointment would be consistent with the Council's policy or strategic objectives, or*
  - *The proposed appointment would add value to the Council's activities*
- 3.2 The current schedule of bodies to which appointments are made is attached at Appendix 2. This schedule was agreed by Member Management Committee in June 2005 and identifies those appointments which fall to the Committee to make.
- 3.3 In relation to these appointments the Member Management Committee is asked to :-
- confirm that the Council will continue to make an appointment to those organisations listed;
  - confirm the allocation of responsibility for appointments to the Member Management Committee
  - consider those Members which they would wish to appoint to serve on the organisations listed in Appendix 2
- 3.4 The Appointments Procedure advises the Member Management Committee to have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 3.5 The Member Management Committee is asked to note that Elected Members should normally fill all available appointments and that all appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.6 It is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled.
- 3.7 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above

#### **4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE**

- 4.1 The appointment of Elected members to the Outside Bodies detailed in the attached schedule contributes to the Council's strategic functions, priorities and community leadership role.

#### **5.0 POSITION STATEMENT**

- 5.1 The Member Management Committee met on a number of occasions in the last Municipal Year to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 2 details the current position.
- 5.2 Member Management Committee is asked to consider the vacancies detailed in Appendix 2 and make appointments to them, other than those shaded which indicates that an appointment is not required for this Municipal Year.
- 5.3 In considering these vacancies the Committee is asked to specifically consider the following issues:-
- 5.4 Yorkshire and Humber Association of Local Authorities

Executive Board at its meeting on the 19<sup>th</sup> April 2006 considered and endorsed a report on a proposal to dissolve the Yorkshire and Humber Association of Local Authorities and to establish Local Government Yorkshire and Humber(Appendix 3).

Members of the Executive Board noted that as a member of the new organisation, the council will need to formally agree its representation on the new body via a report to the Member Management Committee, though no changes to the existing arrangements are proposed – Leeds will be represented by the Leader or Leader's representative, and will be entitled to 15 votes, as at present.

Member Management Committee are therefore asked to consider appointing to Local Government Yorkshire and Humber on the same basis as it did to the Yorkshire and Humber Association of Local Authorities

The current arrangements are the Leader(s) of Council and their representative(s).

#### **5.5 Appointments made since February 2006**

Since the last meeting of the Committee appointments have been made as detailed below utilising the delegations made by this Committee to the Director of Legal and Democratic Services.

<u>Outside Body</u>	<u>Member Appointed</u>	<u>Member Replaced</u>
School Organisation Committee	Cllr Russell	Cllr C Nash
Leeds Grand Theatre Board	Cllr J L Carter Cllr Harrand Cllr Blake Cllr Smith Cllr Harker	Cllr Feldman Cllr W Hyde Cllr Atha Cllr Townsley Cllr Taylor

## 6.0 RECOMMENDATIONS

6.1 The Member Management Committee is asked to:-

- Agree a schedule detailing those organisations that the Council will continue to make an appointment to;
- Agree the nominations to those organisations which fall to the Committee to make an appointment to;



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# **APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES**

Contact Name:

Nick de la Taste  
Telephone: 247 4560

Body/Person with authority  
to change the document:  
Full Council

## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee) to them.
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules

### 2.0 Determination of Outside Bodies to which an Appointment should be Made

- 2.1 The Chief Democratic Services Officer will maintain a list of all Outside Bodies which have notified the Council of a request to appoint an Elected Member to them.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
  - the proposed appointment is a statutory requirement;
  - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
  - the proposed appointment would add value to the Council's activities.
- 2.4 Requests to make an appointment received after such an annual review will be similarly referred to the Member Management Committee for determination by reference to the same criteria.

### 3.0 Determination of how an Appointment should be made

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
  - **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.
  - **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective



## *Appointments to Outside Bodies Procedure Rules*

- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

### **4.0 The Appointment Procedure**

#### Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>1</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members<sup>2</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled
- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The Director of Legal and Democratic Services will have Delegated authority to make an appointment in the following circumstances:

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<sup>1</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

<sup>2</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

### *Appointments to Outside Bodies Procedure Rules*

- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
- (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
- (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Members of the Member Management Committee.

That any instances of this delegation being used be reported to the next meeting of the Member Management Committee

### Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>3</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members<sup>4</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 4.11 Area Management Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.

### **Support for Elected Member Appointees To External Organisations**

**Lead officer:** A lead officer will be identified by the Chief Democratic Services Officer in consultation with the relevant Director for all relevant appointments in the Strategic and Key Partnerships category .

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<sup>3</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

<sup>4</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

## *Appointments to Outside Bodies Procedure Rules*

This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the Chief Legal Services Officer as appropriate.

**Briefings:** For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.

**Induction:** Partner/external organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of Strategic and Key Partnership Category appointments it is the lead officer's responsibility to ensure that an induction is arranged.

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OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Adoption Panel – Elmete	Yes  in part	Executive Member (Adult Health & Social Care)  1 Place	2	May-06  May-06	2	Jun-05  Jun-05	Brenda Lancaster  Sharon Hamilton	Lib Dem  Lab
Adoption Panel – Skyrack	Yes  in part	Executive Member (Adult Health & Social Care)  1 Place	2	May-06  May-06	2	Jun-05  Jun-05	Valerie Kendall  Ann Castle	Con  Con
Airport Consultative Committee	No	No	1	May-06	1	Jun-05	Brian Cleasby	Lib Dem
Allotments Working Party	No	No	1	May-06	1		Vacancy	Unallocated
Alzheimers Society Management Committee	No	No	1	May-06	1	Annual	Vacancy	Unallocated
Arthur Louis Aaron Memorial Fund.	No	No	1	May-06	1	Jun-05	Ronald Feldman	Con
Association Of Blind Asians	No	No	1	May-06	1	Jun-05	Mohammed Iqbal	Lab
Association Of West Yorkshire Authorities	Yes  in part	Leader  1 Place	3	May-06  May-06 May-06	3	Jun-05  Jun-05 Jun-05	Mark Harris  David Blackburn Andrew Carter	Lib Dem  Green Con
Bradford University Court	No	No	3	May-06  May-07 May-07	1	Jun-05  Jul-04 Jul-04	Vacancy  Geoff Driver Brian Cleasby	Unallocated  Lab Lib Dem
Brotherton Collection Advisory Committee	No	No	1	May-06	1	Jun-05	Bernard Atha	Lab
Care And Repair (Leeds)	No	No	1	May-06	1	Jun-05	Ralph Pryke	Lib Dem
Children’s Advisory Panel	Yes  in part	Executive Member (Adult Health & Social Care)  1 Place	5	May-06  May-06 May-06 May-06	5	Jun-05  Jun-05 Jun-05 Jun-05	Judith Elliot  Lisa Mulherin Brian Selby Brenda Lancaster Gerald Wilkinson	MBI  Lab Lab Lib Dem Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Chinese Community Association	No	No	1	May-06	1	Jun-05	Neil Taggart	Lab
Clarke Hall Government Committee	No	No	1	May-06	1	Jun-05	Colin Campbell	Lib Dem
Chamber of Commerce	Yes	Executive Member Development	1	May-06	1	Jun-05	Andrew Carter	Con
Coalfield Communities Campaign Regional Executive	No	No	1	May-06	1	Jun-05	Keith Parker	Lab
Community Link	No	No	1	May-06	1	Jun-05	John Bale	Con
Craft Centre And Design Gallery	No		3	May-06	3	Jun-05	Judith Elliott	MBI
				May-06		Jun-05	Bernard Atha	Lab
				May-06		Jun-05	Graham Latty	Con
Crime and Disorder Reduction Partnership	Yes	Executive Member (Neighbourhoods and Housing)	1	May-06	1	Jun-05	J L Carter	Con
Crossroads (Leeds) Ltd	No	No	1	May-06	1		Vacancy	
Cycling Consultative Forum	No		1	May-06	1	Jun-05	Stuart Andrew	Con
David Young Academy Governing Body	no		1	Apr-08		Apr-04	Peter Gruen	Lab
Dial Leeds	No	No	1	May-06	1	Jun-05	Claire Nash	Green
Early Years Development Partnership	No	No	3	May-06	3	Jun-05	Richard Harker	Lib Dem
				May-06		Jun-05	Lisa Mulherin	Lab
				May-06		Jun-05	Whip Nominee	Con
Environment Agency - Ridings Area Environment Group	Yes	Exec Member Development or Nominee	1	May-06	1	Jun-05	Exec Member or Nominee	Con
Fostering Panel - East Leeds	No	No	1	May-06		Feb-06	Clive Fox	Con
Fostering Panel - Rawdon	No	No	1	May-06		Feb-06	Mick Coulson	Labour
Fostering Panel - South Leeds	No	No	1	May-06		Feb-06	Mitchell Galdas	Lib Dem
Friends Of Leeds City Museum	No	No	3	May-06	3	Jun-05	Barry Anderson	Con
				May-06		Jun-05	Elizabeth Nash	Lab
				May-06		Jun-05	Don Wilson	Lib Dem

