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## MEMBER MANAGEMENT COMMITTEE

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Meeting to be held in Leeds Civic Hall on  
Tuesday, 23rd November, 2010  
at 3.00 pm

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### MEMBERSHIP

#### Councillors

J Dowson	S Bentley	G Latty	T Leadley	D Blackburn
P Gruen (Chair)	B Cleasby	M Lobley		
T Hanley		J Procter		
G Hyde				
E Nash				

# 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 29<sup>th</sup> June 2010.</p>	1 - 8
6			<p><b>COUNCIL REPRESENTATION ON TEMPLE NEWSAM LEARNING PARTNERSHIP SCHOOL TRUST</b></p> <p>To consider the report of the Director of Children's Services in respect of proposals for a council representative to join the Temple Newsam Learning Partnership which has recently been established. The report also recommends that the Committee agrees an Elected Member representative to become a trustee.</p>	9 - 28
7			<p><b>11-19(25) LEARNING AND SUPPORT PARTNERSHIP</b></p> <p>To consider the report of the Director of Children's Services seeking Elected Member representation on the recently formed 11-19 (25) Learning and Support Partnership.</p>	29 - 36

Item No	Ward	Item Not Open		Page No
8			<p data-bbox="676 181 1334 248"><b>REPORT TO PROVIDE AN UPDATE ON ICT MATTERS</b></p> <p data-bbox="676 293 1385 398">To consider the report of the Chief Officer (ICT) providing a position statement on the ICT projects and services which impact on elected members.</p>	37 - 40
9			<p data-bbox="676 539 1289 607"><b>AREA COMMITTEE APPOINTMENTS TO OUTSIDE BODIES</b></p> <p data-bbox="676 651 1401 824">To consider the report of the Chief Democratic Services Officer requesting that Member Management Committee agree to delete a number of appointments to various outside bodies previously made by Area Committees.</p>	41 - 44
10			<p data-bbox="676 936 1369 1003"><b>MEMBER INVOLVEMENT IN GRANT FUNDED ORGANISATIONS</b></p> <p data-bbox="676 1048 1390 1261">To consider the report of the Chief Democratic Services Officer proposing that a piece of work be undertaken as to how Leeds City Council could have greater representation on the Boards/Committees of organisations that currently receive a grant from Leeds City Council.</p>	45 - 46
11			<p data-bbox="676 1406 1302 1473"><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p data-bbox="676 1518 1406 1697">To consider the report of the Chief Democratic Services Officer providing an update on the current position regarding member appointments and seeking to confirm member nominations to remaining vacancies.</p>	47 - 62

# Agenda Item 5

## MEMBER MANAGEMENT COMMITTEE

TUESDAY, 29TH JUNE, 2010

**PRESENT:** Councillor P Gruen in the Chair

Councillors S Bentley, D Blackburn,  
B Cleasby, J Dowson, T Hanley, G Hyde,  
G Latty, T Leadley, M Lobley, E Nash and  
J Procter

### 1 Chairs Opening Remarks

The Chair welcomed everyone to the first meeting of the Municipal Year and invited those present to introduce themselves.

The Chair also thanked Councillors Bentley and J Procter for the manner in which they had chaired the Committee in previous years.

### 2 Late Items

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

Investment Partnership for South Leeds (minute 7 refers)

To allow urgent consideration of the matter in order that the Council representatives can be appointed and attend meetings of the Partnership.

The Chair also reported that one additional piece of information that related to the report on Role Descriptions had been circulated (minute 12 refers)

### 3 Declarations of Interests

Councillor Gruen declared a personal interest in the item relating to the West Yorkshire Playhouse (minute 11 refers) as a Member of the Board.

Councillor G Hyde declared a personal interest in the item relating to ALMO Appointments (minute 15 refers) as a Member of East North East Homes

Councillor Lobley declared a personal interest in the item relating to Appointments to Outside Bodies (minute 16 refers) as the Chair of Re'new Leeds Ltd and Renewal Leeds Ltd

### 4 Minutes

**RESOLVED** – That the minutes of the meetings held on 16<sup>th</sup> February 2010 and 20<sup>th</sup> April 2010 be approved as a correct record.

Draft minutes to be approved at the meeting  
to be held on Tuesday, 23rd November, 2010

## **5 Matters Arising**

### Minute 42 refers (Update on ICT Matters)

A representative from ICT attended the meeting and provided Members with an update in respect of ICT projects and issues that impacted upon Members ; the main areas of discussion were;

- The provision of IT facilities to the 11 newly elected members
- Case Management System
- Broadband provision
- Support arrangements for Members
- Wireless provision within the Civic Hall

### **RESOLVED -**

That a report be submitted to this meeting in October 2010 updating Members in relation to ICT for Members.

## **6 Civic Fostering Panel**

The Chief Officer for Children and Young People's Social Care submitted a report seeking approval to designate the Civic Fostering Panel as a Strategic and Key Partnership and appoint members to that Panel.

### **RESOLVED -**

- a) That the Civic Fostering Panel be designated as a Strategic and Key Partnership.
- b) That a pool of 5 members be agreed for this Panel.
- c) That the appointments/appointments be made as follows;
  - Councillor Coulson (Labour)
  - Councillor Morgan (Labour)
  - 1 Whips nominee (Conservative)
  - 1 Whips nominee (Liberal Democrat)
  - 1 Whips nominee (Morley Borough Independent)

## **7 South Leeds Investment Partnership**

The Chief Planning Officer and Chief Regeneration Officer submitted a joint report providing Members with the latest position in relation to the work of the Investment Partnership for South Leeds (IPSL), and seeking approval for additional steering group members and substitutes should members be

Draft minutes to be approved at the meeting  
to be held on Tuesday, 23rd November, 2010

unable to attend meetings. It also outlined the extension of the study area to include Hunslet, reflecting representations made at the consultation event held in October 2009.

**RESOLVED –**

- d) That the Investment Partnership for South Leeds be designated as a Strategic and Key Partnership.
- b) That the increase in size of the Investment Partnership for South Leeds steering group through adding 1 public and 1 private sector representative be noted .
- c) That the appointment of the 2 new members to the steering group be noted and supported:
  - Steve Williams, Chief Executive – Re’new (Chair of the PEG)
  - Bob Murray, Chairman – Sterling Capitol
- d) That the Members be appointed to the following positions as follows;
  - Executive Member for Development & Regeneration – Cllr R Lewis
  - Leader Morley Borough Independent Group – Cllr Finnigan
  - Lead Executive Member Children’s Services – Cllr Blake
  - Beeston and Holbeck ward member – Cllr Gabriel
  - Leader Liberal Democrat Group – Cllr Golton
- e) That the Members appointed be approached to nominate substitutes.

**8 Council Representation on School Trusts**

The Interim Director of Children’s Services submitted a report seeking support for involvement on the boards of School Trusts. The report specifically covered proposals for the Brigshaw Federation – A Co-operative Trust which has now been established.

**RESOLVED –**

- a) That the Brigshaw School Trust be designated as a Strategic and Key Partnership and that Member Management Committee be the appointing Body.
- b) That the position be allocated to the Labour Group as a Whips nominee.
- c) That a report be submitted to a future meeting detailing arrangements in respect of future Trusts.

## **9 Leeds Children's Trust Board**

The Interim Director Of Children's Services submitted a report seeking a Member Management Committee appointment to the Children's Trust Board.

**RESOLVED** - That Councillor Dowson be appointed to the Children's Trust Board

## **10 Leeds Grand Theatre Board/Enterprises**

The Chief Libraries, Arts and Heritage Officer submitted a report seeking the appointment of four Councillors in addition to the Chair to the Board of Leeds Grand Theatre and Opera House Ltd..

Further discussion followed on representation on similar organisations, particularly those receive financial support from the Council.

**RESOLVED** -

- a) That the following Members be appointed to the Board in addition to the Chair ,Councillor Ogilvie;
  - Councillor Nash
  - Councillor Mulherin
  - Councillor J Procter
  - Councillor Gettings
- b) That a report be brought to a future meeting of this Committee that details supports to similar organisations and what the Council's representation is on those organisations. The report should also provide information on whether representation on the organisation is proportionate to the Council's financial contribution.

## **11 West Yorkshire Playhouse**

The Chief Libraries, Arts and Heritage Officer submitted a report seeking to finalise the appointment of elected members to the West Yorkshire Playhouse Board.

**RESOLVED** –

- a) That the Chief Libraries, Arts and Heritage Officer investigate the potential of making an additional seat on the Board a requirement of future Council grant support.
- b) That Councillor Townsley be appointed to the current vacancy on the Board.



## **12 Role Descriptions**

The Chief Democratic Services Officer submitted a report presenting draft Member role descriptions for discussion.

**RESOLVED** – That the attached Member role descriptions be endorsed.

## **13 Member Development**

The Chief Democratic Services Officer submitted a report providing the Member Development Annual Report for 2009/10. Member Development is a key component of the Council's Annual Corporate Governance Statement. The Member Development Annual Report details the achievements made in 2009/10 and outlines the actions to be taken in 2010/11.

The report also asked members to note the contents of the Member Development Annual Report 2009/10, and to agree the continuation of the Member Development Working Group and to determine its Membership.

**RESOLVED -**

- a) That the Member Development Annual Report 2009/10 be noted
- b) That the continuation of the Member Development Working Group as proposed in paragraph 2.3 of the report be agreed and that Councillor Dowson Chair this Group.

## **14 Members' Lounge**

The Chief Democratic Services Officer submitted a report requesting that members establish a working group for the purposes of giving advice and guidance to officers on the development and management of the Members' lounge facility.

**RESOLVED –**

- a) That a working group be established for the purposes of giving advice and guidance for the operation and management of the Members' lounge and other accommodation matters with implications for Members.
- b) That Councillor Nash Chair the Group and that Cllr G Hyde and Lancaster serve on the group with 1 Conservative member.

## **15 ALMO appointments**

The Head of Strategic Landlord submitted a report updating Members on the process for appointment of Council Board Members to ALMO Boards, outlining the current position and associated issues following the May 2010

local elections and recommending that the existing process is retained for the appointments to ALMO boards.

**RESOLVED –**

- a) That the process agreed in December 2006 for the appointment of Council Board Members to ALMO boards be re-affirmed
- b) That appointments to the ALMO Boards be made as follows;

Aire Valley Homes	Cllr Gruen (Labour) Cllr Driver (Labour) Cllr Golton ( Liberal Democrat) Cllr Finnigan (MBI)
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East North East Homes	Cllr Wilkinson (Conservative) Cllr G Hyde (Labour) Cllr R Grahame (Labour) 1 x Lib Dem nominee
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West North West Homes	Cllr A Blackburn (Green) Cllr Lowe (Labour) Cllr Chastney (Liberal Democrat) 1 x Conservative nominee
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**16 Appointments to Outside Bodies**

The Chief Democratic Services Officer submitted a report outlining the Member Management Committee's role in relation to Elected Member Appointments to Outside Bodies and asking the Committee to agree a schedule detailing those organisations that the Council will continue to make an appointment to and agree the nominations to those organisations which fall to the Committee to make an appointment to.

Members discussed in detail the appointments to the various organisations and agreed the allocation of places..

**RESOLVED -**

- a) That the Appointments to Outside Bodies Procedure Rules appended to the report be noted.
- b) That the schedule appended to the report detailing those organisations that the Council will continue to make an appointment to be agreed
- c) That the nominations to those organisations which fall to the Committee to make an appointment to be agreed ;

- d) That Councillor Driver or in his absence Councillor A Blackburn be authorised to cast the Council's vote at the meeting of Groundwork Leeds;
- e) That the change of appointments since the last meeting of the Committee as detailed in 5.7 of the report be noted as follows;

Outside Body

Member Appointed

West Yorkshire Playhouse Theatre Board  
Leeds Children's Trust Board  
Leeds Initiative Climate Change

Councillor Gruen  
Councillor Mulherin  
Councillor Murray

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**Report of the Director of Children’s Services**

**Report to Member Management Committee**

**Date: 23<sup>rd</sup> November 2010**

**Subject: COUNCIL REPRESENTATION ON TEMPLE NEWSAM LEARNING PARTNERSHIP SCHOOL TRUST**

**Electoral Wards Affected:**  
  
**Temple Newsam and surrounding wards**

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

**Executive Summary**

1. The report covers proposals for a council representative to join the Temple Newsam Learning Partnership which has recently been established. It recommends that the Committee agrees an Elected Member representative to become a trustee.

