Leeds
CITY COUNCIL

MEMBER MANAGEMENT COMMITTEE

**Meeting to be held in Civic Hall on
Tuesday, 31st October, 2006
at 4.00 pm**

MEMBERSHIP

Councillors

T Hanley	S Bentley	J Procter (Chair)	T Leadley	A Blackburn
B Selby	M Hamilton	G Latty		

A G E N D A

Item No	Ward	Item Not Open		Page No
1			**APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS** 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	
2			**EXCLUSION OF PUBLIC** To identify items where resolutions may be moved to exclude the public	
3			**LATE ITEMS** To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)	
4			**DECLARATIONS OF INTERESTS** 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	
5			**MINUTES** To approve as a correct record the minutes of the meetings held on 29th June and 12th September 2006.	1 - 6

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MEMBER MANAGEMENT COMMITTEE

THURSDAY, 29TH JUNE, 2006

PRESENT: Councillor J Procter in the Chair

Councillors S Bentley, A Blackburn,
M Hamilton, T Hanley, G Latty, T Leadley
and B Selby

1   Minutes

RESOLVED- That the minutes of the meeting held on 2nd February 2006 be approved as a correct record.

2   Member Development

The Head of Scrutiny and Member Development submitted a report updating Members on training and development issues and proposing enhancements to the training and development received by members

RESOLVED-
(a)   That endorsement be given to the principle of compulsory annual training for Regulatory Panel Members
(b)   That the development of "role specific" training for Lead Members be endorsed
(c)   (i)   That the Member Development Working Group be reinstated
(ii)   That Councillors Latty, Bentley, Nash and A Blackburn be appointed to the Member Development Working Group
(d)   That the Member Development Working Group be instructed 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 the Member Management Committee for consideration
(e)   (i)   That the contents of the Learning and Development report be noted
(ii)   That the proposals for the frequency of reporting increasing to monthly (direct to Whips) in addition to the quarterly update to this Committee be approved

3   Outside Bodies

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

Draft minutes to be approved at the meeting
to be held on 31st October 2006.

Management Committee role in relation to Elected Member appointments to outside bodies.

RESOLVED-
(a)   That the Appointments to Outside Bodies Procedure Rules be noted
(b)   That approval be given to the schedule detailing organisations that the Council will continue to make appointments to
(c)   To note the dissolution of the Yorkshire and Humber Association of Local Authorities and the establishment of the Local Government Yorkshire and Humber
(d)   That the following appointments made by this Committee be approved:

    (i)   Allotments Working Party - Councillor S Golton
    (ii)   Dial Leeds - Councillor L Russell
    (iii)   Leeds Children's Holiday Camp Association - Councillor C Townsley
    (iv)   Leeds Initiative – Integrated Transport Partnership – Councillor D Blackburn
    (v)   Leeds Local Access Forum – Councillor L Russell
    (vi)   Wades Charities – Councillor A Taylor
    (vii)   WYPTA – Taxi Liaison Group – Councillor L Russell

(e)   That any further amendments to the schedule should be forwarded to officers for action

4   Members' IT Support

The Chief Democratic Services Officer and the Head of ICT submitted a joint report updating members on changes to the organisation of ICT support to Members and on a number of ongoing service developments including:
• Members' Personal Use Policy
• Netware Infrastructure Project
• Personal Digital Assistants
• Document Management System
• Case Management Systems
• Website Blocking
• Members' Websites

RESOLVED-
(a)   That the contents of the report be noted
(b)   That officers liase with all Group Whips as a matter of urgency prior to bringing forward draft guidelines on Members' personal ICT use for consideration at a future meeting of this Committee
(c)   That regular reports on the development of ICT support to Members be brought to the Member Management Committee.
(d)   That the standing ICT working group be discontinued and that the establishment of new working groups to look at individual ICT issues be considered should the need arise.

Draft minutes to be approved at the meeting
to be held on 31st October 2006.

Page 2

5   Annual Member Survey

The Chief Democratic Services Officer submitted a report informing Members
of the Annual Member Survey and seeking views as to how the response rate
to the Annual Member Survey may be increased.

RESOLVED-
(a)   That the current format of the questionnaire should be amended to
        encourage greater participation
(b)   That this Committee would like to see surveys placed in the Council
        Chamber on Council day; a time when the greatest number of
        members would be in the building to allow maximum participation

6   Any Other Business

(a)   Meeting Arrangements 2007/08
        Members requested a report to a future meeting setting out
        arrangements that would allow Member Management to consider the
        dates for Committees, Boards and Panels for the Municipal Year.

Draft minutes to be approved at the meeting
to be held on 31st October 2006.

Page 3

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MEMBER MANAGEMENT COMMITTEE

TUESDAY, 12TH SEPTEMBER, 2006

PRESENT: Councillor J Procter in the Chair

Councillors S Bentley, A Blackburn,
M Hamilton, T Hanley, G Latty, T Leadley
and B Selby

7   Appeals Against Refusal of Inspection of Documents

None.

8   Exclusion of Public

None.

9   Late Items

None.

10   Declarations of Interests

None.

11   Members' ICT Upgrade Programme

The Head of ICT and Chief Democratic Services Officer submitted a report informing of the proposed Members' ICT Upgrade Programme.

The report provided background information on the current arrangements with regard to Members' IT arrangements. The report proposed two options for Members to choose from for the provision of their ICT services:

- Option 1 – Council PC or laptop for Members who only need a PC for Council use
- Option 2 – for Members who want more extensive personal / political / business use

The report outlined the main issues in relation to the proposed arrangements, and identified the main benefits of the proposals as:

- Increased functionality and usability of the ICT service to Members to carry out Council business
- Enable support costs to be rationalised in line with that of supporting officer PCs

Draft minutes to be approved at the meeting
to be held on Tuesday 31st October 2006

- Estimated annual savings in excess of £100,000 to the Council.

Detailed discussion followed on the details of the proposed arrangements, and the Head of ICT and Chief Democratic Services Officer answered Members' queries.

RESOLVED –
(a)   That officers amend the report to include further information and guidance as requested raised by Members
(b)   That the amended report be referred to political groups for dissemination and discussion.
(c)   That subject to (a) and (b) above; the amended report be brought to a meeting of the Member Management Committee in October.

Agenda Item 6

Leeds CITY COUNCIL

Originator: Dylan Roberts

Tel: 39 51515

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

Member Management Committee

Date: 31st October 2006

Subject: Members ICT Upgrade Programme

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity ☐
	Community Cohesion ☐
	Narrowing the Gap ☐

Executive Summary

In order to facilitate the development of ICT systems which are both modern and economic to support it is necessary to clarify the uses which may be made of the equipment and systems which the Council provides to Members.

Following previous discussions at this Committee, and subsequent consultations with Members via Group Whips, this report sets out proposed new guidelines. The Committee's advice and comments are sought, prior to seeking a formal decision as to their introduction

1.0   Purpose Of This Report

1.1   This report advises Members of the development of guidelines for the use of Members' ICT equipment and software in preparation for the Members' ICT upgrade programme

2.0   Background Information

2.1   Members will recall that, at the last meeting of this Committee on 12th September 2006, they received a report outlining options for the development of guidelines for the use of Member's ICT equipment and software.

2.2   At that meeting, Members made a number of suggestions regarding the development of the guidelines contained in one of the options presented and resolved that officers should consult with Group Whips on their further development prior to bringing them back for further consideration at this meeting.

2.3   The revised guidelines have now been submitted to all Group Whips to facilitate consultation within their Groups and the resultant document is now attached as the Appendix to this report.

3.0 Main Issues

3.1 As Members will recall that it is important to agree clear guidelines for the operation of Member's ICT equipment and software so as to enable the upgrade programme for Members' ICT to be scoped and delivered.

3.2 Moreover, it is important that this programme be undertaken as quickly as possible so as to enable enhancements in functionality for Members and the cost of service provision to be reduced.

3.3 Feedback from Whips included the following proposals

- That we remove references to "incidental" personal use. (These have been removed from the redrafted guidelines)

- That when new software is made available for use by Members that we announce in advance any restrictions in the use of that software which may be as a result of licence restrictions and so forth. (This proposal is again reflected in the redrafted guidelines)

- Members who wish to make unlimited use of Microsoft software should have the option of purchasing their own personal licence. (This proposal has not been included as the existing licensing arrangements allow Members to make personal and political use of their ICT equipment which would seem to accommodate most of their needs; any alternative arrangement would be complex to administer).

