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## MEMBER MANAGEMENT COMMITTEE

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Meeting to be held in Leeds Civic Hall on  
Tuesday, 13th October, 2009  
at 4.30 pm

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### MEMBERSHIP

#### Councillors

J Dowson  
P Gruen  
T Hanley  
E Nash

S Bentley  
J Matthews

G Latty  
J Procter (Chair)

T Leadley

D Blackburn

# A G E N D A

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

Item No	Ward	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p><b>DECLARATIONS OF INTERESTS</b></p> <p>To declare any personal/prejudicial interests for the purpose of Section 81(3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct</p>	
5			<p><b>MINUTES</b></p> <p>To approve as a correct record the minutes of the meetings held on 1st June and 15<sup>th</sup> July 2009.</p>	1 - 8
6			<p><b>ALMO AREA PANELS - COUNCIL MEMBER NOMINATIONS</b></p> <p>To consider the report of the Head of Strategic Landlord informing Member Management Committee of a change in the procedure to allow the nomination to Area Panels of local ward members who are also ALMO Board members.</p>	9 - 10
7			<p><b>MEMBERS CASEWORK MANAGEMENT SOLUTION</b></p> <p>To consider the joint report of the Chief Democratic Services Officer and the Chief Officer (ICT) providing an update on the progress of the project to deliver a Casework Management solution to Members.</p>	11 - 14

Item No	Ward	Item Not Open		Page No
8			<p><b>UPDATE ON ICT MATTERS</b></p> <p>To consider the report of the Chief Officer (ICT) providing a position statement on the ICT projects and services which will impact on elected members.</p>	15 - 20
9			<p><b>APPROVED CONFERENCE LIST</b></p> <p>To consider the report of the Chief Democratic Services Officer alerting Members to the updated List of Approved Conferences and seek their views on the content and the continued validity of the list.</p>	21 - 24
10			<p><b>MEMBER DEVELOPMENT</b></p> <p>To consider the report of the Chief Democratic Services Officer providing Members with an update on training and development issues relating to elected Members. The report contains details of upcoming learning opportunities and a summary of learning and development and conference activity undertaken by Members this municipal year to date.</p>	25 - 32
11			<p><b>LOCAL CODES AND PROTOCOLS</b></p> <p>To consider the report of the Assistant Chief Executive (Corporate Governance) providing information to Member Management Committee regarding the local codes and protocols contained in Part 5 of the Council's Constitution. In particular to provide details of who is responsible for the following actions: approving each local code and protocol; making Members aware of any changes to the codes and protocols and training Members on the codes and protocols.</p>	33 - 42

Item No	Ward	Item Not Open		Page No
12			<p><b>COMPULSORY TRAINING FOR MEMBERS OF STANDARDS COMMITTEE</b></p> <p>To consider the report of the Assistant Chief Executive(Corporate Governance) proposing the introduction of compulsory training for Members of the Standards Committee. The report recommends that Members of the Standards Committee should not sit as Members of the Assessment, Review or Hearings Sub-Committees unless and until they have completed the training relevant to the Sub-Committee in question. Members are also invited to discuss the proposals set out in this report and recommend them to the General Purposes Committee for inclusion within the Council's Constitution.</p>	43 - 54
13			<p><b>NORTH WEST (INNER) AREA COMMITTEE - LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To consider the report of the Chief Democratic Services Officer requesting the Member Management Committee to consider a number of recommendations made at the North West (Inner) Area Committee meeting held on 17<sup>th</sup> September 2009 in relation to Local Authority Appointments to Outside Bodies, namely Bethel Elderly Day Centre Management Committee; Burley Lodge – Committee of Management and Caring Together in Woodhouse and Little London Management Committee.</p>	55 - 62
14			<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To consider the report of the Chief Democratic Services Officer providing an update on the current position regarding member appointments.</p>	63 - 76

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# Agenda Item 5

## MEMBER MANAGEMENT COMMITTEE

MONDAY, 1ST JUNE, 2009

**PRESENT:** Councillor J Procter in the Chair

Councillors S Bentley, D Blackburn,  
J Dowson, P Gruen, T Hanley, G Latty,  
T Leadley, J Matthews and E Nash

### 1 Short Notice

The meeting was called at short notice due to the availability of Members to transact business for the coming municipal year.

### 2 Late Items

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

Local Authority Appointments to the Governing Body of Leeds West Academy (minute 9 refers)

To allow urgent consideration of the matter in order that nominations can be made to the Governing Body of the Academy prior to its opening in September 2009.

### 3 Declarations of Interests

Councillor Dowson declared a personal interest in the item relating to the update on Personal Digital Assistants (PDAs) (minute 8 refers) as an employee of Vodaphone.

### 4 Minutes

**RESOLVED** – That the minutes of the meeting held on 12<sup>th</sup> May 2009 be approved as a correct record.

### 5 Matters Arising

(a) Member Management Committee Terms of Reference

The Chief Democratic Services Officer reported that a report proposing an amendment to this Committee's Terms of Reference would be considered by the General Purposes Committee prior to approval at a meeting of Council.

(b) Members' Information Technology (minutes 54(f) and (g) refer)

Further to minute 54(f) and (g) Members requested that the ICT officer who has the ability to access Members' email accounts be invited to a

future meeting of the Committee to discuss the protocol in respect of this.

## **6 Safeguarding of Vulnerable People - Implications for Members**

The Chief Democratic Services Officer submitted a report 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.

### **RESOLVED –**

- (a) To receive and note the report.
- (b) To note that Members of certain bodies are likely to be deemed to be undertaking regulated activities and consequently require registration and vetting under the Safeguarding Vulnerable Groups Act 2006.
- (c) That this Committee were of the opinion that further consideration should be given to Scrutiny Board (Children's Services) being added to those bodies.
- (d) To note that there was nothing further Members needed to do at this moment in time in respect of this Act.

## **7 Members IT**

Further to minute 49 of the meeting held on 14<sup>th</sup> April 2009 the Chief Democratic Services Officer submitted a report 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.

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

- the total number of monthly incidents logged and resolved
- the hours that support is available to Members.

**RESOLVED** - That the following performance indicators be reported to this Committee on a regular basis:

- The number of unresolved calls carried forward each month
- The number of calls received 'our of hours'
- The performance/reliability of the network each month
- Call Pick Up Rate – Time taken to answer calls
- Call Abandonment Rate – Number of calls queued to an operator but abandoned prior to pick up
- Average Call Handling Time – Average time taken in servicing a call.



## **8 ICT Update on Personal Digital Assistants (PDAs)**

The Chief Officer (ICT) submitted a report providing Member Management Committee with an update on Personal Digital Assistants.

### **RESOLVED –**

- (a) To note the report.
- (b) To note the switch over for elected Members was a quarter away and interim handsets would be provided between now and the end of the year.
- (c) That two Members should trial the new handsets in order that user feedback can be provided to ICT.

## **9 Local Authority Appointments to the Governing Body of Leeds West Academy**

The Chief Executive of Education Leeds submitted a report seeking nominations for local authority appointed governors to the Leeds West Academy Governing Body.

### **RESOLVED –**

- (a) That in accordance with the Appointments to Outside Bodies Procedure Rules the Leeds West Academy Governing Body be categorised in the Strategic and Key Partnerships category.
- (b) That the representative from the Council Administration be a Whip's nominee.
- (c) That the representative from the Council ward from which the majority of students will be drawn (Bramley and Stanningley) be Councillor Ted Hanley).
- (d) That future appointments / nominations to Academy Governing Bodies be considered at this Committee.

## **10 Members' Attendance at Conferences and Seminars - Update**

The Chief Democratic Services Officer submitted a report 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 detailed arrangements for informing Members of forthcoming conference events.

### **RESOLVED –**

- (a) That officers write to Directors to obtain suggestions of useful and relevant conferences which could be incorporated into the approved list of seminars and conferences to be attended by Members.
- (b) That the revised Attendance at Conferences and Seminars procedure be endorsed subject to the following amendments/additions:
  - (i) the arrangements for notifying group Whips of conference details should be incorporated into the procedure

- (ii) that procedure 9.0 should be amended to read

“In the event of a negative decision, the Chair of Member Management Committee will liaise and consult with the Whip of the rejected Member”

## **11 Member Development Annual Report**

The Chief Democratic Services Officer submitted a report presenting the Member Development Annual Report and detailing the achievements made in the 2008/09 municipal year, and listing all the development courses, events and activities undertaken by elected Members during the course of the year.

Councillor Latty briefly introduced the report and explained the work of the Member Development Working Group.

Members also noted the challenges for the coming year:-

- IDeA Charter for Member Development and Charter Plus
- Personal Development Planning (PDPs)
- Health Scrutiny Training
- Political Awareness Training (for officers)

### **RESOLVED –**

- (a) That the Member Development Annual Report 2008/09 be noted.
- (b) That the Member Development Working Group continues to carry out its current role.
- (c) That Councillor Latty and Members of the Member Development Working Group be thanked for their efforts during 2008/09.
- (d) That better use of group meetings should be made in respect of delivering training.
- (e) That the Member Development Working Group be asked to look at the production of the Council Diary in terms of timeliness and layout, font size etc.

## **12 Local Authority Appointments to Outside Bodies**

The Chief Democratic Services Officer submitted a report outlining the Member Management Committee's role in relation to Elected Member Appointments to Outside Bodies and asked 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.

### **RESOLVED –**

- (a) That the Appointment to Outside Bodies Procedure Rules be noted.
- (b) That approval be given to the schedule detailing organisations that the Council will continue to make appointments to, subject to the deletion of those organisations that no longer require a representative of the Council;

- (c) That Councillor Smith or in his absence Councillor Driver be authorised to cast the Council's vote at the meeting of Groundwork Leeds;
- (d) That Councillor Pryke be appointed to the Yorkshire Regional Flood Defence Committee and that Councillor Lyons be appointed as the deputy member (substitute) in accordance with schedule 5, paragraph 9 of the Environment Act 1995;
- (e) That the current position in respect of Joseph Priestley College be noted;
- (f) That the current position in respect of the Leeds City College be noted;
- (g) That officers liaise with group whips to receive any amendment to their appointments and these be processed in the usual manner and reported back to the next meeting of this Committee;
- (h) To note the following appointments confirmed by the Assistant Chief Executive (Corporate Governance) since the last meeting of this Committee:

Outside Body

Member Appointed

Leeds College of Building	Councillor Driver
Elmete Adoption Panel	Councillor Jarosz
Yorkshire Indoor Cricket School	Councillor Wilkinson
Council Housing Investment Review - Councillor Consultation Group	Councillor D Blackburn
	Councillor Anderson
	Councillor Chapman
	Councillor Hollingsworth
	Councillor Hanley
	Councillor Gruen

(Councillors Hanley, Latty and Nash left at the conclusion of this item at 6.45 pm)

### 13 Local Government Pension Scheme - Councillor Membership

The Director of Resources submitted a report providing information regarding the Local Government Pension Scheme for Elected Members, the report had been prepared to provide details of the councillors pension scheme and outlined the differences between the councillors pension scheme and the pension scheme provided to employees of Leeds City Council.

**RESOLVED –**

- (a) That the report be noted.
- (b) That officers arrange a 'drop in' session at a future Council meeting in respect of pensions.

### 14 Date and Time of Future Meetings

**RESOLVED –** To note that the future meetings of this Committee were scheduled as follows:

Tuesday 13<sup>th</sup> October 2009 at 4.30 pm

Draft minutes to be approved at the meeting  
to be held on Tuesday, 13th October, 2009

Tuesday 24<sup>th</sup> November 2009 at 4.30 pm  
Tuesday 16<sup>th</sup> February 2010 at 4.30 pm  
Tuesday 13<sup>th</sup> April 2010 at 4.30 pm

Draft minutes to be approved at the meeting  
to be held on Tuesday, 13th October, 2009

## **MEMBER MANAGEMENT COMMITTEE**

**WEDNESDAY, 15TH JULY, 2009**

**PRESENT:** Councillor S Bentley in the Chair

Councillors D Blackburn, P Gruen,  
T Hanley, G Latty, T Leadley, J Matthews  
and E Nash

Apologies Councillor J Dowson and J Procter

### **15 Short Notice**

The meeting was called at short notice to allow an appointment to an outside body prior to the next scheduled meeting of this Committee.

### **16 Local Authority Appointments to the Governing Body of South Leeds Partnership Academy**

The Chief Executive of Education Leeds submitted a report seeking nominations for local authority appointed governors to the South Leeds Partnership Academy Governing Body.

#### **RESOLVED:-**

- a) That, in accordance with the Appointments to Outside Bodies Procedure Rules, the South Leeds Partnership Academy be categorised in the strategic and key partnerships category.
- b) That as requested by Councillor Gruen the Administration Whips consider whether the representative of the Council Administration could be a Labour Group Member.
- c) That the representative from the Council Administration be a Whip's nominee provided by the relevant Group Whip following the outcome of the considerations in (b) above.
- d) That the representative from the Council Ward from which the majority of students will be drawn, namely Beeston and Holbeck, City and Hunslet and Middleton Park, be a Whip's nominee.

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free to determine who could be nominated with one exception that an elected member who is an ALMO Board Member should not be nominated to an Area Panel.

### **3.0 Main Issues**

3.1 ALMOs have reported that some Area Panels have been unable to get regular attendance of their nominated Councillor representatives. This in the main appears to be due to the commitments of those Councillors. As a result there has been a request to the Council to amend the rules governing Councillor nominations to ALMO Area Panels to allow Councillors who are ALMO Board members to sit on the Area Panels.

3.2 The Chief Housing Services Officer has approved this change to procedures.

### **4.0 Implications For Council Policy And Governance**

4.1 There are no implications for Council Policy and Governance.

### **5.0 Legal And Resource Implications**

5.1 Legal, Licensing and Registration Services has confirmed there is no legal impediment to the proposal.

### **6.0 Conclusions**

6.1 The proposal will enhance the flexibility of existing arrangements for elected member representation on Area Panels. It will retain a local connection with ward members and also mitigate non attendance issues.

### **7.0 Recommendations**

7.1 Member Management Committee is asked to note this change to procedures

### **Background papers**

Report to Executive Board October 2006

Report to Member Management Committee May 2007





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

### Member Management Committee

Date: 13<sup>th</sup> October 2009

### Subject: Members Casework Management Solution

<p><b>Electoral Wards Affected:</b></p>           <input type="checkbox"/> Ward Members consulted (referred to in report)	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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### 1.0 Purpose Of This Report

1.1 The purpose of this report is to provide an update on the progress of the project to deliver a Casework Management solution to Members

### 2.0 Background Information

2.1 Members may recall that at the meeting in May, it was reported that in order to meet the agreed timescales of delivering a Case Management solution by the end of the year, the recommended way forward was to appoint a Project Manager to undertake a feasibility study and develop a business case to access funding for the project and that a formal Project Board be established to manage the project under the Council's Delivering Successful Change framework.

2.2 The Project Brief which was established in conjunction with the Members ICT Reference Group recommended an incremental development approach focusing on the core requirements of a facility to:

- o set reminder dates for pieces of casework
- o alert members to overdue responses
- o notify members when cases need to be resolved
- o provide a repository for the electronic storage of associated case documents.

