

Public Document Pack

Meeting called at short notice because of the availability of Member to transact business for the coming municipal year

MEMBER MANAGEMENT COMMITTEE

Meeting to be held in Leeds Civic Hall on Monday, 1st June, 2009 at 4.30 pm

MEMBERSHIP

Councillors

J Dowson P Gruen T Hanley

E Nash

S Bentley J Matthews G Latty J Procter (Chair) T Leadley

D Blackburn

Agenda compiled by: Governance Services Civic Hall

Council and Executive Support Team **247 4350**

AGENDA

ltem No	Ward	Item Not Open		Page No
1			APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS	
			To consider any appeals in accordance with Procedure Rule 25 of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded)	
			(*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)	
2			EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC	
			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.	
			2 To consider whether or not to accept the officers recommendation in respect of the above information.	
			3 If so, to formally pass the following resolution:-	
			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:-	

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	1 - 2
			To approve as a correct record the minutes of the meeting held on 12 th May 2009.	
6			SAFEGUARDING OF VULNERABLE PEOPLE - IMPLICATIONS FOR MEMBERS	3 - 8
			To consider the report of the Chief Democratic Services Officer advising Members of changes to legislation regarding the safeguarding of vulnerable children and adults and the likely implications in relation to arrangements for carrying out CRB checks on Members.	
7			MEMBERS IT	9 - 12
			To consider the joint report of the Chief Democratic Services Officer and Chief Officer(ICT) responding to a request from Member Management Committee to report on Performance Indicators. Following consultation with the Members IT Reference Group it was agreed to report on the performance indicators detailed in the report which relate mainly to calls received from councillors by Service Help Desk officers.	

Item No	Ward	Item Not Open		Page No
8			ICT UPDATE ON PERSONAL DIGITAL ASSISTANTS (PDAS)	13 - 14
			To consider the report of the Chief Officer(ICT) providing Member Management Committee with an update on Personal Digital Assistants.	
9			MEMBERS' ATTENDANCE AT CONFERENCES AND SEMINARS - UPDATE	15 - 26
			To consider the report of the Chief Democratic Services Officer seeking the views of Member Management Committee on the proposals for a revised process for authorising attendance by Members at conferences and seminars, including Members of the Standards Committee. The report also details arrangements for informing Members of forthcoming conference events.	
10			MEMBER DEVELOPMENT ANNUAL REPORT	27 - 56
			To consider the report of the Chief Democratic Services Officer presenting the Member Development Annual Report and detailing the achievements made this municipal year, and listing all the development courses, events and activities undertaken by elected Members during the course of the year.	50
11			LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES	57 - 74
			To consider the report of the Chief Democratic Services Officer report outlining the Member Management Committees role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to agree a schedule detailing those organisations that the Council will continue to make an appointment to and agree the nominations to those organisations which fall to the Committee to make an appointment to.	

Item No	Ward	Item Not Open		Page No
12			LOCAL GOVERNMENT PENSION SCHEME - COUNCILLOR MEMBERSHIP	75 - 80
			To consider the report of the Director of Resources providing information regarding the Local Government Pension Scheme for Elected Members, this report has been prepared to provide details of the councillors pension scheme and outlines the differences between the councillors pension scheme and the pension scheme provided to employees of Leeds City Council.	
13			DATE AND TIME OF FUTURE MEETINGS	
			To note the schedule of meetings for 2009/10	
			Tuesday 13 th October 2009 at 4.30pm Tuesday 24 th November 2009 at 4.30pm Tuesday 16 th February 2010 at 4.30pm Tuesday 13 th April 2010 at 4.30pm	



MEMBER MANAGEMENT COMMITTEE

TUESDAY, 12TH MAY, 2009

PRESENT: Councillor S Bentley in the Chair

Councillors A Blackburn, J Dowson, P Gruen, T Hanley, G Latty and J Procter

52 Minutes

RESOLVED – That the minutes of the meeting held on 14th April 2009 be approved as a correct record.

53 Late Items

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

Update on ICT Developments: Implementing the Collaboration Environment (ICE) and developing a technical solution to assist Members in the management of their casework (minute 54 refers)

To allow urgent consideration of the matter in order that progress can be made in implementing the ICE scheme and developing a technical solution to assist Members in the management of their casework.

54 Members' Information Technology

Further to minute 49 of the meeting held on the 14th April 2009 the Chief Democratic Services Officer and the Chief Officer (ICT) submitted a joint report providing an update on ICT developments including:

- options for consideration around the transition of Members' email accounts from Lotus Notes to Microsoft products as part of the Implementing the Collaboration (ICE) project
- the training which will be available for Members as part of the ICE project
- the project to deliver a technical solution to assist Members in managing their casework

Detailed discussion on the report ensued and officers responded to comments and queries particularly in relation to:

- options for transferring Members' mail files:
 - Option 1 move all email to Microsoft Outlook 2003
 - Option 2 mail archiving
 - Option 3 store old emails in Lotus Notes

Draft minutes to be approved at the meeting to be held on Tuesday, 2nd June, 2009

- the delivery by the end of the calendar year of a casework management system with the following core requirements:
 - a facility to set reminder dates for pieces of casework
 - alert Members to overdue responses
 - notify Members when cases need to be resolved
 - provide a repository for the electronic storage of associated case documents
- additional elements of a casework management system that could be introduced at a later stage
- availability of funding in respect of the project
- timescales to deliver training in respect of the ICE project
- reliability of the archiving process
- email security and accessibility of Members' email

RESOLVED -

- (a) That option 2 as detailed in the report be supported on the understanding that the requisite funding is available and the archiving provision is a secure and reliable option
- (b) That Members be provided with timescales in respect of training for the ICE project and the provision of a new casework system
- (c) That following the installation of a casework management system discussions should be held with the IT Reference Group to consider what additional facilities could be added to the system to improve the system and at what cost
- (d) That officers from ICT arrange briefings for political groups on the ICE project
- (e) That a report on PDAs be submitted to a future meeting
- (f) That if there are instances of Members emails being accessed by officers in IT then an automated email should be forwarded to the Member concerned and the relevant group whip
- (g) That as a matter of routine a report be submitted to this Committee detailing any occasions when Members email have been accessed by officers in IT



Agenda Item 6

Originator:	Nick de la	Taste
Tel: 2474560		

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 1st June 2009

Subject: Safeguarding of Vulnerable People – Implications for Members

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity Community Cohesion
Ward Members consulted (referred to in report)	Narrowing the Gap

Executive Summary

- In fulfilling current statutory requirements, the Council operates a system of CRB checks for Elected Members. Introduction of the Safeguarding Vulnerable Groups Act 2006 ("the Act") will require the introduction of new arrangements. These will entail a tighter vetting regime and a failure to adhere to it could constitute a criminal offence by the Council and/or an individual Elected Member.
- 2. This report outlines the requirements of the Act and how it might apply in Leeds. It is expected that further Government guidance will be issued over the next few months and that the new regime will be phased in at some time after autumn 2010.
- 3. Further reports will follow in the light at such time as of any further guidance is received.

1.0 Purpose of this Report

1.1 The purpose of this report is to advise Members of changes to legislation regarding the safeguarding of vulnerable children and adults and the likely implications in relation to arrangements for carrying out CRB checks on Members.

2.0 Background Information

Current arrangements

- 2.1 Current statutory requirements are such that, for certain occupations, employers are obliged to vet the suitability employees or prospective employees, by means of a Criminal Records Bureau (CRB) check. Such checks reveal the criminal record of the individual concerned and it is then a matter for the employer to decide whether employment would be appropriate.
- 2.2 The same requirements exist in relation to elected Members holding various specific positions and, in June 2005, following consultations with the Member Management Committee, Leeds adopted the policy of asking all Members to be CRB checked upon election or re-election. The rationale behind this approach was that, by requiring all Members to be checked, it ensured maximum flexibility in assigning Members to functions whilst at the same time building in a systematic process of review (as with a vehicle MOT test, a CRB check only provides information which is valid on the date in question and, without a subsequent checking process, there is no means of updating employers regarding any later offences that may arise).
- 2.3 The system has worked well but not without some problems. CRB checking is not regarded as being compulsory for all Members and, indeed, it is not entirely clear as to which Members it should be considered compulsory. Similarly, even for those Members for whom CRB checks are considered essential, there are no clear arrangements as what action should be taken in relation to a Member who declines to participate. A small number of Members have not been checked.

The Safeguarding Vulnerable Groups Act 2006,

- 2.4 The statutory requirements in relation to safeguarding are in the process of being changed.
- 2.5 The Act primarily addressed the failures identified by the *Bichard Inquiry* into the Soham murders, the Act being created in response to the recommendation that:
 - "new arrangements should be introduced requiring those who wish to work with children, or vulnerable adults, to be registered. The register would confirm that there is no known reason why an individual should not work with these clients."
- 2.6 In March 2005 Sir Michael Bichard endorsed the then DfES and DH's proposal to implement his recommendation through the development of a central scheme whereby unsuitable people would be barred from working with children and / or vulnerable adults.

- 2.7 The Act provides the legal framework for a new Independent Safeguarding Authority, ("ISA") and scheme which are due to be introduced in a phased roll-out. This was initially planned to be phased in from autumn 2009 although this has recently been put back until 2010.
- 2.8 The overriding aim of the new scheme will be to help avoid harm, or risk of harm, to children and vulnerable adults. It aims to do this by preventing those who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.
- 2.9 In summary the Act includes the following provisions:-
 - Two barred lists, (one being a list of people barred from working with children and a second list of people barred from working with vulnerable adults
 - An independent barring board which will be known as the Independent Safeguarding Authority
 - Coverage of the scheme defined in terms of 'regulated' and 'controlled activities'
 - The referral of relevant information
 - A right of appeal to the Care Standards Tribunal
 - A series of new criminal offences to enforce the scheme.
- 2.10 The two barring lists will form the means by which the ISA will keep a record of those who will not be permitted to work in a 'regulated activity' with children and/or adults, or can only work in 'controlled activities' with safeguards.
- 2.11 Regulated Activities are identified and defined within the Act and provide the framework for identifying whether a person is required to be checked and vetted by the ISA.
- 2.12 Regulated activity covers specific types of work and work settings where, by the nature of the work or setting, a person will be able to build relationships of trust with children or vulnerable adults, e.g. teaching, care, fostering etc. In addition, the Act lists persons who will be engaging in regulated activity by virtue of undertaking that post.
- 2.13 Duties and responsibilities in relation to regulated activities include the following:
 - To undertake a regulated activity person a person must have an ISA check, have been initially vetted by the scheme and must be a member of the scheme
 - It will be an offence for a barred person to undertake a regulated activity for any length of time
 - An employer taking on a person in a regulated activity will commit a criminal offence if they fail to check the status of an applicant, employee or volunteer
 - It will also be an offence for employers/providers to permit a barred person, or a
 person who has not yet had an ISA check, to work for any length of time (no matter
 how infrequent) in a regulated activity.
- 2.14 It should be noted that the existing Criminal Records Bureau will undertake the ISA checks.

- 2.15 As with the current regime of CRB checks, Members also come within the ambit of the new Act. In relation to children, a Member will be engaged in a regulated activity, and consequently be required to be checked and vetted under the new Scheme if, inter alia, they are a "Member of a relevant local government body", which is defined as follows:
 - a) he is a member of a local authority and discharges any education functions or social services functions of a local authority
 - b) he is a member of an executive of a local authority which discharges any such functions
 - c) he is a member of a committee of an executive of a local authority which discharges any such functions
 - d) he is a member of an area committee, or any other committee, of a local authority which discharges any such functions
- 2.16 In relation to vulnerable adults, the provisions are almost identical apart from point a) which is worded in the Act as follows:
 - a) he is a member of a local authority and discharges any social services functions of a local authority which relate wholly or mainly to vulnerable adults.

3.0 Main Issues

- 3.1 The Council will be required to apply the new arrangements under the Act in respect of Elected Members and, as indicated above, these will be mandatory for Elected Members in certain specified positions. Conversely, it is likely to be unlawful to require participation by those Members not specifically included although it may be possible to continue with the current practice of voluntary participation for all Members should that be considered an appropriate approach.
- 3.2 Initial legal advice has been sought as to which LCC Members would be included in the definition of undertaking a Regulated Activity although this is subject to any final Government guidance being given. In the absence of any such guidance, Members of the following bodies are likely to be deemed to be undertaking regulated activities and consequently require registration and vetting under the Act:

Executive Board
Adoption Panel
Fostering Panel
Corporate Carers' Group

Members who are school governors will also need to be registered under the new Scheme.

