



MEMBER MANAGEMENT COMMITTEE

**Meeting to be held in The Civic Hall, Leeds on
Thursday, 31st May, 2007
at 5.00 pm**

MEMBERSHIP

Councillors

P Gruen
M Lyons

M Hamilton
(Chair)
S Bentley

G Latty
J Procter

T Leadley

A Blackburn

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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>EXCLUSION OF PUBLIC</p> <p>To identify items where resolutions may be moved to exclude the public</p>	
3			<p>LATE ITEMS</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>DECLARATIONS OF INTERESTS</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>MINUTES</p> <p>To approve as a correct record the minutes of the meeting held on 20th February 2007.</p>	1 - 4
6			<p>PERSONAL DIGITAL ASSISTANTS</p> <p>To consider the report of the Chief Democratic Services Officer on the provision of Personal Digital Assistants (PDAs) for use by Members.</p>	5 - 8

Item No	Ward	Item Not Open		Page No
7			<p>MEMBER DEVELOPMENT - ANNUAL REPORT</p> <p>To consider the report of the Chief Democratic Services Officer on the Member Development Annual Report for 2006/07.</p>	9 - 44
8			<p>COUNCILLOR NOMINATIONS TO THE NEW ALMO AREA PANELS</p> <p>To consider the report of the Director of Environment and Neighbourhoods seeking to establish the process through which nominations of Members to the ALMO Area Panels is made.</p>	45 - 46
9			<p>FUTURE GOVERNANCE OF LEEDS GRAND THEATRE AND OPERA HOUSE BOARD LTD</p> <p>To consider the report of the Chief Libraries, Arts and Heritage Officer seeking members agreement to the appointment process and seeking the appointment of elected member representation including the Chair to the new Grand Theatre and Opera House Ltd Board.</p>	47 - 50
10			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the Chief Democratic Services Officer in relation to Elected Member appointments to Outside Bodies.</p>	51 - 74

This page is intentionally left blank

Agenda Item 5

MEMBER MANAGEMENT COMMITTEE

TUESDAY, 20TH FEBRUARY, 2007

PRESENT: Councillor M Hamilton in the Chair
Councillors S Bentley, A Blackburn,
T Hanley, G Latty, T Leadley, J Procter and
B Selby

27 Appeals Against Refusal of Inspection of Documents

None.

28 Exclusion of Public

None.

29 Late Items

None.

30 Declarations of Interests

None.

31 Minutes

RESOLVED- That the minutes of the meetings held on 31st October and 22nd December 2006 be approved as a correct record.

32 Members' IT

The Chief Democratic Services Officer submitted a report updating on the development of ICT support to Members, and informing of the evaluation of a pilot exercise in connection with Personal Digital Assistants.

There was a discussion regarding the provision of Personal Digital Assistants and personal computer equipment to Members.

RESOLVED- That a further report be brought to a future meeting of the Member Management Committee.

33 Appointments to Outside Bodies

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

Draft minutes to be approved at the meeting
to be held on Date Not Specified

current position in relation to member appointments and provided an update in relation to:

- The Leeds Faith Forum
- Leeds Inter Agency Project (Women and Violence)
- Ireland Wood Children’s Centre Management Committee
- David Young Academy
- Trinity and All Saints College
- Appointments made since October 2006 by the Director of Legal and Democratic Services

RESOLVED-

- (a) That Cllr Sharon Hamilton be appointed to the Leeds Faith Forum
- (b) That Cllr Sharon Hamilton be appointed to the Leeds Inter Agency Project (Women and Violence)
- (c) That the Ireland Wood Children’s Centre Management Committee be allocated in the Community and Local Engagement category, and that appointment to this body be referred to the appropriate Area Committee.
- (d) That the ongoing work of the David Young Academy be noted.
- (e) That the proposals for the City Council representation on the new Thomas Danby College be noted.
- (f) To note the following appointments confirmed by the Director of Legal and Democratic Services since the last meeting of this Committee.

Councillor Anderson	–	Yorkshire Power Stations Joint Committee
Councillor Phillips	–	Fostering Panel – East Leeds
Councillor Anderson	–	Environment Agency – Riding Areas Environment Group
Councillor Cleasby	–	Fostering Panel – South Leeds
Councillors Brett and Harker	–	Children Leeds Partnership
Councillor Hanley	–	West / North West Homes ALMO
Councillors Gruen and Driver	–	South / South East Homes ALMO
Councillor G Hyde	–	East / North East Homes ALMO
Councillor Lowe	–	West / North West Homes ALMO
Councillor Wilkinson	–	East / North East Homes ALMO

34 Member Development

The Chief Democratic Services Officer submitted a report providing an update on:

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- Roll-out of the compulsory programme of learning and development for members of Regulatory Panels
- Preparation for attaining the Charter for Member Development
- Provision of a programme of training for Lead Members

RESOLVED- That the report be noted.

35 Member Development - Quarterly Update

The Chief Democratic Services Officer submitted a report updating Members on all training and conference attendance by Members over the last quarter.

RESOLVED- That the report be noted.

36 Establishment of a Working Group to work on establishing a Trust for Harehills Cemetary

The Chief Democratic Services Officer submitted a report setting out proposals for the establishment of a Trust for the Muslim part of the Harehills cemetery and further feasibility studies for other sites.

RESOLVED-

- (a) That member appointments to the working group on Muslim Cemetery Provision be Cllr J Procter (Chair), Cllr R Finnigan and one Whips' nominee from each of the Labour, Liberal Democrat, and Green Party Groups.
- (b) That the Director of Learning and Leisure be requested to progress the work of the group in the terms of the report.

This page is intentionally left blank



Report of the Chief Democratic Services Officer

Member Management Committee

Date: 31st May 2007

Subject: Personal Digital Assistants

Electoral Wards Affected:

Specific Implications For:
Equality and Diversity <input type="checkbox"/>
Community Cohesion <input type="checkbox"/>
Narrowing the Gap <input type="checkbox"/>

1.0 Purpose of this Report

1.1 This report seeks Members' views with regard to the provision of Personal Digital Assistants (PDAs) for use by Members.

2.0 Background Information

2.1 Members will recall that, in February 07, it was reported that a pilot exercise had been undertaken with regard to Members using PDAs. A cross section of four Members had been asked to trial the use of PDAs and the feedback from this exercise had been very favourable.

2.2 The Member Management Committee recognised the fact that, whilst PDAs could be of great assistance to some Members, this was highly dependent on the role undertaken by the Member, their personal circumstances and their preferred method of working.

2.3 The Member Management Committee was advised that no funding had been identified for providing PDAs to Members and that the actual cost of provision could vary significantly; partly because of the unknown level of likely take up by Members and partly because further work was required with regard to their likely usage.

2.4 Officers were asked to report back to a future meeting.

3.0 Main Issues

3.1 Following discussions at the February 07 meeting of the Committee, all Members were circulated with a questionnaire asking whether they would wish to be provided with a PDA, should they be made available.

- 3.2 This request was accompanied by a brief description of PDAs, an outline of how the associated administrative arrangements may work and an invitation to speak to Members who had been involved in the pilot exercise (an extract of the information provided to Members is contained in the appendix to this report).
- 3.3 A total of 23 Members responded with a clear preference (11 indicating they would like a PDA and 12 indicating they would not) and a further four indicated that they would want further information before forming a view.
- 3.4 As anticipated by the Committee there does not seem to be any clear pattern as to which Members would be likely to benefit from a Council provided PDA and it would be very difficult to draw up clear eligibility criteria, particularly as Members' roles on the Council may vary from year to year.
- 3.5 It is therefore suggested that, if PDAs are to be made available, then they should, in principle, be offered universally to Members. At the same time, however, the cost associated with PDAs could be quite high and it will therefore be necessary to ensure they are only issued where there would be a clear benefit to the Council. It is proposed, therefore, to roll them out as follows:
- Briefing session(s) to be provided to all interested Members, to cover the advantages and disadvantages of PDAs and the potential of VASCO tokens as a more cost effective option (it is anticipated that the sessions would be attended by Democratic Services and ICT Services Officers together with input from those Members who have been involved in the pilot exercise).
 - Following the briefing session(s), Members would be able to submit a request for a PDA. The Chief Democratic Services Officer would then consult with Group Whips before allocating PDAs
 - The individual allocation of PDAs would be reviewed on a six monthly basis and, if appropriate, any underutilised devices may be reallocated (although it is worth noting that there would be some cost involved in the attendant reconfiguration)..
- 3.6 It is clear that not all Members would require a PDA, although the level of take up is likely to increase over time. It is therefore suggested that funding be made available for 50 Members to be provided with PDAs in 2007/08 with a further 25 being made available during 2008/09. In order to assist with managing demand for PDAs, funding would be retained centrally within Democratic Services, rather than devolved at a Group level, although allocation would be in consultation with Group Whips.
- 3.7 It is anticipated that the full cost of providing and maintaining PDAs would be met by the Council, as would the cost of refreshing/exchanging data. However, Members should be aware that the cost of refreshing/exchanging data can be very expensive, particularly if the devices are used whilst abroad. It is proposed that the devices are not generally enabled to work overseas and, instead, Members travelling abroad are issued with VASCO tokens as a more cost effective (albeit less convenient) means of communication. However, it may be appropriate to make the facility for overseas use available in some instances (e.g. for a small number of designated Members or by enabling for short periods on a case by case basis) and the Committee is asked for guidance on this point.

3.8 It is further anticipated that, in accordance with the Members' Allowances Scheme, the cost of all telephone calls (i.e. both business and personal calls) would be met by the Member concerned. It is anticipated that this would be administered by means of a quarterly invoice.

4.0 Implications for Council Policy and Governance

4.1 The recommendations in this report do not have any implications for Council Policy or Governance.

5.0 Legal and Resource Implications

5.1 The recommendations in this report do not have any legal implications.

5.2 The maximum cost of providing PDAs as detailed in this report (assuming limited overseas usage) would be as follows:

2007/08	£47,700
2008/09	£52,150
2009/10	£56,350

5.3 Annual expenditure in subsequent years would vary between approximately £50k and £60k depending on the numbers of PDAs issued or upgraded during the year.

5.4 This expenditure will be met from budget within the Head Office – Corporate Governance function.

6.0 Recommendation

6.1 Members are asked to note the contents of this report and to offer such guidance and advice as they consider necessary with regard to the provision of PDAs to Members.

Personal Digital Assistants for Members

A Personal Digital Assistant (PDA) is a hand held device which can provide remote access to the Council's IT systems. They can be used as a mobile phone, can access/update the electronic diary (for those Members who use the Council provided calendar facility) and emails. They also have a built-in camera and can be used to record type-written notes and voice recordings.

