



MEMBER MANAGEMENT COMMITTEE

**Meeting to be held in Leeds Civic Hall on
Wednesday, 4th March, 2009
at 4.30 pm**

MEMBERSHIP

Councillors

J Dowson
P Gruen
T Hanley
M Lyons

M Hamilton
S Bentley (Chair)

J Procter
G Latty

T Leadley

A Blackburn

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)</p> <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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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>RESOLVED – 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			LATE ITEMS To identify items which have been admitted to the agenda by the Chair for consideration (The special circumstances shall be specified in the minutes)	
4			DECLARATIONS OF INTERESTS To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct	
5			MINUTES To approve as a correct record the minutes of the meeting held on 18 th November 2008.	1 - 6
6			CROSS GATES GOOD NEIGHBOURS AND HALTON MOOR & OSMONDTHORPE PROJECT FOR THE ELDERLY (HOPE) To consider the report of the Director of Environment and Neighbourhoods seeking to establish the principle of allowing one elected member from Outer East Area Committee to sit on the committee of Cross Gates Good Neighbours and one member to sit on the committee of HOPE.	7 - 8
7			MEMBERS' LEGAL EXPENSES INSURANCE To consider the joint report of the Assistant Chief Executive (Corporate Governance) and Director of Resources on options in respect of Members' legal expenses insurance for Members who are subject to a Code of Conduct Enquiry.	9 - 18

Item No	Ward	Item Not Open		Page No
8			INSURANCE AND INDEMNITIES FOR MEMBERS To consider the joint report of the Assistant Chief Executive (Corporate Governance) and Director of Resources on the insurance protection provided specifically for Members, the indemnity provided for officers and the potential for widening the scope of the Leeds City Council indemnity to include Members.	19 - 32
9			MEMBER DEVELOPMENT UPDATE To consider the report of the Chief Democratic Services Officer providing Members with an update on training and development issues relating to Elected Members.	33 - 46
10			POLITICAL AWARENESS TRAINING FOR OFFICERS To consider the report of the Chief Democratic Service Officer updating Member Management Committee on progress made to deliver a learning and development project to improve the political awareness skills of front-line and management staff.	47 - 52
11			LOCAL AUTHORITIES APPOINTMENT TO OUTSIDE BODIES To consider the report of the Chief Democratic Services Officer asking Member Management Committee to note the current and proposed arrangements in respect of support to Members when appointed to an outside body, what indemnities are in place for Elected Members when representing the Council on Outside Bodies and to seek agreement to the method in which feedback is received from organisations who have elected members serving on their body.	53 - 66

MEMBER MANAGEMENT COMMITTEE

TUESDAY, 18TH NOVEMBER, 2008

PRESENT: Councillor J Procter in the Chair

Councillors S Bentley, A Blackburn,
J Dowson, P Gruen, M Hamilton, T Hanley,
G Latty, T Leadley and M Lyons

17 Late Items

The Chair admitted the following late item to the agenda as follows:

The Resurfacing of the Rose Bowl, Portland Gate (Minute 18)

To consider urgent issues in relation to this development which required resolution prior to the next scheduled meeting of this Committee.

18 The Resurfacing of the Rose Bowl, Portland Gate

The Head of Facilities provided Members with an update on the current development of the Rose Bowl at Portland Gate particularly in relation to;

- The recent damage to vehicles in the Rose Bowl
- The issue of vehicles parking near to 'D' Car Park
- The exclusive use of 'D' Car Park for Members

RESOLVED –

- (a) that officers continue to liaise with the developers in respect of the damage to vehicles in the Rose Bowl.
- (b) that officers investigate the issue of large vehicles parking adjacent to 'D' Car Park
- (c) that officers investigate as a matter of urgency the possibility of 'D' Car Park being set aside for the exclusive use of Elected Members.

(Councillor Hamilton arrived during consideration of the item on the resurfacing of the Rose Bowl).

19 Declarations of Interests

Councillor J Procter declared a personal and prejudicial interest in the item relating to the review of Standards Committee Processes (Minute 26) as a member who is the subject of a complaint.

20 Area Based Partnerships

The Director of Environment and Neighbourhoods submitted a report seeking to establish the principle of allowing the Council's Area Committees to appoint elected Members on to the local, district, partnership groups of Leeds Initiative.

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th March, 2009

RESOLVED –

- (a) That the elected Member appointments to the area based partnership arrangements of the Leeds Initiative as detailed in paragraph 2 of the report:
 - would be consistent with the Council's policy and strategic objectives; and
 - would add value to the Council's activities.
- (b) That such appointments be categorised as being 'Community and Local Engagement' thereby agreeing that such appointments should be made by the relevant Area Committees.
- (c) That a report be submitted to a future meeting on how Members could receive feedback from organisations that have Councillor representation.

21 Appointment of New Trustees to the Archbishop Margetson Trust Fund

The Assistant Chief Executive (Corporate Governance) and Director of Resources submitted a joint report seeking either approval of the appointment of a new group of trustees or referral of the matter to the appropriate Area Committee.

RESOLVED –

- (a) That the issue of the appointment of new trustees to the Archbishop Margetson Trust Fund is a community and local engagement issue and therefore appointments should be decided by the relevant Area Committee.
- (b) That the Assistant Chief Executive (Corporate Governance) make the relevant amendments to the Constitution to enable non Councillor representatives to be appointed where appropriate.

22 Members ICT Developments

The Chief Democratic Services Officer and Head of ICT Services submitted a joint report providing Members with an update on ICT issues including a position statement with respect to the distribution of Personal Digital Assistants (PDA's) to Members and on the actions taken by Corporate ICT Services to improve the service provision to Members.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That a further report be submitted to this Committee on ICT performance issues after a further period of operational experience.

(Councillor Dowson arrived at the conclusion of this item).

23 Casework IT Solutions for Members an Appraisal of Options

The Chief Democratic Services Officer submitted a report detailing the options for delivering a casework IT system for Members. The report explored five options and summarised their benefits.

The options considered were:-

- 1 Improving the status quo
- 2 Microsoft Share Point
- 3 Developing the Siebel system
- 4 Developing a bespoke system
- 5 Expanding File Plus

RESOLVED –

- (a) That the report be noted.
- (b) That information be provided to Members on the pathway to contact Chief Officers in order that member queries are dealt with at an appropriate level and in a timely manner.
- (c) That more detailed work be undertaken to develop a full “Statement of Requirements” in order to establish the feasibility of developing a solution initially based on Option 2.

24 Members Legal Expenses Insurance

The Assistant Chief Executive (Corporate Governance) and the Director of Resources submitted a joint report advising Members of further developments in relation to the insurance arrangements for legal representation and setting out possible alternatives to the current insurance arrangements.

RESOLVED – That a further report be submitted to this Committee on self insuring arrangements and on whether the Council could pay for the legal costs of a Councillor against a complainant.

(Councillors Leadley and Latty left during/at the conclusion of this item).

25 Vacation and Occupation of the Chair

Councillor John Procter declared a personal and prejudicial interest in the following minute as a Member who is the subject of a complaint, vacated the Chair and left the room.

Councillor Bentley assumed the Chair.

26 Review of Standards Committee Processes

The Assistant Chief Executive (Corporate Governance) submitted a report responding to a request from the Committee regarding the Member conduct

regime since its transfer to the authority in May 2008 and advising the Committee of the current review of the Standards Committee procedures to assess complaints against Members. The report provided details of the consultation process as part of that review, and invited comments from the Committee to inform the review.

RESOLVED – That this item be withdrawn and be subject to informal consideration by Group Whips.

The meeting was suspended at 6.35 pm and resumed at 7.45 pm.

(Councillor Gruen did not rejoin the meeting when it resumed).

27 Vacation and Occupation of the Chair

Councillor John Procter entered the meeting and assumed the Chair.

28 Standards Committee Membership Issues

The Assistant Chief Executive (Corporate Governance) submitted a report outlining the difficulties with the current membership of the Standards Committee, and making proposals to resolve these difficulties. The report provided two options for increasing the overall membership of the Committee, and also proposed substitute arrangements for the Leeds City Council Members on the Committee.

RESOLVED –

- (a) That the creation of a pool of trained elected members who could act as substitutes for full Committee meetings and Assessment and Review Sub-Committee meetings be supported.
- (b) That the introduction of a pool of Parish or Town Councillors be investigated as part of the options appraisal for the Committees Membership.
- (c) That there be no increase in the number of Independent Members on the Standards Committee and that Independent Member representation on the Standards Committee should be no more than the statutory minimum requirement of 25% and that a further option be developed for consideration by the General Purposes Committee to achieve this.
- (d) To recommend that if Parish or Town Council representation increases then so should Leeds City Council representation.
- (e) To recommend that Elected Members be involved in the interviewing of both Independent and Parish and Town Council representatives and that the Assistant Chief Executive(Corporate Governance) bring

forward a report for consideration by this Committee on how Elected Member involvement in such appointments could be facilitated.

(Councillor Hanley left at the conclusion of this item).

29 Codes of Conduct for Local Authority Members and Employees: A Consultation.

The Assistant Chief Executive (Corporate Governance) submitted a report advising Members of the Communities and Local Government consultation paper published on 1st October 2008.

The report also invited comments from Members on the questions posed in the consultation paper and on the consultation process outlined within the report.

Members of the Committee raised concerns about the Councils response to the consultation being from the Standards Committee rather than this being provided from a Committee of Councillors. Members were of the view that Standards Committee should only undertake the functions which were Statutorily allocated to such Committees.

RESOLVED –

- (a) To note that individual groups would discuss the issues and feedback as appropriate.
- (b) That, having been moved by Councillor J Procter and seconded by Councillor Lyons, the General Purposes Committee be asked to review the Standards Committees Terms of Reference particularly the functions relating to.
 - making representations to and to liaising with external agencies about any matter relating to general principles of conduct, model codes of conduct and the codes of conduct or protocols approved from time to time by or on behalf of the Council; and
 - considering and advising the Council with respect to the adoption or amendment of a Code of Conduct for officers and to promote, monitor and review the Code of Conduct.

With a view to these functions being carried out by the General Purposes Committee rather than the Standards Committee.

30 Local Authority Appointments to Outside Bodies

The Chief Democratic Services Officer submitted a report on member appointments to outside bodies and provided an update in relation to:

- Appointments made since October 2008 by the Assistant Chief Executive (Corporate Governance).

RESOLVED –

- (a) That Councillor Parnham be appointed to Leeds Mind, and the WYPTA Taxi Liaison Group.
- (b) To note the following appointment confirmed by the Assistant Chief Executive (Corporate Governance) since the last meeting of this Committee.

Outside Body

Member Appointed

Leeds Admission Forum

Councillor Gettings

31 LATE ITEM - Rose Bowl, Portland Gate Resurfacing

Originator:	Martin Hackett
Tel:	3950705

Report of the Director of Environment and Neighbourhoods

Report to Member Management Committee

Date: 4th March 2009

Subject: Cross Gates Good Neighbours and Halton Moor & Osmondthorpe Project for the Elderly (HOPE).

Electoral Wards Affected:	Specific Implications For:
Cross Gates & Whinmoor Temple Newsam Killingbeck & Seacroft	Equality and Diversity <input type="checkbox"/> Community Cohesion <input type="checkbox"/> Narrowing the Gap <input checked="" type="checkbox"/>

Executive Summary

1. This report seeks to establish the principle of allowing one Elected Member from Outer East Area Committee to sit on the committee of Cross Gates Good Neighbours and one member to sit on the committee of HOPE.

Background

2. At a recent meeting of Outer East Area Committee several Members raised the issue of their being no Elected Members on the committees of Cross Gates Good Neighbours and HOPE. South East Area Management was asked to make enquiries into how these arrangements could be facilitated.
3. Contact has been made with Cross Gates Good Neighbours and HOPE and both organisations have welcomed the proposal to have Elected Members on their respective committees. The purpose of this report is to clarify these arrangements.
4. Both Cross Gates Good Neighbours and HOPE are voluntary older persons support groups. Their objectives are:
 - a) To promote the relief of elderly people in any manner which now or hereafter may be deemed by law to be charitable in their respective areas and neighbouring areas in the east of Leeds;
 - b) The advancement of the education of older people in their respective areas and neighbouring areas in relation to financial, health, housing and welfare entitlements:

- c) The advancement of the education of the public, promotion of research concerning the needs of older people in relation to the provision of support, such as, fuel, heat and light and the publication of useful results of such research.

Appointment Process

5. 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.
6. 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.
7. 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.
8. If Members are of the view that this appointment falls into the Community and Local Engagement category then the appointment should be made by the relevant Area Committee(s).

Implications for Council Policy and Governance

9. The appointment of Elected Members to the committees of voluntary organisations would contribute to the Council's strategic functions, priorities and community leadership role.

Recommendations

10. It is recommended that the Member Management Committee categorise the appointments to both the Cross Gates Good Neighbours and HOPE as being 'Community and Local Engagement' thereby agreeing that such appointments should properly be made by the relevant Area Committee.

Background Papers

- Appointment to Outside Bodies Procedure Rules.

Joint Report of the Assistant Chief Executive (Corporate Governance) and Director of Resources

Member Management Committee

Date: 4th March 2009

Subject: Members' Legal Expenses Insurance

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

Executive Summary

A further report on the subject of Members' legal expenses insurance for Members subject to a Code of Conduct enquiry, detailing the sequence of events leading to the arrangement of the insurance, difficulties encountered in dealing with the insurers, choice of solicitors, alternatives to the insurance arrangements and the possibility of setting up an alternative arrangement .

