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## MEMBER MANAGEMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds on  
Tuesday, 10th June, 2008  
at 4.30 pm

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### MEMBERSHIP

#### Councillors

J Dowson  
P Gruen  
T Hanley  
M Lyons

M Hamilton  
S Bentley

J Procter (Chair)  
G Latty

T Leadley

A Blackburn

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 25, written notice of an appeal must be received by the Chief Democratic Services Officer at least 24 hours before the meeting)</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED –</b> That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATIONS OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>	
5			<p><b>MINUTES</b></p> <p>To approve as a correct record the minutes of the meetings held on 19<sup>th</sup> February and 8<sup>th</sup> April 2008.</p>	1 - 6
6			<p><b>PUPIL REFERRAL UNIT</b></p> <p>To consider the report of the Governor Development Officer seeking a nomination for a position on the city wide Pupil Referral Units (PRU) Management Committee.</p>	7 - 10
7			<p><b>PARENT PARTNERSHIP ADVISORY BOARD</b></p> <p>To consider the report of the Governor Development Officer seeking a nomination for a position on the Parent Partnership Advisory Board</p>	11 - 18
8			<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To consider the report of the Chief Democratic Services Officer in relation to Elected Member appointments to Outside Bodies.</p>	19 - 38

Item No	Ward	Item Not Open		Page No
9			<p><b>MEMBER DEVELOPMENT ANNUAL REPORT</b></p> <p>To consider the report of the Chief Democratic Services Officer providing the Member Development Annual Report 2007/08. The report details the achievements made in 2007/08 and outlines the actions taken in 2008/09. The report also seeks consideration of the reinstatement of the Member Development Working Group.</p>	39 - 74

# Agenda Item 5

## MEMBER MANAGEMENT COMMITTEE

TUESDAY, 19TH FEBRUARY, 2008

**PRESENT:** Councillor M Hamilton in the Chair

Councillors A Blackburn, P Gruen,  
D Hollingsworth, G Latty, T Leadley and  
M Lyons

### 19 Minutes

**RESOLVED** – That the minutes of the meeting held on 30<sup>th</sup> October 2007 be approved as a correct record.

### 20 Matters Arising

Further to Minute 14 (Plans and Licensing Panels – Compulsory Training) it was noted that a further training session had been arranged for Wednesday 20<sup>th</sup> February 2008.

### 21 Leeds City Council Representation on Leeds Initiative Bodies

The Director of Leeds Initiative submitted a report informing Members of the new administrative arrangements for the Leeds Initiative and seeking the appointment of Members to the Leeds Initiative Bodies.

#### **RESOLVED** –

- (a) That Member Management Committee be the appointing body for Members to the Leeds Initiative bodies detailed in the report.
- (b) That Members be appointed to the following bodies:

<b>Partnership</b>	<b>Councillors nominated as Members</b>
Leeds Initiative assembly	Councillor A Carter Councillor R Brett Councillor K Wakefield or nominee
Leeds Initiative executive	Councillor A Carter Councillor R Brett Councillor K Wakefield or nominee
Leeds Initiative going up a league board	Councillor A Carter Councillor R Brett Councillor K Wakefield or nominee
Leeds Initiative narrowing the gap board	Councillor M Harris Councillor A Carter

Draft minutes to be approved at the next meeting

	Councillor R Brett Councillor K Wakefield or nominee
Children Leeds partnership	Councillor S Golton Councillor R Harker Councillor T Murray Councillor R Feldman
Skills and economy partnership	Councillor B Anderson Councillor S Golton Councillor A Ogilvie
Culture partnership	Councillor J Procter Councillor A Taylor Councillor R Harington
Safer Leeds Partnership	Councillor J L Carter Councillor R Lewis +1 Lib Dem nominee
Healthy Leeds Partnership	Councillor B Lancaster Councillor P Harrand Councillor S Armitage
Transport Partnership	Councillor A Carter Councillor E Minkin Councillor D Blackburn Councillor R Downes
Climate change	Councillor S Smith Councillor B Anderson Councillor J Blake

## 22 Local Authority Appointments to Outside Bodies

The Chief Democratic Services Officer submitted a report providing an update on the current position regarding Member appointments and provided an update in relation to:

- Roseville Enterprises Board of Management
- Parent Partnership Advisory Board
- Appointments made since October 2007 by the Assistant Chief Executive (Corporate Governance)

### **RESOLVED –**

- (a) That Councillor Finnigan be appointed to the Roseville Enterprises Board of Management
- (b) That consideration of an appointment to the Parent Partnership Advisory Board be deferred until further information is provided

Draft minutes to be approved at the next meeting

particularly in relation to the role and responsibilities of the Elected Member on this Board, and why there is provision for only one Elected Member on a Board of this size.

- (c) To note the following appointments confirmed by the Assistant Chief Executive (Corporate Governance) since the last meeting of this Committee.

<u>Outside Body</u>	<u>Member Appointed</u>
Leeds College of Building	Cllr K Hussain
Grand Theatre Enterprises Ltd	Cllr Blake
Grand Theatre Enterprises Ltd	Cllr Townsley
Children Leeds Partnership	Cllr Golton
Ass of West Yorks Authorities	Cllr Brett
Leeds Initiative Board	Cllr Brett
SIGOMA	Cllr Brett
Yorks&Humber Employers Ctte	Cllr Brett
Local Govt Yorks & Humber	Cllr Brett
Yorkshire Tourist Board	Cllr Downes
Affordable Housing Strategic Partnership	Cllr Brett

(Councillor A Blackburn arrived at 4.45 pm).

## **23 Members' ICT Developments**

The Chief Democratic Services Officer submitted a report providing an update on issues in relation to Members' ICT systems particularly in relation to:

- The provision of Personal Digital Assistants to Members
- The establishment of a group of members to work with officers to investigate appropriate Case Management Solutions and progress residual issues emanating from the ICT upgrade
- ICT support arrangements for Members
- A recent request for software

### **RESOLVED –**

- (a) To receive and note the report
- (b) That officers liaise with the current contract provider to establish if calls from PDA's to internal numbers can be made at no cost.
- (c) That the request for software made since the last meeting of this Committee be noted.
- (d) That officers investigate the possibility of placing the Members IT number within the yellow pages of the Council Diary.

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## **MEMBER MANAGEMENT COMMITTEE**

**TUESDAY, 8TH APRIL, 2008**

**PRESENT:** Councillor M Hamilton in the Chair

Councillors P Gruen, D Hollingsworth,  
T Leadley, M Lyons, and J Procter

**24 Declarations of Interests**

A declaration of interest made during the meeting is referred to in Minute 25 (Councillor J Procter).

**25 Appointment of Independent Members to the Leeds Grand Theatre and Opera House Limited Board of Management**

The Chief Libraries, Arts and Heritage Officer submitted a report seeking approval to appoint independent members to the Grand Theatre and Opera House Limited Board.

**RESOLVED –**

- (a) That the appointment of Mr Roger Wood be approved for a period of one year.
- (b) To note the readvertisement of the trustee opportunity.

(Councillor John Procter declared a personal interest in this matter as the Chair of the Grand Theatre and Opera House Limited Board).

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## Report of the Governor Development Officer

### Member Management Committee

Date: 10 June 2008

**Subject: Local Authority Appointment To The Pupil Referral Unit Management committee.**

**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

## 1.0 PURPOSE OF REPORT

- 1.1 To agree a nomination for a position on the city wide Pupil Referral Units (PRU) Management Committee.

## 2.0 BACKGROUND INFORMATION

- 2.1 Under section 19 of the Education Act 1996, local authorities have a duty to provide suitable education for children of compulsory school age who, because of illness or exclusion from school for example, will not receive a suitable education without these arrangements. This is a vulnerable group of pupils.
- 2.2 Suitable education is defined as "efficient education suitable to the age, ability, aptitude and to any special educational needs" a child may have. Local authorities must decide what constitutes suitable education for a particular child in consultation with parents, and having regard to DCFS guidance and the efficient use of resources.
- 2.3 A PRU is a school established and maintained by the local authority to provide suitable education for children who, by reason of illness, exclusion or otherwise, may not receive such education.
- 2.4 The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007 gave a statutory duty to authorities to establish a management committee for each unit maintained by them, by 1st February 2008. Part 2 (Regulation 4) of the Regulations allows an authority to establish a committee to act as the management committee of two or more units maintained by them.
- 2.5 Management committees have joint statutory responsibility in the exercise of some functions, eg in deciding the curriculum to offer and in deciding the times of school sessions. In relation to exclusion, for example, they have similar roles to school governing bodies in terms of confirming/rejecting these exclusions.

2.6 Leeds currently has five PRUs which address the needs of children and young people from primary school age to KS4. These are the responsibility of one management committee.

### **3.0 MAIN ISSUES**

3.1 The constitution, which is given as an appendix, entitles the nomination of 1 local authority representation to the PRU management committee.

3.2 The parent representative appointment has been made and the two staff members elected. The community representation has been agreed as one high school and one secondary school representative from the AMBs and one representative from each of, CYPSC, CAHMs and Leeds Community Safety.

3.3 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.

3.4 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.

3.5 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.

3.6 Members are asked to consider whether an appointment should be made to this body and to agree that an appointment would fall into the Strategic and Key category.

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

4.1 The member appointment referred to in 3.1 to 3.6 are in accordance with the Council's Constitution and as detailed in the Appointments to Outside Body Procedure Rules. Members will also be advised of the need to update their entry in the Members register of interests.

### **5.0 LEGAL AND RESOURCE IMPLICATIONS**

5.1 There are no specific legal or resource implications in relation to this appointment.

### **6.0 RECOMMENDATION**

6.1 Members are asked to nominate a representative to the PRU Management committee.

6.2 Members are asked to approve that if no nomination is made by them then Governor Support Service can after four months fill the vacancy from their pool of prospective governors as is the agreed process by the membership management committee with regard to governing body LEA appointments.

**INSTRUMENT OF GOVERNMENT**  
**THE LEEDS PUPIL REFERRAL UNITS**

1. The name of the group of Pupil Referral Units is the Leeds Pupil Referral Units\*
2. The PRUs' DCFS numbers are attached.  
The addresses of the PRUs are attached.
3. The name of the management committee is The Leeds PRUs Management committee.
4. The management committee shall consist of:
  - (a) 1 parent members;
  - (b) 1 Local Authority members;
  - (d) 2 staff members;
  - (e) 6 community members;
5. Total number of members 10
6. This Instrument comes into effect on 26 November 2007
7. This Instrument was made by order of Leeds City Council Local Education Authority on 3 December 2007.
8. A copy of the Instrument must be supplied to every member of the management committee and the teachers in charge if not members. A copy should be sent to DCFS.