3.4 The main features of the proposal for the provision and use of ICT equipment and software by Members, as detailed in the attached, are as follows:

- The Member will be restricted to using their council-provided hardware and software primarily to conduct their Council business (and subject to the provisions around personal, political and business use contained in the attached Appendix).

- If a Member wishes to make use of the Council-provided ICT equipment and software for personal, political or business use (subject to the constraints outlined within the Appendix of this report), an annual payment must be paid.

- Use of the ICT equipment and software will be restricted to the Member (or another elected Member living in the same household). In all cases each Member will be provided with individual passwords to access the equipment and the Council's ICT systems and applications.

- The Member can use hardware and software provided in his / her home and those PCs supplied in Civic Hall and at other locations around the city – Morley Town Hall, Pudsey Town Hall, Dewsbury Road One Stop Centre etc.

- The desktops will be "protected" to ensure that no additional software or drivers for hardware which may compromise the system can be installed.

- The Member can choose between a standard Council PC and a standard Council laptop for installation within his or her own home.

- The BT Managed Service for ADSL connection constitutes part of the council-provided ICT equipment i.e. the Authority provides broadband access from Members' own homes.

- The Member can be provided with a VASCO token which allows authenticated access from any PC or laptop with an internet connection to use certain applications – e.g. corporate email system, corporate intranet, file storage areas (H:\ drive and L:\ drive) etc.

- Corporate ICT Services provide full support for hardware and software.

- Wherever possible technical problems will be resolved remotely by ICT support officers. Where the problem requires a physical examination of the hardware, laptop users will be encouraged to deliver the hardware to Civic Hall to expedite the resolution process.

- The standard Managed Service Charge for ICT service provision applies and will be charged to Legal and Democratic Services.

- The ICT equipment, software and support are provided at no cost to the Member.

- Consumables will be provided by Legal and Democratic Services to allow the Member to conduct Council business. A reasonable (unspecified) supply of consumables will be provided at the discretion of the Group Support Manager and subject to budgetary provision.

- All equipment and software to be refreshed and upgraded periodically in accordance with the corporate arrangements.
- Data storage facilities (for directories, files etc) will be available on the corporate ICT infrastructure and will be protected by the standard corporate back-up and anti-virus provisions.

- ALL non-council software will be removed from the desktop.

- A service catalogue of hardware and software will be drawn up through consultation with Group Support Managers and Members. Items within the catalogue may be requested and will be provided in accordance with budget availability within Legal and Democratic Services and / or a Members ICT Development strategy to be determined through consultation with Member Management Committee.

3.5 The guidelines are now being submitted to Member Management Committee for any further comment and advice from Members, prior to their being progressed as follows:

- Submission for approval by Standards Committee in relation to the implications for Member conduct issues.

- Submission, as appropriate, for approval by the Executive Board or by the Director of Corporate Services acting under delegated powers.

3.6 In addition, as indicated above, the proposals envisage continuing the current arrangement whereby Members who opt to make personal use of their Council supplied facilities are required to make a payment of £50 pa. This figure is embodied within the Members' Allowances Scheme and has remained unchanged for some years. It may be considered appropriate to seek the views of the Independent Remuneration Panel as to whether this sum should be revised, prior to asking full Council to consider revising the charge.

3.7 Once agreement has been reached as to the implementation of guidelines with regard to use of Members' ICT equipment, work will commence with a view to implementing the upgrade programme as quickly as possible. As part of implementing this programme, it will be

important to gain the input of Members with regard to for example acceptance testing. To this end, Member Management Committee may wish to consider establishing a small group of, say. 3 to 5 Members to assist in the implementation of the programme.

4.0   Implications For Council Policy And Governance

4.1   The establishment of guidelines for Members' personal use of IT equipment has implications in relation to governance in that they impact on what may be considered as appropriate conduct by Members.

5.0   Legal And Resource Implications

5.1   Increased assurance of compliance with Data Protection Act.

5.2   Additional costs to the Council if the upgrade programme does not begin soon.

5.3   Adopting the proposed options will reduce the operational support costs for Members.

6.0   Conclusions

6.1   The proposed ICT provision and associated guidelines for Members' ICT use meet the needs of most stakeholders.

6.2   The proposals around Members personal, political and business use of ICT will be presented at Standards Committee for consideration of the implications pertaining to Members' conduct.

7.0   Recommendations

7.1   Member Management is asked to:

- Note the contents of this report

- Offer such advice and comments the Committee considers appropriate prior to this report being submitted for approval as detailed in Section 3.0 above.

- Establish a small Working Group of Members to provide a user input to the proposed ICT development programme.

GUIDELINES FOR MEMBERS USING COUNCIL ICT EQUIPMENT

SECURITY

The Member should make reasonable arrangements for the safekeeping of the ICT equipment allocated.

Insurance: Provided that the Member has made reasonable arrangements for the safekeeping of the ICT equipment allocated within his/her own home and in transit, Legal and Democratic Services will make such arrangements as are necessary for the replacement of the equipment at no cost to the Member. Where due care has not been taken with respect to the safekeeping of the equipment (for example, if a laptop is left in full view in an unattended vehicle) the Member will be responsible for replacement costs of the equipment.

The Member should not attempt to physically modify, repair or open computer hardware for any purpose.

The Member should not attempt to add, modify, repair or change any software for any purpose.

The Member may not link the computer to any network other than the Council's network.

Passwords are personal property and must not be shared with anybody else. N.B. Access to a Member's email inbox or calendar can be achieved either through the delegation facilities within the software or by providing authorisation in writing for technical staff to action on his / her behalf.

Data Protection: Members will at all times protect personal and confidential data.

Data storage: Wherever possible the Member should store their documents on the corporate data storage facilities (for directories, files etc) rather than on the hard disk (C:\ drive) of their allocated PC or laptop. This means that they will be protected by the standard corporate back-up and anti-virus provisions and be covered in terms of security of data in the event of theft or failure of the equipment itself.

ACCESS

Member to whom ICT equipment has been allocated and any other elected Members in the same household. NB: In cases where two or more Members share Council equipment, they will be provided with individual logins and passwords.

CATEGORIES OF USE

Use in connection with role as and discharge of functions as a Member, including use in connection with role on outside bodies appointed to by the Council

Private, business and political usage is permissible subject to the following conditions
- A Member wishing to make such use of Council equipment will be subject to a £50 annual charge
- There should be no significant usage of Council-funded consumables
- Certain specified software is not licensed for, and may not be used for, private business use (currently this applies to Microsoft products applications e.g. Word, Publisher, Excel and Powerpoint). Members are authorised to use IBM Lotus Notes software for business use at this time. Clarification around business and private use for other software on the Council's catalogue will be advised on a case by case basis.

E-MAIL LIMITATIONS

Must comply with Corporate Code of email practice for Members (see below)

INTERNET

Internet facilities are provided to Members primarily for Council business, to assist in carrying out duties as an elected representative.

Inappropriate use of the Internet may result in allegations of misconduct to the Standards Board. Where criminal conduct may have occurred, breaches may also be reported to the police.

Members must not use Council-provided equipment to visit inappropriate sites. For guidance, such sites include the following:

Adults only – sites that the author or publisher labels as being strictly for adults. Such labels include "Adults Only", "You must be over 18 to visit this site", "Registration is allowed only for people 18 or older" and "You must be of legal drinking age to visit this site".