3.3 Members on certain outside bodies would also be included within the new regime although, in these cases, it would be the responsibility of the bodies in question to ensure that a Member was appropriately registered.

- 3.4 It is not yet clear when, following commencement of the roll-out, Members will be incorporated into the scheme although it is anticipated that the roll-out will be completed over five years.
- 3.5 In January 2009, Government concluded a consultation exercise regarding implementation of the new regime. The results of this consultation exercise have yet be published although it is hoped that this will clarify details of how the scheme should be applied and, in particular, give further guidance as to the implementation timetable, how quickly checks must be carried out, which Members should be included within the scheme, and who should be responsible for carrying out checks.

4.0 Implications for Council Policy and Governance

4.1 There are clear governance implications in ensuring that Elected Members are appropriately cleared to undertake their full range of responsibilities.

5.0 Legal and Resource Implications

- 5.1 As indicated above, it will be a statutory requirement that the Council complies with the new vetting and barring arrangements. Failure to comply with it could lead to criminal liability on the part of the Council and/or individual Elected Members.
- 5.2 It is anticipated that, whilst the new arrangements will require some changes to working practices, there will be no significant impact on overall resource requirements. There may be some minor increase in the cost of carrying out necessary checks although this has been provided for in 2009/10 base budgets (and will be carried forward in light of the anticipated timetable having been put back until late 2010 at the earliest).

6.0 Conclusions

- 6.1 Introduction of the Safeguarding Vulnerable Groups Act 2006 will entail changes to the Council's arrangements for vetting Elected Members before they can carry out certain functions. These are likely to be phased in at some time after autumn 2010.
- 6.2 Further guidance is anticipated over the next few months at which stage and a further report will be brought to this Committee.

7.0 Recommendations

7.1 That Members note the contents of this report.



Originator: And Keightey / Tim 7
Tel: 26 60003
24 74156

Report of the Chief Democratic Services Officer and the Chief Officer (ICT)

Member Management Committee

Date: 1st June 2009

Subject: ICT Update including Performance Indicators

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity Community Cohesion
Ward Members consulted (referred to in report)	Narrowing the Gap

1.0 Purpose of This Report

- 1.1 This report has been produced in response to a request from Member Management Committee. Following consultation with the Members IT Reference Group it was agreed to report on the performance indicators below which relate mainly to calls received from councilors by Service Help Desk officers.
- 1.2 It is intended that this report will in the future be brought to every meeting of the Member Management Committee together with an update on any major difficulties that have been experienced by Members but are not evident from the reported data.

2.0 Main Issues

2.1 Reports have been produced on the number of calls handled by the ICT Service Desk and based on the following criteria:

Service	Description
Call Pickup Rate	Time taken to answer callers
Call Abandonment Rate	No of calls queued to an operator but abandoned prior to pickup
Average Call Handling Time	Average time taken in servicing a call

2.2 Indicative monthly figures for Quarter 4 2008/09 based on the above criteria are provided at Appendix A

- 2.2 Wherever possible ICT services attempt to resolve issues at the first point of contact. Such issues would include:
 - Resetting passwords
 - o Providing basic support around MS Word or Excel
 - Assisting with delegated rights within Lotus Notes

A list of the types of problems which can be resolved at first point of contact is shown at Appendix B

2.2 It is the aim of officers on the help desk to meet targets for answering and resolving the calls they receive. Call are categorized in two way as either, incidents which can be resolved quickly or complex problems that require more in depth work (such as requiring a home visit). The targets for dealing with these two kinds of calls are as follows:

Incidents - 80% amount in 8 hours
 Complex Problems - 80% amount in 5 days

2.2 The total number of monthly incidents logged and resolved during Quarter 4 2008/09, are as follows and for indicative purposes we have added the criteria outlines above:

Month	Service Desk Calls Logged	Calls Closed	Incidents (Total Number)	Within target	Complex Problems (Total)	Within target
Jan	75	73	60	85%	13	75%
Feb	54	54	48	76%	6	50%
Mar	48	46	40	90%	8	100%

3.0 Implications For Council Policy And Governance

3.1 There are no implications for Council Policy and Governance.

4 Legal And Resource Implications

4.1 There are no legal and resource implications.

5 Conclusions

- A range of performance measures can be made available to monitor the level of ICT support provided to members. Examples for consideration are provided around the performance of the ICT service desk and in terms of the number and nature of service desk calls raised.
- 5.2 It is proposed that this information be reported on a regular basis to Member Management Committee together with an update on major problems which have been experienced by members but are not reflected in the reported data.

6 Recommendations

6.1 Members are asked to comment on the structure and content of this report and to review the performance statistics provided.

Appendix A

Members ICT Service Desk Monthly Call Answer Rates for Quarter 4 2008/09

	Jan	Feb	Mar
Calls Offered	112	84	68
Calls Answered	98	73	54
Calls Abandoned	14	11	14
Average Handling Time (mins)	4:27	5:01	4:41

Appendix B: First Time Fix Suggestions Provide basic support (e.g. formatting, formulas, inserting pictures) for: MS Word MS Excel MS PowerPoint **File Management** Exceptions · Restore overwritten network files Salvage deleted networked documents Restore corrupted files • Move files \ folders **Anti-Virus** Check version Run Scans **Lotus Notes Exceptions** User Administration Restores Group Administration Mail Sweeper / mail routing Mail-in database Administration Restart servers Move a mail database Complex faults Create Out of office agent Delegation access Archive issues Client Issues Server status Internet **Exceptions** Check/Amend browser settings • Firewall (BorderManger) issues. • Run CLNTRUST (Client Trust Security issues settings) · Check sites are up Laptops / PDAs / Smartphones **Exceptions** Perform soft reset Set up M-notes accounts Initiate a M-notes reinstall M-notes status Restore mail/calendar/Address Book (PAB) entries lost. Synchronisation issues • PDA's **Home Working Exceptions** Reset Novell passwords · Setup user accounts for home · Check user has home working apps working Setup Laptops for home working



Origin Age no a ightern 8

Business Relationship

Manager

Tel: 26 60003

Report of the Chief Officer (ICT)

Member Management Committee

Date: 1st June 2009

Subject: ICT Update on Personal Digital Assistants (PDAs)

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity Community Cohesion
Ward Members consulted (referred to in report)	Narrowing the Gap

1.0 Purpose of This Report

1.1 This report has been produced in response to a request from Member Management Committee. The report is intended to provide Member Management Committee with an update on Personal Digital Assistants.

2.0 Main Issues

- 2.1 Members may recall that an update on Personal Digital Assistants (PDAs) was provided to the Member Management Committee meeting in November 2008. At the Member Management Committee meeting in April, officers agreed to provide an update on the future of PDA devices to a subsequent meeting.
- 2.2 Members will be aware that following a tendering process, the Council have a new mobile phone contract with Damovo with the actual service provider being O2.
- 2.3 Members will be aware that PDA devices are still operating on the Orange network at this stage.
- 2.4 Work is progressing to install the appropriate infrastructure to allow the synchronization of email and calendar entries between the Council's systems and the PDAs on the new network.
- 2.5 Once this infrastructure is in place, arrangements will be made to transfer the existing devices to the new network and members will be notified of the process to facilitate this transfer.

2.6 At the time of the move to the new Microsoft environment under the ICE (Implementing the Collaboration Environment) we will advise on options around changing the PDA service.

3.0 Implications For Council Policy And Governance

3.1 There are no implications for Council Policy and Governance.

4 Legal And Resource Implications

4.1 There are no legal and resource implications.

5 Conclusions

5.1 Corporate ICT Services Officers will be in attendance and will provide a verbal position statement with respect to PDAs and statistics on member PDA usage at the meeting

6 Recommendations

6.1 Members are asked to note the contents of this report.



Agenda Item 9

Originator: D Hardy
Tel: 39 50279

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 1st June 2009

Subject: Members Attendance at Conferences and Seminars - update

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

Executive Summary

- 1. The objective of this project is to revise the process for authorising Members attendance at conferences and seminars in light of concerns raised by the Member Management Committee regarding certain aspects of the current guidelines.
- 2. The report sets out proposals for altering the process that must be followed for all requests by Members to attend conferences and seminars.
- The report also clarifies arrangements for agreeing the attendance at conferences and seminars by Members of the Standards Committee and for informing Members of forthcoming conference events.
- 4. Note the updated list of approved conferences.

1.0 Purpose Of This Report

- 1.1 The purpose of this report is seek the views of Members of Member Management Committee on the proposals for a revised process for authorising attendance by Members at conferences and seminars, including Members of the Standards Committee.
- 1.2 The report also details arrangements for informing Members of forthcoming conference events.

2.0 Background Information

- 2.1 The process for authorising attendance by Members at Conferences and Seminars was originally set out in an Executive Board report in May 2000 and revised in a subsequent Executive Board report in October 2005.
- 2.2 The revision document of October 2005 altered the agreed list on Conferences, the authorisation process and set up the mechanism which allows the Member Management Committee to monitor attendance.
- 2.3 This Committee has asked that the arrangements be reviewed.

3.0 Main Issues

Approval Procedure

- 3.1 In the original document it stated that Members who wished to attend a conference or seminar should make a request to the Chief Democratic Services Manager for consideration.
- 3.2 In practice the majority of such requests are sent directly to the Member Development Officer, therefore it has been suggested that the responsibility for processing requests be passed to the Member Development Officer acting on behalf of the Chief Democratic Services Officer.
- 3.3 As before the Member Development Officer would consult with the Chair of Member Management Committee and the applicable Executive Board Member.
- In cases where there is no obvious Executive Board Portfolio, the Member Development Officer will consult with the Leader in addition to the Chair of Member Management Committee. If a there is a difference of opinion between the two, the Member Development Officer will act on the advice of the Chair of Member Management Committee.
- 3.5 The guidelines currently state that requests to attend conferences and seminars received from the Independent Chair of the Standards Committee are sent to the Member Development Officer who seeks approval from the Assistant Chief Executive (Corporate Governance) in her role as the Monitoring Officer.
- 3.6 It is suggested that the system should be revised so that approval for any requests from Members of the Standards Committee who are not Leeds City Council Councillors should be sought from the Executive Board Member (Central and Corporate Functions) as well as the Monitoring Officer. This will ensure that Members are kept informed of any such requests. Any requests from Elected

Members would follow the usual process involving the Chair of Member Management Committee.

3.7 Requests to attend conferences and seminars from non-Leeds City Council Members of the Standards Committee are not covered by this procedure. All such requests will be submitted on the same application form and will be the subject of consultation between the Executive Board Member (Central and Corporate Functions) and the Assistant Chief Executive (Corporate Governance) in her role as the monitoring officer.

A revised procedure including the proposed changes is attached at Appendix 1.

Approved Conferences

3.8 Following consultation with Directors and Heads of Service, the list of Approved Conferences has been updated. This is attached at Appendix 2

Notice of forthcoming events, monitoring of attendance and evaluation

- 3.9 It is proposed that the Member Development Officer circulate information about relevant forthcoming events to group whips for their consideration.
- 3.10 Details of attendance will continue to be circulated to whips for their information by the Member Development Officer.
- 3.11 The Member Development Working Group has committed itself to a rigorous process of evaluation of all learning undertaken by Elected Members, linked to the Personal Development Plan (PDP) process.
- 3.12 Thus Members should be encouraged to bring back copies of handouts/literature from any events they attend. This will allow the knowledge to be shared with colleagues. The Member Development Officer will contact them for feedback after the event as a matter of course in order to ensure that the Council is receiving value for money.

4.0 Implications For Council Policy And Governance

4.1 Appropriate attendance at conferences if essential to meet the learning needs of elected Members and a robust application procedure allows that the most appropriate Member attends, thus giving value for money.

5.0 Legal And Resource Implications

5.1 There are no legal implications and the spending on conferences and seminars will be met within existing resource allocated.

6.0 Conclusions

This report revises the current process of authorising attendance by Members at conferences and seminars.