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Green Leeds	No		4	May-06	4	Jun-05	Keith Wakefield	Lab
				May-06		Jun-05	Sue Bentley	Lib Dem
				May-06		Jun-05	David Blackburn	Green
				May-06		Dec-05	Barry Anderson	Con
Governors Of Trinity And All Saints College	No	No	1	May-06		Jul-04	Richard Harker	Lib Dem
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	May-06	1	Jun-05	Penny Ewens	Lib Dem
Homestart Leeds	No	No	1	May-06	1	3 Years	Vacancy	
IGEN	No	No	2	May-06	2	Jun-05	Sue Bentley	Lib Dem
				May-06		Jul-05	John Bale	Con
Investigation of Air Pollution Standing Conference	Yes	Executive Member Development	1	May-06	1	Jun-05	Barry Anderson	Con
Joint Consultative Committee (Teachers)	Yes  (in part)	Exec Member Childrens Services or Nominee  1 place	5	Jan-06	5	Jun-05	Lisa Mulherin	Lab
				May-06		Jun-05	vacancy	Unallocated
				May-06		Jun-05	William Hyde	Con
				May-06		Jun-05	Brian Cleasby	Lib Dem
				May-06		Jun-05	Richard Harker	Lib Dem
Joseph Priestley College Governing Body	No	No	2	May-08		Jan-06	Lisa Mulherin	Lab
				May-06	1	Jan-06	Robert Finnigan	MBI
Lady Elizabeth Hastings Educational Foundation	No	No	1	May-08	1	Oct-05	Mr Michael Fox	
Leeds Admissions Forum	No	No	5	May-06	5	Jun-05	Peter Gruen	Lab
				May-06		Jun-05	Robert Finnigan	MBI
				May-06		Jun-05	Mick Coulson	Lab
				May-06		Jun-05	Alec Shelbrooke	Con
				May-06		Jun-05	Richard Harker	Lib Dem
Leeds Art Collections Fund	No	No	1	May-06	1	Jun-05	Cllr John Procter	Con
Leeds Childrens Holiday Camp Association	No	No	1	May-06	1		Vacancy	
Leeds Citizens Advice Bureau	No	No	2	May-06	2	Jun-05	Javaid Akhtar	Lib Dem
				May-06		Jun-05	Keith Wakefield	Lab

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Leeds Civic Arts Guild	No	No	1	May-06	1	Jun-05	Roger Harington	Lab
Leeds College of Art and Design	No	No	1	Mar-08		Jul-04	Graham Hyde	Lab
Leeds College of Building	No	No	1	May-06	1	Jun-05	Graham Hyde	Lab
Leeds College Of Technology Governing Body	No	No	1	Jan-07		Jul-04	Clive Fox	Con
Leeds Community Equipment Service Partnership Board	No	No	2	May-06	2	Jun-05	Brian Selby	Lab
				May-06		Jun-05	Brenda Lancaster	Lib Dem
Leeds Faith Community Liaison Forum	No	No	1	May-06	1	Jun-05	Michael Fox	Non Cllr
Leeds Grand Theatre Board And Opera House Board Of Management	Yes  in part	Exec Member Leisure or Nominee  1 place	6	May-06	6	Jun-06	David Blackburn	Green
				May-06		Jun-06	Judith Blake	Lab
				May-06		Jun-06	Peter Harrant	Con
				May-06		Jun-06	J L Carter	Con
				May-06		Jun-06	Steve Smith	Lib Dem
				May-06		Jun-06	Richard Harker	Lib Dem
Leeds Groundwork Trust	No	No	6	May-06	6	Jun-05	Geoff Driver	Lab
				May-06		Jun-05	Keith Wakefield	Lab
				May-06		Oct-05	Jane Dowson	Lab
				May-06		Jun-05	Ann Blackburn	Green
				May-06		Jun-05	David Hollingsworth	Lib Dem
				May-06		Jun-05	Ralph Pryke	Lib Dem



OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Leeds Housing Concern	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-06	1	Jun-05	Exec Member or nominee	Con
Leeds in Bloom/Lower Initiative	No	No	1	May-06	1		Vacancy	Unallocated
Leeds Initiative Board	Yes	Party Leaders or nominee	3	May-06	3	Jun-05	Keith Wakefield	Lab
		3 places		May-06 May-06 May-06		Jun-05 Jun-05 Jun-05	Mark Harris Andrew Carter	Lib Dem Con
Leeds Initiative - Learning Partnership	Yes in part	Exec Member Childrens Services or Nominee	2	May-06	2	Jun-05	Richard Harker	Lib Dem
		1 place		May-06		Jun-05	Sue Bentley	Lib Dem
Leeds Initiative - Leeds Cultural Partnership	Yes	Exec Member Development or Nominee	3	May-06	3	Jun-05	TBC	Con
		Exec Member Leisure or Nominee		May-06		Jun-05	J Procter	Con
		2 places		May-06		Jun-05	TBC	Con
Leeds Initiative - Environment City Partnership	Yes in part	Exec Member Development or Nominee	2	May-06	2	Jun-05	Stuart Golton	Lib Dem
		1 place		May-06		Jun-05	TBC	
Leeds Initiative - Integrated Transport Partnership	Yes in part	Exec Member Development or Nominee	4	May-06	4	Jun-05	Jim McKenna	Lab
		1 place		May-06 May-06 May-06		Jun-05 Jun-05 Jun-05	Andrew Carter Claire Nash Javaid Akhtar	Con Green Lib Dem
Leeds Initiative - Healthy Leeds Partnership	Yes	Exec Member Neighbourhoods and Housing or Nominee	2	May-06	2	Jun-05	TBC	Con
		Exec Member Social Care or Nominee		May-06		Jun-05	TBC	Con
Leeds Initiative - Economy Partnership	Yes	Exec Member Development or Nominee	1	May-06	1	Jun-05	Andrew Carter	Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Leeds Initiative - Sports Leeds	Yes	Exec Member Leisure or Nominee	2	May-06	2	Jul-05	Paul Wadsworth	Con
Leeds Initiative - Leeds City Centre Management Initiative	Yes	Exec Member Development or Nominee	2	May-06	2	Jun-05	Barry Anderson	Con
	in part	1 place		May-06		Jun-05	Colin Campbell	Lib Dem
Leeds Initiative - Community Safety Partnership	Yes	Exec Member Neighbourhoods and Housing or Nominee	4	May-06	4	Jun-05	J L Carter	Con
	in part			May-06		Jun-05	TBC	
				May-06		Jun-05	TBC	
				May-06		Jun-05	TBC	
Leeds Architecture and Design Initiative	None			May-06	5	Jun-05	Andrew Carter	Con
				May-06		Jun-05	Stuart Andrew	Con
				May-06		Jun-05	Clive Fox	Con
				May-06		Jun-05	Colin Campbell	Lib Dem
				May-06		Jun-05	Elizabeth Minkin	Lab
Leeds Inter Agency Project	No	No	1	May-06	1	Jun-05	Vacant	Unallocated
Leeds Jewish Welfare Board	No	No	1	May-06	1	Jun-05	Ronald Feldman	Con
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Health & Social Care)	5	May-06	5	Jun-05	Peter Harrand	Con
	in part	1 Place		May-06		Jun-05	Karen Renshaw	Lab
				May-06		Jun-05	Neil Taggart	Lab
				May-06		Jun-05	Vacancy	Unallocated
Leeds Local Access Forum	No	No	3	May-06	3	Jun-05	David Congreve	Lab
				May-06		Jun-05	Roger Harington	Lab
Leeds Mind	No	No	1	May-06	1	Jun-05	Claire Nash	Green
				May-06		Jun-05	Claire Nash	Green
Leeds Parish Church Exhibition Foundation	No	No	1	May-06	1	Jun-05	Marian Monks	Non Cllr