PDA's can provide other applications (e.g. word processor and spreadsheet) but the functionality is limited and they are not as easy to use as a PC or laptop.

Why is it that I can buy a PDA at a lower cost than the Council can?

It costs more to set up a PDA to work with the Council's systems, to develop and update the applications and to provide ongoing technical support and training.

Can I buy my own PDA and use it to access the Council's systems?

No – it would be prohibitively expensive to adapt a non standard PDA to work on the Council's systems and the Council would not be geared up to provide technical support if anything went wrong.

Could I have a PDA and not a PC?

Preferably not – a PDA cannot provide the same facilities as a PC and you would still need a PC e.g. to view large documents on screen. In addition, if you do not have a PC, then the operation of the PDA will become more costly as the device will always have to be updated "over the air" as opposed to by connection to a PC which is the lower cost method.

Would the PDA be insured?

Yes – the cost of the device includes a monthly charge to Orange for their "Care Package"

Could I use the PDA as a mobile phone?

Yes - but, in accordance with the Members' Allowances Scheme, you would have to pay for all business and private telephone calls (Indicative current call charges are at the following rates – 4p per minute to landlines and Orange mobiles peak and off peak – 15p per minute to all other mobile networks peak – 10p per minute to all other mobile networks off peak).

How would I pay for any call charges?

The most efficient option would probably be for you to receive a quarterly invoice.

Could I use it abroad as a PDA?

Probably, but the cost to the Council would be fairly high so using a VASCO token may be a better option.

Could I use it abroad as a mobile phone?

Yes, although the call charges (which you would have to pay for) may be fairly high.



Report of the Chief Democratic Services Officer

Member Management Committee

Date: 31st May 2007

Subject: Member Development – Annual Report

Electoral Wards Affected:

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Executive Summary

1. This report provides the Member Management Committee with the Member Development Annual Report 2006/7. Member Development is a key component of the Council's Annual Corporate Governance Statement. The Member Development Annual report details the achievements made in 2006/7 and outlines the actions to be taken in 2007/8.
2. This report also provides details of a proposal from the Association of West Yorkshire Authorities (AWAY) to fund two places per West Yorkshire authority on the IDeA's Leadership Academy programme.
3. The Member Development Working Group was established in December 2005. This Member group is key to the continuing improvement of Member Development and is essential for the Council maintaining the Member Development Charter award. It is proposed therefore that the group is reinstated for the 2007-8 municipal year.
4. The Member Management Committee is asked to note the contents of the Member Development Annual Report 2006/7, to nominate two Members to attend the Leadership Academy and to reinstate the Member Development Working Group.

1.0 Introduction

Member Development - Annual Report 2006/7

- 1.1 The Member Development Annual report details the achievements made this municipal year, particularly the awarding of the Charter for Member Development to the City Council. The report also details all the development courses, events and activities undertaken by elected Members this municipal year. The Annual Report sets out the 2007 Induction Programme which is currently underway.
- 1.2 As in 2006, this year's Induction Programme has been devised by the Member Development Working Group in conjunction with officers from Democratic Services.

Leadership Academy

- 1.3 Members may recall that the Improvement and Development Agency (IDeA) run a residential Leadership Academy course for leading Members, or for those who would like to move into a position of leadership. In October 2005, a proposal to send two Leeds Members to the academy was discussed and agreed at Member Management Committee. Unfortunately the programme for the 2006 period was fully booked so no further action was taken at that time.
- 1.4 An offer of two free Leadership Academy places for Leeds Councillors has been received from the AWAY.

Member Development Working Group

- 1.5 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 is essential for the Council maintaining the Member Development Charter award.

2.0 Main Issues

Member Development – Annual Report

- 2.1 Member Development is a key component of the Council's Annual Corporate Governance Statement, specifically in relation to the principle of *Developing Skills and Capacity*, where the Council states that it will ensure that those charged with the governance of the Council have the skills, knowledge and experience they need to perform well. This is achieved in relation to Member Development by the implementation of a Member Development Strategy. This work is detailed in the Member Development Annual report. The Annual report will be submitted to the Corporate Governance and Audit Committee as part of the Council's Annual Corporate Governance Statement.
- 2.2 In terms of officer support, Members will be aware that the Member Development Officer has left on maternity leave. Arrangements have been put in place for her duties to be covered which will be met within existing resources. One issue is the lack of adequate accommodation in which to provide one to one development activities for elected Members. This is being addressed by utilising the empty booths formally used by the Green Group in the Members Dining Room.

Leadership Academy

- 2.3 The Association of West Yorkshire Authorities (AWYA) is currently running a Capacity Building Programme, aimed at enabling the five authorities in the region to function more effectively as Councils. The programme has been allocated a sum of £90,050 to be specifically allocated to Member development activities. This sum will be shared equally between the five West Yorkshire councils, and must be spent by December 2008.
- 2.4 The AWYA propose to allocate a proportion of the funding to send **two Members from each authority** on the IDeA Leadership Academy.
- 2.5 The IDeA Leadership Academy is an intensive, residential learning and development opportunity for Councillors in leadership positions (leaders of groups, portfolio holders, scrutiny chairs, area committee chairs, opposition spokespeople etc). Each place would normally cost an authority £1,400 plus VAT, plus travel expenses. Further information about the Leadership Academy can be found at Appendix B.
- 2.6 Members are asked for their views on the AWYA proposals and, if supportive, to nominate two Councillors to attend the Leadership Academy in the 2007-2008 municipal year.

Member Development Working Group

- 2.7 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 the lines to be determined by the Member Management Committee.
- 2.8 The Group would continue to meet on a quarterly basis and report to this Committee.

3.0 Implications For Council Policy And Governance

- 3.1 As the role of Members is complex and demanding, dedicated learning and development strategies which support Members and help them to lead the organisation are essential requirements for any Council.
- 3.2 Member development is recognised under CPA guidelines as a key means of building capacity in local government. In addition, leadership training will help to further the skills of more experienced Members who are ready to move into more challenging positions.

4.0 Legal And Resource Implications

- 4.1 The achievements identified in the 2006/7 Annual Report were achieved within the allocated budget.
- 4.2 The Leadership Academy places will be wholly-funded by the AWYA Capacity Building programme.

5.0 Recommendations

- 5.1 The Member Management Committee is asked to:

- note the Member Development Annual Report 2006/7
- nominate two Members to attend this year's Leadership Academy.
- re-instate the Member Development Working Group as proposed in paragraph 2.7

Member Development Annual Report 2006-07



Contents

Contents	Page Number
Introduction	2
Member development work in 2006-07	6
• Advanced personal development	7
• Induction	8
• Core skills	9
• Role specific skills	10
• Seminars	11
The future of member development	12
• Member Development Charter Action Plan	13
• Advanced Personal Development	14
• Induction	14
• Core skills	14
• Role specific skills	14
• Seminars	15
• Member Development Strategy review	15
• Regional member development	16
Appendix A – Members' Learning and Development Report	

Introduction

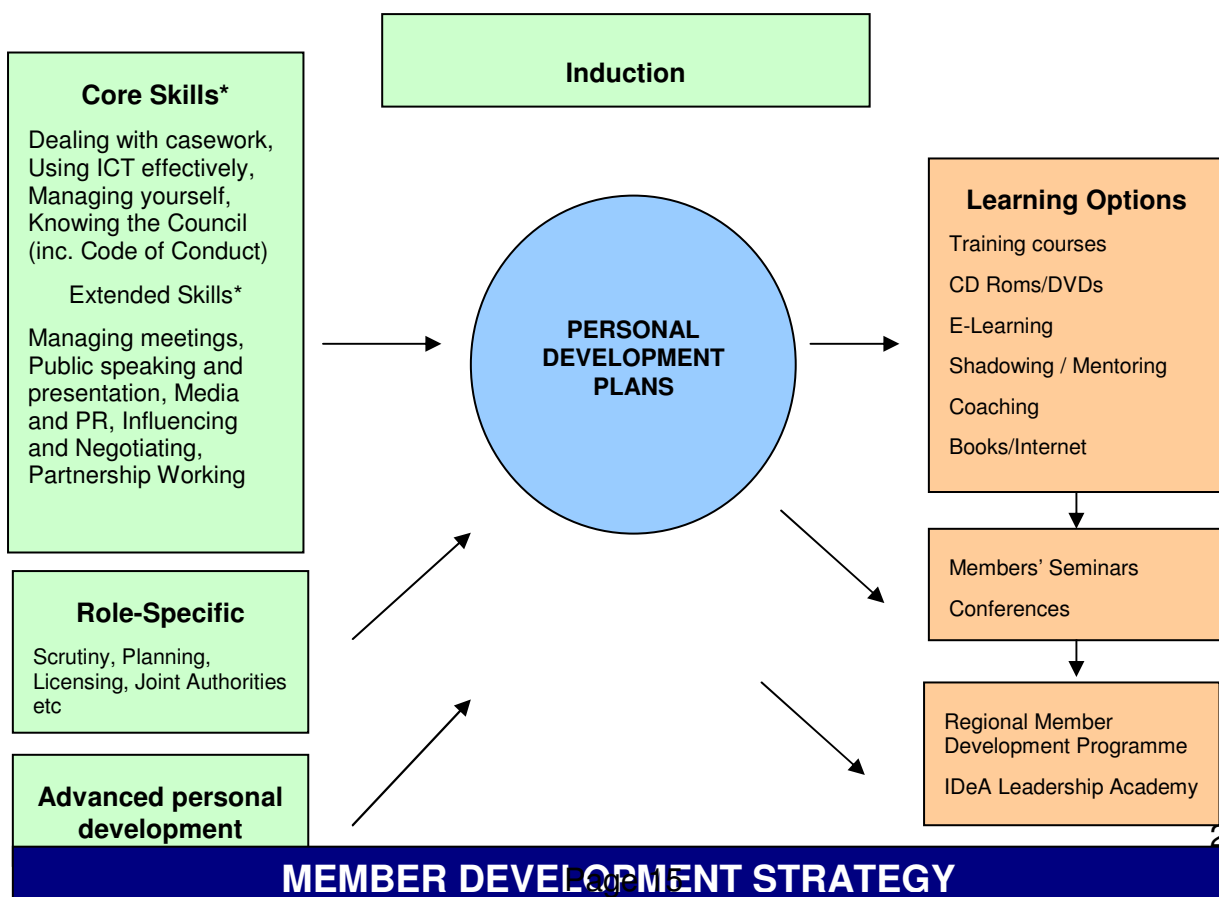
The role of elected Members is essential to the well being of the city, but it is also very demanding and complex. Continuous improvement in local government is inextricably linked to the capacity of the councillors within it. In order to lead the organisation and community, and continually improve performance, Members require a dedicated learning and development resource. Member Development is a key component of the Council's Annual Corporate Governance Statement, specifically in relation to the principle of *Developing Skills and Capacity*, where the Council states that it will ensure that those charged with the governance of the Council have the skills, knowledge and experience they need to perform well.