2.3 It was also recognised that in order for the solution to be "fit for purpose" and for it to be adopted by the largest possible number of members, the project team needed to work closely with the ICT Reference Group to capture those elements of a case work management solution which members would find most useful. Furthermore it was understood that the "look and feel" of the solution were equally important as the technical aspect of the development.

### **3.0 Main Issues**

- 3.1 The Business Case for the Project was approved by the ICT Management Board at the end of June 09.
- 3.2 The project team proposed that the delivery of the solution was undertaken using an approach known as Agile Development. This allows the functionality to be developed, built, assessed by users and delivered in small chunks over a rolling four weekly development cycle. This allows the customer greater flexibility to control what is built and the order in which it is built and then released for use.
- 3.3 A Requirements Gathering exercise was completed and a Statement of Requirements produced and signed-off by the Members ICT Reference Group on 3rd August 2009.
- 3.4 A prioritisation workshop was held on 10th August to identify which elements of the Statement of Requirements needed to be developed first.
- 3.5 A demonstration of the system build to date was provided to the Reference Group on 7th September. One of the recommendations of the Group was to gain input from other members who had experience of using Case Management applications.
- 3.6 The ICT Reference Group suggested members who could provide this additional input and this resulted in a second demonstration of the system on 18th September 2009.
- 3.7 Work on developing the system continues with further demonstrations to the ICT Reference Group scheduled for 2nd and 30th October.
- 3.8 A pilot of the Casework Management solution by members of the ICT Reference Group is planned to take place during November.
- 3.9 Work on developing the approach to training is underway.
- 3.10 The project is currently on course to meet the requirement to deliver a Casework Management solution for Members by the end of December.

### **4.0 Implications For Council Policy And Governance**

- 4.1 There are no implications for Council Policy and Governance.

### **5.0 Legal And Resource Implications**

- 5.1 A project team has been established to develop a casework management solution for Members using Microsoft Sharepoint. The use of this development tool is in line with the technological direction of travel of the Council. The requirements of this Case Management system and the solutions developed are likely to be reused for other developments in Sharepoint in the future.
- 5.2 A bid for funding of £59,880 was approved by the ICT Management Board to facilitate the development of the technical solution to assist elected members in managing their casework. This funding is for the officer time required to develop and deliver the solution. There are no external costs or licensing implications associated with the project.

5.3 The project will identify ongoing costs with respect to the support and maintenance of the application. Such costs will be met on an annual basis by Democratic Services.

## **6.0 Conclusions**

6.1 The project to deliver a technical solution to support elected members in the management of their casework is progressing according to plan and will be delivered by the end of the year.

## **7.0 Recommendations**

7.1 Members are asked to note the contents of this report with respect to the progress of the project to deliver a Casework Management solution.

## **Background Papers**

Report to Member Management Committee May 2009

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### Report of the Chief Officer (ICT)

### Member Management Committee

Date: 13<sup>th</sup> October 2009

Subject: Report to provide an update on ICT Matters

<p><b>Electoral Wards Affected:</b></p>          <input type="checkbox"/> Ward Members consulted (referred to in report)	<p><b>Specific Implications For:</b></p> <p>Equality and Diversity <input type="checkbox"/></p> <p>Community Cohesion <input type="checkbox"/></p> <p>Narrowing the Gap <input type="checkbox"/></p>
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### 1.0 Purpose Of This Report

1.1 The purpose of this report is to provide a position statement on the ICT projects and services which will impact on elected members.

### 2.0 Background Information

2.1 There are a number of major ICT initiatives which will affect ICT service provision to elected members including the move to Microsoft, the introduction of a Managed Print Service, the impact of a new service provider on the members PDA service and the provision of a wireless solution within Civic Hall.

2.2 A separate joint report of the Chief Democratic Service Officer and the Chief Officer (ICT) will be considered separately on this agenda providing members with an update on the development of a Case Management solution.

### 3.0 Main Issues

#### ICE – Implementing the Collaboration Environment

3.1 Members may recall that from the April meeting of this committee that whilst the change will provide many advantages to assist both officers and members in the way that they work, one of the issues of moving to Microsoft Outlook, Exchange and Sharepoint under the Collaboration project is that the new technology cannot support mail files that are larger than 2 Gigabytes.

3.2 At the meeting in May 2009, ICT Services confirmed that a mail archiving tool would be procured and delivered to allow members' historic mail to be stored in an alternative location but still be accessible through Microsoft Outlook just as if it was in the mail file. This solution provides the appearance that all mail is still in the mail file i.e. emails are searchable and can be replied to or forwarded.

- 3.3 Technical specialists are working with the third party solution provider, Quest Software, to provide the archive solution. One of the key requirements is that users who are offered an archiving solution either need to be migrated before or after all other users. This is in order to enable smooth transition. For this reason, members will be moved after officers have been migrated. This also allows more time for members to be trained and to familiarise themselves with the new system.
- 3.4 A series of activities have been undertaken to publicise and promote the ICE project directly to members including presentations at Group meetings, a drop-in session to coincide with July Full Council meeting, an article in the Member Development Newsletter as well as information being available on the intranet. Further specific information will be provided as we near the transition date.
- 3.5 In preparation for the move to the new systems a number of upgrades need to be undertaken. Members may recall that the first of these upgrades took place over the summer with the upgrade of the Novell client. A further software upgrade to Microsoft Office Service Pack 2 needs to be implemented before the migration.
- 3.6 Officers will also take the opportunity to upgrade the memory in the laptops and PCs in use within members' homes. Officers will also be arranging a number of opportunities around Group meetings, the Full Council Meeting in November etc. whereby members can bring their laptops into Civic Hall and officers will undertake the upgrade. Naturally for those members who have a PC, a home visit will be arranged.
- 3.7 A link to computer-based training has been provided to all members to assist in the preparation for the migration. This link also provides a quiz which members can use to self-assess whether they wish to undertake classroom-based training. A range of dates for classroom training has been made available to all members.
- 3.8 A number of officers within Group Support have been trained to "Super User" level to assist members both during the migration period and afterwards.
- 3.9 In addition to the above, there will be a need for members to undertake certain tasks to assist in the move from Lotus Notes to Microsoft Outlook. Examples include arrangements with respect to encrypted mails and delegated access rights.
- 3.10 Member Management Committee is asked to assist in communicating appropriate messages across their groups. It is imperative that members have completed the appropriate level of training, have undertaken tasks requested of them and cooperated in having their laptops and PCs upgraded in advance of the migration. Failure to do so could result in an email system being unavailable to them.

### Managed Print Service

- 3.11 The roll-out of a Managed Print Service is underway across all Council Offices in order to increase efficiencies and reduce overall costs of printing and photocopying.
- 3.12 This will potentially save the Council £440,000 per year, which is 29% of the current cost of printing and photocopying. This covers the "hard costs" of printing, which includes buying, or leasing devices and purchasing consumables.
- 3.13 There will be additional savings in "soft costs" which are much harder to quantify or measure. However savings are likely in the following areas:
- Reduced floor space – fewer devices, taking up less floor space,

- Reduced Help Desk support calls – devices report faults directly, calls only needed to escalate issues
  - Increased efficiency in Printer Management – centrally managed driver and firmware updates
  - Reduced stock holdings – no need to hold or handle consumables
  - More efficient cartridge replacement – toner will be replaced “just in time”
  - Reduced power consumption - devices use less energy and “go to sleep” when not in use
  - Reduced purchasing costs – no need to purchase consumables and process orders.
- 3.14 The project is targeting the larger Council Buildings as naturally this approach will target first those areas where there are likely to be the greatest efficiency savings. Multifunctional devices have already been rolled out in the group offices within Civic Hall and this process is continuing across the city.
- 3.15 Devices within Members’ homes will also be replaced in due course. A choice of a small multi-function device or a laser printer will be available depending on individual requirements.

#### PDA (Personal Digital Assistant) Update

- 3.16 Members will be aware that with effect from April 2009, the Council changed its mobile phone service provider to Damovo with the network provider being O2.
- 3.17 This move has implications for members who use Council-provided PDA devices in that Council PDAs currently still operate on the Orange network but will need to be transferred to the O2 network simultaneously with the move to Microsoft under the ICE Project.
- 3.18 For those Members who currently have a TyTNII device, this will need to be “unlocked” and configured to operate on the O2 network. The TyTNII device will then continue to work in the new environment. For those who currently use an M3100 device, this will need to be replaced. Members will be contacted individually to make the necessary arrangements. A key advantage in both cases is that the devices will work with native Microsoft software and will not need an intermediary application such as mNotes to integrate with email and calendar functions.
- 3.19 New PDA devices are being made available. The first device which has been tested on the new network is the HTC Touch 3G. This device operates on the new network but currently still has mNotes software installed to allow replication of emails and calendar functions with the Council’s Lotus Notes system.
- 3.20 Two of these devices have been made available for Members to trial and have been taken up by Councillors Matthews and Wadsworth. This trial is purely in relation to the device itself in order to determine whether the HTC Touch 3G is better than current service offerings in meeting the needs of elected members. The Touch 3G device is smaller and lighter than the current models but does not have a physical keyboard. Initial indications are that there is a high degree of satisfaction with the device.

#### Wireless in Civic Hall

- 3.21 Wireless Access Points have been installed at various locations within Civic Hall including:

- Committee Meeting Rooms, Members Lounge, Lord Mayors Office and Banqueting Suite
- Scrutiny Chairs Office and Leader's Board Room
- Liberal Democratic and Green Group Offices and
- Conservative and Labour Group Offices

- 3.22 Access has been made available for both LCC-provided and private laptops and it is recognised that this will be particularly useful for members to enable access the internet when they attend key Council meetings such as Full Council, Scrutiny Meetings, Group meetings etc.
- 3.23 Generic logins have been provided to allow guest speakers to have access to the internet to access web-based supporting material.
- 3.24 Naturally appropriate protocols are in place to provide a managed service in order that the appropriate duty of care and audit trails are in place. Full details of these are available upon request.

### IT Key issues

- 3.25 ICT Services are currently implementing a new organisational model, based on good practice, through the restructuring of the service. This will re-define many roles and provide clearer responsibilities and accountabilities. The aim of this, due to efficiency drives, is to reduce the amount of resource in ICT and to do so without significantly impacting on service levels to users. The service levels achieved, although not seen as ideal for many, for the resources available out-perform peer local authorities across the board. The additional services to members will be maintained at current levels with the extras as directed by Member Management Committee: ICT will continue to have a dedicated priority line on the service desk for members, staff members in ICT will be specifically trained around members needs and the dedicated relationship management service to members will continue.
- 3.26 There have been a number of planned upgrades and outages recently including an upgrade to the portal on Saturday 8<sup>th</sup> July and to the communication switches within Civic Hall on Sunday 9<sup>th</sup> August. There has also been a software upgrade to the Novell client software which was delivered by means of an icon on the desktop which allowed the upgrade to take place at a time convenient to the end user.
- 3.27 There is a future planned change in that a Service Pack upgrade to Microsoft Office 2003 is required in advance of the move to Outlook, Exchange and Sharepoint as part of the ICE (Implementing the Collaboration Environment) project. This upgrade will be arranged to minimise disruption as far as possible. ICT Services are also upgrading the PC and laptop estate to 4GB RAM in order to improve the performance of the devices. Arrangements will be made to upgrade members PCs and laptops over the next few weeks. The work will also pick up the installation of Pointsec encryption software on those devices which have not previously been made available.
- 3.28 There was a major unplanned outage at around lunchtime on Thursday 10<sup>th</sup> September. The problem was with one of the portal servers (DSU03) and resulted in users having problems with logging on to the network, accessing network drives and applications. The cause of the outage was a hardware failure. Remedial action was taken by substituting the faulty hardware with a unit from a redundant server and services were restored by the following morning.



3.29 Members have previously sought clarity around the role of the System Administrator with respect to the Council's email system. Access to the appropriate servers and mail files is necessary for administration and support purposes. Examples of functions which the System Administrator performs at the request of the account holder include allowing delegated access rights to another individual and investigating unsolicited and inappropriate emails. All of these activities are formally recorded and the function is limited to certain key individuals, each of which has a unique, authenticated account and any actions are recorded in the form of an audit trail.

#### **4.0 Implications For Council Policy And Governance**

4.1 There are no implications for Council policy or governance.

#### **5.0 Legal And Resource Implications**

5.1 There are no legal or resource implications

#### **6.0 Conclusions**

6.1 Officers recognise the benefits of providing technical solutions to assist members in carrying out their roles. The projects included in this report are designed to provide members with enhanced technical support whilst representing value for money to the Council.

#### **7.0 Recommendations**

7.1 Members are asked to note the content of this report.

7.2 With regard to the move to Microsoft Outlook, Exchange and Sharepoint under the Implementing the Collaboration Environment (ICE) project, members are asked to undertake the training on offer and to cooperate in terms of preparing for the migration including making their laptops and PCs available for upgrade. This will ensure that the migration can be undertaken as smoothly as possible.

#### **Background Papers**

Reports to Member Management Committee April and May 2009

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Originator: D Hardy

Tel: 39 50279

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**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 13 October 2009**

**Subject: Approved Conference List**

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**Electoral Wards Affected:**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**Executive Summary**

1. The objective of this report is to alert Members to the updated list of Approved Conferences.
2. Note the updated list of approved conferences and comment on the content and continued validity of the list.

## **1.0 Purpose Of This Report**

- 1.1 The purpose of this report is to alert elected Members to the updated List of Approved Conferences and seek their views on the content and the continued validity of the list.

## **2.0 Background Information**

- 2.1 At the meeting of the Member Management Committee held on the 2 June 2009 Members requested that the list of Approved Conferences be updated. This was to be achieved by circulating the list amongst Directors and Heads of Service to ascertain whether the events listed were still the most suitable for Members to attend.

## **3.0 Main Issues**

- 3.1 At the request of the Member Management Committee the procedure governing the attendance of Elected Members at Conferences has recently been revised and streamlined.
- 3.2 During this process the list of approved conferences was circulated amongst Directors and Heads of Service to check that that the events on the list were still the most relevant. However Members asked that this process be repeated to ensure that the list had been properly considered.
- 3.3 The list has been distributed to Directors and Heads of Service and any suggestions for changes to the content have been made.
- 3.4 The new list is attached at Appendix 1 for Members to consider.

## **4.0 Implications For Council Policy And Governance**

- 4.1 Appropriate attendance at conferences is 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 Conclusion**

The report updates the List of Approved Conferences as requested by the Member Management Committee.