Chat – sites that offer access to offer access to online chat rooms, or allow users to download chat software that enables the online posting and receiving of real-time messages. **Drugs –** sites that promote or advocate recreational drug use. **Hate** / **Discrimination –** sites that specifically target a group of people based on race, gender, sexual orientation, religion or ethnicity in a hateful, derogatory manner. The language of these sites often includes racial slurs and is insulting, abusive, and sometimes violent. **Illegal –** sites that promote illegal activities, or offer instructions or advice that can be used to commit illegal activities. Such activities include making or distributing child pornography, making bombs, hacking (breaking computer security), phreaking (breaching phone security or phone service theft), lock picking, selling pirated material (such as music, videos, software or fake IDs) and counterfeiting. **Murder** / **Suicide –** sites offer information about committing murder or suicide, or that contain photos of crime scenes or autopsies. Sites containing galleries of "death pics" are included in this category. **Personal Information –** sites that gather personal information (such as name, address, credit card number, school or personal schedules) that may be used for malicious intent. **Pornography –** sites that contain material that are intended to be sexually arousing or erotic. This includes photos, animation, cartoons and stories. **Profanity –** sites that contain crude, vulgar or obscene language or gestures. Sites that include excessive use of letter substitution are included. **School cheating information –** sites that promote plagiarism or cheating by providing term papers, written essays, or exam answers. **Sex –** sexual merchandising and fetish sites are included. **Tasteless** / **Gross –** sites that include content such as tasteless humour, excretory functions (vomiting, urinating or defecating), graphic medical or accident scene photos (containing blood or wounds), and some forms of body modification (cutting, branding or genital piercing). **Violence –** sites that contain graphic images or written descriptions of reckless violence or grave injury (e.g. maiming, mutilation or dismemberment). Includes graphically violent games. **Weapons –** sites that containing information about buying, making, modifying, or using weapons such as guns, knives, swords or ammunitions.
Members must not download, copy or record inappropriate content (obscene, violent, sexual etc). Indications of categories are outlined above.
Members must not knowingly use the internet in a way which may interfere with or damage the Council's network
Members must not download programmes from the internet, except where authorised to do so by the Chief IT Officer.
The Member must not sign up to any other ISP (Internet Service Provider) for Internet use on the LCC computer.
HARDWARE
Hardware from the Council's catalogue will be provided, installed and supported at the Council's expense. This catalogue will be periodically updated in consultation with Group Support Managers. Members may request additional items to be added for Council business purposes. Where there is a business case (i.e. the potential for wide use / benefits across all Members) hardware will be evaluated for inclusion on the list.
Hardware must not be modified in any way.
No other hardware may be installed or connected to Council-provided ICT equipment by a Member.
SOFTWARE
Software from the Council's catalogue will be provided, installed and supported at the Council's expense. This catalogue will be periodically updated in consultation with Group Support Managers. Members may request additional items to be added for Council business purposes. Where there is a business case (i.e. the potential for wide use / benefits across all Members) software will be evaluated for inclusion on the list. Any additional software will be tested prior to inclusion to ensure no detrimental impact on the corporate desktop (N.B. there will be a lead time

for this).
Software must not be modified in any way.
No other software may be installed by a Member on Council-provided ICT Equipment.
CONSUMABLES
Only paper and cartridges which comply with the Council's published guidelines may be used.
The Council will provide a reasonable (unspecified) supply of consumables at the discretion of the Group Support Manager and subject to budgetary provision.
A Member may, at his/her own expense, purchase and use additional paper and cartridges.
RECHARGES
Members will be entitled to use their Council-provided computer equipment and software for Council business purposes at no cost to them.
A £50 annual charge will be levied on Members who wish to use their Council provided ICT equipment and software for private, political and business purposes. Such use is subject to the contents of this guidance document.
EXCLUSIONS
It may be justifiable and appropriate that Members use the equipment and software provided for purposes outside the above guidelines. Such use, however, needs to be approved by the appropriate Group Support Manager on a case-by-case basis.

LEEDS CITY COUNCIL

MEMBERS E-MAIL CODE OF PRACTICE

1   INTRODUCTION

1.1   The purpose of this Code of Practice is to make sure the Council's e-mail facilities are used properly by all users.

1.2   E-mail facilities are provided to Members to enable them, or assist them in carrying out their duties as elected representatives. However, some incidental personal use by Members is allowed (see below). E-mail facilities are provided to Members primarily for Council business, to help them carry out their duties as elected representatives. However, by agreement the facilities can also be used by Members for other secondary personal uses. All users are personally responsible for complying with the rules for email use in this Code of Practice, and for making sure they use e-mail in a way which is compatible with the Council's Core Values.

1.3   E-mail correspondence is subject to the same internal Council rules, policies and procedures as other Council communications. It also has the same legal status as other communications, so it could create a contract, or someone could claim they were being harassed by email.

1.4   E-mail correspondence is subject to legal restrictions, just like other communications. Information must not be sent by e-mail, where this would break data protection or human rights rules about not disclosing personal data or private information.

1.5   All users must be vigilant about making sure their own e-mail account and the Council's systems generally are kept secure, and must comply with the rules about the security of the Council's systems.

1.6   Breaches of the rules for e-mail use in this Code of Practice by Members may result in allegations of misconduct to the Monitoring Officer. Where criminal conduct may have occurred, breaches may also be reported to the Police. E-mail users who breach the data protection rules could face prosecution.

2.   RULES FOR E-MAIL USE

2.1   Members use e-mail to help them carry out their duties as elected representatives, subject to incidental personal use (see below). Where an Elected Member has entered into an agreement to make other secondary private use of a computer, all such use must also be in accordance with the following rules.

2.2   Generally, users must make sure their e-mail correspondence conforms to the Council's rules, policies and procedures.

2.3   In particular, users must not engage in any e-mail correspondence which would constitute a breach of:

- The Disciplinary Rules, Code of Conduct, and Disciplinary Procedures.
- Policies relating to dignity at Work.
- the Equalities Policies.
- the Members Code of Conduct.

2.4   Users must not create and/or send messages and/or attachments to messages that are, or which reasonably could be regarded as being:

- obscene
- pornographic
- indecent
- of a sexual nature
- violent
- a serious attack on someone's reputation
- racist, sexist or otherwise discriminatory or harassing
- threatening or intimidating
- encouraging or supporting racism, sexism, violence, drug taking or gambling

Where Elected Members have to send email or attachments with this content, as part of their duties as elected representatives, they must have prior authorisation from the Chief Democratic Services Officer (or nominee).

2.5   Users must not use e-mail to disclose information, where this would break data protection or human rights rules.

2.6   Users must not send non-Council related advertisements, chain letters other unsolicited non business related email.

2.7   Users must not create or exchange information, logos etc. which belong to someone else, in contravention of copyright or other intellectual property laws.

2.8   Users must not commit the Council to any contract or agreement other than in compliance with the Council's Contracts Procedure Rules, and Financial Procedure Rules.

2.9   Users must not (unless authorised to do so as part of proper proxy arrangements, and/or where they have the consent of the other e-mail user):

- give their passwords to others.
- read e-mail in, or send email from another e-mail user's account.
- alter e-mail or attachments which they have received, or which are in another email user's account,
- add or delete attachments to e-mail which they have received, or which are in another e-mail user's account,

2.10   Incidental e-mail correspondence (i.e. which is personal, political or business in nature), is allowed as long as it does not have an adverse effect on service levels. All such e-mail by Members, must still comply with the rules for e-mail use in this Code of Practice, and will still be subject to monitoring. It should also be noted that private, business and political emails may be associated with the Council by the recipient in that any email issued identifies the Member @leeds.gov.uk.

2.11   E-mail correspondence on a matter which becomes, or might become subject to court action should be kept (and not deleted from e-mail systems), because it might need to be disclosed in court. If a matter is subject to court action, internal e-mail correspondence should be avoided.

2.12   E-mail correspondence on a matter which is the subject of a request for information under the Freedom of Information Act 2000 must not be deleted until after the request has been dealt with, and any complaint or application to the Information Commissioner has been determined.

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Agenda Item 7

Originator: Kevin Tomkinson

Tel: 2474357

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 31st October 2006

Subject: Local Authority Appointments to Outside Bodies

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity ☐
	Community Cohesion ☐
	Narrowing the Gap ☐

1.0   PURPOSE OF REPORT

1.1   Further to the meeting of this Committee in June 2006, and confirmation of nominations received to date, this report:

- provides an update on the current position regarding member appointments
- seeks to confirm member nominations to remaining vacancies.

2.0   BACKGROUND INFORMATION

2.1   The Member Management Committee has met on one occasion since the Annual Meeting of Council to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 1 details the current position.

2.2   Vacancies exist on a number of outside bodies. Member Management Committee is asked to consider the vacancies detailed in Appendix 1 and make appointments to them.

3.0   MAIN ISSUES

3.1   Members are asked to specifically consider the following issues:

3.2   <u>Leeds Grand Theatre Board</u>

At the meeting of the Executive Board on the 20th September approval was given to establish a transitional Board of five Councillors and four independent Members using a skills matrix and nomination form. The current Board will be apprised of the proposals in the near future and prior to any involvement by this committee in the appointment process.

3.3   National Parking Adjudication Service Joint Committee

3.4   Member Management Committee are advised that the National Parking Adjudication Service (NPAS) is the independent appeals tribunal which considers appeals against Parking Penalty Charge Notices issued by Local Authorities who have implemented Decriminalised Parking Enforcement (DPE). The National Parking Adjudication Joint Committee is responsible for ensuring that NPAS business is conducted in accordance with the law and proper standards of economy, efficiency and effectiveness. It is a requirement that all DPE authorities provide a Councillor nomination to sit on the Committee which meets once or twice each year. Leeds City Council implemented DPE from March 2005.

