

## **SCRUTINY BOARD (CENTRAL AND CORPORATE)**

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**Meeting to be held in Civic Hall, Leeds on  
Monday, 5th October, 2009 at 10.00 am**

***(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)***

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### **MEMBERSHIP**

#### **Councillors**

- P Grahame (Chair) - Cross Gates and Whinmoor;  
J Bale - Guiseley and Rawdon;  
S Bentley - Weetwood;  
B Chastney - Weetwood;  
P Ewens - Hyde Park and Woodhouse;  
M Hamilton - Headingley;  
A Hussain - Gipton and Harehills;  
V Kendall - Roundhay;  
J Lewis - Kippax and Methley;  
A Lowe - Armley;  
A McKenna - Garforth and Swillington;  
A Parnham - Farnley and Wortley;  
D Schofield - Temple Newsam;

# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATIONS OF INTEREST</b></p> <p>To declare any personal / prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>To confirm as a correct record the minutes of the meeting held on 7 September 2009</p>	1 - 6
7			<p><b>INTERPRETATION AND TRANSLATION SERVICES</b></p> <p>To receive and consider the attached report of the Chief Customer Services Officer</p>	7 - 8
8			<p><b>COMMUNICATIONS, REPORT WRITING AND PLAIN ENGLISH</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	9 - 10
9			<p><b>REQUEST FOR SCRUTINY - WOODHOUSE MOOR - PARK BYELAWS</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	11 - 32

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p><b>SCRUTINY BOARD (CENTRAL &amp; CORPORATE FUNCTIONS) - WORK PROGRAMME, EXECUTIVE BOARD MINUTES AND FORWARD PLAN OF KEY DECISIONS</b></p> <p>To receive and consider the attached report of the Head of Scrutiny and Member Development</p>	33 - 60
11			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 2 November 2009 at 10.00 a.m. (Pre-meeting at 9.30 a.m. for all Board Members).</p>	