1 Purpose of the Report

- 1.1 To advise Members of the Committee of the current position in relation to the insurance arrangements for legal representation and to set out possible alternatives .

2. Background Information

- 2.1 The **Local Authorities (Indemnities for Members and Officers) Order 2004** (see appendix 1) permits local authorities to provide an indemnity to Members who have been notified that they are to be subject to a code of conduct enquiry, either by a self funded arrangement or by way of purchasing an insurance policy.
- 2.2 Any indemnity provided by the Council, whether self funded or insured externally is subject to the requirement in the 2004 Order which states that if a Member is found to be in breach of or admits to failing to comply with the Code the **"member shall reimburse the authority or the insurer (as the case may be) for any sums expended by the authority or insurer in relation to those proceedings pursuant to the indemnity or insurance"**.

- 2.3 The Council currently purchases legal expenses insurance from DAS so that Members who so wish may have legal representation if they are subject to a Code of Conduct enquiry.

3. Sequence of Events Leading to Current Insurance Arrangements

- 3.1 Prior to the implementation of the 2004 Order, which took effect in November 2004, local authorities were not permitted to provide a personal indemnity to Members. However, a consultation process initiated by central government leading up to the 2004 Order raised the issue to the extent that Members wished to make some arrangements in anticipation of the Order, although such arrangements would have to be fully funded by the Members.
- 3.2 After research, involving advice from the Council's insurance brokers and contact with other local authorities, it was clear that there was only one insurance product available specifically to fund legal expenses for Members facing a Code of Conduct enquiry. This was only available via Zurich Municipal, an insurance company which specialises in local authority business, who act as an intermediary for DAS, a long established legal expenses insurer.
- 3.3 In a report to the Group Whips dated 2nd April 2004, the Council's Insurance Manager set out the position. Consultation by way of a letter to all Members was carried out and following a Whips' meeting on 25th June 2004, it was agreed to purchase this insurance policy with members paying their respective share of the premium
- 3.4 However, later that year the 2004 Order was published and this changed the position to allow the Council to pay the insurance premium.
- 3.5 This insurance policy has been renewed each year since 2004.
- 3.6 In September 2008, the Council's Insurance Manager made further enquiries with the Council's insurance brokers as to the availability of this kind of insurance cover. They advised that there was no similar insurance product on the market and DAS was the only insurer offering legal expenses cover for councillors.
- 3.7 Enquiries were made of the West and South Yorkshire authorities and Core Cities authorities and this revealed that they either did not insure at all (and had no arrangements for funding) or they bought the same insurance product as Leeds. None of those authorities who had arranged the insurance cover had made any claims on their policies.

4. Difficulties in Dealing With the Insurers

- 4.1 As previously reported, it became clear that when Members contacted DAS in order to register a claim under the policy, DAS staff receiving the telephone calls were unaware of this special insurance policy and had some difficulty in identifying Leeds City Council as a customer on their computer systems. In addition, DAS staff were not particularly helpful and in some cases repeated telephone calls ended with matters remaining completely unresolved.

- 4.2 To represent Members who are subject to a Code of Conduct investigation, DAS use a firm of solicitors based in Cardiff. This is not particularly convenient for a local authority in West Yorkshire.
- 4.3 Following these problems, the Assistant Chief Executive (Corporate Governance) and the Insurance Manager met with DAS to discuss the problems and to agree new procedures designed to avoid a recurrence of those problems. The Assistant Chief Executive (Corporate Governance) advised the insurers that Members facing a Conduct enquiry, which could potentially lead to their suspension or disqualification in serious cases, find it a stressful time and therefore the process to obtain legal support needed to be easy and one in which Members had confidence that they would get the support they needed.
- 4.4 It was accepted by DAS that communication to date by Members with their “call centre” operation had led to difficulties given that the staff concerned did not know of this particular policy or the specialised nature of the situation for which the policy provides an indemnity. DAS have now agreed to supply separate and specific contact details for Members to use. The new contacts will be more familiar with the service required and will be able to ensure that the Member is put in contact with a firm of solicitors who specialise in this area of work.
- 4.5 DAS also accepted that their choice of a firm based in Cardiff was not convenient to Leeds Members. The Assistant Chief Executive (Corporate Governance) has provided DAS with the names of firms in Leeds (and nationally) who have experience of Member Code of Conduct matters who should be added to the insurer’s legal panel for this work. This was accepted by DAS.

5. Appointment of Solicitor

- 5.1 DAS have agreed to allow Members to choose a local firm subject to any nominated solicitor being able to agree hourly rates for their work in line with the maximum hourly rate which DAS are willing to pay, currently £174 per hour. This figure is arrived at by reference to guidelines issued by the Advisory Committee on Civil Costs.

However, there have recently been some difficulties in arranging for a local firm of solicitors to represent Members the subject of an investigation, with DAS funding the cost. This arose because the maximum hourly rate which DAS are prepared to pay is not sufficient to cover the cost of engaging local solicitors known to have relevant expertise. Leeds firms have indicated hourly rates in the region of £250/£300 per hour for a partner with a solicitor rate of £185. DAS were not prepared to fund at these levels. There are firms further afield (Manchester and Lincolnshire) who will work within the DAS rate but those firms have recently been used to conduct investigations and so are not always available.

Further discussions will take place with DAS to ask them to procure local firms at the rate they appear willing to pay. In the meantime, if any investigations arise, officers will endeavour to assist in sourcing appropriate legal representation at the hourly rate permitted by the insurance cover. It would also be open to a Member, in this interim period, to select a solicitor of choice and to pay the difference between the DAS maximum and the actual charge at their own expense.

6. Cost of Current Insurance Cover

- 6.1 As from 1st April 2008, the insurance premium charged by Zurich Municipal, who act as an intermediary for DAS, is £3,066.53 per annum. This is funded from within Council budgets along with other insurance covers specifically arranged for Members.
- 6.2 There have been four claims on the policy during 2008, of which three have not yet been finalised. The total costs in terms of legal bills is estimated to be around £5,000 to £6,000.

The Assistant Chief Executive (Corporate Governance) proposes to have further discussions with the insurers to establish whether it is possible through paying a higher premium to establish a more realistic hourly rate to be paid, as in her view an insurance policy even with a higher premium is still likely to represent better value for money than other possible arrangements set out in paragraph 8 below.

7. Existing Alternative Arrangements for Legal Representation of Members

- 7.1 Members of The Association of Labour Councillors are able to access a scheme arranged by the Labour Party with a firm of solicitors in London. and the scheme is funded from annual subscriptions. This scheme has the advantage that Members using it will not be subject to the requirement that they repay the legal costs incurred if they lose their case. Members of other political groups may wish to consider raising this at national level with their political parties.

8. Other Possible Arrangements - self insure

- 8.1 The Local Government (Indemnities to Members & Officers) Order 2004 permits local authorities to indemnify members or officers either by way of arranging external insurance or by funding the costs of providing the indemnity. Whichever choice a local authority makes, it is subject to the normal requirements to achieve best value.
- 8.2 It would be possible for the Council to procure the services of a firm or firms of solicitors to provide legal representation to Members who are the subject of a code of conduct matter. There are costs issues in this approach, however, which are set out in paragraph 5.1 above. The Assistant Chief Executive (Corporate Governance) currently engages legal firms to carry out the investigations in Conduct matters and if it is proposed to procure a firm/firms to provide legal representation for Members, care would need to be taken that in procuring a firm, no conflict would arise .

The Council could either seek a self insured arrangement to act as a “top up” to any expenses not covered by the £174 per hour allowed by the insurance policy or alternatively as a total replacement to the existing insurance policy.

However, in order to ensure the Council’s fiduciary duties to the Council taxpayers were protected, any such self insured arrangement would need to include a maximum allowed on each claim. Further, as in insurance policies, a decision would need to be taken on each individual case as to whether the Council was willing to spend resources on providing legal representation. To use an extreme example, a Member may have been convicted of a criminal offence which is clearly a breach of the Code. In such circumstances, the Council’s fiduciary duty to council tax payers needs to be considered as to whether it would be appropriate for legal representation at council tax payers expense to be provided.

Further, any self insured arrangement as required, by the 2004 Order, must include a provision, that a Member found to be in breach or who has admitted a breach of the Code would need to reimburse any monies expended.

- 8.3 It is not possible to budget accurately for the annual costs of either a “top up” or complete self insured arrangement. In some financial years there may be no requirement for a Member to be provided with legal representation and in other financial years there may be several cases where representation is required.
- 8.4 In the years 2004 to 2007 inclusive, no claims were made on the insurance policy. Since then four claims have been made, but three are on going and the costs involved are not yet known. Consequently it is not possible to make any direct cost comparison between buying insurance or Leeds City Council making its own arrangements other than to make the point that the legal costs of the three cases currently the subject of investigations are likely to cost substantially more in total than the current insurance premium of £3066.53. Assuming an average hourly rate of £250, the current resources spent on the premium would pay for approximately 12 hours legal advice in total, which in the professional view of the Assistant Chief Executive (Corporate Governance) does not represent value for money as compared against the current insurance arrangements.

The Assistant Chief Executive (Corporate Governance) considers that in the light of the above, the Council should continue with the existing insurance scheme, as it represents best value for money but that she will discuss with the insurers whether the maximum hourly rate can be increased and will continue to assist the insurers in sourcing appropriate legal firms who fall within their maximum hourly rate.

Costs will continue to be monitored by Officers and the position reviewed if the costs indicate that a self insured scheme would provide better value.

9. Decision making

As an executive function, any decisions regarding this matter fall to the Executive Board or to the Director of Resources under his delegated authority.

10. Recommendations

- 10.1 Members of the Association of Labour Councillors should consider using their own existing scheme detailed in paragraph 6.1 above. Subject to the terms of that particular scheme, that may remove any requirement for the Member concerned to refund the cost of legal representation from his or her own personal funds.

Members of other political groups may wish to consider raising the above scheme with their respective political associations to establish whether a similar scheme could be provided.

- 10.2 Members are asked to advise whether they wish to continue with the existing insurance arrangements or to ask officers to prepare a report for consideration by the Executive Board / Director of Resources to consider a self insured arrangement.

Appendix 1

The Local Authorities (Indemnities for Members and Officers) Order 2004

Made 22nd November 2004

Coming into force 23rd November 2004

The First Secretary of State, in exercise of the powers conferred upon him by sections 101 and 105 of the Local Government Act 2000^[1] and having consulted representatives of relevant authorities, representatives of employees of relevant authorities and such other persons as he considered appropriate hereby makes the following Order, of which a draft has been laid before, and approved by, resolution of, each House of Parliament:

Citation, commencement and interpretation

1. - (1) This Order may be cited as the Local Authorities (Indemnities for Members and Officers) Order 2004.

(2) It shall come into force on the day after that on which it is made.

(3) In this Order -

"Part 3 proceeding" means any investigation, report, reference, adjudication or any other proceeding pursuant to Part 3 of the Local Government Act 2000; and

"secure", in relation to any indemnity provided by means of insurance, includes arranging for, and paying for, that insurance and related expressions shall be construed accordingly.

Application

2. This Order applies to relevant authorities in England^[2] and to police authorities in Wales^[3].

Indemnities

3. The authorities to whom this Order applies may, in the cases mentioned in article 5 below, provide indemnities to any of their Members^[4] or officers.

Insurance

4. In place of, or in addition to, themselves providing an indemnity under article 3 above, any authority to whom this Order applies may, in the cases mentioned in article 5 below, provide an indemnity by securing the insurance of any of its Members or officers.

Cases in which an indemnity may be provided

5. Subject to article 6 below, an indemnity may be provided in relation to any action of, or failure to act by, the member or officer in question, which -

(a) is authorised by the authority; or

(b) forms part of, or arises from, any powers conferred, or duties placed, upon that member or officer, as a consequence of any function being exercised by that member or officer (whether or not when exercising that function he does so in his capacity as a member or officer of the authority) -

- (i) at the request of, or with the approval of the authority, or
- (ii) for the purposes of the authority.

Restrictions on indemnities

6. - (1) No indemnity may be provided under this Order in relation to any action by, or failure to act by, any member or officer which -

(a) constitutes a criminal offence; or

(b) is the result of fraud, or other deliberate wrongdoing or recklessness on the part of that member or officer.

(2) Notwithstanding paragraph (1)(a), an indemnity may be provided in relation to -

(a) subject to article 8 below, the defence of any criminal proceedings brought against the officer or member; and

(b) any civil liability arising as a consequence of any action or failure to act which also constitutes a criminal offence.

(3) No indemnity may be provided under this Order in relation to the making by the member or officer indemnified of any claim in relation to an alleged defamation of that member or officer but may be provided in relation to the defence by that member or officer of any allegation of defamation made against him.

Matters that exceed the powers of the authority or member or officer

7. - (1) Notwithstanding any limitation on the powers of the authority which grants an indemnity, the authority may provide an indemnity to the extent that the member or officer in question -

(a) believed that the action, or failure to act, in question was within the powers of the authority, or

(b) where that action or failure comprises the issuing or authorisation of any document containing any statement as to the powers of the authority, or any statement that certain steps have been taken or requirements fulfilled, believed that the contents of that statement were true,

and it was reasonable for that member or officer to hold that belief at the time when he acted or failed to act.

(2) An indemnity may be provided in relation to an act or omission which is subsequently found to be beyond the powers of the member or officer in question but only to the extent that the member or officer reasonably believed that the act or omission in question was within his powers at the time at which he acted.

Terms of indemnity or insurance

8. - (1) Subject to paragraphs (2) and (3) below, the terms of any indemnity given (including any insurance secured), under this Order may be such as the authority in question shall agree.