Leeds City Council is fully committed to supporting its Members in fulfilling their representative and leadership role and each year the City Council's Member Development programme has been reviewed and expanded in the light of experience.

This is the first annual report for Member Development in Leeds. It has been produced in order to provide a summary of the work undertaken in Member Development in 2006-07, highlighting the successes under each theme of the Member Development Strategy. The report also outlines what will be repeated and improved upon in the next municipal year. The full programme of events which ran in 2006-07 is available in Appendix A.

Member Development Strategy 2006-08

The Member Development Strategy 2006-08 provides the framework for all Member Development activities in Leeds.



Aims of the Member Development Strategy 2006-08:

- put Members at the heart of every process connected with their learning and development
- remove actual and perceived barriers to carrying out duties as an elected Member
- identify the development needs of individual Members and provide a variety of training methods to meet those needs
- strengthen and enhance the development and learning culture and encourage participation in training interventions
- actively promote training and development opportunities through traditional and electronic communication methods
- carry out review and evaluation in order to ascertain the effectiveness of each training intervention and the strategy as a whole.

Member Development Charter

In April 2007, Leeds was awarded the Yorkshire and Humber Charter for Member Development.

The Charter standard is set out by the Improvement and Development Agency (IDeA). Leeds is the biggest Council to date to gain the award, which recognises excellence in the delivery of training and development for elected Members.

The Leader and Chief Executive conveyed the view that Members had become “more confident, knowledgeable and skilled” as a result of the development activities they had undertaken. This had impacted on the overall performance improvement of the Council.

- Charter for Member Development Assessment Report, April 2007

To achieve the award standards, the Council had to prove that:

- there is corporate and political commitment to Member Development;
- there is a strategic approach to Member Development;
- there is a learning and development plan in place for elected Members;

- learning and development is effective in assisting councillors to perform their roles.



Cllr A Carter and Cllr Latty, Chair of the Member Development Working Group, receiving the Charter award at Council in April 2007

Member Development Working Group

The Member Development Working Group was established by the Member Management Committee as a cross party-working group to guide, monitor and evaluate Member Development activities in Leeds. As a sub-group of the Member Management Committee, the group has no decision-making powers. However, it advises the Member Management Committee on appropriate courses of action and makes recommendations to the Member Management Committee where appropriate. The Working Group is chaired by Cllr Latty and the members include Cllr Bentley, Cllr A Blackburn and Cllr Nash.

The Member Development Working Group has established a number of new programmes for this year, for example a very popular lunchtime seminar series and a new training and development programme for members of Licensing and Regulatory Panels, as well as having input into a number of other issues, such as designing the induction programme, and introducing further role specific training programmes. More detail on these initiatives is available in the following sections of the report.

Communications

2006-07 saw the following communication initiatives:

Member Development Annual Report 2006-07

- The introduction of the new-look quarterly Member Development Newsletter. Sent to all Members, the Newsletter includes details of events coming up, articles on recent developments, and advice on IT issues
- A new Member Development website on the Council's intranet site providing a wealth of information including:
 - 'What's New?' page which is updated on a weekly basis
 - training calendar
 - information on the courses and development resources available
 - event summaries for those councillors unable to attend lunchtime seminars
 - details of the Member Development Working Group meetings
 - feedback from councillors about events they have attended
 - contact details for the Member Development team.
- A new notice board giving information on Member Development outside Committee rooms 6 and 7. The notice board includes copies of newsletters and leaflets for councillors to take away with them.



The Member Development notice board in the Civic Hall, Leeds

- Regular emails and letters to all councillors to inform Members of events coming up.

Member Development Work in 2006-07

Advanced personal development

Personal Development Plans (PDPs) provide the key information from which development activities are designed.

All councillors were encouraged to complete a Personal Development Plan (PDP) in 2006-07, in order to identify areas in which they wanted to improve or further their interest.

Increasing the number of councillors who complete PDPs have been a key area of work for the Member Development team during 2006-07. Although less than half of the Members completed a PDP this municipal year, this still represents a significant improvement on previous years. The identification of training needs through Personal Development Plans will remain a key focus during the coming year.

During 2006-07, the training needs identified in the Personal Development Plans were summarised and themes were identified. This allowed the Member Development team to address training needs in an informed, directed, personal way and provide the types of development that councillors wanted.

The advanced personal development programme has been extensive this year. It has been based on a number of seminar programmes, workshops and events, as well as a full range of personal development resources such as books, CDs and e-learning programmes.

Examples of identifying themes and meeting individual needs included:

- Speech making (7 people identified this as a training need) addressed via a speech making course and CDs.
- IT skills gaps (13 people identified this as a training need) addressed by IT one to ones and quick guides.
- Finance and budgeting (5 people identified this as a training need) addressed by finance induction session and guides.
- Dealing with the media (6 people identified this as a training need) addressed by a Media skills workshop and media experience.
- Time management (5 people identified this as a training need) addressed by making time management resources available.
- The establishment of a work-shadowing programme. One councillor expressed an interest in visiting various parts of Social Services to learn more about the services that the department provides. A number of visits were arranged, which proved very successful. These gave the councillor an opportunity to see the council's work 'on the ground', learn about what the department offers and ask detailed questions.

Induction

The induction programme is a stand-alone series of events for new councillors. The programme for 2006-07 was very successful. It included a range of events designed to help new councillors settle into their role in Leeds City Council quickly and effectively.

Induction 2007 events:

- Finding your feet – services and support
- How the Council works – structures and decision making
- Learning the ropes – the conduct of council meetings
- The role of the councillor – regional event
- Understanding the Code of Conduct
- Meet the Corporate Management Team
- Understanding scrutiny
- Local Government finance made simple
- Being an effective ward councillor
- Vision to reality – understanding our priorities and plans
- Working in partnership – regional event.

The take-up rate for the induction programme was 100%. A number of events were also opened up to existing councillors; this provided the opportunity for Members to meet their new colleagues in a relaxed and informal setting.

The induction programme was reviewed. Feedback indicated that the programme was very well received, as the comments below highlight. New Members felt that the induction gave them a good idea of what to expect in their role as a councillor and explained where to go for further information once they had settled in.

Induction feedback comment:

“The whole induction programme was wonderful for me. It took out all the apprehension of a new job. A couple of the full days were a lot to take in, apart from those I can't get over the warmth and friendliness of all who gave the courses. I now know everything! Many thanks.”

Induction feedback comment:

“Removed the apprehension of doing a new job”

Core skills

'Core skills' are the key competencies that each councillor needs to acquire in order to fulfil his or her role effectively. This skill-set includes: dealing with casework, time management, ICT skills, and knowledge of the Members' Code of Conduct. To further stretch Members' competence, the 'Extended skills' framework provides a higher and more specific skill-set which will enable councillors to achieve roles of greater responsibility within the Council.

The programme of core skills development commenced at the beginning of the municipal year. Some sessions, such as those on being an effective ward councillor and the Code of Conduct were included in the induction programme. Other workshops and seminars took place during the first few months of the municipal year to provide a good foundation for both new and existing councillors so that they were able to face the challenges of the coming year. These events included the popular 'Power Reading (How to read faster with greater understanding). One-to-one assistance was also provided to enable councillors to become familiar with information technology.

The extended skills development programme also began at the start of the municipal year and included sessions for councillors on speech-making and influencing and negotiating skills. Further sessions were offered throughout the year, for example a practical media skills workshop allowed Members to gain interview experience in front of the camera.

A variety of learning methods were used to suit different councillors, for example e-learning CDs on the Code of Conduct were made available. Other resources such as books, guides, DVDs, and listening CDs were also advertised to councillors to support their skills development.



Member Development and Corporate Governance Officers promoting the Code of Conduct e-learning courses on Council day, March 2007.

Role specific skills

Role specific skills are those skills that councillors require to fulfil particular roles to which they are allocated, for example, Chair of a Scrutiny board or Plans Panel member.

There have been a number of initiatives in providing role-specific skills training for councillors this year. The main change has been the introduction of a planning and licensing development programme for Members who sit on licensing and regulatory panels. This programme is compulsory for these councillors, as stipulated in the Council's Constitution.

The programme included modules on:

- Governance and conduct
- Introduction to planning
- Planning policy update
- Gambling Act
- Gambling policy
- Taxi and private hire issues.

The feedback from the planning and licensing development programme indicated that Members found the sessions helpful in keeping up to date with the latest policy changes and clarifying their roles and obligations.

Planning and Licensing development programme feedback comment:

“Attending this training event will help me to make better judgements on Plans Panel”

(Introduction to Planning)

Planning and Licensing development programme feedback comment:

“This course provided me with a vital update on the new planning legislation”

(Planning Update)

The programme will be continued next year, taking into account the feedback from councillors who attended this year. See ‘The Future of Member Development’ section of this report for further details.

Seminars

A comprehensive series of Member development seminars has taken place throughout the year. The programme commenced with events on general council issues such as risk management and equality and diversity. Other seminars have been focused around current issues for Leeds councillors and have informed and consulted Members about different projects the council is undertaking, for example changes in street lighting and waste management.

The Member Development working group designed a programme of lunchtime seminars on current issues entitled 'Everything you ever wanted to know about....'. The events were aimed at giving Members an overview and update on a topic, allowing an opportunity to ask questions and explaining who to contact for further information. The seminars were very well attended and the lunchtime sessions proved especially popular.

Everything you ever wanted to know about.....

- Building schools for the future (20 attendees)
- Neighbourhoods and Housing (26 attendees)
- Adult Services (11 attendees)
- Leeds culture (13 attendees)
- The 'be healthy' challenge for schools (6 attendees)
- Customer Services (4 attendees)
- The Leeds Local Area Agreement (5 attendees)

A series of 7 seminars on Children's Services has also taken place throughout the municipal year to update Members on the significant changes in providing services for children and the inspection arrangements for Children's Services.

The average attendance for the Children's Services seminars was 13 councillors, with some events attracting as many as 17 councillors.

These events allowed officers to find out Members' views on various issues and consult with councillors about the review of the Children and Young People's Plan.

The Future of Member Development in 2007-08

Member Development Charter action plan

On achieving the Charter for Member Development we received an action plan from the assessors, setting out our strengths and areas for improvement.