**Background**

2. Across Leeds there are a number of schools currently in or considering forming a Schools Trust. Previously some of the Trusts have included Council membership through appointment of Elected Members in their role as school governors. This is not applicable to all schools so following the Leeds City Council Executive Board’s support of developing new governance arrangements (January 2009) there is now an expectation on trusts to include the Council as a Trust partner and for nominations to be made for trustees.
3. Where there a cluster of schools involved in a Trust, the inclusion of the Council as a partner enables an opportunity for links to Children’s Services and other council functions, and allows for democratic involvement. It also provides the potential to link to the work of the Area Committees and partnership working at locality level through extended services cluster partnerships and Area Children Leeds Partnerships.

**Formation of Temple Newsam Learning Partnership: A Co-operative Trust**

4. The Temple Newsam Learning Partnership was established on 23 July 2010. The trust includes nine schools in the East of Leeds – Austhorpe Primary School, Colton Primary School, Meadowfield Primary School, Temple Newsam Halton Primary

School, Whitkirk Primary School, Temple Moor High School Science College, Corpus Christi Catholic Primary, Corpus Christi Catholic College, John Jamieson East Leeds SILC. Partners of the trust include the Cooperative Group, Leeds City Council and the YMCA. Discussions held during the development phase led to the suggestion to include one trustee position for the Council in the proposed make up of the Trust Board.

5. The key aims for the Trust are
  - To raise standards of attainment through enabling all pupils to access an innovative curriculum through personalised learning experiences
  - To ensure consistently high expectations across all schools among pupils, parent, carers and staff
  - To meet the lifelong needs of parents and families through the involvement of extended services professionals and the establishment of family and support programmes.
6. The articles of association for the Trust have now been prepared and are appended for information (appendix one). The Trust is now seeking to confirm its proposed trustees. Member Management Committee is therefore asked to consider the appointment of an elected member representative of the local authority to serve as a trustee.

#### **Appointment Process for Elected Members**

7. At its meeting in June 2010 the Committee agreed that it would be the appointing body for these types of appointment.

#### **Implications for Council Policy and Governance**

8. The appointment of elected members to School Trusts contributes to the Council's strategic functions, priorities for children's services and community leadership role. It augments the role of Area Committees with regard to their work on children's services and the content of Area Delivery Plans and provide local democratic input to the work of the School Trusts.
9. As highlighted in the Executive Board report in December 2009 on Area and Locality Governance Arrangements for the Children's Trust, School Trust Partnerships would be able to operate as the locality Children and Young People's Partnership within a significant partnerships framework. It is planned to develop this alongside the emerging School Trust.

#### **Recommendations**

10. It is recommended that the Member Management Committee agree that one elected member of the local authority become a trustee of the new Temple Newsam Learning Partnership school trust.

## **Background Papers**

- Appointment to Outside Bodies Procedure Rules
- Developing and Responding to New Governance Arrangements for Schools in Leeds – Report to Executive Board, January 2009
- Area and Locality Governance Arrangements – Report to Executive Board, December 2009
- Report to MMC – Council representation on school trusts, June 2010

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# **ARTICLES OF ASSOCIATION**

**THE TEMPLE NEWSAM LEARNING PARTNERSHIP:  
A CO-OPERATIVE SCHOOLS TRUST**

**Incorporated on 23 July 2010**

**COMPANIES ACT 2006**  
**COMPANY LIMITED BY GUARANTEE**

**ARTICLES OF ASSOCIATION**

**OF**

**THE TEMPLE NEWSAM LEARNING PARTNERSHIP:  
A CO-OPERATIVE SCHOOLS TRUST**

**1 Name**

The name of the Trust is The Temple Newsham Learning Trust: A Co-operative Schools Trust ("the Trust").

**2 Registered Office**

The registered office of the Trust is to be in England and Wales.

**3 Objects**

The Objects of the Trust are to advance the education of the pupils at the Schools, to advance the education of other members of the community, and otherwise to benefit the community, it being acknowledged that in carrying out the Objects the Trust must (where applicable) have regard to its obligation to promote community cohesion under the Education Acts.

4 It is intended that the curriculum and ethos of the Schools will place an emphasis on, and include a commitment to students learning about, the Co-operative values of self-help, self responsibility, democracy, equality, equity, solidarity, honesty, openness, social responsibility and caring for others with the aim of encouraging all students to become better citizens, not only while they are students but during the rest of their lives.

**5 Powers**

The Trust has the following powers, which may be exercised only in promoting the Objects:

- 5.1 To act as the foundation of any the Schools;
- 5.2 to acquire or hire and hold property of any kind, including the acquisition of freehold or leasehold property to be held by the Trust (either alone or jointly with any other person) in trust for the purposes of the Schools;
- 5.3 to develop, improve, let or dispose of property of any kind (but only in accordance with the restrictions imposed by the Charities Act and any restrictions imposed by the Education Acts);
- 5.4 in relation to the Schools, to appoint and remove foundation governors in compliance with the provisions of the Education Acts;

- 5.5 to act as the trustee of any trust relating to any of the Schools;
- 5.6 to nominate one or more governors for appointment to the governing body of any other school;
- 5.7 to exercise its rights as the foundation of the Schools;
- 5.8 to raise funds (but not by means of taxable trading);
- 5.9 to borrow money and give security for loans (but only in accordance with the restrictions imposed by the Charities Act and any restrictions imposed by the Education Acts);
- 5.10 to employ staff;
- 5.11 to pay remuneration and allowances to any person, and to make arrangements for providing, or securing the provision of pensions or gratuities (including those payable by way of compensation for loss of employment or loss or reduction of pay);
- 5.12 to promote or carry out research;
- 5.13 to provide advice;
- 5.14 to publish or distribute information;
- 5.15 to co-operate with other bodies;
- 5.16 to support, administer or set up other charities;
- 5.17 to make grants or loans of money and to give guarantees;
- 5.18 to set aside funds for special purposes or as reserves against future expenditure;
- 5.19 to pay for indemnity insurance for the Trustees;
- 5.20 subject to Article 6, to employ paid or unpaid agents, staff or advisers;
- 5.21 to enter into contracts to provide services to or on behalf of other bodies;
- 5.22 to establish or acquire subsidiary companies to assist or act as agents for the Trust;
- 5.23 to pay the costs of forming the Trust; and
- 5.24 to do anything else within the law which promotes or helps to promote the Objects.

## **6 Benefits to Members and Trustees**

- 6.1 The property and funds of the Trust must be used only for promoting the Objects and cannot be distributed to the members but:
  - 6.1.1 members who are not Trustees may be employed by or enter into contracts with the Trust and receive reasonable payment for goods or services supplied;
  - 6.1.2 members (including Trustees) may be paid interest at a reasonable rate on money lent to the Trust; and

- 6.1.3 members (including Trustees) may be paid a reasonable rent or hiring fee for property or equipment let or hired to the Trust.
- 6.2 A Trustee must not receive any payment of money or other material benefit (whether directly or indirectly) from the Trust except:
  - 6.2.1 as mentioned in Articles 5.19 (indemnity insurance), 6.1.2 (interest), 6.1.3 (rent) or 6.3 (contractual payments);
  - 6.2.2 reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in the administration of the Trust;
  - 6.2.3 an indemnity permitted by sections 232 to 234 inclusive of the Companies Act;
  - 6.2.4 the benefit of any payment to any Trust in which a Trustee has no more than a 1 per cent shareholding; and
  - 6.2.5 in exceptional cases, other payments or benefits (but only with the written approval of the Commission in advance).
- 6.3 A Trustee, other than the head teacher of any of the Schools, may not be an employee of the Trust, but a Trustee or a connected person may enter into a contract with the Trust to supply goods or services in return for a payment or other material benefit if:
  - 6.3.1 the goods or services are actually required by the Trust;
  - 6.3.2 the nature and level of the benefit is no more than reasonable in relation to the value of the goods or services and is set at a meeting of the Trustees in accordance with the procedure in Article 6.4; and
  - 6.3.3 provided that the Trust may not enter into such a contract at any time when the effect of such contract would be that more than one third of the Trustees are or have been interested in such a contract in that financial year.
- 6.4 Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee, they must:
  - 6.4.1 declare an interest before the meeting or at the meeting before discussion begins on the matter;
  - 6.4.2 be absent from the meeting for that item unless expressly invited to remain in order to provide information;
  - 6.4.3 not be counted in the quorum for that part of the meeting; and
  - 6.4.4 be absent during the vote and have no vote on the matter.

## 7 **Limited Liability**

The liability of members is limited.

## 8 **Guarantee**

Every member promises, if the Trust is wound up while they remain a member, or within 12 months afterwards, to pay up to £1 towards the costs of winding up, towards adjusting the rights of the contributories amongst themselves and towards discharging the liabilities incurred by the Trust while they were a member.

## 9 **Dissolution**

9.1 If the Trust is dissolved and subject always to the provisions of the Education Acts (insofar as those provisions do not require the application of the assets of the Trust for purposes which are not charitable), the assets (if any) remaining after provision has been made for all its liabilities must be applied in one or more of the following ways:

9.1.1 by transfer to one or more other bodies established for exclusively charitable purposes within, the same as or similar to the Objects;

9.1.2 directly for the Objects or for charitable purposes which are within or similar to the Objects;

9.1.3 in such other manner consistent with charitable status as the Commission approve in writing in advance.

9.2 A final report and statement of account must be sent to the Commission.

## 10 **Interpretation**

10.1 References to an Act of Parliament are references to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

## 11 **Membership**

11.1 The Trust must maintain a register of members.

11.2 The subscribers to the Memorandum are the first members of the Trust.

11.3 Subject to any restrictions imposed by the Education Acts, membership of the Trust is open to any other individuals or organisations interested in promoting the Objects who:

11.3.1 qualify for membership of one of the constituencies specified below;

11.3.2 are approved by the Trustees; and

11.3.3 consent in writing to become a member and to be bound by the provisions of these Articles of Association, either personally or (in the case of an organisation) through an authorised representative, by completing an application to become a member in a form to be specified by the Trustees.

11.4 The Trust will have the following constituencies of members:

11.4.1 a learners constituency, open to pupils currently registered at any of the Schools, or to any other person currently registered for the purposes of learning at any of the Schools;

- 11.4.2 a parents and carers constituency, open to any parent or registered carer of a pupil currently registered at any of the Schools;
  - 11.4.3 a staff constituency, open to any person employed by or whose normal place of work is at any of the Schools;
  - 11.4.4 a local community constituency, open to any person who, in the absolute discretion of the Trustees, has a legitimate interest in any of the Schools;
  - 11.4.5 a community organisations constituency, open to any organisation, whether statutory, charitable, voluntary, or trading for social or commercial purposes, which in the absolute discretion of the Trustees has a legitimate interest in any of the Schools.
- 11.5 In relation to constituencies:
- 11.5.1 no person may be a member of more than one constituency;
  - 11.5.2 a person eligible to be a member of the staff constituency may not be a member of any other constituency;
  - 11.5.3 the decision about the constituency of which a person is to be a member shall be decided by the Trustees, who may issue guidelines about constituency membership;
  - 11.5.4 the Trustees may sub-divide any of the constituencies into two or more constituencies, on such basis as they consider to be appropriate.
- 11.6 Membership is terminated if the member concerned:
- 11.6.1 gives written notice of resignation to the Trust;
  - 11.6.2 dies or (in the case of an organisation) ceases to exist;
  - 11.6.3 ceases to be entitled to be a member under these Articles of Association; or
  - 11.6.4 is removed from membership by resolution of the Trustees on the ground that in their reasonable opinion the member's continued membership is harmful to the Trust. The Trustees may only pass such a resolution after notifying the member in writing and considering the matter in the light of any written representations which the member concerned puts forward within 14 clear days after receiving notice.
- 11.7 Membership of the Trust is not transferable.

## 12 **General Meetings**

- 12.1 Members are entitled to attend general meetings either personally or (in the case of a member organisation) by an authorised representative. General meetings are called on at least 21 clear days' written notice specifying the business to be discussed.
- 12.2 There is a quorum at a general meeting if the number of members or authorised representatives present is at least 10 members or 5% of the membership, representing not less than two-thirds of the constituencies.

- 12.3 The Chair or (if the Chair is unable or unwilling to do so) some other member elected by those present presides at a general meeting.
- 12.4 Except where otherwise provided by the Companies Act or the Education Acts, every issue is decided by a majority of the votes cast.
- 12.5 Every member present in person or through an authorised representative has one vote on each issue.
- 12.6 Except at first, the Trust must hold an AGM in every year. The first AGM must be held within 18 months after the Trust's incorporation.
- 12.7 At an AGM the members:
  - 12.7.1 receive the accounts of the Trust for the previous financial year;
  - 12.7.2 receive the Trustees' report on the Trust's activities since the previous AGM;
  - 12.7.3 accept the retirement of those Trustees who wish to retire;
  - 12.7.4 elect Trustees to fill the vacancies arising;
  - 12.7.5 appoint auditors for the Trust (if the Trust's accounts are required to be audited); and
  - 12.7.6 may discuss and determine any issues of policy or deal with any other business put before them by the Trustees.
- 12.8 Any general meeting which is not an AGM is a GM.
- 12.9 A GM may be called at any time by the Trustees and must be called within 14 clear days on a written request from at least two members.