## **7.0 Recommendations**

- Note the revised approved list of conferences (Appendix A)
- Discuss the content and continued validity of the list

## **Background Papers**

None

### Approved List of Seminars and Conferences to be attended by Members

<b>Department</b>	<b>Conference</b>	<b>Executive Member Consultee</b>
<b>Adult Social Care</b>	LGA National Children and Adult Services Conference	Adult Social Care
<b>Central &amp; Corporate</b>	LGA Annual Conference	Central & Corporate
	Standards Board Annual Assembly	
	National Association of Councillors Annual Conference	Central & Corporate
	Eurocities AGM	Central & Corporate
	Core Cities Annual Conference	Central & Corporate
	LGA Annual Local Government Finance Conference	Central & Corporate
	SIGOMA Annual Conference	Central & Corporate
<b>Children's Services</b>	National Childminding Association Annual Conference	Children's Services
	LGA National Children and Adult Services Conference	Children's Services
<b>City Development</b>	LGA Transportation Conference	City Development
	National Association of British Market Authorities and Conference of the Executive Councils of the Association	City Development
	Annual Cities Conference	City Development
	RTPI National Planning Conference	City Development
<b>Education</b>	Council of Local Education Authorities	Education
	North of England Education Conference	Education
	LGA Education National Conference	Education
	LGA Education Regional Meetings	Education
<b>Environment &amp; Neighbourhoods</b>	LGA Housing Conference	Environment & Neighbourhoods
	Chartered Institute of Housing Annual Conference	Environment & Neighbourhoods
	LGA Safer Communities Annual Conference	Environment & Neighbourhoods
<b>Environmental Services</b>	Association of Public Sector Excellence Conference	Environmental Services
	National Society for Clean Air and Environmental Protection	Environmental Services
<b>Leisure</b>	LGA Annual Conference: Culture and Tourism	Leisure

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**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 13 October 2009**

**Subject: Member Development**

**Electoral Wards Affected:**

  
  
  
  

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

**Executive Summary**

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

- Preparation for the second stage of the Member Development Charter award – ‘CharterPlus’
- Progressing work on Personal Development Plans (PDPs) and the on-going learning and development events programme.

This report provides Member Management Committee with an update on progress with the above initiatives.

It also provides a summary of learning and development activity and conferences for the 2009-10 period to date (see Appendix 1).

## 1.0 Purpose of the report

1.1 The purpose of this report is to provide Members with an update on training and development issues relating to elected Members. Specifically, this report contains the following items:

- Details of upcoming learning opportunities
- Summary of learning and development and conference activity undertaken by Members this municipal year to date.

## 2.0 Background information

2.1 Member Development is a key component of the Council's Annual Corporate Governance Statement, specifically in relation to the principle of *Developing Skills and Capacity*, where the Council states that it will ensure that those charged with the governance of the Council have the skills, knowledge and experience they need to perform well.

## 3.0 Main Issues

3.1 The Working Group has devised a number of learning projects for 2009-10, and progress with a some of these initiatives is described below.

Also, at the request of the Executive Board, the Council has committed itself in principle to gaining CharterPlus and thus the Working Group and the Member Development team are engaged in preparing for this and identifying where gaps exist in our provision for Elected Members.

- **Events programme.** A number of events have been circulated to Members for Autumn 2009 and these will be taking place over the next few weeks. Work will also soon begin on planning the induction programme for May 2010.
- **Personal Development Plans (PDPs).** Member Development staff will be commencing the next phase of PDPs in November and will be liaising with Group Whips/Deputies in order to try and maximize Member involvement and also share information gathered about group colleagues learning needs which could be used for succession planning within the Group.
- **Member's Handbook.** As part of the work done to develop a handbook for Members the A-Z section of the Council Diary has been replaced with Area Based Contacts. This section provides Members with contact details for council services in their wedge.

A number of laminated inserts for the diary have also been created which give Members more detailed information about a specific service areas or issues. The current list has been circulated to all Members.

## 4.0 Implications For Council Policy And Governance

4.1 As the role of Members is complex and demanding, dedicated learning and development strategies which support Members and help them to lead the organisation are essential requirements for any Council.



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

## **5.0 Recommendations**

6.1 The Member Management Committee is asked to:

- note the contents of this report, in particular the attendance summary at Appendix 1.

### **Background Papers**

None

**Member Development Attendance Summary for Whips/Member Management Committee  
(1<sup>st</sup> April 09 to 30<sup>th</sup> September 2009)**

This report shows learning and development activity undertaken by elected Members between 1<sup>st</sup> April 2008 and 31<sup>st</sup> March 2010. The report only includes training arranged or provided by Member Development and does not cover other events which Members have attended of their own volition. The evaluation rating is an average score based on feedback from the event – options are Excellent, Good, Fair or Poor.

**Personal Development:**

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Media Skills	26/06/09	<b>PDP's</b>	Charlotte Milligan	Yeadon	Lobley	<b>Bentley</b> Campbell		B Watson Scarborough cc		Beverley	6	Excellent
Influencing and Negotiating skills using NLP techniques	3/07/09	<b>PDP</b>	Peter McNab	Yeadon	Castle Fox Bale	Hollingsworth Bentley Lancaster	Blackburn			Beverley	9	Excellent
Public Speaking	10/07/09	PDP	Emma Taylor			Campbell		O,Neill Akhtar Hardcastle		Beverley	5	Excellent
Chairing Skills	23/07/09	<b>PDP</b>	Val Slater	Yeadon Morgan	Kendall	Chastney Campbell Lancaster Hollingsworth		P Turnpenny J Austin G Tollefson			10	Excellent

## Seminars

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
<i>Twilight Session</i> Understanding Housing Law	8/04/09	<b>MDWG</b>	Habib Aziz	Selby Driver Yeadon	-	-	-	-		-	3	Excellent
<i>Twilight Session</i> Regeneration Part 1	23/04/09	<b>MDWG</b>	Stephen Boyle		Kendall						1	-
Twilight Session Regeneration Part 2	27/04/09	<b>MDWG</b>	Stephen Boyle	Dowson Renshaw							2	-
1.1.1 Twilight Session Corporate Area Assessment	30/04/09	<b>MDWG</b>	Marilyn Summers	Lowe Lewis	Castle						3	-
Flood Alleviation seminar	14/05/09	<b>Officer</b>	Gary Barlett	Leadley Parker Illingworth	Schofield	Pryke Golton	Blackburn	-		-	7	-
Climate Change Seminar	15/05/09	<b>Officer</b>	George Munson	Harington Illingworth Anderson	Schofield Fox	Smith	Blackburn				7	Excellent

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
Personalisation	18/05/09	<b>Scrunity</b>	John Lennon	Jarosz	Kendall Fox Latty Harrand	Chapman Chastney Campbell Bentley Golton	Blackburn				11	Good
Sustainable Communities Act	3/06/09	<b>Officer/ Gov</b>	Dylan Griffiths	Jarosz Illingworth	Bale	Campbell Ewens Chastney Bentley -	-	-		-	7	-
Demolition structures	16/06/09	<b>Officer</b>	Ruth Exley	Lewis	Castle Fox	Downes	Blackburn	-		-	5	Good
Young peoples Group visit (YSHAG)	10/06/09	<b>Scrunity</b>	Rebecca Stacey	Morgan	Kendall	Lancaster Bentley Ewens Golton	-	Sue Knight		-	7	Excellent
Play Builders Initiative	1/07/09	<b>Officer Gov</b>	Vicky Marsden			Golton Ewens Bentley Chastney		Sue Knight			5	Good
Members Pensions	21/07/09	<b>Officer</b>	Angela Brown	Jarosz Coulson Hanley	Fox	Chastney Campbell Lancaster			Finnigan Gettings		9	Excellent
Speed Reading	10/08/09	PDP	Val Slater	Rafique Coulson		Ewens Chastney Mathews	Blackburn	Tony Wallis Ros Lund			8	Good

Leeds City Region Transport Strategy	25/08/09	Officer	Dave Gilson	Harington J Lewis Illingworth Murray	Anderson Fox Schofield	Smith Bentley Ewens Cleasby	D Blackburn A Blackburn				13	Good
Leeds City Region Transport Strategy	09/09/09	Officer	Dave Gilson	Nash Jarosz	Kendall Harrand	Campbell Chastney Pryke Downes Kirkland					10	Good

### Role Specific Training

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

Page 3

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/ Independent	BNP	Total attendance	Average Evaluation rating
<b>Governance &amp; Conduct update for Planning &amp; Licensing members</b>	24/04/09	<b>Legislation</b>	Amy Kelly Gill Marshall Caroline Allan	Selby Lyons McKenna Dowson	R Feldman R Feldman Schofield						7	Excellent

### External conferences and seminars

This section shows details of conferences either attended or requested between 1<sup>st</sup> April 2009 and 30<sup>th</sup> September 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
09/06/09	Wise Up: Listening to Older People	V Kendall	Westminster, London	N	J Procter P Harrand	Cons	£250.00	134.5	N/A	£384.50
12/06/09	Nuclear free local authorities	D Blackburn	Manchester	N	J Procter L Carter	Green	£120	26.4	N/A	£146.40

12/06/09	Nuclear free local authorities	R Harington	Manchester	N	J Procter L Carter	Labour	£120	26.4	N/A	£146.40
30/06/09 -2/07/09	LGA Annual Conference	A Carter R Brett K Wakefield	Harrogate	Y	P Marrington	Cons Lib Dem Labour	£519	N/A	N/A	£1,557. 00
21- 23/07/09	Securing City and Regional Prosperity	B Anderson	Salford Quays, Manchester	N	J Procter	Cons	£790	26.4	72	£888.40
10-12 /07/09	National Association of Cllrs equality for all	Jarosz	Scarborough	N	J Procter	Lab		-		£532.50
30/06/09	LGIU - Tackling Climate Change, Improving Local Performance	Monaghan	London	N	J Procter	Lib Dem	£250.00	£189.0 0		£439.00
21/10/09	National Children and Adult Services Conference	Yeadon	Harrogate	Y	Cllr Procter/ Cllr Harrand	Labour	£245.00	N/A	N/A	£245.00
22/01/00	National Children and Adult Services Conference	Harrand	Harrogate	Y	Cllr Procter	Labour	£245.00	N/A	N/A	£245.00
9 & 10/11/09	Environment '09 - Creating a Climate for Change	Harington	London	N	Cllr Procter	Labour	£469.00		£110.00	£579.00
12- 13/10/09	Standard for England Annual Conference	Pat Walker	Birmingham	N	Nicole Jackson	Ind			£90.00	£90.00
05/11/09	LGG Governance and Liabilities of Members and Officers on Outside Bodies	Nash	London	N	Cllr Procter	Labour	£215.00	£44.05	N/A	£259.05
6- 8/01/09	NEEC - Unlocking Children's Potential	Golton	York	N	Cllr Procter	Lib Dem	£555.00	N/A	N/A	£555.00

**Total budget allocation for 2009/10**

**£11090.00**

**Total spend:**

**£6067.25**

**Total remaining at:**

**£5023.00**



Originator: Amy Kelly

Tel: 0113 39 50261

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**Report of the Assistant Chief Executive (Corporate Governance)**

**Member Management Committee**

**Date: 13<sup>th</sup> October 2009**

**Subject: Local Codes and Protocols**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**Executive Summary**

1. The purpose of this report is to provide information to Member Management Committee regarding the local codes and protocols contained in Part 5 of the Council's Constitution. In particular to provide details of who is responsible for the following actions:
  - approving each local code and protocol;
  - making Members aware of any changes to the codes and protocols; and
  - training Members on the codes and protocols.
2. A list of all the documents contained within Part 5 of the Council's Constitution, along with information regarding who these documents apply to and who is responsible for approving them, can be found in the table in Appendix 1 to this report.
3. Paragraph 3 of this report concentrates on those local codes and protocols which have implications for the conduct of Members in general. However Members should be aware that there are several other codes and protocols within Part 5 of the Constitution, such as the Protocol for the Coordination of External Audit and Inspection Reports and the Code of Corporate Governance, which do not affect the conduct of Members.
4. Member Management Committee is asked to:
  - Note the information in this report;
  - Consider whether to make any recommendations regarding the arrangements for reviewing and amending the local codes and protocols;
  - Consider whether to request that all Members are emailed when amendments are made to the local codes and protocols; and
  - Provide feedback for the Standards Committee to consider at its meeting on 16<sup>th</sup> December 2009 when deciding whether the local codes and protocols should remain enforceable outside the process for dealing with potential breaches of the Members' Code of Conduct.

## **1.0 Purpose Of This Report**

- 1.1 The purpose of this report is to provide information to Member Management Committee regarding the local codes and protocols contained in Part 5 of the Council's Constitution. In particular to provide details of who is responsible for the following actions:
- approving each local code and protocol;
  - making Members aware of any changes to the codes and protocols; and
  - training Members on the codes and protocols.

## **2.0 Background Information**

- 2.1 In May 2009 Member Management Committee asked the Assistant Chief Executive (Corporate Governance) to provide details regarding the local codes and protocols in Part 5 of the Council's Constitution.
- 2.2 Members are reminded that in addition to the consultation and review arrangements for each individual code or protocol set out in this report, the whole Constitution, including Part 5, is reviewed on an annual basis prior to the Annual Meeting.
- 2.3 Any amendments to documents which require approval by a Council Committee will appear on the agenda and be referenced in the minutes. Similarly, any officer decision to amend these documents would be recorded in a delegated decision notice. These decisions and the amended Constitution documents would be published on the Council's intranet and internet sites, and updated versions would be distributed to those who hold paper copies of the Constitution.

## **3.0 Main Issues**

- 3.1 A list of all the documents contained within Part 5 of the Council's Constitution, along with information regarding who these documents apply to and who is responsible for approving them, can be found in the table in Appendix 1 to this report.

### **Code and Protocols amended by Full Council**

- 3.2 Full Council is responsible for approving and amending the Members' Code of Conduct, which is recommended by the Standards Committee. The Code comes from the Model Code of Conduct (Members of Local Authorities) Order 2007 and all the paragraphs in the current Code are compulsory for District, Borough, County or City Councils, and some paragraphs are optional for Parish or Town Councils.
- 3.3 Following the Code's adoption in May 2007, Members were consulted on whether any further paragraphs should be added to the Code of Conduct. This took place in December 2007 and the results were reported to the Standards Committee in April 2008. All Members were consulted through the Group Whips, with support from Group Office Managers where this was requested by the Group Whips. The Chief Democratic Services Officer and Monitoring Officer were also consulted on this issue. The three responses from individual Members were duly considered by the Standards Committee on 14<sup>th</sup> April 2008 and no amendments were made to the Code of Conduct as a result. The Standards Committee plans to carry out a similar exercise following the adoption of the revised Code of Conduct.



- 3.4 In December 2008, Members were provided with the opportunity to respond to the consultation document from Communities and Local Government prior to the new Code being published (the response to the consultation is expected to be published by Communities and Local Government by September 2009 and the revised Code of Conduct is expected to be released shortly thereafter), both as part of the Standards Committee response and either as part of their political group's response or as individuals. The consultation document was emailed to all Councillors and voting co-opted members and responses were presented to the Standards Committee for consideration and possible inclusion in their response.
- 3.5 The Monitoring Officer, in conjunction with the Standards Committee, is responsible for making Members aware of any changes to the Code of Conduct and for training Members on the Code of Conduct (as outlined in paragraph 2.2.5(i) of the Monitoring Officer Protocol). Training on the Code is arranged through Member Development when the Code changes, and through the Induction Programme which is provided in May and June each year following an election. Members are also able to seek advice on the Code on an ad hoc basis from officers within Legal Services and Governance Services. All Members and co-opted Members are also kept up to date on Code issues through receiving 'Governance Matters' and Standards for England Bulletins.