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Leeds Partnership Homes	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-06	1	Jun-05	J L Carter	Con
Leeds Philharmonic Society	No	No	1	May-06	1	Jun-05	Richard Harker	Lib Dem
Leeds Pianoforte Competition Committee	No	No	2	May-06	2	Jun-05	Martin Hamilton	Lib Dem
				May-06		Jun-05	Elizabeth Nash	Lab
Leeds Racial Equality Council	Yes (in part)	Exec Member Central and Corporate	2	May-06	2	Jun-05	Kabir Hussain	Lib Dem
		1 place	1	May-06		Jun-05	Mohammed Rafique	Lab
Leeds Schools Awards	Yes	Exec Member Learning or Nominee	1	May-06	1	Jun-05	Richard Harker	Lib Dem
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	May-06	1	Jun-05	Richard Harker	Lib Dem
Leeds Schools Sports Association	No	No	2	May-06	2	Jun-05	Claire Nash	Green
				May-06		Jun-05	Roger Harington	Lab
Leeds Sports Federation	No	No	6	May-06	6	Jun-05	Denise Atkinson	Lab
				May-06		Jun-05	Roger Harington	Lab
				May-06		Jun-05	Patrick Davey	Lab
				May-06		Jun-05	Kabir Hussain	Lib Dem
				May-06		Jun-05	Brian Jennings	Lib Dem
				May-06		Jun-05	Gerald Wilkinson	Con
Leeds University Court	No	No	2	May-06	2	Jun-05	Penny Ewens	Lib Dem
				May-06		Jun-05	Bill Hyde	Con
Leeds Women's Aid	No	No	1	May-06	1	Jun-05	Jane Dowson	Lab
Local Construction And Training Agency	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-06	1	Jun-05	J L Carter or Nominee	Con
Lord Mayor Of Leeds Appeal Fund	No	No	3	May-06	3	Jun-05	Peter Gruen	Lab
				May-06		Jun-05	John Proctor	Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
				May-06		Jun-05	Martin Hamilton	Lib Dem
Making Leeds Better Project Board	Yes	Exec Member Adult Health & Social Care and Opposition Spokesperson	2	May-06	2	Oct-05	Peter Harrand Judith Blake	Con Lab
National Association of Councillors	No		3	May-06	3	Jun-05	Suzi Armitage	Lab
				May-06		Jun-05	Whips nominee	Con
				May-06		Jun-05	Whips nominee	Lib Dem
National Coal Mining Museum For England Liaison Committee	No	No	1	May-06	1	Jun-05	Keith Parker	Lab
Neighbourhood Renewal Board - Aire Valley	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-06	4	Oct-05	J L Carter	Con
		Exec Member development	1			Oct-05	A Carter	Con
		Local Ward Member	1			Oct-05	D Hollinsworth	Lib Dem
		Labour Group Nominee	1			Oct-05	G Driver	Lab
Neighbourhood Renewal Board - St James Partnership (Harehills)	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-06	4	Jun-05	Alan Taylor	Lib Dem
		Chair of relevant Area Committee (or Nominee)	2	May-06		Jun-05	Javiad Akhtar	Lib Dem
				May-06		Jun-05	David Hollingsworth	Lib Dem
		Opposition Lead Member	1	May-06		Jun-05	Roger Harrington	Lab

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Neighbourhood Renewal Board - Beeston and Holbeck	Yes	Ward Members	2	May-06	2	Jun-05		
Nell Bank Centre Trust	No	No	1	May-06	1	Jun-05	Mick Coulson	Lab
National Society For Clean Air Divisional Council	No	No	1	May-06	1	Jun-05	Barry Anderson	con
North Regional Association For The Deaf	No	No	1	May-06	1	Jun-05	Peter Harrand	Con
Northern College - Board Of Governors	No	No	1	May-06	1	Jun-05	James McKenna	Lab
Northern College - Policy And Finance Committee	No	No	1	May-06	1	Jun-05	James McKenna	Lab
Northern College - Joint Liaison Group	No	No	1	May-06	1	Jun-05	James McKenna	Lab
Nuclear Free Zones English Forum	No	No	1	May-06	1	Jun-05	Claire Nash	Green
Park Lane College	No	No	1	May-06	1	Jun-05	Kabeer Hussain	Lib Dem
People First	No	No	1	May-06	1	Jun-05	Roger Harington	Lab
Public Rights of Way Forum	No	No	1	May-06	1	Jun-05	Clive Fox	Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Regional Planning Forum and Infrastructure Committee	Yes	Exec member (Development)	1	May-06	1	Jun-05	Andrew Carter	Con
Re'new	Yes	Exec Member (Neighbourhoods and Housing)	1	May-06	1	Jun-05	J L Carter	Con
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	May-06	1	Jun-05	Bill Hyde	Con
Robert Salter Charity	No	No	3	May-06	3	Jun-05	Richard Lewis	Lab
				May-06		Jun-05	Whip Nominee	Con
				May-06		Jun-05	Whip Nominee	Con
Roseville Enterprises Board Of Management	Yes	Exec Member Learning or Nominee	5	May-06	5	Jun-05	Whip nominee	Con
	in part			May-06		Jun-05	Don Wilson	Lib Dem
				May-06		Jun-05	David Blackburn	Green
				May-06		Jun-05	Neil Taggart	Labour
				May-06		Jun-05	Stuart McArdle	Independent
School Organisation Committee	No	No	7	May-06	7	Jun-05	Peter Gruen	Lab
				May-06		Jun-05	Geoff Driver	Lab
				May-06		Jun-05	John Bale	Con
				May-06		Oct-05	Clive Fox	Con
				May-06		Jun-05	Ryk Downes	Lib Dem
				May-06		Jun-05	Brian Cleasby	Lib Dem
				May-06		May-06	Luke Russell	Green
Simeon Gaunt Memorial Music Festival Charity	No	No	3	May-06	3	Jun-05	Andrew Carter	Con
				May-06		Jun-05	Josephine Jarosz	Lab
				May-06		Jun-05	Mr Cornforth	Con
South Leeds Team Ministry	No	No	1	May-06	1	Jun-05	Stuart Bruce	Lab
Standing Advisory Council on Religious Education	No	No	4	May-06	4	Jun-05	Mike Davey	Lab
				May-06		Jun-05	Jim McKenna	Lab
				May-06		Jun-05	Peter Harrand	Con
				May-06		Jun-05	Richard Harker	Lib Dem

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
State of the River Management Committee	No	No	1	May-06	1	Jun-05	Stuart Golton	Lib Dem
Swarthmore Educational Centre	No	No	2	May-06	2	Jun-05	Penny Ewens	Lib Dem
				May-06		Jun-05	Vacancy	Unallocated
The Charities Of Thomas Wade And Others	No	No	3	May-06	3	Jun-05	Bill Hyde	Con
				May-06		Jun-05	Richard Brett	Lib Dem
				May-06		Jun-05	Ann Blackburn	Green
Thomas Danby College - Board Of Governors	No	No	1	May-06	1	Jun-05	Tom Murray	Lab
Touchstone	No	No	1	May-06	1	Jun-05	David Morton	Lib Dem
Trustees Of Joshua Crabtree's Charity	No	No	2	May-06	2	Jun-05	Colin Campbell	Lib Dem
				May-06		Jun-05	Vacancy	Unallocated
Voluntary Action Leeds	No	No	3	May-06	3	Jun-05	Adam Ogilvie	Lab
				May-06		Jun-05	Whip nominee	Con
				May-06		Jun-05	Greg Mulholland	Lib Dem
Arts Council of England, Yorkshire Office	Yes	Proposed to be Executive Member (Leisure)	1	May-06	1	Jun-05	Proposed to be Executive Member (Leisure)	Con
West Yorkshire Connexions	Yes	Exec Member Childrens Services or Nominee	1	May-06	1	Jun-05	Richard Harker	Lib Dem
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure)	1	May-06	1	Jun-05	Proposed to be Executive Member (Leisure)	Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
West Yorkshire Grants	No	No	3	May-06	3	Jun-05	Andrew Carter	Con
				May-06		Jun-05	Keith Wakefield	Lab
				May-06		Jun-05	Neil Taggart	Lab
West Yorkshire Integrated Transport Forum	Yes	Exec Member Development or Nominee	1	May-06	1	Jun-05	Barry Anderson	Con
West Yorkshire Market Renewal Board	No	No	1	May-06	1	Jun-05	Vacancy	Unallocated
West Yorkshire Playhouse Theatre Board	Yes	Exec Member Leisure or Nominee	4	May-06	4	Jun-05	Martin Hamilton	Lib Dem
		1 place		May-06		Sep-05	valerie kendall	Con
				May-06		Jul-05	Steve Smith	Lib Dem
				May-06		Jun-05	Terry Grayshon	MBI
West Yorkshire Rural Partnership	No	No	1	May-06	1	Jun-05	Mick Coulson	Lab
West Yorkshire Valuation Tribunal (Appointments Panel)	No	No	1	May-06	1	Jun-05	Mick Coulson	Lab
William Merritt Disabled Living Centre and Mobility Service	No	No	1	May-06	1	Jun-05	Vacancy	Unallocated
Wypta Education Liaison Group	No	No	3	May-06	3	Jun-05	Sue Bentley	Lib Dem
				May-06		Jun-05	Vacancy	Unallocated
				May-06		Jun-05	Vacancy	Unallocated
Wypta Highways And Planning Liaison Group	No	No	1	May-06	1	Feb-06	Anne Blackburn	Green
Wypta Local Transport Plan Steering Group	Yes	Executive Member Development or nominee	1	May-06	1	Jun-05	Stuart Andrew	Con
Wypta Social Services Liaison Group	No	No	1	May-06	1	Jun-05	Andrea Harrison	Labour
Wypta Taxi Liaison Group	No	No	1	May-06	1	Jun-05	Claire Nash	Green
Wypta Passenger Transport Consultative Committee	No	No	4	May-06	4	Jun-05	James McKenna	Lab
				May-06		Jun-05	James Lewis	Lab
				May-06		Jun-05	Whip Nominee	Lib Dem
				May-06		Jun-05	Bill Hyde	con



OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
	Y/N							
Wykebeck Valley Board	No	No	1	May-06	1	Jun-05	Cllr Roger Harington	Lab
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee  1 place	2	May-06	2	Jun-05	Bill Hyde	Con
Yorkshire and Humberside Asylum Seekers Reference Group	No	No	1	May-06	1	Jun-05	Richard Harker Vacancy	Lib Dem Unallocated
Yorkshire and Humberside Housing Forum Executive	Yes	Exec Member (Neighbourhoods and Housing)	1	May-06	1	Jun-05	Amanda Carter	Con
Yorkshire and Humberside Regional Broadband Joint Committee	Yes	Exec Member (Learning) or nominee	1	May-06	1	Oct-05	Richard Harker	Lib Dem
Yorkshire And Humberside Regional Council	Yes  in part	Exec Member Central and Corporate or nominee  1 place	3	May-06	3	Jun-05	Mark Harris	Lib Dem
Yorkshire Indoor Cricket School	No	No	3	May-06	3	Jun-05	Michael Davey Andrew Millard Keith Parker	Lab Con Lab
Yorkshire and Humberside Economy Commission	Yes	Exec Member Development or Nominee	1	May-06	1	Jun-05	Ronald Feldman Ryk Downes Andrew Carter	Con Lib Dem Con
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-06	1	Jun-05	Nominee to follow	Con
Yorkshire Regional Flood Defence Committee	Yes	Exec Member Development or Nominee	1	May-06	1	Jun-05	Ralph Pryke	Lib Dem
Yorkshire Tourist Board	Yes	Exec Member Leisure or Nominee	1	May-06	1	Jun-05	Stuart Golton	Lib Dem
Yorkshire & Humberside Association Of Local Authoritys	Yes in part	Leader of Council	4	May-06		Jun-05	Mark Harris	Lib Dem
				May-06		Jun-05	Stuart Golton	Lib Dem
				May-06		Jun-05	Andrew Carter	Con
				May-06		Jun-05	Whip nominee	Con

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**Report of the Chief Executive**

**Executive Board**

**Date: 19<sup>th</sup> April 2006**

**Subject: Dissolution of Yorkshire and Humber Association of Local Authorities and formation of Local Government Yorkshire and Humber**

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**Electoral wards affected:**

All

**Specific implications for:**

Ethnic minorities

Women

Disabled people

Narrowing the gap

Eligible for call In

Not eligible for call in

(details contained in the report)

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**Executive Summary**

1. This report seeks formal Executive Board approval to the dissolution of the Yorkshire and Humber Association of Local Authorities, and the formation of a new regional government body – Local Government Yorkshire and Humber – by the merger of the ALA with the Local Government Management Board (LGMB) in the region. In principle agreement has been given to these changes, which now require formal endorsement by Executive Board.
2. The new regional structure provides a simplified and strengthened voice for local government in the region, enabling better links to the Yorkshire and Humber Assembly. This process represents the final outcome of a review of the regional structures undertaken in 2005. As part of this review, local authority contributions to the regional structures will now be channeled through the new organisation.

## 1.0 Purpose of this report

1.1 To seek formal approval to dissolve the Yorkshire and Humber Association of Local Authorities (ALA), and to establish Local Government Yorkshire and Humber (LGYH). This requires two formal decisions by the council, which under the council's constitution, must be referred to Executive Board:

- An agreement to dissolve the Association of Local Authorities, and establish Local Government Yorkshire and Humber –this is based on agreeing a number of resolutions, set out in para 3.2 below;
- An agreement to endorse the new draft constitution of the new LGYH – this is required to formally recognise the merger of the ALA with the LGMB.

## 2.0 Background information

2.1 Despite the abandonment of proposed referendums on regional elected assemblies in the UK, a great deal of activity is still ongoing at a regional level. This includes not only the main bodies of the Government Office, Regional Assembly and Regional Development Agency, but also a series of other structures set up to take forward particular aspects of work across the region.

2.2 In this region the roles of the Yorkshire and Humber Assembly (YHA) and the local government element of this - the Yorkshire and Humber Association of Local Authorities (ALA) – were reviewed in 2005. The review focused on the most appropriate structures, functions and funding of regional structures.

2.3 The main outcomes of the review were that:

- the YHA and ALA should be de-merged, and that a new regional local government organisation should be established by the merger of the ALA with the Local Government Management Board (LGMB) in the region. This new strengthened local government body – *Local Government Yorkshire and Humber* (LGYH) – would provide a stronger role for local government in the region
- local authority subscriptions to the new regional organisations would be held at around 50% of the 2004/05 contribution level (for Leeds this has meant a reduction from £227,557 in 2004/05 to £113,779 in 2005/06, with this same level in 2006/07 – subscription levels are based on population).

2.4 The Formation of LGYH puts into effect the decisions of Leaders in the review of regional structures to separate the Assembly and the local government functions at a regional level, and to strengthen the local government role by merging with the LGMB. Each organisation will therefore now have separate business plans, budgets and management which will lead to greater accountability.

2.5 LGYH have developed a draft business plan, which sets out the objectives of the organisation around a number of key themes:

- **Community, engagement and leadership**  
Enabling local government leadership to be better engaged on key regional issues, and to develop a better voice in Europe
- **Devolution and the future of local government**

Ensuring local government in the region is well placed to respond to the potential challenges and opportunities of the proposed Local Government White Paper, Lyons Review of local government finance etc

- **Employment**  
Taking forward the range of functions formerly carried out by LGMB, including organisational flexibility, leadership, a high performing workforce
- **Capacity building**  
To manage the delivery of the regional capacity building strategy (Item 6 refers)
- **E-region plan**  
To develop the e-region plan

2.6 LGYH will operate as an unincorporated association, based on the existing legal structure of the LGMB. This will retain its status as a separate independent entity. It has therefore developed new constitution, which draws together the old ALA and LGMB constitutions into a new constitution for the new organisation. Policy and Legal officers from the council have been consulted on the drafting of the constitution, which has been prepared with advice from Eversheds solicitors, and are satisfied that it is a workable and appropriate document.

2.7 In addition to the levy for the new regional structures as outlined in para 2.3 above, each local authority will also be required to maintain its funding for the national Employers Organisation and for the Improvement and Development Agency. These levies will also be channeled through LGYH. The total funding from Leeds City Council for 2006/07 will therefore be in the region of £142,958.

### 3.0 Main issues

3.1 Local Authorities have agreed, through the existing regional arrangements, to the principle of dissolution of the ALA and the formation of LGYH. However, two formal decisions are required from the council, which must be referred to Executive Board for formal endorsement:

- An agreement to **formally dissolve the ALA and establish the new LGYH**;
- A decision to **formally approve the new amended constitution** - as required by the Employers' Forum constitution (the umbrella group for the LGMB). The amended constitution was approved unanimously the LGMB on 1<sup>st</sup> March. It is now necessary to ballot constituent councils and fire and rescue authorities to seek their approval of the amended constitution and put into effect the merger decision made by local authority leaders last year.

#### Formally dissolving the ALA and establishing the new LGYH

3.2 A meeting of the ALA on 16<sup>th</sup> March was due to have considered this issue, though the meeting was inquorate. Individual member authorities are therefore being asked, via email, to formally agree the following resolutions:

- To transfer the operations of the YHALA on 1 April 2006 when the LGYH comes into being and subsequently to dissolve the ALA. Formal approval from two thirds of the members is needed to effect this change.

- To transfer the small group of staff identified as working on YHALA functions to LGYH. This transfer will take place under TUPE-like arrangements.
- To transfer funds and assets of YHALA and its potential liabilities, including those associated with staff, to LGYH with effect from 1 April 2006. There are no other significant assets on the LGMB side. It is likely that a small quantity of furniture and ITC equipment will be transferred with staff from ALA. West Yorkshire Pension Fund actuaries have estimated the pension deficit for LGMB at £660,000. This will transfer to LGYH. The potential deficit for staffing from ALA is likely to be significantly lower, probably between £50,000 and £100,000 and this will also transfer to LGYH.
- To expand the Employers Forum to form Local Government Yorkshire and Humber, with substantially the draft constitution to be adopted at the first meeting of the organisation and to be effective from 1 April 2006.
- To agree levies to LGYH for the year 2006/07. Levies will be collected by LGYH for funding elements for LGYH, YHA and IDeA/EO and distributed according to agreed principles. For all local authorities, the regional levy has remained frozen at 2004/05 levels
- To agree priority work areas for LGYH during 2006/07 as in the draft Business Plan as outlined in para 2.5 above.