### 13 **The Forum**

- 13.1 The Trust shall have a Forum, the composition of which shall be determined from time to time by the Trustees in consultation with the Forum, subject to the following:
  - 13.1.1 the members of each constituency shall elect one or more of their number to the Forum;
  - 13.1.2 a majority of the members of the Forum shall comprise elected representatives of the membership constituencies;
  - 13.1.3 no constituency's representatives shall comprise more than one third of the members of the Forum, and the staff constituency shall not comprise more than one quarter of the members of the Forum;
  - 13.1.4 the Trustees may designate one or more other organisations, which are members of the community organisations constituency, to be partner organisations, and any such partner organisation shall be entitled to appoint a member of the Forum. The Trustees shall also be entitled to terminate the designation as a partner organisation.
- 13.2 A person shall cease to be a member of the Forum (or shall not be eligible to be a member of the Forum, as appropriate) if:

- 13.2.1 they resign from office;
  - 13.2.2 they fail to attend three consecutive meetings of the Forum;
  - 13.2.3 they cease to be a member of the constituency which elected them;
  - 13.2.4 they are removed from office by a resolution of two-thirds of the remaining members of the Forum for serious breach of any code of conduct which the Forum has adopted. No such resolution may be passed unless the Forum has invited the views of the person concerned and considered the matter in the light of any such views.
  - 13.2.5 they are convicted of an imprisonable offence.
- 13.3 In relation to members of the Forum:
- 13.3.1 their term of office shall be three years, following which they shall be eligible to be re-elected or re-appointed (as appropriate). After serving three consecutive terms of office (whether or not any such term was less than three full years), a person shall not be eligible to be re-elected or re-appointed for a period of one calendar year;
  - 13.3.2 elections shall be held in accordance with rules to be determined by the Trustees;
  - 13.3.3 subject to article 20.4 one third of the elected members of the Forum shall retire at the end of each year. Not less than one third of the members of the Forum elected at the first AGM, to be chosen by lot, shall retire at the end of the second AGM; not less than one third of the members of the Forum elected at the first AGM, to be chosen by lot, shall retire at the end of the third AGM; the remaining members of the Forum elected at the first AGM shall retire at the end of the fourth AGM.
  - 13.3.4 casual vacancies arising amongst elected members of the Forum shall remain vacant unless the Trustees decide:
    - 13.3.4.1 that an election shall be held; or
    - 13.3.4.2 that the next highest polling candidate at the most recent election, who is willing to take office, shall do so.
- 13.4 The role of the Forum is:
- 13.4.1 to appoint and remove those Trustees who are appointed and removed by the Forum;
  - 13.4.2 to make recommendations to the Trustees;
  - 13.4.3 to perform such other functions as the Forum may be requested from time to time by the Trustees.
- 13.5 The procedures for the Forum shall be as follows.
- 13.5.1 The Forum shall meet at least three times each year.



- 13.5.2 A quorum shall be half of the members of the Forum, and representatives from not less than half of the constituencies.
- 13.5.3 Each year, the Forum shall elect one of its number to be its chair of the Forum. The chair of the Forum, or in their absence another member of the Forum chosen by those present shall chair a meeting.
- 13.5.4 Each member of the Forum shall have one vote on any matter to be decided by the Forum, and in the event of an equality of votes, the chair of the meeting shall have a second or casting vote.
- 13.5.5 If any member of the Forum has a material involvement in a matter being considered by the Forum (other than by virtue of being a member of a constituency), they shall declare it, and may take part in the discussion of the matter unless the remaining members of the Forum decide otherwise, but they may not vote on the matter.
- 13.5.6 The Forum may establish its own standing orders for meetings, and a code of conduct to be followed by all members of the Forum.

#### 14 **The Trustees**

- 14.1 The Trustees as charity trustees have control of the Trust and its property and funds.
- 14.2 The number of Trustees shall not be less than two, but (unless otherwise determined by ordinary resolution) shall not be subject to any maximum.
- 14.3 The appointment and removal of Trustees shall be subject to any restrictions imposed by the Education Acts.
- 14.4 There shall be the following Trustees:
  - 14.4.1 2 Trustees appointed by Austhorpe Primary School;
  - 14.4.2 2 Trustees, appointed by Colton Primary School;
  - 14.4.3 2 Trustees, appointed by Meadowfield Primary School;
  - 14.4.4 2 Trustees, appointed by Temple Newsam Halton Primary School;
  - 14.4.5 2 Trustees, appointed by Whitkirk Primary School;
  - 14.4.6 2 Trustees, appointed by Temple Moor High School Science College;

NB. in each of the above the two trustees shall be the Headteacher and Chair of Governors – or nominee.

  - 14.4.7 1 Trustee appointed by Corpus Christi Catholic College;
  - 14.4.8 1 Trustee appointed by Corpus Christi Catholic Primary School;
  - 14.4.9 1 Trustee appointed by East Leeds SILC;
  - 14.4.10 1 Trustee appointed by Leeds Local Authority;

- 14.4.11 1 Trustee appointed by the YMCA;
  - 14.4.12 1 Trustee appointed by the Co-operative Group ( in the interim to be represented by the Co-operative College); and
  - 14.4.13 3 Trustees appointed by the Stakeholder Forum from amongst their number;
- 14.5 Every Trustee must sign:
- 14.5.1 a declaration of willingness to act as a Trustee of the Trust; and
  - 14.5.2 a declaration confirming that they are not disqualified from acting as a charity trustee under the Education Acts;
- before they may vote at any meeting of the Trustees.
- 14.6 Each body entitled to appoint a Trustee may at any time remove its appointed Trustee from office. If a Trustee shall die or be removed from or vacate office for any cause, then the body which appointed or removed that Trustee shall be entitled to appoint another person as a Trustee.
- 14.7 Any removal or appointment of a Trustee pursuant to Article 14.6 shall be in writing, signed by or on behalf of the relevant body and sent to the Trust at its registered office, marked for the attention of the secretary or delivered to a duly constituted meeting of the Trustees of the Trust. Any such appointment or removal shall take effect as at the time of such lodgement or delivery or at such later time as shall be specified in such notice.
- 14.8 The Trust may by ordinary resolution appoint any person who is willing to act as an additional Trustee provided:
- 14.8.1 he or she is recommended by not less than two thirds of the Trustees; and
  - 14.8.2 if appointed they would not be disqualified from acting under Article 14.10.
- A decision exercising the power of appointment or removal will be communicated by notice in writing to the Trustee concerned signed by or on behalf of the Trustees.
- 14.9 In relation to terms of office for Trustees,
- 14.9.1 subject to Article 20.3, the normal term of office for a Trustee shall be five years, at the end of which a Trustee shall retire and may stand for reappointment, if otherwise eligible;
  - 14.9.2 terms of office shall begin (or be deemed to begin) and end at the conclusion of the Annual General Meeting each year.
  - 14.9.3 no Trustee may serve for more than two consecutive terms of office (whether or not any such term was less than five full years), after which they may must stand down for a year. Any time served by a Trustee before the Trust's first AGM shall not be counted as a term of office or part of a term of office.
- 14.10 A Trustee's term of office automatically terminates if they:
- 14.10.1 are disqualified under the Charities Act from acting as a charity trustee;

- 14.10.2 are removed as, or disqualified from acting as, a charity trustee under the Education Acts or are otherwise prohibited by law from being a charity trustee or a Trustee;
  - 14.10.3 are incapable, whether mentally or physically, of managing their own affairs;
  - 14.10.4 are absent from three consecutive meetings of the Trustees and are asked by a majority of the other Trustees to resign;
  - 14.10.5 are a member appointed as a Trustee by the Forum and cease to be a member or, in the case of a Trustee appointed by a partnership organisation, that organisation ceases to be a partnership organisation;
  - 14.10.6 resign by written notice to the Trustees (but only if at least two Trustees will remain in office);
  - 14.10.7 are removed by resolution of the members present and voting at a general meeting after the meeting has invited the views of the Trustee concerned and considered the matter in the light of any such views;
  - 14.10.8 are a governor of any of the Schools and are removed from that office.
- 14.11 The Trustees may at any time co-opt any individual who is qualified to be appointed as a Trustee to fill a vacancy in their number or as an additional Trustee, but a co-opted Trustee holds office only until the next AGM.
  - 14.12 A technical defect in the appointment of a Trustee of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

## 15 **Trustees' proceedings**

- 15.1 The Trustees must hold at least three meetings each year, normally on a termly basis.
- 15.2 A quorum at a meeting of the Trustees is not less than half of the total number of Trustees, subject to a minimum of two Trustees.
- 15.3 A meeting of the Trustees may be held either in person or by suitable electronic means agreed by the Trustees in which all participants may communicate with all the other participants.
- 15.4 The Chair or (if the Chair is unable or unwilling to do so) some other Trustee chosen by the Trustees present presides at each meeting.
- 15.5 Every issue may be determined by a simple majority of the votes cast at a meeting, but a written resolution signed by all the Trustees is as valid as a resolution passed at a meeting. For this purpose the resolution may be contained in more than one document and will be treated as passed on the date of the last signature.
- 15.6 Except for the chair of the meeting, who has a casting vote, every Trustee has one vote on each issue.
- 15.7 The chair of the Forum, if not themselves a Trustee, may attend meetings of the Trustees as an observer.

- 15.8 A procedural defect of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

## 16 **Trustees' powers**

In exercising their powers, subject to their duties, the Trustees shall have regard to the views of the Forum, and ensure that the affairs of the Trust are conducted to deliver the object of the Trust in accordance with the spirit and intention of Articles 3 and 4 of these Articles and the Trust's obligations to promote community cohesion under the Education Acts (where applicable). The Trustees have the following powers in the administration of the Trust:

- 16.1 To appoint (and remove) any person (who may be a Trustee) to act as Secretary in accordance with the Companies Act.
- 16.2 Each year at the first meeting after the Annual General Meeting to appoint a Chair from among their number.
- 16.3 To make rules consistent with the Articles and the Companies Act to govern their proceedings, the proceedings of the Forum and proceedings at general meetings.
- 16.4 To make regulations consistent with the Articles and the Companies Act to govern the administration of the Trust and the use of its seal (if any).
- 16.5 To establish procedures to assist the resolution of disputes or differences within the Trust.
- 16.6 To exercise any powers of the Trust which are not reserved to a general meeting.

## 17 **Records and Accounts**

- 17.1 The Trustees must comply with the requirements of the Companies Act and of the Charities Act as to keeping financial records, the audit or other scrutiny of accounts and the preparation and transmission to the Registrar of Companies and the Commission of:
- 17.1.1 annual returns;
- 17.1.2 annual reports; and
- 17.1.3 annual statements of account.
- 17.2 The Trustees must keep proper records of:
- 17.2.1 all proceedings at general meetings;
- 17.2.2 all proceedings at meetings of the Trustees;
- 17.2.3 all reports of committees; and
- 17.2.4 all professional advice obtained.
- 17.3 Accounting records relating to the Trust must be made available for inspection by any Trustee at any time during normal office hours and may be made available for inspection by members who are not Trustees if the Trustees so decide.
- 17.4 A copy of the Trust's latest available statement of account must be supplied on request to any Trustee or member. A copy must also be supplied, within

two months, to any other person who makes a written request and pays the Trust's reasonable costs.

## 18 Notices

- 18.1 Notices under the Articles may be sent by hand, by post or by suitable electronic means.
- 18.2 The only address at which a member is entitled to receive notices sent by post is an address shown in the register of members.
- 18.3 Any notice given in accordance with these Articles is to be treated for all purposes as having been received:
- 18.3.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;
  - 18.3.2 two clear days after being sent by first class post to that address;
  - 18.3.3 three clear days after being sent by second class or overseas post to that address;
  - 18.3.4 on the date of publication of a newspaper containing the notice;
  - 18.3.5 on being handed to the member (or, in the case of a member organisation, its authorised representative) personally; or, if earlier,
  - 18.3.6 as soon as the member acknowledges actual receipt.
- 18.4 A technical defect in the giving of notice of which the Trustees are unaware at the time does not invalidate decisions taken at a meeting.

## 19 Indemnity

Subject to the provisions of the Education Acts, the Trust may indemnify any Trustee, Auditor, Reporting Accountant, Independent Examiner or other officer of the Charity against liability incurred by them in that capacity, in the case of a Trustee, to the extent permitted by section 232 of the Companies Act or, in the case of an Auditor, to the extent permitted by sections 532 and 533 of the Companies Act.

