



---

## **MEMBER MANAGEMENT COMMITTEE**

---

**Meeting to be held in Leeds Civic Hall on  
Tuesday, 13th April, 2010  
at 4.30 pm**

---

### **MEMBERSHIP**

#### **Councillors**

J Dowson  
P Gruen  
T Hanley  
E Nash

S Bentley (Chair)  
J Matthews

G Latty  
J Procter

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 meeting held on 16<sup>th</sup> February 2010.</p>	1 - 2
6			<p><b>WEST YORKSHIRE PLAYHOUSE</b></p> <p>To consider the report of the Chief Libraries, Arts and Heritage Officer informing Member Management Committee of the West Yorkshire Playhouse proposal to change its Governance Board, to identify the implication for Leeds City Council and seek recommendations for the newly Constituted Board.</p>	3 - 4
7			<p><b>CORPORATE FOSTERING PANEL</b></p> <p>To consider the report of the Chief Officer for Children and Young People's Social Care seeking Member Management Committee approval to designate the Corporate Fostering Panel as a Strategic and Key Partnership and appoint members to that Panel.</p>	5 - 8

Item No	Ward	Item Not Open		Page No
8			<p><b>STANDARDS COMMITTEE COMPULSORY TRAINING</b></p> <p>To consider the report of the Chief Democratic Services Officer seeking Member Management Committee's confirmation of the list of meetings to be attended, and Leeds City Council Members to be shadowed by the external members of the Standards Committee, in accordance with the Standards Committee Training Plan.</p>	9 - 12
9			<p><b>SAFEGUARDING OF VULNERABLE PEOPLE - IMPLICATIONS FOR MEMBERS - UPDATE ON PROGRESS</b></p> <p>To consider the report of the Chief Democratic Services Officer presenting details of the latest developments with regard to introducing arrangement to comply with the Safeguarding Vulnerable Groups Act 2006 (the Act) as it applies to Elected Members.</p>	13 - 18
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 includes the following items an update on progress towards achieving Charter Plus, details of new learning and development initiatives devised by the Working Group and proposals to improve attendance and quality of learning events by grouping key training activities into 4 days per municipal year, with dates incorporated in the Council diary.</p>	19 - 22
11			<p><b>MEMBER ROLE DESCRIPTIONS</b></p> <p>To consider the report of the Chief Democratic Services Officer presenting draft Member role descriptions for discussion.</p>	23 - 48

Item No	Ward	Item Not Open		Page No
12			<p><b>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 to Outside Bodies and seeking to confirm member nominations to remaining vacancies</p>	49 - 60

This page is intentionally left blank

## MEMBER MANAGEMENT COMMITTEE

TUESDAY, 16TH FEBRUARY, 2010

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

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

### 38 Declarations of Interests

There were no declarations made at this meeting.

### 39 Minutes

**RESOLVED** – That the minutes of the meetings held on 16<sup>th</sup> December 2009 and 19<sup>th</sup> January 2010 be approved as a correct record.

### 40 Matters Arising From the Minutes

a) Minute 24 and 29 (Local Codes and Protocols)

**RESOLVED** – That following the conclusion of the work of the Member Working Group a report on recommendations in respect of Local Codes and Protocols be submitted to a future meeting.

b) Minute 32 (Council Diary)

Further to the decision taken to discontinue the production of the pocket diary Members had further discussions in this regard and felt that Members should still have the option of a pocket diary or filofax version of the diary.

**RESOLVED** – That the Member Development Working Group reconsider the previous decision with a view to Members having the option of a pocket diary or filofax version of the diary.

### 41 Members Lounge and Dining Room

The Chief Officer (Corporate Property Management) submitted a report providing members with an update on the Members Lounge and Dining Room.

**RESOLVED** - That the report be withdrawn.

## **42 Update on ICT Matters**

The Chief Officer (ICT) submitted a report providing a position statement on the ICT Projects and services which will impact on elected members.

The report provided an update to Members on the current position in respect of;

- The ICE Project including the migration of PDA's
- The development of the Case Management System for Members
- The administration of email accounts

Members discussed further each of the issues and officers responded to specific queries.

Members also requested an update in respect of the server failure that had caused difficulties for all users earlier in the day.

### **RESOLVED -**

- a) To note the current position in respect of the ICT projects currently underway that affected ICT provision to elected Members.
- b) To note the comments of the Monitoring Officer in respect of the administration of email accounts.
- c) That officers within ICT look at a system that would allow a text message to be forwarded to Members when there is a significant problem with ICT provision.

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

The Chief Democratic Services Officer submitted a report providing an update on the current position regarding Member appointments to Outside Bodies and seeking to confirm Member nominations to remaining vacancies.

Discussion followed in respect of support to Members and the role of Lead Officers identified to support Members appointed to Outside Bodies.

### **RESOLVED -**

- a) To note the appointments made in accordance with the Appointments to Outside Body Procedure Rule 4.6 since the last meeting of this Committee.
- b) That officers carry out further work to ensure that Lead Officers provide appropriate support to Members appointed to Outside Bodies.





---

**Report of the Chief Libraries, Arts and Heritage Officer**

**To: Member Management Committee**

**Date: 13 April 2010**

**Subject: West Yorkshire Playhouse Change to Board Arrangements**

---

**Electoral Wards Affected:**  
City and Hunslet

**Specific Implications For:**

- Ethnic minorities
- Women
- Disabled people
- Narrowing the Gap

---

**1. Purpose**

To inform Member Management Committee of the West Yorkshire Playhouse proposal to change its Governance Board, to identify the implication for Leeds City Council and seek recommendations for the newly Constituted Board.

**2. Background**

West Yorkshire Playhouse have for a number of years been governed by a very large Board. The Board consists of 4 Leeds City Council Members and 15 independent members. The current constitution allows for 25 Board members and there has until recently been a Board of 21).

Their main funder, The Arts Council, has raised concerns about whether a Board this large was fit for purpose and able to discharge their requirements and responsibilities flexibly and quickly in the current restrictive economic climate.

**3. Proposal**

West Yorkshire Playhouse has worked with various partners, including the Council, to develop governance arrangements which fit the widely respected Nolan principles and the requirements of The Charities Commission. Their newly reconstituted Board will have 11 Members plus a chair.