The report also sets out the procedure for the monitoring attendance, evaluating the quality and usefulness of the event and the circulation of information regarding forthcoming events.

7.0 Recommendations

- 7.1 The Member Management Committee is asked to;
 - Endorse the revised Attendance at Conferences and Seminars procedure (Appendix 1)
 - Endorse the revised approved list of conferences (Appendix 2)
 - Note the new arrangements for monitoring of attendance and evaluation and the circulation of information about forthcoming conference events to whips
 - Note that the revised procedure and list will be discussed with the Executive Member (Central and Corporate Functions) and taken, as appropriate, as an officer decision or referred for a decision of the Executive Board.

Members' Attendance at Conferences and Seminars

Revision History:

Procedure prepared by: Daniel Hardy, Member Development Officer (Acting)

Last revised: April 2009

Scope

This document outlines the procedures that elected Members and officers must undertake when Members attend external conferences or seminars.

It does not cover learning and development events that are arranged in-house by Member Development or Council departments.

National annual events which are regularly attended by Members and officers have been considered by departmental representatives, and an updated 'approved list' of these conferences has been compiled and reviewed by the Directors and heads of service.

The purpose of this list is to provide a clear process for dealing with those regular events which may be anticipated and planned for. The approved list can be found at Appendix A.

The procedure as outlined below should not be used for attendance by Members at outside meetings in connection with claims for travel and subsistence by Members who are required to represent the Council in their capacity as office holders with the Council. These will be submitted for processing by the Chief Democratic Services Officer in the same manner as other such expenditure claims.

Procedure

- 1.0 A Member wishing to attend a conference or seminar from the approved list will be asked to submit a request form to the Member Development Officer. The request will then be progressed as described below and, in all cases, the relevant Group Whip will be advised of whether the request has been approved or refused.
- 2.0 In relation to the approved list, the Member Development Officer, acting on behalf of the Chief Democratic Services Officer, is responsible processing requests regarding Member attendance.
- 3.0 In authorising Member attendance at conferences and seminars on the approved list, the Member Development Officer consults with the appropriate Executive Member and with the Chair of the Member Management Committee.
- 4.0 Where the requested event does not fall under a specific portfolio area, the practice is that the Member Development Officer consults with the Chair of Member Management Committee and the Leader.
- 5.0 At the beginning of each Municipal year, the Member Management Committee will be asked to consider the approved list, and where it considers appropriate, make recommendations as to Member attendance.

- 6.0 For conferences and seminars which are not on the approved list, officers will routinely explore options for running events in Leeds with a view to providing increased opportunities for attendance by a greater number of Leeds Members and, where possible, sharing expenditure with neighbouring authorities.
- 7.0 Where it is not feasible to provide a locally organised alternative, a Member will be asked to complete a request form indicating whether attendance is considered to be primarily for the purposes of assisting them to undertake their current role on the Council or whether it is being requested for the purposes of personal development (see Appendix B).

The Member Management Committee will monitor this aspect in particular, with a view to ensuring an equitable distribution of resources between Members and Groups.

Again for conferences and seminars which are not on the approved list, the Member Development Officer is authorised to process requests for attendance in consultation with the Chair of Member Management Committee and the relevant Executive Member.or the Leader where appropriate.

- 8.0 In the unlikely event that a decision cannot be agreed between the two consultees, the Member Development Officer will act on the advice of the Chair of Member Management Committee.
- 9.0 In the event of a negative decision, the Chair of Member Management Committee will advise with the Whip of the rejected Member.
- 10.0 Details of which Members have attended particular conferences and seminars will be made available to all Members, for the purposes of enabling discussions and feedback with those Members who have attended.
- 11.0 These details will also indicate whether any handouts/literature have been deposited with the Member Development Office for wider access by Members. Members should routinely bring back any suitable handouts/literature if at all possible.

This literature would be supplemented by feedback from each Councillor regarding their thoughts on the course and its value to other colleagues. The Member Development Officer will send a form to Members on their return in order to solicit this feedback. Appendix C details the form which Members would be requested to fill out in such cases.

The Member Management Committee will receive reports on a quarterly basis, to include e.g. details of attendance, rejected requests, expenditure and feedback etc.

12.0 Requests from non Leeds City Council Members of the Standards Committee to attend conferences and seminars in connection with their role are not covered by the full provisions of the procedure.

However all such requests will be submitted on the same application form and will be the subject of consultation between the Executive Board Member for Central and Corporate Functions and the Assistant Chief Executive (Corporate Governance) in her role as the monitoring officer.

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¹¹ With regard to co-opted members of Scrutiny Boards, it is not envisaged that they will need training as they have been specifically selected for the experience in the relevant field. However should the need arise due to the specific and detailed nature of an enquiry, then the cost of any training will be met as part of the cost of that enquiry through the Scrutiny Unit budget..

Approved List of Seminars and Conferences to be attended by Members

Department	Conference	Executive Member Consultee
Adult Social	LGA National Children and Adult	Adult Social Care
Care	Services Conference	
Central & Corporate	LGA Annual Conference	Central & Corporate
	Standards Board Annual Aseembly	
	National Association of Councillors	Central & Corporate
	Annual Conference	
	Eurocities AGM	Central & Corporate
	Core Cities Annual Conference	Central & Corporate
	LGA Annual Local Government	Central & Corporate
	Finance Conference	
	SIGOMA Annual Conference	Central & Corporate
	IDeA e-champions Conference	Central & Corporate
	LGA Emergency Planning Events	Central & Corporate
Children 1	National Childmindin - Ai-ti-	Children's Services
Children's Services	National Childminding Association Annual Conference	Children's Services
Services	LGA National Children and Adult	Children's Services
	Services Conference	Children's Services
	Services constraine	
City Development	LGA Transportation Conference	City Development
	National Association of British Market	City Development
	Authorities and Conference of the	
	Executive Councils of the Association	
	Annual Cities Conference	City Development
	RTPI National Planning Conference	City Development
		l n l
Education	Council of Local Education Authorities	Education
	North of England Education	Education
	LGA Education National Conference	Education
	LGA Education Regional Meetings	Education
Environment & Neighbourhood	LGA Housing Conference	Environment & Neighbourhoods
	Chartered Institute of Housing Annual Conference	Environment & Neighbourhoods
	LGA Safer Communities Annual Conference	Environment & Neighbourhoods
Environmental	Association of Public Sector Excellence	Environmental Services
Services	Conference	
	National Society for Clean Air and Environmental Protection	Environmental Services
Leisure	LGA Annual Conference: Culture and Tourism	Leisure

MEMBER ATTENDANCE AT SEMINARS AND CONFERENCES APPROVAL FORM

NAME			
TITLE OF EVE	NT		
DATE	Please attach any relevant information and booking forms		
VENUE			
COST			
APPROVED LIS	Is the event on the Annroved List of Conterences?"		
	Yes No *the approved list can be found overleaf.		
	If No, please enter information in support of your application below, attach it to this form.		
	Is the event primarily for your personal development?		
	Yes No		
Please return this	form to the Members Development Officer, 1st Floor West, Civic Hall		
	FOR OFFICE USE ONLY		
MEMBER:	DATE: NOTES:		
MEMBER:	DATE: NOTES:		
GROUP WHIP AD			
AUTHORISED S CHIEF DEMOC	SIGNATORY RATIC SERVICES OFFICER: DATE: DATE:		
OFFICE USE:	DETAILS ENTERED ON SAP: DATE:		
	BOOKINGS MADE: DATE:		

External Event Review Form

We would welcome your views on the event you have just attended. This information may be shared with other Members and officers in order to monitor the standard of external learning events and to share learning. We find this information valuable and appreciate your thoughts.

Name:	Event Title:
Event Provider:	Event Date:

Please tick the appropriate box below.

Facilities (1 = poor, 2 = fair, 3 = good, 4 = excellent)	1	2	3	4
◆ Any requested additional requirements met				
◆ Room comfort				
Trainer (1 = poor, 2 = fair, 3 = good, 4 = excellent)	1	2	3	4
◆ Delivery style				
◆ Subject knowledge				
♦ Handling of exercises & questions				
◆ Encouraging participation				
◆ Preparation, planning & organisation				
Content (1 = poor, 2 = fair, 3 = good, 4 = excellent	1	2	3	4
◆ Logical structure				
◆ Training methods used				
Quality of manuals, booklets & handouts				
♦ Relevance of activities, exercises and tasks to work				
Pitched at right level				
Amount of time allocated				
Learning (1 = not at all, 2 = some, 3 = mostly, 4 = all)	1	2	3	4
♦ The event objectives/aims were met				
♦ My own personal learning objectives were met				
◆ I am clear how to put my learning into practice on the job				
◆ The learning was new to me				
Overall (1 = poor, 2 = fair, 3 = good, 4 = excellent)	1	2	3	4
♦ My overall opinion				

Thank you, please continue over the page.

1.	Which parts of the event will be most useful to you in your role?
2.	Which parts of the event were not relevant to your role?
3.	What were the key learning points?
4.	Would you recommend this event to other Members?
5.	Any other comments about the event?

Thank you for taking the time to complete this form. Please return it, with any additional items to:

Kay Small
Member Development Officer
Members Services
1st Floor West
Civic Hall



Agenda Item 10

Originator: Daniel Hardy

Tel: 39 50279

Report of the Chief Democratic Services Officer

Member Management Committee

Date: 1st June 2009

Subject: Member Development - Annual Report

Electoral Wards Affected:	Specific Implications For:	
	Equality and Diversity	
	Community Cohesion	
Ward Members consulted (referred to in report)	Narrowing the Gap	

Executive Summary

- This report provides the Member Management Committee with the Member Development Annual Report 2008/9. Member Development is a key component of the Council's Annual Corporate Governance Statement. The Member Development Annual Report details the achievements made in 2008/9 and outlines the actions to be taken in 2009/10.
- 2. The Member Development Working Group was established in December 2005. This Member group is key to the continuing improvement of Member Development and is essential for the Council maintaining the Member Development Charter award. It is proposed therefore that the group is reinstated for the 2009/10 municipal year.
- 3. The Member Management Committee is asked to note the contents of the Member Development Annual Report 2008/9, and to agree the continuation of the Member Development Working Group.

1.0 Introduction

Member Development - Annual Report 2008/9

1.1 The Member Development Annual Report details the achievements made this municipal year, and lists all the development courses, events and activities undertaken by elected Members over the course of the year.

Member Development Working Group

1.2 A working group consisting of a representative from the Conservative, Labour, Liberal Democrat and Green groups was established by Member Management Committee in December 2005. The group is instrumental in devising the array of learning and development opportunities that are available to Members. The group works on key projects such as the Member Development Strategy, new Members' induction and the annual seminar programme and is essential for the Council maintaining the Member Development Charter award.

2.0 Main Issues

Member Development - Annual Report

- 2.1 Member Development is a key component of the Council's Annual Corporate Governance Statement, specifically in relation to the principle of *Developing Skills and Capacity*, where the Council states that it will ensure that those charged with the governance of the Council have the skills, knowledge and experience they need to perform well. This work is detailed in the Member Development Annual report, which will be submitted to the Corporate Governance and Audit Committee as part of the Council's Annual Corporate Governance Statement.
- 2.2 As well as reviewing Member Development activities in the previous municipal year, the Annual report details challenges for the coming year. These include:
 - IDeA Charter for Member Development and Charter Plus. Leeds City Councl was granted the IDeA's Charter for Member Development in February 2007 and it is up for renewal in February 2010. A new, more stringent assessment process has been devised, Charter Plus, and the Council is committed in principle to achieving this in 2010.
 - **Personal Development Planning (PDPs).** Member Development are continuing to encourage more Members to take part in the PDP process and will be using the lessons learned from this year to try and get even more Members to take part during 2009/10.
 - **Health Scrutiny Training.** A detailed programme of training has been devised for the Members of the Health Scrutiny board that will give them greater information about the health landscape in Leeds.
 - Political Awareness Training. Member Development are working on a training programme for officers that will give them a greater insight into the work of elected Members and what it means to work in a political environment.

Member Development Working Group

- 2.3 In order to continue to give Elected Members the opportunity to steer the provision of training and development for Members, it is proposed that the Member Development Working Group be re-instated along the lines to be determined by the Member Management Committee.
- 2.4 The Group would continue to meet on a regular basis and report to this Committee.