## 20 Start-up arrangements

- 20.1 The provisions of the Articles shall apply, except where they are varied by the start-up arrangements below.
- 20.2 The first Trustees shall be those persons notified to Companies House as the first Trustees of the Trust.
- 20.3 The first Trustees and any Trustees appointed before the first Annual General Meeting shall all retire at the conclusion of the first Annual General Meeting, and Trustees shall be appointed in the way provided in the Articles. Not less than a third of these Trustees (to be determined by drawing lots at the first Annual General Meeting) shall retire after three years; not less than a third of them (to be determined likewise) shall retire after four years, and the remaining Trustees shall retire after five years.
- 20.4 The first Trustees shall decide who shall comprise the first members of the Forum.

20.5 The first members of the Forum shall all retire at the conclusion of the first Annual General Meeting, and thereafter members of the Forum shall be elected or appointed as provided in the Articles.

## 21 Interpretation

21.1 In the Articles, unless the context indicates another meaning:

'AGM' means an annual general meeting of the Trust;

'the Articles' means the Trust's articles of association;

'authorised representative' means an individual who is authorised by a member organisation to act on its behalf at meetings of the Trust and whose name is given to the Secretary;

'Chair' means the chair of the Trustees;

'the Charities Act' means the Charities Act 1993;

'charity trustee' has the meaning prescribed by section 97(1) of the Charities Act;

'clear day' means 24 hours from midnight following the relevant event;

'the Commission' means the Charity Commissioners for England and Wales;

'the Companies Act' means the Companies Act 2006;

'connected person' means any spouse, partner, parent, child, brother, sister, grandparent or grandchild of a Trustee, any firm of which a Trustee is a member or employee, and any Trust of which a Trustee is a Trustee, employee or shareholder having a beneficial interest in more than 1 per cent of the share capital;

'Education Acts' means the Education Acts as defined in Section 578 of the Education Act 1996 and includes any regulations made under the Education Acts;

'financial year' means the Trust's financial year;

'firm' includes a limited liability partnership;

'GM' means a general meeting of the Trust;

'indemnity insurance' means insurance against personal liability incurred by any Trustee for an act or omission which is or is alleged to be a breach of trust or breach of duty, but subject to the limitations specified in section 73F(2) Charities Act;

'material benefit' means a benefit which may not be financial but has a monetary value;

'member' and 'membership' refer to Trust membership of the Trust;

'Memorandum' means the Trust's Memorandum of Association;

'month' means calendar month;

'the Objects' means the Objects of the Trust as defined in Article 3 of the Articles;

'ordinary resolution' means a resolution which is passed by a majority of the members;

'School' and 'Schools' means a school in respect of which the Trust acts as a foundation for the purposes of the School Standards and Framework Act 1998;

'Secretary' means the secretary of the Trust;

'taxable trading' means carrying on a trade or business for the principal purpose of raising funds and not for the purpose of actually carrying out the Object, the profits of which are subject to corporation tax and do not qualify for charity exemption;

'the Trust' means the Trust governed by the Articles;

'Trustee' means a Trustee of the Trust and 'Trustees' means the Trustees;

'written' or 'in writing' refers to a legible document on paper including a fax message;

'year' means calendar year.

21.2 Expressions defined in the Companies Act have the same meaning.

21.3 References to an Act of Parliament are to that Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

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Originator: Gary Milner

Tel: 2474979

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## Report of the Interim Director of Children's Services

### Member Management Committee

Date: 23 November 2010

Subject: 11-19(25) Learning and Support Partnership

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#### Electoral Wards Affected:

All



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## 1.0 Executive Summary

- 1.1 The report asks the Committee to agree Elected Member representation on the recently formed 11-19 (25) Learning and Support Partnership; a key sub group of the Children's Trust Board. The proposal is that both Executive Members with a responsibility for Children's Services are on the Partnership, alongside representatives from each of the two other main political groups.

## 2.0 Purpose Of This Report

- 2.1 To ask the Committee to agree Elected Member representation on the recently formed 11-19 (25) Learning and Support Partnership.

## 3.0 Background Information

- 3.1 The new 11-19(25) Learning and Support Partnership is based on the merger of the Children Leeds Learning Partnership, 14-19 Strategy Group and Integrated Youth Support Service Strategic Board. The decision to merge the three existing groups was taken after extensive consultation with all key stakeholders. These new arrangements will avoid duplication of effort, ensure clear lines of accountability, and ensure coherence in dealing with complex issues such as young people not engaged in education, employment or training. Work is also underway on the development of a similar group to cover the 0-11 age range.
- 3.2 The 11-19 (25) Learning and Support Partnership brings together agencies involved in the provision of learning and support to children and young people in Leeds. It seeks to bring together all aspects of the learning and support agenda and make a

significant contribution to improved outcomes for young people aged 11-19 and people up to the age of 25 with learning difficulties and/or disabilities.

- 3.3 The key functions of the Partnership include overseeing the development and implementation of the 13-19 (25) Learning and Support Plan, together with the monitoring and where appropriate approval of funding to support identified priorities. The Partnership will also have a key role in providing challenge to all partners to ensure high quality learning and support services are delivered to all young people aged 11-19 (25) across Leeds

#### **4.0 Main Issues**

- 4.1 The membership of the Partnership includes senior representatives of schools, FE Colleges and other key providers and agencies involved in the planning and delivery of learning and support services for young people aged 11-19 (25). The membership includes provision for Elected Member representation to be agreed by Member Management Committee.
- 4.2 The consultation undertaken as part of the development of the new Partnership highlighted the need for a strong Elected Member presence on the group. The proposal is that both Executive Members with a responsibility for Children's Services are on the Partnership, alongside two representatives from the other political groups. This would reflect the arrangements for the Children's Trust Board and ensure the necessary linkage between the two groups.

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

- 5.1 The 11-19(25) Learning and Support Partnership comes under the Strategic and Key Partnerships category and Elected Member appointments to it are therefore part of the remit of the Member Management Committee.

#### **6.0 Legal And Resource Implications**

- 6.1 The legislative basis for the Partnership is contained in the Children Act 2004, as amended by the Apprenticeships, Skills, Children and Learning Act 2009. In his recent letter to the Association of Directors of Children's Services, the Secretary of State for Education, Michael Gove stressed the need for highly effective Partnerships between local authorities and providers to enable local authorities to fulfill their strategic commissioning and influencing roles.

#### **7.0 Recommendations**

- 7.1 Member Management Committee is asked to agree the following Elected Member representation on the 11-19(25) Learning and Support Partnership:
- The two Executive Members with a responsibility for Children's Services
  - Two representatives from the other political groups

#### **Background Papers**

Terms of Reference: 11-19 (25) Learning and Support Partnership

Structure Diagram: 11-19 (25) Learning and Support Partnership

Draft Business Cycle: 11-19(25) Learning and Support Partnership

# Leeds Children’s Trust

## 11 – 19 (25) LEARNING AND SUPPORT PARTNERSHIP TERMS OF REFERENCE

Approved by Leeds Children’s Trust Board	(22 October 2010)
Working Draft to Learning and Support Partnership (Version 2.0)	September
Date of Next Review	April 2011
Document Owner	Children’s Trust Development Team, Director of Children’s Services Unit

### 1. CONTEXT

#### 1.1 The Leeds Children’s Trust Board (LCTB)

1.2 The Leeds Children’s Trust Board was established in April 2010 and is part of the local co-operation arrangements which collectively make up the children’s trust in Leeds.

1.3 It provides the interagency governance of the Children’s Trust arrangements in Leeds and has responsibility for publishing and monitoring a jointly owned Children and Young People’s Plan (CYPP) to improve the well being of children and young people in the city. It also provides a framework within which partners may agree to commission services together, with pooled or aligned budgets.

#### 1.4 11-19 (25) Learning and Support Partnership

1.5 The 11-19 (25) Learning and Support Partnership brings together agencies involved in the provision of learning and support to children and young people in Leeds. It seeks to bring together all aspects of the learning and support agenda and make a significant contribution to improved outcomes for young people aged 11-19 and people up to the age of 25 with learning difficulties and/or disabilities.

- 1.6 The partnership will aim to improve outcomes through the identification of key priorities and providing a clear decision making and accountability mechanism for the commissioning of education and training provision and learner support services. In particular the partnership will focus on narrowing the gap in achievement and participation of children and young people in Leeds and the quality improvement of learning and support services.
- 1.7 The partnership is the strategic body responsible for approving the 13-19 (25) Learning and Support Plan and ensuring it links with the wider 0-19+ learning and support agenda.
- 1.8 The partnership is a voluntary collaborative partnership. It does not constitute and should not be deemed to constitute a legal partnership. It is not a corporate entity.

## 2. FUNCTIONS

11-19 (25) Learning and Support Partnership functions cover:

- The design, development, revision and approval of the 13-19(25) Learning & Support Plan
- Ensuring the effective implementation of the 13-19(25) Plan including the delivery of key priorities and targets and management of risk
- Monitoring progress across the Partnership against the Plan
- The development of an annual Local Statement of Priorities
- The coordination and monitoring of priority actions to support the delivery of the Achieve Economic Wellbeing every child matters outcome
- The coordination and monitoring of actions to reduce the number of young people who are NEET/Not Knowns and raising participation in learning
- Monitoring the use of funding to support the delivery of 11-19(25) learning and support services
- Providing recommendations on the use of development funding
- Receiving and where appropriate recommending capital funding proposals for specific 11-19(25) provision and projects
- Providing appropriate challenge to ensure high quality 11-19(25) Learning and Support Services across Leeds

- To establish thematic subgroups around identified priorities and receive reports as appropriate
- Effectively engage young people to ensure we deliver the Breeze Youth Promise and the Leeds Learner Entitlement
- Promote the sharing of good practice amongst partners
- Monitoring the effectiveness of communication between members and their respective networks
- Analyse emerging policy developments arising from changes to local and national policy relating to the learning and support agenda and make recommendations to individual partners and the Children's Trust Board as appropriate

The partnership will exercise its functions in such as way as to:

- encourage partners to secure high quality integrated services for children, young people and their families.
- involve all partners as fully as possible, subject to recognising that not all partners are in a position to carry full contractual obligations and any ensuing financial risks. This should not detract from their contribution to the partnership's developing agenda but recognises the statutory duties of the relevant partners.

### **3. GOVERNANCE AND ACCOUNTABILITY**

As a significant partnership within the Children's Trust arrangements, the Children's Trust Board will agree the terms of reference for the partnership.

The partnership will be required to produce an annual report for the Children's Trust Board.

Key points from each meeting will be concisely summarised to provide updates to the Children's Trust Board and other partnership groups along with recommendations for the Board and/or individual partners.

Any proposed amendments to the terms of reference for the partnership should be recommended to the Children's Trust Board at the next available meeting. The Terms of Reference will be reviewed annually as part of the Children's Trust Board annual review.

## 4. MEMBERSHIP

Partners have agreed to be represented on the partnership as follows:

- Director of Children’s Services Unit officers x 2 (DCS Commissioning lead, Locality enabler)
- Education Leeds officers x2 (Deputy Chief Executive, Head of 14-19 Strategy and Services)
- Integrated Youth Support Services officers x2 (Head of IYSS, IYSS Manager)
- *(The above to be reviewed when the new Integrated Children’s Service is operational)*
- Elected Members, Leeds City Council (to be agreed via Member Management Committee)
- Schools (secondary x 2, SILC x 1) } from different
- Academy x 1 } Confederations
- 6<sup>th</sup> form college x 1 (Notre Dame)
- FE colleges x 2 (one to be Leeds City College)
- Work Based Learning x 1 (WYLP)
- Voluntary Community and Faith Sector x 2
- Youth Service providers (Connexions x 2, Youth Work x 1, Youth Offending x 1)
- Higher Education x 1
- Employer x 1 (Member of the Leeds Skills Board)
- Representative for Learners with Learning Difficulties and/or Disabilities x 1
- Young People’s Learning Agency x1
- Job Centre Plus x1
- Yorkshire Forward x1

Representatives should be at a level of seniority to further the work of the partnership and cover strategic responsibilities.

An appendix to the terms of reference will be regularly updated to provide information about the membership of the partnership along with details of the chair, lead officer and administrative support.

## 5. OPERATIONAL FRAMEWORK

The overarching framework for governance for the Children’s Trust arrangements is covered by the Governance Document for the Children’s Trust Board.

Each partnership will take account of this in its work to support effective partnership working and good governance.

All Members of the partnership will be given a copy of the latest version of the Children’s Trust Board Governance Document with attention particularly drawn to:

- i. Code of Conduct (section 9)
- ii. Promoting Equalities (section 10)

- iii. Decision Making (section 13)
- iv. Annual Review (section 16)
- v. Conflicts of Interest (section 18)
- vi. Exit Provisions (section 19)
- vii. Scrutiny, Audit and Inspection (section 20)
- viii. Data Management (section 21)
- ix. Complaints Procedure/Disputes Resolution (section 22)

## **6. STANDARDS OF OPERATION**

The partnership shall meet at least six times per year or as deemed necessary to fulfil its functions.