(2) Paragraph (3) applies where any indemnity given to any member or officer (including any insurance secured for that member or officer) has effect in relation to the defence of -

(a) any criminal proceedings; or

(b) any Part 3 proceedings.

(3) Where this paragraph applies, the indemnity shall be provided, and any insurance secured, on the terms that -

(a) in the case of criminal proceedings, if the member or officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal, and

(b) in the case of Part 3 proceedings -

(i) if a finding is made in those proceedings that the member in question has failed to comply with the Code of Conduct and that finding is not overturned following any appeal, or

(ii) if the member admits that he has failed to comply with the Code of Conduct,

that member or officer shall reimburse the authority or the insurer (as the case may be) for any sums expended by the authority or insurer in relation to those proceedings pursuant to the indemnity or insurance.

(4) Where a member or officer is obliged to reimburse an authority or insurer pursuant to the terms mentioned in paragraph (3) above, those sums shall be recoverable by the authority or insurer (as the case may be) as a civil debt.

Signed by authority of the First Secretary of State.

Nick Raynsford

Minister of State in the Office of the Deputy Prime Minister

22nd November 2004

EXPLANATORY NOTE

(This note is not part of the Order)

This Order provides for circumstances in which a relevant authority in England or a police authority in Wales may provide an indemnity to any of their Members or officers. The Local Authorities (Elected Mayors) (England) Regulations 2004 (S.I. 2004/1815) provide that the term "member" shall, in this context, include any elected mayor. These powers are in addition to any existing powers that such authorities may have (such as powers under section 111 of the Local Government Act 1972). The relevant authorities in England are -

county councils;

district councils;

London borough councils;

parish councils;

the Greater London Authority;

the Metropolitan Police Authority;

the London Fire and Emergency Planning Authority;

the Common Council of the City of London (in its capacity as a local or police authority);

the Council of the Isles of Scilly;

a fire authority constituted by a combination scheme under the Fire Services Act 1947;

a police authority;

a joint authority established by Part IV of the Local Government Act 1985;

the Broads Authority;

a National Park Authority established under section 63 of the Environment Act 1995.

Article 4 makes it clear that an indemnity may be provided by means of the authority securing the provision of an insurance policy for the member or officer.

Article 5 sets out the cases in which indemnities (including those provided by insurance) may be provided. This article restricts the power to cases in which the member or employee is carrying on any function at the request of, with the approval of, or for the purposes of, the authority. However, it does extend to cases in which when exercising the function in question the member or officer does so in a capacity other than that of a member or officer of the authority. This would permit an indemnity, for example, to cover a case where the member or officer acts as a director of a company at the request of his

authority, and thus is acting in his capacity as a director.

Article 6 prevents the provision of an indemnity (or securing of insurance) in relation to criminal acts, any other intentional wrongdoing, fraud, recklessness, or in relation to the bringing of (but not the defence of) any action in defamation.

Article 7 gives a limited power to provide an indemnity (including any indemnity provided by insurance) where the action or inaction complained of is outside the powers of the authority itself or outside the powers of the member or officer who acts. It also covers cases in which a member or officer makes a statement that certain steps have been taken or requirements fulfilled but it later becomes clear that this is not the case. This power is limited to cases in which the person indemnified -

reasonably believed that the matter in question was not outside those powers, or

where a document has been issued containing an untrue statement as to the authority's powers, or as to the steps taken or requirements fulfilled, reasonably believed that the statement was true when it was issued or authorised.

Article 8 gives the authority freedom to negotiate such terms for any indemnity or policy of insurance as it thinks appropriate but requires that those terms include provision for re-payment of sums expended by the authority or the insurer in cases in which a member has been found to be in breach of the Code of Conduct applicable to him as a member of the authority, or a member or officer has been convicted of a criminal offence (if the indemnity or insurance policy would otherwise cover the proceedings leading to that finding or conviction). Any sums recoverable may be recovered as a civil debt.

A regulatory impact assessment has been prepared in relation to these Regulations. A copy may be obtained from Local Government Legislation Division, Office of the Deputy Prime Minister, Zone 5/D1, Eland House, Bressenden Place, London, SW1E 5DU (telephone 020 7944 4148; [e-mail lgl@odpm.gsi.gov.uk](mailto:lgl@odpm.gsi.gov.uk)).

Notes:

[1] 2000 c. 22.

[2] For the meaning of "relevant authority", *see* section 49(6) of the Local Government Act 2000.

[3] For powers in relation to relevant authorities in Wales, *see* section 105(2) of the Local Government Act 2000.

[4] For the meaning of "member", *see* sections 49(6) and 101(5) of the Local Government Act 2000 and, in relation to elected mayors, the Local Authorities (Elected Mayors) (England) Regulations 2004 (S.I. 2004/1815).



Joint Report of the Assistant Chief Executive (Corporate Governance) and Director of Resources

Member Management Committee

Date: 4th March 2009

Subject: Insurance and Indemnities for Members

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

Introduction

This report sets out the insurance protection provided specifically for Members and the indemnity provided by Leeds City Council to Officers. The Member Management Committee is asked to consider widening the scope of the Leeds City Council indemnity to include members.

1. Personal Accident Insurance

1.1 Members will be paid a lump sum benefit on the occurrence of death or injuries as set out in the policy whilst engaged in the following activities:

1.1.1 Official duties in connection with the business of Leeds City Council including journeys directly connected with that business.

1.1.2 Direct travel between private residence and place of duty.

1.1.3 Attending meetings of and duties carried out for the Association of County Councils, the Association of District Councils, the Local Government Association or the Convention of Scottish Local Authorities.

1.1.4 Service on behalf of or by appointment by Leeds City Council on committees of other authorities or bodies provided that no other personal accident insurance applies in respect of such service.

1.1.5 Attendance at surgeries of any member and any other complementary activities

1.2 The benefit is paid where Members sustain bodily injury by accident as a result of which death or disablement occurs independently of any other cause within 24 months of sustaining such injury.

- 1.3 There are certain exclusions (e.g. suicide and pre-existing medical conditions) where the policy does not operate and benefits are subject to medical certification.
- 1.4 The level of benefits payable are as set out in Appendix 1. Benefits are payable under the policy irrespective of whether or not legal liability for the injury falls upon a third party and payments under the policy do not affect the Members' legal rights to recover damages from any third party who may have caused, or contributed towards, the injury.
- 1.5 The annual cost of this insurance is £1,222.

2. Motor Vehicle – Loss Of No Claims Discount Insurance

- 2.1 Insurance cover is provided for Members' loss of no claims discount up to £500 in any one incident and also reimbursement of policy excess up to £100, where the incident giving rise to the insurance claim occurred whilst the Member's car was in use on Leeds City Council business.
- 2.2 Certain conditions apply as set out in the annual letter to Members (see Appendix 2)
- 2.3 This cover is included within the existing insurance covers provided by our main insurers, Zurich Municipal, and no separate charge is made.
- 2.4 No other insurance is provided for Members cars. Members must ensure that their motor insurance includes use of their cars on Leeds City Council business.

3. Legal Expenses Insurance – Members Code Of Conduct Enquiries

- 3.1 This provides legal representation up to a maximum cost of £50,000 for any one occurrence for any member who is subject to a Members Code of Conduct enquiry.
- 3.2 The insurance is placed by Zurich Municipal acting as an intermediary for DAS, a long established legal expenses insurer.
- 3.3 The insurance policy provides (as it is required to under the terms of the relevant regulations) that a Member found to be in breach of the Code has to repay the amount expended for legal representation.
- 3.4 A further report on this matter is included elsewhere on this agenda
- 3.5 The annual cost is £3,066.

4. Travel Insurance

- 4.1 An annual policy, which covers both Members and Officers is arranged.
- 4.2 Cover is provided for travel on the business of Leeds City Council outside Great Britain.
- 4.3 Full details of the limits of cover are set out in Appendix 3.
- 4.4 The annual cost (Members and Officers) is £14,000.

5. Indemnity Provided by Leeds City Council

- 5.1 Appendix 4 sets out the blanket indemnity currently provided to Officers by Leeds City Council.
- 5.2 The wording, which dates from 1978, does not currently include Members.
- 5.3 Following the introduction of the Local Authorities (Indemnities for Members and Officers) Order 2004 (Appendix 5), local authorities are permitted to provide an indemnity to Members. It is therefore proposed that the Assistant Chief Executive (Corporate Governance) should submit a report to the Executive Board with recommendations to amend the wording of the current indemnity to bring it into line with the above Order and, specifically, to include Members.
- 5.4 It has been identified that there is a potential liability issue arising from Members sitting on Outside Bodies, particularly where they do so in the capacity of director.
- 5.5 If such an organisation were to get into financial difficulties, and the directors of the body were to be held to be liable, then there is the possibility of an Elected Member in this position becoming personally liable.
- 5.6 It has been generally expected that such companies will arrange their own insurance against such eventualities (e.g. as is the case with the ALMOs) although this is not checked as a matter of routine and, indeed, the Council is unable to purchase insurance to cover such eventualities. However, the Local Authorities (Indemnities for Members) Order 2004 provides the facility for Members to be indemnified in circumstances which include actions undertaken at the request of, or with the approval of, the authority.
- 5.7 It is therefore proposed to indemnify those Members appointed to an Outside Body by the Council in accordance with the Appointments to Outside Bodies Procedure Rules and in circumstances where the outside body does not itself provide an indemnity (either by insurance or by other means). This would be subject to the restriction that the Council can only indemnify Members (or, for that matter, officers) on the basis that they are acting in good faith. It would be necessary for the Member to reimburse the Council in the case of any action by them which constituted a criminal offence or was the result of fraud, other wrongdoing or recklessness.
- 5.8 Subject to any views expressed by the Member Management Committee, therefore, it is proposed that the proposed report to the Executive Board should also recommend approval of an indemnity for Members sitting on Outside Bodies as detailed above.
- 5.9 It is further proposed that the Council's position regarding indemnities be clarified in correspondence to Elected Members upon appointment or reappointment to Outside Bodies.

6. Recommendation

- 6.1 Member Management Committee is asked to note the contents of this report and the intention of the Assistant Chief Executive (Corporate Governance) to report to Executive Board on the matter of indemnities and to give such guidance as it considers appropriate.

Appendix 1

MEMBERS PERSONAL ACCIDENT INSURANCE (UNDERWRITTEN BY ZURICH MUNICIPAL INSURANCE)

See policy documents for full terms

AGE

1	Sum payable for Death, loss of sight of one/both eyes, total loss by physical severance or complete loss of use of one or both hands/feet. Permanent total and absolute disablement.	Under 80 £100,000	80-85 £50,000
2	Scale of compensation based on above sum for less severe injuries eg loss of hearing in both ears 60%.	Benefit based on £100,000	Benefit based on £50,000
3	(i) Temporary total disablement from engaging in or attending to usual occupation.*	£150.00 per wk for 104 wks	£75.00 per wk for 104 wks
	(ii) Temporary partial disablement.	£75.00 per wk for 104 wks	£37.50 per wk for 104 wks
4	Benefit under paragraphs 1, 2 and 3 above are paid to Members who suffer an assault because of their status as a Member of Council even though at the time of the assault the Member was not engaged on Authority business.		
5	Personal effects if damaged or destroyed:		
	(i) At the same time as bodily injury covered by the policy.	£5000	
	(ii) At any other time whilst engaged on Council business.	£1000	

* If not in remunerative employment benefit is payable if unable to attend to Council business.

Appendix 2

Dear Councillor

MEMBERS PERSONAL INSURANCE COVER - ANNUAL REMINDER

I am writing to remind all Members of the insurance cover provided to you by LCC. Brief details are set out below. For full terms and conditions please refer to the policies which can be inspected in Democratic Services.

(A) PERSONAL ACCIDENT INSURANCE

- 1 Members are covered whilst engaged in the following activities:
 - (a) Official duties in connection with the business of LCC including journeys directly connected with that business.
 - (b) Direct travel between private residence and place of duty.
 - (c) Attending meetings of and duties carried out for the Association of County Councils, the Association of District Councils, the Local Government Association or the Convention of Scottish Local Authorities.
 - (d) Service on behalf of or by appointment by LCC on committees of other authorities or bodies provided that no other personal accident insurance applies in respect of such service.
 - (e) Attendance at surgeries of any member and any other complementary activities where they sustain bodily injury by accident as a result of which death or disablement occurs independently of any other cause within 24 months of sustaining such injury.
- 2 There are certain exclusions (eg suicide and pre-existing medical conditions) where the policy does not operate and benefits are subject to medical certification.
- 3 Benefits are as set out in the attachment to this letter
- 4 Section 140(2) of the Local Government Act 1972 requires deduction of any expenses incurred by the Authority, in dealing with a claim under the policy, from the benefit payable.
- 5 Benefits are payable under the policy irrespective of whether or not legal liability for the injury falls upon a third party and payments under the policy do not affect the Members' legal rights to recover damages from any third party who may have caused, or contributed towards, the injury.

If you have any queries in connection with this matter please contact Mr Frank Morrison, the Council's Insurance Manager (telephone number 247 4407).

(B) MOTOR VEHICLE – LOSS OF NO CLAIMS DISCOUNT INSURANCE

It is important that you ensure that if you use a vehicle in connection with Council business, that your own motor vehicle insurance policy provides the necessary cover. If you are unsure of your position, you should check with your insurer. The Council has no insurance cover for Members' vehicles.