Formally approving the draft constitution of the new organisation, as required by the Employers Forum

3.3 An approval of the new draft constitution is required to formally endorse the merger of the LGMB with the ALA to create the new organisation. The changes to the constitution fall into three categories:

- It has had a plain English review and updating of layout and legal format by Eversheds.
- It incorporates the Leader governance arrangements of ALA, whilst retaining in full the Employers' Forum arrangements (Employers' Forum now becomes Employers' Committee), including existing representation arrangements.
- It harmonises notice and other provisions.

3.4 Officers are satisfied that the new constitution, based largely on the old ALA constitution, is a 'fit for purpose' document, and that there are no new implications for the council. The process set up for this requires a formal vote on the issue to be taken by member authorities. Executive Board is therefore asked to authorise the Leader of the Council to respond to a ballot paper issued by the LGMB endorsing these changes.

#### **4.0 Implications for council policy and governance**

4.1 The new arrangements represent a simplification and strengthening of the regional voice of local government, and have been supported by the Leader at meetings of the ALA. The governance relationship between LGYH and YHA remains as it was under ALA. LGYH will nominate leaders to represent local government on the YHA, local government will continue to chair YHA and serve as members of YHA Regional Executive Board. As a member of the new organisation, the council will

need to formally agree its representation on the new body via a report to the Member Management Committee, though no changes to the existing arrangements are proposed – Leeds will be represented by the Leader or Leader’s representative, and will be entitled to 15 votes, as at present.

- 4.2 A new committee of the new organisation will also be established, the Employers Committee. This will replace the current Local Government Management Board / Employers Organisation led Employers Forum. Leeds will have 3 places on this new committee.

## **5.0 Legal and resource implications**

- 5.1 LGYH will act as the conduit for local authority contributions to all regional structures. All Leeds contributions will therefore be paid to LGYH, and then be distributed as appropriate. Budget provision has been made for all elements of this contribution – there are no additional financial implications of these proposals.

## **6.0 Conclusions**

- 6.1 The formation of the new regional body for local government has been agreed at meetings of the YHA and ALA as the best way forward for regional structures. These proposals were recommended in the review of regional structures undertaken by the regions’ Chief Executives in 2005.
- 6.2 Leeds has been supportive of these changes and has given in principle support.

## **7.0 Recommendations**

- 7.1 Executive Board is requested to:
- 1) Formally endorse the resolution to dissolve the Association of Local Authorities, and form Local Government Yorkshire and Humber;
  - 2) Authorise the Leader of the Council to endorse the new constitution.

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Originator: Kay Small

Tel: 39 50852

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**Report of the Head of Scrutiny and Member Development**

***Member Management Committee***

**Date: 29<sup>th</sup> June 2006**

**Subject: Member Development**

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**Electoral Wards Affected:**

None

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

Narrowing the Gap

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**Executive Summary**

1. Training and development for Members sitting on Regulatory Panels is currently delivered on a voluntary attendance basis. Apart from an initial mandatory briefing, there is no compulsion for Members to attend further training sessions during the course of their Planning or Licensing<sup>1</sup> careers.
2. It is proposed that an on-going programme of mandatory training is delivered for all members of Regulatory Panels and potential substitutes.
3. The Member Development Strategy recognises the importance of equipping members with the necessary skills to fulfill their roles. Currently there is a gap in the provision of training for Lead members. It is proposed that 'role specific' training is extended to meet the needs of Lead Members.
4. The Member Development Working Group was established in December 2005. This group has successfully formulated the new Member Development Strategy and Induction programme. Given the scope of the work programme devised by the group at its first meeting, it is proposed that the group is reinstated for the 2006-7 municipal year to progress amongst other issues, the revised Member Seminar programme, the roll-out of personal development plans and the development of 'role specific' training.
5. A report detailing all training and conference attendance by Members is currently presented to Member Management Committee on a quarterly basis. It is proposed that, in order to enhance the service to Members through the provision of more timely information, a monthly version of the report is also circulated to Whips outside of this meeting.

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<sup>1</sup> For the purpose of this report, 'Licensing' refers to both Licensing and Regulatory Panel and Licensing Committee.

## **1.0 Purpose Of This Report**

- 1.1 This report proposes the following enhancements to the training and development received by Members:
- The introduction of a mandatory annual training programme for all Members sitting on Regulatory Panels.
  - The development of 'role specific' training for Lead Members.
  - The formal re-establishment of the Member Development Working Group.
- 1.2 The report also makes recommendations on future learning and development reporting arrangements.

## **2.0 Background Information**

### **Training for Regulatory Panel Members**

- 2.1 The 'Code of Practice for the Determination of Planning Matters' (part 5 of the Constitution) stipulates that Members should not participate in decision-making at Plans Panel if they have not attended mandatory planning training. In addition, Council Procedure Rule 26.1 (a) states that 'A nominated Member shall be entitled to attend meetings [of regulatory panels] subject to the substitute Member having received appropriate training.'
- 2.2 At present, Members are given a small-group or one-to-one briefing with a Planning Officer or Licensing Officer before taking in part in their first panel meeting. Ad-hoc training sessions or lunchtime seminars are then held for all Members over the course of the year (none are compulsory).
- 2.3 A Strategic Review of Planning Services has recently been undertaken. Improvement Aim 3; 'Development of, and Support for Plans Panels' includes the following recommendation:
- "Introduce a compulsory minimum standard of training and briefing for all councillors who serve on Plans Panels and deliver the required programme of training and briefing to secure and maintain the agreed standards."
- The recommendations arising from the Review were approved by Executive Board on 14<sup>th</sup> June 2006.
- 2.4 The concept of extending this requirement to all Regulatory Panels (i.e. including Licensing) has also been discussed.

### **Training for Lead Members**

- 2.5 The Member Development Strategy 2006-8 and the New Members' Induction programme provides for 'role specific' training in a number of areas, for example Scrutiny. It is proposed that the list is extended to cover the activities of Lead Members.

### **Member Development Working Group**

- 2.6 A working group consisting of a representative from the Conservative, Labour, Liberal Democrat and Green groups was established by Member Management

Committee in December 2005. This group successfully put together the Member Development Strategy 2006-8 and the New Members' Induction programme for 2006.

Future items on the Group's work programme include:

- **Lunchtime Seminar Programme** – design and re-launch an improved annual programme
- **Role Specific Training** – oversee the successful delivery of role-specific training for Members
- **Personal Development Planning** – monitor whether individual reviews are taking place and ensure that learning and development outcomes are being met.
- **IDeA Charter for Member Development** – put together an action plan to achieve the charter by March 2007.

### **3.0 Main Issues**

#### **Training for Regulatory Panel Members**

- 3.1 Planning and Licensing are high-profile activities. Given the frequent changes to legislation, procedure and policy it is vital that Members keep their knowledge and skills up to date. This will ensure that any proposals are considered in accordance with the relevant regulations and that Members are carrying out their regulatory roles properly and effectively. If Members are not fully confident, or do not have adequate skills in this area, there could be an adverse effect on the perceived effectiveness of regulatory activity across the city.

#### **Training for Lead Members**

- 3.2 The Member Development Strategy recognises the importance of equipping members with the necessary skills to fulfill their roles. Currently there is a gap in the provision of training for Lead Members.

#### **Member Development Working Group**

- 3.3 In order to continue to steer the provision of training and development for Members, it is proposed that the Member Development Working Group is re-instated along its current lines (one deputy Whip from each group with Cllr Latty as Chair).<sup>2</sup>
- 3.4 The Group would continue to meet on a quarterly basis in order to report on its findings and make recommendations to the Member Management Committee.
- 3.5 It is proposed that the Group's first activities (in conjunction with relevant officers) are to consider the design, format and delivery of the Regulatory and Lead Member training programmes and to bring any recommendations to a future meeting of Member Management Committee for approval.

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<sup>2</sup> The Morley Borough Independents declined to be involved in the 2005-6 municipal year.

## **Reporting to Member Management Committee on Development Activity**

- 3.6 A report detailing all training and conferences attendance by Members is currently presented to Member Management Committee on a quarterly basis. (This can be longer when on occasion the Committee has not met). The current quarter's report is attached as Appendix A. It is proposed that, to ensure that the Group Whips are provided with more timely information, a monthly report detailing training and conference activity is circulated outside of this meeting in addition to the quarterly update.

## **4.0 Implications for Council Policy and Governance**

- 4.1 If implemented, these proposals will ensure that councillors are adequately equipped to undertake their Council duties, are able to make effective and informed decisions and ensure good governance.

## **5.0 Legal and Resource Implications**

- 5.1 Making training compulsory for all Members sitting on Regulatory Panels will require an amendment to the Constitution and therefore will need to be endorsed by the Corporate Governance and Audit Committee. There are no other legal or resource implications.

## **6.0 Conclusions**

- 6.1 The proposals outlined in this report aim to make learning and development activities more robust through compulsory training for Regulatory Members, the provision of training for Lead Members and an effective steer in the form of the Member Development Working Group.