The Chair and Vice Chair for the partnership should be confirmed in consultation with the chair of the Children's Trust Board and the Director of Children's Services.

The agenda of meetings shall be agreed by the Chair in advance of the meetings.

The Lead Officer(s) for the partnership will co-ordinate production of the agenda and papers for each meeting and maintain a work programme for the partnership which takes into account the required annual reporting requirements.

The administrator for the partnership should receive reports not later than ten working days before the date of the partnership meeting. This is to enable papers to be distributed in time and for the chair to be briefed.

The agenda and papers should be sent out to all members at least five working days in advance of meetings. Exceptionally, tabled reports or addition information may be presented at meetings with the discretion of the Chair.

The partnership will be quorate if there are 50% or more members present at the meeting.

Draft minutes will be circulated to members within 5 working days of each meeting with 5 working days for comments. Once approved, public minutes will be placed on the Children Leeds website. Any exempt information will form part of a confidential annex for the partnership/Children's Trust Board only. This will be confirmed with the Chair after seeking advice as required regarding confidential / sensitive matters.

As appropriate to its work, the partnership will need to:

- Ensure its work is in line with governance arrangements for the Children's Trust Board, the priorities in the Children and Young People's Plan and statutory guidance relating to learning and support for the 11-19(25) age group.
- Have an approved performance management framework
- Have robust procedures for financial management and procurement

Interested groups may attend meetings of the partnership to observe discussions on specific items, subject to prior notification and the agreement of the Chair. Such groups will be advised that, at the discretion of the Chair, they will be asked to leave the meeting if in the opinion of the Chair confidential information which it is not in the public interest to disclose, may be discussed.

## **7. ANNUAL REPORT REQUIREMENTS**

The partnership will be required to produce an annual report in the early Autumn to inform the Children's Trust Board of progress and inform the development and review of the Children and Young People's Plan (CYPP). This should cover progress made over the last year and plans for the year ahead in the context of emerging policy developments and resource availability.

The aim of the reporting requirement is to:

- Facilitate joined up working across relevant agencies
- Allow the Children's Trust Board to assess the level of need to inform the development of the CYPP
- Demonstrate the contribution being made to the wider local agenda for children and young people
- Feedback on how effective the contributions of other partners have been in supporting improvements in learning and support outcomes for children and young people
- Give the partnership the opportunity to influence decisions made by the Children's Trust Board in relation to joint strategic planning and commissioning
- Provide a platform to raise any concerns including about the level of support the partnership needs from Children's Trust partners





**Report of the Chief Officer (ICT)**

**Member Management Committee**

**Date: 23<sup>RD</sup> November 2010**

**Subject: Report to provide an update on ICT Matters**

**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 This Report**

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

**2.0 Background Information**

2.1 There are several major ICT initiatives currently underway which affect ICT service provision to elected members. This report provides an update on the delivery of a dedicated Case Management system, the provision of the corporate WiFi service within the Civic Hall and the migration from Lotus Notes to Microsoft Outlook under the Implementing the Collaboration (ICE) project. It also details recent improvements to ICT Service Delivery and provides a summary of recent major incidents.

**3.0 Main Issues**

**ICT DEVELOPMENTS**

**3.1 Member Case Management System Deployment**

3.1.1 Following User Acceptance Testing by a small number of Members, additional functionality was developed to integrate the Case Management system with the Council's email system. The resulting solution was approved by the Members ICT Reference Group.

3.1.2 Final testing was carried out and the system migrated to the live environment at the end of September before being made available to all Members, upon request, early in October.

- 3.1.3 Training dates have been organised to train Members in the use of the Case Management system to coincide with the rollout.
- 3.1.4 A formal review of the usage of the system will take place at the end of October and any emanating issues will be addressed
- 3.2 Corporate WiFi access within Civic Hall
  - 3.2.1 The corporate wireless service was made available recently within the Group Offices and Committee Rooms in the Civic Hall. The service is to be trialed by the Chair of the Members ICT Reference Group before being offered more broadly to Members.
  - 3.2.2 To take up the service, Members need to have their laptop upgraded with the Council's Virtual Private Network (VPN) client. This upgrade can be delivered via the Drop-in clinic within the Civic Hall.
  - 3.2.3 It is anticipated that this service offering will provide greater flexibility in terms of accessing the Council's network from the Civic Hall both within and between meetings as required.
  - 3.2.4 An additional advantage of the installation of the VPN client is that when logging on to the Council network, using the Council-provided laptop, via an internet access point (e.g. from a hotel), a greater degree of functionality is offered when compared to Vasco token only enabled access.

### 3.3 Implementing the Collaboration Environment (ICE) Update - Migration to Microsoft

#### Outlook

- 3.3.1 The majority of Members have now had their email service migrated from Lotus Notes to Microsoft Outlook. There remains 3 members accounts to transfer to the new system.
- 3.3.2 The majority of resources (room booking systems etc.) and mail-in databases have also been moved over to Microsoft
- 3.3.3 ICT Services will need to migrate the 3 outstanding users very shortly as the Lotus Notes email service is no longer supported within Leeds City Council and the Lotus Notes environment will be decommissioned.
- 3.3.4 It is also worth noting that as part of the migration process a significant number of Members decided to request a PDA (Personal Digital Assistant) for the first time. Around 66% of Members now have a Council-provided PDA.

### **SERVICE IMPROVEMENTS**

#### 3.4 Avaya – Improvements to Service Centre

- 3.4.1 A telephony system has been introduced into the ICT Service Centre, using the same technology as the Corporate Contact Centre. Since its introduction in May

there has been a huge improvement in performance against the key telephony performance indicators (based on National Industry standards)

- 3.4.2 The ability to answer calls within 30 seconds has significantly improved and the call abandoned rate is now within targets (7% of all calls).
- 3.4.3 In mid-September the new system was extended to include to the Service Centre level 2 team in the form of an overflow queue. This further improved the ability of the Service Desk to answer calls at peak times, through the ability to flex the numbers of staff receiving calls.

### 3.5 Out of Hours Service Improvements

- 3.5.1 The Network Management Centre staff, who work shifts covering 24 x 7 x 365 (except Saturday evening), have received training to be able to provide first line fix support to Members outside of core hours. This is provided via the Members Support line 24 74866.
- 3.5.2 During the month of August, 57 calls were received using this service. Further training will be provided to the team as new services are launched, to ensure they have the capability to provide the same level of first line support as offered during the day.

### 3.6 ICT Drop-In Clinic within Civic Hall

- 3.6.1 Between 5<sup>th</sup> July and 20<sup>th</sup> August a new Drop-in Clinic Service was trialed within the Civic Hall. A team of 3 staff were relocated to operate the service from 09:00 until 12:00am, Monday to Friday. The service is offered on a purely drop-in basis to make it as flexible as possible to both Members and officers who work peripatetically.
- 3.6.2 During the trial period, 150 calls were raised via this new service, of which 17 were issues relating to Members.
- 3.6.3 The service offered from the Clinic includes support for issues relating to both laptops and PDAs and is also a useful source of information in terms of the provision of leaflets and user guides to help Members get the best from their devices.
- 3.6.4 The feedback from those who have used the service has been extremely positive and has resulted in continuing the service on an ongoing basis

### 3.7 Members Texting Service

- 3.7.1 At the February meeting of this Committee, Corporate ICT Services was requested to provide notifications by text message to Members advising them of ICT outages and problems which would impact on their ability to use their ICT equipment, particularly when working from home.
- 3.7.2 Typically this would be in relation to issues affecting the network or portal services, generic problems affecting internet access or issues relating to the email system. This was seen as particularly important as it is not always clear when working in an isolated situation whether the problem being experienced locally is part of a more widespread issue.

- 3.7.3 In order that Members receive clear messages ICT now offer a service which notifies them, by text, of any generic issue which impacts on their ICT Service availability. Effectively Members receive a text message to their nominated mobile device (either their Council-provided PDA or their own personal mobile phone) which:
- a) Advises that there is a technical issue which could impact on ICT service, allowing the Member to discern that there is a generic problem and not something which is specific to them individually (in which case, they should seek assistance in the usual way by means of logging a service desk call), and,
  - b) Confirms when the problem has been resolved so that they are confident that normal service has been reinstated (or enabling them to conclude that there is a secondary issue for which a service desk call would be the appropriate route to seek assistance).
- 3.7.4 This service was introduced in July 2010 but initial take-up was relatively low. Following the power outage at the beginning of September, which had a significant impact on all ICT services (and is covered below), the number of Members who subscribed to the service increased dramatically. Around 50% of Members have now nominated the mobile phone number to which such messages should be directed.
- 3.7.5 Due to this increase in subscribers we are now seeking to extend the service to also provide updates on incidents outside of core support hours.

### **3.8 MAJOR INCIDENTS**

- 3.8.1 Due to a failure within the Cable and Wireless network the Council was without Internet service on 20<sup>th</sup> August and again briefly on 26<sup>th</sup> of August. Services have been restored and stable since 26<sup>th</sup> with the underlying fault identified and fixed. However, as Cable and Wireless are in breach of the Service Level Agreement they have been issued with a service credit notice.
- 3.8.2 There was a power outage on 2<sup>nd</sup> September and 6<sup>th</sup> September that impacted on core services across the Council. A report has been circulated to Members and CLT. ICT will provide a further, verbal update at the meeting.

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

- 4.1 There are no implications for Council policy or governance.

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

- 5.1 There are no legal or resource implications

### **6.0 Conclusions**

- 6.1 The projects and services included in this report are designed to provide members with enhanced technical support using established industry best practice processes.

### **7.0 Recommendations**

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



## Report of the Chief Democratic Services Officer

### Member Management Committee

Date: 23<sup>rd</sup> November 2010

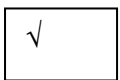
Originator: Mike Earle

Tel: 2243209

### Subject: Appointments to Outside Bodies

#### Electoral Wards Affected:

Alwoodley  
Harewood  
Bramley



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

## Executive Summary

1. This report requests the Member Management Committee to agree to delete a number of appointments to various outside bodies previously made by Area Committees.

## 2. Report

1.1 Members are aware that the MMC is responsible for appointments to outside bodies. It considers requests from all outside bodies seeking Elected Member representation, and it determines the category of appointment i.e. Strategic and Key Partnership or Community and Local Engagement. MMC makes the appointments within the former category, and Community and Local Engagement category appointments are delegated to Area Committees.

## 2.0 Background Information

2.1 Over the course of time, occasionally appointments to outside bodies do become obsolete, for various reasons. This is recognized in the Appointments to Outside Bodies Procedure Rules, at Paragraph 4.12, which states that Area Committees may review the list of organizations.

## 3.0 Main Issues

3.1 Three such instances have recently arisen, two involving the NE Outer Area Committee and one the West Inner Area Committee.

### Aberford Almshouses Trust

The Almshouses were established by the Gascoigne family of Lotherton Hall in 1846 to provide accommodation for farm workers and poor people of the area. The original Almshouses were sold to Leeds City Council in 1976 and from the proceeds

of the sale the Trustees purchased a piece of land from Mercantile Insurance (who at that time owned the Parlinton Estate). On this land they built Parlinton House, which contains 14 single and 14 double flats, and was opened on 1<sup>st</sup> January 1980 by Lady Sands, a descendent of the Gascoigne family. The flats have been re-furbished in recent years, and 6 further flats built.

The Council's current representatives on the Trust are ex-Councillor Alec Shelbrooke, whose four year appointment runs until July 2012, and ex-City and Parish Councillor Frank Watson, whose term of office expires in July 2011.

The arrangement for the Council to appoint two Trustees apparently dates back to the 1976 purchase of the original Almshouses by the Council. Ex – Councillor Shelbrooke MP has confirmed that unfortunately he no longer has the time to remain a Trustee, and none of the current Harewood Ward Members has the capacity to take on the appointment, given their other commitments. The Trust has been informed of the situation.

The NE Outer Area Committee therefore recommends the Member Management Committee that the appointments concerned be formally deleted from the list of appointments to outside bodies.

### **Moor Allerton Elderly Care**

Moor Allerton Elderly Care (MAECare) is a registered Charity (Reg.No. 1100645) established by, and all times answerable to, Churches Together in Moor Allerton and Shadwell (CTMAS). Its aims are –

To improve the quality of life of older local people, regardless of religion or belief, race, disability, gender or sexual orientation;  
Accepts and values each individual member, volunteer and employee;  
Acts as a link to existing services and seeks to address unmet demand.