Leeds City Council is requested to nominate two Councillors to the new Board. The Playhouse has developed a skills matrix and it is hoped the Councillors proposed match the key skills.

**4. Consultation**

The proposal has been discussed with Councillor Andrew Carter in his position as Leader.

**5. Financial and Legal Implications**

None.

**6. Recommendation**

The Member Management Committee recommends two Councillors to take their places on the newly constructed West Yorkshire Playhouse Board.

**7. Background Papers**

None



Originator: Ros Cheetham  
Head of Service  
Tel:43365

---

## Report of the Chief officer for Children and Young people's social Care Member Management Committee

Date: 13<sup>th</sup> April 2010

Subject: Corporate Fostering Panel

---

### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

---

## Executive Summary

1.1 To seek Member Management Committee approval to designate the Corporate Fostering Panel as a Strategic and Key Partnership and appoint elected members to that Panel from a pooling arrangement

### 2.0 Purpose Of This Report

2.1 To seek Member Management Committee approval to designate the Corporate Fostering Panel as a Strategic and Key Partnership and appoint members to that Panel.

### 3.0 Background Information

3.1 Leeds currently has 3 Fostering Panels and 3 Adoption Panels. Due to the volume of work it has been necessary to establish a fourth Fostering Panel and this has become operational. It is proposed that these operate as sub groups of the Corporate Fostering Panel.

3.2 Fostering and adoption panels are governed by legislation and regulations as well as internal procedures. The Adoption Panel has had 2 elected members for each panel and the Fostering Panel has had 1 elected member. Two elected members have been on each adoption panel to ensure that at least one is able to attend. It is proposed that this is reduced to one to release capacity for the fourth fostering panel. Panel members may only sit on the adoption panel they are appointed to

with substitutions not being allowed. From a good practice point of view this has been applied to fostering panels although this is not stipulated in regulation.

- 3.3 Members will be aware there are vacancies for elected members on existing panels. There are vacancies on the existing Osmonthorpe Fostering Panel and the existing Dewsbury Road Fostering Panel in addition to the new Civic panel. It should be noted that all the panels take business from all parts of the city and the names of the panels are either historical names or denote the location of the panel meeting.
- 3.4 Further to a previous report being submitted to the last Member Management Committee, this amended report is now being submitted for consideration.

#### **4.0 Main Issues**

- 4.1 Panel business requires members to read the papers before attending the meeting. Papers are relatively extensive, containing detailed information on children and families and may take approximately 1-3 hours to read. The length of the panel meetings vary but usually last at least 3 hours. A 75% attendance at panel over the year is a requirement of the internal protocol to ensure continuity and for panel members to be able to contribute to the discussions about items at panel. Since this is an internal protocol, this requirement could be waived for elected members. Each of the four panels now sub-panels meets on a monthly basis
- 4.2 Following a previous meeting when this request was considered, two models involving a pool of members were mentioned so I will address these in turn.
- 4.3 The first pooling arrangement would be comparable to the current Licensing Committee of the Council where the total membership rarely meet as a committee but frequently meet as sub-committees of three members drawn from the total membership. This option would not be suitable in this case as a number of roles, are stipulated by national regulations and only one of each should be in attendance. For the panel to be quorate, five out of the eight voting members (chair, social worker, fostering officer, team manager, health, education, foster carer, elected member) must be present .
- 4.4 The second pooling arrangement would be comparable to the current regulatory committee arrangements of the Council where the four regulatory panels are for the purposes of substitute arrangements, regarded as one panel. In order to maintain consistency of adoption panel membership, substitutions are not allowed by national regulation. This has also been applied with regard to fostering panels from a good practice perspective. However, it would be permissible by regulation to have this pooling arrangement to bring about some degree of flexibility for elected members by considering the existing panels as sub groups of the Corporate Fostering Panel. All members of the pool would need to be willing to have induction and annual training for panel members. It is proposed that Panel dates for the year would be circulated to the pool in order for members to identify their availability so that papers could be sent to them in a timely fashion before the meeting.

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

- 5.1 The Appointments to Outside Bodies Procedure Rules state that where a request to make an appointment is received then determination of this will be based on one or more of the following criteria being met:

- the proposed appointment is a statutory requirement;
- the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
- the proposed appointment would add value to the Council's activities.

5.2 Where an organisation is deemed to have met one or more of these criteria, Members are requested to allocate it to one of the following categories:

- Strategic and Key Partnerships – participation contributes to the Council's strategic objectives and community leadership role
- Community and Local Engagement – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from an area or ward perspective.

5.3 The appointing body for Strategic and Key Partnerships is the Member Management Committee. The appointing body for Community and Local Engagement is the appropriate Area Committee.

5.4 Members are asked to consider whether appointments should be made to this body and to agree that such appointments would fall into the Strategic and Key Partnerships category.

5.5 Members are also asked to consider making an appointments to the newly formed Corporate Fostering Panel.

## **6.0 Legal And Resource Implications**

6.1 Fostering Regulations 2002 and the Adoption Agencies Regulations 2005 outline the requirements of the panels functions and membership. Regulation 24c states that in the case of a local authority fostering service, at least 1 elected member of the local authority is required. Regulation 3c of the Adoption Agencies Regulations states that in the case of a local Authority 1 member is required. The Adoption panels have always had 2 members sitting on each of the 3 panels to ensure that one can attend. It is proposed that to release capacity for the fourth fostering panel that one elected member sits on each adoption panel

## **7.0 Recommendations**

7.1 That the Corporate Fostering Panel be designated as a Strategic and Key Partnership and appoint a member to that Panel.

7.3 That appointments to the sub panels are made from a pool of 5 or 6 elected members.

## **Background Papers**

Appointments to Outside Procedure Rules

Fostering Agencies Regulations 2002

Adoption Agencies Regulations 2005

This page is intentionally left blank



Originator: Laura Ford

Tel: 51712

---

**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 13<sup>th</sup> April 2010**

**Subject: Standards Committee Training Plan**

---

**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

---

**Executive Summary**

1. An amended version of the Standards Committee Training Plan was approved by Standards Committee on 17<sup>th</sup> February 2010. This report seeks Member Management Committee's confirmation of the list of meetings to be attended, and Leeds City Council Members to be shadowed by the external members of the Standards Committee, in accordance with the amended Training Plan.