## **7.0 Recommendations**

- 7.1 The Member Management Committee is asked to:
- endorse the proposal to make annual training for all regulatory Panel Members compulsory
  - endorse the development of 'role specific' training for Lead Members
  - re-instate the Member Development Working Group as proposed in 3.3 and advise on membership
  - instruct the Member Development Working Group to consider the design and format of the proposed regulatory and Lead Member training programmes, and to make recommendations to Member Management Committee on their delivery as described in 3.5
  - note the contents of the Learning and Development report and support proposals to increase the frequency of reporting to monthly (direct to Whips) in addition to the quarterly update.

## Members' Learning and Development Report

### January - May 2006

This report shows learning and development activity undertaken by elected Members between 1 January and 31 May 2006. The report only includes training arranged or provided by Member Development and does not cover other events which Members have attended of their own volition. 'Potential Attendance' shows the total number of Members who were invited to attend the session. The evaluation rating is an average score based on feedback from the event – options are Excellent, Good, Fair or Poor.

### Induction

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Finding your Feet – Services and Support for Members	10/5/06	Democratic Services staff	Coupar Morgan	N/A	Chapman	Russell	N/A	Beverley	5	5	Not yet available
How the Council works – Structures and Decision- making	10/5/06	Nicole Jackson	Coupar Morgan	N/A	Chapman	Russell	N/A	Beverley	5	5	Not yet available
Learning the Ropes – the Conduct of Council meetings	15/5/06	Ian Walton	Morgan	N/A	Chapman	-	N/A	Beverley	3	5	Not yet available
Role of the Councillor (regional event)	16/5/06	IDeA	Morgan	N/A	-	-	N/A	Beverley	2	5	Excellent

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Understanding the Code of Conduct	18/5/06	Nicole Jackson	Morgan	N/A	Chapman	Russell*	N/A	Beverley*	4	5	Not yet available
Meet the Corporate Management Team	23/5/06	Paul Rogerson	Morgan	N/A	Chapman	-	N/A	Beverley	3	5	N/A
Understanding Scrutiny	24/5/06	Peter Marrington	Morgan	N/A	Chapman	-	N/A	Beverley	3	5	Not yet available

\* unable to attend session, briefed separately

## Role Specific Training

This section shows development events linked to specific roles undertaken by Members.

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Scrutiny Chairs Away Day	1/3/06	IDeA	Driver Minkin	Bale	Lancaster Pryke	Nash	Leadley	N/A	7	12	Good
Conducting a Hearing (Standards Committee Members)	18/2/06	CIPFA	E Nash	-	-	-	-	-	1	3	Excellent

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Planning – what a ward Councillor needs to know	20/3/06	Planning Advisory Service (via Kirklees MBC)	-	-	Ewens	-	-	-	1	4	Excellent

## Personal Development Training

This section shows development events provided as a result of identified personal development needs (these could be identified via Personal Development Plans or via informal discussion with the Member Development Officer).

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	Total attendance	Potential attendance	Average Evaluation rating
Oratory Laboratory	20/1/06	Emma Taylor	Dunn Hanley	Latty	Lancaster	-	-	4	8	Excellent
European Computer Driving Licence	On-going	Learning and Development Unit	Dowson	-	-	-	-	1	1	N/A
IT Drop-in	28/2/06	Members' IT/ Kay Small	Atha Dunn Harper Lowe Minkin Selby	Bale Latty Wilkinson	Barker Campbell	Nash	-	12	99	N/A
Conflict Resolution	3/3/06	Kirklees MBC	-	-	-	Nash	-	1	4	Excellent

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	Total attendance	Potential attendance	Average Evaluation rating
Media – Interview Skills	8/3/06	Trinity and All Saints College	Dowson Mulherin	-	Monaghan	-	Elliott McArdle	5	8	N/A

## Seminars

This section shows details of lunchtime seminars arranged by Member Services or other internal bodies. It does not include external events or seminars arranged for particular groups.

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	Total attendance	Potential attendance	Average Evaluation rating
Local Area Agreements	27/1/06 and 30/1/06 (eve)	James Rogers	Grahame Gruen J Lewis Minkin Parker Renshaw	Fox	Brett Ewens	Nash	-	10	99	Good
Interpretation and Translation Services	1/2/06	Mariana Pexton	Grahame	-	Brett Ewens Galdas Taylor	-	-	5	99	Excellent



## External conferences and seminars

This section shows details of conference attendance from 1 January 2006 to 31<sup>st</sup> May 2006. Where attendance at a conference was requested but not approved, it is shown as 'Not Authorised'.

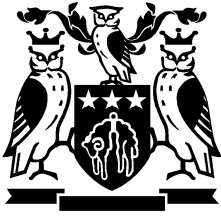
Date	Conference	Delegate	Venue	Approved List?	Authorised Not Authorised	Party	Conf Costs	Travel Costs	Hotel Costs	Total
18 Jan	Coalfields Communities Campaign	Cllr Parker	Wakefield	No	Authorised	Labour	£95	-	-	£95
26 Jan	Housing RTPI Conference	Cllr A Carter	London	No	Authorised	Cons	£315	£308	-	£623
7 Feb	Women In Leadership (IDeA)	Cllr C Nash	Leeds	No	N/A	Green	Free	-	-	Free
7 Feb	Women in Leadership	Cllr S Bentley	Leeds	No	N/A	Lib Dem	Free	-	-	Free
7 Feb	Women in Leadership	Cllr B Lancaster	Leeds	No	N/A	Lib Dem	Free	-	-	Free
7 Feb	Women in Leadership	Cllr J Harper	Leeds	No	N/A	Labour	Free	-	-	Free
7 Feb	Women in Leadership	Cllr S Hamilton	Leeds	No	N/A	Labour	Free	-	-	Free
13-15 Feb	LGA – Delivering Sustainable Communities	Cllr D Morton	Birmingham	No	Not Authorised	Lib Dem	£435	-	-	-
21 Feb	The Northern Way Summit 06	Cllr J Blake	York	No	Authorised	Labour	£116.62	£18.50	-	£135.12
4 <sup>th</sup> Mar	LGA - Working Well With the Voluntary Sector	Cllr P Ewens	London	No	Authorised	Lib Dem	£199	£73.60	-	£272.60
9 Mar	Delivering Sustainable Communities	Cllr C Campbell	Leeds	No	Authorised	Lib Dem	£20	-	-	£20
15 Mar	Parliamentary Series Scrutiny Seminar	Cllr J Bale	London	No	Authorised	Cons	Free	£174	-	£174
23 Mar	Nuclear Free Local Authorities	Cllr Pryke	London	No	Authorised	Lib Dem	Free	£116	£80	£196

Total budget (external conferences and seminars) for 2006-7: £11,360

Total spend to date: £1,150

Total remaining: £9,850

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Originator: N. de la Taste

Tel: 24 74560

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**Report of the Chief Democratic Services Officer and the Head of ICT**

**Member Management Committee**

**Date: 29<sup>th</sup> June 06**

**Subject: Members' ICT Support**

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**Electoral Wards Affected:**

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

Narrowing the Gap

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**Executive Summary**

This report provides an update on changes to the organisation of ICT support to Members and on a number of ongoing service developments.

It seeks views on consulting Group Whips on the development of draft guidelines with regard to the personal use of Council owned ICT systems by Members and, more broadly, seeks views on how best to consult Members on developments in relation to ICT support to Members.

**1.0 Purpose of this Report**

1.1 This report provides an update on the development of ICT support for Members' and seeks views on consultation arrangements with Members for future developments.

**2.0 Organisational Responsibilities**

2.1 From 2003 until recently, ICT support for Members was provided from within a small team based within the ICT Division of Corporate Services and physically located within the Civic Hall. The responsibilities of this team incorporated both ongoing service delivery and service developments.

- 2.2 This team had no clear organisational links with Democratic Services and, consequently, there were a number of communication difficulties. In particular, difficulties arose from the fact that service enhancements were initiated from within the ICT team, from Members' requests, without proper financial provision always being put in place in Democratic Services to fund them. These issues were identified by Corporate ICT and the discussions ensued with the Chief Democratic Services Officer.
- 2.3 Further difficulties arose from the fact that there were no clear arrangements for consulting Members in planning service developments.
- 2.4 Following consultations between the Chief Democratic Services Officer and the Head of ICT, it was agreed that ICT support arrangements needed to be revised. A more robust partnership between Democratic Services and ICT Services was required to meet the needs of Members more effectively.
- 2.5 Essentially, ICT support arrangements have been separated into two distinct functions. The ICT Team within the Civic Hall will focus specifically on providing ongoing support to existing systems. It is anticipated that focusing the team in this way will enable a more clearly defined and effective support service to Members.
- 2.6 Responsibility for service development will fall to the Chief Democratic Services Officer, who will ensure that Members are properly consulted over service developments and that developments are carried out within a clearly funded strategy.
- 2.7 In carrying out these responsibilities, the Chief Democratic Services Officer will be assisted by the Group Support Managers (who will be responsible for identifying and communicating Members' service needs) and a dedicated Principal IT Officer in Corporate Services who will provide professional IT advice in relation to the development of solutions for Members.