The Management Committee shall consist of not more than 20 people residing in, or members of churches in, the community of Moor Allerton or Shadwell, and is appointed annually by CTMAS at its AGM. Trustees do not have to be City Councillors, but the Council's nominee has always been a Local Member.

This is an annual appointment, and all three Alwoodley Ward Members have previously served on the MAECare Management Committee. In 2009/10, the NE Inner Area Committee, part of which area is covered by MAECare, was requested by the NE Outer Area Committee to consider making an appointment, and Councillor B Lancaster was appointed.

Councillor Lancaster has indicated that she no longer has the capacity to continue in this role, and none of the other Moortown Ward Members wish to take on the role again.

MAECare has been consulted, and has made it clear that they are not unduly concerned regarding having a Council representative on their management committee, as they know that they have the support of Local Members in delivering their services. In consultation, therefore, with MAECare and Councillor Harrand, it was agreed by the NE Outer Area Committee that this appointment was no longer regarded as a necessity.

In line with the Aberford Almshouses Trust situation outlined above, it is therefore recommended that the Member Management Committee also formally deletes Moor Allerton Elderly Care from the list of appointments to outside bodies.

### **Bramley Surestart**

Surestart is a national/local government initiative aimed at giving every young child the best possible start in life. The Surestart Children's Centres concept is that providing integrated education with childcare, family support and health services are key factors in achieving good outcomes for children and parents.

The Council's previous representatives on Bramley Surestart, appointed by the West Inner Area Committee, were Councillor Taggart and Stephen McBarron, Area Committee Co-optee.

However, the organization is now defunct, and it is recommended by the West Inner Area Committee that it too be formally deleted from the list of appointments to outside bodies.

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

4.1 These appointments need to be formally removed from the official list of appointments to outside bodies by the MMC in order to establish a proper audit trail.

## **5.0 Legal And Resource Implications**

5.1 There are no legal or resource implications.

## **6.0 Conclusions**

6.1 Member Management Committee is requested to accede to the requests of the NE Outer and the West Inner Area Committees.

## **7.0 Recommendations**

7.1 That the following organisations be formally deleted from the list of appointments to outside bodies :-

Aberford Almshouses Trust, Moor Allerton Elderly Care and Bramley Surestart.

## **8.0 Background Papers**

Reports to NE Outer Area Committee, 20<sup>th</sup> September 2010, and West Inner Area Committee, 22<sup>nd</sup> June 2010.

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## Report of the Chief Democratic Services Officer

### Member Management Committee

Date: 23rd November 2010

Subject: Member Involvement in Grant Funded Organisations

#### 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 To consider the proposals for a piece of work to be undertaken as to how Leeds City Council could have greater representation on the Boards/Committees of organisations that currently receive a grant from Leeds City Council.

## 2.0 BACKGROUND INFORMATION

- 2.1 Members will be aware that this Committee has the responsibility in accordance with the Appointments to Outside Bodies Procedure Rules for determining whether the Council should make an appointment to an organisation, categorising any such appointment and for those categorised as a Strategic and Key Partnership then this Committee will also act as the appointing body.
- 2.2 Members of this Committee have previously expressed a view that there should be a mechanism in place that allows Member Management Committee to receive periodic feed back on those organisations that the Council appoints a representative to.
- 2.3 Members have also expressed a view that some work should be undertaken to consider how Leeds City Council might have greater involvement with those organisations to which the Council currently pays a significant amount of grant, preferably by having elected member representation on the Board/Committee of the organisations involved.
- 2.3 Leeds City Council currently makes grants to a wide range of organisations and Member representation on these organisations is varied.

### **3.0 MAIN ISSUES**

- 3.1 This report proposes that the Chief Officer Democratic Services and the Chief Libraries, Arts and Heritage Officer undertake a joint piece of work that will identify those organisations that receive grant aid in excess of £100k (the financial criteria for a major decision).
- 3.2 It is proposed that the piece of work should establish which of the organisations receiving a grant in excess of £100k the Council currently appoints a representative to and should also present proposals to Members on how representation might be achieved on those organisations that receive a grant in excess of £100k but do not currently have an elected member serving on their Board/Committee.
- 3.3 It is further proposed that consideration should be given to which organisations receive a grant that is less than £100k but is considered to have a significant impact on 1 or more wards (this is also part of the criteria for determining what is a major decision).
- 3.4 The report back will also include proposals as to how Member Management Committee might receive feedback on the work of those organisations that are identified as a result of the criteria established in 3.1 and 3.3 above.
- 3.5 The report will also seek to clarify the role of members when appointed to an organisation as a Trustee.
- 3.6 Members will be aware that the Appointment to Outside Bodies Procedure Rules require that a Lead Officer should be identified for each Outside Body categorised as a Strategic and Key partnership. It is proposed that as part of this piece of work this requirement be reviewed and proposals presented to Members as to how it might be more relevant for those organisations identified as a result of the work proposed at 3.1 and 3.3 to have an allocated Lead Officer .

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

- 4.1 There are no specific implications as a result of this report although there may be a requirement to amend the Appointment to Outside Bodies Procedure Rules dependant upon recommendations of future reports.

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

- 5.1 There are no specific legal or resource implications in respect of this report.

### **6.0 RECOMMENDATION**

- 6.1 Members are asked to note the contents of the report.
- 6.2 That the Chief Democratic Service Officer and Chief Libraries, Arts and Heritage Officer to submit a further report as soon as possible in respect of the proposals detailed in paras 3.1 to 3.6 of the report.

## **BACKGROUND PAPERS**

Appointment to Outside Bodies Procedure Rules

**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 23rd November 2010**

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

<p><b>Electoral Wards Affected:</b></p>    <div style="display: flex; align-items: center; margin-top: 20px;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 10px;"></div> <p>Ward Members consulted (referred to in report)</p> </div>
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<p><b>Specific Implications For:</b></p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="padding: 5px;">Equality and Diversity</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Community Cohesion</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">Narrowing the Gap</td> <td style="text-align: right; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	Equality and Diversity	<input type="checkbox"/>	Community Cohesion	<input type="checkbox"/>	Narrowing the Gap	<input type="checkbox"/>
Equality and Diversity	<input type="checkbox"/>					
Community Cohesion	<input type="checkbox"/>					
Narrowing the Gap	<input type="checkbox"/>					

**1.0 PURPOSE OF REPORT**

1.1 Further to the meeting of this Committee in June 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 second meeting of the Member Management Committee since the Annual Meeting of Council to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 1 details the current position.

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

**3.0 MAIN ISSUES**

3.1 West Yorkshire Integrated Transport Authority District Liaison Committee

Officers have received correspondence from the West Yorkshire Integrated Transport Authority (WYITA) asking that Leeds City Council nominate 3 elected members to represent the Council on the West Yorkshire Integrated Transport Authority District Liaison Committee

The WYITA have suggested that one of the members appointed should be the relevant Executive Member with responsibility for Transport.

Appended to this report are the Terms of Reference for the organisation.

Members are asked to consider whether an appointment to this organisation should be categorised as a Strategic and Key Partnership and if so nominate Members to the organisation.

Members may also wish to consider whether any of the appointments should be reserved to a specific office holder.

### 3.2 Yorkshire and Humber Space - Regional Improvement and Efficiency Partnership

Officers have received correspondence from the Yorkshire and Humber Space - Regional Improvement and Efficiency Partnership asking that Leeds City Council nominate an elected member to represent the Council on the Yorkshire and Humber Space - Regional Improvement and Efficiency Partnership

It is usual for Councils to nominate either the Deputy Leader of Council or the Portfolio holder with responsibility for Improvement and Efficiency.

Detailed below is information provided by the organisation that outlines the composition of the Partnership and its areas of responsibility.

Members are asked to consider whether an appointment to this organisation should be categorised as a Strategic and Key Partnership and if so nominate a Member to the organisation.

Members may also wish to consider whether any of the appointments should be reserved to a specific office holder.

Decision making body	Composition	Type of decision/ area of responsibility
Member Board	All Councils (Deputy Leaders/Portfolio holders)  Fire/ Police and Health, IDeA, GO, Audit Commission	<ul style="list-style-type: none"> <li>• Strategy outcomes and priorities for investment.</li> <li>• High level budget allocations for the main themes and the programmes of activity.</li> <li>• Approve/ratify PDG recommendations.</li> <li>• Approve significant budget virements between workstreams.</li> </ul>

### 3.3 Lady Elizabeth Hastings' Educational Foundation

Officers have received correspondence from Carter Jonas who act as Clerk to the Lady Elizabeth Hastings Educational Foundation.

The letter informs the Council that the trustees are currently working on a major re-organisation of the charity, as part of the re-organisation the trustees have looked at the way the charity's trustees are appointed and are considering how they could bring this in line with modern practices.

The Councils current nominative trustee is former Councillor Mike Fox and officers understand that he is comfortable with the proposal.

In order to give greater flexibility and to more easily choose trustees with the relevant skills, the trustees wish to end the system of ex-officio and nominative trustees, the Council currently have a nominative trustee on the Charity.

The Council are therefore asked to formally relinquish the right to nominate a trustee to the Charity.

Officers in the Legal Section have looked at the request and have provided the following information having looked at the current Lady Elizabeth Hastings' Charities scheme.

The Charity deals with the application of income and is quite far ranging and focuses on the promotion of education within a number of areas, largely the catchment area of the School, Collingham, Ledsham, Thorp Arch and surrounding areas.

It promotes travel, bursaries, scholarships as well as financial assistance with books.

In terms of relinquishing the Council's right to a nomination, the terms of the trust give the trustees the power to amend the terms and conditions of appointment of trustees which officers would consider includes the removal of a nominative trustee.

It is the view of Legal officers that the removal could not be done unilaterally as it would require the approval of the Charity Commissioners which officers would assume means giving the Council a right to respond should it object.

### 3.4 Requests for Additional Places

At the last meeting of the Committee Members requested that officers investigate the possibility of additional places on various bodies or the ability to be represented by a former Councillor, detailed below is the outcome of those requests.

- Aire Valley Regeneration Board – An additional place has been allocated to the Conservative Group (Councillor J Procter)
- Chamber of Commerce – The Memorandum and Articles for the Chamber of Commerce states that Leeds City Councils representation will be 1 Elected Member and 1 Senior Officer and therefore no additional place is available for an additional Elected Member.
- LGA Urban Commission – The Council currently appoint 1 Councillor and 1 Officer to this group. Having spoken to the Commission and the officer concerned it would be acceptable to appoint an additional Member in place of the Officer.(Conservative place)
- Leeds in Bloom Committee – Following negotiations with the relevant Department It is possible to appoint a former Councillor to this group (Frank Robinson).
- Leeds Initiative Narrowing The Gap Board - An additional place has been allocated to the Green Group (Councillor D Blackburn)
- Leeds Mind - Following negotiations with the relevant Organisation it is possible to appoint a former Councillor to this group (Andy Parnham).
- Nuclear Free Zones Forum - An additional place has been allocated to the Green Group (Councillor D Blackburn)
- Yorkshire Regional Flood Defence Committee – The organisation was contacted seeking an additional place for an Elected Member. Officers were informed that this would not be possible as there were only 8 elected member places available on the Committee and across the Region a number of other authorities were sharing a place.
- Normandy Veterans - An additional place has been allocated to the Labour Group (Councillor Lyons)