### **Codes and Protocols approved by Standards Committee**

- 3.6 The Codes and Protocols which under the Constitution are the responsibility of the Standards Committee to approve, are subject to an annual review and are scheduled in advance on the Standards Committee work programme. These include:
- Protocol on Member/Officer Relations;
  - Protocol for Member/Education Leeds Relations;
  - Code of Practice for the Determination of Planning Matters; and
  - Code of Practice for the Determination of Licensing Matters.
- 3.7 The Standards Committee is also responsible for the Standards Committee Media Protocol and the Monitoring Officer Protocol but as these protocols have no implications for the conduct of Members in general, they are not covered in this report.

### Protocol on Member/Officer Relations

- 3.8 According to paragraph 25 of the Protocol, the Monitoring Officer is required to report to the Standards Committee annually on any required amendments to the Protocol. The last review of the Protocol on Member/Officer Relations took place in February 2008. Since then the Standards Committee have been anticipating the release of the new Model Code of Conduct for Members which will require the Protocol being rewritten.
- 3.9 The Standards Committee consulted both Members and Officers on the proposed amendments to the Protocol in the following ways:
- In accordance with the Standards Committee's resolution of 25<sup>th</sup> November 2005 consultation with officers took place through the following fora:-
    - Corporate Governance Board
    - Human Resources Leadership Group
    - Corporate Joint Consultative Committee

- Proposed amendments were highlighted in Governance Matters, which is received by all Councillors, Co-opted Members, Directors, Chief Officers, Heads of Service, and all staff within Democratic Services and Legal, Licensing and Registration. The draft was also published as a downloadable document on the same intranet page.
- Again in accordance with the resolution of the Standards Committee of 25<sup>th</sup> November 2005, consultation with Members took place through the Group Whips, with support from Group Office Managers where this was requested by the Group Whips.

3.10 The amended version of the document was published on the Council's intranet and internet site, as part of the Constitution, in accordance with paragraph 26.2 of the Protocol itself. The terms of the Protocol are an extension of the provisions of the Members' Code of Conduct and therefore training on the Members' Code of Conduct makes appropriate reference to the Member/Officer Protocol, both in group training sessions and in the e-learning package offered to Members. New Members are also provided with a short booklet on the Local Codes and Protocols within their induction pack which alerts them to the Protocol's existence. Members and officers were also made aware of the changes through a front page news item in Governance Matters published in April 2008.

#### Protocol on Member/Education Leeds Relations

3.11 According to paragraph 22 of the Protocol, the Monitoring Officer is required to report annually to the Standards Committee on any required amendments to the Protocol. The last review of the Protocol took place in April 2007, and again since then the Standards Committee have been anticipating the release of the new Members' Code of Conduct which may require much of the Protocol to be rewritten.

3.12 The consultation process used by the Standards Committee was as follows:

- In accordance with the Standards Committee's resolution of 25<sup>th</sup> November 2005 consultation with Members took place through the Group Whips, with support from Group Office Managers where this was requested by the Group Whips; and
- Formal consultation with Education Leeds took place at the discretion of the Chief Executive of Education Leeds. This included the Board of Education Leeds in addition to appropriate staff consultation.

3.13 The amended version of the document was published on the Council's intranet and internet site, as part of the Constitution, in accordance with paragraph 23.2 of the Protocol itself. The terms of the Protocol are an extension of the provisions of the Members' Code of Conduct and therefore training on the Members' Code of Conduct makes appropriate reference to the Protocol for Member/Education Leeds Relations, both in group training sessions and in the e-learning package offered to Members. New Members are also provided with a short booklet on the Local Codes and Protocols within their induction pack which alerts them to the Protocol's existence.

3.14 Member Management Committee may wish to note that as part of the next review of the Protocol for Member/Education Leeds Relations, the Standards Committee will consider whether to combine it with the Protocol for Member/Officer Relations, as well as incorporate additional guidance for Members dealing with employees of other wholly owned companies of the Council and other outside bodies.

### Code of Practice for the Determination of Licensing Matters

- 3.15 As outlined in Appendix 1 this Code applies to Members of the Licensing Committee, its Sub-Committees, and Members of the Licensing and Regulatory Panel. This Code was last reviewed by the Standards Committee in April 2009. This Code also contains an addendum called the Protocol for Licensing Site Visits which was approved by the Licensing Committee on 3<sup>rd</sup> June 2008.
- 3.16 According to paragraph 17 of the Code, the Assistant Chief Executive (Corporate Governance) is required to report annually to the Standards Committee regarding whether the arrangements set out in the Code have been complied with and including any proposals for amendment in the light of issues that have arisen during the year.
- 3.17 Prior to the revised Code being presented to the Standards Committee for approval it was first presented to the Licensing Committee for comments. These comments were reported to the Standards Committee to consider when approving the revised version.
- 3.18 Members of the Licensing Committee, its Sub-Committees and the Licensing and Regulatory Panel are obliged to attend two training sessions every year: a licensing update session to receive guidance in relation to the regulations and procedures; and a governance and conduct sessions for training on declaration of personal and prejudicial interests. Training for these Members makes appropriate reference to the provisions of the Code of Practice. Members of the Licensing Committee also received a report on 2<sup>nd</sup> June 2009 outlining their terms of reference agreed at the Annual Meeting and drawing their attention to the Code of Practice and Protocol for site visits.

### Code of Practice for the Determination of Planning Matters

- 3.19 As outlined in Appendix 1, this Code applies to Members of the Plans Panels. This Code was last reviewed by the Standards Committee in October 2008, and is due to be reviewed again on 16<sup>th</sup> December 2009 in light of the revised guidance note on good planning practice for Councillors and officers dealing with planning matters called "Probity in Planning" by the Local Government Association.
- 3.20 According to paragraph 18 of the Code, the Chief Planning Officer is required to report annually to the Standards Committee regarding whether the arrangements set out in the Code have been complied with and including any proposals for amendment in the light of issues that have arisen during the year.
- 3.21 In this report Members of the Standards Committee were advised that a joint Member officer working group had been considering the Code of Practice and had decided to develop a Members Site Visit Protocol to make more visible the advice contained in the Code of Practice in relation to site visits. It was reported that this Protocol would not appear within the Constitution but would be approved by the Joint Plans Panel, alongside a draft Protocol for Pre-Application Presentations at Plans Panel and an amended Protocol for Public Speaking at Plans Panel (which is contained in the Constitution). However there were no amendments proposed to the provisions of the Code of Practice itself.
- 3.22 Members of the Plans Panels are obliged to attend two training sessions every year: a planning update session to receive guidance in relation to the regulations and

procedures; and a governance and conduct sessions for training on declaration of personal and prejudicial interests. Training for these Members makes appropriate reference to the provisions of the Code of Practice.

- 3.23 In addition, when the Code of Practice was previously reviewed by the Standards Committee in July 2007, amendments were made to the Code of Practice in relation to attendance at site visits and compulsory training. After these amendments were made a report was presented to the Joint Plans Panel highlighting the changes for Members' information and proposing a leaflet be drawn up for Members' reference.

### **Other Codes and Protocols affecting Members**

- 3.24 The other codes and protocols within Part 5 of the Constitution may contain guidance for the conduct of Members, for example the Protocol for Public Speaking at Plans Panels, although these codes and protocols are not enforceable in their own right.

### **Enforcement of the local codes and protocols**

- 3.25 Potential breaches of the Members' Code of Conduct may be referred to the Assessment Sub-Committee of the Standards Committee for consideration. The process for dealing with such complaints is set out in the Local Government Act 2000 (as amended), the Standards Committee (England) Regulations 2008, and statutory guidance issued by Standards for England.
- 3.26 At the current time the following codes and protocols all contain a section which explains how breaches of these codes will be dealt with:
- Protocol on Member/Officer Relations;
  - Protocol on Member/Education Leeds Relations;
  - Code of Practice for the Determination of Licensing Matters; and
  - Code of Practice for the Determination of Planning Matters.
- 3.27 This states that breaches of these codes and protocols which would also be breaches of the Members' Code of Conduct will be dealt with through the process outlined above, and any other breaches may be referred to the Assistant Chief Executive (Corporate Governance) for referral to the Standards Committee, the relevant Leader and/or Chief Whip of the political group. The process for dealing with such complaints is outlined within the Standards Committee Procedure Rules (in Part 4 of the Constitution).
- 3.28 However, Member Management Committee should note that a report is being presented to the Standards Committee on 16<sup>th</sup> December 2009 which will propose that the local codes and protocols are no longer enforceable outside of the process for dealing with potential breaches of the Members' Code of Conduct. The local codes and protocols would therefore be understood as an aid to the interpretation of the Members' Code of Conduct. They would set the provisions of the Members' Code of Conduct into the context of Leeds City Council and provide helpful guidance for Members in understanding the expectations on them, the general public in explaining the way that Leeds City Council expects Members and officers to conduct its business, and to the Standards Committee in its role in the enforcement of the Members' Code of Conduct.

3.29 Member Management Committee is asked to consider whether to recommend to the Standards Committee that the local codes and protocols are amended so that they are no longer enforceable outside the process for dealing with potential breaches of the Members' Code of Conduct. Any such recommendation will be presented to the Standards Committee on 16<sup>th</sup> December 2009.

#### **4.0 Implications For Council Policy And Governance**

4.1 In order for Members to be able to comply with the local codes and protocols it is essential that Members are made aware of their provisions and understand when they apply to Members' behaviour. Any breaches of the local codes and protocols which are also breaches of the Members' Code of Conduct may be referred to the Assessment Sub-Committee of the Standards Committee to consider.

4.2 Subject to any decision by Standards Committee on 16<sup>th</sup> December 2009, which may change the status of the local codes and protocols, other potential breaches would currently be dealt with through the local complaints system. The process for dealing with local complaints is outlined in the Standards Committee Procedure Rules (within Part 4 of the Constitution).

#### **5.0 Legal And Resource Implications**

5.1 There are no legal or resource implications to this report.

#### **6.0 Conclusions**

6.1 The purpose of this report is to provide information to Member Management Committee regarding the local codes and protocols contained in Part 5 of the Council's Constitution. In particular to provide details of who is responsible for the following actions:

- approving each local code and protocol;
- making Members aware of any changes to the codes and protocols; and
- training Members on the codes and protocols.

6.2 A list of all the documents contained within Part 5 of the Council's Constitution, along with information regarding who these documents apply to and who is responsible for approving them, can be found in the table in Appendix 1 to this report.

6.3 Paragraph 3 of this report concentrates on those local codes and protocols which have implications for the conduct of Members in general. However Members should be aware that there are several other codes and protocols within Part 5 of the Constitution, such the Protocol for the Coordination of External Inspection Reports and the Code of Corporate Governance, which do not affect the conduct of Members.

6.4 Members are offered training and guidance on the provisions of most of the codes and protocols, particularly as they broadly reflect the provisions of the Members' Code of Conduct. However, Member Management Committee may wish to recommend that all Members are notified by email when any of these codes and protocols are updated.

## 7.0 Recommendations

7.1 Member Management Committee is asked to:

- Note the information in this report;
- Consider whether to make any recommendations regarding the arrangements for reviewing and amending the local codes and protocols; and
- Consider whether to request that all Members are emailed when amendments are made to the local codes and protocols; and
- Provide feedback for the Standards Committee to consider at its meeting on 16<sup>th</sup> December 2009 when deciding whether the local codes and protocols should remain enforceable outside the process for dealing with potential breaches of the Members' Code of Conduct.

### Background Documents

- Local Government Act 2000
- Standards Committee (England) Regulations 2008
- Local Codes and Protocols (contained within Part 5 of the Council's Constitution)
- Standards Committee Procedure Rules (contained within Part 4 of the Council's Constitution)
- Governance Matters Newsletter (past issues available at: [http://www.leeds.gov.uk/Council\\_and\\_democracy/Councillors\\_democracy\\_and\\_elections/Council\\_documents/Governance\\_Matters\\_Newsletter.aspx](http://www.leeds.gov.uk/Council_and_democracy/Councillors_democracy_and_elections/Council_documents/Governance_Matters_Newsletter.aspx))
- Standards for England Bulletin (past issues available at: <http://www.standardsforengland.gov.uk/Publications/TheBulletin/>)
- Minutes of Standards Committee, 25<sup>th</sup> November 2005

### Local Codes and Protocols within Part 5 of the Constitution

Those which are highlighted have implications for the conduct of Members.

<b>Name of Code or Protocol</b>	<b>Who it applies to</b>	<b>Body with the authority to change the document</b>
Members' Code of Conduct	All Members <sup>1</sup> of Leeds City Council	Full Council (Standards Committee has the power to recommend its adoption or amendment)
Officer Code of Conduct	All officers of the Council	Director of Resources
Protocol on Member / Officer Relations	All Members and officers of the Council	Standards Committee
Protocol for Elected Member / Education Leeds Relations	All Members of Leeds City Council and employees of Education Leeds	Standards Committee and the Board of Directors of Education Leeds
Roles of Members and officers in decision making	Executive and Deputy Executive Members and officers with delegated decision making powers	Executive Board
Monitoring Officer Protocol	The Monitoring Officer, and paragraph 3 to all Members and officers of Leeds City Council	Standards Committee
Protocol for the Presentation of Scrutiny Board reports	Members of the Executive Board and Chair of Scrutiny Boards	Assistant Chief Executive (Corporate Governance)
The Protocol for the Coordination of External Audit and Inspection Reports	Scrutiny Board Members and Corporate Governance and Audit Committee, Directors, members of the Corporate Governance Board, the Head of Scrutiny and Member Development, Head of Governance Services, Chief Executive, and Assistant Chief Executive (Corporate	Assistant Chief Executive (Corporate Governance) (the Corporate Governance and Audit Committee has reserved the right to request that the Assistant Chief Executive (Corporate Governance) does not exercise this delegated power and instead refers any amendments to the

<sup>1</sup> The definition of 'Member' includes elected Councillors and voting co-opted members of the authority's Committees.

<b>Name of Code or Protocol</b>	<b>Who it applies to</b>	<b>Body with the authority to change the document</b>
	Governance).	Committee for agreement)
Standards Committee Media Protocol	Standards Committee Members, the Monitoring Officer and Corporate Communications Unit.	Standards Committee
Code of Practice for the Determination of Planning Matters	Plans Panel Members	Standards Committee
Protocol for Public Speaking at Plans Panels	Plans Panel Members, applicants, supporters and objectors.	Joint Plans Panel
Code of Practice for the Determination of Licensing Matters	Licensing Committee, Licensing Sub-Committee, Licensing and Regulatory Panel Members, and Licensing Officers.	Standards Committee
Code of Corporate Governance	Applies to the actions of the whole Council	Corporate Governance and Audit Committee





Originator: Kate Sadler

Tel: 3951711

**Report of the Assistant Chief Executive (Corporate Governance)**

**Member Management Committee**

**Date: 13<sup>th</sup> October 2009**

**Subject: Compulsory Training for Members of Standards Committee**

**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

**Executive Summary**

1. The Council is required to appoint a Standards Committee which has responsibility for the assessment and review, consideration, hearing and determination of complaints against Members of Leeds City Council and Members of the Town and Parish Councils in the Leeds Area.
2. The Standards Committee membership comprises 7 Leeds City Councillors, 3 Town or Parish Councillors and 4 Independent Members in addition to 1 reserve Independent Member.
3. Following a recommendation of Corporate Governance and Audit Committee, Member Management Committee are invited to support the proposal that all Members of the Standards Committee should receive compulsory training in relation to the Members' Code of Conduct, Local Assessment of Complaints and the Hearing of Complaints.
4. Further, Member Management Committee are invited to recommend that Members of the Standards Committee should not be entitled to sit as Members of the Assessment, Review or Hearings Sub-Committees unless and until they have completed the training relevant to that Sub-Committee.