THE COMMON SEAL OF LEEDS CITY COUNCIL  
was affixed in the presence of:

Assistant Chief Executive (Corporate Governance)

\* Please see the attached sheet for the full names, addresses and DCSF numbers of the five PRUs under this management committee.

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## Report of the Governor Development Officer

### Member Management Committee

Date: 10 June 2008

Subject: Local Authority Appointment To The Parent Partnership Advisory Board.

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 PURPOSE OF REPORT

1.1 To agree a nomination to be a member of the Parent Partnership Advisory Board.

## 2.0 BACKGROUND INFORMATION

2.1 Education Leeds are currently in the process of establishing an advisory board for the Parent Partnership Service which provides impartial advice and support to parents. An elected member, with a particular interest in Special Educational Needs (SEN) is invited to join this no-statutory, advisory body which has no delegated powers.

2.2 The Parent Partnership Service works with parents of all children with SEN to provide information, publicity, training, advice and support, to foster networking and collaboration and to inform and influence local SEN policy and practice. The advisory board would work in a consultative capacity and as a critical friend and would challenge the Parent Partnership on issues such as best value and staffing.

2.3 The DCSF exemplification of the Parent Partnership Services minimum standards describes good practise for a management group below.

*The PPS Steering/Management Group has published terms of reference, including responsibility for ensuring the impartiality of the PPS. The Steering/Management Group has delegated responsibility to manage the PPS.*

*Where the service is provided by a charity they can co-opt parents, other voluntary organisations to a parent partnership management group. The Steering/Management Group has broad representation, including a majority of parents and an independent Chair. The Steering/Management Group monitor the effectiveness and impartiality of the service in*

*accordance with national guidance and report regularly to the local authority including the Children's Information Service.<sup>1</sup>*

### **3.0 MAIN ISSUES**

3.1 The constitution allows for an elected member to have a place on the advisory board, where the majority of members are parents

3.2 The board has one representative from each of EYs, CAHMs, CYPSC, Health, Extended Services, Psychology and Assessment Services, SILC principals, Reemap, Family and Schools Together plus 9 parents and 1 foster carer.

3.3 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.

3.4 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.

3.5 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.

3.6 Members are asked to consider whether an appointment should be made to this body and to agree that an appointment would fall into the Strategic and Key category.

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

4.1 The member appointment referred to in 3.1 to 3.6 are in accordance with the Council's Constitution and as detailed in the Appointments to Outside Body Procedure Rules. Members will also be advised of the need to update their entry in the Members register of interests.

### **5.0 LEGAL AND RESOURCE IMPLICATIONS**

5.1 There are no specific legal or resource implications in relation to this appointment.

### **6.0 RECOMMENDATION**

6.1 Members are asked to nominate a representative to the Parent Partnership Advisory Board.

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<sup>1</sup> Parent Partnership Service – Increasing Parental Confidence. DCFS Ref:00959-2007 DOM-EN



# **Constitution of Education Leeds Parent Partnership Advisory Board**

## **1 Purposes**

The purpose of the Advisory Board is to ensure that the Education Leeds Parent Partnership Service delivers a high quality service that is responsive to local needs, taking into account best practice both locally and nationally and to ensure that all stakeholders' views have representation.

## **2 Aims**

The aim of the Parent Partnership Service is to promote a culture of co-operation between parents, schools, Local Authorities and others in order to enable children and young people with Special Educational Needs to achieve their potential.

The aim of the Choice Advisor Service is to support and offer assistance to families including mothers, fathers, adults with caring responsibility and children to make the best and most realistic choice of secondary school.

Our work involves working closely with families, schools, governors and relevant agencies to promote parental engagement and participation in the educational life of their child.

## **3 Functions**

The primary functions of the Advisory Board are to:

- Monitor performance of the Parent Partnership Service through the Service Delivery Plan.
- Monitor the impartiality of the service.
- Receive reports from the Parent Partnership Service Manager, to include information on the budget, staffing and the service development plan.
- Receive parental feedback regarding SEN provision and the Parent Partnership Service.
- Meet with representatives of the Local Authority to communicate areas of concern and influence local policy and practice.
- Promote the interests and concerns of the Parent Partnership Service.
- Identify ways of supporting and developing Parent Partnership Service work.

3.2 The advisory board acknowledges that any decisions made which require delegated powers, may not be acted upon by the Board, but will be referred to the LA for actioning if appropriate.

## **4 Membership**

The group will comprise representation from statutory services (health, social care and education), the voluntary sector and parents of children with special educational needs, with a suggested maximum membership of 18. It is suggested that all terms of office be for a period of three years.

4.1 A suggested model for the Advisory Committee would be:

Parent Partnership Service	1
Main stream school rep	1
SILC representative	1
Early Years	1
Extended Services	1
CAMHS	1
Health	1
Social Care	1
LA (who may be an Inclusion or Improvement Officer	1
DCS representative	1
IPS (both of whom should be a parents)	2
Parents	5
Other community representation, including the private voluntary and faith sector)	2
Elected member	1
Psychology and assessment service	1

4.2 Parent representation must always account for at least one third of possible places, whether or not parents choose to take up these places.

4.3 The representatives from Parent Partnership, Health, Social Care , the LA and DCS will be appointed by their respective organisations from their employees for a period of three years. It is recommended that the LA representative should not be the Responsible Officer.

4.4 The parents will be elected through the five Parent Partnership Services area forums.

4.5 The voluntary/community representatives should be nominated by their relevant organisation and elected by the advisory board.

4.6 Membership is personal and may not be transferred.

4.7 The constitution may be changed at any time, provided that it is a special resolution agenda item for a full board meeting (see 6.3), and that members have been given details of the proposed change at least two weeks before the meeting at which it is to be discussed.

4.8 The advisory board may invite any other person to attend meetings in a consultative category.

4.12 Non attendance of a board member for a continuous period of six months will result in the Chair contacting the member with regard to their position on the board.

4.13 The names and contact details members of the board will be held by the clerk and may be distributed to any member of the board at their request.

## **5 Disqualification from membership**

5.1 A person shall be disqualified from membership if they have are an un-discharged bankrupt or have been adjudged bankrupt or have made an

arrangement with creditors which has not yet been discharged.

5.2 A person shall be disqualified from membership if they:

- are included on the DfES's List 99 which prohibits or restricts teachers or workers from working with children or young people
- refuse to an application being made to the Criminal Records Bureau for a criminal records certificate

## **6 Voting**

6.1 The board will endeavour to make decisions through a consensus of the members.

6.2 Where a consensus cannot be reached, decisions will be made through a majority vote.

6.3 An exception to 6.2 is a “special resolution”, a resolution which must be passed by a 75% majority of board members present at a meeting which is quorate.

6.4 Each member of the board will be entitled to one vote.

6.5 If there is an equality of votes cast, the Chair shall have a second or casting vote.

6.6 Any decision made by the board which requires delegated powers, will not be actions by the board but will be passed to the local authority for implementation where possible.

## **7 Office, Chair and Vice Chair**

7.1 The Chair and vice-chair who cannot be the Parent Partnership manager will be elected from the membership at the first meeting of the board for a term of office of one year.

7.2 The Chair will conduct all business meetings of the Board. In the absence of the Chair, meetings will be chaired by the vice-chair.

7.3 A clerk will be appointed by the board who may be a member of the board apart from the Chair and may not be the parent Partnership Services Manager.

7.4 Any officer shall cease to hold office should they no longer be a representative member as declared in 4.3, 4.4 and 4.5.

7.5 Any board member may be removed, by a special resolution as in 6.2, at a board meeting at which at least half of the Board Members are present, provided that the member has been given at least 14 clear days' notice that the resolution is to be proposed, specifying the circumstances alleged to justify removal and has been given a reasonable opportunity of being heard by, or of making written representations to, the board.

7.6 Apologies for non-attendance should be submitted to the clerk. A member who fails to attend for a period of six months will be contacted by the Chair as in 4.12.

7.7 Where a vacancy occurs through cessation of office, removal from office or resignation from office, the vacancy should be filled as soon as possible through the procedures outlined in 4.3 – 4.5.

## **8 Meetings**

8.1 Members should not use information gained in the course of their duties as a board member to benefit themselves, their family or friends.

8.2 Members should not disclose confidential information about those items of business which the board decides should remain confidential.

8.3 Board meetings will be held at least twice a year to coincide with reporting on the service development plan, but may be convened at other times through the Chair, or any three voting members to discuss urgent business by giving not less than three days notice.

8.4 Written notice of meetings, the minutes of the previous board meeting and agendas will be sent to all members and individuals invited in a consultative capacity at least 7 days prior to the meeting.

8.5 Items for the agenda must be submitted at least five working days prior to the distribution date. Any member may submit items which will be agreed by the Chair.

8.6 Formal minutes will be taken at every meeting by the clerk, or by another suitable person in the absence of the clerk.

8.7 The minutes will be considered for amendment or approval at the next meeting.

8.8 Decisions made may be forwarded immediately to the LA and need not wait the approval of the minutes at the next meeting.

8.9 Approved minutes will be open to the public, with the exception of confidential minutes as outlined in 8.12.

8.10 The matters, if any, which by law remain confidential, or which the board deems confidential will not be published with the minutes. A separate confidential minute will be made of such matters.

8.11 Copies of the approved minutes will be kept by the Parent Partnership Services Manager.

## **9 Any Other Business (AOB)**

9.1 Immediately after the minutes of the previous meeting have been approved, members should inform the Chair of any items that they wish to raise under AOB. The board will decide whether any such item requested should be raised under AOB, whether it should be deferred to a subsequent meeting or whether it should not be heard at all.

## **10 Urgent Action**

10.1. If urgent action is required a meeting may be convened as in 8.5.

## **11 Interests**

11.1. It is a requirement for all board members to disclose any personal interest. On joining the board, members should complete a written declaration, identifying any potential issues concerning personal interest. Throughout their membership of the board each individual member of the board must in all matters consider whether they have a personal interest, (whether or not they have already completed a written declaration) and whether they are obliged to disclose that interest at any meeting of the board.

11.2. A member with a personal interest in a matter will consider whether it is a “prejudicial interest”. A member of the board cannot use their position on the board to promote private or personal interests rather than the general development of the Parent Partnership Service and implementation of the development plan. Where a member has a personal or prejudicial interest in a matter will disclose the existence and nature of the interest at the commencement of that discussion, or when it becomes apparent, and withdraw from a meeting wherever it becomes apparent that the matter is being considered. The member will not be entitled to vote on the relevant matter.

## **12 Annual General Report**

12.1 The advisory board shall arrange for the preparation in writing of an annual report, which shall be distributed to any interested parties. The document will report on the activities of the Parent Partnership Service, progress towards meeting targets and transacting any other relevant business.