### **3.0 Ongoing Developments**

#### Members' Personal Use Policy

- 3.1 Members will recall that, on 18<sup>th</sup> October 2006, this Committee received a report detailing a number of difficulties arising from the lack of clear guidelines with regard to what may be considered to be appropriate personal use of Members' home based computer equipment, and resolved that officers prepare clear guidelines
- 3.2 Officers are currently drafting such guidelines and it is recommended that these be the subject of informal consultation with all Group Whips prior to bringing them back for formal consideration by Member Management Committee.

### Netware Infrastructure Project

- 3.3 Members may be aware of the Council's Netware Infrastructure Project (NIP). This project has been a huge body of work over a two year period to provide the Authority with an upgraded computer network. A number of benefits have resulted, including:
- 3.3.1 Enhanced and more cost effective support arising from a rationalisation of equipment and the facility for ICT support staff to access PCs and laptops remotely in order to resolve problems.
  - 3.3.2 Easier sharing of files and better facilities for upgrading as a consequence of standardising software.
  - 3.3.3 Improved functionality through the ability of any user to log onto any corporate PC or laptop, and improved methods of remotely accessing the corporate network through the use of Personal Digital Assistants (PDAs) and VASCO tokens (security devices which allow an authorised user access to facilities from any web enabled PC or laptop and from anywhere in the world).
  - 3.3.5 Standardisation of ICT hardware also means that the replacement of "end of life" equipment can be co-ordinated effectively.
- 3.4 NIP has been rolled out across the vast majority of LCC networked sites and many officers are benefiting from the increased functionality which has resulted. Similar benefits will accrue to Members but it will not be possible to extend the roll out programme to Members until such time as a clear policy has been agreed with regard to personal use (e.g. it is necessary to clarify what software and hardware may be introduced onto a Member's PC and, in particular, the extent to which non Council software and hardware may be added).
- 3.5 The roll-out of the Members upgrade project could be protracted due to the demand on resources of other projects, therefore, it is important that the Members' personal use of ICT is agreed as soon as possible to allow the requirements to be scoped and delivered.

### Personal Digital Assistants (PDAs)

- 3.6 In a number of areas, the Council is introducing Personal Digital Assistants (PDAs) which have the potential to offer a number of communication services "on the move". These include:
- 3.6.1 Remote access to electronic diary
  - 3.6.2 Remote facilities for receiving and sending emails
  - 3.6.3 Doubling up as a mobile phone

- 3.7 However, with the potential for 99 users, there could be a significant element of purchase/set up costs and, depending on usage patterns, there is the potential to incur high levels of ongoing charges.
- 3.8 Some Members have attended demonstrations of PDAs and have expressed an interest in acquiring them. However no budgetary provision exists for providing PDAs to Members and, indeed, it is not clear as to how many Members would benefit from such a facility or what level of ongoing charges would need to be supported.
- 3.9 A limited trial has therefore been established, with three Members being provided with PDAs on a pilot basis. The pilot is designed to examine functionality and to assess likely costs before consideration is given to rolling them out more extensively to Members.

#### Document Management System

- 3.10 The File Plus Document Management system, which been used successfully for a number of years in the Leader's Office and the Chief Executive's Office, is currently being extended into the Group Offices. This system enables officers to scan, reference and electronically retain documents in a way which will reduce storage space and improve access to relevant records.

#### Case Management Systems

- 3.11 Over a period of time, some Members have requested an electronic casework management system to assist them with managing their ward work.
- 3.12 Following implementation and evaluation of the File Plus system described above (which should provide a measure of assistance to Members in managing their correspondence), consideration will be given to whether there remains a need for a casework management system.
- 3.13 Although no detailed work has yet been undertaken in this area, it is understood that there is no "off the shelf" product designed around the specific needs of Members (some political parties offer software to their members which includes a casework component but, being designed around the political needs of particular parties, this is clearly not a solution that can be rolled out for all Members).
- 3.14 The Council has, however, purchased the Siebel system to support customer service and this may provide for some of Members' needs. Early indications are that it may not necessarily be ideally suited to this task but it does have the advantages of being readily available and supported by the Council's ICT Division. It is therefore proposed that, as a first stage, a pilot exercise be mounted amongst a small number of Members with the results being evaluated and brought back for further Member consideration.

### Website Blocking

- 3.15 There are clearly a large and developing number of internet websites which contain inappropriate material, accessing which would contravene the Council's internet policies. It is not possible for Council Officers to assess all such sites individually so the Council subscribes to a service which screens websites for inappropriate content. The resultant list is then used as the basis for automatically restricting user access to these sites.
- 3.16 Amongst the categories of websites restricted in this manner are those which are determined to have extremist political content.
- 3.17 For some time Members have raised concerns that they may have a legitimate need to access some such sites, for the purposes of monitoring activities in their wards. As a consequence, some ad hoc arrangements have been made from time to time.
- 3.18 It has now been agreed that Group Support Managers will have the authority to arrange for individual sites to be de-restricted to individual Members. Should Members wish to access a particular site, this can be arranged by completing the appropriate form (available from Group Offices).

### Members' Web Pages

- 3.19 At its meeting in October 2005, this Committee received a report on the then planned procurement of a Democratic Services Information System (DSIS) which would incorporate facilities for including in the Council's internet site, individual web pages for Members.
- 3.20 It can now be reported that the Council has purchased "Modern.Gov" to deliver this requirement. This is currently being implemented with basic information being provided about Members (photograph, contact details etc.). It is expected that the facility for Members to use the system to provide more comprehensive, individualised information will come on stream in approximately two months time and, in preparation for this, Group Support Managers are drafting guidelines regarding content, editorial control etc.

## **4.0 Member Consultations**

- 4.1 Member Management Committee is constituted to act as an advisory body for the purposes of implementing practices and procedures affecting Elected Members and, also, to consider matters in relation to the provision of information, communication and associated technologies in support of Elected Members.
- 4.2 In December 2004, the Committee decided to set up a working group of Members, headed by one of its Members and with a remit to consider ICT related issues and make recommendations to the Member Management Committee.

- 4.3 In practice, it has proved difficult to integrate such a standing group into decision making regarding Members' ICT. After May 2005, the chair of this sub group was no longer a member of the Member Management Committee with the result that there was then no commonality of membership between the two bodies. Given that both forums were, in effect, advisory bodies this contributed to a degree of ambiguity over respective roles and responsibilities, exacerbated by the lack of clarity over officer responsibilities as described in paragraph 2.0 above.
- 4.4 This working group is now effectively dormant having not met for some time.
- 4.5 In order to raise the profile of Members' ICT and to establish a more effective channel for Member consultations it is recommended that Member Management Committee retains an overview of ICT support to Members by receiving regular reports. Should the Committee decide that any particular issue requires more intensive discussions between officers and Members, then its terms of reference enable it to establish informal working groups of Members, drawn from beyond its own Membership as considered appropriate.

## **5.0 Implications for Council Policy and Governance**

- 5.1 No issues of Council Policy or Governance are raised by the recommendations contained in this report.

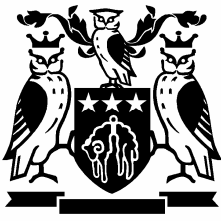
## **6.0 Legal and Resource Implications**

- 6.1 No legal or resource issues are raised by the recommendations raised in this report.

## **7.0 Recommendations**

- 7.1 Member Management Committee is asked to:
- 7.1.1 Note the contents of this report.
  - 7.1.2 Request officers to liaise with all Group Whips before bringing forward draft guidelines on Members' personal ICT use for consideration at a future meeting.
  - 7.1.3 Advise officers on any matters which should be added to, or reprioritised within, the programme of developments identified within this report.
  - 7.1.4 Request officers to bring forward regular reports on the development of ICT support to Members
  - 7.1.5 Discontinue the standing ICT working group as established in December 2004 and consider establishing new working groups to look at individual ICT issues should the need arise.





Originator: N de la Taste

Tel: 24 74560

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**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 29<sup>th</sup> June 2006**

**Subject: Annual Member Survey**

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**Electoral Wards Affected:**

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

Narrowing the Gap

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**1.0 Purpose of this Report**

1.1 This report seeks views on how the response rate to the Annual Member Survey may be increased.

**2.0 Background Information**

2.1 In November 2003, the Executive Board approved arrangements for the appraisal of Directors, building on recommendations arising from an inquiry by the Central and Corporate Functions Scrutiny Board. In particular, the arrangements included an annual survey of Members' views, the results of which would be fed into the appraisal process.

2.2 The Annual Members Survey is conducted in November/December and has now taken place three times.

**3.0 Main Issues**

3.1 In 2003 and 2004 the questionnaire for the Annual Member's Survey was distributed as a hard copy to each Member together with a covering letter requesting that completed questionnaires be returned to the Chief Democratic Services Officer by a given date. A reminder was then sent out to all Members shortly before the notified return date.