## 1.0 Purpose Of This Report

- 1.1 The purpose of this report is to seek Member Management Committee's confirmation of the list of meetings to be attended, and Leeds City Council Members to be shadowed by the external members of the Standards Committee, in accordance with the Standards Committee Training Plan.

## 2.0 Background Information

- 2.1 An amended version of the Standards Committee Training Plan was approved by the Standards Committee on 17<sup>th</sup> February 2010, following consultation with Member Management Committee on 13<sup>th</sup> October and 16<sup>th</sup> December 2009. The Training Plan includes two elements which require approval from Member Management Committee, as follows:

LEARNING TARGET	ACTION	TIME	RESPONSIBILITY
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	Attendance at sample meetings of Full Council, Executive Board, Plans Panel or Licensing and Regulatory Panel (to include attendance at relevant site visits), Scrutiny Board and other Committees to observe.  <b>(As detailed on a list to be approved by Member Management Committee)</b>  Members 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
	Shadowing of Members of Leeds City Council, to include discussion of case work and attendance at Councillor Ward Surgeries to observe – agreement must be obtained from Member to be observed.  <b>(From a list approved by Member Management Committee)</b>	On appointment to the Committee	Arranged directly between Members

## 3.0 Main Issues

### Attendance at Sample Meetings

- 3.1 Members have previously indicated that they would like the external members of the Standards Committee to experience a 'day in the life' of:
- (a) An Executive Member – by attending an Executive Member briefing and Executive Board meeting;



- (b) A Scrutiny Board Chair – by attending a Chair’s brief followed by a Board meeting;
- (c) A Council Meeting – by attending a Whips meeting followed by full Council; and
- (d) A Plans Panel Member – by attending any pre-application discussions, site visits, Chair’s brief and the Plans Panel meeting.

3.2 It was suggested that each external member could attend one of the above four groups of meetings, and that this could be followed by a ‘de-briefing’ meeting where the members share feedback from their respective meetings. Members of Member Management Committee are asked to confirm whether they agree with this approach, and if not, confirm their preferred approach.

#### Shadowing of Leeds City Council Members

3.3 With regard to shadowing a ward Member and attendance at a ward surgery it is proposed that contacts be arranged via Group Support Managers (and will be subject to the Member’s agreement). Member Management Committee is asked for any advice and guidance it may wish to offer with regard to the selection of Members who may be invited to participate.

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

4.1 Providing training on the role of a City Councillor will assist the external members of the Standards Committee in assessing and reviewing complaints relating to Member conduct.

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

5.1 There are no legal or resource implications arising from this report.

### **6.0 Conclusions**

6.1 An amended version of the Standards Committee Training Plan was approved by the Standards Committee on 17<sup>th</sup> February 2010. Member Management Committee is now asked to confirm the list of meetings to be attended, and Leeds City Council Members to be shadowed by the external members of the Standards Committee, in accordance with the amended Training Plan.

### **7.0 Recommendations**

7.1 Member Management Committee is asked to:

- (a) Confirm whether it agrees with the approach suggested at paragraphs 3.1 and 3.2 in relation to attendance at sample meetings, and if not, confirm its preferred approach; and
- (b) Provide any advice and guidance that it considers appropriate in relation to the Leeds City Council Members who may be invited to be shadowed by the external members of the Standards Committee (subject to the Member’s agreement).

#### Background Papers

- Report to Standards Committee ‘Compulsory Training for Members of Standards Committee’, 17<sup>th</sup> February 2010;
- Reports to Member Management Committee ‘Compulsory Training for Members of Standards Committee’, 13<sup>th</sup> October and 16<sup>th</sup> December 2009

This page is intentionally left blank



Originator: Nick de la Taste

Tel: 0113 247 4560

---

## Report of the Chief Democratic Services Officer

### Member Management Committee

Date: 13<sup>th</sup> April 2010

Subject: Safeguarding of Vulnerable People – Implications for Members – Update on Progress

---

#### Electoral Wards Affected:



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

---

#### Previous Committee References:

Report to Member Management Committee 9<sup>th</sup> June 2005 “CRB Checks for Members”

Report to Member Management Committee 2<sup>nd</sup> June 2009 “Safeguarding of Vulnerable People – Implications for Members”

### 1.0 Purpose Of This Report

- 1.1 This report presents details the latest developments with regard to introducing arrangement to comply with the Safeguarding Vulnerable Groups Act 2006 (the Act) as it applies to Elected Members.
- 1.2 It is not necessary for any immediate action to be taken. However, given that the Act is to be introduced this year, and in the light of forthcoming elections which may give rise to questions regarding applicability to new Members, it is considered appropriate to provide Member Management Committee with an update.

### 2.0 Background Information

- 2.1 On 2<sup>nd</sup> March 2009, this Committee received a report which set out changes to legislation regarding the safeguarding of vulnerable people and the likely implications for the arrangements for carrying out Criminal Records Bureau (CRB) checks for Members.

## 2.2 At that time it was reported that

- Implementation of the Act 2006 had been put back from 2009 until an unspecified date in 2010
- The Act will establish two barred lists (one being a list of people barred from working with children and the other a list of people barred from working with vulnerable adults)
- The lists will be administered by an independent barring board – which would be known as the Independent Safeguarding Authority (ISA)
- The existing Criminal Records Bureau (CRB) will carry out ISA checks
- To undertake a regulated activity, a person must have an ISA check, have been initially vetted by the scheme and must continue to be a member of the scheme
- It will be an offence for a barred person to undertake a regulated activity for any length of time
- An employer taking on a person in a regulated activity will commit a criminal offence if they fail to check the status of an applicant, employee or volunteer
- It will be an offence for employers/providers to permit a barred person, or a person who has not yet had an ISA check, to work for any length of time (no matter how infrequent) in a regulated activity.

## 2.3 It was further reported that certain local authority members would be defined as undertaking regulated activities and initial legal advice was that the following Members would be included within the definition.