## **15 Committees/Working Groups**

The advisory board will establish working groups as appropriate.

## **17 Alterations to the Constitution**

18.1 The constitution will be reviewed annually and may be altered as in 4.10.

18.2 The constitution may need to be reviewed from time to time in light of any changes to LA guidance.

## **18 Dissolution**

The Board may be dissolved by a resolution passed by a 75% majority of those present and voting at a Special General Meeting of the Board convened for that purpose

## **19 Distribution**

One copy of this Constitution will be presented to each board member, new members when they join, the Parent Partnership Manager and the LA.

## **21 Statement of adoption**

Leeds Parent Partnership Service Advisory Board have agreed to adopt this Constitution.

Chair

Vice Chair

Date of Adoption



Originator:	Kevin Tomkinson
Tel:	2474357

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**Report of the Chief Democratic Services Officer**

**Report to Member Management Committee**

**Date: 10 June 2008**

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

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## **1.0 EXECUTIVE SUMMARY**

- 1.1 This report outlines the roles and responsibilities of the Member Management Committee in relation to Elected Member Appointments to Outside Bodies.
- 1.2 The report also provides an update on the Members currently serving on outside bodies and details appointments made since the last meeting of this Committee in April 2008.

## **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 were approved at the Annual General Meeting on the 22<sup>nd</sup> May 2008).

## 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 May 2007 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 any 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:-

### 5.4 Groundwork Leeds

As Members will be aware the Council currently nominates 6 Councillors to Groundwork Leeds and details of the Councils current appointments can be found detailed in the spreadsheet appended to this report.

As a Member of the Trust the Council is entitled to attend and vote at the General Meetings and the Company Secretary has contacted the Council to ascertain which Council representative would cast the Councils vote on any matters before the meeting.

Members are asked to consider nominating one of the Councils appointed representatives as the member who would cast any vote on behalf of the Council

### 5.5 Appointments made since February 2008

Members are advised that since the last meeting of the Committee the following change of appointments have been confirmed by the Assistant Chief Executive (Corporate Governance) in accordance with the Appointments to Outside Bodies Procedure Rules (4.6)

<u>Outside Body</u>	<u>Member Appointed</u>	<u>Member Replaced</u>	<u>Date</u>
Local Govt Yorks & Humber Employers Committee	Cllr Golton	Cllr Brett	3/3/08

## 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;
  - Members are asked to note the change of appointments since the last meeting of the Committee as detailed in 5.5 of the report.

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# APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

Contact Name

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Body/Person with authority to  
change the document

Full Council

## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 1.0 Scope

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

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

- 2.1 The Chief Democratic Services Officer will maintain a list of all Outside Bodies 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 holder<sup>1</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee 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 Members<sup>2</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled
- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment in the following circumstances:

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

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

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

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

### Community and Local Partnerships

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

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

<sup>4</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not 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 Assistant Chief Executive (Corporate Governance) 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.

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OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2007/8	Group Allocation 2007/8
Adoption Panel – Elmete	Yes	Executive Member (Childrens Services) or 1 Place	2	May-08	May-07	Brenda Lancaster	Lib Dem
	in part			May-08	May-07	Vacancy	Lab
Adoption Panel - Leodis	No	No	2	May-08	Aug-07	Mick Coulson	Lab
				May-08	Aug-07	Vonnie Morgan	Lab
Adoption Panel – Skyrack	Yes	Executive Member (Childrens Services)or 1 Place	2	May-08	May-07	Valerie Kendall	Con
	in part			May-08	May-07	Ann Castle	Con
Affordable Housing Strategic Partnership Board	No	No	3	May-08	Oct-07	Andrew Carter	Con
				May-08	Oct-07	Richard Lewis	Lab
				May-08	Jan-08	Richard Brett	Lib Dem
Airport Consultative Committee	No	No	1	May-08	May-07	Brian Cleasby	Lib Dem
Allotments Working Party	No	No	1	May-08	May-07	Stuart Golton	Lib Dem
ALMO - East/North East	Yes	Conservative	4	May-08	May-07	Paul Wadsworth	Con
		Conservative		May-08	May-07	Gerald Wilkinson	Con
		Labour		May-08	May-07	Graham Hyde	Lab
		Lib Democrat		May-08	May-07	David Hollingsworth	Lib Dem
Aire Valley Homes Leeds (formerly known as South South East Homes Leeds)	Yes	Lib Democrat	4	May-08	May-07	Stewart Golton	Lib Dem
		MBI		May-08	May-07	Judith Elliott	MBI
		Labour		May-08	May-07	Peter Gruen	Labour
		Labour		May-08	May-07	Geoff Driver	Labour
ALMO - West/North West Homes	Yes	Conservative	4	May-08	May-07	Barry Anderson	Con
		Green		May-08	May-07	Ann Blackburn	Green
		Lib Democrat		May-08	May-07	Judith Chapman	Lib Dem
		Labour		May-08	May-07	Alison Lowe	Lab
Alzheimers Society Management Committee	No	No	1	May-08	Oct-07	Brenda Lancaster	Lib Dem
Arthur Louis Aaron Memorial Fund.	No	No	1	May-08	May-07	Ronald Feldman	Con
Arts Council of England, Yorkshire Office	Yes	Proposed to be Executive Member (Leisure) or nominee	1	May-08	May-07	Proposed to be Executive Member (Leisure)	Con
Association Of Blind Asians	No	No	1	May-08	May-07	mohammed iqbal	Lab
Association Of West Yorkshire Authorities	Yes	Leader	3	May-08	Jan-08	Richard Brett	Lib Dem
	in part	1 Place		May-08	May-07	Vacancy	Unallocated
				May-08	May-07	Andrew Carter	Con
Bradford University Court	No	No	3	May-08	Jun-05	Vacancy	Unallocated
				May-08	Jul-04	Geoff Driver	Lab
				May-08	Jul-04	Brian Cleasby	Lib Dem
Brotherton Collection Advisory Committee	No	No	1	May-08	May-07	Bernard Atha	Lab
Care And Repair (Leeds)	No	No	1	May-08	May-07	Ralph Pryke	Lib Dem
Children's Advisory Panel	Yes	Executive Member (Childrens Services) or 1 Place	5	May-08	May-07	Judith Elliot	MBI
	in part			May-08	May-07	Mick Coulson	Lab
				May-08	May-07	Brian Selby	Lab
				May-08	May-07	Brenda Lancaster	Lib Dem
Children Leeds Partnership	Yes	2 administration members and 1 labour group member	3	May-08	May-07	Alison Lowe	Lab
				May-08	Jan-08	Stuart Golton	Lib Dem
				May-08	May-07	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 2007/8	Group Allocation 2007/8
	Y/N						
Chinese Community Association	No	No	1	May-08	May-07	Neil Taggart	Lab
Clarke Hall Government Committee	No	No	1	May-08	May-07	Colin Campbell	Lib Dem
Chamber of Commerce	Yes	Executive Member Development & Regeneration or	1	May-08	May-07	Andrew Carter	Con
The Alliance for Regional Aid (formerly known as the Coalfield Communities Campaign Regional Executive)	No	No	1	May-08	May-07	Keith Parker	Lab
Community Links	No	No	1	May-08	May-07	John Bale	Con
Craft Centre And Design Gallery	No		3	May-08	May-07	Judith Elliott	MBI
				May-08	May-07	Bernard Atha Graham Latty	Lab Con
Crime and Disorder Reduction Partnership	Yes	Executive Member (Neighbourhoods and Housing)or	1	May-08	May-07	J L Carter	Con
Crossroads (Leeds) Ltd	No	No	1	May-08	May-07	Vacancy	
Cycling Consultative Forum	No		1	May-08	May-07	Stuart Andrew	Con
David Young Academy Governing Body	no		1	Apr-08	Apr-04	Peter Gruen	Lab
Dial Leeds	No	No	1	May-08	May-07	Luke Russell	Green
Early Years Development Partnership	No	No	3	May-08	May-07	Richard Harker	Lib Dem
				May-08	May-07	Lisa Mulherin Whip Nominee	Lab Con
Environment Agency - Ridings Area Environment Group	Yes	Executive Member Development & Regeneration or nominee	1	May-08	May-07	Barry Anderson	Con
Fostering Panel - East Leeds	No	No	1	May-08	May-07	Vacant	Con
Fostering Panel - Rawdon	No	No	1	May-08	May-07	Mick Coulson	Labour
Fostering Panel - South Leeds	No	No	1	May-08	May-07	Brian Cleasby	Lib Dem
Friends Of Leeds City Museum	No	No	3	May-08	May-07	Barry Anderson	Con
				May-08	May-07	Elizabeth Nash	Lab
				May-08	May-07	Don Wilson	Lib Dem
Green Leeds	No		4	May-08	May-07	adam ogilvie	Lab
				May-08	May-07	Sue Bentley	Lib Dem
				May-08	May-07	David Blackburn	Green
				May-08	May-07	Barry Anderson	Con
Governors Of Trinity And All Saints College	No	No	1	May-08	May-07	Richard Harker	Lib Dem
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	May-08	May-07	Vacancy	
Homestart Leeds	No	No	1	May-08	May-07	Vacancy	
IGEN	No	No	1	May-08	May-07	Tom Murray	Lab
Investigation of Air Pollution Standing Conference	Yes	Executive Member Development & Regeneration or nominee	1	May-08	May-07	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 2007/8	Group Allocation 2007/8
	Y/N						
Joint Consultative Committee (Teachers)	Yes	Exec Member Childrens Services or Nominee	5	May-08	May-07	Lisa Mulherin	Lab
	(in part)	1 place		May-08	May-07	Alison Lowe	Lab
				May-08	May-07	William Hyde	Con
				May-08	May-07	Brian Cleasby	Lib Dem
May-08	May-07	Richard Harker	Lib Dem				
Joseph Priestley College Governing Body	No	No	2	May-08	May-07	Lisa Mulherin	Lab
				May-08	May-07	Robert Finnigan	MBI
Lady Elizabeth Hastings Educational Foundation	No	No	1	May-08	May-07	Mr Michael Fox	
Leeds Admissions Forum	No	No	5	May-08	May-07	Peter Gruen	Lab
				May-08	May-07	Robert Finnigan	MBI
				May-08	May-07	Mick Coulson	Lab
				May-08	May-07	Alec Shelbrooke	Con
May-08	May-07	Richard Harker	Lib Dem				
Leeds Ahead Board	Yes	Exec Member - Narrowing the Gap or nominee	1	May-08	May-07	Mark Harris	Lib Dem
Leeds Art Collections Fund	No	No	1	May-08	May-07	John Procter	Con
Leeds Childrens Holiday Camp Association	No	No	1	May-08	May-07	Chris Townsley	Lib Dem
Leeds Citizens Advice Bureau	No	No	2	May-08	May-07	Vacant	Lib Dem
				May-08	Jun-07	Alison Lowe	Lab
Leeds Civic Arts Guild	No	No	1	May-08	May-07	Roger Harington	Lab
					Jul-04	Graham Hyde	Lab
Leeds College of Art and Design	No	No	1	May-08		Whips nominee	Lab
Leeds College of Building	No	No	1	May-08	Jul-04	Clive Fox	Con
Leeds College Of Technology Governing Body	No	No	1	May-08			
Leeds Community Equipment Service Partnership Board	No	No	2	May-08	May-07	debra coupar	Lab
				May-08	May-07	Brenda Lancaster	Lib Dem
Leeds Community Foundation	Yes	Exec Member - Narrowing the Gap or nominee	1	May-08	May-07	Mark Harris	Lib Dem
Leeds Faith Forum	No	No	1	May-08	May-07	Vacancy	Lab
LGA General Assembly	Yes	Con group	4	May-08	Jun-07	Barry Anderson	Con
		Lib dem group		May-08	Jun-07	Stuart Golton	Lib Dem
		Labour group		May-08	Jun-07	Keith Wakefield	Lab
		MBI group		May-08	Jun-07	Robert Finnigan	MBI
LGA Urban Commission	Yes	Executive Member Development & Regeneration or nominee	1	May-08	May-07	Andrew Carter	Con