## **1.0 Purpose Of This Report**

- 1.1 This report proposes the introduction of compulsory training in relation to the local assessment regime for Members of the Standards Committee. The report recommends that Members of the Standards Committee should not sit as Members of the Assessment, Review or Hearings Sub-Committees unless and until they have completed the training relevant to the Sub-Committee in question.
- 1.2 Member Management Committee are invited to discuss the proposals set out in this report and recommend them to the General Purposes Committee for inclusion within the Council's Constitution.

## **2.0 Background Information**

- 2.1 The Local Government Act 2000 requires that the Council appoints a Standards Committee, sets out the general and specific functions to be carried out by the Standards Committee and empowers the authority to arrange for the Standards Committee to exercise such other functions the authority considers appropriate.
- 2.2 In May 2008, responsibility for the initial assessment of Complaints against Members under the Members' Code of Conduct was transferred from the Standards Board for England (now known as Standards for England) to the Local Authorities. Regulation 6 of the Standards Committee (England) Regulations 2008 require the Standards Committee to appoint two separate Sub-Committees; one to deal with the assessment of complaints and the other to deal with the review of complaints.
- 2.3 Regulation 18 of the Standards Committee (England) Regulations requires that hearings are conducted having regard to any relevant guidance issued by the Standards Board. Guidance from Standards for England recommends that the Standards Committee appoints a Sub-Committee to hear and determine complaints.
- 2.4 In Leeds, the Standards Committee has three Sub-Committees; the Assessment Sub-Committee, the Review Sub-Committee and the Hearings Sub-Committee. Membership of those sub-committees is set out at paragraph 3.5 below.
- 2.5 At its meeting of 30<sup>th</sup> June 2009, the Corporate Governance and Audit Committee considered the annual report of the Standards Committee. As a result of that discussion, particularly with reference to the local assessment function of the Standards Committee, the Corporate Governance and Audit Committee resolved:-

8 (b) That General Purposes Committee, having consulted with the Standards Committee and Member Management Committee, be recommended to make Local Assessment training compulsory for members of the Standards Committee.

## **3.0 Main Issues**

### The Training Plan

- 3.1 The Standards Committee has a training plan for its members which is updated on an annual basis. This plan seeks to meet the training and development needs of the Standards Committee Members, both when they are new to the Committee and throughout their time as members of the Committee.
- 3.2 The training plan identifies a number of separate learning targets which are relevant to the needs of the Committee's members as they undertake the various functions

of the Standards Committee. These targets split into the two key areas of knowledge and skills as follows:-

### Knowledge

- To ensure all members have an understanding of the Code of Conduct and various protocols governing member and officer relations,
- To ensure all members understand the Committee's relationship with external bodies/agencies,
- To ensure all members are aware of the role and function of the Monitoring Officer,
- To ensure all external members have the necessary awareness of Council business, the political context, and the role of a City Councillor,
- To ensure all members are aware of current issues for the Committee and the context of the Committee's work.

### Skills

- To ensure all independent members have the necessary skills to chair meetings of the committee and its sub-committees,
- To ensure all members have the necessary skills to carry out the initial assessment of local complaints,
- To ensure all members have the necessary skills to carry out the consideration of final investigation reports,
- To ensure all members have the necessary skills to conduct a local hearing.

3.3 The training plan attached at Appendix 1 to this schedule is a revised version of the training plan approved by the Standards Committee in February 2009. It specifies how the various learning targets set out above will be met.

### Compulsory Training

3.4 In addition to its general functions, Members will note that the Standards Committee is required to carry out the initial assessment of complaints against Members, the consideration of any final investigation reports in relation to those complaints, and the hearing and determination in relation to any findings of breach of the Members' Code of Conduct contained within those reports.

3.5 As required, the Standards Committee has appointed sub-committees which are responsible for the functions outlined at paragraph 3.4 above. The Assessment Sub-Committee and Review Sub-Committee each total four members comprising one Independent Member (the Chair), two Elected Members and one Parish Member. The Hearings Sub-Committee totals five members comprising two Independent members (one of whom shall be Chair), two Elected Members and one Parish Member. At the current time, all full Members of the Standards Committee are eligible to serve on its Sub-Committee. The reserve Independent Member of the Standards Committee is not eligible to serve on the sub-committees.

- 3.6 Given that all full Members of Standards Committee are eligible for appointment to its Sub-Committees, and as such may participate in the various functions surrounding complaints against Members, it is essential that they have both a thorough understanding of the Members' Code of Conduct and the necessary skills to perform those functions prior to appointment to those sub-committees. For this reason it is proposed that the items marked on the training plan attached at Appendix 1 should be made compulsory and that Standards Committee members should not be eligible for appointment to the Sub-Committees unless and until they have undertaken the training relevant to the Sub-Committee in question.

#### Changes to the Constitution

- 3.7 It is proposed that in order to enforce the above proposal an amendment should be made to paragraph 9.3.7 of Article 9 of the Constitution to state as follows:

Members of the Sub-Committees of the Standards Committee must complete all compulsory training and shall not sit as a Member of the following Sub-Committees unless such training has been undertaken in accordance with the Standards Committee Training Programme.

#### Current Members of the Standards Committee

- 3.8 Although the training specified above is not currently compulsory, it has been strongly supported by members of the Standards Committee. All but one of the Members of Standards Committee have attended the training offered to them which it is proposed should be compulsory.
- 3.9 The Member who has not completed the training which it is proposed should be compulsory has not to date attended the Assessment Sub-Committee or the Review Sub-Committee, whilst those sub-committees considered the initial assessment of a complaint. He has however attended a meeting of the Assessment Sub-Committee convened to consider a preliminary point prior to the commencement of an investigation. Neither did he attend the hearing conducted by the Standards Committee as a whole prior to the delegation of the function to the Hearings Sub-Committee.
- 3.10 Hearings training has been offered on two separate occasions; namely 16<sup>th</sup> February 2006 and 23<sup>rd</sup> July 2007. It is intended to offer this training again within the current municipal year in order that new members of the Standards Committee can attend and discussions are ongoing with a member of the Adjudication Panel for England with a view to him providing this training.
- 3.11 Pending Hearings Training taking place, there is only one of the Elected Members currently on Standards Committee who has completed the training in relation to hearings and who could therefore attend a Hearing as a Member of the Hearings Sub Committee in the event that the training were compulsory. The prescribed membership for the Hearings Sub Committee is five Members, comprising two Independent Members, one Parish Member and two Elected Members. The sub committee is however quorate with only 3 members. It would therefore be possible to hold a quorate meeting of the sub committee although only appointing the Elected Member who has received the hearings training. However Member Management Committee may be of the view that this would upset the balance of the committee and that therefore transitional arrangements should be put into place, enabling all members of the Standards Committee to be eligible to participate in a meeting of the Hearings Sub Committee pending delivery of the hearings training.

## **4.0 Implications For Council Policy And Governance**

4.1 The training of Members of the Standards Committee will promote consistency of decision making through the assessment and review, consideration and hearing processes. This will in turn improve public confidence in the complaints process and reassure Members that complaints in relation to them will be dealt with fairly.

## **5.0 Legal And Resource Implications**

5.1 There are no legal implications to this report.

5.2 The requirements for the provision of the recommended training can be met from within existing resources.

## **6.0 Conclusions**

6.1 A number of learning targets have been identified for members of the Standards Committee.

6.2 The Sub-Committees of the Standards Committee are responsible for functions relating to complaints made against Members under the Members' Code of Conduct.

6.3 It is considered essential that members of the Standards Committee should complete certain elements marked 'compulsory' on the training plan, attached as appendix 1 to this document, prior to taking up positions on the sub-committees of the Standards Committee.

6.4 The majority of the current members of Standards Committee have completed the required training. The member who has not completed the required training has not, to date, been involved in the initial assessment, consideration or hearing of any complaint by any of the Sub-Committees of the Standards Committee.

## **7.0 Recommendations**

7.1 Members are requested to endorse the proposal that specified elements of the Standards Committee Training Plan be compulsory, and to recommend the proposed amendment to Article 9 of the Constitution to the General Purposes Committee.

### Background Documents

- Minutes of Corporate Governance and Audit Committee, 30<sup>th</sup> June 2009
- Local Government Act 2000
- Standards Committee (England) Regulations 2008
- Article 9 of the Constitution

## Standards Committee Training Plan

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY	COMPULSORY/ VOLUNTARY
To ensure all members have an understanding of the Code of Conduct and various protocols governing member and officer relations	Briefing session on Ethical Framework and Members' Code Of Conduct provided during induction for all Leeds City Councillors and available to Parish Councillors	On election	Provided by Corporate Governance Team	Compulsory for LCC Members Voluntary for Town/Parish Councillors
	Briefing session on Ethical Framework and Members' Code Of Conduct for independent members and Parish Members who have not previously received training.	On appointment to Committee	Provided by Corporate Governance Team	Compulsory
	Standards Board for England DVD "The Code Uncovered"	All new members on election or appointment to the Committee	Held by Corporate Governance Team	Voluntary
	E-learning Modules "Cracking the Code"	All new members on election or appointment to the Committee	Provided by Corporate Governance Team	Voluntary
	The Local Codes and Protocols: A guide for Leeds City Council Members	On election or appointment to Committee	Provided by Corporate Governance Team	Recommended reading

To ensure all members understand the committee's relationship with external bodies/agencies	Distributing newsletters released by the Standards Board for England	Within a week of release date	Provided by Corporate Governance Team	Recommended reading
	Attendance at conferences organised by external bodies	When they arise	Provided through Corporate Governance team in conjunction with Member Development	Voluntary
	Briefing session on overall relationship with outside bodies	On appointment to committee	Provided by Assistant Chief Executive (Corporate Governance)	Compulsory
To ensure all members of the committee are aware of the role and function of the Monitoring Officer	Briefing session on role of monitoring officer	On induction / appointment to committee	Provided by Assistant Chief Executive (Corporate Governance)	Compulsory
	Attendance at committee meetings by Monitoring Officer or deputy Monitoring Officer	Every committee meeting	Provided by Assistant Chief Executive (Corporate Governance)	
To ensure all members of the Committee are aware of current issues for the Committee and the context of the Committee's work	Briefing session on the Committee's current work and current standards issues	On appointment to the Committee	Provided by Assistant Chief Executive (Corporate Governance)	Compulsory

To ensure all external members of the Committee have the necessary awareness of Council business, the political context, and the role of a City Councillor	Briefing session on Council business and political context	On appointment to the Committee	Provided by Assistant Chief Executive (Corporate Governance)	Compulsory
	Attendance at sample meetings of Full Council, Executive Board, Plans Panel or Licensing and Regulatory Panel, Scrutiny Board and other Committees to observe.  Members may not feel it necessary to attend the whole of the meeting but may find it helpful to discuss with the relevant officers the role of the Committee prior to attending.	On appointment to the Committee	Facilitated by Corporate Governance Team	Voluntary (Strongly advised)
	Training on Council structures and decision making (briefing session).	On appointment to the Committee	Provided by Corporate Governance Team	Compulsory
	Attendance at Councillor Ward Surgeries to observe – agreement must be obtained from Member to be observed.	On appointment to the Committee	Arranged directly between Members	Voluntary



<p>To ensure all independent members of the Committee have the necessary skills to chair meetings of the Committee</p> <p>Compulsory element must be undertaken prior to chairing either the Standards Committee or any of its Sub-Committees.</p>	<p>Training session on chairing meetings</p>	<p>All new members on appointment to the Committee</p>	<p>Provided through Member Development</p>	<p>Compulsory</p>
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<p>To ensure all members of the Committee have the necessary skills to assess or review local complaints</p> <p>Compulsory elements to be completed prior to appointment to Assessment Sub-Committee or Review Sub-Committee</p>	<p>Consideration of six monthly complaints report</p>	<p>Every six months</p>	<p>Provided by Corporate Governance Team</p>	<p>Recommended Reading</p>
	<p>Training day to include mock local assessment exercise with example cases</p>	<p>All new members on appointment to the Committee</p> <p>For existing Members annually or earlier if necessary (to be run alongside update training on the Members' Code of Conduct)</p>	<p>Provided by Corporate Governance Team</p>	<p>Compulsory</p>
<p>To ensure all members of the Committee have the necessary skills to consider final investigation reports</p>	<p>Training day with an external facilitator (to include consideration of example cases)</p>	<p>All new members on appointment to the Committee</p> <p>For existing members annually or earlier if necessary (to be run alongside the hearings training)</p>	<p>Provided by Corporate Governance Team – in conjunction with external facilitator where possible</p>	<p>Compulsory</p>

To ensure all members have the necessary skills to conduct a local hearing	Briefing session on Standards Committee Procedure Rules		Provided by Assistant Chief Executive (Corporate Governance)	Compulsory
Compulsory elements to be completed prior to appointment to Hearings Sub-Committee	Manual of guidance	All new members on appointment to the Committee provided with a copy for use during training / hearings.	Provided by Corporate Governance Team	Recommended reading
	Standards Board for England DVD 'Going Local: Investigations and Hearings'	All new members on appointment to the Committee	Held by the Corporate Governance Team	Voluntary
	Training day (including mock hearing exercise)	Annually or earlier if necessary – to be run alongside consideration training	Provided by Corporate Governance Team – in conjunction with external facilitator where possible	Compulsory
	Regular reports on Adjudication Panel for England cases and decisions	Every committee meeting	Provided by Corporate Governance Team	Recommended reading

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Originator: Stuart Robinson

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**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 13<sup>th</sup> October 2009**

**Subject: North West (Inner) Area Committee – Local Authority Appointments to Outside Bodies**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**Executive Summary**

This report requests the Member Management Committee to consider a number of recommendations made at the North West (Inner) Area Committee meeting held on 17<sup>th</sup> September 2009 in relation to Local Authority Appointments to Outside Bodies, namely Bethel Elderly Day Centre Management Committee; Burley Lodge – Committee of Management and Caring Together in Woodhouse and Little London Management Committee.

## **1.0 Purpose Of This Report**

- 1.1 This report requests the Member Management Committee to consider a number of recommendations made at the North West (Inner) Area Committee meeting held on 17<sup>th</sup> September 2009 in relation to Local Authority Appointments to Outside Bodies, namely Bethel Elderly Day Centre Management Committee; Burley Lodge – Committee of Management and Caring Together in Woodhouse and Little London Management Committee.

## **2.0 Background Information**

- 2.1 At the North West (Inner) Area Committee held on 17<sup>th</sup> September 2009, Members considered the attached progress report on Local Authority Appointments to Outside Bodies (Appendix 1 refers).