- Executive Board
- Adoption Panel
- Fostering Panel
- Corporate Carers' Group.

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

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

## 2.6 It was further reported that it was likely to be considered unlawful to require participation by those not specifically included although it would be possible to continue with the current practice of voluntary participation for all Members should that be considered an appropriate approach.

- 2.7 Finally, it was reported that, in January 2009, the Government had concluded a consultation exercise regarding implementation of the new regime. The results of this consultation exercise had not yet been published although it was hoped that this would clarify details of how the scheme should be applied and, in particular, give further guidance as to the implementation timetable, how quickly checks must be carried out and who should be responsible for carrying out checks.
- 2.8 There may also be further guidance as to which Members should be considered to be carrying out a regulated activity.

### **3.0 Main Issues**

- 3.1 It has now been confirmed that if Members (and staff) are newly appointed into Regulated Positions from November 2010 they will be required to be CRB checked and ISA registered.
- 3.2 It has also been confirmed that, from April 2011, existing Members (and, again, staff) are to be rechecked and registered as when their CRB checks come up for renewal although the ISA are currently indicating that there will be a five year lead in time.
- 3.3 It is therefore anticipated that the existing arrangements for CRB checks will remain in place for Members elected or re-elected in May 2010 and for any Members elected to the Council at a by-election held before November 2010.
- 3.4 At that point, those Members defined in paragraph 2.3 would be considered to be undertaking a regulated activity and would be required to be checked and to enter the scheme upon election or re-election to the authority or, if not already a member of the scheme, upon being appointed to one of the defined positions.
- 3.5 For all other Members it is assumed that the current policy will continue to apply i.e. that all Members will be asked to undertake a check upon election or re-election. In accordance with this policy, any new Members resulting from the May 2010 elections will be asked to complete a CRB check.
- 3.6 When Member Management Committee considered this matter in June 2009, officers were asked to review whether Scrutiny Board Members should be included within the list of Members considered to be undertaking a regulated activity. Legal advice has been sought on this point and this confirms that, based on current information, the list as originally proposed i.e. Scrutiny Board Members should not be considered to be undertaking a regulated activity.
- 3.7 To date the Government has not issued any response to the consultation exercise that it carried out in January 2009 and, hence, the matters detailed in paragraph 2.7 remain unresolved.
- 3.8 Members should be aware of the fact discussions are currently underway regarding the implementation of the Act in relation to Council employees and one point of consideration is whether the Council or the employee should be expected to pay for the initial cost of checking/joining the scheme (£36 for the CRB check and £28 for the registration).

- 3.9 Whilst it is acknowledged that different approaches may be under consideration for Council employees there is a distinct difference. Unlike Council employees, Members are not paid employees of the Council but, instead, receive an allowance which includes an element to cover all expenditure occurred. If Members were obliged to meet the expense of being within the scheme, then it would be necessary to adjust allowances accordingly. The net cost to the Council in would be the same although there would be additional hidden costs in additional administration.
- 3.10 Since this Committee last discussed this matter a number of Members have raised questions about the operation of the new arrangements and, particularly, whether they are likely to be more or less onerous to administer. Members might like to note, therefore, that implementation of the Act will bring with it a number of advantages.
- 3.11 Firstly it will bring clarity as to which Members should be subject to checking and, more particularly, to the consequences of these not being carried out. As Members will be aware, this has not been entirely clear in the past.
- 3.12 Secondly, it will bring clarity as to how information resulting from a check should be interpreted. Under existing arrangements, a check will produce information regarding any previous criminal record but it is then a matter for the Council to decide whether, as a result, a Member should or should not be prohibited from undertaking any particular role. Under the new arrangements, this decision will not be a matter for the Council but will be determined by the ISA.
- 3.13 It is worth noting, however, that whilst CRB checks are currently undertaken with a view to revealing convictions with a bearing on working with children or vulnerable adults, they could in theory bring to light an unrelated and recent custodial sentence which could mean that the Member might not be eligible to remain as a councillor. However, the ISA would not notify the Council of such convictions. There is some debate nationally as to whether it would be permissible to seek regularly updated CRB checks for people who are already ISA registered. However, whatever the outcome of this debate, it would not be intended to apply such an approach to Members where the sole purpose of carrying out any checking is to provide assurance with regard to contact with vulnerable people (and in a situation where Members, other than those in regulated positions, will not be obliged to submit themselves to any forms of checking).
- 3.14 Members might like to know that, since the current policy was introduced 2005, no concerns of any nature have been identified and it has never actually been necessary for the Council to make any difficult decisions of this nature.
- 3.15 Thirdly, the new system will be both more reliable and less onerous. The present system, rather like a vehicle MOT, requires checks to be carried out at periodic intervals but can only provide assurance at a point in time. Under the new arrangement, a Member will only need to be checked once and it will then become the responsibility of the ISA to notify the Council if and when a problem of suitability arises.
- 3.16 Finally, the current arrangements require organisations to carry out their own CRB checks. Hence a Member could, for example, have to undergo separate CRB checks to be a school governor, a Member of the Council and to sit on an outside body. Under the new arrangement, the Member will be checked and become a member of the scheme once after which continued membership of the new scheme will cover undertaking any regulated activity in any organisation.

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

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

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

5.1 The legal implications of implementing the Act are as detailed in this report

5.2 It is proposed that the cost of undertaking voluntary checks of Members will continue be met by the Council as will the cost of joining, and retaining membership of, the scheme for those undertaking regulated activities.

5.3 The cost of checks and of membership of the scheme has been provided for within base budgets.

#### **6.0 Conclusions**

6.1 The Safeguarding Vulnerable Groups Act 2006 will come into effect in November 2010.

6.2 No action needs to be taken until then and, in particular, there will be no immediate implications for any new Members at the May 2010 elections who will be asked to complete CRB checks in accordance with the current established policy.

6.3 From November 2010 it will be a legal requirement that any Members newly appointed to any of the above be subject to an ISA check and to remain in membership of the scheme.

6.4 Members already in these roles will be required to be checked at such time as their existing CRB checks are due for renewal (i.e. when they are re-elected) and will then be required to remain in membership of the scheme.