3.5   It is recommended that this organisation be added to the list of appointments to outside bodies approved by Member Management Committee and that appointment should be reserved to the Executive Member who's portfolio includes Parking Services.

3.6   That Councillor Steve Smith be confirmed as the Councils representative on this organisation

3.7   Nuclear Free Zones English Forum

3.8   Members are advised that the schedule attached at appendix 1 shows a vacancy against this particular organisation and this has been the position since former Councillor Claire Nash left the Council.

Councillor Pryke has expressed an interest in serving on this body.

Members are asked to consider appointing Councillor Pryke to serve on this body.

3.9   Yorkshire Regional Flood Defence Committee

3.10   Members will be aware that Councillor Pryke currently presents the Council on the Yorkshire Regional Flood Defence Committee.

The City Council also have the right to appoint a deputy member in accordance with Schedule 5 of the Environment Act 1995, this member would in effect be a substitute for the main member.

Members are asked to consider appointing a deputy member to this body.

3.11   IGEN

3.12   Members will be aware that the Council currently appoints two directors to the IGEN Board (Councillors Bale and Bentley).

At the Executive Board meeting on the 20th September 2006 it was agreed that the Council reduces its participation in IGEN with the right to appoint 1 Director to the Board.

Members are asked to note the Executive Board decision and nominate 1 director to serve on the IGEN Board.

3.13　Children Leeds Partnership

Member Management Committee are advised that the Children Leeds Partnership – a strategic Board that is being proposed as part of the Children's Trust arrangements in Leeds. It is intended that the Partnership will provide city-wide leadership on children and young people's issues, in particular, on the development and delivery of children's services.

The Council's entitlement on this Board is 3 elected members and the suggestion is that these 3 places should be reserved to 2 members of the administration and 1 place reserved to the relevant spokesperson from the Labour Group.

3.14　Appointments Made Since June

Members are advised that since the last meeting of the Committee the following change of appointments have been confirmed by the Director of Legal and Democratic Services in accordance with the Appointments to Outside Bodies Procedure Rules (4.6)

Outside Body	Member Appointed	Member Replaced	Date
Roseville Enterprises Ltd	Cllr Fox	Vacancy	7/7/06
School Organisation Ctte	Cllr Shelbrooke	Cllr Bale	7/7/06
Yorkshire Indoor Cricket School	Cllr Townsley	Cllr Downes	18/8/06
WYPTA Passenger Transport Constulative Committee	Cllr Fox	Cllr W Hyde	22/9/06
Regional Planning Forum and Infrastructure Committee	Cllr Anderson	Cllr A Carter	2/10/06

4.0　IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

4.1　The member appointments referred to in 3.2 to 3..14 are in accordance with the Council's Constitution and as detailed in the Appointments to Outside Body Procedure Rules. Members will also be advised of the need to update their entry in the Members register of interests.

5.0　LEGAL AND RESOURCE IMPLICATIONS

5.1　There are no specific legal or resource implications in relation to these appointments.

6.0　RECOMMENDATION

6.1　Members are asked to consider the current position in relation to Elected Member appointments to outside bodies detailed in Appendix 1.

6.2　Members are asked to note the change of appointments since the last meeting of the Committee as detailed in 3.14 of the report.

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

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Chinese Community Association	No	No	1	May-07	1	Jun-06	Neil Taggart	Lab
Clarke Hall Government Committee	No	No	1	May-07	1	Jun-06	Colin Campbell	Lib Dem
Chamber of Commerce	Yes	Executive Member Development	1	May-07	1	Jun-06	Andrew Carter	Con
Coalfield Communities Campaign Regional Executive	No	No	1	May-07	1	Jun-06	Keith Parker	Lab
Community Link	No	No	1	May-07	1	Jun-06	John Bale	Con
Craft Centre And Design Gallery	No		3	May-07	3	Jun-06	Judith Elliott	MBI
				May-07		Jun-06	Bernard Atha	Lab
				May-07		Jun-06	Graham Latty	Con
Crime and Disorder Reduction Partnership	Yes	Executive Member (Neighbourhoods and Housing)	1	May-07	1	Jun-06	J L Carter	Con
Crossroads (Leeds) Ltd	No	No	1	May-07	1		Vacancy	
Cycling Consultative Forum	No		1	May-07	1	Jun-06	Stuart Andrew	Con
David Young Academy Governing Body	no		1	Apr-08		Apr-04	Peter Gruen	Lab
Dial Leeds	No	No	1	May-07	1	Jun-06	Luke Russell	Green
Early Years Development Partnership	No	No	3	May-07	3	Jun-06	Richard Harker	Lib Dem
				May-07		Jun-06	Lisa Mulherin	Lab
				May-07		Jun-06	Whip Nominee	Con
Environment Agency - Ridings Area Environment Group	Yes	Exec Member Development or Nominee	1	May-07	1	Jun-06	Exec Member or Nominee	Con
Fostering Panel - East Leeds	No	No	1	May-07		Jun-06	Clive Fox	Con
Fostering Panel - Rawdon	No	No	1	May-07		Jun-06	Mick Coulson	Labour
Fostering Panel - South Leeds	No	No	1	May-07		Feb-06	Whips nominee	Lib Dem
Friends Of Leeds City Museum	No	No	3	May-07	3	Jun-06	Barry Anderson	Con
				May-07		Jun-06	Elizabeth Nash	Lab
				May-07		Jun-06	Don Wilson	Lib Dem

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Green Leeds	No		4	May-07	4	Jun-06	adam ogilvie	Lab
				May-07		Jun-06	Sue Bentley	Lib Dem
				May-07		Jun-06	David Blackburn	Green
				May-07		Jun-06	Barry Anderson	Con
Governors Of Trinity And All Saints College	No	No	1	May-07		Jun-06	Richard Harker	Lib Dem
Harrision & Potter Trust /Josiah Jenkinson Charity	No	No	1	May-07	1	4 Years	Vacancy	
Homestart Leeds	No	No	1	May-07	1	3 Years	Vacancy	
IGEN	No	No	2	May-07	2	Jun-06	Sue Bentley	Lib Dem
				May-07		Jun-06	John Bale	Con
Investigation of Air Pollution Standing Conference	Yes	Executive Member Development	1	May-07	1	Jun-06	Barry Anderson	Con
Joint Consultative Committee (Teachers)	Yes (in part)	Exec Member Childrens Services or Nominee 1 place	5	May-07	5	Jun-06	Lisa Mulherin	Lab
				May-07		Jun-06	vacancy	Unallocated
				May-07		Jun-06	William Hyde	Con
				May-07		Jun-06	Brian Cleasby	Lib Dem
				May-07		Jun-06	Richard Harker	Lib Dem
Joseph Priestley College Governing Body	No	No	2	May-08		Jun-06	Lisa Mulherin	Lab
				May-07	1	Jun-06	Robert Finnigan	MBI
Lady Elizabeth Hastings Educational Foundation	No	No	1	May-07	1	Jun-06	Mr Michael Fox	
Leeds Admissions Forum	No	No	5	May-07	5	Jun-06	Peter Gruen	Lab
				May-07		Jun-06	Robert Finnigan	MBI
				May-07		Jun-06	jane dowson	Lab
				May-07		Jun-06	Alec Shelbrooke	Con
				May-07		Jun-06	Richard Harker	Lib Dem
Leeds Art Collections Fund	No	No	1	May-07	1	Jun-06	Cllr John Procter	Con
Leeds Childrens Holiday Camp Association	No	No	1	May-07	1	Jun-06	Chris Townsley	Lib Dem
Leeds Citizens Advice Bureau	No	No	2	May-07	2	Jun-06	Javaid Akhtar	Lib Dem
				May-07		Jun-06	Suzi Armitage	Lab

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Leeds Civic Arts Guild	No	No	1	May-07	1	Jun-06	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-07	1	Jun-06	Graham Hyde	Lab
Leeds College Of Technology Governing Body	No	No	1	May-07		Jul-04	Clive Fox	Con
Leeds Community Equipment Service Partnership Board	No	No	2	May-07	2	Jun-06	debra coupar	Lab
				May-07		Jun-06	Brenda Lancaster	Lib Dem
Leeds Faith Forum	No	No	1	May-07	1	Jun-06	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-07	6	Jun-06	David Blackburn	Green
				May-07		Jun-06	Judith Blake	Lab
				May-07		Jun-06	Peter Harrand	Con
				May-07		Jun-06	J L Carter	Con
				May-07		Jun-06	Steve Smith	Lib Dem
				May-07		Jun-06	Richard Harker	Lib Dem
Leeds Groundwork Trust	No	No	6	May-07	6	Jun-06	Geoff Driver	Lab
				May-07		Jun-06	Keith Wakefield	Lab
				May-07		Jun-06	Jane Dowson	Lab
				May-07		Jun-06	Ann Blackburn	Green
				May-07		Jun-06	David Hollingsworth	Lib Dem
				May-07		Jun-06	Ralph Pryke	Lib Dem