However, insurance cover is provided for Members' loss of no claims discount up to £500 in any one incident and also reimbursement of policy excess up to £100, where the incident giving rise to the insurance claim occurred whilst the car was in use on Leeds City Council business. You must contact the Insurance Section, Corporate Services as soon as possible after the accident if you wish to make a claim.

(C) LEGAL EXPENSES INSURANCE – MEMBERS CODE OF CONDUCT ENQUIRIES

This provides legal representation up to a maximum cost of £50,000 for any member who is subject to a Members Code of Conduct enquiry, who does not already have in place insurance cover for legal expenses. The main points to note are:

- You must notify the insurers by contacting Nicole Jackson, Assistant Chief Executive (Corporate Governance) tel. 247 4537 as soon as you know that an enquiry is to be conducted. Once the required information is submitted to the insurer, they will appoint a solicitor.
- You must not appoint your own solicitor or incur any costs without the insurers prior written permission.
- Insurers may decline to pay for you to be represented if they feel that there is no reasonable prospect of a successful defence.
- The Local Authorities (Indemnities for Members and Officers) Order 2004, requires that where the enquiry concludes that the member has failed to comply with the Code of Conduct, the cost of legal representation must be repaid.

A copy of the policy wording is available for inspection in Democratic Services.

Appendix 3

Leeds City Council – Travel Insurance

Persons insured:

All persons travelling outside the UK **on the business of LCC** (including those accompanying them) **excluding persons aged 75 and over unless special arrangements have been made.**

Summary of Cover:

Medical Expenses	Unlimited
Personal Accident – Members	See separate arrangements
Personal Accident – Employees and others	Death/permanent disablement £50,000 (less serious injuries – percentage of £50,000) N.B. Cover is limited to £20,000 for persons aged under 18 years or 23 if in Full Time Education
Baggage/money/credit cards	£10,000/£5,000/ £3,000 respectively per person
Cancellation/curtailment	£10,000 maximum per person
Personal Liability (injury or damage to others)	£5,000,000 maximum per event
Travel Delay	£50 after 4 hours & £50 for each hour thereafter, maximum £500 for any one journey
Hijack	£500 per day, per person, maximum 50 days
Legal Expenses	£50,000 maximum any one claim

A copy of the policy is available in the insurance section for inspection or copying by persons travelling abroad. An individual can also make their own arrangements for travel insurance, if they so wish.

Emergency Contact: In the event of an emergency occurring whilst travelling, a 24 hour helpline is available by calling ACE Rescue on **+44 207 173 7796**. You will need to quote the policy no. **53UK476262**.

Excess: Medical Expenses, Travel & Accommodation Expenses Personal Baggage, Money, Credit Cards, Cancellation, Curtailment - £25. All other sections - NIL.

Appendix 4

Extract from the minutes of a meeting of Policy and Finance Committee 4 July 1978

Indemnity to Employees

The Committee considered representations received from UNISON and a report of the Director of Administration in connection with an indemnity to Council employees in respect of acts of negligence committed by them in the course of their duty.

RESOLVED - That the indemnity be adopted in the following terms:

Subject to the exceptions set out below, the Council will indemnify its employees against claims (including costs) in respect of any loss or damage other than claims covered by an insurance policy taken out by the Council, arising out of any neglect, error or omission by the employees in the course of their duties on behalf of the Council and within the scope of their authority.

The indemnity will not extend to loss or damage directly or indirectly arising out of :

- (a) fraud, dishonesty or criminal offence on the part of the employee
- (b) libel or slander
- (c) surcharges under the Local Government Act 1972.

The indemnity will not apply to any claim in respect of which the employee concerned admits liability or negotiates or attempts to negotiate a settlement without the written authority of the Council.

Appendix 5

The Local Authorities (Indemnities for Members and Officers) Order 2004

Made 22nd November 2004

Coming into force 23rd November 2004

The First Secretary of State, in exercise of the powers conferred upon him by sections 101 and 105 of the Local Government Act 2000^[1] and having consulted representatives of relevant authorities, representatives of employees of relevant authorities and such other persons as he considered appropriate hereby makes the following Order, of which a draft has been laid before, and approved by, resolution of, each House of Parliament:

Citation, commencement and interpretation

1. - (1) This Order may be cited as the Local Authorities (Indemnities for Members and Officers) Order 2004.

(2) It shall come into force on the day after that on which it is made.

(3) In this Order -

"Part 3 proceeding" means any investigation, report, reference, adjudication or any other proceeding pursuant to Part 3 of the Local Government Act 2000; and

"secure", in relation to any indemnity provided by means of insurance, includes arranging for, and paying for, that insurance and related expressions shall be construed accordingly.

Application

2. This Order applies to relevant authorities in England^[2] and to police authorities in Wales^[3].

Indemnities

3. The authorities to whom this Order applies may, in the cases mentioned in article 5 below, provide indemnities to any of their Members^[4] or officers.

Insurance

4. In place of, or in addition to, themselves providing an indemnity under article 3 above, any authority to whom this Order applies may, in the cases mentioned in article 5 below, provide an indemnity by securing the insurance of any of its Members or officers.

Cases in which an indemnity may be provided

5. Subject to article 6 below, an indemnity may be provided in relation to any action of, or failure to act by, the member or officer in question, which -

(a) is authorised by the authority; or

(b) forms part of, or arises from, any powers conferred, or duties placed, upon that member or officer, as a consequence of any function being exercised by that member or officer (whether or not when exercising that function he does so in his capacity as a member or officer of the authority) -

(i) at the request of, or with the approval of the authority, or

(ii) for the purposes of the authority.

Restrictions on indemnities

6. - (1) No indemnity may be provided under this Order in relation to any action by, or failure to act by, any member or officer which -

(a) constitutes a criminal offence; or

(b) is the result of fraud, or other deliberate wrongdoing or recklessness on the part of that member or officer.

(2) Notwithstanding paragraph (1)(a), an indemnity may be provided in relation to -

(a) subject to article 8 below, the defence of any criminal proceedings brought against the officer or member; and

(b) any civil liability arising as a consequence of any action or failure to act which also constitutes a criminal offence.

(3) No indemnity may be provided under this Order in relation to the making by the member or officer indemnified of any claim in relation to an alleged defamation of that member or officer but may be provided in relation to the defence by that member or officer of any allegation of defamation made against him.

Matters that exceed the powers of the authority or member or officer

7. - (1) Notwithstanding any limitation on the powers of the authority which grants an indemnity, the authority may provide an indemnity to the extent that the member or officer in question -

(a) believed that the action, or failure to act, in question was within the powers of the authority, or

(b) where that action or failure comprises the issuing or authorisation of any document containing any statement as to the powers of the authority, or any statement that certain steps have been taken or requirements fulfilled, believed that the contents of that statement were true,

and it was reasonable for that member or officer to hold that belief at the time when he acted or failed to act.

(2) An indemnity may be provided in relation to an act or omission which is subsequently found to be beyond the powers of the member or officer in question but only to the extent that the member or officer reasonably believed that the act or omission in question was within his powers at the time at which he acted.

Terms of indemnity or insurance

8. - (1) Subject to paragraphs (2) and (3) below, the terms of any indemnity given (including any insurance secured), under this Order may be such as the authority in question shall agree.

(2) Paragraph (3) applies where any indemnity given to any member or officer (including any insurance secured for that member or officer) has effect in relation to the defence of -

(a) any criminal proceedings; or

(b) any Part 3 proceedings.

(3) Where this paragraph applies, the indemnity shall be provided, and any insurance secured, on the terms that -

(a) in the case of criminal proceedings, if the member or officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal, and

(b) in the case of Part 3 proceedings -

(i) if a finding is made in those proceedings that the member in question has failed to comply with the Code of Conduct and that finding is not overturned following any appeal, or

(ii) if the member admits that he has failed to comply with the Code of Conduct,

that member or officer shall reimburse the authority or the insurer (as the case may be) for any sums expended by the authority or insurer in relation to those proceedings pursuant to the indemnity or insurance.

(4) Where a member or officer is obliged to reimburse an authority or insurer pursuant to the terms mentioned in paragraph (3) above, those sums shall be recoverable by the authority or insurer (as the case may be) as a civil debt.

Signed by authority of the First Secretary of State.

Nick Raynsford

Minister of State in the Office of the Deputy Prime Minister

22nd November 2004

EXPLANATORY NOTE

(This note is not part of the Order)

This Order provides for circumstances in which a relevant authority in England or a police authority in Wales may provide an indemnity to any of their Members or officers. The Local Authorities (Elected Mayors) (England) Regulations 2004 (S.I. 2004/1815) provide that the term "member" shall, in this context, include any elected mayor. These powers are in addition to any existing powers that such authorities may have (such as powers under section 111 of the Local Government Act 1972). The relevant authorities in England are -

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parish councils;

the Greater London Authority;

the Metropolitan Police Authority;

the London Fire and Emergency Planning Authority;

the Common Council of the City of London (in its capacity as a local or police authority);

the Council of the Isles of Scilly;

a fire authority constituted by a combination scheme under the Fire Services Act 1947;

a police authority;

a joint authority established by Part IV of the Local Government Act 1985;

the Broads Authority;

a National Park Authority established under section 63 of the Environment Act 1995.

Article 4 makes it clear that an indemnity may be provided by means of the authority securing the provision of an insurance policy for the member or officer.

Article 5 sets out the cases in which indemnities (including those provided by insurance) may be provided. This article restricts the power to cases in which the member or employee is carrying on any function at the request of, with the approval of, or for the purposes of, the authority. However, it does extend to cases in which when exercising the function in question the member or officer does so in a capacity other than that of a member or officer of the authority. This would permit an indemnity, for example, to cover a case where the member or officer acts as a director of a company at the request of his authority, and thus is acting in his capacity as a director.

Article 6 prevents the provision of an indemnity (or securing of insurance) in relation to criminal acts, any other intentional wrongdoing, fraud, recklessness, or in relation to the bringing of (but not the defence of) any action in defamation.

Article 7 gives a limited power to provide an indemnity (including any indemnity provided by insurance) where the action or inaction complained of is outside the powers of the authority itself or outside the powers of the member or officer who acts. It also covers cases in which a member or officer makes a statement that certain steps have been taken or requirements fulfilled but it later becomes clear that this is not the case. This power is limited to cases in which the person indemnified -

reasonably believed that the matter in question was not outside those powers, or

where a document has been issued containing an untrue statement as to the authority's powers, or as to the steps taken or requirements fulfilled, reasonably believed that the statement was true when it was issued or authorised.

Article 8 gives the authority freedom to negotiate such terms for any indemnity or policy of insurance as it thinks appropriate but requires that those terms include provision for re-payment of sums expended by the authority or the insurer in cases in which a member has been found to be in breach of the Code of Conduct applicable to him as a member of the authority, or a member or officer has been convicted of a criminal offence (if the indemnity or insurance policy would otherwise cover the proceedings leading to that finding or conviction). Any sums recoverable may be recovered as a civil debt.

A regulatory impact assessment has been prepared in relation to these Regulations. A copy may be obtained from Local Government Legislation Division, Office of the Deputy Prime Minister, Zone 5/D1, Eland House, Bressenden Place, London, SW1E 5DU (telephone 020 7944 4148; [e-mail \[lgl@odpm.gsi.gov.uk\]\(mailto:lgl@odpm.gsi.gov.uk\)](mailto:lgl@odpm.gsi.gov.uk)).

Notes:

[1] 2000 c. 22.

[2] For the meaning of "relevant authority", *see* section 49(6) of the Local Government Act 2000.

[3] For powers in relation to relevant authorities in Wales, *see* section 105(2) of the Local Government Act 2000.

[4] For the meaning of "member", *see* sections 49(6) and 101(5) of the Local Government Act 2000 and, in relation to elected mayors, the Local Authorities (Elected Mayors) (England) Regulations 2004 (S.I. 2004/1815).

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Report of the Chief Democratic Services Officer

Member Management Committee

Date: 4 March 2009

Subject: Member Development

Electoral Wards Affected:

☐

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

Executive Summary

The Member Development Working Group meets on a regular basis to formulate, progress and monitor Member Development activities. Over the last quarter this has included work on the following projects:

- Consideration of the second stage Member Development Charter award – 'CharterPlus' and the requirements for achieving its standards
- Progressing work on personal development planning and the on-going learning and development events programme.

This report provides Member Management Committee with an update on progress with the above initiatives and seeks comments on the proposals to achieve CharterPlus by February 2010. It also provides a summary of learning and development activity and conferences for the 2008-9 period to date (see Appendix 2).

1.0 Purpose of the report

- 1.1 The purpose of this report is to provide Members with an update on training and development issues relating to Elected Members. Specifically, this report contains the following items:
- Description of the CharterPlus award, and details of the steps required to achieve its standards
 - Detail of the proposed events programme for spring/summer 2009 and an update on other learning and development activity
 - Summary of learning and development and conference activity undertaken by Members this municipal year to date.

2.0 Background information

- 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.
- 2.2 In February 2007 the Council was awarded the Member Development Charter following a stringent assessment process by the Improvement and Development Agency (IDeA). Leeds was the second Core City to achieve the award and as a result has often been approached by other authorities to share knowledge, provide advice and share experiences since that date.
- 2.3 The award, like Investors in People, remains current for 3 years, after which time it must be reassessed to ascertain whether the standards are still being met.
- 2.4 The Council will therefore be reassessed against the Charter standards in February 2010. At this time we will also have the option of going for a higher-level award; CharterPlus. The aim of this 'harder test' is to stretch and challenge those authorities who are already performing well within the Charter standards. It also takes into account changing expectations and good practice in relation to learning and development.
- 2.5 Given the additional commitment required from both Members and officers, Members are asked to consider whether or not to endorse a submission for the CharterPlus award.