“The team feels confident that this report will help to strengthen the already robust member development process at Leeds Council and the team has highlighted some areas for further improvement to aid the Council to maintain its Charter Status in September 2010 when they are due to be reassessed.”

- Charter for Member Development Assessment Report, April 2007

Strengths highlighted in the report included:

Strengths of member development:

- Commitment from the Chief Executive, Council Leaders, Members and officers to member development
- Members taking responsibility for and ownership of their own development
- the established use of Personal Development Plans;
- good communication with Members about upcoming events
- evaluation processes
- cross-party support for the member development function
- a range of delivery mechanisms to support different learning styles and work-life balance commitments
- shared learning with other authorities.

Areas for further improvement were identified as:

- An apparent disengagement by a small number of Members from the development process and the potential risk of creating a two-tier membership
- Evaluation of the role that members themselves play in the determination of what and how development activity is provided
- Improved sharing of learning within political groups, thereby increasing capacity and supporting succession planning
- The budget for member development is slightly lower than the regional average whereas the number of members is the highest in the region.

The Member Development working group will formulate an action plan to deal with the issues above.

Advanced personal development

As Personal Development Plans are the foundation of the Member development framework, the Member Development team will encourage more councillors to complete PDPs, over the coming year. This will be done through the most appropriate methods identified by the Member Development working group.

Officers will aim to quickly identify the personal development plan themes and training needs, arrange development events to meet these needs and contact Members directly to explain development opportunities and signpost councillors to those events which they might find helpful.

Induction

The 2006 induction programme was evaluated. Following feedback, the session on the Code of Conduct has been split into two sessions for the induction in 2007, as new Members felt that the session was a lot to digest in one day.

The induction programme for 2007 will be evaluated to identify strengths and weaknesses in a similar way. Feedback will be collected during the programme, and a 3 month follow up conducted in September – October 2007 to assess if the induction programme was helpful for new councillors. Information from this evaluation will be used to help inform the 2008 induction.

Best practice identified by the Regional Member Development Network will also be used to inform the induction programme in 2008.

Core skills

Workshops on core skills and extended skills for councillors have proved popular over the 2006-07 municipal year. The Member Development team will continue this development programme in the next municipal year, including the ever popular sessions of speech making and media skills.

During 2007-08, the Members' computer system will be upgraded, resulting in significant changes to the software they use. All councillors will be offered a training programme on how to use the new programmes and the advantages that the new software offers. This will enable elected Members to make full use of the latest information technology innovations.

Role specific skills

Role specific skills training is a major area of development over the coming municipal year. The compulsory planning and licensing development programme will continue for Members who sit on a Plans Panel or Licensing Committee. A number of dates for these sessions have already been planned, so Members will have a lot of notice

of the sessions, in order to fit them into their diaries and have a choice about which session they attend.

The role specific skills programme will also be significantly extended by the Member Development working group to include a development programme for Lead Members and a development programme for members and chairs of Scrutiny Boards.

The Scrutiny Development programme will include sessions on scrutiny and the Corporate Performance Assessment, skills for scrutiny members and skills for scrutiny chairs. The sessions will focus on the role of scrutiny, questioning and listening skills and managing the work programme.

The Lead Member development programme is aimed at supporting Lead Members to further develop the skills they need. The detailed programme will be designed in conjunction with the Member Development working group.

Other events such as a 'Company Director and Trustee' training session and various methods of learning and finance and budget setting will also be introduced.

The new development programmes will be evaluated both during the sessions and at the 3 month follow-up point.

Seminars

The busy and successful seminar programme will continue in the 2007-08 municipal year. The programme will be informed by topics identified in Personal Development Plans and will also include a programme of events arranged by the Member Development working group.

Other topics will be added to the seminar programme throughout the year, to ensure that councillors have an opportunity to be kept up to date with the latest developments in local government, nationally, regionally and locally. A key topic will be preparing for the Council's Corporate Performance Assessment in December 2007.

The Member Development team will continue to encourage presenters to use an interactive style in conducting events, as councillors have requested.

Member Development Strategy review

The current Member Development Strategy runs from 2006-2008. It is therefore due to be reviewed and a new strategy produced in 2008. The Member Development team and the Member Development working group will work closely together throughout the 2007-08 municipal year to produce the new Member Development Strategy.

The new strategy will run from 2008-2011, mirroring the period of the new Corporate Plan. The Corporate Plan will set out the priorities for the council for those three years, and the Member Development Strategy will be informed by the Corporate Plan and set out any corresponding priorities for Member Development for 2008-2011.

Regional member development

The City Council is a Member of the Regional Member Development Network – a forum which allows officers and Members from the Yorkshire and Humber region to meet regularly to discuss member development issues and share best practice.

The region has recently been awarded some capacity building funding for member development activities and the Leeds Member Development team will take part in discussions to decide how best to use this funding and will benefit from the increased capacity it provides. There are some tentative plans to use some funding for places at the Improvement and Development Agency's Leadership Academy.

Appendix A - Members' Learning and Development Report

April 2006 – March 2007

This report shows learning and development activity undertaken by elected Members between 1 April 2006 and 31 March 2007. 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.

NB: Potential attendance refers to the number of places available on a course. For induction sessions, the potential attendance was 5 people, because there were 5 new councillors and therefore 5 spaces on each session (unless otherwise specified). For role specific skills, there were a certain number of councillors doing each role and therefore a certain number of places available on each course. In the case of most seminars, all 99 councillors were invited, but there were a limited number of places on some courses.

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 new Members	10/5/06	Democratic Services	Coupar Morgan	N/A	Chapman	Russell	N/A	Beverley	5	5	Good
How the Council Works – Structures and Decision-Making	10/5/06	Democratic Services	Coupar Morgan	N/A	Chapman	Russell	N/A	Beverley	5	5	Good
Learning the Ropes – the Conduct of Council Meetings	15/5/06	Democratic Services	Morgan	N/A	Chapman	-	N/A	Beverley	3	5	Excellent

Member Development Annual Report 2006-07

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance*	Average Evaluation rating
The Role of the Councillor – Regional Induction Event	16/5/07	IDeA	Morgan	N/A	-	-	N/A	Beverley	2	5	Excellent
Understanding the Code of Conduct	Various	Nicole Jackson	Coupar Morgan	N/A	Chapman	Russell	N/A	Beverley	5	5	Good
ICT one-to-ones	Various	Kay Small, Member Development Officer	Morgan	N/A	Chapman	-	N/A	-	2	2	N/A
Understanding Scrutiny	24/5/07	Peter Marrington	Morgan	N/A	Chapman	-	N/A	Beverley	3	5	Good
Local Government Finance made simple	5/6/06	Alan Gay	Morgan	Bale	Ewens	Russell	N/A	Beverley	5	All cllrs (new and existing) invited	Good
Being an effective Councillor*	8/6/06	Val Slater (external trainer)	Morgan	Kendall	Chapman	Russell	N/A	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	N/A	Chapman	-	N/A	-	2	All cllrs (new and existing) invited	Good

* 3 councillors from other authorities also attended this event

Member Development Annual Report 2006-07

Role Specific Training

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

Page 32

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Licensing training (new panel appointees)	8 th and 14 th June	Gill Marshall	Morgan Selby	Castle	N/A	N/A	N/A	N/A	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 Corporate Gov/Audit Members)	Various	Coral Main, Audit and Risk	Minkin Wakefield	A Carter	N/A	N/A	Finnigan	N/A	4	4	N/A
Leeds Casino Proposal	19/10/06	Gill Marshall, Legal Services	Mulherin	Castle Ron Feldman Lobley Robinson Wilkinson	Campbell Lancaster	-	Leadley McArdle	-	10	25	Excellent
Taxi and Private Hire Issues	20/11/06	Gill Marshall, Legal Services	Coulson Dowson Morgan	Ron Feldman	Bale Hollingsworth Monaghan Wilson	-	-	-	8	10	Good
"This was a useful refresher"											

Member Development Annual Report 2006-07

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Introduction to Planning	28/11/06	Trevor Roberts Associates	Anderson Congreve Coulson Harington Selby	Ron Feldman Fox Wilkinson	Bentley Wilson	-	Leadley	-	11	20	Excellent
‘Good refresher’, ‘Knowledgeable presenter’, ‘Learnt something new’, ‘Liked case study approach’, ‘This will help me make better judgements’											
The Gambling Act	5/12/06	Gill Marshall, Legal Services	Coulson Dunn Hanley Morgan	Ron Feldman Fox Robinson Wilkinson	Bentley Townsend Wilson	-	Grayshon McArdle	-	13	16	Excellent
Governance and Conduct	6/12/06	Kate Sadler, Democratic Services and Gill Marshall, Legal Services	Morgan	Procter	Bentley Monaghan Taylor	-	Leadley McArdle	-	7	20	Excellent
“I will take all this into consideration when I attend Plans Panel meetings”											
Understanding the Local Development Framework	8/12/06	Dave Feeney, Development	Minkin Parker	An Carter Bale Ron Feldman Ru Feldman Fox Wilkinson	Brett Lancaster	-	McArdle	-	11	25	Good
“I will feed this back through local forums and parish councils” “It was useful to discuss the interconnected themes of the LDF”											

Member Development Annual Report 2006-07

Page 34

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Planning Update	14/12/06	Trevor Roberts Associates	Congreve Lyons Nash Selby	Andrew Fox Ru Feldman Wilkinson	Bentley Taylor Wilson	-	Leadley McArdle	-	13	20	Good
"A vital update on the new legislation"											
Introduction to Planning	9/1/07	Trevor Roberts Associates	Hanley Rafique	Andrew Am Carter R Feldman Kendall Latty	Cleasby Ewens Monaghan Taylor	D Blackburn	McArdle	-	13	20	Excellent
Governance and Conduct	30/1/07	Kate Sadler, Democratic Services and Gill Marshall, Legal Services	Congreve Coulson Dunn Gruen G Hyde Minkin Nash Parker	Castle Fox Ru Feldman	M Hamilton	A Blackburn D Blackburn	Grayshon	-	15	25	Good
Planning Update	8/2/07	Trevor Roberts Associates	Coulson Gruen Minkin	Anderson Am Carter Castle Kendall Latty Procter	Campbell Ewens Lancaster Monaghan Taylor	A Blackburn D Blackburn	McArdle	-	16	20	Good
<p>"A little more case study would have improved the session, as in part 1"</p> <p>"2nd half better – more interactive"</p> <p>"[most useful part] - update on planning guidance"</p>											
Governance and Conduct	28/2/07	Legal Services	Hanley Harper Selby	Ron Feldman Latty	Campbell	-	-	-	6	10	Excellent