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Leeds Housing Concern	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	1	Jun-06	Exec Member or nominee	Con
Leeds in Bloom/Lower Initiative	No	No	1	May-07	1		Vacancy	Unallocated
Leeds Initiative Board	Yes	Party Leaders or nominee	3	May-07	3	Jun-06	Keith Wakefield	Lab
		3 places		May-07		Jun-06	Mark Harris	Lib Dem
				May-07		Jun-06	Andrew Carter	Con
				May-07				
Leeds Initiative - Learning Partnership	Yes in part	Exec Member Childrens Services or Nominee	2	May-07	2	Jun-06	Richard Harker	Lib Dem
		1 place		May-07		Jun-06	Sue Bentley	Lib Dem
Leeds Initiative - Leeds Cultural Partnership	Yes	Exec Member Development or Nominee	3	May-07	3	Jun-06	TBC	Con
		Exec Member Leisure or Nominee		May-07		Jun-06	J Procter	Con
		2 places		May-07		Jun-06	TBC	Con
Leeds Initiative - Environment City Partnership	Yes in part	Exec Member Development or Nominee	2	May-07	2	Jun-06	Stuart Golton	Lib Dem
		1 place		May-07		Jun-06	TBC	
Leeds Initiative - Integrated Transport Partnership	Yes in part	Exec Member Development or Nominee	4	May-07	4	Jun-06	Judith Blake	Lab
		1 place		May-07		Jun-06	Andrew Carter	Con
				May-07		Jun-06	David Blackburn	Green
				May-07		Jun-06	Javaid Akhtar	Lib Dem
Leeds Initiative - Healthy Leeds Partnership	Yes	Exec Member Neighbourhoods and Housing or Nominee	2	May-07	2	Jun-06	TBC	Con
		Exec Member Social Care or Nominee -		May-07		Jun-06	TBC	Con
Leeds Initiative - Economy Partnership	Yes	Exec Member Development or Nominee	1	May-07	1	Jun-06	Andrew Carter	Con

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Leeds Initiative - Sports Leeds	Yes	Exec Member Leisure or Nominee	2	May-07	2	Jun-06	Paul Wadsworth	Con
Leeds Initiative - Leeds City Centre Management Initiative	Yes	Exec Member Development or Nominee	2	May-07	2	Jun-06	Barry Anderson	Con
	in part	1 place		May-07		Jun-06	Colin Campbell	Lib Dem
Leeds Initiative - Safer Leeds Executive	Yes	Exec Member Neighbourhoods and Housing or Nominee	4	May-07	4	Jun-06	J L Carter	Con
	in part			May-07		Jun-06	TBC	
				May-07		Jun-06	TBC	
				May-07		Jun-06	TBC	
				May-07				
Leeds Architecture and Design Initiative	None			May-07	5	Jun-06	Andrew Carter	Con
				May-07		Jun-06	Stuart Andrew	Con
				May-07		Jun-06	Clive Fox	Con
				May-07		Jun-06	Colin Campbell	Lib Dem
				May-07		Jun-06	Elizabeth Minkin	Lab
Leeds Inter Agency Project	No	No	1	May-07	1	Jun-06	Vacant	Unallocated
Leeds Jewish Welfare Board	No	No	1	May-07	1	Jun-06	Ronald Feldman	Con
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Health & Social Care)	5	May-07	5	Jun-06	Peter Harrand	Con
	in part	1 Place		May-07		Jun-06	debra coupar	Lab
				May-07		Jun-06	Brian Selby	Lab
				May-07		Jun-06	Vacancy	Unallocated
				May-07		Jun-06	Vacancy	Unallocated
Leeds Local Access Forum	No	No	3	May-07	3	Jun-06	Clive Fox	Con
				May-07		Jun-06	Roger Harington	Lab
				May-07		Jun-06	Whips nominee	Green
Leeds Mind	No	No	1	May-07	1	Jun-06	Luke Russell	Green
Leeds Parish Church Exhibition Foundation	No	No	1	May-07	1	Jun-06	Marian Monks	Non Cllr

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Renewal Leeds Limited	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	1	Jun-06	J L Carter	Con
Leeds Philharmonic Society	No	No	1	May-07	1	Jun-06	Richard Harker	Lib Dem
Leeds Pianoforte Competition Committee	No	No	2	May-07	2	Jun-06	Martin Hamilton	Lib Dem
				May-07		Jun-06	Elizabeth Nash	Lab
Leeds Racial Equality Council	Yes (in part)	Exec Member Central and Corporate	2	May-07	2	Jun-06	Kabir Hussain	Lib Dem
		1 place	1	May-07		Jun-06	Sharon Hamilton	Lab
Leeds Schools Awards	Yes	Exec Member Learning or Nominee	1	May-07	1	Jun-06	Richard Harker	Lib Dem
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	May-07	1	Jun-06	Richard Harker	Lib Dem
Leeds Schools Sports Association	No	No	2	May-07	2	Jun-06	Vacant	
				May-07		Jun-06	Roger Harington	Lab
Leeds Sports Federation	No	No	6	May-07	6	Jun-06	Denise Atkinson	Lab
				May-07		Jun-06	Roger Harington	Lab
				May-07		Jun-06	Patrick Davey	Lab
				May-07		Jun-06	Kabir Hussain	Lib Dem
				May-07		Jun-06	Brian Jennings	Ind
				May-07		Jun-06	Gerald Wilkinson	Con
Leeds University Court	No	No	2	May-07	2	Jun-06	Penny Ewens	Lib Dem
				May-07		Jun-06	Bill Hyde	Con
Leeds Women's Aid	No	No	1	May-07	1	Jun-06	Sharon Hamilton	Lab
Local Construction And Training Agency	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	1	Jun-06	J L Carter or Nominee	Con
Lord Mayor Of Leeds Appeal Fund	No	No	3	May-07	3	Jun-06	Ted Hanley	Lab
				May-07		Jun-06	John Proctor	Con

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
				May-07		Jun-06	Martin Hamilton	Lib Dem
Making Leeds Better Project Board	Yes	Exec Member Adult Health & Social Care and Opposition Spokesperson	2	May-07	2	Jun-06	Peter Harrand	Con
				May-07			Judith Blake	Lab
National Association of Councillors	No		3	May-07	3	Jun-06	Suzi Armitage	Lab
				May-07		Jun-06	Whips nominee	Con
				May-07		Jun-06	Whips nominee	Lib Dem
National Coal Mining Museum For England Liaison Committee	No	No	1	May-07	1	Jun-06	Keith Parker	Lab
				May-07				
Neighbourhood Renewal Board - Aire Valley	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	5	Jun-06	J L Carter	Con
		Exec Member development	1			Jun-06	A Carter	Con
		Local Ward Member	1			Jun-06	D Hollinsworth	Lib Dem
		Labour Group Nominees	2			Jun-06	G Driver	Lab
						Jun-06	debra coupar	Lab

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Neighbourhood Renewal Board - Beeston and Holbeck	Yes	Ward Members	2	May-07	2	Jun-06	Adam Ogilvie	Lab
				May-07		Jun-06	angela gabriel	Lab
Nell Bank Centre Trust	No	No	1	May-07	1	Jun-06	Mick Coulson	Lab
National Society For Clean Air Divisional Council	No	No	1	May-07	1	Jun-06	Barry Anderson	con
North Regional Association For Sensory Support	No	No	1	May-07	1	Jun-06	Peter Harrand	Con
Northern College - Board Of Governors	No	No	1	May-07	1	Jun-06	James McKenna	Lab
Northern College - Policy And Finance Committee	No	No	1	May-07	1	Jun-06	James McKenna	Lab
Northern College - Joint Liaison Group	No	No	1	May-07	1	Jun-06	James McKenna	Lab
Nuclear Free Zones English Forum	No	No	1	May-07	1	Jun-06	Vacant	
Park Lane College	No	No	1	May-07	1	Jun-06	Kabeer Hussain	Lib Dem
				May-07				
				May-07				
People First	No	No	1	May-07	1	Jun-06	Jane Dowson	Lab
Public Rights of Way Forum	No	No	1	May-07	1	Jun-06	Clive Fox	Con