3.0 Main Issues

Member Development Charter and CharterPlus

- 3.1 Councils must provide evidence of how they perform against a number of additional criteria in order to meet the standards of CharterPlus. We already meet a number of these; however there are others which will require work in order to bridge the gap. The more challenging criteria are as follows:
- 'That **Member role descriptions** exist and are maintained for all key roles including Ward Councillor. The role descriptions are used to help identify development needs.'

A generic role description already exists for the Ward Councillor role, and a knowledge specification is also in place and used for Members on the Corporate Governance and Audit Committee (see Appendix 1). It is likely that role descriptions/knowledge specifications will need to be drawn up for all roles attracting a special responsibility allowance, and for this reason Members are asked to consider the implications of putting this in place.

- That all Councillors are offered **personal development plans** (PDPs) and over 50% take up the opportunity.

A requirement of the current Charter is for Councils to simply demonstrate that a process for the identification of learning needs is in place; however CharterPlus requires Councils to show that a minimum of 50% of Members take part in the personal development planning process.

PDPs are currently taking place with approximately 30 discussions carried out to date. It should be noted that this number would need to increase significantly in order to meet the requirements of CharterPlus.

- 3.2 A regional associate, Kath Lindley, has recently been appointed to Local Government Yorkshire and Humber to assist authorities in the region with their submissions for the CharterPlus award. Kath will be providing support materials, such as generic role descriptions, which can be adapted by Councils to suit their needs. In addition she will be running workshops for Member Development Officers to ensure that work is not duplicated across the region.
- 3.3 In considering whether or not to endorse a decision to commit to CharterPlus, Members should note the commitment required from both officers and Members in order to meet the additional criteria outlined in paragraph 3.1.
- 3.4 If it is felt at this stage that February 2010 is too soon to commit to a submission for CharterPlus, it is proposed that the Member Development Working Group continue to strive towards the standards of the award and continue to use the relevant criteria to shape their work programme over the coming year.

Member Development Activities

- 3.5 The Working Group has devised a number of learning projects for 2008-9, and progress with a number of these initiatives is described below. Where specific projects (such as the University of Huddersfield course and the IDeA mentoring scheme) are drawing to a close, a full evaluation will be carried out and reported to the next meeting of this Committee.
- **Regulatory programme.** The annual Planning Update sessions have now taken place and, with the exception of one panel Member and two substitutes, full attendance was noted. Plans are underway to ensure that these Members receive mop-up training within the municipal year. The compulsory Governance and Conduct sessions are ongoing and will conclude in early March. Attendance at these events will also be closely monitored and reported to the Whips, as agreed previously.
 - **Events programme.** A number of short events have been advertised for winter/spring 2009 and are currently taking place. The spring/summer programme is currently being drawn-up by the Working Group and is likely to include events on community engagement, corporate parenting, ICT, negotiating

and influencing, and topical issues of interest to Members. In addition, the outcomes of PDPs will be used to determine other courses or learning initiatives to meet individual and group needs (see below).

- **Personal Development Plans (PDPs).** The Member Development Officer is currently undertaking PDPs with individual Members, and will liaise with the Group Whips/Deputies in order to share learning needs information that could be used for succession planning within the Group.

4.0 Implications For Council Policy And Governance

- 4.1 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.
- 4.2 Member development is recognised by organisations such as the Audit Commission and Improvement and Development Agency as a key means of building capacity in local government. Good practice is demonstrated by strategic planning on an individual and corporate basis, and can be evidenced by the award of charter marks such as the existing Member Development Charter.

5.0 Legal And Resource Implications

- 5.1 Assessment for the Member Development Charter, or Charter Plus, will be in the region of £500. There is currently no additional provision to meet this cost and it would therefore need to be met from the 2009-10 Member Development budget allocation.

6.0 Recommendations

- 6.1 The Member Management Committee is asked to:
 - consider whether or not to endorse a commitment to achieving CharterPlus in February 2010
 - note the contents of this report, in particular the attendance summary at Appendix 2.

Background Papers

None Used

Corporate Governance and Audit Committee Knowledge Specification

In order to be an effective member of Leeds City Council's Corporate Governance and Audit Committee Members will need a knowledge and understanding in the following areas.

Area of knowledge	Essential	Desirable
General	<p>A familiarity with the Council's key Corporate Governance Documents – the Code of Corporate Governance and the Corporate Governance Statement.</p> <p>A knowledge of the process for preparing the Corporate Governance Statement and the Committee's role in that process.</p> <p>A broad knowledge and understanding of the CPA (CAA) inspection processes – in particular of the key lines of enquiry that are used in the Use of Resources assessment.</p>	
Constitution	<p>An awareness of the Constitution – its purpose and content.</p> <p>An understanding of the Committee's responsibilities in recommending changes to the Constitution.</p>	<p>An understanding of the broader content of the Council's decision-making framework (e.g. Council / Executive functions / types of decision etc)</p> <p>An understanding of the complementary relationship between CGA and Scrutiny and CGA and Standards Committee</p>
Finance	<p>A broad understanding of the Council's financial management arrangements.</p> <p>A more detailed knowledge of the process for preparing, scrutinising and approving the Council's Statement of Accounts, and the Committee's role in that process.</p>	
Audit	<p>An understanding of the role of the external auditors and their relationship with the Council.</p> <p>An understanding of the role and responsibilities of internal audit.</p>	

Appendix One

Risk	An understanding of the principles of risk management and the detail of the Council's risk management framework.	
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Appendix 2 – Member Development Attendance Summary for Member Management Committee (1st September to 31st January 2009 period)

This report shows learning and development activity undertaken by elected Members between 1st September 2008 and 31st January 2009. 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. The evaluation rating is an average score based on feedback from the event – options are Excellent, Good, Fair or Poor.

Personal Development:

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
New Member Induction	8/10/08 and 22/10/08	Democratic Services and other LCC officers	-	-	-	Parnham	-	-	1	N/A
Budgeting – Financial Management and Monitoring	09/10/08 and 07/11/08	Helen Mylan (Finance)	Jarosz Davey Selby J.McKenna	Fox	Bentley Campbell	-	-	-	7	Good
ICT Drop-in day	16/10/08	Dennis Rhodes	Gruen Renshaw	Kendall Ron Feldman	Campbell	-	Elliott	-	6	N/A
Diversity Driver	12/11/08 and 8/1/09	Liz Bavidge, Fairplay Initiative	Selby	Kendall	Bentley Chastney Ewens	-	Elliott	-	6	NA

Seminars

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Leeds Compact	16/09/08	Lisa Wright, Leeds Voice	Murray J. Lewis	Harrand Anderson Kendall Lobley	Ewens Chastney Bentley	-	-	-	9	-
Development of the Children's Plan	13/10/08	Rosemary Archer, Children's Services	E. Taylor Mulherin Selby Murray	W. Hyde Fox Harrand Bale	Harker Golton Bentley Ewens Chastney	-	-	-	13	Good
Review of income for non-residential social care services	16/10/08	Sandie Keane, Adult Social Care	Wakefield Harington Grahame Blake Coupar Driver J.McKenna A.McKenna	Kendall Anderson	Bentley Chastney Chapman Campbell Ewens	Parnham	Leadley Gettings	-	18	Fair
Understanding Joint Strategic Needs Assessment	6/11/08	Mark Edmonds (Dept. of Health) & Dennis Holmes (Adult Social Care)	Grahame Harington Driver	Fox Kendall Harrand	Golton Ewens Bentley Lancaster	-	-	-	10	Good

Delegation or Devolution – Leeds & the City Region	15/01/09	Project Officers, Regional Policy Team	J. Lewis Harington	Anderson Fox	Bentley Campbell Ewens	-	-	-	7	Good
Children & Vulnerable Adults- Risk Awareness	20/01/09	Matthew Orton (Child Protection Co-ordinator)	Selby Wakefield Murray	Kendall Fox Harrand	Golton Chastney Ewens Campbell	-	-	-	10	Good
Regeneration Seminar - Part One	26/01/09	Stephen Boyle, Chief Regeneration Officer	Harington Driver	Bale Fox	Ewens Bentley	-	Leadley	-	7	Good

Role Specific Training

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

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Indepen dent	BNP	Total attendance	Average Evaluation rating
Making an Impact: Successful Scrutiny	30/09/08	Tim Young (CfPS)	J. Lewis Grahame	W. Hyde	Bentley	-	Elliott	-	5	Good
Scrutiny Roadshow (National Event)	2/10/08	Centre for Public Scrutiny	Dobson	W. Hyde	-	-	-	-	2	-
Planning Policy Update	21/10/08	Jed Griffiths, TRA Ltd	J. Lewis Lyons Coulson Harper Congreve	Wadsworth Marjoram Wilkinson Andrew	Campbell A. Taylor	D.Blackburn	Leadley	-	13	Good
Planning Enforcement	29/10/08	Vivien Green, TRA Ltd	Coulson Gruen Yeadon	Latty Fox A.Castle	Pryke Wilson Matthews Campbell	-	Leadley	-	10 + 4 Parish Clrs	Excellent
Planning Policy Update	21/11/08	Jed Griffiths, TRA Ltd	Nash Gruen Parker Taggart Yeadon	Fox Ruth Feldman Castle Latty Ron Feldman	Monaghan Chastney Hamilton Matthews Wilson Ewens	-	Finnigan	-	17 + 4 Parish Clrs	Good
Scrutiny: Developing Community Engagement	25/11/08	Ann Reeder	-	W. Hyde Kendall Wilkinson Castle	Chapman Chastney Bentley Lancaster	-	-	-	7	Good

External conferences and seminars

This section shows details of conferences either attended or requested between 1st May 2008 and 31st January 2009 Where attendance at a conference was requested but not approved, it is shown as 'Not Authorised'.

Date	Conference	Delegate	Venue	Approved List?	Authorised?	Party	Conf Costs	Travel Costs	Hotel Costs	Total
6 May	LGIU Good Practice event – Older Peoples' Services	Valerie Kendall	London	No	Yes	Cons	220	205	-	425
4 June	LGA – The future of Adult Social Care	Debra Coupar	London	No	Yes	Lab	219	215	-	434
26 June	Westminster briefing: The LGPIH Act – Delivering Localised Health and Social care	Pauleen Grahame	London	No	Yes	Lab	215	215	-	430
29 June – 1 July	LGA Annual Conference	Andrew Carter	Bournemouth	Yes	Yes	Cons	519	-	585	1104
29 June – 1 July	LGA Annual Conference	Ted Hanley	Bournemouth	Yes	Yes	Lab	519	-	780	1299
8-10 July, 3-4 Sept, 2-3 Oct	IDeA Leadership Academy	Richard Brett	Warwick	No	N/A (No charge)	Lib Dem	Free (funded regionally)	300	-	300
9 th October	Misconduct Course	Elizabeth Nash	London	No	Yes	Labour	215	231.50	Inc in Travel	446.50
13-14 October 08	7 th Annual Assembly of Standards Committees	Mike Wilkinson	Birmingham	Yes	Yes	Independent	Free	-	173	173
22-24 October	ADASS National Children's and Adult's Services Conference	Valerie Kendall	Liverpool	No	Yes	Cons	475	32.90	95.00	602.90
22-24 October	ADASS National Children's and Adult's Services Conference	Peter Harrand	Liverpool	No	Yes	Cons	235 (one day only)	20.45	-	255.45
22-24 October	<u>DID NOT ATTEND</u>									
22-24 October	ADASS National Children's and Adult's Services Conference	Debra Coupar	Liverpool	No	Yes	Labour	475	32.90	95.00	602.90
16/17 Oct and	IDeA Leadership Academy – 'Making Children Matter'	Stuart Golton	York	No	N/A (Funded regionally)	Lib Dem	Free (funded)	-	-	-

4/5 Feb 09							regionally)					
27/11/08	"Take your Partners" – Partnership Working Conference	James Lewis	Barnsley	No	NA (Funded regionally)	Labour	Free	-	-	-	-	-
4 th Dec	<u>DID NOT ATTEND</u> Polyclinics, Health Centres and the future of the General Practitioner	Pauleen Grahame	London	No	Yes	Labour	215	-	-	-	-	215
7-9 Jan	NEEC	Richard Harker	Chester	No	Approved	Lib Dem	555.00	79.40 (Cllr paid to travel 1st class)	230.00	864.40		
20 - Jan	LGUI event – casework Workshop	Lucinda Yeadon	London	No	Not authorised	Labour	-	-	-	-	-	-
21-22 Jan	LGA Climate Change conference	Steve Smith	Manchester	No	Approved	Lib Dem	360.00	tbc	89.00	449.00		
26-Jan	Capita Reviewing & Refreshing Local Area Agreements	James Monaghan	London	No	Approved	Lib Dem	399.00	132.90	-	531.90		

Total spend to 31 January 2009: 8133.05

Total budget allocation for 2008-9 11090

Total remaining at 31 January 2009: 2956.95

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Originator: PN Marrington

Tel: 39 51151

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 4th March 2009

Subject: Raising the Political Awareness of Officers – Proposed Learning & Development Courses for Officers

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

Executive Summary

1. The objective of this project is to:

'Improve the political awareness skills of front-line and management staff through the development and delivery of a learning programme and associated resources.'

2. This will be achieved by the development of training and development modules which promote an appreciation of Councillors' various roles and pressures and assist officers in finding appropriate communication and consultation methods, identify common misconceptions and develop ways of addressing them.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is to update Member Management Committee on progress made to deliver a learning and development project to improve the political awareness skills of front-line and management staff.