3.0 Implications For Council Policy And Governance

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

4.0 Legal And Resource Implications

4.1 The achievements identified in the 2008/9 Annual Report were achieved within the allocated budget.

5.0 Recommendations

- 5.1 The Member Management Committee is asked to:
 - note the Member Development Annual Report 2008/9
 - agree the continuation of the Member Development Working Group as proposed in paragraph 2.3 and Appendix 2, and advise of any changes to the membership.

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Member Development Annual Report

2008-2009

Foreword

I am delighted, as the Chair of the Member Development Working Group, to be presenting the third Member Development Annual Report. This report details the scope and variety of training organised by Member Development over the last municipal year.

The report also explains how we are continually trying to expand and improve the range of learning activity on offer and build on the good work undertaken in the past. It also puts forward our plans for the future and how we will respond to the significant changes taking place in local government.

The role of an elected Member is constantly changing and developing and the demands placed on Councillors' time continue to grow. Member Development is there to provide Members with access to appropriate learning and development tools, enabling them to make the most of the valuable time they have available and fulfil the role of Councillor to the best of their ability.

For Member Development to be successful and effective and viewed as worthwhile it must reflect the needs of elected Members. The Member Development Working Group gives clear guidance to the Member Development Team on the variety and styles of learning that would be most useful to Members.

In Leeds we base our learning development programme on the Improvement and Development Agency's Charter for Member Development. Leeds City Council was awarded this Charter in 2007 in recognition of the excellent programme of skills development we offer to Councillors here.

Our Charter is due for renewal in 2010, but the opportunity also exists to be assessed against the IDeA's more stringent scheme Charter Plus. Achieving this would be a major coup for the authority in terms of prestige and would also demonstrate the importance of and, Leeds City Council's commitment to, the training and development of our elected Members.

Cllr Graham Latty
Chair of the Member Development Working Group

Member Development in 2008-09

Achievements

Induction

Induction is a major strand of the Member Development Strategy. The aim of the induction programme for new Councillors is to give them a good grounding in the way the Council works and the range of support available so they can settle quickly and easily into their new role.

The events take place in the first few weeks after the new Councillors have been elected and are designed to give Councillors the basic, initial information they need, and a simple introduction to other key areas of work.

Five new Councillors participated in the induction programme following the local elections on 1st May 2008. Smaller sessions were also organised for October 2008 and April 2009 for the Councillors who were elected following by-elections.

Induction 2008 events:

- Finding Your Feet Services and Support for new Members
- Introduction to ICT
- Learning the Ropes The Conduct of Council Meetings
- Speaking in the Chamber
- Understanding the Code of Conduct General Obligations
- How the Council Works Structures and Decision Making
- Understanding Scrutiny
- Meet the Corporate Leadership Team
- Local Government Finance Made Simple
- Cracking the Code Understanding the Code of Conduct Interests

In addition to the events listed above, other events that were not exclusively for new Members but open to all Councillors were held. These included sessions on the Leeds Local Area Agreement and the Strategic Plan, An Introduction to Performance Management, and Media Skills.

Feedback from the 2008 induction sessions was positive and all events were rated either 'Excellent' or 'Good'. Councillors agreed that the events were excellent at improving their knowledge and skills and were very relevant to their needs.

Feedback comment:

"Thanks for keeping me up to date and thank you for arranging the various training sessions I have attended, all have been very useful."

Feedback comment:

"I am satisfied that I am up to date with most training and I was most grateful that even for the sessions I was unable to attend, appropriate notes. Documents or presentations were circulated." All in all, I feel well settled and am confident I have a lot of support from different sources. Thanks again for all your help.

Suggestions for refining and improving the induction programme in terms of timing and content have been integrated into the Induction planning process for the 2010 programme.

Core skills and extended skills

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

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

They include:

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

As before a number of events and sessions were held to help Members improve these skills such as one-to-one IT training sessions and the continued development of a bespoke casework system that will enable Members to keep a better track of the work they undertake for their constituents.

In addition to this Member Development organised a number of learning and development events on the subject of Local Government Finance. The sessions were presented by Members of the Corporate Financial Management team and were aimed at giving members more information about their financial responsibilities in relation to Council services.

Three sessions were held on Budgeting, Budget Monitoring and Capital Accounting. The session on budgeting looked at how local authorities prepare budgets, how budgets are set and what issues affect Council Tax levels.

The session on Budget Monitoring explored the importance of controlling the Council's budget, how to control budgets effectively and how Members can get involved in this process.

The Capital Accounting session looked at how the Council manages its expenditure, what it considers when putting the capital programme together and how to approve and monitor the capital programme.

The courses were well received by Members with all those who gave feedback rating the course as either 'good' or 'excellent'. Some Members who attended the course felt that it was perhaps pitched at a level below their current knowledge, thus

Member Development are investigating the possibility of running a higher level course in the future.

"Very good. I was surprised at how accessible/understandable the information was."

"The exercises were most useful as were the ensuing discussions – better than straight 'presentations' as they get all involved."

Extended skills

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

Extended skills include:

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

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

Extended skills training and development:

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

Role specific skills

Role specific skills are those skills needed by Members who perform a particular council role such as being a member of a scrutiny board or sitting on one of the planning or licensing committees.

The following role specific training programmes took place during 2008-09:

Planning training programme

This programme included the compulsory sessions for Plans Panel Members: Introduction to planning (for Members new to Plans Panel); Planning Policy Update, and Governance and Conduct. The planning training programme also included optional sessions designed to further Members' knowledge on different aspects of planning such as enforcement and planning design. These sessions were open to all Councillors.

Sessions were run throughout the year and attendance was very good at compulsory sessions, but unfortunately not as good at the optional session on planning enforcement.

Event	Potential attendance	Actual attendance
Introduction to Planning (compulsory)	5 required to attend	5
Planning Policy Update (compulsory)	26 required to attend	24
Governance and Conduct (compulsory)	39 required to attend	35
Planning Enforcement (optional)	99	10

Feedback on the Planning Update session was very positive with the course being rated as either good or excellent by everyone who attended and the majority of people believing the course content to be both well delivered and useful.

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

Licensing training programme

The Licensing training programme was offered to Members of Licensing Committee and Licensing and Regulatory Panel in particular (although any Councillor with an interest could attend). There was a singled update session focusing on changes to relevant recent changes to legislation and in particular information around applications for large casinos.

Event	Potential attendance	Actual attendance
Licensing Policy Update (compulsory)	15 required to attend	13

Scrutiny training programme

Four sessions were held during 2008/9 for scrutiny Members:

'First Among Equals' in June focussed on chairing skills and was attended by all the chairs of the scrutiny boards in Leeds as wells as colleagues from the other West Yorkshire authorities.

'Making an Impact: Successful Scrutiny' in September was aimed at all scrutiny board Members in Leeds and was conducted by an external trainer from the Centre for Public Scrutiny. Its aim was to try and create more efficient inquiries by improving the analytical and questioning skills of scrutiny Members.

The Centre for Public Scrutiny's 'Scrutiny Roadshow' came to Leeds in October. This event was open to the whole of the Yorkshire and Humber region and looked at how to engage communities in the scrutiny process.

'Developing Community Engagement' was another regional event in November which aimed at encouraging the public to look upon scrutiny as the way to get their voice heard on a range of issues. This session was delivered by a trainer from the Centre for Public Scrutiny.

As well as these a further event was held June which was open to all Members of council, but specifically those on the newly formed City and Regional Partnerships board. This session looked at the City Region, the Council's links with external bodies and the Local Strategic Partnership.

Advanced Personal Development

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

Councillors have attended the Leadership Academy general programme and also specific training on the role of Lead Members.

Six Councillors from Leeds have also enrolled on the Post Graduate Certificate in Local Government Modernisation Course at Huddersfield University. The course looks at the way local government is changing and focuses on community leadership, communication skills, accountability and performance management.

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

Member Seminars:

- Leeds Compact
- Development of the Children's Plan
- Review of Income from Social Care Services
- Understanding Joint Strategic Needs
- Delegation or Devolution: Leeds and the City Region
- Children & Vulnerable Adults
- Regeneration
- The Teenage Pregnancy & Parenthood Strategy
- Housing Law
- The Corporate Area Assessment
- Choice Based Lettings

Members have also attended a variety of externally provided conferences which have covered a range of topics, such as climate change, partnership working, polyclinics and health centres, Local Area Agreements and the future of adult social care

External conferences provide a valuable opportunity for Councillors to hear from the experts in an area, share experiences, and learn the most up to date practices and network with other officers, Members and experts. Councillors are asked to share their learning when they return so the widest benefit for the council can be achieved.

General improvements in service delivery

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

Personal Development Plans

Following the small number of Personal Development Plans (PDPs) that were undertaken during 2007/8, a new approach was trialled during 2008/9 in the hope of encouraging more Members to take part in the process.

The Member Development Team took a more hands on approach this year, taking over the scheduling of PDP interviews with Members and conducting the interviews. Despite a slow start, this new approach has proved successful with almost half of Members being interviewed about their learning priorities and how best to achieve them.

Member Development has analysed the results of the PDPs held to date and identified a number of themes for future learning. These include chairing skills, public speaking, media skills, time management and how deal with people confidently.

There were also a number of Members who felt that that they needed more coaching on the use of ICT equipment. Member Development is currently looking at ways to meet these needs.

Areas for Development

Personal Development Plans

While the number of Councillors undergoing Personal Development Plan (PDP) interviews in 2008/9 showed a marked increase on the previous year, the Member Development Team are unwilling to rest on their laurels and want to have even greater uptake in 2009/10.

As stated earlier a major facet of successful Member Development is Member involvement and input. The Member Development Working Group is one aspect of this but PDPs also have a major role to play.

Personal Development Plans provide the key information from which development activities are designed and thus the more plans that are completed the better idea we have of what Councillors want.

The Member Development Team will therefore be working with the Member Development Working Group to look at what worked well from the process adopted during 2008/9 and to see where it can be improved in the hope of encouraging even more Members to take part in the process.

Learning Techniques

Member Development is constantly trying to engage with greater numbers of Councillors and increase and improve the access to learning for Members. To this end we have made great use of distance and e-learning to cater for those members whose other roles do not allow them to attend lunchtime seminars.

We have also tried to alter the time that seminars take place in order to make them more accessible. During 2008/9 we held a number of evening or twilight sessions in the hope that Members would be able to attend after work.

Unfortunately these were not a great success as turnout was very low and it has been decided, in consultation with the Member Development Working Group that these be postponed until there is greater interest.

This leaves a gap in our provision which needs to be filled. The Member Development team are to investigate delivering more training at Group Meetings where attendance tends to be greater.

Member Development in 2009-10

Introduction

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

Member Development plans for the future

Key Drivers

There are a number of issues which will affect Member Development at Leeds City Council over the next 12 months such as the re-assessment by the Improvement and Development Agency (IDeA) for Charter and Charter Plus, the move to a new email system and the training programme currently being devised for officers.

Scrutiny Board Inquiry into Member Development

The Central and Corporate Scrutiny Board conducted an inquiry into Member Development between December 2008 and February 2009. The final report contained a number of recommendations for ways to improve Member Development at Leeds City Council.

These recommendations were:

- Look at how to improve the standard of training delivered by officers to Members.
- Increase the number of Members taking part in the PDP process
- Executive Board Members and Group Whips undertake a PDP
- Member Development to share feedback with those presenting learning and publishes this information on the intranet
- Establish groups to evaluate role specific training made up of officers and Members
- Commit in principle to achieving Charter Plus.

We will be tackling all these issues during the next twelve months and will be reporting back on our progress to the Central and Corporate Functions Scrutiny Board at regular intervals.

Charter and Charter Plus

Leeds City Council was awarded the IDeA's Charter for Member Development in February 2007. The Charter is due for renewal in February 2010 and the authority will have to re-inspected to ensure that it is maintaining its commitment to Member Development.

The IDeA have subsequently created a higher standard of Charter, Charter Plus. Charter Plus places more stringent expectations on local authorities with regard to the type of learning and development on offer to Members.