- 2.2 The North West (inner) Area Committee resolved as follows:-

- a) That the contents of the report and appendices be noted
- b) That the Member Management Committee be recommended to remove Bethel Elderly Day Centre Management Committee from the list of Appointments to Outside Bodies in accordance with the report now submitted.
- c) That the Member Management Committee be recommended to reduce the representation from three to two, in relation to the Burley Lodge Centre – Committee of Management in accordance with report now submitted.
- d) That the Member Management Committee be recommended to remove Caring Together in Woodhouse and Little London Management Committee from the list of Appointments to Outside Bodies and to endorse the proposal for the Hyde Park and Woodhouse Members to attend Management meetings (perhaps on a ad hoc basis) of the Caring Together in Woodhouse and Little London Management Committee'

## **3.0 List of Background Papers**

- 3.1 Local Authority Appointments to Outside Bodies – Report of the Chief Democratic Services Officer– North West (Inner) Area Committee – 2<sup>nd</sup> July 2009.

## **4.0 Recommendations**

- 4.1 The Member Management Committee is asked to note the report and appendices and consider the following recommendations of the North West (Inner) Area Committee made at their meeting held on 17<sup>th</sup> September 2009:-
- a) That the contents of the report and appendices be noted
  - b) That the Member Management Committee be recommended to remove Bethel Elderly Day Centre Management Committee from the list of Appointments to Outside Bodies in accordance with the report now submitted.
  - c) That the Member Management Committee be recommended to reduce the representation from three to two, in relation to the Burley Lodge Centre – Committee of Management in accordance with report now submitted.
  - d) That the Member Management Committee be recommended to remove Caring Together in Woodhouse and Little London Management Committee from the list of Appointments to Outside Bodies and to endorse the proposal for the Hyde Park and Woodhouse Members to attend Management meetings (perhaps on a ad hoc basis) of the Caring Together in Woodhouse and Little London Management Committee'



**Report of the Chief Democratic Services Officer**

**North West (Inner) Area Committee**

**Date: 17<sup>th</sup> September 2009**

**Subject: Local Authority Appointments to Outside Bodies – Progress Report**

**Electoral Wards Affected:**

  
  
  

Ward Members consulted (referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council Function  Delegated Executive Function available for Call In  Delegated Executive Function not available for Call In Details set out in the report

**1.0 Purpose Of This Report**

1.1 This report updates the Committee on the three outstanding vacancies in relation to Bethel Elderly Day Centre Management Committee; Burley Lodge – Committee of Management and Caring Together in Woodhouse and Little London Management Committee and requests Members to give consideration to the proposals outlined in paragraph 4.1 of the report.

**2.0 Background**

2.1 At the previous meeting held on 2<sup>nd</sup> July 2009, Members considered a report outlining the procedures for Council Appointments to outside bodies, and made appointments to various Organisations.

2.2 Appendix 1 makes reference to three outstanding vacancies which were not filled at the meeting held on 2<sup>nd</sup> July 2009.

2.3 The bodies in question are the Bethel Elderly Day Centre Management Committee, Burley Lodge Centre – Committee of Management and Caring Together in Woodhouse and Little London Management Committee.

### **Bethel Elderly Day Centre Management Committee**

Bethel Elderly Day Centre is a registered charity, and company limited by guarantee which provides Day Care Services for those within reach of its premises on Victoria Road, Leeds 6, mostly serving those in the Leeds 2, 4, 5, 6, 7 and 8 post code areas.

It was founded in 1992 by Pastor Mabel Parris and the elders of Bethel United Church to provide a centre sensitive to the cultural needs of the elderly of the Caribbean Community in Leeds, but always had a non-discriminatory policy, and presently benefits from a very diverse group of Service Users.

The services currently provided include a cooked meal, assistance with bathing, social activities and gentle exercise sessions.

The current officers of the Management Committee are:-

Dr Doreen Illingworth – Chair  
Pastor Mabel Parris – Treasurer and Assistant Secretary  
Ms Amogene Parris – Secretary

As referred to in the previous report, following a delegated decision in September 2008, Leeds City Council has withdrawn all funding and no longer refers people to the service. Following discussions with the Chair of the Management Committee, Dr Doreen Illingworth, there is no longer considered to be a requirement for the Council to appoint a Council representative to this body.

Therefore, the Area Committee is requested to recommend to the Member Management Committee that this body be removed from the list of Appointments to Outside Bodies.

### **Burley Lodge Centre – Committee of Management**

The Burley Lodge Centre originally began in 1981 as a base for advice, information and group activities. The centre was based in two back to back houses, moving to its current building in 1996, The centre has a track record of providing youth work, advice and rooms for hire. In the last five years the Burley Lodge Centre has seen a great increase in activities in response to local consultation, including a counselling service and a community café.

These are annual appointments, and the Council's current representatives for 2009/10 are Councillor M Hamilton and Councillor P Ewens. Following discussions with the Centre Manager, two Council representatives are adequate for this body.

Therefore, the Area Committee is requested to recommend to the Member Management Committee that a reduction in appointments be made from three to two in relation to this body.



## **Caring Together in Woodhouse and Little London Management Committee**

Caring together in Woodhouse and Little London is a small registered charity supporting older people living in inner-city Leeds and managed by a voluntary management committee made up of local older people, and representatives of local older people and other representatives of local organisations. They work with volunteers of all ages.

The aim of Caring Together in Little London is to offer non-bureaucratic and sympathetic services, advice and activities, to support older people to live healthy, happy and independent lives.

This has always been a three year appointment, and following the resignation of Councillor P Ewens in September 2008, arising from timing difficulties in her attending meetings of the voluntary management committee, a vacancy has existed on this body. Councillor Ewens appointment was until June 2010. Further enquiries have revealed that that the Constitution of the organisation states the following:-

"The affairs of the Association (Caring Together) shall be managed by a committee, which shall have the power to regulate its own meetings PROVIDED THAT it shall meet no less than 10 times each year, and one of the meetings shall be the Annual General Meeting.

c) Attendees: The following persons shall be entitled to attend all regular meetings of the committee, but shall not be entitled to vote thereat: -

i) "Any of the Ward Councillors, for the time being, representing University Ward which includes Woodhouse and Little London on Leeds City Council"

The reference to any of the Ward Councillors attending the Management Committee in a non-voting capacity therefore appears to be an 'open invitation, as opposed to a requirement.

The Chief Democratic Services Manager contacted the Manager of Caring Together in Woodhouse and Little London to ascertain her views about this situation. She made the following statement " *Our charity is really struggling at the moment. Our past success with Lottery funding has now dried up and we have just lost a full-time worker because of this. Similarly, the Charitable Trusts we have previously depended upon for grants, are seeing barely any return on their investments and so are unable to support us as they did in the past. Our staffing levels (1 full time and 2 part-time staff) are at 1997 levels but with demands from older local people 1,000% greater than 12 years ago.*

*Finally, like every other Neighbourhood Scheme in Leeds, we are trying to prepare ourselves for Adult Social Care Procurement and, again, the support of a local Councillor would be welcome.*

*Despite great challenges, we continue to offer direct support, activities and service to 100s of local older people in the areas of Woodhouse and Little London. We do have*

*a very good voluntary Management Committee, but the support of a Council Representative would be very much appreciated”.*

Members of the Area Committee are therefore requested to give further consideration to whether or not the Hyde Park and Woodhouse Members might wish to leave this as a loose arrangement, whereby one of them attempts to attend meetings (perhaps on a rota basis) and to request the Member Management Committee to remove this body from the list of Appointments to Outside Bodies.

### **3.0 List of Background Papers**

- 3.1 Local Authority Appointments to Outside Bodies – Report of the Chief Democratic Services Officer– North West (Inner) Area Committee – 2<sup>nd</sup> July 2009.

### **4.0 Recommendations**

- 4.1 The Area Committee is asked to note the report and consider the following proposals:-

- recommend to the Member Management Committee that Bethel Elderly Day Centre Management Committee be removed from the list of Appointments to Outside Bodies
- recommend to the Member Management Committee that a reduction in representation from three to two, in relation to the Burley Lodge Centre – Committee of Management, be approved
- give further consideration to whether or not the Hyde Park and Woodhouse Members might wish to attend Management meetings (perhaps on a ad hoc basis) of the Caring Together in Woodhouse and Little London Management Committee and to recommend to the Member Management Committee that this body be removed from the list of Appointments to Outside Bodies

Area Committee Appointments to Outside Bodies (North West Inner)

Outside Body	Charity /Trust	No of Places	Review Date	No of places to review	Current appointees	CIr Y/N	Review Period	Group
Bethel Elderly Day Centre Management Committee	Yes	1	Jul-09	1	Vacancy	Y	Annual	
Burley Lodge Centre - Committee Of Management		3	Jul-09 Jul-10 Jul-10	1 1 1	Vacancy Martin Hamilton Penny Ewens	Y Y Y	Annual Annual Annual	Liberal Democrat Liberal Democrat Liberal Democrat
Caring Together In Woodhouse And Little London		1	Jun-10	1	Vacancy	Y	3 Years	Liberal Democrat
Mary Jane Butler Trust	Yes	2	Oct-12 Oct-12		Lucinda Yeadon Bernard Atha	Y Y	4 Years 4 Years	Labour Labour
Ireland Wood Children's Centre Management Committee	Yes	1	Jul-10	1	Susan Bentley	Y	Annual	Liberal Democrat
ALMO Inner North West Area Panel		2	Jul-10 Jul-10	1 1	John Illingworth Kabeer Husain	Y Y	Annual Annual	Labour Liberal Democrat
Divisional Community Safety Partnership		1	Jul-10	1	Susan Bentley	Y	Annual	Liberal Democrat
Area Children's Partnership		1	Jul-10	1	Penny Ewens	Y	Annual	Liberal Democrat
Area Health and Social Care Partnership		1	Jul-10	1	Judith Chapman	Y	Annual	Liberal Democrat
Area Employment, Enterprise and Training Partnership		1	Jul-10	1	Lucinda Yeadon	Y	Annual	Labour
		14		12			14	

Number of places 14  
 Places held pending review 12  
 Places currently filled beyond July 09 2  
 Number of places to fill 12

Number of Members in the Committee Area 12

Percentage of Members on the Committee  
 Notional Places Allocated

Labour	3	25	3.50
Liberal Democrat	9	75	10.50
Conservative	0	0	0.00

Total 12 14

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Originator: Kevin Tomkinson  
Tel: 2474357

**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 13th October 2009**

**Subject: Local Authority Appointments to Outside Bodies**

**Electoral Wards Affected:**

  
  
  
  

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

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

**1.0 PURPOSE OF REPORT**

1.1 Further to the meeting of this Committee in June 2009, and confirmation of nominations received to date, this report:

- provides an update on the current position regarding member appointments
- seeks to confirm member nominations to remaining vacancies.

**2.0 BACKGROUND INFORMATION**

2.1 This is the second meeting of the Member Management Committee since the Annual Meeting of Council to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 1 details the current position.

2.2 Vacancies exist on a number of outside bodies. Member Management Committee is asked to consider the vacancies detailed in Appendix 1 and make appointments to them.

**3.0 MAIN ISSUES**

3.1 Members are asked to specifically consider the following issues:

3.2 Appointments Made Since June 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)

<u>Outside Body</u>	<u>Member Appointed</u>	<u>Member Replaced</u>	<u>Date</u>
Affordable Housing Strategic Partnership Board	Councillor Gruen	Councillor R Lewis	17/06/09
Council Housing Investment Review – Consultation Group	Councillor Lowe	Whips nominee	17/06/09
Green Leeds	Councillor Harington	Councillor Ogilvie	17/06/09
Leeds Community Equipment Service Partnership Board	Councillor J McKenna	Councillor Coupar	17/06/09
Leeds Grand Theatre Board and Opera House Board of Management	Councillor Ogilvie	Councillor Blake	17/06/09
Leeds Grand Theatre Enterprises Ltd	Councillor Ogilvie	Councillor Blake	17/06/09
Leeds Initiative Skills and Economy Partnership	Councillor Jarosz	Councillor J McKenna	17/06/09
Leeds Initiative Culture Partnership	Councillor Ogilvie	Councillor Harington	17/06/09
Leeds Initiative Healthy Leeds Partnership	Councillor Dobson	Councillor Grahame	17/06/09
Leeds Initiative Climate Change	Councillor Harington	Councillor Ogilvie	17/06/09
Leeds Learning Disabilities Partnership Board	Councillor J McKenna	Councillor Coupar	17/06/09
Leeds Local Access Forum	Councillor Illingworth	Councillor Dunn	17/06/09
Parent Partnership Advisory Board	Councillor Selby	Whips nominee	17/06/09
People First	Councillor E Taylor	Councillor Dowson	17/06/09
Roseville Enterprises Board of Management	Councillor J McKenna	Councillor Coupar	17/06/09
Yorkshire and Humber Employers Committee	Councillor Lowe	Councillor J Lewis	17/06/09
WYITA Highways and Planning Liaison Group	Councillor D Blackburn	Councillor A Blackburn	17/06/09
WYITA Taxi Liaison Group	Councillor D Blackburn	Councillor Parnham	17/06/09
West/North West Homes ALMO	Councillor Chastney	Councillor Chapman	17/06/09
West Leeds Academy Governing Body	Councillor W Hyde	Whips nominee	25/06/09
Airport Consultative Committee	Councillor Golton	Councillor Cleasby	8/07/09
Leeds Grand Theatre Board and Opera House Board of Management	Councillor Smith	Councillor Townsley	8/07/09
Leeds Grand Theatre Enterprises Ltd	Councillor Smith	Councillor Townsley	8/07/09
Leeds Racial Equality Council	Councillor Brett	Whips nominee	8/07/09
Leeds Sports Federation	Councillor Hamilton	Whips nominee	8/07/09
National Association of Councillors	Councillor Matthews	Whips nominee	8/07/09
National Parking Adjudication Service Committee	Councillor Monaghan	Councillor Smith	8/07/09
Bradford University Court	Councillor Campbell	Councillor Cleasby	8/07/09
Yorkshire Tourist Board	Councillor Matthews	Councillor Monaghan	8/07/09
Adoption Panel - Leodis	Councillor A McKenna	Councillor Yeadon	28/07/09
South Leeds Academy Governing Body	Councillor Gabriel	Whips nominee	7/08/09
South Leeds Academy Governing Body	Councillor Golton	Whips nominee	1/09/09
Leeds Initiative Skills and Economy Partnership	Councillor Driver	Councillor Jarosz	24/09/09
Leeds NHS Partnership Trust	Councillor Harrand – Executive Member (Adult Health and Social care)	New Appointment	29/09/09

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

- 4.1 The member appointments referred to in 3.2 are in accordance with the Council's Constitution and as detailed in the Appointments to Outside Body Procedure Rules. Members are also advised of the need to update their entry in the Members register of interests.
- 4.2 In accordance with the Appointments to Outside Body Procedure Rules a Lead Officer has been identified in respect of those organisations that the Council appoints a representative to.

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

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

#### **6.0 RECOMMENDATION**

- 6.1 Members are asked to consider the current position in relation to Elected Member appointments to outside bodies detailed in Appendix 1.
- 6.2 Members are asked to note the change of appointments since the last meeting of the Committee as detailed in 3.2 of the report.