2.0 Background Information

- 2.1 Drivers for the project include the following:

- From Good to Great project/aspirational culture
- New performance management 'Standards for Managers' ('Work with Partners and Members' competency)
- Anecdotal evidence regarding improvement required (Member Management Committee comments 8th October 2008), Members Survey
- Member Engagement Working Group outcomes.

3.0 Main Issues

- 3.1 This learning and development project aims to:
- promote an appreciation of Councillors' various roles and pressures and assist officers in finding appropriate communication and consultation methods
 - identify common misconceptions and develop ways of addressing them
 - help officers identify key personal objectives and actions to make improvements
- 3.2 Essentially a 'foundation course' will be developed for all officers addressing political awareness. The delivery and content will be adapted according to the audience (one session will be aimed at senior officers and one at front-line workers).
- 3.3 In addition a 'menu' of further training modules will be developed to enhance political awareness and courses will be taken according to need. Details of the type of training modules to be offered are shown in Appendix 1.
- 3.4 The training modules are being developed by Democratic Services in conjunction with HR Learning and Development representatives. Additional advice and input has been received by the Member Development Working Group and Directorates.
- 3.5 The majority of the modules will be run by Democratic Services staff and, on occasion, in conjunction with Elected Members. The Development Directorate has offered to pilot the modules prior to full role out.
- 3.6 The administration of the project once up and running will be carried out by HR.
- 3.7 It is anticipated that the full programme will be ready in early autumn 2009.

4.0 Implications For Council Policy And Governance

- 4.1 Effective and successful authorities rely on officers working closely with Members. It is vital that officers appreciate and value the role of an Elected Member. Effective learning interventions help to ensure that officers are adequately equipped to undertake their duties.

5.0 Legal And Resource Implications

5.1 There are no legal implications and the project can be met within existing resources.

6.0 Conclusions

6.1 The delivery of a learning and development project to improve the political awareness skills of front-line and management staff will address a number of drivers, including;

- From Good to Great project/aspirational culture
- New performance management 'Standards for Managers' ('Work with Partners and Members' competency)
- Anecdotal evidence regarding improvement required (Member Management Committee comments 8th October 2008), Members Survey
- Member Engagement Working Group outcomes.

7.0 Recommendations

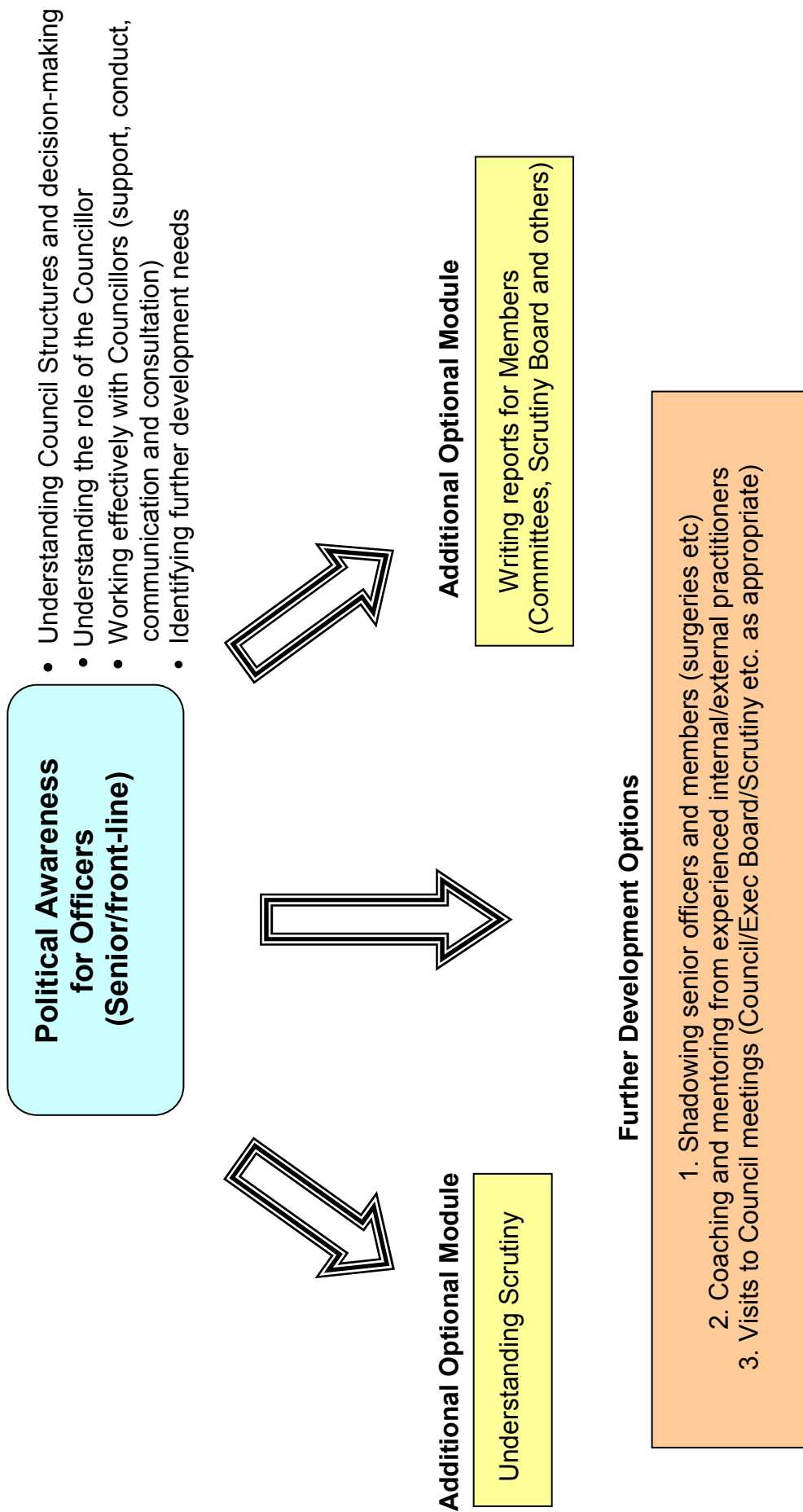
7.1 The Member Management Committee is asked to;

- endorse the proposed content of the learning and development project
- note the roll out timescales and management arrangements for the project

Background papers

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Learning and Development Options



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Report of the Chief Democratic Services Officer

Member Management Committee

Date: 4th March 2009

Subject: Local Authority Appointments to Outside Bodies

Electoral Wards Affected:

☐

Ward Members consulted
(referred to in report)

Specific Implications For:

Equality and Diversity

☐

Community Cohesion

☐

Narrowing the Gap

☐

EXECUTIVE SUMMARY

- 1 Members have asked that a report be prepared for this Committee in relation to a number of issues relevant to the appointment of Councillors to Outside Bodies. In particular Members have asked that information be provided in respect of:
 - Support to Elected Members from nominated Lead Officers
 - What indemnities are in place for Elected Members when representing the Council on Outside Bodies
 - Feedback to Member Management Committee from Outside Bodies that the Council nominate/appoint an Elected Member to
- 2 The report also seeks to:
 - provide an update on the current position regarding member appointments
 - to confirm Member nominations to remaining vacancies.

1.0 PURPOSE OF REPORT

- 1.1 This report has been produced at the request of Group Whips and asks Member Management Committee to note the current and proposed arrangements in respect of support to Members when appointed to an outside body, what indemnities are in place for Elected Members when representing the Council on Outside Bodies and to seek agreement to the method in which feedback is received from organisations who have Elected Members serving on their body.

- 1.2 Further to the meeting of this Committee in November 2008, and confirmation of nominations received to date, this report provides an update on the current position regarding Member appointments and provides an opportunity to fill any vacancies.

2.0 BACKGROUND INFORMATION

- 2.1 The Council currently appoints/nominates Elected Members to approximately 200 Outside Bodies and a small number of these are reserved as Full Council appointments and these are usually made at the Annual meeting in May each year.
- 2.2 The categorisation of the remainder of the Outside Bodies is a function delegated to the Member Management Committee who also have the responsibility of making appointments/nominations to those outside bodies categorised as Strategic and Key Partnerships.
- 2.3 Where an Outside Body has been categorised as Community and Local Engagement by Member Management Committee then the relevant Area Committee will have the responsibility for making appointments/nominations to those bodies.
- 2.4 Appointments to Outside Bodies are carried out in accordance with the Appointment to Outside Bodies Procedure Rules.

3.0 SUPPORT TO ELECTED MEMBERS

- 3.1 The Appointment to Outside Bodies Procedure Rules state that 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 .
- 3.2 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 Officer (Legal Licensing and Registration) as appropriate.
- 3.3 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.
- 3.4 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.
- 3.5 The list of Outside Bodies that Member Management Committee appoint to is provided at each meeting of Member Management Committee and will now detail the relevant Lead Officer for each organisation. The list is attached as Appendix 1 to this report.
- 3.6 As part of the appointment process each year the Chief Democratic Services Officers will now provide the nominated Lead Officer with details of the Member appointed to an organisation and ask that a briefing is prepared for that Member in accordance with the Appointment to Outside Bodies Procedure Rules
- 3.7 The correspondence to a Member notifying them of their appointment to an Outside Body from the Chief Democratic Services Officers will now provide details of the Lead Officer who will provide the briefing and support in order that Members are aware who will be providing support.
- 3.8 As part of the annual review of appointments the list of Lead Officers will also be updated following discussions with the relevant Directors.

- 3.9 Additional support can also be made available to Members via specific training which can be organised through the Member Development Officer particularly in relation to the role of Trustees or Directors and specific guidance has been prepared by Legal Services for Members nominated to carry out such roles.

4.0 INDEMNITIES WHEN REPRESENTING THE COUNCIL ON OUTSIDE BODIES

- 4.1 The issue of Member indemnities whilst representing the Council on an Outside Body is the subject of a separate report earlier on the agenda.

5.0 FEEDBACK FROM ORGANISATIONS

- 5.1 Group Whips have requested that a mechanism be put in place to receive feedback from organisations who may have concerns in respect of Member representation on their body.
- 5.2 It is proposed that when organisations are informed of the Council appointment they will be invited to contact the Chief Democratic Services Officer should they have any issues in respect of the appointment as there are currently no formal arrangements in place for this.
- 5.3 Despite the absence of a formal mechanisms to receive feedback from organisations they do contact officers should they have any concerns or issues in respect of Council representation and when this occurs officers liaise with the relevant group whip in order that any issues are resolved.
- 5.4 If any issues are raised with officers that are more substantial issues such as Member entitlement on a body then officers would report this to the next available Member Management Committee in order that they can determine how they would wish to proceed.
- 5.5 Members views are sought as to whether they would be agreeable to the proposal in 5.2 and would be content for officers to continue with the existing arrangements as described in 5.3 and 5.4.

6.0 CURRENT POSITION

- 6.1 This is the fourth meeting of the Member Management Committee since the Annual Meeting of Council to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 1 details the current position.
- 6.2 Vacancies exist on a number of outside bodies. Member Management Committee is asked to consider the vacancies detailed in the Appendix.

7.0 MAIN ISSUES

- 7.1 Members are asked to specifically consider the following issue:

7.2 David Young Community Academy

Members will recall that at an earlier meeting of this Committee officers were asked to contact the Diocese to seek additional Member representation on the Governing Body of the David Young Community Academy.

Officers have now received correspondence from the Diocese advising that whilst they note the request and will continue to consider the request of the City Council, they feel that the timing is at present not appropriate to take the matter further.

Members are asked to note the current position in respect of the David Young Community Academy.

7.3 Appointments Made Since November 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>
Pupil Referral Unit Management Committee	Cllr Ewens	Whips nominee	04/12/08
JCC(Teachers)	Cllr Campbell	Cllr Cleasby	04/12/08

8.0 **IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE**

- 8.1 The Member appointments referred to in this report 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.

9.0 **LEGAL AND RESOURCE IMPLICATIONS**

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

10.0 **RECOMMENDATION**

- 10.1 Members are asked to agree the proposed support to Members as detailed in Section 3 of the report and note the option for training if required.
- 10.2 Members are asked to agree the proposal in paragraph 5.2 and agree the continuation of the practices referred to in paragraphs 5.3 and 5.4
- 10.3 Members are asked to consider the current position in relation to Elected Member appointments to outside bodies detailed in Appendix 1.
- 10.4 Members are asked to note the change of appointments since the last meeting of the Committee as detailed in 7.3 of the report.