Outside Body	Restricted Appointment Y/N	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2007/8	Group Allocation 2007/8
Leeds Grand Theatre Board And Opera House Board Of Management	Yes - all places	Chair to be the relevant Executive Board member  Lab group Con group Lib Dem group MBI group	5	May-2010	May-07	John Procter	Con
				May 2009	May-07	Judith Blake	Lab
				May 2010	Sep-07	Peter Harrand	Con
				May 2009	Jun-07	Chris Townsley	Lib Dem
				May 2008	May-07	Bob Gettings	MBI
Leeds Grand Theatre Enterprises Ltd	Yes all places	Members of Grand Theatre Board - Chair to be Chair of the Board	3	May-08	Oct-07	John Procter	Con
				May-08	Dec-07	Judith Blake	lab
Groundwork Leeds	No	No	6	May-08	Dec-07	Chris Townsley	Lib Dem
				May-08	May-07	Geoff Driver	Lab
				May-08	May-07	Keith Wakefield	Lab
				May-08	May-07	Jane Dowson	Lab
				May-08	May-07	Ann Blackburn	Green
				May-08	Jul-07	Steve Smith	Lib Dem
Leeds Housing Concern	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-08	May-07	Exec Member or nominee	Con
				May-08	May-07	Exec Member or nominee	Con
Leeds in Bloom/Leeds Floral Initiative	No	No	1	May-08	May-07	Frank Robinson	Con
Leeds Initiative Assembly	Yes	Party Leaders or nominee 3 places	3	May-08	Feb-08	Keith Wakefield	Lab
				May-08	Feb-08	Richard Brett	Lib Dem
				May-08	Feb-08	Andrew Carter	Con
Leeds Initiative - Executive	Yes	Party Leaders or nominee	3	May-08	Feb-08	Richard Brett	Lib Dem
				May-08	Feb-08	Andrew Carter	Con
				May-08	Feb-08	Keith Wakefield	Lab
Leeds Initiative going up a league Board	Yes	Party Leaders or nominee	3	May-08	Feb-08	Andrew Carter	Con
				May-08	Feb-08	Richard Brett	Lib Dem
				May-08	Feb-08	Keith Wakefield	Lab
Leeds Initiative Narrowing the Gap Board	Yes	Party Leaders or nominee	4	May-08	Feb-08	Andrew Carter	Con
				May-08	Feb-08	Richard Brett	Lib Dem
				May-08	Feb-08	Mark Harris	Lib Dem
				May-08	Feb-08	Keith Wakefield	Lab
Leeds Initiative - Children Leeds Partnership	No		4	May-08	Feb-08	Stewart Golton	Lib Dem
				May-08	Feb-08	Richard Harker	Lib Dem
				May-08	Feb-08	Ronald Feldman	Con
Leeds Initiative - Skills and Economy Partnership	No		3	May-08	Feb-08	Thomas Murray	Lab
				May-08	Feb-08	Barry Anderson	Con
				May-08	Feb-08	Stewart Golton	Lib Dem
Leeds Initiative - Culture Partnership	No		3	May-08	Feb-08	John Procter	Con
				May-08	Feb-08	Alan Taylor	Lib Dem
				May-08	Feb-08	Roger Harrington	Lab
Leeds Initiative - Healthy Leeds Partnership	No		3	May-08	Feb-08	Peter Harrand	Con
				May-08	Feb-08	Suzi Armitage	Lab
				May-08	Feb-08	Brenda Lancaster	Lib Dem
Leeds Initiative - Safer Leeds Partnership	No		3	May-08	Feb-08	J L Carter	Con
				May-08	Feb-08	R Lewis	Lab
				May-08	May-07	Whips nominee	Lib Dem

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2007/8	Group Allocation 2007/8
	Y/N						
Leeds Initiative Transport Partnership	No		4	May-08	Feb-08	Andrew Carter	Con
				May-08	Feb-08	Vacancy	Lab
				May-08	Feb-08	David Blackburn	Green
				May-08	Feb-08	Ryk Downes	Lib Dem
Leeds Initiative - Climate Change	No		3	May-08	Feb-08	Steve Smith	Lib Dem
				May-08	Feb-08	Barry Anderson	Con
				May-08	Feb-08	Judith Blake	Lab
Leeds Architecture and Design Initiative	None			May-08	May-07	Andrew Carter	Con
				May-08	May-07	Stuart Andrew	Con
				May-08	May-07	Clive Fox	Con
				May-08	May-07	Colin Campbell	Lib Dem
				May-08	May-07	Vacancy	Lab
Leeds Jewish Welfare Board	No	No	1	May-08	May-07	Ronald Feldman	Con
Leeds Learning Disabilities Partnership Board	Yes  in part	Executive Member (Adult Health & Social Care) or nominee 1 Place	5	May-08	May-07	Peter Harrand	Con
				May-08	May-07	debra coupar	Lab
				May-08	May-07	Brian Selby	Lab
				May-08	May-07	Vacancy	Unallocated
				May-08	May-07	Vacancy	Unallocated
Leeds Local Access Forum	No	No	2	May-08	May-07	Clive Fox	Con
				May-08	Aug-07	Jack Dunn	Lab
Leeds Mind	No	No	1	May-08	May-07	Luke Russell	Green
Leeds Parish Church Exhibition Foundation	No	No	1	May-08	May-07	Marian Monks	Non Cllr
Renewal Leeds Limited	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-08	May-07	J L Carter	Con
Leeds Philharmonic Society	No	No	1	May-08	May-07	Richard Harker	Lib Dem
Leeds International Pianoforte Competition Committee	No	No	2	May-08	May-07	Martin Hamilton	Lib Dem
				May-08	May-07	Elizabeth Nash	Lab
Leeds Racial Equality Council	Yes (in part)	Exec Member Central and Corporate 1 place	2	May-08	Dec-07	Vacancy	Lib Dem
				May-08	May-07	Vacancy	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 2007/8	Group Allocation 2007/8
	Y/N						
Leeds Schools Awards	Yes	Exec Member Learning or Nominee	1	May-08	May-07	Richard Harker	Lib Dem
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	May-08	May-07	Richard Harker	Lib Dem
Leeds Schools Sports Association	No	No	2	May-08	May-07	Vacant	
				May-08	May-07	Roger Harington	Lab
Leeds Sports Federation	No	No	6	May-08	May-07	Denise Atkinson	Lab
				May-08	May-07	Roger Harington	Lab
				May-08	May-07	Patrick Davey	Lab
				May-08	Dec-07	Vacancy	Lib Dem
				May-08	May-07	Vacancy	Con
				May-08	May-07	Gerald Wilkinson	Con
Leeds University Court	No	No	2	May-08	May-07	Penny Ewens	Lib Dem
				May-08	May-07	Bill Hyde	Con
Leeds Women's Aid	No	No	1	May-08	May-07	Sharon Hamilton	Lab
Local Construction And Training Agency	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-08	May-07	J L Carter or Nominee	Con
Lord Mayor Of Leeds Appeal Fund	No	No	3	May-08	May-07	Peter Gruen	Lab
				May-08	May-07	John Procter	Con
				May-08	May-07	Martin Hamilton	Lib Dem
Making Leeds Better Project Board	Yes	Exec Member Adult Health & Social Care or nominee and Opposition Spokesperson	2	May-08	May-07	Peter Harrand	Con
				May-08	May-07	Judith Blake	Lab
National Association of Councillors	No		3	May-08	May-07	Suzi Armitage	Lab
				May-08	May-07	Whips nominee	Con
				May-08	May-07	Whips nominee	Lib Dem
National Coal Mining Museum For England Liaison Committee	No	No	1	May-08	May-07	Keith Parker	Lab
Neighbourhood Renewal Board - Aire Valley	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-08	May-07	J L Carter	Con
		Executive Member Development & Regeneration or nominee	1	May-08	May-07	A Carter	Con
		Local Ward Member	1	May-08	May-07	D Hollinsworth	Lib Dem
		Labour Group Nominees	2	May-08	May-07	G Driver	Lab
				May-08	May-07	debra couper	Lab
Beeston Hill and Holbeck Regeneration Partnership Board	Yes	Ward Members	2	May-08	May-07	Adam Ogilvie	Lab
				May-08	May-07	Angela Gabriel	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 2007/8	Group Allocation 2007/8
	Y/N						
Neil Bank Centre Trust	No	No	1	May-08	May-07	Mick Coulson	Lab
National Parking Adjudication Service Committee	Yes	Executive Member whose portfolio includes Parking services or nominee	1	May-08	May-07	Steve Smith	Lib Dem
National Society For Clean Air Divisional Council	No	No	1	May-08	May-07	Barry Anderson	Con
North Regional Association For Sensory Support	No	No	1	May-08	May-07	Peter Harrand	Con
Northern College - Board Of Governors	No	No	1	May-08	May-07	James McKenna	Lab
Northern College - Policy And Finance Committee	No	No	1	May-08	May-07	James McKenna	Lab
Northern College - Joint Liaison Group	No	No	1	May-08	May-07	James McKenna	Lab
Nuclear Free Zones English Forum	No	No	1	May-08	May-07	Ralph Pryke	Lib Dem
Park Lane College	No	No	1	May-08	May-07	Kabeer Hussain	Lib Dem
People First	No	No	1	May-08	May-07	Jane Dowson	Lab
Public Rights of Way Forum	No	No	1	May-08	May-07	Clive Fox	Con
Re'new	Yes	Exec Member (Neighbourhoods and Housing) or nominee	1	May-08	May-07	J L Carter	Con
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	May-08	May-07	Bill Hyde	Con
Robert Salter Charity	No	No	3	May-08	May-07	Richard Lewis	Lab
				May-08	May-07	Whip Nominee	Con
				May-08	May-07	Whip Nominee	Con
Roseville Enterprises Board Of Management	Yes	Executive Member (Adult Health & Social Care) or nominee	5	May-08	May-07	Clive Fox	Con
	in part			May-08	May-07	Don Wilson	Lib Dem
				May-08	May-07	David Blackburn	Green
				May-08	May-07	Debra Coupar	Labour
				May-08	Feb-08	Robert Finnigan	MBI
SIGOMA	Yes	Leader of Council	1	May-08	Jan-08	Richard Brett	Lib Dem