The Member Development Working Group have agreed in principle to try and attain Charter Plus when Leeds City Council is reassessed in February. This will mean that a lot of work will have to be undertaken to meet this stricter assessment process and lots of evidence gathered to demonstrate the wide variety of learning on offer.

Members Handbook

Member Development is currently working with colleagues in other departments to create a new handbook for Members.

Following lengthy discussions with the Member Development Working Group it has been decided that the Handbook will take the form of a list of useful numbers and laminated cards with handy hints that will fit inside the current diary. Members will be able to customise the handbook so that they can just have the numbers and handy hints sections that are applicable to them.

The useful numbers will be an extension of those which are already listed in the diary and will be wedge based. This means that there will be more than just the current list of directors and chief officers and they will be more relevant to the specific ward a Member represents.

The handy hints will be similar to those which are already available about planning. Topics such as IT shortcuts, licensing and adult safeguarding will be included and again Members can choose which they want to have copies of.

Political Awareness Training

After much discussion with the Members of the Member Development Working Group, Member Development is working on a training course for officers. This training course is designed to give officers an insight into the work of Councillors and to help them understand the ramifications of working in a political environment.

The course aims to reduce the frustrations felt by Members when they feel that officers do not understand the political consequences of a potential course of action and give officers a look at the kind of work that Councillors undertake and the range of groups and networks they can become involved in.

Induction

As there are no local elections during 2009, there will be no new Councillors who need to take part in the induction programme, barring by-elections. Therefore the induction planning process has not yet begun in earnest.

As in previous years we will be using the feedback from the events held during 2008/9 to inform our decisions on the content and timing of the programme. We will also be looking at what changes can be made in order to encourage all candidates to attend the programme if they are elected.

Core skills and extended skills

As the role of Elected Members changes, the array of skills that are deemed necessary to do the job effectively widens. This means that what would have previously been classed as 'extended' skills have moved into the core skills category and the range of training on offer from Member Development will alter in order to reflect this.

The use of ICT remains an area that Members are always interested in having more training in and this will be important, this year more than ever. The Council will be moving to Microsoft Outlook towards the end of 2009 and this will mean that all Members will have to be taught how to use the new email system.

Member Development will be working closely with IT to devise and deliver the training and will ensure that all Members have had sufficient training and are comfortable with the new system before Lotus Notes is switched of on 31 October 2009.

Role specific skills

Role specific training is an important part of the range of learning and development opportunities on offer to Elected Members. This builds on Members core skills and allows them to fulfil very specific roles on boards and committees.

As in previous years this will include scrutiny training for those who are new to scrutiny and updates on the latest changes to planning and licensing legislation for those who sit on these committees. There will also be more detailed planning and licensing training for any Members appointed to these roles at the AGM who have not sat on these committees previously.

There is also more detailed training for Members of the Health Scrutiny Board. This training has been devised with the help of the local Health Trusts and the PCT to give Members a more detailed understanding of the make-up of the health landscape in Leeds.

Advanced personal development

Personal Development Plans (PDPs) completed by Councillors in 2009-10 will form the basis of the advanced personal development training offered. It is hoped that PDPs will be completed relatively early in the municipal year, in order to inform the annual training plan and provide maximum opportunity for the training needs identified to be met.

As stated earlier, despite the increased number of Members taking part in the PDP process in 2008/9 we will not be resting on our laurels and will be looking for even greater take up in 2009/10. The best method for conducting personal development discussions will be considered by the Member Development Working Group early in the municipal year.

External conferences and the Leadership Academy will continue to play a large part in the advanced personal development of Councillors and we hope to sign a new

batch of Councillors up to the Local Government Modernisation Course at Huddersfield University.

Appendix A - Members' Learning and Development Report

April 2008 - March 2009

This report shows learning and development activity undertaken by elected Members between 1 April 2008 and 31 March 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. 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
Page 46	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 Feldman, Ronald	Campbell	-	Elliott	-	6	N/A

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Diversity Driver	12/11/08 and 8/1/09	Liz Bavidge, Fairplay Initiative	Selby	Kendall	Bentley Chastney Ewens	-	Elliott	-	6	NA

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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 Lewis, J	Harrand Anderson Kendall Lobley	Ewens Chastney Bentley	-	-	-	9	-
	Development of the Children's Plan	13/10/08	Rosemary Archer, Children's Services	Taylor, E Mulherin Selby Murray	Hyde, W Fox Harrand Bale	Harker Golton Bentley Ewens Chastney	-	-	-	13	Good
Daga 10	Review of income for non-residential social care services	16/10/08	Sandie Keane, Adult Social Care	Wakefield Harington Grahame Blake Coupar Driver McKenna, J McKenna, A	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

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	Delegation or Devolution – Leeds & the City Region	15/01/09	Project Officers, Regional Policy Team	Lewis, J 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
Daga /0	Introducing Teenage Pregnancy & Parenthood strategy	16/02/09	Kiera Swift Jenny Midwinter	Mulherin Dowson Jarosz	Lobley Harand Kendall	Ewens Lancaster Golton Kirkland Chastney Bentley	Blackburn, A			13	Good
	Housing Law	19/02/09	Habib Aziz		Kendall L Carter Bale	Ewens Bentley Campbell				6	Good
	Regeneration Seminar- Part Two	23/02/09	Stephen Boyle, Chief Regeneration Officer	Harington Driver Dowson Murray	Bale Anderson	Ewens Bentley Campbell	Blackburn, A	Leadley		11	Good
	Corporate Area Assessment	24/03/09	Marilyn Summers	Lewis, J Atha	Anderson	Brett	-	-	-	4	Excellent

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/ Independen t	BNP	Total attendance	Average Evaluation rating
Making an Impact: Successful Scrutiny	30/09/08	Tim Young (CfPS)	Lewis, J Grahame	Hyde, W	Bentley	-	Elliott	-	5	Good
Scrutiny Roadshow (National Event)	2/10/08	Centre for Public Scrutiny	Dobson	Hyde, W	-	-	-	-	2	-
Planning Policy Update	21/10/08	Jed Griffiths, TRA Ltd	Lewis, J Lyons Coulson Harper Congreve	Wadsworth Marjoram Wilkinson Andrew	Campbell Taylor, A	Blackburn, D	Leadley	-	13	Good
Planning Enforcement	29/10/08	Vivien Green, TRA Ltd	Coulson Gruen Yeadon	Latty Fox Castle	Pryke Wilson Matthews Campbell	-	Leadley	-	11 + 4 Parish Cllrs	Excellent
Planning Policy Update	21/11/08	Jed Griffiths, TRA Ltd	Nash Gruen Parker Taggart Yeadon	Fox Feldman, Ruth Castle Latty Feldman, Ronald	Monaghan Chastney Hamilton Matthews Wilson Ewens		Finnigan		17 + 4 Parish Cllrs	Good

	Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independen t	BNP	Total attendance	Average Evaluation rating
	Scrutiny: Developing Community Engagement	25/11/08	Ann Reeder	-	Hyde, W Kendall Wilkinson Castle	Chapman Chastney Bentley Lancaster	-	-	-	7	Good
	Governance & Conduct update for Planning & Licensing Members	10/02/09	Kate Saddler & Gill Marshall	Congreve Dunn Harper Coulson	Wilkinson Castle Latty Fox	Rhodes- Clayton Hollingsworth Monaghan Matthews Chastney	D.Blackburn	Leadley	-	15	Excellent
Daga	Risk Management	12/02/09	Coral Main	-	Harrand	Campbell Kirkland	Blackburn, A	-	-	4	-
70 51	Risk Management	13/02/09	Coral Main	-	-	Brett Golton Harker	-	Finnigan	-	4	-
	Governance & Conduct update for Planning & Licensing Members	25/02/09	Kate Sadler Gill Marshall	Hyde, G Gruen	Anderson Andrew Wadsworth Marjoram	Campbell Townsley Wilson		Finnigan Grayshon	-		
	Governance & Conduct update for Planning & Licensing Members	10/03/09	Kate Saddler Gill Marshall	Morgan Parker Dobson Yeadon Taggart Nash	-	Hamilton	-	-	-	7	-
	Risk Management	23/03/09	Coral Main	Blake Wakefield	Procter, J Carter, A Carter, J	-	-	-	-	5	-

Event Title	Date	Chair/ Provider	Labour	Cons	Lib Dem	Green	MBI/ Independen t	BNP	Total attendance	Average Evaluation rating
Councils Lettings Policy	30/03/09	Kath Bramall	D Coupar J Jarosz							

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	Independ ent	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	DID NOT ATTEND 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 4/5 Feb 09	IDeA Leadership Academy – 'Making Children Matter'	Stuart Golton	York	No	N/A (Funded regionally)	Lib Dem	Free (funded regionally)	-	-	-
27/11/08	"Take your Partners" – Partnership Working Conference	James Lewis	Barnsley	No	NA (Funded regionally)	Labour	Free	-	-	-
4 th Dec	DID NOT ATTEND Polyclinics, Health Centres and the future of the General Practitioner	Pauleen Grahame	London	No	Yes	Labour	215	212		427
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
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

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12/03/09	Casework	Yeadon	Hull	No	Approved	Labour	-	6.	1	

Total spend to 31 January 2009: 8345.05
Total budget allocation for 2008-9
Total remaining at 31 January 2009

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Agenda Item 11

Originator: Kevin

Tomkinson

Tel: 2474357

Report of the Chief Democratic Services Officer

Report to Member Management Committee

Date: 1st June 2009

Subject: LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES

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

1.0 EXECUTIVE SUMMARY

- 1.1 This report outlines the roles and responsibilities of the Member Management Committee in relation to Elected Member Appointments to Outside Bodies.
- 1.2 The report also provides an update on the Members currently serving on outside bodies and details appointments made since the last meeting of this Committee in May 2009.

2.0 PURPOSE OF REPORT

- 2.1 This report outlines the Member Management Committee's role in relation to Elected Member Appointments to Outside Bodies and asks the Committee to;
 - Agree a schedule detailing those organisations that the Council will continue to make an appointment to;
 - Agree the nominations to those organisations which fall to the Committee to make an appointment to.

3.0 RESPONSIBILITIES OF THE MEMBER MANAGEMENT COMMITTEE

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

Extract from the Appointments to Outside Bodies Procedure Rules

- 3.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 3.3 Determination will be based on one or more of the following criteria being met.
 - The proposed appointment is a statutory requirement, or
 - The proposed appointment would be consistent with the Council's policy or strategic objectives, or
 - The proposed appointment would add value to the Council's activities
- 3.4 The current schedule of bodies to which appointments are made is attached at Appendix 2. This schedule was agreed by Member Management Committee in June 2008 and identifies those appointments which fall to the Committee to make.
- 3.5 In relation to these appointments the Member Management Committee is asked to :-
 - confirm that the Council will continue to make an appointment to those organisations listed;
 - confirm the allocation of responsibility for appointments to the Member Management Committee
 - consider those Members which they would wish to appoint to serve on the organisations listed in Appendix 2
- The Appointments Procedure advises the Member Management Committee to have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole and to have regard to a Members current interests prior to making any appointment to avoid any potential conflict of interest.
- 3.7 The Member Management Committee is asked to note that Elected Members should normally fill all available appointments and that all appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.8 It is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled
- 3.9 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above

4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE

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

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5.0 POSITION STATEMENT

- 5.1 The Member Management Committee met on a number of occasions in the last Municipal Year to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 2 details the current position.
- 5.2 Member Management Committee is asked to consider any vacancies detailed in Appendix 2 and make appointments to them.
- 5.3 In considering these vacancies the Committee is asked to specifically consider the following issues:-

5.4 Groundwork Leeds

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

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

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

5.5 Yorkshire Regional Flood Defence Committee

As Members will be aware the Council currently appoint a representative to the Yorkshire Regional Flood Defence Committee and are able to appoint a deputy member (substitute) in accordance with Schedule 5, para 9 of the Environment Act 1995. The term of the appointment is 4 years.

The Councils current representative on this Committee is Councillor Pryke and this appointment ended on the 31 May 2009.

Members are asked to consider making an appointment to the Yorkshire Regional Flood Defence Committee and note that this Committee has previously determined that the position should be reserved to the Executive Member(Development and Regeneration) or their nominee.

5.6 Joseph Priestley College

The Chair of the Joseph Priestley College Governing Body has advised officers that the Councils two representatives on the Governing Body have resigned.