Member Development Annual Report 2006-07

Page 35

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
“The section on the Register of Interests will be extremely useful to me in my role” “I will put the learning into practice at Plans Panel”											
Gambling Act	2/3/07	Roger Butterfield	Dowson Morgan Selby	Castle Ron Feldman Robinson Wilkinson	Townsley	-	Grayshon	-	9	16	Excellent
Design Awareness	13/3/07	Planning Services	Gruen	Castle Fox Latty	Campbell Ewens	-	-	-	6	20	Excellent
Risk Management (evening event)	13/3/07	Audit and Risk	Jarosz	Anderson	-	-	-	-	2	15	Good

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	BNP	Total attendance	Potential attendance	Average Evaluation rating
IT one-to-ones	Various	Kay Small	Morgan Renshaw Selby	Ron Feldman Fox Schofield	Chapman	-	-	-	5	-	N/A
Lotus Notes Intermediate	16/6/06	Learning and Development Unit	-	Castle	-	-	-	-	1	-	Good
Read faster with greater understanding	30/06/06	Val Slater (external trainer)	Mulherin	Latty	Monaghan	-	-	-	3	6	Excellent

Member Development Annual Report 2006-07

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Council Day – IT drop-in	13/9/06	Members ICT/Kay Small	Atha Driver Dunn Gabriel Nash	Bale Campbell Kendall	Kirkland Monaghan	-	-	-	10	99	N/A
Chairing Skills	20/10/06	Val Slater (External Trainer)	Morgan	Castle Fox	Bentley Monaghan Wilson	A Blackburn	-	-	7	8	Good
“I will re-read the manual given and pick out what is relevant to me at this time” “I will be better able to deal with people who ‘hog’ meetings”											
Influencing Skills	8/12/06	Emma Taylor (External Trainer)	Davey Rafique	Fox	Bentley Taylor Wilson	-	-		6	8	Good/ Excellent
“[this course will help me] deal with difficult cases” “Good role plays and scenarios” “Thoroughly enjoyable! I learnt a lot”											
Media Workshop	16/3/07	Maypole Media	Hanley Morgan	Lobley	Lancaster Morton	-	-		5	8	Excellent

Member Development Annual Report 2006-07

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	BNP	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	25	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	25	N/A
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	25	N/A
Children Act	5/9/06	Children's Services	Coulson J Lewis Murray	Lobley	Brett Chapman Harker Pryke	Blackburn	Elliott	-	10	25	N/A

Member Development Annual Report 2006-07

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
Everything you ever wanted to know about...Building Schools for the Future	13/10/06	Education Leeds	Blake Coupar Dowson Driver Mulherin Murray	Anderson Ron Feldman Ru Feldman Fox Harrand Hyde Kendall Lobley Wadsworth	Bentley Ewens Harker	-	Leadley McArdle	-	20	25	Excellent
Children Act	30/10/06	Children's Services	Dowson Driver Mulherin Murray	Bale Ron Feldman Ruth Feldman Fox Harrand Hyde	Bentley Brett Cleasby Ewens Harker	-	Elliott Leadley	-	17	25	Good
Everything you ever wanted to know about - Neighbourhoods and Housing	3/11/07	Tom Wiltshire, Keith Gibson, Neighbourhoods and Housing	Murray Parker	Castle Ron Feldman Ru Feldman Fox	Lancaster	-	McArdle	Beverley	9	25	Good
Everything you ever wanted to know about 'Our Health, Our Care, Our Say; Adult Services'	10/11/07	Social Services	Coulson Morgan	Ron Feldman Ru Feldman Fox Harrand Kendall	Bentley Brett	A Blackburn	McArdle	-	11	25	Good
"We need a day on this, with workshops where outcomes will be taken into account"											
Children Act – Common Assessment Framework	27/11/07	Children's Services	Driver Gruen Harper Murray	Bale Ron Feldman Ru Feldman Fox Harrand Hyde	Bentley Ewens Harker Lancaster	-	-	-	14	25	Good

Member Development Annual Report 2006-07

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
"Was good to break into groups for more discussion" "I was concerned at first that Members (myself included) might feel slightly patronised by the participative approach, but on reflection I think it worked quite well. Perhaps we should do it more often"											
Everything you ever wanted to know about...Healthy Schools	1/12/06	Education Leeds/City Services	Parker	Harrand Robinson	Ewens Lancaster	-	McArdle	-	6	25	Excellent
Children Act – Safeguarding and Joint Area Review	12/12/06	Children's Services	Driver Gruen Murray	Ron Feldman Ru Feldman	Bentley Brett Harker	-	-	-	8	25	Good
Local Area Agreements	15/12/06	Jane Stageman, Chief Execs	Dowson Grahame	Anderson Fox	Bentley	-	-	-	5	25	N/A
Everything you ever wanted to know about...Leeds Culture	12/1/07	Catherine Blanshard, Learning and Leisure	Dunn Grahame Morgan Parker	Ron Feldman Ru Feldman Fox Harrand Kendall Latty Robinson	Ewens	-	Elliott	-	13	25	Excellent/Good
"This would be a good seminar for a wider, non-Council audience, to involve citizens in the 800 year anniversary – perhaps broken down in subject-specific modules"											
'An Inconvenient Truth' – Climate Change film	17/1/07	Development	-	Anderson Bale Lobley	Cleasby Ewens Wilson	-	-	-	6	10	N/A
Everything you ever wanted to know about...Neighbourhoods and Housing (Part 2)	26/01/07	Simeon Perry, Gillian Mayfield, N+H	Dowson Driver Hanley	Bale Castle Fox Lobley	Bentley Ewens	A Blackburn	McArdle	-	11	25	Good
"A role-play of the Choice Based Lettings process would be useful"											
Children Act – Children and Young People's Plan	5/2/07	Children's Services	Coulson Driver Harington	Anderson Bale Ewens Hyde	Bentley Brett	-	-	-	10	25	Good/ Excellent

Member Development Annual Report 2006-07

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Potential attendance	Average Evaluation rating
				Lancaster							
"The group discussion was useful" "The discussion was interesting and brought out many issues which are city wide in relation to young children"											
Everything you ever wanted to know about...Neighbourhoods and Housing (evening repeat)	13/2/07	Keith Gibson (Env Health) Gillian Mayfield (ASBU)	Dowson Gabriel Hanley Jarosz	Anderson	Ewens	-	-	-	6	25	N/A
Children Act – Joint Area Review	26/2/07	Children's Services	Coulson Dowson Driver Gruen Harington	Bale Ewens Hyde Fox Harrand Kendall	Bentley Brett Campbell	-	-	-	14	25	Good
Feedback comments: "The most useful part was finding out what other Members thought about Children's Services"											
Trust Schools	5/3/07	Education Leeds	-	Anderson Bale Campbell Wilkinson	Bentley Brett Harker	-	McArdle	-	8	25	Good
Everything you ever wanted to know about...Customer Services	23/3/07	Customer Services (Paddy Clarke)	-	Castle Lobley	-	D Blackburn	McArdle	-	5	20	N/A
Education Leeds – Education and Inspection Act 2006	30/3/07	Chris Edwards	Driver Harington Murray Selby	Anderson Ron Feldman Harrand	Brett Golton	-	-	-	9	25	Excellent

Member Development Annual Report 2006-07

External conferences and seminars

This section shows details of conferences attended and requested between 1 April 2006 and 31st March 2007. Where attendance at a conference was requested but not approved, it is shown as 'Not Authorised'. The total budget (external conferences and seminars) for 2006-7 was £11,360.

Date	Conference	Delegate	Venue	Approved List?	Authorised Not Authorised	Party	Conf Costs	Travel Costs	Hotel Costs	Total
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	705
4-7 July	Annual LGA Conference	James Lewis	Bournemouth	Yes	Authorised	Labour	495	-	-	495
14-15 Sept 8-9 Nov	Making Children Matter – IDeA Leadership Academy Programme	Richard Brett	Cheshire	No	Authorised	Lib Dem	800	29.20 22.30	included	829.20
10 Oct	New Schools Admission Code	Richard Harker	London	No	Authorised	Lib Dem	125	171	N/A	296
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	-	236	651
18-20 Oct	National Children's/Adult Services Conf	Valerie Kendall (two days)	Brighton	Yes	Authorised	Cons	320	202	95.32	617.32
18-20 Oct	National Children's/Adult Services Conf	Richard Harker (two days)	Brighton	Yes	Authorised	Lib Dem	320	132	190.64	737.96
18-20 Oct	National Children's/Adult Services Conf	Debra Coupar	Brighton	Yes	Authorised	Labour	425	132	285.96	842.96
27-29 Oct	National Association of Cllrs annual conference	Suzi Armitage	Cardiff	No	Authorised	Labour	295	83.38	210	588.38
8 Nov	Annual Education Leeds lecture 'Lead, Inspire, Transform'	John Bale	Leeds	No	Authorised	Cons	40	n/a	n/a	40
4 Dec	The LGIU White Paper conference	Peter Gruen	London	No	Authorised	Labour	240	171	n/a	411
21 Jan	LGIU Scrutiny Seminar	Pauleen Grahame	London	No	Authorised	Labour	200	184	n/a	384
5 Feb	Urban Conference	Tom Murray	Newcastle	No	Authorised	Labour	290	46.90	n/a	336.90
6 Feb	IDeA Seminar – Adult Social Care/Health	Valerie Kendall	London	No	Authorised	Cons	Free	184	n/a	184
14 Mar	DHN Policy Seminar – Health Scrutiny	Brenda Lancaster	London	No	Authorised	Lib Dem	200	178	n/a	378
TOTAL SPEND 2006-7										7682.72

Appendix B

IDeA Leadership Academy

“We expect a lot from our top councillors – to be everything from a financial whizz kid to an agony aunt. But where can you learn the vital skills you will need, to help your council meet the challenges of 21st century local government? “

The Leadership Academy is a place where leaders, and those in leadership positions, can learn the latest thinking in political leadership from some of the best people in the business.

Part of the strength of the Leadership Academy is that it acknowledges that leadership can be a lonely business. It provides an environment where councillors from across the political spectrum can meet leaders from other councils and parties and talk about issues that are common to them.

This combination of learning from experts in the field of leadership and from the experience of their peers gives graduates confidence in their abilities and a network of trusted colleagues.

How does it work?

The Academy takes place in three modules of two days each, with an optional fourth module if participants want to look at any of the issues more deeply. Each module considers a different aspect of leadership and is led by tutors, with an intimate knowledge of their subject. The programme is designed specifically with councillors and their broad experience of education in mind, so teaching encompasses a range of styles and methods of delivery.

The small classes – there are no more than 24 councillors on each course – allow a high level of participation and discussion with case studies and practical exercises.