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2007/8	Group Allocation 2007/8
Simeon Gaunt Memorial Music Festival Charity	No	No	3	May-08	May-07	Andrew Carter	Con
				May-08	May-07	Josephine Jarosz	Lab
				May-08	May-07	Mr Cornforth	Con
South Leeds Team Ministry	No	No	1	May-08	May-07	Unallocated	
Standing Advisory Council on Religious Education	No	No	4	May-08	May-07	Brian Selby	Lab
				May-08	May-07	Jim McKenna	Lab
				May-08	May-07	Peter Harrand	Con
Aire Action Leeds (formerly State of the River Management Committee)	No	No	1	May-08	May-07	Richard Harker	Lib Dem
						Stuart Golton	Lib Dem
Swarthmore Educational Centre	No	No	2	May-08	May-07	Penny Ewens	Lib Dem
				May-08	May-07	Vacancy	Unallocated
The Charities Of Thomas Wade And Others	No	No	3	May-08	May-07	Bill Hyde	Con
				May-08	May-07	Alan Taylor	Lib Dem
				May-08	May-07	Ann Blackburn	Green
Leeds Thomas Danby	No	No	1	May-08	May-07	Tom Murray	Lab
Touchstone	No	No	1	May-08	May-07	Vacancy	Unallocated
Trustees Of Joshua Crabtree's Charity	No	No	2	May-08	May-07	Colin Campbell	Lib Dem
				May-08	May-07	Vacancy	Unallocated
Voluntary Action Leeds	No	No	3	May-08	May-07	Jane Dowson	Lab
				May-08	May-07	Whip nominee	Con
				May-08	May-07	Greg Mulholland	Lib Dem
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure) or nominee	1	May-08	May-07	Proposed to be Executive Member (Leisure)	Con
West Yorkshire Market Renewal Board	No	No	1	May-08	May-07	Vacancy	Unallocated
West Yorkshire Playhouse Theatre Board	Yes	Exec Member Leisure or Nominee 1 place	4	May-08	May-07	Martin Hamilton	Lib Dem
				May-08	May-07	Valerie Kendall	Con
				May-08	May-07	Steve Smith	Lib Dem
West Yorkshire Rural Partnership	No	No	1	May-08	May-07	Terry Grayshon	MBI
						Mick Coulson	Lab
West Yorkshire Valuation Tribunal (Appointments Panel)	No	No	1	May-08	May-07	Mick Coulson	Lab



Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2007/8	Group Allocation 2007/8
	Y/N						
William Merritt Disabled Living Centre and Mobility Service	No	No	1	May-08	May-07	Vacancy	Unallocated
Wypta Education Liaison Group	No	No	3	May-08	May-07	Sue Bentley	Lib Dem
				May-08	May-07	Vacancy	Unallocated
				May-08	May-07	Vacancy	Unallocated
Wypta Highways And Planning Liaison Group	No	No	1	May-08	May-07	Anne Blackburn	Green
Wypta Local Transport Plan Steering Group	Yes	Executive Member Development & Regeneration or nominee	1	May-08	May-07	Stuart Andrew	Con
Wypta Social Services Liaison Group	No	No	1	May-08	May-07	Andrea Harrison	Labour
Wypta Taxi Liaison Group	No	No	1	May-08	May-07	Luke Russell	Green
Wypta Passenger Transport Consultative Committee	No	No	4	May-08	May-07	James McKenna	Lab
				May-08	May-07	James Lewis	Lab
				May-08	May-07	Whips nominee	Lib Dem
				May-08	May-07	C Fox	con
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee 1 place	2	May-08	May-07	Bill Hyde	Con
				May-08	May-07	Richard Harker	Lib Dem
Yorkshire and Humberside Asylum Seekers Reference Group	No	No	1	May-08	May-07	Vacancy	Unallocated
Yorkshire and Humber Housing Board	Yes	Exec Member (Neighbourhoods and Housing)	1	May-08	May-07	Amanda Carter	Con
Yorkshire and Humberside Regional Broadband Joint Committee	No	No	1	May-08	May-07	Vacancy	Unallocated
Yorkshire And Humber Employers Committee (formerly Regional Council)	Yes in part	Exec Member Central and Corporate or nominee 1 place	3	May-08	Mar-08	Stewart Golton	Lib Dem
				May-08	Aug-07	James Lewis	Lab
				May-08	May-07	Whips nominee	Con
Yorkshire and Humber Regional executive Board	Yes	Executive Member Development & Regeneration or nominee	1	May-08	May-07	Andrew Carter	Con
Yorkshire and Humber Regional Planning Board	Yes	Executive Member Development & Regeneration or nominee	1	May-08	May-07	Barry Anderson	Con
Yorkshire and Humber Regional Transport Board	Yes	Executive Member Development & Regeneration or nominee	1	May-08	May-07	Andrew Carter	Con
Yorkshire Indoor Cricket School	No	No	3	May-08	May-07	Keith Parker	Lab
				May-08	May-07	Ronald Feldman	Con
				May-08	May-07	Chris Townsley	Lib Dem
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-08	May-07	Barry Anderson	Con
Yorkshire Regional Flood Defence Committee	Yes	Executive Member Development & Regeneration or nominee	1+ 1 sub	May-08	May-07	Ralph Pryke	Lib Dem
			sub	May-08	May-07	Vacancy	
Yorkshire Tourist Board	Yes	Exec Member Leisure or Nominee	1	May-08	Jan-08	Ryk Downes	Lib Dem
Local Government Yorkshire and Humber(Leader of Council)	Yes	Leader of Council	1	May-08	Jan-08	Richard Brett	Lib Dem
				May-08	May-07	Andrew Carter	Con

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Originator: Kay  
Sidebottom

Tel: 39 50852

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**Report of the Chief Democratic Services Officer**

***Member Management Committee***

**Date: 10 June 2008**

**Subject: Member Development – Annual Report**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**Executive Summary**

1. This report provides the Member Management Committee with the Member Development Annual Report 2007/8. The report details the achievements made in 2007/8 and outlines the actions to be taken in 2008/9.
2. 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 2008-9 municipal year.
3. The Member Management Committee is asked to note the contents of the Member Development Annual Report 2007/8, and to reinstate the Member Development Working Group.

## 1.0 Introduction

### Member Development - Annual Report 2007/8

- 1.1 The Member Development Annual Report details the achievements made this municipal year, and lists all the learning and development courses, events and activities undertaken by elected Members over the course of the year. The Annual Report also sets out the 2008 Induction Programme which is currently underway.
- 1.2 As in 2007, this year's Induction Programme has been devised by the Member Development Working Group in conjunction with officers from Democratic Services.

### Member Development Working Group

- 1.3 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. Over the past three years its composition has altered (Greens not participating in 2007/8), but it has remained instrumental in the delivery of learning and development activities for Members. This group works on key projects such as the Member Development Strategy, new Members' induction and the annual training programme and is also 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 work is detailed in the Member Development Annual report, which will be submitted to the Corporate Governance and Audit Committee as part of the Council's Annual Corporate Governance Statement.
- 2.2 As well as reviewing Member Development activities in the previous municipal year, the Annual report details challenges for the coming year. These include:
- **Community leadership and partnership training.** Both skill areas are key for councillors at all levels, due to the increased emphasis on community engagement and the ever-growing involvement of partners in the Council's decision-making processes.
  - **Scrutiny training.** A detailed programme of skills and knowledge development has been put together for both Chairs and Scrutiny Board members.
  - **Personal Development Planning.** Personal Development Plans (PDPs) already exist for a number of Members, but improvements to this process are needed in order to make training more personalised and effective in meeting individual needs.

- **Evaluation.** It is important that all training programmes are evaluated effectively in order to improve them for future participants and prove return on investment.

The Annual Report is attached at Appendix 1.

#### Member Development Working Group

2.3 In order to continue to steer the provision of training and development for Members, it is proposed that the Member Development Working Group is reinstated along lines to be determined by the Member Management Committee. Draft terms of reference for the Group are attached at Appendix 2.

2.4 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. It is important that Members design and lead on learning and development initiatives to ensure that they accurately meet the needs of all Members.

### **4.0 Legal And Resource Implications**

4.1 The achievements identified in the 2007/8 Annual Report were achieved within the allocated budget.

### **5.0 Recommendations**

5.1 The Member Management Committee is asked to:

- note the Member Development Annual Report 2007/8
- reinstate the Member Development Working Group as proposed in paragraph 2.3 and Appendix 2, and advise on any changes to membership.

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# **Member Development Annual Report**

**2007-2008**

## Foreword

I am proud to present the second Member Development Annual Report. This report explains our successes in Member Development over the last municipal year – how we have built on our achievement of the Improvement and Development Agency's Charter for Member Development and worked to further embed the aims and principles of the Charter into our everyday work. It also explains our plans for the future and how we will respond to the significant changes taking place in local government.

The role of an elected Member is complex and demanding. In order to support Members in their varying roles and to continually improve performance, a Member Development Strategy is in place. The Member Development team, steered by the Working Group, provide appropriate learning and development activities in consultation with councillors. All training initiatives are based around the principles of the IDeA Charter for Member Development, a nationally-recognised standard which the Council achieved in 2007. In addition, clear links are made to the Council's business outcomes to ensure that Members have the capability to meet the challenges the Council has laid down.

There have been a number of legislative changes and national and regional advances in the field of Member Development, for example, the Local Government and Public Involvement in Health Act 2007 which sets out a new role for local authorities as 'place shapers' with new powers for local councillors. The legislative changes and advances have begun to shape the learning and development opportunities that are offered to councillors in Leeds. These drivers will continue to influence and improve the Member Development function to ensure that our councillors are well equipped to face the demanding tasks ahead of them in leading this city of over 750,000 people.

Looking ahead, a new Member Development Strategy for 2008 to 2011 will aim to build on the successes of the past few years and will link closely to the Leeds Business Plan for 2008-2011. This exciting new Strategy will be the basis for developing programmes and initiatives to ensure that councillors in Leeds are best equipped to deal with the challenges and changes that lie ahead.