6.5 It is anticipated that all other Members will continue to be asked to undergo checks in accordance with the existing policy.

6.6 It is also anticipated that the cost of CRB checks under the existing policy will continue to be borne by the Council, as will the additional costs of registration and scheme membership, for those Members carrying out regulated activities.

6.7 It remains to be clarified as to how soon checks must be completed in relation to a Member being appointed to a regulated activity and the consequent processes that will need to be established in Leeds in relation to what should follow in the event of a check not being completed in a timely manner. Once guidance on the matter has been received this will be the subject of a further report to this Committee, together with clarification of who will be statutorily responsible for ensuring that Members carrying out regulated activities have been registered with the ISA.

6.8 At that time also, an update will be provided as to any other matters upon which guidance has been received.

#### **7.0 Recommendation**

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

This page is intentionally left blank





Originator: Kay  
Sidebottom

Tel: 39 50852

---

**Report of the Chief Democratic Services Officer**

***Member Management Committee***

**Date: 13 April 2010**

**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 assessment against Charter Plus standards
- Progressing work on new learning and development projects such as induction and equality
- Reviewing attendance and feedback from the 2009-10 events programme.

This report provides Member Management Committee with an update on progress with the above projects and seeks comments on the proposals to introduce four 'learning and development' days per year.

## 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:

- An update on progress towards achieving Charter Plus
- Detail of new learning and development initiatives devised by the Working Group
- Proposals to improve attendance and quality of learning events by grouping key training activities into 4 days per municipal year, with dates incorporated in the Council diary.

## 2.0 Background information

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

2.2 The Member Development Charter is due for re-assessment in spring 2010. As well as being judged against Charter standards, we have taken the decision (via Member Management Committee and Executive Board) to be assessed under the more stringent 'Charter Plus' criteria.

2.3 The first stage is a pre-assessment, which Local Government Yorkshire and Humber will undertake in April 2010. This visit will include interviews with key Members and officers and an examination of physical evidence. Depending on the nature of any gaps identified, Leeds will have the option of going forward for full assessment or being assessed against Charter standards only.

2.4 As part of the preparation for the Charter pre-assessment and its ongoing work programme, the Member Development Working Group has been reviewing the 2009-10 events and planning activities for the new municipal year.

## 3.0 Main Issues

### Member Development Charter Plus

3.1 A number of 'challenging' criteria have been identified and progress is underway to raise our standards in order to meet them:

- **Member role descriptions** Role descriptions have now been drafted for each role attracting a special responsibility allowance and are awaiting final approval (see the Role Descriptions report to this meeting).
- **Personal development plans (PDPs)** 50% of Members now have a current PDP. However this is the minimum required to reach Charter Plus standards and it is likely that the assessors will propose that this figure is increased to 70% by the time we are fully assessed.
- **Mentoring** Although informal mentoring of new Members takes place within political groups it is recommended that we formalise the process (through training of mentors and reviewing the mentoring process).

- **Positive impact** Charter Plus stipulates that members must be able to describe how learning and development activities have helped them as individuals to carry out their role, and that Members are able to identify what changes and improvements have taken place as a result of their learning. A number of case studies are being put together which illustrate positive impact both on an individual and community level.

### Member Development Activities 2010-11

3.2 The Working Group have devised a number of learning projects for 2010-11, and progress with a number of these initiatives is described below.

- **Induction.** A comprehensive programme for new Members (and existing Members where appropriate) is currently being drawn up and will be circulated to all candidates as soon as their details are made available. As in previous years, the programme will include basic events to ensure that Members are equipped with key information to get started, in addition to events tailored to specific roles. This year the programme includes a number of regional events plus sessions on dealing with casework and corporate parenting.
- **Equality and Diversity programme.** The Equality team has worked with the Member Development Group to draw up a wide-ranging learning programme for both new and existing Members. The programme includes visits to sites of religious interest in the city, discussion-based seminars covering topics such as transgender and gender equality, and an informative event on the diversity of Leeds today and in the future. Where practical all events will be delivered by local community representatives.
- **Corporate Parenting.** A programme will be drawn up by Children's Services, in conjunction with the Working Group, on the subject of corporate parenting to be delivered at different levels depending on Members' roles and involvement with young people.

3.3 Following an analysis of attendance and feedback from 2009-10 events, a number of general improvements have been suggested for the new municipal year. These include the following:

- **Scheduled Learning and Development days**

This year it is proposed that the a proportion of learning and development is delivered on four days taking place over the course of the municipal year. These four 'Learning and Development' days will be clearly identified in the Council diary, and spaced at regular intervals, allowing Members to plan their attendance in advance. A range of days will be chosen and events will extend into the evening for those who work or are unavailable during the day. The content may cover a specific theme, or offer a mix of events for Members to choose from. Content of the day may also be widened to include IT drop-in sessions, personal development plan reviews and opportunities to try different resources such as e-learning. The proposed dates and content will be discussed at the next Member Development Working Group meeting.

The diarising of learning activities is recognized as good practice in Member Development (Newcastle Council, one of the few authorities to have achieved Charter Plus adopted this practice in 2008).

- **Member involvement in events**

It is proposed that Members have greater involvement in the publicising, delivery and chairing of events. It has been shown that attendance is higher at events which Members have personally endorsed, where Members have invited other Members to attend, and where a Member is involved in the delivery of course content.

- **Increased variety and improved quality of events**

In order to add variety and realism to events it is suggested that, where appropriate, guests and community representatives are invited to learning sessions, events take place at a wider variety of venues and adequate time is allowed for two-way discussion.

In addition officers from the Member Development team will work more closely with presenters to ensure that they are aware of how best to present information and do not rely too heavily on tools such as Powerpoint.

#### **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 Charter Plus.

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

5.1 Any funding required to deliver the 2010-11 programme and administration costs for Charter Plus will be met from the existing Member Development budget.

#### **6.0 Recommendations**

6.1 The Member Management Committee is asked to consider the suggested improvements to the annual programme (in particular Learning and Development days) outlined in section 3.3.