The Chair has also advised that the previous arrangement of the Council providing nominees to serve on the Board has changed and all appointments are now the responsibility of the Governing Body, and the previous system of nominating bodies has been removed from their Instrument of Government.

The College feels it has close links with the communities it serves in South Leeds and they believe that all stakeholders should have a voice on the Governing Body. The College are still keen to have some representation from Leeds City Council and have indicated that they would hope to fill a vacancy they have with a local Councillor.

Members are asked to consider whether they would wish to the Council to nominate a representative to serve on the College Board and if so whether it should be categorised as a Strategic and Key Partnership(nominations to be made by this Committee) or Community and Local Engagement(nominations delegated to the relevant Area Committee).

5.7 Appointments made since March 2009

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)

Outside Body	Member	Member Replaced	<u>Date</u>
	<u>Appointed</u>		
Leeds College of Building	Cllr Driver	Cllr Dobson	10/03/09
Elmete Adoption Panel	Cllr Jarosz	Cllr E Taylor	10/03/09
Yorkshire Indoor Cricket School	Cllr Wilkinson	Cllr R D Feldman	17/03/09
Council Housing Investment	Cllr D Blackburn	Whips nominee	17/03/09
Review – Councillor	Cllr Anderson	Whips nominee	02/04/09
Consultation Group	Cllr Chapman	Whips nominee	02/04/09
	Cllr Hollingsworth	Whips nominee	02/04/09
	Cllr Hanley	Whips nominee	02/04/09
	Cllr Gruen	Whips nominee	02/04/09

6.0 RECOMMENDATIONS

- 6.1 The Member Management Committee is asked to:-
 - Note the Appointments to Outside Bodies Procedure Rules at Appendix 1
 - Agree the schedule at Appendix 2 detailing those organisations that the Council will continue to make an appointment to;
 - Agree the nominations to those organisations which fall to the Committee to make an appointment to;
 - Members are asked to note the change of appointments since the last meeting of the Committee as detailed in 5.7 of the report.

APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee¹) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules
- 2.0 Determination of Outside Bodies to which an Appointment should be Made
- 2.1 The Chief Democratic Services Officer will maintain a list of all Outside Bodies to which the Council appoints an Elected Member.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
 - the proposed appointment is a statutory requirement;
 - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
 - the proposed appointment would add value to the Council's activities.
- 2.4 Requests to make an appointment received after such an annual review will be similarly referred to the Member Management Committee for determination by reference to the same criteria.
- 3.0 Determination of how an Appointment should be made
- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
 - **Strategic and Key Partnerships** participation contributes to the Council's strategic functions, priorities and community leadership role.

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¹ Which shall include an appointment of an individual, who is not an elected member, made upon the nomination of an elected member when such a nomination is a requirement of statute and/or the Trust Deed of a registered charity.

- Community and Local Engagement not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Area Committee.
- 3.4 Where it is not clear as to which particular Area Committee should make an appointment, the Member Management Committee will refer the request to the relevant Area Committee Chairs who will determine which is the appropriate Area Committee to make the appointment. This will be reported to the next meeting of the Area Committee.

4.0 The Appointment Procedure

Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder² either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.
- 4.2 Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 Elected Members³ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Member Management Committee and agreement sought as to whether the vacancy will be filled

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² For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

³ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor Part 4 (h)

- 4.5 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.6 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment in the following circumstances:
 - (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
 - (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
 - (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Members of the Member Management Committee.

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

Community and Local Partnerships

- 4.7 The Area Committee will first consider whether it is appropriate for an appointment to be of a specific office holder⁴ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.
- 4.8 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.9 Elected Members⁵ will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 4.10 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.11 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.

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⁴ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member ⁵ Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

Appointments to Outside Bodies Procedure Rules

- 4.12 Area Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.13 The Assistant Chief Executive (Corporate Governance) will have Delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Area Committee, subject to all Members of that Area Committee being consulted on the proposals.
- 4.14 That any instances of this delegation being used be reported to the next meeting of the relevant Area Committee

Support for Elected Member Appointees To External Organisations

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

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

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

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

Advisory Committee Care And Repair No No 1 May-09 Jun-08 Ralph Pryke Lib Dem Social Services (Leeds)	Lead Officer	Lead Dept	Group Allocation 2008/9	Nominee in 2008/9	Date Appointed	Review Date	No of Places	Nature of Restriction	Restricted Appointmen t	Outside Body
Adoption Panel - No									V/NI	
Adoption Panel	es Val Hales	Childrens Services	Lib Dem	Ben Chastney	Aug-08	May-09	2	No		
Adoption Panel	Val Hales		Lab	Josephine Jarosz	Mar-09	May-09				
Leodis		Childrens Services				-	2	No	No	Adoption Panel -
Acoption Panel								_		
Affordate Housing Strategic Partnership Board May-09	es Val Hales	Childrens Services					2	No	No	
Affordable Housing Strategic Partnership Board May-09			Con	Whips nominee	Jun-08	May-09				
Alport Consultative Committee No No No 1 May-09 Jun-08 Brichard Frett Lib Dem City Development Committee Norking Party Alphore Services Party Services Servi	John Statham		Con	Andrew Carter	Jun-08	May-09	3	No	No	Strategic Partnership
Airport Consultative Committee No	_						-			
ALMO - East/North East Yes Conservative 4 May-09 Jun-08 Paul Wadsworth Con Neighbourhoods	t Dave Gilson/lain Mason	City Development					1	No	No	
East Conservative Labour Labour May-09 Jun-08 Gerald Wilkinson Lib Democrat Lib Democrat Leds (formerly Known as South South East Homes Leeds) MBI Labour MBI MBI MBI Labour MBI Labour MBI Labour MBI MBI MBI MBI Labour MBI Labour MBI MBI Labour MBI Labour MBI MBI MBI MBI MBI Labour MBI MBI Labour MBI MBI MBI MBI MBI Labour MBI MBI MBI MBI MBI Labour MBI			Lib Dem	Stewart Golton	Jun-08	May-09	1	No	No	
Labour	John Statham						4		Yes	
Lib Democrat							-			
Aire Valley Homes Leeds (formerly known as South South East Homes Leeds) MBI May-09 Jun-08 Robert Finnigan MBI May-09 Jun-08 Robert Finnigan MBI Labour Labour May-09 Jun-08 Robert Finnigan MBI Labour May-09 Jun-08 Robert Finnigan MBI Labour Meighbourhoods Neighbourhoods Meighbourhoods Meighbourhoods Meighbourhoods Meighbourhoods Meighbourhoods Meighbourhoods May-09 Jun-08 Robert Finnigan Lib Dem Labour May-09 Jun-08 Robert Finnigan Lib Dem Social Services Management Committee Arthur Louis Aaron Memorial Fund. Association Of Blind No No No 1 May-09 Jun-08 Robert Finnigan MBI Chief Executives Unit May-09 Jun-08 Robert Lib Dem Chief Executives Unit May-09 Jun-08 Robert Lib Dem Chief Executives Unit May-09 Jun-08 Robert Lib Dem May-09 Jun-08 Robert Lib Dem May-09 Jun-08 Robert Lib Dem May-09 Jun-08 Robert May-09 Jun-08 Robert Lib Dem May-09 Jun-08 Robert May-09 Jun-08 Robert May-09 Jun-08 Robert May-09 Jun-08 Robert Lib Dem May-09 Jun-08 Robert MBI Childrens Services Member Member May-09 Jun-08 Judith Elliot MBI Childrens Services	-						-			
Labour May-09 Jun-08 Peter Gruen Labour	John Statham						4		Yes	Leeds (formerly known as South South
Labour May-09 Jun-08 Geoff Driver Labour ALMO - West/North Yes Conservative 4 May-09 Jun-08 Barry Anderson Con Environment & Neighbourhoods										
ALMO - West/North West Homes Green May-09 Jun-08 Barry Anderson Con Environment & Neighbourhoods Green Lib Democrat Labour Alzheimers Society No No No No No No No No No N										
Lib Democrat May-09 Jun-08 Judith Chapman Lib Dem Labour May-09 Jun-08 Alison Lowe Lab Alzheimers Society No No No 1 May-09 Jun-08 Brenda Lancaster Lib Dem Alzheimers Society No No No 1 May-09 Jun-08 Brenda Lancaster Arthur Louis Aaron No No No 1 May-09 Jun-08 Ronald Feldman Con Association Of Blind Association Of Blind Association Of West Yes Leader 3 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Association Of West Yes Leader 3 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Association Of West Yes Leader 3 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Association Of West Yes Leader May-09 Jun-08 Richard Brett Lib Dem Chief Executives Association Of West Yes Leader May-09 Jun-08 Richard Brett Lib Dem Chief Executives Association Of West Yes Leader May-09 Jun-08 Reith Wakefield Lab Andrew Carter Con Bradford University No No No Nay-09 Jun-08 Ceoff Driver Lab Brotherton Collection No No No No Nay-09 Jun-08 Brian Cleasby Lib Dem Brotherton Collection No No No No No No No	John Statham						4		Yes	
Lib Democrat May-09 Jun-08 Judith Chapman Lib Dem Labour May-09 Jun-08 Alison Lowe Lab No No 1 May-09 Jun-08 Brenda Lancaster Lib Dem Social Services Management Committee Arthur Louis Aaron Memorial Fund. Association Of Blind Asians No No 1 May-09 Jun-08 Ronald Feldman Con Memorial Fund. Association Of Blind Asians No No 1 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Unit Unit No No No 1 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Unit No			Green	Ann Blackburn	Jun-08	May-09		Green		
Alzheimers Society Management Committee Arthur Louis Aaron Memorial Fund. Association Of Blind Association Of West Yorkshire Authorities In part						May-09				
Arthur Louis Aaron Memorial Fund. Association Of Blind Association Of West Yes Leader 3 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Unit Association Of West Yes Leader 3 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Unit in part 1 Place May-09 Jun-08 Keith Wakefield Lab Bradford University No No 3 May-09 Jun-08 Vacancy Unallocated Court May-09 Jun-08 Geoff Driver Lab May-09 Jun-08 Brian Cleasby Lib Dem Brian Cleasby Lib Dem Chief Executives Unit May-09 Jun-08 Brian Cleasby Lib Dem Chief Executives Unit May-09 Jun-08 Brian Cleasby Lib Dem Chief Executives Unit May-09 Jun-08 Brian Cleasby Lib Dem Chief Executives Unit Unit May-09 Jun-08 Brian Cleasby Lib Dem Chief Executives Unit Unit May-09 Jun-08 Brian Cleasby Lib Dem Chief C	Paul Broughton						1		No	Management
Asians Association Of West Yes Leader 3 May-09 Jun-08 Richard Brett Lib Dem Chief Executives Unit In part 1 Place May-09 Jun-08 Keith Wakefield Lab May-09 Jun-08 Andrew Carter Con Bradford University No No No 3 May-09 Jun-08 Vacancy Unallocated Court May-09 Jun-08 Geoff Driver Lab May-09 Jun-08 Brian Cleasby Lib Dem Brotherton Collection No No 1 May-09 Jun-08 Bernard Atha Lab City Development Advisory Committee No No No 1 May-09 Jun-08 Ralph Pryke Lib Dem Social Services Care And Repair No No No 1 May-09 Jun-08 Ralph Pryke Lib Dem Social Services Children's Advisory Yes Executive Member May-09 Jun-08 Jun-08 Judith Elliot MBI Childrens Services			Con	Ronald Feldman	Jun-08	May-09	1	No	No	Arthur Louis Aaron
Yorkshire Authorities In part 1 Place May-09 Jun-08 Keith Wakefield Lab Bradford University No No 3 May-09 Jun-08 Vacancy Unallocated Court May-09 Jun-08 Geoff Driver Lab May-09 Jun-08 Geoff Driver Lab Brotherton Collection No No 1 May-09 Jun-08 Brian Cleasby Lib Dem Brotherton Collection Advisory Committee No No 1 May-09 Jun-08 Bernard Atha Lab City Development Care And Repair (Leeds) No No 1 May-09 Jun-08 Ralph Pryke Lib Dem Social Services Children's Advisory Panel Yes Executive Member 5 May-09 Jun-08 Judith Elliot MBI Childrens Services	Ĭ	Unit				May-09				Asians
May-09	James Rogers					May-09	3		Yes	
Bradford University							<u> </u>	1 Place	in part	
Brotherton Collection No No 1 May-09 Jun-08 Brian Cleasby Lib Dem No No 1 May-09 Jun-08 Bernard Atha Lab City Development Advisory Committee Care And Repair No No 1 May-09 Jun-08 Ralph Pryke Lib Dem Social Services (Leeds) Children's Advisory Yes Executive 5 May-09 Jun-08 Judith Elliot MBI Childrens Services Member							3	No	No	
Brotherton Collection Advisory Committee No No 1 May-09 Jun-08 Bernard Atha Lab City Development Advisory Committee No No 1 May-09 Jun-08 Ralph Pryke Lib Dem Social Services (Leeds) Children's Advisory Yes Executive Member May-09 Jun-08 Judith Elliot MBI Childrens Services										
Advisory Committee Care And Repair (Leeds) No No 1 May-09 Jun-08 Ralph Pryke Lib Dem Social Services (Leeds) Children's Advisory Panel Member May-09 Jun-08 Judith Elliot MBI Childrens Services	t Cath	City Days!						N-	NI-	Drothorton O-IIII
(Leeds) Children's Advisory Yes Executive 5 May-09 Jun-08 Judith Elliot MBI Childrens Services Panel Member	Blanshard									Advisory Committee
Panel Member Line Line Line Line Line Line Line Line	Paul Broughton									(Leeds)
Services) or	Rosemary Archer					,	5	Member (Childrens Services) or		
in part 1 Place May-09 Jun-08 Mick Coulson Lab								1 Place	in part	
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 Appointmen t	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 &	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 Executive)	No	Regeneration or 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
Council Housing Investment Review - Councillor Consultation Group	Yes	Labour Group(4), Conservative Group(2),Lib Dem Group(2), Minority Groups(1)	9	May-09	Mar-09	Richard Lewis	Lab	Environment & Neighbourhoods	John Statham
				May-09		Ted Hanley	Lab		
				May-09	Mar-09	Peter Gruen	Lab		
				May-09	Mar-09		Lab		
				May-09	Mar-09	J L Carter	Con		
				May-09		B Anderson	Con		
				May-09	Mar-09	J Chapman	Lib Dem		
				May-09		D Hollinsworth	Lib Dem		
				May-09		D Blackburn	Green		
Craft Centre And Design Gallery	No		3	May-09		Judith Elliott	MBI	City Development	John Roles
				May-09 May-09		Bernard Atha Graham Latty	Lab Con		
Crossroads (Leeds) Ltd	No		1	May-09		Vacancy	COII	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		robinson
Dial Leeds	No	No	1	May-09	Jun-08	Vacancy	Green	Social Services	
Early Years Development Partnership	No	No	3	May-09		Richard Harker	Lib Dem	Childrens Services	Sally Threlfall
				May-09 May-09		Lisa Mulherin Whip Nominee	Lab Con		
Fostering Panel - East Leeds	No	No	1	May-09		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		Brian Cleasby	Lib Dem	Social Services	Val Hales
Friends Of Leeds City Museum	No	No	3	May-09		Barry Anderson	Con	City Development	John Roles
				May-09 May-09		Elizabeth Nash Don Wilson	Lab Lib Dem	1	-
Green Leeds	No		4	May-09		adam ogilvie	Lab		t
				May-09		Sue Bentley	Lib Dem		
				May-09		David Blackburn	Green		
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	May-09 May-09		Barry Anderson Sue Bentley	Con Lib Dem	Legal and Democratic Services	Mark Turnbull
Homestart Leeds	No	No	1	May-09	Jun-08	Vacancy		Legal and	Mark
IGEN	No	No	1	May-09	Jun-08	Tom Murray	Lab	Democratic	Turnbull
Investigation of Air Pollution Standing Conference	Yes	Executive Member Development & Regeneration or nominee	1	May-09		Barry Anderson	Con	Environment & Neighbourhoods	