### Appointments Made Since June 2010

- 3.5 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 Homes ALMO	Councillor Dobson	Councillor Gruen	7/7/10
Corporate Fostering Panel	Cllr Marjoram	Whips nominee	22/7/10
Corporate Fostering Panel	Cllr Varley	Whips nominee	22/7/10
Groundwork	Cllr Marjoram	Whips nominee	22/7/10
Children's Trust Board	Cllr Bentley	Cllr Golton	22/7/10
Children's Trust Board	Cllr Blake	Cllr Mulherin	22/7/10
ALMO East North East	Cllr Brett	Whips nominee	22/7/10
ALMO West North West	Cllr Fox	Whips nominee	22/7/10
Leeds Schools Sports Ass	Cllr Illingworth	Whips nominee	22/7/10
Leeds Schools Sports Ass	Cllr Robinson	Whips nominee	22/7/10
Aire Action Leeds	Cllr Campbell	Cllr Golton	22/7/10
Leeds Initiative Narrowing the Gap	Cllr Anderson	Cllr A Carter	22/7/10
Leeds Initiative Skills and Economy	Cllr A Carter	Cllr Anderson	22/7/10
Leeds Initiative Healthy Leeds	Cllr Lobley	Whips nominee	22/7/10
Leeds Initiative Safer Leeds	Cllr JL Carter	Whips nominee	22/7/10
Adoption Panel Skyrack	Cllr Kendall	Whips nominee	22/7/10
Friends of Leeds City Museum	Cllr G Latty	Cllr Anderson	22/7/10
Green Leeds	Cllr Wilkinson	Cllr Anderson	22/7/10
LGA General Assembly	Cllr J Procter	Cllr Anderson	22/7/10
Leeds Grand Theatre	Cllr J Procter	Whips nominee	22/7/10
Enterprises Board			
Groundwork	Cllr Marjoram	Whips nominee	22/7/10
Leeds Learning Disabilities Partnership Board	Cllr Harrand	Whips nominee	22/7/10
Leeds Sports Federation	Cllr Harrand	Whips nominee	22/7/10
Leeds University Court	Cllr W Hyde	Whips nominee	22/7/10
National Association of Councillors	Cllr J Procter	Whips nominee	22/7/10
Robert Salter Charity	Cllr Wood	Whips nominee	22/7/10
SACRE	Cllr P Latty	Cllr Harrand	22/7/10
Voluntary Action Leeds	Cllr Kendall	Whips nominee	19/8/10
Civic Fostering Panel	Cllr Ewens	Whips nominee	19/8/10
Civic Fostering Panel	Cllr S Hamilton	Whips nominee	19/8/10
Chamber of Commerce	Cllr Wakefield	Cllr R Lewis	19/8/10
Leeds Learning Disability Partnership Board	Cllr Yeadon	Whips nominee	19/8/10
Lord Mayor Of Leeds Appeal Fund	Councillor Castle	Whips nominee	19/8/10
Yorks & Humber Regional Broadband Joint Committee	Cllr James Lewis	Whips nominee	19/8/10
Leeds Grand Theatre Enterprises Board	Cllr Mulherin	Whips nominee	22/9/10
Brigshaw School Trust	Cllr James Lewis	Whips nominee	22/9/10
Children's Advisory Panel	Cllr Bentley	Whips nominee	29/9/10
West North West Homes ALMO	Cllr A Carter	Cllr Fox	5/10/10
Local Authority Commission on Asylum and Immigration(LACAM)	Cllr G Driver	New position	11/11/10

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

- 4.1 The member appointments referred to in 3.5 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 3.5 of the report.

#### **BACKGROUND PAPERS**

Appointment to Outside Bodies Procedure Rules

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Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
Adoption Panel – Elmete	No	No	1	Jun-10	Ben Chastney	Lib Dem	Childrens Services	Lynn Buckle
Adoption Panel - Leodis	No	No	1	Jun-10	Mick Coulson	Lab	Childrens Services	Lynn Buckle
Adoption Panel – Skyrack	No	No	1	Jun-10	Valerie Kendall	Con	Childrens Services	Lynn Buckle
Affordable Housing Strategic Partnership Board	No	No	3	Jun-10	Andrew Carter	Con	Environment & Neighbourhoods	Liz Cooke
				Jun-10	Peter Gruen	Lab		
				Jun-10	Stewart Golton	Lib Dem		
Aire Action Leeds (formerly State of the River Management Committee)	No	No	1	Jul-10	Colin Campbell	Lib Dem	City Development	Tom Knowland
Aire Valley Regeneration Board	Yes	Executive Member Development and Regeneration or nominee	1	Jun-10	R Lewis	Lab	Environment & Neighbourhoods	Peter Beck
		Exec Member Neighbourhoods and Housing or Nominee	1	Jun-10	A Ogilvie	Lab		
		Burmantofts & Richmond Hill Ward Member	1	Jun-10	R Brett	Lib Dem		
		Middleton Park ward Member	1	Jun-10	G Driver	Lab		
		Garforth and Swillington ward member	1	Jun-10	T Murray	Lab		
		City and Hunslet Ward Member	1	Jun-10	E Nash	Lab		
		Temple Newsam Ward Member	1	Jun-10	D Schofield	Con		
		Conservative Group	1	Oct-10	J Procter	Con		
Airport Consultative Committee	No	No	1	Jun-10	Pauleene Grahame	Lab	City Development	Dave Gilson/Iain Mason
Allotments Working Party	No	No	1	Jun-10	Jack Dunn	Lab	City Development	Jo Clough
ALMO - East/North East	Yes	Conservative	4	Jul-10	Richard Brett	Lib Dem	Environment & Neighbourhoods	John Statham
		Conservative		Jun-10	Gerald Wilkinson	Con		
		Labour		Jun-10	Graham Hyde	Lab		
		Lib Democrat		Jun-10	Ron Grahame	Lab		
Aire Valley Homes Leeds (formerly known as South South East Homes Leeds)	Yes	Lib Democrat	4	Jun-10	Stewart Golton	Lib Dem	Environment & Neighbourhoods	John Statham
		MBI		Jun-10	Robert Finnigan	MBI		
		Labour		Jun-10	Mark Dobson	Labour		
		Labour		Jun-10	Geoff Driver	Labour		
ALMO - West/North West Homes	Yes	Conservative	4	Oct-10	Andrew Carter	Con	Environment & Neighbourhoods	John Statham
		Green		Jun-10	Ann Blackburn	Green		
		Lib Democrat		Jun-10	Ben Chastney	Lib Dem		
		Labour		Jun-10	Alison Lowe	Lab		
Arthur Louis Aaron Memorial Fund.	No	No	1	Jun-10	Ronald Feldman	Con	City Development	John Thorpe
Association Of Blind Asians	No	No	1	Jun-10	mohammed iqbal	Lab	Chief Executives Unit	Lelir Yeung
Association Of West Yorkshire Authorities	Yes	Leader	3	Jun-10	Stewart Golton	Lib Dem	Chief Executives Unit	Rob Norreys
	in part	1 Place		Jun-10	Keith Wakefield	Lab		
				Jun-10	Andrew Carter	Con		
Bradford University Court	No	No	3	Jun-10	Vacancy	Unallocated	Childrens Services	
				Jun-10	Geoff Driver	Lab		
				Jun-10	Colin Campbell	Lib Dem		
Brigshaw School Trust	No	No	1	Sep-10	James Lewis	Lab	Childrens Services	Ken Morton

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
Brotherton Collection Advisory Committee	No	No	1	Jun-10	Bernard Atha	Lab	City Development	Bev Rice
Care And Repair (Leeds)	No	No	1	Jun-10	Geoff Driver	Lab	Social Services	Liz Ward
Children's Advisory Panel	Yes in part	Executive Member (Childrens Services) or nominee 1 Place	5	Jun-10	Judith Elliot	MBI	Childrens Services	TBC by Adam
				Jun-10	Mick Coulson	Lab		
				Jun-10	Brian Selby	Lab		
				Oct-10	Sue Bentley	Lib Dem		
Children's Trust Board	Yes in part	Lead Executive Member Children's Services	4	Jun-10	Gerald Wilkinson	Con		
				Jun-10	Jane Dowson	Lab	Childrens Services	Eleanor Brazil
				Jul-10	Sue Bentley	Lib Dem		
				Jul-10	Judith Blake	Lab		
				Jun-10	Alan Lamb	Con		
Chinese Community Association	No	No	1	Jun-10	Neil Taggart	Lab	Chief Executives Unit	Lelir Yeung
Chamber of Commerce	Yes	Executive Member Development & Regeneration or nominee	1	Jul-10	Keith Wakefield	Lab	City Development	Paul Stephens
Community Links	No	No	1	Jun-10	Kym Groves	Lab	Adult Social Care	Tim o'Shea
Craft Centre And Design Gallery	No		3	Jun-10	Judith Elliott	MBI	City Development	John Roles
				Jun-10	Bernard Atha	Lab		
				Jun-10	Graham Latty	Con		
Cycling Consultative Forum	No		1	Jun-10	John Illingworth	Lab	City Development	Tim Parry/ Mark Robinson
David Young Academy Governing Body	no		1	Jun-10	Peter Gruen	Lab		
Dial Leeds	No	No	1	Jun-10	Vacancy	Unallocated	Adult Social Care	Mick Ward
Early Years Development Partnership	No	No	3	Jun-10	Whips nominee	Lib Dem	Childrens Services	TBC by Adam
				Jun-10	Karen Renshaw	Lab		
				Jun-10	Whip Nominee	Con		
Fostering Panel - CIVIC	No	No	6	Jul-10	Joseph Marjoram	Con	Childrens Services	Ros Cheetham
				Jun-10	Mick Coulson	Labour		
				Jun-10	Vonnie Morgan	Labour		
				Jul-10	Sharon Hamilton	Labour		
				Jul-10	Shirley Varley	MBI		
				Jul-10	Penny Ewens	Lib Dem		
Friends Of Leeds City Museum	No	No	3	Jul-10	Graham Latty	Con	City Development	Catherine Blanshard
				Jun-10	Elizabeth Nash	Lab		
				Jun-10	Don Wilson	Lib Dem		
Green Leeds	No		4	Jun-10	John Illingworth	Lab	Environment & Neighbourhoods	Andrew Mason
				Jun-10	Sue Bentley	Lib Dem		
				Jun-10	David Blackburn	Green		
				Jul-10	Gerald Wilkinson	Con		
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	Jun-10	Vacant	Unallocated	Legal and Democratic Services	Mark Turnbull
IGEN	No	No	1	Jun-10	Tom Murray	Lab		
Investigation of Air Pollution Standing Conference	Yes	Executive Member Environmental Services or nominee	1	Jun-10	Tom Murray	Lab	Environment & Neighbourhoods	Jon Tubby
Joint Consultative Committee (Teachers)	Yes (in part)	Exec Member Childrens Services or Nominee 1 place	5	Jun-10	Karen Renshaw	Lab	Childrens Services	Pat Toner
				Jun-10	Jane Dowson	Lab		
				Jun-10	William Hyde	Con		
				Jun-10	Colin Campbell	Lib Dem		
				Jun-10	Whips nominee	Lib Dem		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
Lady Elizabeth Hastings Educational Foundation	No	No	1	Jun-10	Mr Michael Fox		Childrens Services	Richard Smith
Leeds Admissions Forum	No	No	2	Jun-10	Peter Gruen	Lab	Childrens Services	Viv Buckland
				Jun-10	Jane Dowson	Lab		
Leeds Ahead Board	Yes	Exec Member - Narrowing the Gap or nominee	1	Jun-10	Whips nominee	Lab	Chief Executives Unit	Jane Stageman
Leeds Art Collections Fund	No	No	1	Jun-10	Adam Ogilvie	Lab	City Development	Catherine Blanshard
Leeds Childrens Holiday Camp Association	No	No	1	Jun-10	Chris Townsley	Lib Dem		
Leeds Citizens Advice Bureau	No	No	2	Jun-10	Whips nominee	Lib Dem	Environment & Neighbourhoods	Sue Wynne
				Jun-10	Alison Lowe	Lab		
Leeds Civic Arts Guild	No	No	1	Jun-10	Bernard Atha	Lab	City Development	Andrew Macgill
Leeds College of Building	No	No	1	Jun-10	Geoffrey Driver	Lab		
Leeds Community Equipment and Telecare Services Partnership Board	No	No	2	Jun-10	Brian Selby	Lab	Adult Social Care	John Lennon
				Jun-10	whips nominee	Lib Dem		
Leeds Community Foundation	Yes	Exec Member - Narrowing the Gap or nominee	1	Jun-10	Whips nominee	Lab	Chief Executives Unit	Jane Stageman
Leeds Faith Forum	No	No	1	Jun-10	Ghulam Hussain	Lab	Chief Executives Unit	Lelir Yeung
LGA General Assembly	Yes	Con group	4	Jul-10	John Procter	Con	Chief Executives Unit	Rob Norreys
		all places		Jun-10	Stuart Golton	Lib Dem		
		Lib dem group		Jun-10	Whips nominee	Lab		
		Labour group		Jun-10	Whips nominee	Lab		
		MBI group		Jun-10	Robert Finnigan	MBI		
LGA Urban Commission	Yes	Executive Member Development & Regeneration or nominee	1	Jun-10	Richard Lewis	Lab	Chief Executives Unit	Rob Norreys
Leeds Grand Theatre Board And Opera House Board Of Management	es - all places	Chair to be the relevant Executive Board member	5	Jun-10	Adam Ogilvie	Lab	City Development	Matthew Sims
		Lab group		Jun-10	Elizabeth Nash	Lab		
		Con group		Jun-10	John Procter	Con		
		Lib Dem group		Jun-10	Lisa Mulherin	Lab		
		MBI		Jun-10	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	Adam Ogilvie	Lab	City Development	Matthew Sims
				Sep-10	Lisa Mulherin	lab		
				Jul-10	John Procter	con		
Groundwork Leeds	No	No	6	Jun-10	Geoff Driver	Lab	Environment & Neighbourhoods	Neil Evans
				Jun-10	Pauleene Grahame	Lab		
				Jun-10	Jane Dowson	Lab		
				Jun-10	Ann Blackburn	Green		
				Jul-10	Joseph Marjoram	Con		
				Jun-10	Ralph Pryke	Lib Dem		
Leeds Housing Concern	Yes	Exec Member Neighbourhoods and Housing or Nominee	1	Jun-10	Whips nominee	Lab	Environment & Neighbourhoods	Neil Evans
Leeds in Bloom/Leeds Floral Initiative	No	No	1	Jun-10	Frank Robinson		City Development	Richard Gill
Leeds Initiative Assembly	Yes	Party Leaders or nominee	3	Jun-10	Keith Wakefield	Lab	Leeds Initiative	Martin Dean
		3 places		Jun-10	Stewart Golton	Lib Dem		
				Jun-10	Andrew Carter	Con		
Leeds Initiative - Executive	Yes	Party Leaders or nominee	3	Jun-10	Stewart Golton	Lib Dem	Leeds Initiative	Martin Dean
				Jun-10	Andrew Carter	Con		
				Jun-10	Keith Wakefield	Lab		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
Leeds Initiative going up a league Board	Yes	Party Leaders or nominee	3	Jun-10	Andrew Carter	Con	Leeds Initiative	Martin Dean
				Jun-10	Stewart Golton	Lib Dem		
Leeds Initiative Narrowing the Gap Board	Yes	Party Leaders or nominees	4	Jul-10	Barry Anderson	Con	Leeds Initiative	Martin Dean
				Jun-10	Stewart Golton	Lib Dem		
				Jun-10	David Blackburn	Green		
Leeds Initiative - Skills and Economy Partnership	No		3	Jul-10	Andrew Carter	Con	City Development	Paul Stephens
				Jun-10	Colin Campbell	Lib Dem		
				Jun-10	Geoff Driver	Lab		
Leeds Initiative - Culture Partnership	No		3	Jun-10	John Procter	Con	City Development	Catherine Blanshard/Ric
				Jun-10	Alan Taylor	Lib Dem		
				Jun-10	Adam Ogilvie	Lab		
Leeds Initiative - Healthy Leeds Partnership	No		3	Jul-10	Matthew Lobley	Con	Adult Social Care	John England
				Jun-10	Mark Dobson	Lab		
				Jun-10	Whips nominee	Lib Dem		
Leeds Initiative - Safer Leeds Partnership	No		3	Jun-10	P Gruen	Lab	Environment & Neighbourhoods	Marcus Beacham
				Jul-10	J L Carter	Con		
				Jun-10	Martin Hamilton	Lib Dem		
Leeds Initiative Transport Partnership	No		4	Jun-10	Andrew Carter	Con	City Development	Dave Gilson
				Jun-10	James Lewis	Lab		
				Jun-10	Elizabeth Nash	Lab		
Leeds Initiative - Climate Change	No		4	Jun-10	Ryk Downes	Lib Dem	City Development	George Munson
				Jun-10	James Monaghan	Lib Dem		
				Jun-10	Barry Anderson	Con		
				Jun-10	Tom Murray	Lab		
Leeds Initiative - City Centre Partnership			1	Jun-10	Whips nominee	Lab	Development	Cath Follin
				Jun-10	David Blackburn	Green		
				Jun-10	Whips nominee	Lab		
Leeds Jewish Care Services	No	No	1	Jun-10	Ronald Feldman	Con	Chief Executives Unit	Lelir Yeung
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Health & Social Care) or nominee 1 Place	4	Jul-10	Peter Harrand	Con	Social Services	Michele Tynan
				Jul-10	Lucinda Yeadon	Lab		
				Jun-10	Brian Selby	Lab		
Leeds Local Access Forum	No	No	2	Jun-10	Whips nominee	Lib Dem	City Development	Joanne Clough
				Jun-10	Clive Fox	Con		
				Jun-10	John Illingworth	Lab		
Leeds Mind	No	No	1	Jun-10	Andy Parnham	Green	Social Services	Tim o'Shea
Leeds Partnership NHS Foundation Trust	Yes	Executive Member (Adult Health & Social Care) or nominee	1	Jun-10	Lucinda Yeadon	Lab	Social Services	Sandie Keene
Leeds Parish Church Exhibition Foundation	No	No	1	Jun-10	Marian Monks	Non Cllr	Legal and Democratic Services	Mark Turnbull
Leeds Philharmonic Society	No	No	1	Jun-10	Vacant	Unallocated	City Development	Matthew Sims
Leeds International Pianoforte Competition Committee	No	No	2	Jun-10	Martin Hamilton	Lib Dem	City Development	Matthew Sims
				Jun-10	Elizabeth Nash	Lab		
Leeds Racial Equality Council	Yes (in part)	Exec Member Central and Corporate or 1 place	2	Jun-10	Ghulam Hussain	Lab	Chief Executives Unit	Lelir Yeung
				Jun-10	Whips nominee	Lib Dem		
Leeds Safeguarding Board	Yes	Lead Executive Member Children's Services	1	Jun-10	Judith Blake	Lab	Childrens Services	Eleanor Brazil