Background Papers

Appointment to Outside Bodies Procedure Rules

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Adoption Panel – Elmets	No	No	2	May-09	Aug-08	Ben Chastney	Lib Dem	Childrens Services	Val Hales
				May-09	Jun-08	Eileen Taylor	Lab		
Adoption Panel - Leodis	No	No	2	May-09	Jun-08	Mick Coulson	Lab	Childrens Services	Val Hales
				May-09	Jun-08	Lucinda Yeadon	Lab		
Adoption Panel – Skyrack	No	No	2	May-09	Jun-08	Valerie Kendall	Con	Childrens Services	Val Hales
				May-09	Jun-08	Whips nominee	Con		
Affordable Housing Strategic Partnership Board	No	No	3	May-09	Jun-08	Andrew Carter	Con	Environment & Neighbourhoods	John Statham
				May-09	Jun-08	Richard Lewis	Lab		
				May-09	Jun-08	Richard Brett	Lib Dem		
Airport Consultative Committee	No	No	1	May-09	Jun-08	Brian Cleasby	Lib Dem	City Development	Dave Gilson/Iain Mason
Allotments Working Party	No	No	1	May-09	Jun-08	Stewart Golton	Lib Dem	City Development	Richard Welbourn
ALMO - East/North East	Yes	Conservative	4	May-09	Jun-08	Paul Wadsworth	Con	Environment & Neighbourhoods	John Statham
		Conservative		May-09	Jun-08	Gerald Wilkinson	Con		
		Labour		May-09	Jun-08	Graham Hyde	Lab		
		Lib Democrat		May-09	Jun-08	David Hollingsworth	Lib Dem		
Aire Valley Homes Leeds (formerly known as South South East Homes Leeds)	Yes	Lib Democrat	4	May-09	Jun-08	Stewart Golton	Lib Dem	Environment & Neighbourhoods	John Statham
		MBI		May-09	Jun-08	Robert Finnigan	MBI		
		Labour		May-09	Jun-08	Peter Gruen	Labour		
		Labour		May-09	Jun-08	Geoff Driver	Labour		
ALMO - West/North West Homes	Yes	Conservative	4	May-09	Jun-08	Barry Anderson	Con	Environment & Neighbourhoods	John Statham
		Green		May-09	Jun-08	Ann Blackburn	Green		
		Lib Democrat		May-09	Jun-08	Judith Chapman	Lib Dem		
		Labour		May-09	Jun-08	Alison Lowe	Lab		
Alzheimers Society Management Committee	No	No	1	May-09	Jun-08	Brenda Lancaster	Lib Dem	Social Services	Paul Broughton
Arthur Louis Aaron Memorial Fund.	No	No	1	May-09	Jun-08	Ronald Feldman	Con		
Association Of Blind Asians	No	No	1	May-09	Jun-08	mohammed iqbal	Lab	Chief Executives Unit	Lelir Yeung
Association Of West Yorkshire Authorities	Yes	Leader	3	May-09	Jun-08	Richard Brett	Lib Dem	Chief Executives Unit	James Rogers
	in part	1 Place		May-09	Jun-08	Keith Wakefield	Lab		
				May-09	Jun-08	Andrew Carter	Con		
Bradford University Court	No	No	3	May-09	Jun-08	Vacancy	Unallocated		
				May-09	Jun-08	Geoff Driver	Lab		
				May-09	Jun-08	Brian Cleasby	Lib Dem		
Brotherton Collection Advisory Committee	No	No	1	May-09	Jun-08	Bernard Atha	Lab	City Development	Catherine Blanshard
Care And Repair (Leeds)	No	No	1	May-09	Jun-08	Ralph Pryke	Lib Dem	Social Services	Paul Broughton
Children's Advisory Panel	Yes	Executive Member (Childrens Services) or	5	May-09	Jun-08	Judith Elliot	MBI	Childrens Services	Rosemary Archer
	in part	1 Place		May-09	Jun-08	Mick Coulson	Lab		
				May-09	Jun-08	Brian Selby	Lab		
				May-09	Jun-08	Brenda Lancaster	Lib Dem		
				May-09	Jun-08	Gerald Wilkinson	Con		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Chinese Community Association	No	No	1	May-09	Jun-08	Neil Taggart	Lab	Chief Executives Unit	Lelir Yeung
Clarke Hall Government Committee	No	No	1	May-09	Jun-08	Colin Campbell	Lib Dem	City Development	Catherine Blanshard
Chamber of Commerce	Yes	Executive Member Development & Regeneration or	1	May-09	Jun-08	Andrew Carter	Con	City Development	Paul Stephens
The Alliance for Regional Aid (formerly known as the Coalfield Communities Campaign Regional	No	No	1	May-09	Jun-08	Keith Parker	Lab	City Development	Chris Tebbutt
Community Links	No	No	1	May-09	Jun-08	Vacancy	Con	Legal and Democratic	Mark Turnbull
Craft Centre And Design Gallery	No		3	May-09	Jun-08	Judith Elliott	MBI	City Development	John Roles
				May-09	Jun-08	Bernard Atha	Lab		
				May-09	Jun-08	Graham Latty	Con		
Crossroads (Leeds) Ltd	No		1	May-09	Jun-08	Vacancy		Legal and Democratic	Mark Turnbull
Cycling Consultative Forum	No		1	May-09	Jun-08	Stuart Andrew	Con	City Development	Tim Parry/ Mark Robinson
David Young Academy Governing Body	no		1	Oct-12	Oct-08	Peter Gruen	Lab		
Dial Leeds	No	No	1	May-09	Jun-08	Vacancy	Green	Social Services	
Early Years Development Partnership	No	No	3	May-09	Jun-08	Richard Harker	Lib Dem	Childrens Services	Sally Threlfall
				May-09	Jun-08	Lisa Mulherin	Lab		
				May-09	Jun-08	Whip Nominee	Con		
Fostering Panel - East Leeds	No	No	1	May-09	Jun-08	Vacant	Con	Social Services	Val Hales
Fostering Panel - Rawdon	No	No	1	May-09	Jun-08	Mick Coulson	Labour	Social Services	Val Hales
Fostering Panel - South Leeds	No	No	1	May-09	Jun-08	Brian Cleasby	Lib Dem	Social Services	Val Hales
Friends Of Leeds City Museum	No	No	3	May-09	Jun-08	Barry Anderson	Con	City Development	John Roles
				May-09	Jun-08	Elizabeth Nash	Lab		
				May-09	Jun-08	Don Wilson	Lib Dem		
Green Leeds	No		4	May-09	Jun-08	adam ogilvie	Lab		
				May-09	Jun-08	Sue Bentley	Lib Dem		
				May-09	Jun-08	David Blackburn	Green		
				May-09	Jun-08	Barry Anderson	Con		
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	May-09	Oct-08	Sue Bentley	Lib Dem	Legal and Democratic Services	Mark Turnbull
Homestart Leeds	No	No	1	May-09	Jun-08	Vacancy		Legal and Democratic	Mark Turnbull
IGEN	No	No	1	May-09	Jun-08	Tom Murray	Lab		
Investigation of Air Pollution Standing Conference	Yes	Executive Member Development & Regeneration or nominee	1	May-09	Jun-08	Barry Anderson	Con	Environment & Neighbourhoods	

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Joint Consultative Committee (Teachers)	Yes	Exec Member Childrens Services or Nominee	5	May-09	Jun-08	Lisa Mulherin	Lab	Childrens Services	Keith Burton
	(in part)			May-09	Jun-08	Jane Dowson	Lab		
		1 place		May-09	Jun-08	William Hyde	Con		
				May-09	Dec-08	Colin Campbell	Lib Dem		
				May-09	Jun-08	Richard Harker	Lib Dem		
Joseph Priestley College Governing Body	No	No	2	May-09	Jun-08	Lisa Mulherin	Lab	Childrens Services	Keith Burton
				May-09	Jun-08	Robert Finnigan	MBI		
Lady Elizabeth Hastings Educational Foundation	No	No	1	May-09	Jun-08	Mr Michael Fox		Childrens Services	Keith Burton
Leeds Admissions Forum	No	No	5	May-09	Jun-08	Peter Gruen	Lab	Childrens Services	Keith Burton
				May-09	Oct-08	Bob Gettings	MBI		
				May-09	Jun-08	Mick Coulson	Lab		
				May-09	Jun-08	Alec Shelbrooke	Con		
				May-09	Jun-08	Richard Harker	Lib Dem		
Leeds Ahead Board	Yes	Exec Member - Narrowing the Gap or nominee	1	May-09	Jun-08	Mark Harris	Lib Dem	Chief Executives Unit	Rob Norreys
Leeds Art Collections Fund	No	No	1	May-09	Jun-08	John Procter	Con	City Development	John Roles/Mark Turnbull
Leeds Childrens Holiday Camp Association	No	No	1	May-09	Jun-08	Chris Townsley	Lib Dem		
Leeds Citizens Advice Bureau	No	No	2	May-09	Jun-08	Vacant	Lib Dem		
				May-09	Jun-08	Alison Lowe	Lab		
Leeds Civic Arts Guild	No	No	1	May-09	Jun-08	Roger Harington	Lab	City Development	Andrew Macgill
Leeds College of Building	No	No	1	May-09	Jun-08	Mark Dobson	Lab		
Leeds College Of Technology Governing Body	No	No	1	May-09	Jun-08	Clive Fox	Con		Keith Burton
Leeds Community Equipment Service Partnership Board	No	No	2	May-09	Jun-08	debra coupar	Lab	Social Services	Paul Broughton
				May-09	Jun-08	Brenda Lancaster	Lib Dem		
Leeds Community Foundation	Yes	Exec Member - Narrowing the Gap or nominee	1	May-09	Jun-08	Mark Harris	Lib Dem	Chief Executives Unit	Rob Norreys
Leeds Faith Forum	No	No	1	May-09	Jun-08	mohammed iqbal	Lab	Chief Executives Unit	Lelir Yeung
LGA General Assembly	Yes	Con group	4	May-09	Jun-08	Barry Anderson	Con	Chief Executives Unit	Rob Norreys
	all places	Lib dem group		May-09	Jun-08	Stuart Golton	Lib Dem		
		Labour group		May-09	Jun-08	Keith Wakefield	Lab		
		MBI group		May-09	Jun-08	Robert Finnigan	MBI		
LGA Urban Commission	Yes	Executive Member Development & Regeneration or nominee	1	May-09	Jun-08	Andrew Carter	Con	Chief Executives Unit	Rob Norreys

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Leeds Grand Theatre Board And Opera House Board Of Management	Yes - all places	Chair to be the relevant Executive Board member	5	May-2010	Jun-08	John Procter	Con	City Development	Catherine Blanshard
		Lab group		May 2009	Jun-08	Judith Blake	Lab		
		Con group		May 2010	Jun-08	Peter Harrand	Con		
		Lib Dem group		May 2009	Jun-08	Chris Townsley	Lib Dem		
		MBI group		May 2008	Jun-08	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-09	Jun-08	John Procter	Con	City Development	Catherine Blanshard
				May-09	Jun-08	Judith Blake	lab		
				May-09	Jun-08	Chris Townsley	Lib Dem		
Groundwork Leeds	No	No	6	May-09	Jun-08	Geoff Driver	Lab	Environment & Neighbourhoods	Neil Evans
				May-09	Jun-08	Keith Wakefield	Lab		
				May-09	Jun-08	Jane Dowson	Lab		
				May-09	Jun-08	Ann Blackburn	Green		
				May-09	Jun-08	Steve Smith	Lib Dem		
				May-09	Jun-08	Ralph Pryke	Lib Dem		
Leeds Housing Concern	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-09	Jun-08	Exec Member or nominee	Con	Environment & Neighbourhoods	Neil Evans
Leeds in Bloom/Leeds Floral Initiative	No	No	1	May-09	Jun-08	Frank Robinson	Con	City Development	Richard Gill
Leeds Initiative Assembly	Yes	Party Leaders or nominee	3	May-09	Jun-08	Keith Wakefield	Lab	Leeds Initiative	Kathy Kudelnitsky
		3 places		May-09	Jun-08	Richard Brett	Lib Dem		
				May-09	Jun-08	Andrew Carter	Con		
Leeds Initiative - Executive	Yes	Party Leaders or nominee	3	May-09	Jun-08	Richard Brett	Lib Dem	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Andrew Carter	Con		
				May-09	Jun-08	Keith Wakefield	Lab		
Leeds Initiative going up a league Board	Yes	Party Leaders or nominee	3	May-09	Jun-08	Andrew Carter	Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Richard Brett	Lib Dem		
				May-09	Jun-08	Judith Blake	Lab		
Leeds Initiative Narrowing the Gap Board	Yes	Party Leaders or nominee	3	May-09	Jun-08	Andrew Carter	Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Richard Brett	Lib Dem		
				May-09	Jun-08	Keith Wakefield	Lab		
Leeds Initiative - Children Leeds Partnership	No		4	May-09	Jun-08	Stewart Golton	Lib Dem	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Richard Harker	Lib Dem		
				May-09	Jun-08	Ruth Feldman	Con		
				May-09	Jun-08	Lisa Mulherin	Lab		
Leeds Initiative - Skills and Economy Partnership	No		3	May-09	Jun-08	Barry Anderson	Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Stewart Golton	Lib Dem		
				May-09	Jun-08	Jim McKenna	Lab		
Leeds Initiative - Culture Partnership	No		3	May-09	Jun-08	John Procter	Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Alan Taylor	Lib Dem		
				May-09	Jun-08	Roger Harington	Lab		
Leeds Initiative - Healthy Leeds Partnership	No		3	May-09	Jun-08	Peter Harrand	Con	City Development	Cath Folin
				May-09	Jun-08	Pauleen Grahame	Lab		
				May-09	Jun-08	Brenda Lancaster	Lib Dem		
Leeds Initiative - Safer Leeds Partnership	No		3	May-09	Jun-08	J L Carter	Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	M Rafique	Lab		
				May-09	Jun-08	Whips nominee	Lib Dem		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Leeds Initiative Transport Partnership	No		4	May-09	Jun-08	Andrew Carter	Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Judith Blake	Lab		
				May-09	Jun-08	David Blackburn	Green		
				May-09	Jun-08	Ryk Downes	Lib Dem		
				May-09	Jun-08				
Leeds Initiative - Climate Change	No		3	May-09	Jun-08	Steve Smith	Lib Dem	City Development	George Munson
				May-09	Jun-08	Barry Anderson	Con		
				May-09	Jun-08	Adam Ogilvie	Lab		
Leeds Architecture and Design Initiative	None		5	May-09	Jun-08	Andrew Carter	Con	City Development	Peter Vaughan
				May-09	Jun-08	Stuart Andrew	Con		
				May-09	Jun-08	Clive Fox	Con		
				May-09	Jun-08	Colin Campbell	Lib Dem		
				May-09	Jun-08	Peter Gruen	Lab		
Leeds Jewish Care Services	No	No	1	May-09	Jun-08	Ronald Feldman	Con	Chief Executives Unit	
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Health & Social Care) or nominee	5	May-09	Jun-08	Peter Harrand	Con	Social Services	Sandie Keene
	in part	1 Place		May-09	Jun-08	debra coupar	Lab		
				May-09	Jun-08	Brian Selby	Lab		
				May-09	Jun-08	Vacancy	Unallocated		
				May-09	Jun-08	Vacancy	Unallocated		
Leeds Local Access Forum	No	No	2	May-09	Jun-08	Clive Fox	Con	City Development	Joanne Clough
				May-09	Jun-08	Jack Dunn	Lab		
Leeds Mind	No	No	1	May-09	Nov-08	Andy Parnham	Green	Social Services	Sandie Keene
Leeds Parish Church Exhibition Foundation	No	No	1	May-09	Jun-08	Marian Monks	Non Cllr	Legal and Democratic Services	Mark Turnbull
Renewal Leeds Limited	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-09	Jun-08	J L Carter	Con	Environment & Neighbourhoods	Neil Evans
Leeds Philharmonic	No	No	1	May-09	Jun-08	Richard Harker	Lib Dem	City Development	Matthew Sims
Leeds International Piano/forte Competition Committee	No	No	2	May-09	Jun-08	Martin Hamilton	Lib Dem	City Development	Matthew Sims
				May-09	Jun-08	Elizabeth Nash	Lab		
Leeds Racial Equality Council	Yes (in part)	Exec Member Central and Corporate	2	May-09	Jun-08	Vacancy	Lib Dem	Chief Executives Unit	Lelir Yeung
		1 place		May-09	Jun-08	Mohammed Iqbal	Lab		
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	May-09	Jun-08	Richard Harker	Lib Dem	Childrens Services	
Leeds Schools Sports Association	No	No	2	May-09	Jun-08	Vacant		City Development	Martin Farrington
				May-09	Jun-08	Roger Harington	Lab		
Leeds Sports Federation	No	No	6	May-09	Jun-08	Denise Atkinson	Lab	City Development	Mark Allman
				May-09	Jun-08	Roger Harington	Lab		
				May-09	Jun-08	Patrick Davey	Lab		
				May-09	Jun-08	Vacancy	Lib Dem		
				May-09	Jun-08	Vacancy	Con		
				May-09	Jun-08	Gerald Wilkinson	Con		
Leeds University Court	No	No	2	May-09	Jun-08	Penny Ewens	Lib Dem		Keith Burton
				May-09	Jun-08	Bill Hyde	Con		
Leeds Women's Aid	No	No	1	May-09	Jun-08	Andrea McKenna	Lab	Chief Executives Unit	Lelir Yeung
Local Construction And Training Agency	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-09	Jun-08	J L Carter or Nominee	Con	Environment & Neighbourhoods	Lelir Yeung
Lord Mayor Of Leeds Appeal Fund	No	No	3	May-09	Jun-08	Peter Gruen	Lab	Legal and Democratic Services	Mark Turnbull
				May-09	Jun-08	John Procter	Con		
				May-09	Jul-08	Sue Bentley	Lib Dem		
National Association of Councillors	No		3	May-09	Jun-08	Suzi Armitage	Lab	Democratic Services	Ian Cornick
				May-09	Jun-08	Whips nominee	Con		
				May-09	Jun-08	Whips nominee	Lib Dem		
National Coal Mining Museum For England Liaison Committee	No	No	1	May-09	Jun-08	Keith Parker	Lab	City Development	
Neighbourhood Renewal Board - Aire Valley	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-09	Jun-08	J L Carter	Con	Environment & Neighbourhoods	