Outside Body	Restricted	Nature of	No of	Review	Date	Nominee in 2008/9	Group	Lead Dept	Lead Officer
	Appointmen t	Restriction	Places	Date	Appointed		Allocation 2008/9		
	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		Jane Dowson	Lab		
		1 place		May-09		William Hyde	Con		
				May-09		Colin Campbell	Lib Dem		
Joseph Priestley College Governing Body	No	No	2	May-09 May-09	Jun-08 Jun-08	Richard Harker Lisa Mulherin	Lib Dem 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	Mar-09	Peter Gruen	Lab	Childrens Services	Keith Burton
				May-09		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		Vacant	Lib Dem		
				May-09		Alison Lowe	Lab		
Leeds Civic Arts Guild		No	1	May-09		Roger Harington	Lab	City Development	Andrew Macgill
Leeds College of Building	No	No	1	May-09	Mar-09	Geoffrey Driver	Lab		IV ::: D .
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		debra coupar	Lab	Social Services	Paul Broughton
				May-09		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		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		Stuart Golton	Lib Dem		
		Labour group		May-09		Keith Wakefield	Lab		
		MBI group		May-09		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 Appointmen t	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	Yes - all places	Chair to be the relevant	5	May-2010	Jun-08	John Procter	Con	City Development	Catherine Blanshard
House Board Of Management		Executive Board member							
		Lab group		May 2009		Judith Blake	Lab		
		Con group		May 2010		Peter Harrand	Con		
		Lib Dem group MBI group		May 2009 May 2008		Chris Townsley Bob Gettings	Lib Dem 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		Con	City Development	Catherine Blanshard
				May-09	Jun-08		lab		
Groundwork Leeds	No	No	6	May-09 May-09	Jun-08 Jun-08	Chris Townsley Geoff Driver	Lib Dem Lab	Environment & Neighbourhoods	Neil Evans
				May-09	Jun-08	Keith Wakefield	Lab		
				May-09	Jun-08		Lab		
-		-		May-09	Jun-08		Green		
				May-09			Lib Dem		
Leeds Housing	Yes	Exec Member	1	May-09 May-09		Ralph Pryke Exec Member or	Lib Dem Con	Environment &	Neil Evans
Concern	res	Neighbourhoods and Housing or Nominee	'		Juli-06	nominee	Con	Neighbourhoods	IVEII EVAIIS
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
rissembly		3 places		May-09	Jun-08	Richard Brett	Lib Dem		radomitory
				May-09		Andrew Carter	Con		
Leeds Initiative - Executive	Yes	Party Leaders or nominee	3	May-09		Richard Brett	Lib Dem	Leeds Initiative	Kathy Kudelnitsky
				May-09		Andrew Carter	Con		
Leeds Initiative going up a league Board	Yes	Party Leaders or nominee	3	May-09 May-09		Keith Wakefield Andrew Carter	Con Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Richard Brett	Lib Dem		
				May-09	Jun-08		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		Richard Brett	Lib Dem		
Leeds Initiative - Children Leeds	No		4	May-09 May-09		Keith Wakefield Stewart Golton	Lab Lib Dem	Leeds Initiative	Kathy Kudelnitsky
Partnership				May-09	Jun-08	Richard Harker	Lib Dem		-
				May-09	Jun-08	Ruth Feldman	Con		
Leeds Initiative - Skills and Economy Partnership	No		3	May-09 May-09		Lisa Mulherin Barry Anderson	Lab Con	Leeds Initiative	Kathy Kudelnitsky
				May-09	Jun-08	Stewart Golton	Lib Dem	1	
				May-09		Jim McKenna	Lab		
Leeds Initiative - Culture Partnership	No		3	May-09 May-09		John Procter Alan Taylor	Con Lib Dem	Leeds Initiative	Kathy Kudelnitsky
				May-09		Roger Harington	Lab	†	
Leeds Initiative - Healthy Leeds Partnership	No		3	May-09	Jun-08	Peter Harrand	Con	City Development	Cath Follin
				May-09		Pauleen Grahame	Lab		
Leeds Initiative - Safer Leeds Partnership	No		3	May-09 May-09		Brenda Lancaster J L Carter	Lib Dem Con	Leeds Initiative	Kathy Kudelnitsky
			1	May-09	Jun-08	M Rafique	Lab		
				May-09		Whips nominee	Lib Dem		

Outside Body	Restricted Appointmen t	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
Leeds Initiative	Y/N No		4	May-09	lup 00	Andrew Carter	Con	Leeds Initiative	Kathy
Transport Partnership	NO		*	iviay-09	Juli-06	Andrew Carter	Con	Leeus ililialive	Kudelnitsky
				May-09	Jun-08	Judith Blake	Lab		
				May-09		David Blackburn	Green		
				May-09	Jun-08	Ryk Downes	Lib Dem		
				May-09	Jun-08	0. 0	6	0" 0 1 1	
Leeds Initiative - Climate Change	No		3	May-09	Jun-08	Steve Smith	Lib Dem	City Development	George Munson
ominato oriango				May-09	Jun-08	Barry Anderson	Con		Marioon
				May-09	Jun-08		Lab		
Leeds Architecture and Design Initiative	None		5	May-09	Jun-08	Andrew Carter	Con	City Development	Peter Vaughan
				May-09		Stuart Andrew	Con		
				May-09		Clive Fox	Con		
				May-09		Colin Campbell	Lib Dem		
Leeds Jewish Care	No	No	1	May-09 May-09		Peter Gruen Ronald Feldman	Lab Con	Chief Executives	
Services	NO	140	'	Way-03	3411-00	Nonaid i eidinaii	COII	Unit	
Leeds Learning	Yes	Executive	5	May-09	Jun-08	Peter Harrand	Con	Social Services	Sandie
Disabilities Partnership Board		Member (Adult Health & Social Care)or nominee							Keene
	in part	1 Place		May-09	Jun-08	debra coupar	Lab		
				May-09	Jun-08	Brian Selby	Lab		
				May-09	Jun-08		Unallocated		
Loode Loor! A	N'-	N/-	_	May-09	Jun-08		Unallocated	City Days!	leenr -
Leeds Local Access Forum	No	No	2	May-09	Jun-08	Clive Fox Jack Dunn	Con	City Development	Joanne Clough
Leeds Mind	No	No	1	May-09 May-09		Andy Parnham	Green	Social Services	Sandie
			-	,		,			Keene
Leeds Parish Church Exhibition Foundation	No	No	1	May-09	Jun-08	Marian Monks	Non Clir	Legal and Democratic Services	Mark Turnbull
Renewal Leeds	Yes	Exec Member	1	May-09	Jun-08	J L Carter	Con	Environment &	Neil Evans
Limited		Neighbourhoods and Housing or Nominee						Neighbourhoods	
Leeds Philharmonic Society	No	No	1	May-09	Jun-08	Richard Harker	Lib Dem	City Development	Matthew Sims
Leeds International	No	No	2	May-09	Jun-08	Martin Hamilton	Lib Dem	City Development	Matthew
Pianoforte Competition Committee									Sims
Leeds Racial Equality	Yes (in part)	Exec Member	2	May-09 May-09		Elizabeth Nash Vacancy	Lab Lib Dem	Chief Executives	Lelir Yeung
Council	res (iii pait)	Central and Corporate	2		Juli-06	vacancy	LID Delli	Unit	Leili Teurig
		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		Roger Harington	Lab		
				May-09		Patrick Davey Vacancy	Lab Lib Dom		
				May-09 May-09		Vacancy	Lib Dem Con		
				May-09		Gerald Wilkinson	Con		
Leeds University Court	No	No	2	May-09	Jun-08	Penny Ewens	Lib Dem		Keith Burton
				May-09		Bill Hyde	Con		
Leeds Women's Aid	No	No	1	May-09	Jun-08	Andrea McKenna	Lab	Chief Executives	Lelir Yeung
Local Construction	Yes	Evec Mombar	1	Marron	lum 00	II Cartor or	Con	Unit Environment &	Lalir Varra
And Training Agency	res	Exec Member Neighbourhoods and Housing or Nominee	1	May-09	Jun-08	J L Carter or Nominee	OII	Neighbourhoods	Lelir Yeung
Lord Mayor Of Leeds	No	No	3	May-09	Jun-08	Peter Gruen	Lab	Legal and	Mark
Appeal Fund				May-09	lun_∩°	John Procter	Con	Democratic Services	Turnbull
				May-09	Jul-08		Lib Dem		
National Association of Councillors	No		3	May-09		Suzi Armitage	Lab	Democratic Services	lan Cornick
				May 00	lun 00	Whine nominos	Con		
				May-09		Whips nominee	Con Lib Dem		1
Notional Co - I Mini	N'-	N/-		May-09		Whips nominee		City Days!	<u> </u>
National Coal Mining Museum For England Liaison Committee	No	No	1	May-09	Jun-08	Keith Parker	Lab	City Development	
Neighbourhood Renewal Board - Aire	Yes	Exec Member Neighbourhoods and Housing or	1	May-09	Jun-08	J L Carter	Con	Environment & Neighbourhoods	