#### Background Papers

None Used



**Report of the Chief Democratic Services Officer**

***Member Management Committee***

**Date: 13<sup>th</sup> April 2010**

**Subject: Member Role Descriptions**

**Electoral Wards Affected:**

  
  
  
  

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

**Executive Summary**

Leeds City Council was awarded the IDeA's Charter for Member Development in February 2007. The Charter is due for renewal in early 2010.

The IDeA has subsequently created a higher standard of Charter, Charter Plus.

Charter Plus places more stringent expectations on local authorities with regard to the type of learning and development on offer to Members. The Council, via Executive Board and Member Management Committee, has agreed in principle to try and attain Charter Plus when Leeds City Council is reassessed in early 2010.

A key requirement of Charter Plus is the publication of Member role descriptions. A draft set of role descriptions are attached as Appendix 1. These role descriptions cover those Members receiving a Special Responsibility Allowance.<sup>1</sup>

Whilst General Purposes Committee will have formal responsibility for agreeing the final Drafts, Member Management Committee is being consulted as an advisory body.

<sup>1</sup> With the exception of the Group Leader role description.

## **1.0 Purpose of this report**

1.1 The purpose of this report is to present draft Member role descriptions for discussion.

## **2.0 Background information**

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

2.2 The IDeA has subsequently created a higher standard of Charter, Charter Plus. Charter Plus places more stringent expectations on local authorities with regard to the type of learning and development on offer to Members. The Council has agreed in principle to try and attain Charter Plus when Leeds City Council is reassessed.

## **3.0 Main issues**

3.1 A key requirement of Charter Plus is the publication of Member role descriptions. A draft set of role descriptions are attached as Appendix 1. These role descriptions cover those Members receiving a Special Responsibility Allowance.<sup>2</sup>

3.2 The IDeA does not prescribe how much detail these role description should include. Therefore rather than attempt to be an exhaustive list of functions undertaken, the draft role descriptions outline the main responsibilities attached to the Special Responsibility Allowance.

3.3 For a number of offices the role description already exists within the Constitution, for example, Ward Councillor, Lord Mayor and Deputy Executive Member.

## **4.0 Implications for council policy and governance**

4.1 Having agreed and published Member role descriptions is a key element of the IDeA's Charter Plus requirements. The awarding of Charter Plus is a demonstration of commitment to the continuing support of elected Members to fulfil their democratic role in line with best practice. The awarding of Charter Plus will also demonstrate to external inspectors such as CAA, that the council is committed to Member development.

## **5.0 Legal and resource implications**

5.1 There are no legal or resource implications. The cost of assessment will be met within existing budgets.

## **6.0 Conclusions**

6.1 A key requirement of Charter Plus is the publication of Member role descriptions. A draft set of role descriptions are attached as Appendix 1. These role descriptions cover those Members receiving a Special Responsibility Allowance.

---

<sup>2</sup> With the exception of the Group Leader role description.

## **7.0 Recommendations**

7.1 Member Management Committee is asked to consider the attached Member role descriptions and offer any comments and observations.

### **Background papers**

None used

This page is intentionally left blank



## LORD MAYOR

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Lord Mayor will be expected to:

- Be the First Citizen of Leeds
- Promote the Council as a whole and act as a focal point for the Community
- Uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary
- Preside over meetings of the Council so that its business can be carried out efficiently and with regard to the rights of Councillors and the interests of the Community
- Ensure that the Council Meeting is a forum for debate of matters of concern to the local community and a forum in which Members (who are not on the Executive) are able to hold the Executive to account
- Promote public involvement in the Council's activities
- Organise and host civic and ceremonial functions as he/she determines appropriate
- Attend civic and ceremonial functions as he/she determines appropriate
- Act as the Council's spokesperson in dealings with the public, media and other bodies in respect of their Civic responsibility and function

These responsibilities are set out in Part 2, Article 5 of the Constitution.

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## LEADER OF THE COUNCIL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Leader of Council will be expected to:

- Provide overall political leadership to the Council
- Chair meetings of the Executive Board in accordance with the Council's constitution
- Appoint Executive Members with defined executive responsibilities
- Delegate Executive Functions to Directors and other appropriate officers
- Represent the Council on key inter-sector and inter-authority partnerships and lead in developing the Council's partnerships with other organisations
- Have political oversight for the principal areas of Council activity relevant to their Executive portfolio areas as set out in Part 3, Section 3B (b) of the Council's constitution
- Have political oversight for the Council's Executive arrangements
- Contribute to the Council's scrutiny process and ensure that their recommendations in relation to the portfolio are fully considered
- Act as a voting Member of the Executive Board
- Liaise with officers over items coming before the Executive Board
- Act as a Council spokesperson in dealings with the public, media and other bodies in relation to their city-wide Council activities and in relation to their role as Chair of Boards

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## LEADER OF OPPOSITION PARTIES WITH MORE THAN 20% MEMBERSHIP OF THE COUNCIL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Opposition Leader will be expected to:

- Establish and represent the views of the main opposition Group on issues of policy and priority, and develop group policies which are credible and could be implemented by the council.
- Lead an Opposition Group within the council providing strong, clear political leadership
- Be responsible for, and responsible to, the membership of the majority opposition group
- Act as the principal spokesperson for an Opposition Group of which he/she is leader
- Advise the Leader of the Council of the main opposition group's position on issues
- Establish and maintain effective and efficient working relations with the leaders of other groups, the Executive Board, Chairs of committees/boards, and other Members and officers as appropriate

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## LEADER OF A POLITICAL GROUP

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Group Leader will be expected to:

- Provide strong, clear political leadership to their Group
- Establish and represent the views of their Group on issues of policy and priority
- Be responsible for, and responsible to, the membership of the group
- Act as the principal spokesperson for the Group of which he/she is Leader
- Advise the Leader of the Council on the Group's position on issues
- Establish and maintain effective and efficient working relations with the leaders of other groups, the Executive Board, Chairs of Committees/boards, external partners and other Members and officers as appropriate.