Module one: focuses on personal leadership, and is provided by Andrew Holder Associates. The aim of this module is to encourage councillors to look at what kind of leader they are, and how this affects the way they make decisions, delegate responsibility and empower their colleagues.

Module two: looks at political leadership and is provided by the Local Government Centre, Warwick Business School and the Institute for Political and Economic Governance (IPEG). Experts deliver a participative programme that explores the theoretical and practical aspects of political and organisational leadership.

Module three: explores community leadership and cohesion, and how councillors can make the most of their relationships with community leaders to make sure the community is properly involved in council plans. It is provided by the Office for Public Management.

The fourth module is optional and its content and structure are designed to meet participants' preferences.

Essential Information

Who is it for?

Leading members, which includes: leaders of councils; leaders of political groups; executive and scrutiny committee members; portfolio holders; scrutiny chairs; and opposition spokespeople; are eligible to apply for the academy. It is perfectly acceptable for local authorities to block-book a number of councillors at once, but only one will be allowed to attend each programme. Programmes are cross-party and restricted to 24 members at any one session, to ensure maximum participation.

How long does it take?

Three modules of two days each during a period of three months. An optional fourth module takes place at a time agreed by course participants.

What does it aim to do?

Develop participants' leadership style, give them confidence and create a support network among peers in other councils and parties.

Who delivers it?

Module 1: Andy Holder Associates.

Module 2: Warwick Institute of Governance and Public Management and the Institute for Political and Economic Governance (IPEG).

Module 3: Office for Public Management.

Module 4: Depends on subject chosen by participants.

How much does it cost?

£1,400 plus VAT for modules: 1-3.

Where do programmes take place?

All modules are residential and take place in a range of venues around the country.



Report of the Director of Environment and Housing

Member Management Committee

Date: 31st May 2007

Subject: Councillor Nominations to the New ALMO Area Panels.

Electoral Wards Affected: All	Specific Implications For: Equality and Diversity <input type="checkbox"/> Community Cohesion <input type="checkbox"/> Narrowing the Gap <input type="checkbox"/>
---	---

1.0 Purpose

1.1 The purpose of this report is to establish the process through which nominations of Members to the ALMO Area Panels is made.

2.0 Background

- 2.1 The Council has determined to reduce the number of ALMOs in Leeds from six to three. As part of this process the governance arrangements that exist now have been reviewed.
- 2.2 The Executive Board, at its October meeting, agreed to reduce the size of the new Boards from 18 to 12, with equal representation from Councillors, Independents and Tenants.
- 2.3 At the July 2006 meeting of the Executive Board the principle of Area Panels was agreed. It was proposed that these Panels were set up to continue to develop tenant participation in the ALMOs as this had been seen as one of the major successes of the ALMOs in Leeds.
- 2.4 Subsequently, more detailed proposals on Area Panels were approved for consultation and implementation by the Director of Neighbourhoods and Housing at the Executive Board at the October meeting.
- 2.5 The consultation produced one significant amendment to the original proposals by increasing the number of Area Panels in the East/North East ALMO to four as it was felt that the inner East area was too large for one Area Panel.

3.0 Area Panels and their Membership

3.1 In the West/North West ALMO there will be four Area Panels which follow the existing Area Management Committee boundaries being:

- Outer North West
- Inner North West
- Outer West
- Inner West

3.2 In the South/South East there will be three Area Panels broadly following the Area Management Committee boundaries in the ALMO area, being:

- Inner South
- Outer South
- Outer South East

3.3 In the East/North East there will be four Area Panels broadly following the lines of the management Committee boundaries, being:

- Outer North East
- Inner North East
- Inner East 1 (Burmantofts, Richmond Hill, Gipton and Harehills)
- Inner East 2 (Killingbeck, Seacroft and Temple Newsam)

3.4 An Area Panel will consist of one Board member (to ensure a governance connection with the main Board), two elected members from the area and six tenants with option to co-opt representation as and when required. These arrangements will be written into the ALMOs constitutions.

4.0 Option for Nominations Process

4.1 Once nominated the duty of Councillors on the ALMO Area Panels is to work with tenants to fulfill the terms of reference of the Area Panels. At all times the Area Panels will be responsible to the main ALMO Boards. There is no guidance from the CLG on political nominations to ALMO Area Panels Boards and therefore there are no particular methods that have to be adopted.

4.2 It is proposed that nominations will be sought from the Area Management Committees as the Area Panel boundaries are closely aligned to Area Management Committee boundaries.

4.3 It is further proposed that Area Management Committees are free to determine who will be nominated with one exception that an elected member who is an ALMO Board Member should not be nominated to an Area Panel.

5.0 Recommendations

5.1 Members are requested to authorise Area Management Committees to make appointments to the ALMO Area Panels in accordance with the proposal at 4.0.



Report of the Chief Libraries, Arts and Heritage Officer

Member Management Committee

Date: 31 May 2007

Subject: Future Governance of Leeds Grand Theatre and Opera House Ltd Board

Electoral Wards Affected:

All electoral wards

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

1.0 Purpose Of This Report

- 1.1 To agree the appointment process and to appoint elected member representation including the Chair to the new Grand Theatre and Opera House Ltd Board.

2.0 Background Information

- 2.1 The Grand Theatre and Opera House Ltd Board was established when Leeds City Council took on ownership of the Theatre. The Board ensures the accountability of The Grand Theatre, City Varieties and Hyde Park Picture House as charities working to the Charities Commission guidelines.
- 2.2 The Board has up to now only been made up of Leeds City Councillors but The Charities Commission had expressed concern identifying that the theatres would benefit from a wider interest base. The Council also wished to give The Grand Theatre greater autonomy over its running following Phase 1 of the refurbishment work. Leeds City Council Executive board therefore commissioned a fundamental review.
- 2.3 Executive Board received a report in 2006 on the Future Governance of Leeds Grand Theatre and Opera House Ltd. The report outlined the fundamental review of the current arrangements and proposed options for the future.
- 2.4 Executive Board agreed to the establishment of a new Board made up of five councillors and four independent members. It agreed to appoint new trustees against a skills matrix and to adopt and develop a new Board Manual.
- 2.5 Both the skills matrix and Board Manual were developed using Charities Commission best practice and the 'Nolan principles of good governance'. They identify the mix of skills the Board needs to maximise its effectiveness. These include finance, property, legal, learning, marketing, theatre. Applicants will register their interest using an

application form used by many boards and the applications will be assessed against the matrix to ensure a good balance of skills.

- 2.6 For the initial Board under the new arrangements the applications for the external independent trustees will have been received and so it will be possible to identify the gaps required to be filled by elected members.
- 2.7 Trustees will be appointed for a fixed term with the possibility of renewal for a further term if agreed by both parties. Appointments to this initial board however will have a staggered first term to ensure succession planning is possible. For example some will be appointed for one year some for two and some three.

3.0 Appointment Process

- 3.1 The Appointments to Outside Bodies Procedure Rules state that where a request to make an appointment is received then determination of this 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.
- 3.2 Where an organisation is deemed to have met one or more of these criteria, Members are requested to allocate it to one of the following categories:
- Strategic and Key Partnerships – participation contributes to the Council's strategic objectives 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.
- 3.3 The appointing body for Strategic and Key Partnerships is the Member Management Committee. The appointing body for Community and Local Engagement is the appropriate Area Committee.
- 3.4 Members are asked to consider whether appointments should be made to this body and to consider which category the appointments would fall into.
- 3.5 If Members are of the view that these appointments fall into the Strategic and Key Partnerships category and that appointments should therefore be made by the Member Management Committee then Members are asked to make appointments to five positions, one of which should be the Chair.

4.0 Chair of The Grand Theatre and Opera House Ltd Board.

- 4.1 It is proposed that the Chair of the Grand Theatre and Opera House Ltd Board should be the relevant Executive Board Member.

5.0 Elected Member Appointments

- 5.1 It is proposed that the remaining four appointments should be determined by the Member Management Committee.

5.2 Members are asked to appoint to the allocated places.

5.3 The Board is looking for cross representation of parties. One member from the Conservative, Liberal Democrats, Labour and Green Group, plus the Chair - the relevant Executive Board Member. It is also looking for people whose skills, expertise, interest or experience best fit the skills matrix. In particular the Board is looking for trustees with a good understanding and experience of learning, educational attainment and community engagement to support the vital new learning programme; public relations and marketing; property management and business management. Other skills are also welcome but are represented by others on the Board.

5.3 One member will be appointed for 1 year, 2 members will be appointed for 2 years and 2 members (including the chair) will be appointed for three years. This will allow the Board to develop a rolling programme of appointments rather than all trustees leaving at the same time.

6.0 Board Manuals

6.1 Copies of the Board Manual including the skills matrix are available from the report author for any interested members

7.0 Recommendations

7.1 Members are asked to:

- agree the appointments process to the Grand Theatre and Opera House Ltd Board
 - appoint the Chair and four Members to the Board.
-

This page is intentionally left blank



Originator:	Kevin Tomkinson
Tel:	2474357

Report of the Chief Democratic Services Officer

Report to Member Management Committee

Date: 31st May 2007

Subject: LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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 the last meeting of this Committee in February 2007.

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 and are subject to approval at the Annual General Meeting on the 24th May 2007).

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 2006 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 and to have regard to a Members current interests prior to making any appointment to avoid any potential conflict of interest.

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.
- 5.3 In considering these vacancies the Committee is asked to specifically consider the following issues:-

Leeds Ahead Board

- 5.4 Leeds Ahead has approached the City Council to provide an elected member representative on the Leeds Ahead Board. The Group have specifically requested that Cllr. Harris, in his role as Executive Member with responsibility for Narrowing the Gap be asked to take up this position.
- 5.5 Leeds Ahead is now an independent not-for-profit company with a specific brief of engaging the private sector in supporting the Narrowing the Gap agenda. It provides businesses of all sizes with the opportunity of becoming involved in actively supporting neighbourhood activity in Leeds. Its focus is on linking business expertise, time, services and products into supporting the public and voluntary sector agencies and projects that are charged with delivering regeneration on the ground. Its remit extends to recruiting private sector support to District Partnerships and other leadership roles.
- 5.6 Present partners in Leeds Ahead include Leeds City Council's Regeneration and Jobs and Skills teams, JobCentre Plus, the Groundwork Trust and Education Leeds, as well as a plethora of voluntary sector organisations. Leeds Ahead is heavily supported by the Leeds Initiative and further supported by Leeds Chamber, the Federation of Small Businesses and the Asian Business Development Network.
- 5.7 Leeds Ahead has recently been established as a not-for-profit company limited by guarantee reports to a Board which includes Leeds Initiative. It has already attracted private sector support of £180,000 over the next 3 years and aims to become a fully sustainable social enterprise within 3 years.
- 5.8 Executive Board on 24th January approved a financial contribution from the Council to the value of £100,000 to the organisation, for a specific project to generate an additional £400,000 in cash and in kind from the private sector to support the narrowing the gap priorities of District Partnerships. This was in recognition of the unique role, capacity and capability of Leeds Ahead and its partner organisation Leeds Community Foundation, to deliver on this critical aspect of the narrowing the gap agenda.