**Cllr Graham Latty**  
**Chair of the Member Development Working Group**



# **Member Development in 2007-08**

## Achievements

### Induction

Induction is a key theme of the Member Development Strategy. The induction programme for new councillors is aimed at helping newly elected Members settle quickly and easily into their role. The sessions are designed to give councillors the basic, initial information they need, and a simple introduction to other key areas of work.

#### 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
- Understanding the Code of Conduct – General Obligations
- Speaking in the Chamber
- Understanding the Code of Conduct - Interests
- Meet the Corporate Management Team
- Understanding Scrutiny
- Local Government Finance Made Simple

Feedback from the 2007 induction sessions was positive and all events were rated either 'Excellent' or 'Good'. Councillors agreed that the events were excellent at improving their knowledge and skills and were very relevant to their needs.

#### Feedback comment:

"The trainer was excellent"

#### Feedback comment:

"The learning was very relevant to me"

Suggestions for refining the induction programme in terms of timing have been integrated into the Induction 2008 programme.

## Core skills and extended skills

Core skills form the second key theme of the Member Development Strategy and programme for councillors in Leeds.

Core skills are identified in the Strategy as those skills which a councillor needs to fulfil his or her role effectively. They include:

- dealing with casework
- time management
- ICT skills
- knowledge of the Members' Code of Conduct.

Some large-scale initiatives were introduced in 2007-08 to meet these needs.

### *Dealing with casework*

A 'Members Casework Roadshow' took place on 29<sup>th</sup> October 2007. This was an event arranged by the Member Development team with support from the Member Development Working Group in response to identified training needs. The Casework Roadshow provided councillors with an opportunity to: speak to a number of officers at one event about their casework issues and problems, build up a list of contacts, learn more about the 'nitty-gritty' of how casework issues are dealt with by officers, and get problems solved.

Front-line officers from all departments and West Yorkshire Joint Services were present at the Roadshow to assist Members. The Roadshow was supported by all political group leaders and the Council Leader and Members found it to be very helpful.

#### Roadshow feedback:

"The event was very useful...it was good to meet face to face with some officers with whom I've only corresponded by email"

#### Roadshow feedback:

"The event was very good"  
"I think it should be held again"

#### Roadshow feedback:

"I did not know what to expect... it was an extremely worthwhile half hour that I spent attending it"

#### Roadshow feedback:

"the information given was extremely useful – most officers had given considerable thought to producing helpful, meaningful information"

#### Roadshow feedback:

"It was an excellent event...exactly what I had hoped to find"

Although outside the remit of this strategy, work is currently underway to investigate a 'case management' IT solution for Members. A representative group of Members is currently scoping the project and it is likely that a number of options will be available to councillors to assist them in managing their casework. Where necessary, Member Development will provide training and support to enable them to use any new systems effectively.

### *Code of Conduct*

The Ethical Audit in 2006 suggested that Members' knowledge of the Code of Conduct was inconsistent, and this, coupled with the introduction of a new code of Conduct in May 2007, prompted a major Code of Conduct training programme. The programme took place between June 2007 and December 2007. All councillors received training on the Code of Conduct and a total of 13 sessions were offered.

Over half of the councillors also picked up the 'Cracking the Code' e-learning CDs offered by the Corporate Governance and Member Development teams on council day in February 2008.

Further training on the ethical framework involved sending specially produced guides on relevant legislation (such as the Data Protection Act, Freedom of Information Act and Human Rights Act) to all councillors and scrutiny co-optees. E-learning packages on ethical framework issues were made available to councillors.

Standards Committee received regular updates on the progress made in addressing the ethical framework training needs identified in the Ethical Audit. All actions in the Ethical Audit Action Plan were met.

### *ICT skills*

A number of significant new initiatives were introduced in 2007-08 to improve Members' IT skills.

Firstly, the councillors' ICT systems were significantly upgraded in autumn 2007. This required a considerable training programme to ensure that Members knew how to use the new equipment and software effectively. The training and installation of new equipment was completed successfully before the deadline of December 2007. If the deadline had not been met, the council would have incurred considerable costs in maintaining the old system.

Personal Development Plans and discussions with councillors highlighted the need for ICT skills training in other areas. A series of one-to-one sessions with an experienced IT trainer were arranged for Members. Drop in sessions on council days were also arranged with significant attendance from Members. To back this up, and make the learning more widely available, a series of IT Quick Guides on popular topics will be launched shortly. They will be simple and easy to understand and aimed at Members with limited experience of, or lack of confidence with computers.

### *Extended skills*

To further stretch Members' competence, the 'Extended skills' framework provides a higher level and more specific skill-set which will enable councillors to achieve roles of greater responsibility within the Council.

Extended skills include:

- managing meetings
- public speaking and presentation
- media and PR
- partnership working
- influencing and negotiating.

We have offered learning and development opportunities for these extended skills in a variety of ways:

#### Extended skills training and development:

- Training with regional partners
- Practical media skills workshops and experiences
- Speech making in the council chamber
- Leadership books
- Chairing skills courses and audio CDs
- Information seminars on the Local Area Agreement and Leeds Strategic Plan (partnership working)
- IDeA councillor workbooks on all types of extended skills.

### **Role specific skills**

Role specific skills are those skills needed by Members who perform particular council roles, such as a scrutiny, planning or licensing.

The following role specific training programmes took place during 2007-08:

- Planning training programme

This programme included the compulsory sessions for Plans Panel Members: Introduction to planning (for Members new to Plans Panel); Planning Policy Update, and Governance and Conduct. The planning training programme also included optional sessions designed to further Members' knowledge on different aspects of planning such as enforcement and planning design. These sessions were open to all councillors, and indeed, a particular briefing session on Planning for Ward Members was offered to raise awareness of planning issues amongst all councillors in the city and help them in their casework role.

Sessions were run throughout the year and attendance was good at compulsory sessions, but low at optional sessions.

Event	Potential attendance	Actual attendance
Introduction to Planning (compulsory)	2 required to attend	2
Planning Policy Update (compulsory)	24 required to attend	17
Governance and Conduct (compulsory)	24 required to attend	21
Briefing on Planning for Ward Councillors (optional)	99	5
Planning Enforcement (optional)	99	6

Group whips were regularly informed of attendance at compulsory training sessions.

- Licensing training programme

The Licensing training programme was offered to members of Licensing Committee and Licensing and Regulatory Panel in particular (although any councillor with an interest could attend). The two compulsory sessions (Gambling Act and Governance and Conduct) were supplemented by optional sessions on Taxi and Private Hire Issues and a mock committee meeting. The programme was successful in updating Members on changes to gambling legislation and policy and governance and conduct issues relevant to their regulatory role.

<p>Gambling Act session contents:</p> <ul style="list-style-type: none"> <li>• Overview</li> <li>• Gambling commission</li> <li>• Local authority role</li> <li>• Premises licences</li> <li>• Transition to the new Act</li> <li>• Non-standard applications</li> <li>• Responsible authorities</li> <li>• Representations</li> <li>• The decision</li> <li>• Role for ward members</li> </ul>
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<p>Gambling Act feedback:</p> <p>“The trainer was excellent”</p> <p>“All of the event was useful in my role”</p> <p>“The content of the session was excellent”</p> <p>“I am clear how to put my learning into practice”</p>
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- Scrutiny training programme

Three sessions were held for scrutiny Members: 'Scrutiny Chairing Skills', 'Scrutiny for Board Members' and 'Scrutiny and CPA'. An external trainer was used for the skills sessions in order to give Members a range of perspectives and provide external challenge.

The sessions focused on general scrutiny skills from either the Chair's perspective or a Scrutiny Board Members perspective, whilst the 'Scrutiny and CPA' session updated Members on the Corporate Performance Assessment in relation to scrutiny.

A variety of other scrutiny training resources have also been made available to Members, including publications from the Centre for Public Scrutiny, 'Understanding Scrutiny' audio CDs, and the 'What has scrutiny ever done for us?' DVD.

### **Advanced Personal Development**

Advanced personal development activities have this year focused on leadership skills, and developing knowledge through seminars and external conferences.

Councillors have attended the Leadership Academy general programme and the Leeds Local Leadership Academy 'Making Children Matter'.

Internally provided seminars have covered a huge range of topics. Seminars have run at lunchtimes and in the evening to cater for as many councillors as possible.

#### **Member Seminars:**

- Education and Inspections Act (3 seminars)
- Risk Management
- Highways Services
- Procurement
- Leeds Strategic Plan
- Local Area Agreement targets
- Council Change Programme
- Local Involvement Networks
- The Future of Health and Social Care in Leeds
- Why Can't the NHS Stay the Same?

Members have also attended a variety of externally provided conferences which have covered a range of topics, such as climate change, public service transformation, children's and adults' services, dementia services and rail transport.

External conferences provide a valuable opportunity for councillors to hear from the experts in an area, share experiences, and learn the most up to date practices and

network with other officers, Members and experts. Councillors are asked to share their learning when they return so the widest benefit for the council can be achieved.

## **General improvements in service delivery**

A number of general improvements have been made in the way that Member Development operates.

### *Advertising*

Officers have tried to make advertising materials more appealing and informative for councillors, so that they can understand what an event is about and why it would be useful, as well as the practicalities of date and time. Events are advertised on the Member Development notice board outside the main committee rooms, via email, through flyers sent to councillors, and on the Member Development intranet site.

### *Resources*

It is important to offer a variety of ways for councillors to access learning. Flexible delivery of learning enables Members to learn in a way that best suits them, and in a way that fits into their lifestyle.

To this end, the Member Development team has acquired some new training resources, such as touch typing DVDs, a variety of books, and some new audio CDs. These resources are on display outside the Member Development office and councillors are welcome to borrow them for an agreed period.

## **Areas for Development**

### *Personal Development Plans*

Personal Development Plans (PDPs) provide an opportunity for Members to reflect on their achievements over the past year, consider what they would like to accomplish in the future, and identify the training they would like to do to achieve these aims. Personal Development Plans provide the key information from which development activities are designed.

All councillors were encouraged to complete a Personal Development Plan in 2007-08, and the deputy group whips conducted the personal development discussions. The training needs identified were detailed on the 'Training Needs' forms which were part of the PDP pack.

The Member Development team received the 'Training Needs' forms from 17 councillors. The training needs identified were summarised and themes, such as IT training, were noted. 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.

However, the relatively low number of training needs forms returned suggests that the Personal Development Planning process needs to be reviewed, in order to improve take up, and therefore allow better informed training provision. The Member Development Working Group will consider this issue as part of their work programme.