#### **BACKGROUND PAPERS**

Appointment to Outside Bodies Procedure Rules

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OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Adoption Panel – Eimete	No	No	2	Jun-10	Jun-09	Ben Chastney	Lib Dem	Childrens Services	Val Hales
				Jun-10	Jun-09	Josephine Jarosz	Lab		Val Hales
Adoption Panel - Leodis	No	No	2	Jun-10	Jun-09	Mick Coulson	Lab	Childrens Services	Val Hales
				Jun-10	Jun-09	Lucinda Yeadon	Lab		
Adoption Panel – Skyrack	No	No	2	Jun-10	Jun-09	Valerie Kendall	Con	Childrens Services	Val Hales
				Jun-10	Jun-09	Whips nominee	Con		
Affordable Housing Strategic Partnership Board	No	No	3	Jun-10	Jun-09	Andrew Carter	Con	Environment & Neighbourhoods	Liz Cooke
				Jun-10	Jun-09	Peter Gruen	Lab		
				Jun-10	Jun-09	Richard Brett	Lib Dem		
Aire Action Leeds (formerly State of the River Management Committee)	No	No	1	Jun-10	Jun-09	Stuart Golton	Lib Dem	City Development	Tom Knowland
Aire Valley Regeneration Board	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	Jun-10	Jun-09	J L Carter	Con	Environment & Neighbourhoods	
		Executive Member Development & Regeneration or nominee	1	Jun-10	Jun-09	A Carter	Con		
		Local Ward Member	1	Jun-10	Jun-09	D Hollinsworth	Lib Dem		
		Labour Group Nominees	2	Jun-10	Jun-09	G Driver	Lab		
				Jun-10	Jun-09	debra coupar	Lab		
Airport Consultative Committee	No	No	1	Jun-10	Jul-09	Stuart Golton	Lib Dem	City Development	Dave Gilson/Iain Mason
The Alliance for Regional Aid (formerly known as the Coalfield Communities Campaign Regional Executive)	No	No	1	Jun-10	Jun-09	Keith Parker	Lab	City Development	Tom Holvey
Allotments Working Party	No	No	1	Jun-10	Jun-09	Stewart Golton	Lib Dem	City Development	Richard Welbourn
ALMO - East/North East	Yes	Conservative	4	Jun-10	Jun-09	Paul Wadsworth	Con	Environment & Neighbourhoods	John Statham
		Conservative		Jun-10	Jun-09	Gerald Wilkinson	Con		
		Labour		Jun-10	Jun-09	Graham Hyde	Lab		
		Lib Democrat		Jun-10	Jun-09	David Hollingsworth	Lib Dem		
Aire Valley Homes Leeds (formerly known as South South East Homes Leeds)	Yes	Lib Democrat	4	Jun-10	Jun-09	Stewart Golton	Lib Dem	Environment & Neighbourhoods	John Statham
		MBI		Jun-10	Jun-09	Robert Finnigan	MBI		
		Labour		Jun-10	Jun-09	Peter Gruen	Labour		
		Labour		Jun-10	Jun-09	Geoff Driver	Labour		
ALMO - West/North West Homes	Yes	Conservative	4	Jun-10	Jun-09	Barry Anderson	Con	Environment & Neighbourhoods	John Statham
		Green		Jun-10	Jun-09	Ann Blackburn	Green		
		Lib Democrat		Jun-10	Jun-09	Ben Chastney	Lib Dem		
		Labour		Jun-10	Jun-09	Alison Lowe	Lab		
Alzheimers Society Management Committee	No	No	1	Jun-10	Jun-09	Brenda Lancaster	Lib Dem	Social Services	Paul Broughton
Arthur Louis Aaron Memorial Fund.	No	No	1	Jun-10	Jun-09	Ronald Feldman	Con	City Development	John Thorpe
Association Of Blind Asians	No	No	1	Jun-10	Jun-09	mohammed iqbal	Lab	Chief Executives Unit	Lelir Yeung
Association Of West Yorkshire Authorities	Yes	Leader	3	Jun-10	Jun-09	Richard Brett	Lib Dem	Chief Executives Unit	Rob Norreys
	in part	1 Place		Jun-10	Jun-09	Keith Wakefield	Lab		
				Jun-10	Jun-09	Andrew Carter	Con		
Beeston Hill and Holbeck Regeneration Partnership Board	Yes	Ward Members	2	Jun-10	Jun-09	Adam Ogilvie	Lab	Environment & Neighbourhoods	Keith Lander (Acting Area Manager)
				Jun-10	Jun-09	Angela Gabriel	Lab		
Bradford University Court	No	No	3	Jun-10	Jun-09	Vacancy	Unallocated		
				Jun-10	Jun-09	Geoff Driver	Lab		
				Jun-10	Jul-09	Colin Campbell	Lib Dem		
Brotherton Collection Advisory Committee	No	No	1	Jun-10	Jun-09	Bernard Atha	Lab	City Development	Catherine Blanshard

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Care And Repair (Leeds)	No	No	1	Jun-10	Jun-09	Ralph Pryke	Lib Dem	Social Services	Paul Broughton
Children's Advisory Panel	Yes	Executive Member (Childrens Services) or	5	Jun-10	Jun-09	Judith Elliot	MBI	Childrens Services	Rosemary Archer
	in part	1 Place		Jun-10	Jun-09	Mick Coulson	Lab		
				Jun-10	Jun-09	Brian Selby	Lab		
				Jun-10	Jun-09	Whips nominee	Lib Dem		
				Jun-10	Jun-09	Geraid Wilkinson	Con		

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Chinese Community Association	No	No	1	Jun-10	Jun-09	Neil Taggart	Lab	Chief Executives Unit	Lelir Yeung
Chamber of Commerce	Yes	Executive Member Development & Regeneration or	1	Jun-10	Jun-09	Andrew Carter	Con	City Development	Paul Stephens
Community Links	No	No	1	Jun-10	Jun-09	Vacancy	Con	Adult Social Care	Tim o'Shea
Council Housing Investment Review - Councillor Consultation Group	Yes	Labour Group(4), Conservative Group(2), Lib Dem Group(2), Minority Groups(1)	9	Jun-10	Jun-09	Richard Lewis	Lab	Environment & Neighbourhoods	John Statham
				Jun-10	Jun-09	Ted Hanley	Lab		
				Jun-10	Jun-09	Peter Gruen	Lab		
				Jun-10	Jun-09	Alison Lowe	Lab		
				Jun-10	Jun-09	J L Carter	Con		
				Jun-10	Jun-09	B Anderson	Con		
				Jun-10	Jun-09	J Chapman	Lib Dem		
				Jun-10	Jun-09	D Hollinsworth	Lib Dem		
				Jun-10	Jun-09	D Blackburn	Green		
Craft Centre And Design Gallery	No		3	Jun-10	Jun-09	Judith Elliott	MBI	City Development	John Roles
				Jun-10	Jun-09	Bernard Atha	Lab		
				Jun-10	Jun-09	Graham Latty	Con		
Crossroads (Leeds) Ltd	No		1	Jun-10	Jun-09	Vacancy		Adult Social Care	Tim o'Shea
Cycling Consultative Forum	No		1	Jun-10	Jun-09	Stuart Andrew	Con	City Development	Tim Parry/ Mark Robinson
David Young Academy Governing Body	no		1	Oct-12	Jun-09	Peter Gruen	Lab		
Dial Leeds	No	No	1	Jun-10	Jun-09	Vacancy	Green	Adult Social Care	Tim o'Shea
Early Years Development Partnership	No	No	3	Jun-10	Jun-09	Richard Harker	Lib Dem	Childrens Services	Sally Threfall
				Jun-10	Jun-09	Lisa Mulherin	Lab		
				Jun-10	Jun-09	Whip Nominee	Con		
Fostering Panel - East Leeds	No	No	1	Jun-10	Jun-09	Vacant	Con	Social Services	Val Hales
Fostering Panel - Rawdon	No	No	1	Jun-10	Jun-09	Mick Coulson	Labour	Social Services	Val Hales
Fostering Panel - South Leeds	No	No	1	Jun-10	Jun-09	Whips nominee	Lib Dem	Social Services	Val Hales
Friends Of Leeds City Museum	No	No	3	Jun-10	Jun-09	Barry Anderson	Con	City Development	John Roles
				Jun-10	Jun-09	Elizabeth Nash	Lab		
				Jun-10	Jun-09	Don Wilson	Lib Dem		
Green Leeds	No		4	Jun-10	Jun-09	Roger Harington	Lab	Environment & Neighbourhoods	Andrew Mason
				Jun-10	Jun-09	Sue Bentley	Lib Dem		
				Jun-10	Jun-09	David Blackburn	Green		
				Jun-10	Jun-09	Barry Anderson	Con		
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	Jun-10	Jun-09	Sue Bentley	Lib Dem	Legal and Democratic Services	Mark Turnbull
Homestart Leeds	No	No	1	Jun-10	Jun-09	Vacancy		Legal and Democratic	Mark Turnbull
IGEN	No	No	1	Jun-10	Jun-09	Tom Murray	Lab		
Investigation of Air Pollution Standing Conference	Yes	Executive Member Development & Regeneration or nominee	1	Jun-10	Jun-09	Barry Anderson	Con	Environment & Neighbourhoods	

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Joint Consultative Committee (Teachers)	Yes	Exec Member Childrens Services or Nominee	5	Jun-10	Jun-09	Lisa Mulherin	Lab	Childrens Services	Keith Burton
	(in part)			Jun-10	Jun-09	Jane Dowson	Lab		
		1 place		Jun-10	Jun-09	William Hyde	Con		
				Jun-10	Jun-09	Colin Campbell	Lib Dem		
				Jun-10	Jun-09	Richard Harker	Lib Dem		
Joseph Priestley College Governing Body	No	No	2	Jun-10	Jun-09	Vacancy	Lab	Childrens Services	Keith Burton
				Jun-10	Jun-09	Vacancy	MBI		
Lady Elizabeth Hastings Educational Foundation	No	No	1	Jun-10	Jun-09	Mr Michael Fox		Childrens Services	Keith Burton
Leeds Admissions Forum	No	No	5	Jun-10	Jun-09	Peter Gruen	Lab	Childrens Services	Keith Burton
				Jun-10	Jun-09	Richard Harker	Lib Dem		
Leeds Ahead Board	Yes	Exec Member - Narrowing the Gap or nominee	1	Jun-10	Jun-09	Mark Harris	Lib Dem	Chief Executives Unit	Jane Stageman
Leeds Art Collections Fund	No	No	1	Jun-10	Jun-09	John Procter	Con	City Development	John Roles/Mark Turnbull
Leeds Childrens Holiday Camp Association	No	No	1	Jun-10	Jun-09	Chris Townsley	Lib Dem		
Leeds Citizens Advice Bureau	No	No	2	Jun-10	Jun-09	Vacant	Lib Dem		
				Jun-10	Jun-09	Alison Lowe	Lab		
Leeds Civic Arts Guild	No	No	1	Jun-10	Jun-09	Roger Harington	Lab	City Development	Andrew Macgill
Leeds College of Building	No	No	1	Jun-10	Jun-09	Geoffrey Driver	Lab		
Leeds Community Equipment Service Partnership Board	No	No	2	Jun-10	Jun-09	James Mckenna	Lab	Adult Social Care	Lynda Bowen
				Jun-10	Jun-09	Brenda Lancaster	Lib Dem		
Leeds Community Foundation	Yes	Exec Member - Narrowing the Gap or nominee	1	Jun-10	Jun-09	Mark Harris	Lib Dem	Chief Executives Unit	Jane Stageman
Leeds Faith Forum	No	No	1	Jun-10	Jun-09	mohammed iqbal	Lab	Chief Executives Unit	Leilir Yeung
LGA General Assembly	Yes	Con group	4	Jun-10	Jun-09	Barry Anderson	Con	Chief Executives Unit	Rob Norreys
				Jun-10	Jun-09	Stuart Golton	Lib Dem		
	all places	Lib dem group		Jun-10	Jun-09	Keith Wakefield	Lab		
		Labour group		Jun-10	Jun-09	Robert Finnigan	MBI		
		MBI group		Jun-10	Jun-09	Andrew Carter	Con		
LGA Urban Commission	Yes	Executive Member Development & Regeneration or nominee	1	Jun-10	Jun-09	Andrew Carter	Con	Chief Executives Unit	Rob Norreys

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Leeds Grand Theatre Board And Opera House Board Of Management	Yes - all places	Chair to be the relevant Executive Board member	5	Jun-10	Jun-09	John Procter	Con	City Development	Catherine Blanshard
		Lab group		Jun-10	Jun-09	Adam Ogilvie	Lab		
		Con group		Jun-10	Jun-09	Peter Harrand	Con		
		Lib Dem group		Jun-10	Jul-09	Steve Smith	Lib Dem		
		MBI group		Jun-10	Jun-09	Bob Gettings	MBI		
Leeds Grand Theatre Enterprises Ltd	Yes all places	Members of Grand Theatre Board - Chair to be Chair of the Board	3	Jun-10	Jun-09	John Procter	Con	City Development	Catherine Blanshard
				Jun-10	Jun-09	Adam Ogilvie	lab		
				Jun-10	Jul-09	Steve Smith	Lib Dem		
Groundwork Leeds	No	No	6	Jun-10	Jun-09	Geoff Driver	Lab	Environment & Neighbourhoods	Neil Evans
				Jun-10	Jun-09	Keith Wakefield	Lab		
				Jun-10	Jun-09	Jane Dowson	Lab		
				Jun-10	Jun-09	Ann Blackburn	Green		
				Jun-10	Jun-09	Steve Smith	Lib Dem		
				Jun-10	Jun-09	Ralph Pryke	Lib Dem		
Leeds Housing Concern	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	Jun-10	Jun-09	Exec Member or nominee	Con	Environment & Neighbourhoods	Neil Evans
Leeds in Bloom/Leeds Floral Initiative	No	No	1	Jun-10	Jun-09	Frank Robinson	Con	City Development	Richard Gill
Leeds Initiative Assembly	Yes	Party Leaders or nominee	3	Jun-10	Jun-09	Keith Wakefield	Lab	Leeds Initiative	Martin Dean
		3 places		Jun-10	Jun-09	Richard Brett	Lib Dem		
				Jun-10	Jun-09	Andrew Carter	Con		
Leeds Initiative - Executive	Yes	Party Leaders or nominee	3	Jun-10	Jun-09	Richard Brett	Lib Dem	Leeds Initiative	Martin Dean
				Jun-10	Jun-09	Andrew Carter	Con		
				Jun-10	Jun-09	Keith Wakefield	Lab		
Leeds Initiative going up a league Board	Yes	Party Leaders or nominee	3	Jun-10	Jun-09	Andrew Carter	Con	Leeds Initiative	Martin Dean
				Jun-10	Jun-09	Richard Brett	Lib Dem		
				Jun-10	Jun-09	Judith Blake	Lab		
Leeds Initiative Narrowing the Gap Board	Yes	Party Leaders or nominee	3	Jun-10	Jun-09	Andrew Carter	Con	Leeds Initiative	Martin Dean
				Jun-10	Jun-09	Richard Brett	Lib Dem		
				Jun-10	Jun-09	Keith Wakefield	Lab		
Leeds Initiative - Children Leeds Partnership	No		4	Jun-10	Jun-09	Stewart Golton	Lib Dem	Childrens Services	Rosemary Archer
				Jun-10	Jun-09	Richard Harker	Lib Dem		
				Jun-10	Jun-09	Ruth Feldman	Con		
				Jun-10	Jun-09	Lisa Mulherin	Lab		
Leeds Initiative - Skills and Economy Partnership	No		3	Jun-10	Jun-09	Barry Anderson	Con	City Development	Paul Stephens
				Jun-10	Jun-09	Stewart Golton	Lib Dem		
				Jun-10	Sep-09	Geoff Driver	Lab		
Leeds Initiative - Culture Partnership	No		3	Jun-10	Jun-09	John Procter	Con	City Development	Catherine Blanshard
				Jun-10	Jun-09	Alan Taylor	Lib Dem		
				Jun-10	Jun-09	Adam Ogilvie	Lab		
Leeds Initiative - Healthy Leeds Partnership	No		3	Jun-10	Jun-09	Peter Harrand	Con	Adult Social Care	Sandie Keene
				Jun-10	Jun-09	Mark Dobson	Lab		
				Jun-10	Jun-09	Whips nominee	Lib Dem		
Leeds Initiative - Safer Leeds Partnership	No		3	Jun-10	Jun-09	J L Carter	Con	Environment & Neighbourhoods	Jim Willson
				Jun-10	Jun-09	M Rafique	Lab		
				Jun-10	Jun-09	Whips nominee	Lib Dem		