Leeds Community Foundation

- 5.9 Leeds Community Foundation have approached the City Council to provide an elected member representative on their Development Committee. The Group have also specifically requested that Cllr. Harris, in his role as Executive Member with responsibility for Narrowing the Gap be asked to take up this position.
- 5.10 Community Foundations are independent, non-profit organisations that promote and support local voluntary and community activities in defined geographical areas. They have two key roles. One is to act as a “donor services agency”, working with individuals and companies to establish and then manage charitable funds. The second is to act as the bridge with the local community and voluntary sector, ensuring that grants are used to address real needs, problems and issues. Their aim is to provide a permanent resource for local communities.
- 5.11 Following an initial report into the feasibility of establishing such an organisation in Leeds, the Leeds Community Foundation was formally registered both as a charity and a company limited by guarantee and a Board of Trustees / Directors was appointed. Successful applications for funding were made to Yorkshire Forward and the European Community European Regional Development Fund (ERDF).
- 5.12 The Leeds Community Foundation works with individuals, companies, grant-making trusts and other organisations. Donors can help by making donations, donating shares land or property, leaving a legacy or by initiatives such as payroll donations, providing sponsorship or joining a membership scheme or setting up a grant making trust.
- 5.13 Since its establishment in January 2005, the Foundation has distributed over £300,000 in grants (including £100k in private funds) to local groups. It has established a board of 8 trustees with voluntary sector and business representation and has begun to make approaches to key individuals and organisations, in Leeds.
- 5.14 Given the clear capacity of both organisations to deliver on specific aspects of the narrowing the gap agenda, and their strong desire to work closely with the council, it is suggested that an appointment to the Board of Leeds Ahead and the Development Committee of Leeds Community Foundation is consistent with the Council's policy and strategic objectives and would significantly add value to the Council's activities.
- 5.15 The Appointments to Outside Bodies Procedure Rules state that where a request to make an appointment is received then determination of this 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.
- 5.16 Where an organisation is deemed to have met one or more of these criteria, Members are requested to allocate it to one of the following categories:
- Strategic and Key Partnerships – participation contributes to the Council's strategic objectives 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.

- 5.17 The appointing body for Strategic and Key Partnerships is the Member Management Committee. The appointing body for Community and Local Engagement is the appropriate Area Committee.
- 5.18 Members are asked to consider whether an appointment should be made to the Leeds Ahead Board and Leeds Community Foundation and to agree that these appointments would fall into the Strategic and Key category. Members are also asked to agree that these appointments be reserved to the Executive Member with responsibility for Narrowing the Gap

IGEN

- 5.19 Members are asked to note that Councillor Bentley has resigned as the Council representative from the IGEN Board due to a possible conflict of interest with her other commitments.
- 5.20 Members are asked to consider appointing a representative to this organisation.
- 5.21 Appointments made since February 2007
Since the last meeting of the Committee there have been no appointments using the delegations made by this Committee to the Assistant Chief Executive(Corporate Governance).

6.0 RECOMMENDATIONS

- 6.1 The Member Management Committee is asked to:-
- Note the Appointments to Outside Bodies Procedure Rules at Appendix 1
 - Agree the schedule at Appendix 2 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;

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 to which the Council appoints an Elected Member.
- 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 holder¹ 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 should have regard to a Member's current interests prior to making any appointment. 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 Members² 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.

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

² 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

- 4.6 The Director of Legal and Democratic Services will have Delegated authority to make an appointment in the following circumstances:
- (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 holder³ 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 Members⁴ 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 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.
- 4.11 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.
- 4.12 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.

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

⁴ 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

- 4.13 The Director of Legal and Democratic Services will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area 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 .

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.

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Adoption Panel – Elmete	Yes	Executive Member (Childrens Services) 1 Place	2	May-07	Jun-06	Brenda Lancaster	Lib Dem
	in part			May-07	Jun-06	Sharon Hamilton	Lab
Adoption Panel – Skyrack	Yes	Executive Member (Childrens Services) 1 Place	2	May-07	Jun-06	Valerie Kendall	Con
	in part			May-07	Jun-06	Ann Castle	Con
Airport Consultative Committee	No	No	1	May-07	Jun-06	Brian Cleasby	Lib Dem
Allotments Working Party	No	No	1	May-07	Jun-06	Stuart Golton	Lib Dem
ALMO - East/North East	Yes	Conservative	4	May-07	Dec-06	Paul Wadsworth	Con
				May-07	Feb-06	Gerald Wilkinson	Con
				May-07	Jan-07	Graham Hyde	Lab
				May-07	Dec-06	David Hollingsworth	Lib Dem
ALMO - South/South East Homes	Yes	Lib Democrat	4	May-07	Dec-06	Stewart Golton	Lib Dem
				May-07	Dec-06	Judith Elliott	MBI
				May-07	Jan-07	Peter Gruen	Labour
				May-07	Jan-07	Geoff Driver	Labour
ALMO - West/North West Homes	Yes	Conservative	4	May-07	Dec-06	Barry Anderson	Con
				May-07	Dec-06	Ann Blackburn	Green
				May-07	Dec-06	Judith Chapman	Lib Dem
				May-07	Feb-07	Alison Lowe	Lab
Alzheimers Society Management Committee	No	No	1	May-07		Vacancy	Unallocated
Arthur Louis Aaron Memorial Fund.	No	No	1	May-07	Jun-06	Ronald Feldman	Con
Arts Council of England, Yorkshire Office	Yes	Proposed to be Executive Member (Leisure)	1	May-07	Jun-06	Proposed to be Executive Member (Leisure)	Con
Association Of Blind Asians	No	No	1	May-07	Nov-06	mohammed iqbal	Lab
Association Of West Yorkshire Authorities	Yes	Leader 1 Place	3	May-07	Jun-06	Mark Harris	Lib Dem
				May-07	Jun-06	David Blackburn	Green
				May-07	Jun-06	Andrew Carter	Con
Bradford University Court	No	No	3	May-07	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	Jun-06	Bernard Atha	Lab

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Care And Repair (Leeds)	No	No	1	May-07	Jun-06	Ralph Pryke	Lib Dem
Children's Advisory Panel	Yes in part	Executive Member (Childrens Services) 1 Place	5	May-07	Jun-06	Judith Elliot	MBI
				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
Children Leeds Partnership	Yes	2 administration members and 1 labour group member	3	May-07	Nov-06	Peter Gruen	Lab
				May-07	Dec-06	Richard Brett	Lib Dem
				May-07	Dec-06	Richard Harker	Lib Dem

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Chinese Community Association	No	No	1	May-07	Jun-06	Neil Taggart	Lab
Clarke Hall Government Committee	No	No	1	May-07	Jun-06	Colin Campbell	Lib Dem
Chamber of Commerce	Yes	Executive Member Development	1	May-07	Jun-06	Andrew Carter	Con
Coalfield Communities Campaign Regional Executive	No	No	1	May-07	Jun-06	Keith Parker	Lab
Community Link	No	No	1	May-07	Jun-06	John Bale	Con
Craft Centre And Design Gallery	No		3	May-07	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	Jun-06	J L Carter	Con
Crossroads (Leeds) Ltd	No	No	1	May-07		Vacancy	
Cycling Consultative Forum	No		1	May-07	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	Jun-06	Luke Russell	Green
Early Years Development Partnership	No	No	3	May-07	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	Nov-06	Barry Anderson	Con
Fostering Panel - East Leeds	No	No	1	May-07	Nov-06	Vacant	Con
Fostering Panel - Rawdon	No	No	1	May-07	Jun-06	Mick Coulson	Labour
Fostering Panel - South Leeds	No	No	1	May-07	Dec-06	Brian Cleasby	Lib Dem
Friends Of Leeds City Museum	No	No	3	May-07	Jun-06	Barry Anderson	Con
				May-07	Jun-06	Elizabeth Nash	Lab
				May-07	Jun-06	Don Wilson	Lib Dem

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
Green Leeds	No		4	May-07	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
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	May-07		Vacancy	
Homestart Leeds	No	No	1	May-07		Vacancy	
IGEN	No	No	1	May-07	Jun-06	Vacancy	Lib Dem
Investigation of Air Pollution Standing Conference	Yes	Executive Member Development	1	May-07	Jun-06	Barry Anderson	
Joint Consultative Committee (Teachers)	Yes (in part)	Exec Member Childrens Services or Nominee 1 place	5	May-07	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
Joseph Priestley College Governing Body	No	No	2	May-07	Jun-06	Richard Harker	Lib Dem
				May-07	Jun-06	Lisa Mulherin	Lab
Lady Elizabeth Hastings Educational Foundation	No	No	1	May-07	Jun-06	Robert Finnigan	MBI
Leeds Admissions Forum	No	No	5	May-07	Jun-06	Mr Michael Fox	
				May-07	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
Leeds Art Collections Fund	No	No	1	May-07	Jun-06	Richard Harker	Lib Dem
				May-07	Jun-06	Cllr John Procter	Con
Leeds Childrens Holiday Camp Association	No	No	1	May-07	Jun-06	Chris Townsley	Lib Dem
Leeds Citizens Advice Bureau	No	No	2	May-07	Jun-06	Vacant	Lib Dem
				May-07	Jun-06	Suzi Armitage	Lab