### *Evaluation of learning and development activities*

Evaluation of learning and development activities is an important part of the training cycle. It allows us to prove the value of training, improve the quality of the training offered, and assess how training is used in a councillor's day to day role.

Evaluation of training programmes and learning events and resources could be improved in Leeds with more robust, thorough evaluations taking place. The new Member Development Strategy will include success measures and some of these will focus on evaluation.

The Member Development team will spend more time evaluating the training programmes which take place, in order to improve them for the future and identify return on investment. The Member Development Working Group will also play a key role in evaluating Member Development activities and their comments will be taken into account when planning future learning opportunities.

# **Member Development in 2008-09**

## Introduction

This part of the annual report sets out our plans for the future of the Member Development function at the council. It considers the key drivers for change and how the function will develop as a result of these drivers.

## Member Development plans for the future

### Key Drivers

There are a number of key drivers for future plans in the Member Development function at the council, including:

- Local Government and Public Involvement in Health Act
- Government inspections and targets
- National and regional best practice and research (for example, the Member Development Charter and report of the Councillors' Commission)
- Shared local targets (for example the Leeds Strategic Plan 2008-11, incorporating the Local Area Agreement targets).

### Member Development Strategy Review

A new Member Development Strategy is due to be produced for 2008-2011. The drivers explained above and the areas for improvement identified earlier in this report will contribute to the review of the Member Development Strategy and shape the future of the service.

Analysis of the drivers for change has identified five key areas to focus on:

1. Leading the community
2. Managing yourself
3. Partnership working
4. Governing the city
5. Leadership

These sets of skills will shape the training offered to councillors and form the basis of the annual training plans which set out in detail how the Strategy will be achieved.

## **Induction**

The induction programme for 2008 has been planned with the feedback from the 2007 programme in mind. The programme starts a week later, in order to give new councillors a little 'breathing space' before they start their new role. Events are also more spread out and the format of some events has changed. Every effort has been made to encourage candidates to attend the programme if they are elected.

## **Core skills and extended skills**

A number of new skills have been added to the core skills list in light of recent legislative changes, best practice and changes in the way the council works.

Of particular importance is the need for Members to be proficient in partnership working and leading the community. Specialist training programmes are being designed to identify and meet any training needs in these areas. It is envisaged that any training will be delivered in innovative and exciting ways and in conjunction with partners, where appropriate.

Skills which were previously classed as 'extended skills' now fall into the core skills requirement for Members.

## **Role specific skills**

The role specific training programmes in 2008-09 will expand to include:

- Regulatory training – Planning Members
- Regulatory training – Licensing members
- Scrutiny training programme
- Deputy executive member programme
- Parish and town councillor training programme.

### *Regulatory training – Planning Members*

A full evaluation of the planning training programme run in 2007-08 will be carried out in order to ascertain whether the training has actually made a difference to the knowledge and skills of the Members on the Panel in terms of quality of the decisions made. The Chief Planning Officer is currently conducting a review of Planning Services and any relevant findings from the review will feed into the planning training programme for 2008-09.

### *Regulatory training – Licensing Members*

An evaluation of the Licensing training programme will be carried out. The programme for the coming year (2008-09) will take into account developments in national legislation and guidance and local issues, to ensure that Members stay up to date and are well equipped to make licensing decisions.

### *Scrutiny training programme*

The Scrutiny training programme has been designed by the Member Development Working Group and the Centre for Public Scrutiny and begins with a regional capacity building event on chairing skills: 'First Among Equals: The Role of the Chair in Successful Scrutiny'. This event will provide the opportunity for scrutiny chairs from Leeds to refresh and develop their skills and learn about scrutiny of Local Area Agreements. They will also have the opportunity to network and share best practice with scrutiny chairs and vice chairs from other West Yorkshire local authorities.

Further events will follow throughout the municipal year and will include sessions on working in partnership, visits to see best practice in another authority, a session on developing community engagement, and a Member-led networking day.

### *Deputy Executive Member programme*

The Deputy Executive Member programme currently consists of a series of half day workshops on local government finance and budget setting. The success of these sessions will be evaluated and the programme will be expanded to cover other skills such as leadership, chairing skills and communication skills, as required.

There is a national move towards agreeing role descriptions for councillors. If this work is progressed in Leeds, the descriptions will obviously influence the role-specific training provided. Officers will take guidance from Member Management Committee and the Member Development Working Group on any issues around role descriptions for councillors.

### **Advanced personal development**

Personal Development Plans (PDPs) completed by councillors in 2008-09 will form the basis of the advanced personal development training offered. It is hoped that PDPs will be completed relatively early in the municipal year, in order to inform the annual training plan and provide maximum opportunity for the training needs identified to be met.

The best method for conducting personal development discussions will be considered by the Member Development Working Group early in the municipal year.

External conferences and the Leadership Academy will continue to play a large part in the advanced personal development of councillors.

## Appendix A - Members' Learning and Development Report

### April 2007 – March 2008

This report shows learning and development activity undertaken by elected Members between 1 April 2007 and 31 March 2008. The report only includes training arranged or provided by Member Development and does not cover other events which Members have attended of their own volition. 'Potential Attendance' shows the total number of Members who were invited to attend the session. The evaluation rating is an average score based on feedback from the event – options are Excellent, Good, Fair or Poor.

#### Induction

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Finding Your Feet – Services and Support for New Members	8/5/07	Nick de la Taste	Langdale	-	-	-	Gettings	-	2	-
Understanding the Code of Conduct: General Obligations	9/5/07	Kate Sadler / Kate Feltham	Dobson A Hussain	-	-	-	Gettings	-	3	Excellent
How the Council Works – Structures and Decision-Making	10/5/07	Nicole Jackson	Dobson	-	-	-	Gettings	-	2	-
Learning the Ropes – the Conduct of Council Meetings	14/5/07	Ian Walton	Dobson	Lamb	-	-	Gettings	-	3	-
Speaking in the Chamber	14/5/07	Emma Taylor (external trainer)	-	Lamb	-	-	-	-	1	Excellent / Good

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Meet the Corporate Leadership Team	15/5/07	CLT	Dobson Langdale	-	-	-	Gettings	-	3	-
Understanding the Code of Conduct: Interests	16/5/07	Nicole Jackson	Dobson	-	-	-	-	-	1	-
Understanding Scrutiny	31/5/07	Peter Marrington	Hanley Langdale (one to one)	-	-	-	Gettings	-	2	Excellent
Being an Effective Ward Councillor CANCELLED <sup>1</sup>	7/6/07	Val Slater (external trainer)	-	-	-	-	-	-	0	N/A
Local Government Finance Made Simple	18/6/07	Alan Gay	Castle	-	Lancaster	-	Gettings		1 new councillor plus 2 existing councillors	-
Vision to Reality – Understanding our Priorities and Plans CANCELLED <sup>2</sup>	19/6/07	Jane Stageman Marilyn Summers	-	-	-	-	-	-	0	N/A

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<sup>1</sup> Cancelled due to low take up

<sup>2</sup> Cancelled due to low take up

## Role Specific Training

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

Page 60

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Governance and Conduct	15/5/07	Kate Sadler / Gill Marshall	-	Robinson	Townsley	-	-	-	2	
Governance and Conduct	16/5/07	Kate Sadler / Gill Marshall	Lyons	-	-	-	-	-	1	-
Gambling Act	4/6/07	Gill Marshall	Armitage Dowson Selby Morgan	Ron Feldman Castle Robinson Wilkinson	Townsley Hollingsworth Wilson	-	-	-	11	Excellent
Gambling Act <sup>3</sup> CANCELLED	6/6/07	Gill Marshall	-	-	-	-	-	-	0	N/A
Scrutiny and CPA	4/6/07	Adrian Lythgoe and Lyndsey Simenton, KPMG	Grahame Hanley Harrison	W Hyde	Lancaster Bentley Pryke	-	-	-	7	-
Chairing Scrutiny Boards	3/7/07	Val Slater	Hanley Grahame	W Hyde	Bentley Golton Pryke	-	Gettings	-	7	Good / Excellent

<sup>3</sup> Cancelled due to low take up



Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Scrutiny Skills for Board Members	6/7/07	Val Slater	Minkin Dowson Jarosz Grahame Driver	Ron Feldman Ruth Feldman Fox Bale Latty	Chapman Hollingsworth	A Blackburn	Gettings	-	14	Good
Planning Design Awareness Day	20-9-07	Concourse Integreat Yorkshire (external)	Minkin	Anderson Castle Fox Latty	Campbell Wilson	D Blackburn	-	-	8	N/A
Governance and Conduct	3/10/07	Gill Marshall Kate Feltham	Morgan Parker Nash Dunn Gruen	J Procter Ron Feldman Jennings Latty Ruth Feldman	Taylor Wilson Campbell Golton	D Blackburn A Blackburn	Leadley	-	17	Good
Planning Enforcement	29-9-07	Trevor Roberts Associates (external)	S Hamilton	Kendall Fox	Lancaster Campbell	A Blackburn	-	-	6	Excellent
Planning Policy Update	5/10/07	Jed Griffiths, TRA Associates (external trainer)	Nash Minkin	Wadsworth Latty	Campbell	D Blackburn A Blackburn	Leadley	-	8	Excellent / Good
Taxi and Private Hire Issues	23/10/07	Des Broster Gill Marshall	Morgan Armitage	Ron Feldman Wilkinson	Hollingsworth	A Blackburn	-	-	6	-
Governance and Conduct	12/11/07	Gill Marshall Kate Feltham	Congreve Selby Harper	Castle	M Hamilton Ewens Hollingsworth	-	-	-	7	Good

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Planning Policy Update	28/11/07	Jed Griffiths, TRA Associates	Congreve Harper Gruen	Castle Anderson Fox	Taylor	-	-	-	7	Excellent / Good
Taxi and Private Hire Issues <sup>4</sup> CANCELLED	21/11/07	Des Broster Gill Marshall	-	-	-	-	-	-	0	N/A
Briefing on Planning for Ward Councillors	12/12/07	TRA Associates Ltd	-	Anderson Kendall Bale Wilkinson	Ewens	-	-	-	5	-
Gambling Act	5/2/08	Gill Marshall	Dunn	-	-	-	-	-	1	-
Governance and Conduct	20/2/08	Gill Marshall	Armitage Minkin	Wadsworth	Monaghan Campbell	-	Grayshon	-	6	-

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<sup>4</sup> Cancelled due to low take up

## 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	Average Evaluation rating
IT drop in	16/1/08	ICT staff	Langdale Nash Selby	Ron Feldman Anderson Wilkinson Kendall	-	-	Finnigan	-	8	-
Take the Chair	22/1/08	Emma Taylor	Hanley	Kendall	Chapman Pryke	-	-	-	4	-
IT one to ones	23/1/08	Dennis Rhodes	Selby Coulson	Kendall	Morgan	-	-	-	4	-
IT one to ones	14/2/08	Dennis Rhodes	A McKenna J McKenna	Dunn Ron Feldman Ruth Feldman Harrand	Chapman	-	-	-	7	-