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## MEMBERS OF THE EXECUTIVE BOARD (PORTFOLIO HOLDER)

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, Executive Board Members will be expected to:

- Have political oversight for the principal areas of Council activity relevant to their Executive portfolio as set out in Part 3, Section 3B (b) of the Council's constitution.
- Attend or Chair meetings in relation to the portfolio responsibilities
- Represent the Council on key inter-sector and inter-authority partnerships
- Monitor the performance of services within their remit
- Provide oversight for the preparation of the budget
- Contribute to the Council's scrutiny process and ensure that their recommendations in relation to the portfolio are fully considered
- Act as a voting Member of the Executive Board
- Liaise with officers over items coming before the Executive Board
- Act as a Council spokesperson for the board in dealings with the public, media and other bodies in respect of their portfolio responsibility

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## MEMBERS OF THE EXECUTIVE BOARD (WITHOUT PORTFOLIO)

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, Executive Board Members will be expected to:

- Act as a voting Member of the Executive Board

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## ADVISORY MEMBER OF THE EXECUTIVE BOARD

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Advisory Executive Board Member will be expected to:

- Act as a Member of the Executive Board in a non-voting capacity
- Undertake a range of functions including policy development and advice in particular areas as determined by the Group Leader

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## DEPUTY EXECUTIVE MEMBER

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, Deputy Executive Members will be expected to:

- Undertake a range of functions as allocated by the Executive Board Member
- Undertake research in order to provide the Executive Member with timely and accurate information
- Provide, where requested, regular reports and updates to the Executive Member and advise on policy decisions
- Monitor the performance of services within their remit as allocated by Executive Board Member
- Represent the Executive Board Member at meetings of the Executive Board in a non-voting capacity
- Deputise for the Executive Member at meetings
- Act as a spokesperson or representative for an Executive Member where required in dealings with the public, media and other bodies in respect to their area of responsibility
- Consult with interested parties, ward councillors and citizens as part of the development and review of policy

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	



## CHAIR OF PLANS PANEL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Planning Committee will be expected to:

- Chair meetings of the Plans Panel in accordance with the Council's Constitution
- Act as a Council spokesperson for the Panel in Council and in all dealings with the public, media and other bodies in respect of the work of the Panel
- Liaise with officers over items coming before the Plans Panel
- Ensure compliance with the Codes and Protocols which may refer to their specific area, such as the Code of Practice for determining Planning Applications
- Attends site visits where necessary

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF AREA MANAGEMENT COMMITTEE

### **Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Area Committee will be expected to:

- Chair meetings of the Area Management Committee in accordance with the Council's Constitution
- Act as a spokesperson for the Committee in Council and in all dealings with the public, media and other bodies in respect of the work of the Committee
- Liaise with Officers over items coming before the Area Management Committee

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF THE LICENSING AND REGULATORY PANEL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of Licensing and Regulatory Panel will be expected to:

- Chair meetings of the Licensing and Regulatory Panel in accordance with the Council's Constitution
- Act as a spokesperson for the Panel in Council and in all dealings with the public, media and other bodies in respect of the work of the Panel
- Liaise with officers over items coming before the Licensing and Regulatory Panel

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF LICENSING COMMITTEE

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Licensing Committee will be expected to:

- Chair the meetings of the Licensing Committee in accordance with the Council's Constitution
- Act as the spokesperson for the Committee in Council and in all dealings with the public, media and other bodies in respect of the work of the Committee
- Liaise with officers over items coming before the Licensing Committee/Sub-Committees
- Ensure compliance with the Codes and Protocols which may refer to their specific area, such as the Code of Practice for determining Licensing Applications
- Attend site visits where necessary

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF STANDARDS COMMITTEE

### Responsibilities

In addition to what is expected of them as a member of the Standards Committee as set out in the role description for an Independent Member of the Standards Committee, the Chair of the Standards Committee will be expected to:

- Chair the meetings of the Standards Committee in accordance with the Council's Constitution
- Chair meetings of the Hearings Sub-Committee
- Liaise with officers over items coming before Standards Committee
- Act as a co-opted non-voting Member of the Corporate Governance and Audit Committee
- Act as a spokesperson for the Standards Committee in all dealings with the public, media and other bodies in respect of the work of the Committee
- Work with the Council's Chief Executive, Monitoring Officer and the Leaders of the Political Groups in promoting and supporting standards of behaviour and ethics among all Councillors on Leeds City Council and parish and town councils in the area

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF CORPORATE GOVERNANCE AND AUDIT COMMITTEE

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Corporate Governance and Audit Committee will be expected to:

- Chair meetings of the Corporate Governance and Audit Committee in accordance with the Council's Constitution
- Act as a signatory to the accounts
- Act as a signatory to the Annual Governance Statement
- Act as spokesperson for the Committee in Council and in all dealings with the public, media and other bodies in respect of the work of the Committee
- Liaise with Officers over items coming before the Corporate Governance and Audit Committee

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF DEVELOPMENT PLANS PANEL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of Development Plans Panel will be expected to:

- Chair meetings of the Development Plans Panel in accordance with the Council's Constitution
- Act as a spokesperson for the Panel in Council and in all dealings with the public, media and other bodies in respect of the work of the Panel
- Liaise with officers over items coming before the Development Plans Panel

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## CHAIR OF LEEDS GRAND THEATRE BOARD

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Chair of the Planning Committee will be expected to:

- Chair the meetings of the Grand Theatre Board in accordance with its terms of reference
- Act as the Council's spokesperson for the Board in all dealings with the public, media and other bodies in respect of the work of the Board

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	



## STATUTORY CO-OPTees ON SCRUTINY BOARDS

### Responsibilities

As a Statutory Co-optee to a Scrutiny Board will be expected to:

- Assist in the discharge of the Board's role
- Attend meetings of the Scrutiny Board to which appointed in a voting capacity unless otherwise stated
- Uphold the principles set out in the 'Vision for Scrutiny'
- Contribute as a Member of the Board with timely and accurate advice and insight based on experience and knowledge
- Contribute to the formation of recommendations by the Board on matters discussed at meetings of the Board
- Provide a two-way conduit of information on behalf of the stakeholder group represented

<b>Role Description</b>		<b>Date:</b>	
<b>Prepared/Reviewed by:</b>			
<b>Role Description Approved by:</b>		<b>Date:</b>	

## INDEPENDENT MEMBERS ON STANDARDS COMMITTEE

### Responsibilities

As an appointed independent member of the Standards Committee you will be expected to:

- Assist in the discharge of the Committee's role in accordance with its terms of reference and those of its sub-committees
- Attend meetings of the Standards Committee and Sub Committees as necessary
- Chair meetings of the Sub Committee as directed, in accordance with its terms of reference and relevant procedure rules
- Contribute as a Member of the Committee with timely and accurate advice and insight
- Promote and support standards of behaviour and ethics among all Councillors on Leeds City Council and parish and town councils in the area

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## PARISH MEMBERS ON STANDARDS COMMITTEE

### Responsibilities

As an appointed member of the Standards Committee you will be expected to:

- Assist in the discharge of the Committee's role in accordance with its terms of reference and those of its sub-committees
- Attend meetings of the Standards Committee and Sub Committees as necessary
- Contribute as a Member of the Committee with timely and accurate advice and insight
- Promote and support standards of behaviour and ethics among all Councillors on Leeds City Council and parish and town councils in the area

<b>Role Description</b>		<b>Date:</b>	
<b>Prepared/Reviewed by:</b>			
<b>Role Description Approved by:</b>		<b>Date:</b>	

## WHIPS WITH MORE THAN 10% MEMBERSHIP OF THE COUNCIL

### Responsibilities

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Whip will be expected to:

- In conjunction with Deputy Whips, where these have been allocated to the political group, maintain discipline and good conduct and seek to ensure that group members speak with one voice on matters of policy
- Uphold discipline within the group
- Co-ordinate the participation of the group in the business of the Council and its committees by organising the Group's members
- Ensure the process of nomination to serve on the Boards and Committees within the Council and on local outside bodies take place
- Liaise with Executive Members and the Leaders in respect of filling vacancies on Boards, Committees and Outside Bodies
- Inform Councillors of appropriate conferences and seminars

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

## DEPUTY WHIP OF GROUPS WITH 10% OR MORE OF THE MEMBERSHIP OF THE COUNCIL

### **Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Whip will be expected to:

- Support the Group Whip in maintaining discipline and good conduct amongst group Members
- Assist in the co-ordination of participation by the group in the business of the Council and its committees by organising the Group's members.
- Assist in the process of nomination to serve on the Boards and Committees within the Council and on local outside bodies take place

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

**OPPOSITION GROUP OFFICE HOLDER WITH MORE THAN 10% OF  
MEMBERSHIP OF THE COUNCIL**

**Responsibilities**

In addition to what is expected of them as a member of Council, as set out in the role description for a City Councillor in Article 2 and Section 6, schedule 3 of the constitution, the Opposition Group Office Holder will be expected to:

- Undertake a range of functions including policy development and advice in particular areas as determined by the Group Leader
- Provide the Group's leadership team with timely and accurate advice
- Monitor the performance of services within their remit
- Brief the group

<b>Role Description Prepared/Reviewed by:</b>		<b>Date:</b>	
<b>Role Description Approved by:</b>		<b>Date:</b>	

---

## Report of the Chief Democratic Services Officer

### Member Management Committee

Date: 13<sup>th</sup> April 2010

Subject: Local Authority Appointments to Outside Bodies

---

#### Electoral Wards Affected:

Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

---

## 1.0 PURPOSE OF REPORT

1.1 Further to the meeting of this Committee in February 2010, 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 fifth 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 Appointments Made Since February 2009

3. 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>
Aire Valley Leeds Regeneration Board	Cllr Schofield	Whips nominee	25/02/2010

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

- 4.1 The member appointments referred to in 3.1 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 3.1 of the report.

#### **BACKGROUND PAPERS**

Appointment to Outside Bodies Procedure Rules



OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2009/10	Group Allocation 2009/10	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	Jan-10	Stuart Golton	Lib Dem	City Development	Tom Knowland
Aire Valley Regeneration Board	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	Jun-10	Jan-10	J L Carter	Con	Environment & Neighbourhoods	
		Executive Member Leisure or nominee	1	Jun-10	Jan-10	J Procter	Con		
		Burmantofts & Richmond Hill Ward Member	1	Jun-10	Jan-10	D Hollinsworth	Lib Dem		
		Middleton Park ward Member	1	Jun-10	Jan-10	G Driver	Lab		
		Garforth and Swillington ward member	1	Jun-10	Jan-10	T Murray			
		City and Hunslet Ward Member	1	Jun-10	Jan-10	E Nash	Lab		
		Temple Newsam Ward Member	1	Jun-10	Jan-10	Whips nominee	Con		
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	Dec-09	Clive Fox	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	Leir 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		

OUTSIDE BODIES RESERVED TO THE MEMBER MANAGEMENT COMMITTEE

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Review Date	Date Appointed	Nominee in 2009/10	Group Allocation 2009/10	Lead Dept	Lead Officer
	Y/N								
				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
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	Gerald 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 2009/10	Group Allocation 2009/10	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		
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 Threlfall
				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
IGEN	No	No	1	Jun-10	Jun-09	Tom Murray	Lab		
Investigation of Air Pollution Standing Conference	Yes	Executive Member Environmental Services or nominee	1	Jun-10	Dec-09	James Monaghan	Lib Dem	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 2009/10	Group Allocation 2009/10	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	1	Jun-10	Jun-09	Vacancy		Environment & Neighbourhoods	Stephen Boyle
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
	all places	Lib dem group		Jun-10	Jun-09	Stuart Golton	Lib Dem		
		Labour group		Jun-10	Jun-09	Keith Wakefield	Lab		
		MBI group		Jun-10	Jun-09	Robert Finnigan	MBI		
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 2009/10	Group Allocation 2009/10	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 2009/10	Group Allocation 2009/10	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	Oct-09	James Monaghan	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	Director
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	
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 2009/10	Group Allocation 2009/10	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	Dec-09	James Monaghan	Lib Dem	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 Harrand	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	Til Wright
				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	Nov-09	Brian Selby	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 2009/10	Group Allocation 2009/10	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		
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 2009/10	Group Allocation 2009/10	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 & Humber Construction Network	NO	NO	1	Jun-10	Dec-09	John Bale	Con		
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	Jan-10	John Procter	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 Environmental Services or Nominee	1	Jun-10	Dec-09	James Monaghan	Lib Dem	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

This page is intentionally left blank