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Regional Planning Forum and Infrastructure Committee	Yes	Exec member (Development)	1	May-07	1	Oct-06	Barry Anderson	Con
Re'new	Yes	Exec Member (Neighbourhoods and Housing)	1	May-07	1	Jun-06	J L Carter	Con
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	May-07	1	Jun-06	Bill Hyde	Con
Robert Salter Charity	No	No	3	May-07	3	Jun-06	Richard Lewis	Lab
				May-07		Jun-06	Whip Nominee	Con
				May-07		Jun-06	Whip Nominee	Con
Roseville Enterprises Board Of Management	Yes	Exec Member Learning or Nominee	5	May-07	5	Jul-06	Clive Fox	Con
	in part			May-07		Jun-06	Don Wilson	Lib Dem
				May-07		Jun-06	David Blackburn	Green
				May-07		Jun-06	debra coupar	Labour
				May-07		Jun-06	Stuart McArdle	Independent
School Organisation Committee	No	No	7	May-07	7	Jun-06	Peter Gruen	Lab
				May-07		Jun-06	Geoff Driver	Lab
				May-07		Jul-06	Alec Shelbrooke	Con
				May-07		Jun-06	Clive Fox	Con
				May-07		Jun-06	Ryk Downes	Lib Dem
				May-07		Jun-06	Brian Cleasby	Lib Dem
				May-07		Jun-06	Luke Russell	Green
Simeon Gaunt Memorial Music Festival Charity	No	No	3	May-07	3	Jun-06	Andrew Carter	Con
				May-07		Jun-06	Josephine Jarosz	Lab
				May-07		Jun-06	Mr Cornforth	Con
South Leeds Team Ministry	No	No	1	May-07	1	Jun-06	Unallocated	
Standing Advisory Council on Religious Education	No	No	4	May-07	4	Jun-06	Brian Selby	Lab
				May-07		Jun-06	Jim McKenna	Lab
				May-07		Jun-06	Peter Harrand	Con
				May-07		Jun-06	Richard Harker	Lib Dem

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
State of the River Management Committee	No	No	1	May-07	1	Jun-06	Stuart Golton	Lib Dem
Swarthmore Educational Centre	No	No	2	May-07	2	Jun-06	Penny Ewens	Lib Dem
				May-07		Jun-06	Vacancy	Unallocated
The Charities Of Thomas Wade And Others	No	No	3	May-07	3	Jun-06	Bill Hyde	Con
				May-07		Jun-06	alan taylor	Lib Dem
				May-07		Jun-06	Ann Blackburn	Green
Leeds Thomas Danby	No	No	1	May-07	1	Jun-06	Tom Murray	Lab
Touchstone	No	No	1	May-07	1	Jun-06	Vacancy	Unallocated
Trustees Of Joshua Crabtree's Charity	No	No	2	May-07	2	Jun-06	Colin Campbell	Lib Dem
				May-07		Jun-06	Vacancy	Unallocated
Voluntary Action Leeds	No	No	3	May-06	3	Jun-06	Jane Dowson	Lab
				May-07		Jun-06	Whip nominee	Con
				May-07		Jun-06	Greg Mulholland	Lib Dem
West Yorkshire Connexions	Yes	Exec Member Childrens Services or Nominee	1	May-07	1	Jun-06	Richard Harker	Lib Dem
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure)	1	May-07	1	Jun-06	Proposed to be Executive Member (Leisure)	Con
West Yorkshire Integrated Transport Forum	Yes	Exec Member Development or Nominee	1	May-07	1	Jun-06	Barry Anderson	Con
West Yorkshire Market Renewal Board	No	No	1	May-07	1	Jun-06	Vacancy	Unallocated
West Yorkshire Playhouse Theatre Board	Yes	Exec Member Leisure or Nominee 1 place	4	May-07	4	Jun-06	Martin Hamilton	Lib Dem
				May-07		Jun-06	valerie kendall	Con
				May-07		Jun-06	Steve Smith	Lib Dem
				May-07		Jun-06	Terry Grayshon	MBI
West Yorkshire Rural Partnership	No	No	1	May-07	1	Jun-06	Mick Coulson	Lab
West Yorkshire Valuation Tribunal (Appointments Panel)	No	No	1	May-07	1	Jun-06	Mick Coulson	Lab

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Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
William Merritt Disabled Living Centre and Mobility Service	No	No	1	May-07	1	Jun-06	Vacancy	Unallocated
Wypta Education Liaison Group	No	No	3	May-07	3	Jun-06	Sue Bentley	Lib Dem
				May-07		Jun-06	Vacancy	Unallocated
				May-07		Jun-06	Vacancy	Unallocated
Wypta Highways And Planning Liaison Group	No	No	1	May-07	1	Jun-06	Anne Blackburn	Green
Wypta Local Transport Plan Steering Group	Yes	Executive Member Development or nominee	1	May-07	1	Jun-06	Stuart Andrew	Con
Wypta Social Services Liaison Group	No	No	1	May-07	1	Jun-06	Andrea Harrison	Labour
Wypta Taxi Liaison Group	No	No	1	May-06	1	Jun-06	Luke Russell	Green
Wypta Passenger Transport Consultative Committee	No	No	4	May-07	4	Jun-06	James McKenna	Lab
				May-07		Jun-06	James Lewis	Lab
				May-07		Jun-06	Whip Nominee	Lib Dem
				May-07		Sep-06	C Fox	con

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	No. of Appointments to make	Date Appointed	Nominee in 2005/6	Group Allocation 2005/6
Wykebeck Valley Board	No	No	1	May-07	1	Jun-06	Cllr Roger Harington	Lab
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee	2	May-07	2	Jun-06	Bill Hyde	Con
		1 place		May-07		Jun-06	Richard Harker	Lib Dem
Yorkshire and Humberside Asylum Seekers Reference Group	No	No	1	May-07	1	Jun-06	Vacancy	Unallocated
Yorkshire and Humberside Housing Forum Executive	Yes	Exec Member (Neighbourhoods and Housing)	1	May-07	1	Jun-06	Amanda Carter	Con
Yorkshire and Humberside Regional Broadband Joint Committee	Yes	Exec Member (Learning) or nominee	1	May-07	1	Jun-06	Richard Harker	Lib Dem
Yorkshire And Humberside Regional Council	Yes	Exec Member Central and Corporate or nominee	3	May-07	3	Jun-06	Mark Harris	Lib Dem
	in part	1 place		May-06		Jun-06	Liz Minkin	Lab
				May-07		Jun-06	Andrew Millard	Con
Yorkshire Indoor Cricket School	No	No	3	May-07	3	Jun-06	Keith Parker	Lab
				May-07		Jun-06	Ronald Feldman	Con
				May-07		Aug-06	Chris Townsley	Lib Dem
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	1	Jun-06	Nominee to follow	Con
Yorkshire Regional Flood Defence Committee	Yes	Exec Member Development or Nominee	1	May-07	1	Jun-06	Ralph Pryke	Lib Dem
Yorkshire Tourist Board	Yes	Exec Member Leisure or Nominee	1	May-07	1	Jun-06	Stuart Golton	Lib Dem
Local Government Yorkshire and Humber	Yes in part	Leader of Council	4	May-07		Jun-06	Mark Harris	Lib Dem
				May-07		Jun-06	Stuart Golton	Lib Dem
				May-07		Jun-06	Andrew Carter	Con
				May-07		Jun-06	John Procter	Con

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Agenda Item 8

Leeds CITY COUNCIL

Originator: Kay Small

Tel: 39 50852

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 31 October 2006

Subject: Member Development

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity ☐
	Community Cohesion ☐
	Narrowing the Gap ☐

Executive Summary

At its meeting of 29th June 2006, Member Management Committee endorsed the proposal to make annual training for all regulatory Panel Members compulsory. The Committee instructed the Member Development Working Group to consider the design and format of the proposed regulatory programme and to make recommendations to Member Management Committee on its delivery.

This report presents the recommendations of the Working Group.

1.0 Purpose Of This Report

1.1   This report presents the recommendations of the Member Development Working Group regarding training for members dealing with planning and licensing matters.[1]

2.0 Background Information

2.1   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 14th June 2006.

2.2   Subsequently the concept of extending this requirement to all Licensing and Regulatory Panels was agreed by Member Management Committee and at its meeting on 29 June 2006 charged the Member Development Working Group with designing the training programmes.

2.3   Since the last Member Management Committee meeting the Member Development Working Group, chaired by Cllr Latty, has met on a number of occasions to put together a draft training programme covering Planning, Licensing and general governance and conduct issues.