## 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	BNP	MBI / Independent	Total attendance	Average evaluation rating
Code of Conduct Update	12/6/07	Kate Sadler Kate Feltham	Congreve	Robinson Wilkinson Kendall	Campbell	-	Beverley	Leadley	7	Good
Code of Conduct Update	19/6/07 12pm to 2pm	Kate Sadler Kate Feltham	Nash Morgan Taggart Driver Harper	Shelbrooke Latty	Brett Bentley Pryke	-	-	-	10	Good
Code of Conduct Update	19/6/07 5pm to 7pm	Kate Sadler Kate Feltham	Renshaw Davey (10 mins only) Gabriel Jarosz Parker Rafique	Lobley	-	-	-	-	7	-
Code of Conduct Update	20/6/07	Kate Sadler Kate Feltham	Minkin Dowson Selby	B Hyde Bale	Chapman	-	-	-	6	Excellent
Code of Conduct Update	26/6/07	Kate Sadler Kate Feltham	Gruen Coupar Castle	Fox	-	-	-	-	4	Good

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	BNP	MBI / Independent	Total attendance	Average evaluation rating
Code of Conduct Update	27/6/07	Kate Sadler Kate Feltham	Dowson	Anderson	-	A Blackburn	-	-	3	Good
Advanced Chairing and Facilitation Skills (Kirklees Council event)	11/6/07	Louise Mycroft	-	-	Bentley		-	Elliott	2	-
Education and Inspections Act: Trust Schools	13/6/07	Pat Toner, Jackie Green, George Turnbull	Murray M Rafique	Kendall Fox Ron Feldman Wilkinson	Bentley	-	-	-	7	Good
Education and Inspections Act: Young People	22/6/07	Gary Milner John Paxton	Murray	Lobley	Brett Harker Ewens	-	-	-	6	Good
Risk Management	7/9/07	Satinder Salona Chris Bulmer	-	Fox Bale Ron Feldman	Brett	A Blackburn	-	-	5	-
Code of Conduct Update	18/9/07	Kate Feltham	Murray Hanley J Lewis Illingworth Wakefield Iqbal A Hussain S Hamilton	Ron Feldman	Lancaster	D Blackburn	-	Elliott Grayshon Gettings	15	Good
Highways Services Debate	21/9/07	Helen Franklin plus others	Wakefield	Ron Feldman Wilkinson Fox Wadsworth Anderson	Bentley Golton Ewens Campbell Downes Wilson	-	-	-	12	Good

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	BNP	MBI / Independent	Total attendance	Average evaluation rating
Risk Management	27/9/07	Satinder Salona Chris Bulmer	-	Kendall	Ewens	-	-	-	2	Excellent / Good
Highways Services Debate	16/10/07	Helen Franklin	Castle	B Hyde	Brett Barker	A Blackburn	-	-	5	Good
Code of Conduct Update <sup>5</sup> CANCELLED	17/10/07	Kate Feltham Amy Kelly	-	-	-	-	-	-	0	N/A
Code of Conduct Update	31/10/07	Kate Feltham Amy Kelly	Lamb Mulherin Lowe	Wadsworth Bale Hyde	Brett	Russell	-	Finnigan	9	-
Procurement: Challenges, Opportunities and Answers	15/11/07	Wayne Baxter	Gruen	Fox	Campbell Bentley Ewens Pryke	-	-	-	6	Good
Council Change Programme – The New Structure <sup>6</sup> CANCELLED	22/11/07	James Rogers Ursula McGouran	-	-	-	-	-	-	0	N/A
Council Change Programme – the new structure	29/11/07	James Rogers Ursula McGouran	Rafique Harington J Lewis	Bale Wilkinson Robinson Fox	Chapman Pryke	-	-	Gettings	10	Excellent / Good
Leeds Strategic Plan Seminar	5/12/07	Jane Stageman Dylan Griffiths	Nash Selby	Anderson Lamb Fox	Campbell	A Blackburn	-	-	8	Good
Discovery Centre Visit	7/12/07	Sue Vanheeswyk Kirsty Archibald	Driver Minkin	-	-	-	-	-	2	Excellent

<sup>5</sup> Cancelled due to low take up

<sup>6</sup> Cancelled due to low take up

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	BNP	MBI / Independent	Total attendance	Average evaluation rating
Risk Management <sup>7</sup> CANCELLED	8/1/08	Satinder Salona	-	-	-	-	-	-	0	N/A
Procurement; Challenges, Opportunities and Answers	9/1/08	Wayne Baxter	Jarosz Hanley	Anderson Lobley Kendall	-	-	-	-	5	Good
Risk Management	24/1/08	Satinder Salona	Hanley M Rafique	Lobley Wilkinson	Golton	-	-	Elliott	6	-
Asset Management and Community Asset Transfer	11/2/08	Paul Brook	Dowson	Kendall	Bentley	-	-	-	3	Good
Setting Targets in the Leeds Strategic Plan	27/2/08	Jane Stageman	J Lewis Driver Hanley Parker	B Hyde Fox	Bentley Campbell Pryke	-	-	-	9	Good
The Future of Health and Social Care in Leeds	5/3/08	Rosemary Archer	Wakefield Atha J Lewis Jarosz Morgan Gruen Driver	Kendall Harrand Fox Anderson Ron Feldman Ruth Feldman Latty Wilkinson	Ewens Bentley Golton	A Blackburn	-	Leadley	20	Excellent / Good
Why the NHS Can't Just Stay the Same	11/3/08	Alex Morton- Roberts (NHS)	Harington	Harrand Fox	Ewens Campbell	-	-	-	5	-
LINKs Explained	19/3/08	Cath Broderick (CfPS)	J Lewis Coupar	Fox Kendall	Chapman Bentley Lancaster Ewens	-	-	-	8	Good

<sup>7</sup> Cancelled due to low take up

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	BNP	MBI / Independent	Total attendance	Average evaluation rating
Setting Targets in the Leeds Strategic Plan	2/4/08	Jane Stageman	Parker Lewis Harington Illingworth	Kendall Wilkinson	Brett	-	-	-	7	-



## External conferences and seminars

This section shows details of conferences attended and requested between 1 April 2007 and 31<sup>st</sup> March 2008. Where attendance at a conference was requested but not approved, it is shown as 'Not Authorised'. The total budget (external conferences and seminars) for 2007-08 was £11,700.

Date	Conference	Delegate	Venue	Approved List?	Party	Conf Costs (inc VAT)	Travel Costs	Hotel Costs	Total (inc VAT)	Feedback
22 May	Tackling Climate Change: Meeting the Challenge Locally	Barry Anderson	London	No	Cons	195 (229.13)	186	-	<b>415.13</b>	-
21 June	LGIU Public Service Transformation and Local Government: The Members' Role	Pauleen Grahame	London	No	Labour	240 (282)	180	-	<b>462</b>	-
3-5 July	LGA Annual Conference (3 days)	James Lewis	Birmingham	Yes	Labour	499 (586.32)	72	155.80	<b>814.12</b>	-
3 July	LGA Annual Conference (one day)	David Morton	Birmingham	Yes	Lib Dem	-	-	-	-	-
3-5 July	LGA Annual Conference (3 days)	Stewart Golton	Birmingham	Yes	Lib Dem	499 (586.32)	46.10	146	<b>778.42</b>	-
3-5 July	LGA Annual Conference (3 days)	Barry Anderson	Birmingham	Yes	Cons	499 (586.32)	0	247.50	<b>833.82</b>	-
19-20 July	Re'new Study tour	Angela Gabriel	Newcastle and Gateshead	No	Labour	0	285		<b>285</b>	-
19-20 July	Re'new Study tour	Adam Ogilvie	Newcastle and Gateshead	No	Labour	0	-	-	-	-
23 July	LGA Urban Commission	Keith Wakefield	London	No	Labour	Request withdrawn				
15-16 October	Sixth Annual Assembly of Standards Committees: Down to Detail – Making Local Regulation Work	Councillor Mrs Pat Walker (Standards Committee)	Birmingham	No	-	430 (505.25)	-	15 (booking fee)	<b>445</b>	Attendee cancelled
17-18 October	National Children's and Adults Services Conference (2 days)	Valerie Kendall	Bournemouth	No	Cons	450 (528.75)	98.20	254.63	<b>881.58</b>	-
17-19 October	National Children's and Adults Services Conference (3 days)	Debra Coupar	Bournemouth	No	Labour	395	210		<b>605</b>	

17-19 October	National Children's and Adults Services Conference (3 days)	Richard Harker	Bournemouth	No	Lib Dem	Request withdrawn				
22 January	LGA Sharing Good Practice in Local Dementia Services	Brenda Lancaster	London	No	Lib Dem	-	-	-	-	Conference cancelled
19 February	Westminster briefing – central-local government concordat: Investigating new principles for delivering local services	Mark Dobson	London	No	Labour	215	205	-	<b>420</b>	
27 February	Personalised care and support: making choice and control a reality for older people and their carers	Valerie Kendall	London	No	Cons	299 (351.33)	208	-	<b>559.33</b>	
28 February	Rail 2008	Elizabeth Minkin	London	No	Labour	156 / 195				

**£ 6497.70**



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# **Member Development Working Group**

## **Terms of Reference**

### **Purpose**

The purpose of the working group is to ensure that elected Members are fully engaged in the formulation, monitoring and evaluation of Member development activities. It will support the vision and aims of the Member Development Strategy in order to continuously improve the competency of Leeds City Council elected Members.

As a sub-group of the Member Management Committee, the group has no decision-making powers. However, it will advise the Member Management Committee on appropriate courses of action and make recommendations to the Member Management Committee where appropriate.

### **Membership**

The Group will comprise the following Members (one identified as Chair):

- Conservative -
- Green -
- Labour -
- Liberal Democrat -
- Morley Borough Independent - .

In the absence of a nominated Member, a substitute should attend if possible. The Group will be supported by officers from Democratic Services and other experts as appropriate.

### **Terms of Reference**

To uphold the aims of the Charter for Member Development and maintain Charter status through the following actions:

1. Formulating future policies and strategies for Member development.
2. Monitoring the implementation of the Annual Learning and Development Plan for elected Members.
3. Identifying individual and group learning needs and prioritising them accordingly.
4. Ensuring that learning programmes are prioritised effectively and reflect Council and national objectives.
5. Promoting learning and development opportunities through traditional and electronic communication methods.
6. Disseminating learning and development information to councillors within each political group.
7. Evaluating learning and development programmes and reviewing the outcomes.

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