Outside Body	Restricted	Nature of		Review	Date	Nominee in 2008/9		Lead Dept	Lead Officer
	Appointmen	Restriction	Places	Date	Appointed		Allocation		
	t						2008/9		
	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 Appointmen t	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 Advsory 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	Mark Turnbull
Public Rights of Way Forum	No	No	1	May-09	Jun-08	Clive Fox	Con	City Development	Joanne Clough
Pupil Referral Unit Management Committee	Yes	1 opposition member and 1 administration	2	May-09		Penny Ewens	Lib Dem	Education Leeds	Wendy Winterburn
				May-09		Whips nominee	Lab		=
Re'new	Yes	Exec Member (Neighbourhoods and Housing) or nominee	1	May-09	_	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		Whip Nominee	Con		
Roseville Enterprises	Yes	Executive	5	May-09 May-09		Whip Nominee Clive Fox	Con Con	Social Services	Paul
Board Of Management	. 63	Member (Adult Health & Social Care) or nominee		ay 00				2330. 3311100	Broughton
	in part			May-09	Jun-08	Don Wilson	Lib Dem		
-				May-09		David Blackburn	Green	-	
	<u> </u>			May-09 May-09		Debra Coupar Robert Finnigan	Labour MBI		
SIGOMA	Yes	Leader of Council	1	May-09		Richard Brett	Lib Dem	Chief Executives	Rob
		3. 3337011	·		54 60			Unit	Norreys

Outside Body	Restricted Appointmen t	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		Mr Cornforth	Con		
South Leeds Team Ministry	No	No	1	May-09		Unallocated		Chief Executives Unit	Lelir Yeung
Standing Advisory Council on Religious Education	No	No	4	May-09		Brian Selby	Lab	Education Leeds	Liz Guild
				May-09		Geoff Driver	Lab		
				May-09		Peter Harrand	Con		
Aire Action Leeds (formerly State of the River Management Committee)	No	No	1	May-09 May-09		Richard Harker Stuart Golton	Lib Dem 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		1
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure)or nominee	1	May-09	Jun-08		Con	City Development	Catherine Blanshard
West Yorkshire Market Renewal Board	No	No	1	May-09		Vacancy	Unallocated		
West Yorkshire Playhouse Theatre Board	Yes	Exec Member Leisure or Nominee	4	May-09		Martin Hamilton	Lib Dem	City Development	Andrew Macgill
		1 place		May-09		Valerie Kendall	Con		
				May-09	Jun-08		Lib Dem		
				May-09	Jun-08		MBI		
West Yorkshire Rural Partnership	No	No	1	May-09		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 Appointmen t	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		
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		James Lewis	Lab		
				May-09		Whips nominee	Lib Dem		
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee	2	May-09 May-09	Jun-08 Jun-08	Bill Hyde	Con	Childrens Services	Keith Burton
		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		Lab		
Yorkshire Indoor	No	No	3	May-09 May-09	Jun-08	Whips nominee Keith Parker	Con Lab	City Development	Mark
Cricket School	NO	NO	3	May-09		G wilkinson	Con	Oity Development	Allman
				May-09		Chris Townsley	Lib Dem		
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	May-09		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		Richard Brett	Lib Dem	Chief Executives Unit	James Rogers
				May-09	Jun-08	Andrew Carter	Con		
			<u> </u>	<u> </u>					
			_						

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Agenda Item 12



Originator: Angela Brown

Tel: 247 5040

Report of the Director of Resources

Member Management Committee

Date: 1st June 2009

Subject: Local Government Pension Scheme – Councillor Membership

Electoral Wards Affected:	Specific Implications For:
	Equality and Diversity
	Community Cohesion
Ward Members consulted (referred to in report)	Narrowing the Gap

Executive Summary

The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003 were introduced with effect from 1st May 2003. This legislation allowed councillors to become members of the Local Government Pension Scheme for the first time.

This report outlines the history of the Local Government Pension Scheme for Elected Members, the benefit structure of the pension scheme, and the differences in benefit provision between the councillor pension scheme and the pension scheme provided to Leeds City Council employees.

1.0 Purpose Of This Report

1.1 Following a number of requests for information regarding the Local Government Pension Scheme for Elected Members, this report has been prepared to provide details of the councillors pension scheme and outlines the differences between the councillors pension scheme and the pension scheme provided to employees of Leeds City Council.

2.0 Background Information

- 2.1 The Local Government Pension Scheme and Discretionary Compensation (Local Authority Members in England) Regulations 2003 were introduced with effect from 1st May 2003. These regulations set out the pension provision for councillors and the role of the Independent Remuneration Panel in deciding who may be eligible for membership of the scheme.
- 2.2 The Independent Remuneration Panel had to advise which Elected Members should be entitled to join the Local Government Pension Scheme and whether the basic allowance or special responsibility allowance, or both, should be classed as pensionable pay.
- 2.3 The Independent Remuneration Panel recommended that all Leeds City Council Elected Member's should be eligible to join the Local Government Pension Scheme and that the basic allowance and special responsibility allowance should be classed as pensionable pay. This was ratified by full council on 4th November 2003.
- 2.4 All eligible councillors were contacted on 5th November 2003 and asked if they wished to join the pension scheme and return an option form confirming their decision. Prior to this all councillors were invited to a seminar in the Civic Hall which was delivered by the West Yorkshire Pension Fund and outlined the changes in regulations and benefit structure of the pension scheme.
- 2.5 All newly elected councillors are sent a pension scheme booklet providing them with details of the Local Government Pension Scheme and also an option form to complete if they wish to join. The Head of Pension Services also attends the new councillor briefing sessions and delivers a presentation on the pension scheme.

3 Main Issues – Benefits of the Pension Scheme

- 3.1 The main pension scheme benefits provided to elected Members by the Local Government Pension Scheme are:
 - A tax free lump sum
 - A pension based on career averaging pay
 - Ability to increase pension by paying Additional Voluntary Contributions
 - Optional retirement from age 60
 - Retirement from age 50 (aged 55 from 1st April 2010) if Leeds City Council consent
 - III Health Retirement at any age
 - A death in service lump sum of two times career average pay
 - Widow's, widowers or civil partner's pension

- Children's pensions
- Index linking of benefits

In addition, all pension contributions attract tax relief at the time they are deducted from allowances and, up to state pension age a lower rate National Insurance Contribution is deducted.

- 3.2 Following a lengthy review a new Local Government Pension Scheme was introduced with effect from 1st April 2008. However, Communities and Local Government (CLG) decided that Elected Members should remain with the existing pension scheme and a separate review should take place for the councillors pension scheme. To date there has been no information or consultation regarding such a review. The benefits provided by the Local Government Pension Scheme for employees and Councillors are now prescribed by different legislation issued by CLG attached is a comparison of the pension benefits provided to councillors and employees at Appendix 1.
- 3.3 At Appendix 2 are examples of different benefit calculations
- 4 Implications For Council Policy And Governance
 - 4.1 None
- 5 Legal And Resource Implications
 - 5.1 None
- 6 Conclusion
 - 6.1 The benefits provided by the Local Government Pension Scheme to councillors are different to the pension scheme benefits provided to employees of Leeds City Council. However, the regulations of both pension schemes are governed by Communities and Local Government and the Authority have no discretion to offer any other benefits than those prescribed in legislation.

7 Recommendations

7.1 MMC are requested to note the contents of this report.

APPENDIX 1

LGPS - BENEFIT PROVISION	COUNCILLORS	LEEDS CITY COUNCIL
EMPLOYEE	6% of basic and special	Based on salary bandings
CONTRIBUTIONS	responsibility allowance	Whole Time Pay contribution rate
		Up to £12,600 5.5%
		£12,601 to £14,700 5.8%
		£14,701 to £18,900 5.9%
		£18,901 to £31,500 6.5%
		£31,501 to £42,000 6.8%
		£42,001 to £78,700 7.2%
		More than £78,700 7.5%
EMPLOYER	For 09/10 13.3%	For 09/10 13.3%
CONTRIBUTION	For 10/11 14.1%	For 10/11 14.1%
TRANSFER OF PREVIOUS PENSIONS IN	No, but can link previous councillor membership if in the same LGPS	Yes
TRANSFER OF PENSION BENEFITS OUT	No, but can link previous councillor membership if in the same LGPS	Yes
NORMAL RETIREMENT	Age 65 but can claim benefits	Age 65 but can claim benefits at
DATE	at age 60 with reductions	age 60 with reductions
BENEFIT ACCRUAL	1/80 th Pension 3/80 th Lump sum Can give up pension for bigger lump sum	1/60 th Pension only Can give up pension for bigger lump sum
PENSIONABLE PAY	Career Average – This is the pay for each year or part year ending 31 st March increased by the rise in RPI. The revalued pay is then divided by the number of years and part years in the scheme – see examples at Appendix 2.	Best of the last 3 years pay calculated to the date of retirement.
ILL HEALTH RETIREMENT	Yes, if at least 2 years in pension scheme. If 5 years in scheme enhancements awarded up to 6 2/3 rd , s added years.	If 3 months in scheme benefits paid straight away, and could be increased if employee is unlikely to be capable of gainful employment within 3 years of leaving.
EARLY RETIREMENT	From Age 50 (age 55 from 1/4/2010) with Council's consent	From Age 50 (age 55 from 1/4/2010) with Council's consent
DEATH IN SERVICE	Lump sum death grant of two times career average pay. Widow, widower, civil partner and children's pensions payable.	Lump sum death grant of 3 times pensionable pay. Widow, Widower, civil partner, nominated cohabiting partner and children's pensions payable

GUARANTEED PENSION	5 years	10 years
ADDITIONAL VOLUNTARY CONTRIBUTIONS	Yes, payable to Scottish Widows and will increase pension at retirement	Yes, payable to Scottish Widows and will increase pension at retirement
BUYING ADDED YEARS	No	No, removed from the regulations on 1 st April 2008.
ADDITIONAL REGULAR CONTRIBUTIONS	No	Yes, can buy additional pension in multiples of £250 up to a maximum of £5,000.
ANNUAL PENSION BENEFIT STATEMENT	No, due to complex calculation of career average pay it has not been possible to provide to date. However WYPF have recently reviewed this and hopefully will be sending benefit statements as at 31/3/08 within the next 3 months. They will then be sent annually thereafter.	Yes

APPENDIX 2

BENEFIT CALCULATIONS

Example 1

Councillor has been in the scheme for 4 years, the average pay calculation would be:

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£12,000 plus inflation = £12,360
£12,500 plus inflation = £12,875
£13,100 plus inflation = £13,493
£13,600 plus inflation = £14,008
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Career average pay = £12,360 + £12,875 + £13,493 + £14,008 divided by 4 = £13,184

Pension Benefits Payable

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Pension - 1/80 \times £13,184 \times 4 (years membership) = £659.20 per annum Lump sum - 3/80 \times £13,184 \times 4 (years membership) = £1,977.60
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Example 2

Councillor has been in the scheme for 8 years, the average pay calculation would be:

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£12,000 plus inflation = £12,360
£12,500 plus inflation = £12,875
£13,100 plus inflation = £13,493
£13,600 plus inflation = £14,008
£14,600 plus inflation = £15,038
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Career average pay = £12,360 + £12,875 + £13,493 + £14,008 + £15,038 + £15,038 + £15,038 + £15,038 divided by 8 = £14,111

Pension Benefits Payable

Pension - $1/80 \times £14,111 \times 8$ (years membership) = £1,411.10 per annum **Lump sum** - $3/80 \times £14,111 \times 8$ (years membership) = £4,233.30