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
		Executive Member Development & Regeneration or nominee	1	May-09	Jun-08	A Carter	Con		
		Local Ward Member	1	May-09	Jun-08	D Hollinsworth	Lib Dem		
		Labour Group Nominees	2	May-09	Jun-08	G Driver	Lab		
				May-09	Jun-08	debra coupar	Lab		
Beeston Hill and Holbeck Regeneration Partnership Board	Yes	Ward Members	2	May-09	Jun-08	Adam Ogilvie	Lab	Environment & Neighbourhoods	Sue Wynne
				May-09	Jun-08	Angela Gabriel	Lab		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Nell Bank Centre Trust	No	No	1	May-09	Jun-08	Mick Coulson	Lab		
National Parking Adjudication Service Committee	Yes	Executive Member whose portfolio includes Parking services or nominee	1	May-09	Jun-08	Steve Smith	Lib Dem	Environment & Neighbourhoods	Helen Freeman
National Society For Clean Air Divisional Council	No	No	1	May-09	Jun-08	Barry Anderson	Con	Environment & Neighbourhoods	
Normandy Veterans Association	No	No	1	May-09	Oct-08	Brenda Lancaster	Lib Dem		
North Regional Association For Sensory Support	No	No	1	May-09	Jun-08	Peter Harrand	Con	Social Services	
Northern College - Board Of Governors	No	No	1	May-09	Jun-08	James McKenna	Lab		
Northern College - Policy And Finance Committee	No	No	1	May-09	Jun-08	James McKenna	Lab		
Northern College - Joint Liaison Group	No	No	1	May-09	Jun-08	James McKenna	Lab		
Nuclear Free Zones English Forum	No	No	1	May-09	Jun-08	Ralph Pryke	Lib Dem	Resources	Richard Davies
Parent Partnership Advorsory Board	Yes	1 opposition member and 1 administration member	2	May-09	Oct-08	Whips nominee	Lab	Education Leeds	Wendy Winterburn
				May-09	Oct-08	Whips nominee			
Park Lane College	No	No	1	May-09	Jun-08	Penny Ewens	Lib Dem		
People First	No	No	1	May-09	Jun-08	Jane Dowson	Lab	Legal and Democratic City Development	Mark Turnbull Joanne Clough
Public Rights of Way Forum	No	No	1	May-09	Jun-08	Clive Fox	Con		
Pupil Referral Unit Management Committee	Yes	1 opposition member and 1 administration	2	May-09	Oct-08	Penny Ewens	Lib Dem	Education Leeds	Wendy Winterburn
				May-09	Oct-08	Whips nominee	Lab		
Re'new	Yes	Exec Member (Neighbourhoods and Housing) or nominee	1	May-09	Aug-08	Matthew Lobley	Con	Environment & Neighbourhoods	Neil Evans
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	May-09	Jun-08	Bill Hyde	Con		
Robert Salter Charity	No	No	3	May-09	Jun-08	Richard Lewis	Lab	Legal and Democratic Services	Mark Turnbull
				May-09	Jun-08	Whip Nominee	Con		
				May-09	Jun-08	Whip Nominee	Con		
Roseville Enterprises Board Of Management	Yes	Executive Member (Adult Health & Social Care) or nominee	5	May-09	Jun-08	Clive Fox	Con	Social Services	Paul Broughton
	in part			May-09	Jun-08	Don Wilson	Lib Dem		
				May-09	Jun-08	David Blackburn	Green		
				May-09	Jun-08	Debra Coupar	Labour		
				May-09	Jun-08	Robert Finnigan	MBI		
SIGOMA	Yes	Leader of Council	1	May-09	Jun-08	Richard Brett	Lib Dem	Chief Executives Unit	Rob Norreys

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Simeon Gaunt Memorial Music Festival Charity	No	No	3	May-09	Jun-08	Andrew Carter	Con	Legal and Democratic Services	Mark Turnbull
				May-09	Jun-08	Josephine Jarosz	Lab		
				May-09	Jun-08	Mr Cornforth	Con		
South Leeds Team Ministry	No	No	1	May-09	Jun-08	Unallocated		Chief Executives Unit	Lelir Yeung
Standing Advisory Council on Religious	No	No	4	May-09	Jun-08	Brian Selby	Lab	Education Leeds	Liz Guild
				May-09	Jun-08	Geoff Driver	Lab		
				May-09	Jun-08	Peter Harrand	Con		
				May-09	Jun-08	Richard Harker	Lib Dem		
Aire Action Leeds (formerly State of the River Management Committee)	No	No	1	May-09	Jun-08	Stuart Golton	Lib Dem	City Development	Tom Knowland
Swarthmore Educational Centre	No	No	2	May-09	Jun-08	Penny Ewens	Lib Dem		
				May-09	Jun-08	Vacancy	Unallocated		
The Charities Of Thomas Wade And Others	No	No	3	May-09	Jun-08	Bill Hyde	Con	Legal and Democratic Services	Mark Turnbull
				May-09	Jun-08	Alan Taylor	Lib Dem		
				May-09	Jun-08	Ann Blackburn	Green		
Leeds Thomas Danby	No	No	1	May-09	Jun-08	Tom Murray	Lab		Keith Burton
Touchstone	No	No	1	May-09	Jun-08	Vacancy	Unallocated		
Trustees Of Joshua Crabtree's Charity	No	No	2	May-09	Jun-08	Colin Campbell	Lib Dem	Legal and Democratic Services	Mark Turnbull
				May-09	Jun-08	Vacancy	Unallocated		
Voluntary Action Leeds	No	No	3	May-09	Jun-08	Jane Dowson	Lab	Environment & Neighbourhoods	Neil Evans
				May-09	Jun-08	Whip nominee	Con		
				May-09	Jun-08	Greg Mulholland	Lib Dem		
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure) or nominee	1	May-09	Jun-08	Proposed to be Executive Member (Leisure)	Con	City Development	Catherine Blanshard
West Yorkshire Market Renewal Board	No	No	1	May-09	Jun-08	Vacancy	Unallocated		
West Yorkshire Playhouse Theatre Board	Yes	Exec Member Leisure or Nominee	4	May-09	Jun-08	Martin Hamilton	Lib Dem	City Development	Andrew Macgill
		1 place		May-09	Jun-08	Valerie Kendall	Con		
				May-09	Jun-08	Steve Smith	Lib Dem		
				May-09	Jun-08	Terry Grayshon	MBI		
West Yorkshire Rural Partnership	No	No	1	May-09	Jun-08	Mick Coulson	Lab	City Development	Chris Tebbutt
West Yorkshire Valuation Tribunal (Appointments Panel)	No	No	1	May-09	Jun-08	Mick Coulson	Lab	Resources	Alan Gay

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
William Merritt Disabled Living Centre and Mobility Service	No	No	1	May-09	Jun-08	Vacancy	Unallocated	Social Services	
Wypta Education Liaison Group	No	No	1	May-09	Jun-08	Sue Bentley	Lib Dem	WYPTA	Keiron Preston
Wypta Highways And Planning Liaison Group	No	No	1	May-09	Jun-08	Anne Blackburn	Green	WYPTA	Keiron Preston
Wypta Local Transport Plan Steering Group	Yes	Executive Member Development & Regeneration or nominee	1	May-09	Jun-08	Stuart Andrew	Con	WYPTA	Keiron Preston
Wypta Social Services Liaison Group	No	No	1	May-09	Jun-08	Andrea Harrison	Labour	WYPTA	Keiron Preston
Wypta Taxi Liaison Group	No	No	1	May-09	Nov-08	Andy Parnham	Green	WYPTA	Keiron Preston
Wypta Passenger Transport Consultative Committee	No	No	4	May-09	Jun-08	James McKenna	Lab	WYPTA	Keiron Preston
				May-09	Jun-08	James Lewis	Lab		
				May-09	Jun-08	Whips nominee	Lib Dem		
				May-09	Jun-08	C Fox	con		
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee	2	May-09	Jun-08	Bill Hyde	Con		
		1 place		May-09	Jun-08	Richard Harker	Lib Dem		
Yorkshire and Humberside Asylum Seekers Reference Group	No	No	1	May-09	Jun-08	Vacancy	Unallocated	Environment & Neighbourhoods	Neil Evans
Yorkshire and Humberside Regional Broadband Joint Committee	No	No	1	May-09	Jun-08	Vacancy	Unallocated	E Leeds/IT	Jackie Green/Doug Sutherland
Yorkshire And Humber Employers Committee (formerly Regional Council)	Yes	Exec Member Central and Corporate or nominee	3	May-09	Jun-08	Stewart Golton	Lib Dem	Chief Executives Unit	James Rogers
	in part	1 place		May-09	Jun-08	James Lewis	Lab		
				May-09	Jun-08	Whips nominee	Con		
Yorkshire Indoor Cricket School	No	No	3	May-09	Jun-08	Keith Parker	Lab	City Development	Mark Allman
				May-09	Jun-08	Ronald Feldman	Con		
				May-09	Jun-08	Chris Townsley	Lib Dem		
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-09	Jun-08	Barry Anderson	Con	Environment & Neighbourhoods	
Yorkshire Regional Flood Defence Committee	Yes	Executive Member Development & Regeneration or nominee	1+ 1 sub	May-09	Jun-08	Ralph Pryke	Lib Dem	Environment & Neighbourhoods	
			sub	May-09	Jun-08	Vacancy			
Yorkshire Tourist Board	Yes	Exec Member Leisure or Nominee	1	May-09	Jul-08	James Monaghan	Lib Dem	City Development	Phil Cole
Local Government Yorkshire and Humber(Leader of Council)	Yes	Leader of Council	1	May-09	Jun-08	Richard Brett	Lib Dem	Chief Executives Unit	James Rogers
				May-09	Jun-08	Andrew Carter	Con		

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