3.2 Some 28 completed questionnaires were returned in response to the 2003 survey and 30 returned were received in 2004.

- 3.3 The rate of return was lower than had been hoped for and, in 2005, a slightly different approach was adopted. Again, a covering letter and questionnaire was prepared for each Member but these were handed out and returnable to Group Support Managers who were responsible for progress chasing as they considered appropriate on a group by group basis.
- 3.4 For information, a copy of the questionnaire is appended to this report.
- 3.5 In fact the return rate for 2005, with 24 completed questionnaires being returned, was a reduction on previous years.
- 3.6 Members' feedback on service delivery and performance is considered to be a significant aspect of the appraisal process for Directors and the relatively low level of participation by Members in the process makes it difficult to interpret and act upon Members' views.

#### **4.0 Implications for Council Policy and Governance**

- 4.1 Performance management of Directors is an important component of the Council's governance arrangements.

#### **5.0 Legal and Resource Implications**

- 5.1 There are no legal and resource implications arising from this report.

#### **6.0 Recommendation**

- 6.1 Member Management Committee is asked to advise on how the organisation and administration of the Annual Member Survey may be developed so as to increase Member participation.



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Please circle the letter that best describes the standard of service **VS=Very Satisfied S=Satisfied D=Dissatisfied VD=Very dissatisfied**

<b>DEVELOPMENT</b>	<b>Asset Management Economic development</b>	<b>Design Services Planning Services</b>	<b>Strategy and Policy</b>
How satisfied are you with how quickly you receive written replies, whether acknowledgements or full replies, from this department?	<b>vs s d vd na</b>	Please use the boxes below to make comments relating to specific services within the department.	
How satisfied are you with how quickly your telephone calls were returned by this department?	<b>vs s d vd na</b>		
How satisfied are you with the quality of responses when making an enquiry to this department?	<b>vs s d vd na</b>		
How satisfied are you that you are kept informed through timely information of the work of this department?	<b>vs s d vd na</b>		
How satisfied are you with the level of customer care provided to your constituents by this department?	<b>vs s d vd na</b>		
How satisfied are you with the general working relationship between yourself as an elected member and this department?	<b>vs s d vd na</b>		
How satisfied are you that this department consults with yourself, as a ward member, regarding major changes in service delivery?	<b>vs s d vd na</b>		

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Please circle the letter that best describes the standard of service **VS=Very Satisfied S=Satisfied D=Dissatisfied VD=Very dissatisfied**

NEIGHBOURHOODS AND HOUSING	Community Safety Environmental Health	Area Management Regeneration	Strategic Housing Services	Property Services
How satisfied are you with how quickly you receive written replies, whether acknowledgements or full replies, from this department?	<b>vs s d vd na</b>	Please use the boxes below to make comments relating to specific services within the department		
How satisfied are you with how quickly your telephone calls were returned by this department?	<b>vs s d vd na</b>			
How satisfied are you with the quality of responses when making an enquiry to this department?	<b>vs s d vd na</b>			
How satisfied are you that you are kept informed through timely information of the work of this department?	<b>vs s d vd na</b>			
How satisfied are you with the level of customer care provided to your constituents by this department?	<b>vs s d vd na</b>			
How satisfied are you with the general working relationship between yourself as an elected member and this department?	<b>vs s d vd na</b>			
How satisfied are you that this department consults with yourself, as a ward member, regarding major changes in service delivery?	<b>vs s d vd na</b>			

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Please circle the letter that best describes the standard of service **VS=Very Satisfied S=Satisfied D=Dissatisfied VD=Very dissatisfied**

<b>SOCIAL SERVICES</b>	<b>Adult Services</b>	<b>Children's Services</b>	<b>Strategy and Performance</b>
How satisfied are you with how quickly you receive written replies, whether acknowledgements or full replies, from this department?	<b>vs s d vd na</b>	Please use the boxes below to make comments relating to specific services within the department.	
How satisfied are you with how quickly your telephone calls were returned by this department?	<b>vs s d vd na</b>		
How satisfied are you with the quality of responses when making an enquiry to this department?	<b>vs s d vd na</b>		
How satisfied are you that you are kept informed through timely information of the work of this department?	<b>vs s d vd na</b>		
How satisfied are you with the level of customer care provided to your constituents by this department?	<b>vs s d vd na</b>		
How satisfied are you with the general working relationship between yourself as an elected member and this department?	<b>vs s d vd na</b>		
How satisfied are you that this department consults with yourself, as a ward member, regarding major changes in service delivery?	<b>vs s d vd na</b>		

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Please circle the letter that best describes the standard of service **VS=Very Satisfied S=Satisfied D=Dissatisfied VD=Very dissatisfied**

<b>LEARNING AND LEISURE</b>	<b>Arts and Events Heritage Services Libraries and Information</b>	<b>Education Client Early Years</b>	<b>Jobs and Skills Youth Services</b>	<b>Sport &amp; Active Recreation Parks &amp; Countryside</b>
How satisfied are you with how quickly you receive written replies, whether acknowledgements or full replies, from this department?	<b>vs s d vd na</b>	Please use the boxes below to make comments relating to specific services within the department		
How satisfied are you with how quickly your telephone calls were returned by this department?	<b>vs s d vd na</b>			
How satisfied are you with the quality of responses when making an enquiry to this department?	<b>vs s d vd na</b>			
How satisfied are you that you are kept informed through timely information of the work of this department?	<b>vs s d vd na</b>			
How satisfied are you with the level of customer care provided to your constituents by this department?	<b>vs s d vd na</b>			
How satisfied are you with the general working relationship between yourself as an elected member and this department?	<b>vs s d vd na</b>			
How satisfied are you that this department consults with yourself, as a ward member, regarding major changes in service delivery?	<b>vs s d vd na</b>			

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Please circle the letter that best describes the standard of service **VS=Very Satisfied S=Satisfied D=Dissatisfied VD=Very dissatisfied**

<b>CORPORATE SERVICES</b>	<b>ICT Services Corporate HR Service</b>	<b>Revenues &amp; Benefits Financial Development</b>	<b>Financial Management Audit and Risk</b>
How satisfied are you with how quickly you receive written replies, whether acknowledgements or full replies, from this department?	<b>vs s d vd na</b>	Please use the boxes below to make comments relating to specific services within the department.	
How satisfied are you with how quickly your telephone calls were returned by this department?	<b>vs s d vd na</b>		
How satisfied are you with the quality of responses when making an enquiry to this department?	<b>vs s d vd na</b>		
How satisfied are you that you are kept informed through timely information of the work of this department?	<b>vs s d vd na</b>		
How satisfied are you with the level of customer care provided to your constituents by this department?	<b>vs s d vd na</b>		
How satisfied are you with the general working relationship between yourself as an elected member and this department?	<b>vs s d vd na</b>		
How satisfied are you that this department consults with yourself, as a ward member, regarding major changes in service delivery?	<b>vs s d vd na</b>		

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Please circle the letter that best describes the standard of service **VS=Very Satisfied S=Satisfied D=Dissatisfied VD=Very dissatisfied**

<b>CHIEF EXECUTIVE'S UNIT</b>	<b>Executive Support Customer Services</b>	<b>Legal and Democratic Services</b>
How satisfied are you with how quickly you receive written replies, whether acknowledgements or full replies, from this department?	<b>vs s d vd na</b>	Please use the boxes below to make comments relating to specific services within the department.
How satisfied are you with how quickly your telephone calls were returned by this department?	<b>vs s d vd na</b>	
How satisfied are you with the quality of responses when making an enquiry to this department?	<b>vs s d vd na</b>	
How satisfied are you that you are kept informed through timely information of the work of this department?	<b>vs s d vd na</b>	
How satisfied are you with the level of customer care provided to your constituents by this department?	<b>vs s d vd na</b>	
How satisfied are you with the general working relationship between yourself as an elected member and this department?	<b>vs s d vd na</b>	
How satisfied are you that this department consults with yourself, as a ward member, regarding major changes in service delivery?	<b>vs s d vd na</b>	

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CITY SERVICES	Environmental Services Highways Services	Catering and Cleaning Transport Services	Property Maintenance Facilities Management	Enforcement
How satisfied are you with how quickly you receive written replies, whether acknowledgements or full replies, from this department?	vs s d vd na	Please use the boxes below to make comments relating to specific services within the department.		
How satisfied are you with how quickly your telephone calls were returned by this department?	vs s d vd na			
How satisfied are you with the quality of responses when making an enquiry to this department?	vs s d vd na			
How satisfied are you that you are kept informed through timely information of the work of this department?	vs s d vd na			
How satisfied are you with the level of customer care provided to your constituents by this department?	vs s d vd na			
How satisfied are you with the general working relationship between yourself as an elected member and this department?	vs s d vd na			
How satisfied are you that this department consults with yourself, as a ward member, regarding major changes in service delivery?	vs s d vd na			

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