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Leeds Civic Arts Guild	No	No	1	May-07	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	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	Jun-06	debra coupar	Lab
				May-07	Jun-06	Brenda Lancaster	Lib Dem
Leeds Faith Forum	No	No	1	May-07	Feb-07	Sharon Hamilton	Lab
				May-07	Jun-06	David Blackburn	Green
Leeds Grand Theatre Board And Opera House Board Of Management	Yes in part	Exec Member Leisure or Nominee 1 place	6	May-07	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
Leeds Groundwork Trust	No	No	6	May-07	Jun-06	Richard Harker	Lib Dem
				May-07	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 BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Leeds Housing Concern	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	Jun-06	Exec Member or nominee	Con
Leeds in Bloom/Lower Initiative	No	No	1	May-07		Vacancy	Unallocated
Leeds Initiative Board	Yes	Party Leaders or nominee 3 places	3	May-07	Jun-06	Keith Wakefield	Lab
				May-07	Jun-06	Mark Harris	Lib Dem
				May-07	Jun-06	Andrew Carter	Con
Leeds Initiative - Learning Partnership	Yes in part	Exec Member Childrens Services or Nominee 1 place	2	May-07	Jun-06	Richard Harker	Lib Dem
				May-07	Jun-06	Sue Bentley	Lib Dem
Leeds Initiative - Leeds Cultural Partnership	Yes	Exec Member Development or Nominee Exec Member Leisure or Nominee 2 places	3	May-07	Jun-06	TBC	Con
				May-07	Jun-06	J Procter	Con
				May-07	Jun-06	TBC	Con
Leeds Initiative - Environment City Partnership	Yes in part	Exec Member Development or Nominee 1 place	2	May-07	Jun-06	Stuart Golton	Lib Dem
				May-07	Jun-06	TBC	
Leeds Initiative - Integrated Transport Partnership	Yes in part	Exec Member Development or Nominee 1 place	4	May-07	Jun-06	Judith Blake	Lab
				May-07	Jun-06	Andrew Carter	Con
				May-07	Jun-06	David Blackburn	Green
Leeds Initiative - Healthy Leeds Partnership	Yes	Exec Member Neighbourhoods and Housing or Nominee Exec Member Social Care or Nominee -	2	May-07	Jun-06	TBC	Con
				May-07	Jun-06	TBC	Con
Leeds Initiative - Economy Partnership	Yes	Exec Member Development or Nominee	1	May-07	Nov-06	Barry Anderson	Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Leeds Initiative - Sports Leeds	Yes	Exec Member Leisure or Nominee	2	May-07	Jun-06	Paul Wadsworth	Con
Leeds Initiative - Leeds City Centre Management Initiative	Yes	Exec Member Development or Nominee	2	May-07	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	Jun-06	J L Carter	Con
	in part			May-07	Jun-06	TBC	
				May-07	Jun-06	TBC	
				May-07	Jun-06	TBC	
Leeds Architecture and Design Initiative	None			May-07	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(Women and violence)	No	No	1	May-07	Feb-07	Sharon Hamilton	Lab
Leeds Jewish Welfare Board	No	No	1	May-07	Jun-06	Ronald Feldman	Con
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Health & Social Care)	5	May-07	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	2	May-07	Jun-06	Clive Fox	Con
				May-07	Jun-06	Whips nominee	Lab
Leeds Mind	No	No	1	May-07	Jun-06	Luke Russell	Green
Leeds Parish Church Exhibition Foundation	No	No	1	May-07	Jun-06	Marian Monks	Non Cllr

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Renewal Leeds Limited	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	Jun-06	J L Carter	Con
Leeds Philharmonic Society	No	No	1	May-07	Jun-06	Richard Harker	Lib Dem
Leeds Pianoforte Competition Committee	No	No	2	May-07	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 1 place	2 1	May-07	Jun-06	Kabir Hussain	Lib Dem
				May-07	Jun-06	Sharon Hamilton	Lab
Leeds Schools Awards	Yes	Exec Member Learning or Nominee	1	May-07	Jun-06	Richard Harker	Lib Dem
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	May-07	Jun-06	Richard Harker	Lib Dem
Leeds Schools Sports Association	No	No	2	May-07	Jun-06	Vacant	
				May-07	Jun-06	Roger Harington	Lab
Leeds Sports Federation	No	No	6	May-07	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
Leeds University Court	No	No	2	May-07	Jun-06	Penny Ewens	Lib Dem
				May-07	Jun-06	Bill Hyde	Con
Leeds Women's Aid	No	No	1	May-07	Jun-06	Sharon Hamilton	Lab
Local Construction And Training Agency	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	Jun-06	J L Carter or Nominee	Con
Lord Mayor Of Leeds Appeal Fund	No	No	3	May-07	Jun-06	Ted Hanley	Lab
				May-07	Jun-06	John Proctor	Con
				May-07	Jun-06	Martin Hamilton	Lib Dem

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7		
	Y/N								
Making Leeds Better Project Board	Yes	Exec Member Adult Health & Social Care and Opposition Spokesperson	2	May-07	Jun-06	Peter Harrand	Con		
				May-07		Judith Blake	Lab		
National Association of Councillors	No		3	May-07	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	Jun-06	Keith Parker	Lab		
				May-07					
Neighbourhood Renewal Board - Aire Valley	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-07	Jun-06	J L Carter	Con		
							Jun-06	A Carter	Con
							Jun-06	D Hollinsworth	Lib Dem
							Jun-06	G Driver	Lab
							Jun-06	debra coupar	Lab
		Exec Member development	1						
		Local Ward Member	1						
		Labour Group Nominees	2						

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Neighbourhood Renewal Board - Beeston and Holbeck	Yes	Ward Members	2	May-07	Jun-06	Adam Ogilvie	Lab
				May-07	Jun-06	angela gabriel	Lab
Nell Bank Centre Trust	No	No	1	May-07	Jun-06	Mick Coulson	Lab
National Parking Adjudication Service Committee	Yes	Executive Member whose portfolio includes Parking services	1	May-07	Nov-06	Steve Smith	Lib Dem
National Society For Clean Air Divisional Council	No	No	1	May-07	Jun-06	Barry Anderson	con
North Regional Association For Sensory Support	No	No	1	May-07	Jun-06	Peter Harrand	Con
Northern College - Board Of Governors	No	No	1	May-07	Jun-06	James McKenna	Lab
Northern College - Policy And Finance Committee	No	No	1	May-07	Jun-06	James McKenna	Lab
Northern College - Joint Liaison Group	No	No	1	May-07	Jun-06	James McKenna	Lab
Nuclear Free Zones English Forum	No	No	1	May-07	Nov-06	Ralph Pryke	Lib Dem
Park Lane College	No	No	1	May-07	Jun-06	Kabeer Hussain	Lib Dem
				May-07			
				May-07			
People First	No	No	1	May-07	Jun-06	Jane Dowson	Lab
Public Rights of Way Forum	No	No	1	May-07	Jun-06	Clive Fox	Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
Regional Planning Forum and Infrastructure Committee	Yes	Exec member (Development)	1	May-07	Oct-06	Barry Anderson	Con
Re'new	Yes	Exec Member (Neighbourhoods and Housing)	1	May-07	Jun-06	J L Carter	Con
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	May-07	Jun-06	Bill Hyde	Con
Robert Salter Charity	No	No	3	May-07	Jun-06	Richard Lewis	Lab
				May-07	Jun-06	Whip Nominee	Con
Roseville Enterprises Board Of Management	Yes	Executive Member (Adult Health & Social Care)	5	May-07	Jul-06	Clive Fox	Con
				May-07	Jun-06	Whip Nominee	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	Vacant	Independent				
School Organisation Committee	No	No	7	May-07	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	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	Jun-06	Unallocated	
Standing Advisory Council on Religious Education	No	No	4	May-07	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 BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
State of the River Management Committee	No	No	1	May-07	Jun-06	Stuart Golton	Lib Dem
Swarthmore Educational Centre	No	No	2	May-07	Jun-06	Penny Ewens	Lib Dem
				May-07	Jun-06	Vacancy	Unallocated
The Charities Of Thomas Wade And Others	No	No	3	May-07	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	Jun-06	Tom Murray	Lab
Touchstone	No	No	1	May-07	Jun-06	Vacancy	Unallocated
Trustees Of Joshua Crabtree's Charity	No	No	2	May-07	Jun-06	Colin Campbell	Lib Dem
				May-07	Jun-06	Vacancy	Unallocated
Voluntary Action Leeds	No	No	3	May-06	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	Jun-06	Richard Harker	Lib Dem
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure)	1	May-07	Jun-06	Proposed to be Executive Member (Leisure)	Con
West Yorkshire Integrated Transport Forum	Yes	Exec Member Development or Nominee	1	May-07	Jun-06	Barry Anderson	Con
West Yorkshire Market Renewal Board	No	No	1	May-07	Jun-06	Vacancy	Unallocated
West Yorkshire Playhouse Theatre Board	Yes	Exec Member Leisure or Nominee	4	May-07	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	Jun-06	Mick Coulson	Lab
West Yorkshire Valuation Tribunal (Appointments Panel)	No	No	1	May-07	Jun-06	Mick Coulson	Lab

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
William Merritt Disabled Living Centre and Mobility Service	No	No	1	May-07	Jun-06	Vacancy	Unallocated
Wypta Education Liaison Group	No	No	3	May-07	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	Jun-06	Anne Blackburn	Green
Wypta Local Transport Plan Steering Group	Yes	Executive Member Development or nominee	1	May-07	Jun-06	Stuart Andrew	Con
Wypta Social Services Liaison Group	No	No	1	May-07	Jun-06	Andrea Harrison	Labour
Wypta Taxi Liaison Group	No	No	1	May-06	Jun-06	Luke Russell	Green
Wypta Passenger Transport Consultative Committee	No	No	4	May-07	Jun-06	James McKenna	Lab
				May-07	Jun-06	James Lewis	Lab
				May-07	Jun-06		Lib Dem
				May-07	Sep-06	C Fox	con
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee	2	May-07	Jun-06	Bill Hyde	Con
				May-07	Jun-06	Richard Harker	Lib Dem
1 place							
Yorkshire and Humberside Asylum Seekers Reference Group	No	No	1	May-07	Jun-06	Vacancy	Unallocated
Yorkshire and Humberside Housing Forum Executive	Yes	Exec Member (Neighbourhoods and Housing)	1	May-07	Jun-06	Amanda Carter	Con
Yorkshire and Humberside Regional Broadband Joint Committee	Yes	Executive Member (Childrens Services)	1	May-07	Jun-06	Richard Harker	Lib Dem
Yorkshire And Humberside Regional Council	Yes	Exec Member Central and Corporate or nominee	3	May-07	Jun-06	Mark Harris	Lib Dem
				May-06	Jun-06	Liz Minkin	Lab
				May-07	Jun-06	Vacant	Con
1 place							
Yorkshire Indoor Cricket School	No	No	3	May-07	Jun-06	Keith Parker	Lab
				May-07	Jun-06	Ronald Feldman	Con

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2006/7	Group Allocation 2006/7
	Y/N						
				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	Nov-06	Barry Anderson	Con
Yorkshire Regional Flood Defence Committee	Yes	Exec Member Development or Nominee	1+ 1 sub	May-07	Jun-06	Ralph Pryke	Lib Dem
			sub	May-07	Nov-06	Vacancy	
Yorkshire Tourist Board	Yes	Exec Member Leisure or Nominee	1	May-07	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 Proctor	Con