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Leeds Initiative Transport Partnership	No		4	Jun-10	Jun-09	Andrew Carter	Con	City Development	Dave Gilson
				Jun-10	Jun-09	Judith Blake	Lab		
				Jun-10	Jun-09	David Blackburn	Green		
				Jun-10	Jun-09	Ryk Downes	Lib Dem		
Leeds Initiative - Climate Change	No		3	Jun-10	Jun-09	Steve Smith	Lib Dem	City Development	George Munson
				Jun-10	Jun-09	Barry Anderson	Con		
				Jun-10	Jun-09	Roger Harington	Lab		
Leeds Architecture and Design Initiative	None		5	Jun-10	Jun-09	Andrew Carter	Con	City Development	Peter Vaughan
				Jun-10	Jun-09	Stuart Andrew	Con		
				Jun-10	Jun-09	Clive Fox	Con		
				Jun-10	Jun-09	Colin Campbell	Lib Dem		
				Jun-10	Jun-09	Peter Gruen	Lab		
Leeds Jewish Care Services	No	No	1	Jun-10	Jun-09	Ronald Feldman	Con	Chief Executives Unit	Lelir Yeung
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Health & Social Care) or nominee	5	Jun-10	Jun-09	Peter Harrand	Con	Social Services	Sandie Keene
	in part	1 Place		Jun-10	Jun-09	James McKenna	Lab		
				Jun-10	Jun-09	Brian Selby	Lab		
				Jun-10	Jun-09	Vacancy	Unallocated		
				Jun-10	Jun-09	Vacancy	Unallocated		
Leeds Local Access Forum	No	No	2	Jun-10	Jun-09	Clive Fox	Con	City Development	Joanne Clough
				Jun-10	Jun-09	John Illingworth	Lab		
Leeds Mind	No	No	1	Jun-10	Jun-09	Andy Parnham	Green	Social Services	Sandie Keene
Leeds Partnership NHS Foundation Trust	Yes	Executive Member (Adult Health & Social Care) or nominee	1	Jun-10	Sep-09	Peter Harrand	Con	Social Services	Sandie Keene
Leeds Parish Church Exhibition Foundation	No	No	1	Jun-10	Jun-09	Marian Monks	Non Cllr	Legal and Democratic Services	Mark Turnbull
Leeds Philharmonic Society	No	No	1	Jun-10	Jun-09	Richard Harker	Lib Dem	City Development	Matthew Sims
Leeds International Pianoforte Competition Committee	No	No	2	Jun-10	Jun-09	Martin Hamilton	Lib Dem	City Development	Matthew Sims
				Jun-10	Jun-09	Elizabeth Nash	Lab		
Leeds Racial Equality Council	Yes (in part)	Exec Member Central and Corporate	2	Jun-10	Jul-09	Richard Brett	Lib Dem	Chief Executives Unit	Lelir Yeung
		1 place		Jun-10	Jun-09	Mohammed Iqbal	Lab		
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	Jun-10	Jun-09	Richard Harker	Lib Dem	Childrens Services	
Leeds Schools Sports Association	No	No	2	Jun-10	Jun-09	Vacant		City Development	Martin Farrington
				Jun-10	Jun-09	Roger Harington	Lab		
Leeds Sports Federation	No	No	6	Jun-10	Jun-09	Denise Atkinson	Lab	City Development	Mark Allman
				Jun-10	Jun-09	Roger Harington	Lab		
				Jun-10	Jun-09	Patrick Davey	Lab		
				Jun-10	Jul-09	Martin Hamilton	Lib Dem		
				Jun-10	Jun-09	Vacancy	Con		
				Jun-10	Jun-09	Gerald Wilkinson	Con		
Leeds University Court	No	No	2	Jun-10	Jun-09	Penny Ewens	Lib Dem		Keith Burton
				Jun-10	Jun-09	Bill Hyde	Con		
Leeds Women's Aid	No	No	1	Jun-10	Jun-09	Andrea McKenna	Lab	Chief Executives Unit	Lelir Yeung
Local Construction And Training Agency	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	Jun-10	Jun-09	J L Carter or Nominee	Con	Environment & Neighbourhoods	Lelir Yeung
Lord Mayor Of Leeds Appeal Fund	No	No	3	Jun-10	Jun-09	Peter Gruen	Lab	Legal and Democratic Services	Mark Turnbull
				Jun-10	Jun-09	John Procter	Con		
				Jun-10	Jun-09	Sue Bentley	Lib Dem		
National Association of Councillors	No		3	Jun-10	Jun-09	Suzi Armitage	Lab	Democratic Services	Ian Cornick
				Jun-10	Jun-09	Whips nominee	Con		
				Jun-10	Jul-09	Jamie Matthews	Lib Dem		
National Coal Mining Museum For England Liaison Committee	No	No	1	Jun-10	Jun-09	Keith Parker	Lab	City Development	John Roles

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Nell Bank Centre Trust	No	No	1	Jun-10	Jun-09	Mick Coulson	Lab		
National Parking Adjudication Service Committee	Yes	Executive Member whose portfolio includes Parking services or nominee	1	Jun-10	Jul-09	James Monaghan	Lib Dem	Environment & Neighbourhoods	Helen Freeman
National Society For Clean Air Divisional Council	No	No	1	Jun-10	Jun-09	Barry Anderson	Con	Environment & Neighbourhoods	
Normandy Veterans Association	No	No	1	Jun-10	Jun-09	Brenda Lancaster	Lib Dem		
North Regional Association For Sensory Support	No	No	1	Jun-10	Jun-09	Peter Harrard	Con	Adult Social Care	Lynda Bowen
Northern College - Board Of Governors	No	No	1	Jun-10	Jun-09	James McKenna	Lab		
Northern College - Policy And Finance Committee	No	No	1	Jun-10	Jun-09	James McKenna	Lab		
Nuclear Free Zones English Forum	No	No	1	Jun-10	Jun-09	Ralph Pryke	Lib Dem	Resources	Tim Pouncy
Parent Partnership Advisory Board	Yes	1 opposition member and 1 administration member	2	Jun-10	Jun-09	Brian Selby	Lab	Education Leeds	Wendy Winterburn
				Jun-10	Jun-09	Whips nominee			
People First	No	No	1	Jun-10	Jun-09	Eileen Taylor	Lab	Adult Social Care	Paul Broughton
Public Rights of Way Forum	No	No	1	Jun-10	Jun-09	Clive Fox	Con	City Development	Joanne Clough
Pupil Referral Unit Management Committee	Yes	1 opposition member and 1 administration	2	Jun-10	Jun-09	Penny Ewens	Lib Dem	Education Leeds	Wendy Winterburn
				Jun-10	Jun-09	Whips nominee	Lab		
Re'new/Renewal	Yes	Exec Member (Neighbourhoods and Housing) or nominee	1	Jun-10	Jun-09	Matthew Lobley	Con	Environment & Neighbourhoods	Neil Evans
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	Jun-10	Jun-09	Bill Hyde	Con		
Robert Saiter Charity	No	No	3	Jun-10	Jun-09	Richard Lewis	Lab	Legal and Democratic Services	Mark Turnbull
				Jun-10	Jun-09	Whip Nominee	Con		
				Jun-10	Jun-09	Whip Nominee	Con		
Roseville Enterprises Board Of Management	Yes	Executive Member (Adult Health & Social Care) or nominee	5	Jun-10	Jun-09	Clive Fox	Con	Adult Social Care	Lynda Bowen
	in part			Jun-10	Jun-09	Don Wilson	Lib Dem		
				Jun-10	Jun-09	David Blackburn	Green		
				Jun-10	Jun-09	James McKenna	Labour		
				Jun-10	Jun-09	Robert Finnigan	MBI		
SIGOMA	Yes	Leader of Council	1	Jun-10	Jun-09	Richard Brett	Lib Dem	Resources	Alan Gay

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
Simeon Gaunt Memorial Music Festival Charity	No	No	3	Jun-10	Jun-09	Andrew Carter	Con	Legal and Democratic Services	Mark Turnbull
				Jun-10	Jun-09	Josephine Jarosz	Lab		
				Jun-10	Jun-09	Mr Cornforth	Con		
South Leeds Academy Governing Body	Yes	1)Administration representative	2	Jun-10	Aug-09	Stewart Golton	Lib Dem	Education Leeds	Richard Smith
		2) Local Ward Member		Jun-10	Aug-09	Angela Gabriel	Lab		
South Leeds Team Ministry	No	No	1	Jun-10	Jun-09	Unallocated		Adult Social Care	Susan Gamlen
Standing Advisory Council on Religious Education	No	No	4	Jun-10	Jun-09	Brian Selby	Lab	Education Leeds	Liz Guild
				Jun-10	Jun-09	Geoff Driver	Lab		
				Jun-10	Jun-09	Peter Harrand	Con		
				Jun-10	Jun-09	Richard Harker	Lib Dem		
Swarthmore Educational Centre	No	No	2	Jun-10	Jun-09	Penny Ewens	Lib Dem		
				Jun-10	Jun-09	Vacancy	Unallocated		
The Charities Of Thomas Wade And Others	No	No	3	Jun-10	Jun-09	Bill Hyde	Con	Legal and Democratic Services	Mark Turnbull
				Jun-10	Jun-09	Alan Taylor	Lib Dem		
				Jun-10	Jun-09	Ann Blackburn	Green		
Touchstone	No	No	1	Jun-10	Jun-09	Vacancy	Unallocated	Adult Social Care	Sinead
Voluntary Action Leeds	No	No	3	Jun-10	Jun-09	Jane Dowson	Lab	Environment & Neighbourhoods	Neil Evans
				Jun-10	Jun-09	Whip nominee	Con		
				Jun-10	Jun-09	Whips nominee	Lib Dem		
West Leeds Academy Governing Body	Yes	1)Administration representative	2	Jun-10	Jun-09	W Hyde	Con	Education Leeds	Richard Smith
		2) Bramley and Stanningley Ward Member		Jun-10	Jun-09	Ted Hanley	Lab		
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure) or nominee	1	Jun-10	Jun-09	Proposed to be Executive Member (Leisure)	Con	City Development	Catherine Blanshard
West Yorkshire Market Renewal Board	No	No	1	Jun-10	Jun-09	Vacancy	Unallocated		
West Yorkshire Playhouse Theatre Board	Yes	Exec Member Leisure or Nominee	4	Jun-10	Jun-09	Martin Hamilton	Lib Dem	City Development	Andrew Macgill
		1 place		Jun-10	Jun-09	Valerie Kendall	Con		
				Jun-10	Jun-09	Steve Smith	Lib Dem		
				Jun-10	Jun-09	Terry Grayshon	MBI		
West Yorkshire Rural Partnership	No	No	1	Jun-10	Jun-09	Mick Coulson	Lab	City Development	Jo Rowlands
West Yorkshire Valuation Tribunal (Appointments Panel)	No	No	1	Jun-10	Jun-09	Mick Coulson	Lab	Resources	Steve Carey



OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2008/9	Group Allocation 2008/9	Lead Dept	Lead Officer
	Y/N								
William Merritt Disabled Living Centre and Mobility Service	No	No	1	Jun-10	Jun-09	Vacancy	Unallocated	Adult Social Care	Lynda Bowen
Wypta Education Liaison Group	No	No	1	Jun-10	Jun-09	Sue Bentley	Lib Dem	WYPTA	WYITA
Wypta Highways And Planning Liaison Group	No	No	1	Jun-10	Jun-09	David Blackburn	Green	WYPTA	WYITA
Wypta Local Transport Plan Steering Group	Yes	Executive Member Development & Regeneration or nominee	1	Jun-10	Jun-09	Stuart Andrew	Con	WYPTA	WYITA
Wypta Social Services Liaison Group	No	No	1	Jun-10	Jun-09	Andrea Harrison	Labour	WYPTA	WYITA
Wypta Taxi Liaison Group	No	No	1	Jun-10	Jun-09	David Blackburn	Green	WYPTA	WYITA
Wypta Passenger Transport Consultative Committee	No	No	4	Jun-10	Jun-09	James McKenna	Lab	WYPTA	WYITA
				Jun-10	Jun-09	James Lewis	Lab		
				Jun-10	Jun-09	Whips nominee	Lib Dem		
				Jun-10	Jun-09	C Fox	con		
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee	2	Jun-10	Jun-09	Bill Hyde	Con	Childrens Services	Keith Burton
		1 place		Jun-10	Jun-09	Richard Harker	Lib Dem		
Yorkshire and Humberside Asylum Seekers Reference Group	No	No	1	Jun-10	Jun-09	Vacancy	Unallocated	Environment & Neighbourhoods	Neil Evans
Yorkshire and Humberside Regional Broadband Joint Committee	No	No	1	Jun-10	Jun-09	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	Jun-10	Jun-09	Stewart Golton	Lib Dem	Resources	Lorraine Hallam
	in part	1 place		Jun-10	Jun-09	Alison Lowe	Lab		
				Jun-10	Jun-09	Whips nominee	Con		
Yorkshire Indoor Cricket School	No	No	3	Jun-10	Jun-09	Keith Parker	Lab	City Development	Mark Allman
				Jun-10	Jun-09	G wilkinson	Con		
				Jun-10	Jun-09	Chris Townsley	Lib Dem		
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	Jun-10	Jun-09	Barry Anderson	Con	Environment & Neighbourhoods	
Yorkshire Regional Flood Defence Committee	Yes	Executive Member Development & Regeneration or nominee	1+ 1 sub	Jun-10	Jun-09	Ralph Pryke	Lib Dem	City Development	Gary Bartlett
			sub	Jun-10	Jun-09	M Lyons	Lab		
Yorkshire Tourist Board	Yes	Exec Member Leisure or Nominee	1	Jun-10	Jul-09	Jamie Matthews	Lib Dem	City Development	Phil Cole
Local Government Yorkshire and Humber(Leader of Council)	Yes	Leader of Council	1	Jun-10	Jun-09	Andrew Carter	Con	Chief Executives Unit	Rob Norreys

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