3.0 Main Issues

3.1   Below is a summary of the proposed training programme. In summary, any member who has not previously sat on a Plans Panel will be required to attend a one day introductory session *prior* to attending their first Panel meeting[2]. Thereafter, all Panel members will be required to attend, on an annual basis, the one day update session.

3.2   Similarly there will be compulsory Licensing training on an annual basis for Licensing and Licensing and Regulatory members and regulatory Panel substitutes.

3.3   All members dealing with planning and licensing matters will be required on an annual basis to attend a session on Governance and Conduct.

3.4   It has been noted that Members who are not directly involved in Planning or Licensing may nevertheless have an interest in such matters. Therefore the programme will also be open to Members who do not sit on the relevant panels or committees. The programme will also be supplemented by a programme of lunchtime seminars available to all members.

3.5   The table below provides a summary of attendance requirements. The proposed course content is detailed in Appendix A.

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[1] Those members sitting on Plans Panels, Licensing Committee and Licensing and Regulatory Committee
[2] It is proposed that those members newly appointed to Plans Panels this municipal year will be required to attend the introductory session.

C= compulsory, O= optional, NR= not required.

	Planning Members (new)	Planning Members (experienced)	Licensing/ Regulatory Members	Licensing Committee Members	Regulatory panel substitutes	All other Members
Planning Briefing for Members (Introductory level – one day)	C	O	O	O	C	O
Planning Policy Update for Members (Advanced level – split over two half-days)	C	C	O	O	O	NR
Governance and Conduct (Conflicting roles and their resolution; avoiding judicial review; bias/decision-making, interests etc – half day)	C	C	C	C	C	O
The Licensing Act/Gambling Act (half day)	O	O	O	C	O	O
Licensing/ Regulatory (Introduction to the Panel, Taxi/Private Hire regulations – half day)	O	O	C	O	C	O
Lunchtime Seminar programme (On-going programme of lunchtime events aimed at broadening knowledge of Planning matters eg 'Designing out Crime', Using the Planning System etc)	O	O	O	O	O	O

3.6　　The Member Development Working Group in designing the course content has discussed with trainers the need to ensure that at each training module has the following features:

- flexible training options for Members, by providing more than one course date, with as much notice as possible
- inclusion of practical and interactive training elements where relevant, eg mock-panels
- pre-course packs.

3.7　　These revisions are in response to member feedback from previous training sessions.

3.8　　Members are asked to note that the training for planning members is largely to be provided by external trainers with some in house support.

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　　The planning training will be undertaken by external trainers at a cost of £12,000 for four full-day sessions per year.　This cost will be met by the Development Department.　Licensing training and governance training will be carried out in house and be met within existing resources.

6.0　　Monitoring and evaluating the programme

6.1　　Attendance on the programme, particularly for the compulsory elements, will be closely monitored and reported to Whips on a regular basis.

6.2　　In order to determine the success of the programme, each module will be evaluated to ensure that it has met its stated aims and objectives.　This evaluation process is a standard success measure and used for all Member training programmes, as stipulated in the Member Development Strategy.

6.3　　The evaluation will take the form of feedback sheets to be completed after each event, and also a follow-up questionnaire three months after the training has taken place.　This process is vital to measure the effectiveness of the programme and will be used to demonstrate a return on investment. The information gathered from Members will also help us to improve the design of this and other training programmes in the future.

7.0　　Conclusions

7.1　　The proposals outlined in this report will make learning and development activities more robust for members dealing with planning and licensing matters.

8.0　　Recommendations

8.1　　The Member Management Committee is asked to endorse the training proposals outlined in Appendix A.

Training for Councillors – Course Content

Briefing on Planning for Councillors – One day introductory session

- Introduction:
  - The Government's agenda for planning
  - The purpose of the statutory system
  - Planning law and policy – the basic framework

- Development control – some basic considerations:
  - What is development?
  - When is planning permission needed?
  - Types of planning permission

- Development control: the decision making process – This will be based on a simple case study, considered separately in sub groups. Each group will discuss the issues raised, focusing on delegation to officers / committee consideration, consultations and notifications, officer reports, what is / is not a 'material consideration'?

- Planning policy at the local level - A short presentation and discussion on the key elements of the new Development plan system. To include the Leeds context and our interpretation of planning and local guidance.

- Development control: making the decision - approvals, refusals and appeals. This will be based on the case study.

- Questions and answers
  - Issues and questions raised by Members (not covered elsewhere on the agenda)

- Summary and conclusions:
  - Where do councillors fit in?
  - The role of councillors in development management and control
  - Being effective as a councillor

Briefing on Planning for Councillors – 2 X half day advanced session

- Introduction:
    - The Government's agenda for planning
    - The Planning and Compulsory Purchase Act 2004
    - The role of PPG and PPS
    - Setting the context: PPS1 'Delivering Sustainable Development'

- PPS Update
    - Already approved / drafted – PPS6, 7, 9, 10, 11, 12, 22, 23 and 25
    - In the pipeline
    - Implications for the Council

- PPS3 Housing
    - Objectives
    - Housing and planning policy
    - Managing delivery and development
    - Density
    - Designing in quality
    To be considered with short case studies.

- Summary:
    - Main issues
    - Future developments in policy
    - Action points

Briefing on Licensing and Regulatory Issues for Councillors – half day session

- Introduction to Licensing and Regulatory Panel

- Taxi / private hire licensing issues

Briefing on Licensing Legislation for Councillors on Licensing Committee – half day session

- Licensing Act 2003

- Gambling Act 2005

Briefing on Governance and Conduct for all Regulatory / Licensing Panel Members – half day session

- Conflicting roles and their resolution

- Duty to Rate Payer/Council

- Lobbying from applicants/objectors

- Avoiding judicial review

- Bias, decision making, interests etc

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Agenda Item 9

Originator: Kay Small

Tel: x50852

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 31st October 2006

Subject: Member Development

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity ☐
	Community Cohesion ☐
	Narrowing the Gap ☐

Executive Summary

A report detailing all training and conference attendance by Members is currently presented to Member Management Committee on a quarterly basis.

The report is attached at Appendix A.

1.0 Purpose Of This Report

1.1 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 at Appendix A.

2.0 Background Information

2.1 In order to determine the success of Member development initiatives, each training event is monitored to ensure that it has met its stated aims and objectives. This evaluation process is a standard success measure and is used for all Member training programmes, as stipulated in the Member Development Strategy.

2.2 The Member Development report provides a summary of this evaluation information, along with attendance details so that Member Management Committee can monitor the impact of learning and development activities.

2.3 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.

3.0 Main Issues

3.1 A number of learning and development events take place for Members each quarter. These include seminars, courses, induction sessions and other learning interventions, such as e-learning.

3.2 The events are based on the learning needs identified in the current Member Development Strategy 2006-8, as defined by the Member Development Working Group. Additional events, such as lunchtime seminars and specific personal development activities, are added to the programme over the course of the year, as the need arises.

4.0 Implications For Council Policy And Governance

4.1 Effective learning interventions help to ensure that councillors are adequately equipped to undertake their Council duties, are able to make effective and informed decisions and ensure good governance. By monitoring the delivery of these events, Member Management Committee will ensure that quality is maintained.

5.0 Legal And Resource Implications

5.1 The provision of Member development activities is met within current budget allocation.

6.0 Conclusions

6.1 The Member Development report is produced quarterly in order to help members of the Member Management Committee to monitor the success of individual learning interventions and the Member Development Strategy as a whole.

7.0 Recommendations

7.1 The Member Management Committee is asked to note the contents of the Learning and Development report attached at Appendix A.

Appendix A - Members' Learning and Development Report

June - August 2006

This report shows learning and development activity undertaken by elected Members between 1 June and 31 August 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
Local Government Finance made simple	5/6/06	Alan Gay	Morgan	Bale	Ewens	Russell	-	Beverley	5	All cllrs (new and existing) invited	Good
Being an effective Councillor*	8/6/06	Val Slater (external trainer)	Morgan	Kendall	Chapman	Russell	-	Beverley	5	All cllrs (new and existing) invited	Good
Vision to Reality – Understanding our priorities and plans	15/6/06	Steve Clough/ Marilyn Summers	Morgan	-	Chapman	-	-	-	2	All cllrs (new and existing) invited	Good

* 3 councillors from other authorities also attended this event

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
Licensing training	8th and 14th June	Gill Marshall	Morgan Selby	Castle	-	-	-	-	3	3	N/A
Introduction to Leadership	28/6/06	IDeA	Lewis Mulherin	-	-	-	-	-	2	All new Exec and Lead Members invited	Excellent
Risk Management (for Coporate Gov/Audit Members)	Various	Coral Main, Audit and Risk	Minkin Wakefield	Andrew Carter	-	-	Finnigan	-	4	4	N/A
Planning training	9/8 and 11/8	Martin Sellens	-	Lobley Schofield Wadsworth Wilkinson	-	-	-	-	4	4	N/A

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
IT one-to-ones	Various	Kay Small	Morgan Selby	Fox Schofield	Chapman	-	-	5	-	N/A

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	Total attendance	Potential attendance	Average Evaluation rating
Lotus Notes Intermediate	16/6/06	Learning and Development Unit	-	Castle	-	-	-	1	-	N/A
Read faster with greater understanding	30/06/06	Val Slater (external trainer)	Mulherin	Latty	Monaghan	-	-	3	6	Excellent

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
What should Leeds do with its Waste?	13/6/06	City Services	Hamilton	Fox Kendall Lobley Schofield Wadsworth Wilkinson	Brett Ewens Kirkland Monaghan Smith	A Blackburn	McArdle	13	99	N/A
Highways – more than just potholes!	7/7/06	Highways Services	Dowson Harper Morgan	Castle Ro Feldman Ru Feldman Fox Hyde Kendall Lobley Phillips Schofield Wadsworth Wilkinson	Bale Bentley Ewens Kirkland Smith	-	McArdle	20	99	N/A

Event Title	Date	Chair/Provider	Labour	Cons	Lib Dem	Green	MBI/Independent	Total attendance	Potential attendance	Average Evaluation rating
Children Act and Corporate Parenting	27/7/06	Rosemary Archer	Driver Harington Morgan Mulherin Rafique	Anderson Ro Feldman Ru Feldman Fox Harrand Kendall	Bale Bentley Brett Downes Ewens Lancaster	-	-	17	99	N/A

External conferences and seminars

This section shows details of conferences attended and requested between 1 June 2006 and 31st August 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	Feed-back
12 June	IDeA Health Symposium	Brenda Lancaster	London	No	Authorised	Lib Dem	N/A	171	N/A	**171**	-
4-7 July	Annual LGA Conference	Barry Anderson	Bournemouth	Yes	Authorised	Cons	495	-	210	**tbc**	-
4-7 July	Annual LGA Conference	James Lewis	Bournemouth	Yes	Authorised	Labour	495	-	tbc		-
14-15 Sept 8-9 Nov	Making Children Matter – IDeA Leadership Academy Programme	Richard Brett	Cheshire	No	Authorised	Lib Dem	800	tbc	included		✔
10 Oct	New Schools Admission Code	Richard Harker	London	No	Authorised	Lib Dem	125	tbc	tbc		
12 Oct	What works for Children? Barnardos seminar	Sue Bentley	Leeds	No	Authorised	Lib Dem	15	n/a	n/a	**15**	
16-17 Oct	Standards Board for England Conference	Mike Wilkinson	Birmingham	N/A	Authorised	N/A	415	tbc	236		
18-20 Oct	National Childrens/Adult Services Conf	Valerie Kendall (one day)	Brighton	Yes	Authorised	Cons	210	Tbc	Tbc		
18-20 Oct	National Childrens/Adult Services Conf	Richard Harker	Brighton	Yes	Authorised	Lib Dem	425	tbc			
18-20 Oct	National Childrens/Adult Services Conf	Debra Coupar	Brighton	Yes	Authorised	Labour	425	tbc			
27-29 Oct	National Association of Cllrs annual conference	Suzi Armitage	Cardiff	No	Authorised	Labour	295	Tbc	tbc		
9 Nov	The LGIU White Paper conference	Keith Wakefield	London	No	Authorised	Labour	265	tbc	tbc		

Total budget (external conferences and seminars) for 2006-7: £11,360
Total committed to date: £4,346
Total remaining: £7,014

Agenda Item 10

Leeds City Council

Originator:	Ian Walton
Tel:	2474350

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 31st October 2006

Subject: Annual Schedule of Meeting Arrangements

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity ☐
	Community Cohesion ☐
	Narrowing the Gap ☐

Executive Summary

Member Management Committee have requested a report as to how they could be involved in approval of meeting dates for the municipal year.

This report details current processes in agreeing the schedule and seeks to identify the necessary consultations and influences which have to be taken account of in the earlier part of the process.

The report proposes that the schedule be reported to Whips for approval in advance of the Annual Council meeting.

1.0 Purpose Of This Report

1.1   To respond to the Committee's request of 29th June 2006 that a report be brought to a future meeting setting out arrangements that would allow Member Management to consider dates for Committees, Boards and Panels for the Municipal Year.

2.0 Background Information

2.1   The schedule of meetings for the year is currently prepared through a number of processes over a period of approximately six months.

2.2   An initial report is prepared for Corporate Management Team on proposed meeting dates for full Council   for the forthcoming year. This initial list is based on the previous year's pattern, adjusted as necessary to take account of public holidays, school holidays, Jewish religious festivals, party conferences, legal requirements as to when business must be transacted and any other relevant or influencing factors which are identified.

2.3   The report is amended to take account of any observations by CMT and is then forwarded to Whips for consideration. In 2006 a report was put to Whips in January when consideration was deferred and a further report was considered in February when dates for submission to the Annual meeting were agreed.

2.4   The agreed dates are then checked against the diary of the Lord Mayor elect as Chair of the meetings and are reported for information to Cabinet.

2.5   The second stage in the process is the submission of a report to Corporate Management Team on proposed Executive Board meetings for the year. This report shows the relationship of the Board dates to those for Council and explains constraints which have caused given dates to be chosen. In 2006 CMT gave consideration to this report in February.

2.6   The report, amended as necessary by CMT, is then forwarded to Leader Management Team for approval of the Leaders as the alternating chairs of the Board. In 2006 Leader Management Team received this report in March and approved it with minor amendments.

2.7   The fixed dates for Executive Board and the agreed dates for Council are then notified to all members. In 2006 this letter was sent on 31st March.

2.8   It is only following agreement to Council and Executive Board dates as the primary framework that the arrangement for all other meetings can be progressed.

2.9   In relation to Scrutiny Boards a schedule of proposed dates based on those from the previous year is used as a first draft for the discussion of dates with Scrutiny Chairs. Discussions with Scrutiny Chairs are undertaken within a tight timescale dictated by the date on which Whips' nomination of Chairs is known and the beginning of the new municipal year, sometimes less than a week. Within that time the availability of the various Chairs has to be reconciled within the generally agreed pattern for the meetings. If individual Chairs require proposed dates to be shared with members on their Boards then best efforts are made to achieve this within the very limited time available. Over and above the agreed schedule of meetings, rarely finalised before the new municipal year commences, there will be needs during the year for additional enquiry and Call In meetings which by their nature are best arranged in consultation with the Chair and Board members as appropriate.

2.10   The manner in which dates are set for Regulatory and Area Committees are similar to Scrutiny Boards. More rigidity tends to apply to the dates for Plans Panels to retain the generally fixed patterns of rotation between the three. Licensing meetings frequently need to be called additional to those scheduled in response to demands.

3.0   Main Issues

3.1   Compliance with the Committee's wish to be involved in the consideration of the schedule of meeting dates will require a balance to be struck between the complexities embedded in current processes, including the rights of the Chair in respect of meeting arrangements, the very limited time available at the end of the process and the Committee's wish to have sight of proposals sufficiently early to influence them if necessary.

4.0   Implications For Council Policy And Governance

4.1   It is clearly in the interests of good governance that the Council has clear arrangements, accessible at the earliest possible time, in relation to the full range of its meetings.

5.0   Legal And Resource Implications

5.1   There will be some additional work associated with compliance with the request.

6.0   Conclusions

6.1   Time constraints in relation to current processes will require to be managed to maximum efficiency to allow that proposed arrangements may be brought before members sufficiently early and sufficiently complete for their consideration to have value.

6.2   As Whips already meet at 5.00 pm on the day prior to the Annual meeting it may be most effective to utilise that meeting for the purpose of commenting upon a draft schedule circulated in advance of that meeting. This could be regarded as the exercise of Whips' powers in relation to political arrangements and would avoid the need to formally change Member Management Committee's terms of reference.   It will still need to be acknowledged however, that the Chair of any Committee is able to arrange meetings in order that reaction to unforeseen circumstances in relation to meeting arrangements can be prompt and efficient.

7.0   Recommendations

7.1   That the draft schedule of meeting arrangements be circulated to Whips in advance of their pre-meeting for Annual Council for their approval at that meeting.

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