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	Jun-10	Jane Dowson	Lab	Childrens Services	TBC by Adam
Leeds Schools Sports Association	No	No	2	Jul-10	John Illingworth	Lab	City Development	Richard Mond
				Jul-10	Matthew Robinson	Con		
Leeds Sports Federation	No	No	6	Jun-10	Keith Parker	Lab	City Development	Mark Allman
				Jun-10	Whips nominee	Lab		
				Jun-10	Patrick Davey	Lab		
				Jun-10	Martin Hamilton	Lib Dem		
				Jul-10	Peter Harrand	Con		
				Jun-10	Whips nominee	Con		
Leeds University Court	No	No	2	Jun-10	Penny Ewens	Lib Dem		
				Jun-10	Bill Hyde	Con		
Local Authority Commission on Asylum and Migration	Yes	Executive Member whose portfolio includes Asylum	1	Nov-10	Geoff Driver	Lab	Environment & Neighbourhoods	
Leeds Women's Aid	No	No	1	Jun-10	Andrea McKenna	Lab	Chief Executives Unit	Lelir Yeung
Lord Mayor Of Leeds Appeal Fund	No	No	3	Jun-10	Gerry Harper	Lab	Head of Civic and Ceremonial	Brenda Knott
				Jul-10	Anne Castle	Con		
				Jun-10	Brenda Lancaster	Lib Dem		
National Association of Councillors	No		3	Jun-10	Suzi Armitage	Lab	Democratic Services	Ian Cornick
				Jul-10	John Procter	Con		
				Jun-10	Jamie Matthews	Lib Dem		
National Coal Mining Museum For England Liaison Committee	No	No	1	Jun-10	Keith Parker	Lab	City Development	
Nell Bank Centre Trust	No	No	1	Jun-10	Mick Coulson	Lab		
National Parking Adjudication Service Committee	Yes	Executive Member whose portfolio includes Parking services or nominee	1	Jun-10	Tom Murray	Lab	Environment & Neighbourhoods	Helen Freeman
Environmental Protection UK (was National Society For Clean Air Divisional Council)	No	No	1	Jun-10	Tom Murray	Lab	Environment & Neighbourhoods	Helen Freeman / Jon Tubby
Normandy Veterans Association	No	No	1	Jun-10	Brenda Lancaster	Lib Dem		
North Regional Association For Sensory Support	No	No	1	Jun-10	Lucinda Yeadon	Lab	Adult Social Care	John Lennon
Northern College - Board Of Governors	No	No	1	Jun-10	James McKenna	Lab		
Northern College - Policy And Finance Committee	No	No	1	Jun-10	James McKenna	Lab		
Nuclear Free Zones English Forum	No	No	2	Jun-10	Ralph Pryke	Lib Dem	Resources	Roger Carter
	No	No		Jun-10	David Blackburn	Green		
Parent Partnership Advorsy Board	Yes	1 opposition member and 1 administration member	2	Jun-10	Brian Selby	Lab	Education Leeds	
				Jun-10	Vacant	Unallocated		Til Wright
People First	No	No	1	Jun-10	Eileen Taylor	Lab	Adult Social Care	Michele Tynan
Pupil Referral Unit Management Committee	Yes	1 opposition member and 1 administration	2	Jun-10	Penny Ewens	Lib Dem	Education Leeds	Wendy Winterburn
				Jun-10	Brian Selby	Lab		
Re'new/Renewal	Yes	Exec Member (Neighbourhoods and Housing) or nominee	1	Jun-10	Matthew Lobley	Con	Environment & Neighbourhoods	Neil Evans
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	Jun-10	Bill Hyde	Con		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
Robert Salter Charity	No	No	3	Jun-10	Richard Lewis	Lab	Legal and Democratic Services	Mark Turnbull
				Jun-10	Whip Nominee	Con		
				Jun-10	Whip Nominee	Con		
Roseville Advisory Board (was Roseville Enterprises Board Of Management)	Yes	Executive Member (Adult Health & Social Care) or nominee	5	Jun-10	Clive Fox	Con	Adult Social Care	Michele Tynan
	in part			Jun-10	Don Wilson	Lib Dem		
				Jun-10	David Blackburn	Green		
				Jun-10	Lucinda Yeadon	Labour		
				Jun-10	Robert Finnigan	MBI		
SIGOMA	Yes	Leader of Council or nominee	1	Jun-10	Bernard Atha	Lab	Resources	Doug Meeson
Simeon Gaunt Memorial Music Festival Charity	No	No	3	Jun-10	Andrew Carter	Con	Legal and Democratic Services	Mark Turnbull
				Jun-10	Josephine Jarosz	Lab		
				Jun-10	Mr Cornforth	Con		
South Leeds Academy Governing Body	Yes	1)Administration representative	2	Jun-10	Judith Blake	Lib Dem	Education Leeds	Richard Smith
		2) Local Ward Member		Jun-10	Angela Gabriel	Lab		
South Leeds Investment Partnership	Yes	Executive Member for Development and Regeneration or nominee	1	Jun-10	R Lewis(sub:GHarper)	Lab	Development	Phil Crabtree
		Executive Member for Children's Services or nominee	1	Jun-10	J Blake(sub:Driver)	Lab		
		Leader of the Liberal Democrat Group or nominee	1	Jun-10	Stewart Golton(sub S S	Lib Dem		
		Leader of the MBI Group or nominee	1	Jun-10	R Finnigan(sub:Graysh	MBI		
		Beeston and Holbeck ward member	1	Jun-10	A Gabriel(sub:Ogilvie)	Lab		
Standing Advisory Council on Religious Education(SACRE)	No	No	4	Jun-10	Brian Selby	Lab	Education Leeds	Robert Boulter
				Jun-10	Geoff Driver	Lab		
				Jul-10	Pat Latty	Con		
				Jun-10	Whips nominee	Lib Dem		
Swarthmore Educational Centre	No	No	2	Jun-10	Penny Ewens	Lib Dem		
				Jun-10	Whips nominee	Lab		
The Charities Of Thomas Wade And Others	No	No	3	Jun-10	Bill Hyde	Con	Legal and Democratic Services	Mark Turnbull
				Jun-10	Alan Taylor	Lib Dem		
				Jun-10	Ann Blackburn	Green		
Touchstone	No	No	1	Jun-10	Vacancy	Unallocated	Adult Social Care	Dennis
Voluntary Action Leeds	No	No	3	Jun-10	Whip Nominee	Lab	Environment & Neighbourhoods	Neil Evans
				Jul-10	Valerie Kendall	Con		
				Jun-10	Whips nominee	Lib Dem		
West Leeds Academy Governing Body	Yes	1)Administration representative	2	Jun-10	W Hyde	Con	Education Leeds	Richard Smith
		2) Bramley and Stanningley Ward Member		Jun-10	Ted Hanley	Lab		
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure)or nominee	1	Jun-10	Adam Ogilvie	Lab	City Development	Richard Mond
West Yorkshire Playhouse Theatre Board	Yes		2	Jun-10	Peter Gruen	Lab	City Development	Catherine Blanshard
				Jun-10	Chris Townsley	Lib Dem		
West Yorkshire Rural Partnership	No	No	1	Jun-10	Mick Coulson	Lab	City Development	Jo Rowlands
William Merritt Disabled Living Centre and Mobility Service	No	No	1	Jun-10	Vacancy	Unallocated	Adult Social Care	Liz Ward

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
Wypta Local Transport Plan Steering Group	Yes	Executive Member Development & Regeneration or nominee	1	Jun-10	Richard Lewis	Lab	WYPTA	Dave Gilson
Wypta Passenger Transport Consultative Committee	No	No	4	Jun-10	Graham Hyde	Lab	WYPTA	Kieran Preston
				Jun-10	James Lewis	Lab		
				Jun-10	Whips nominee	Lib Dem		
				Jun-10	C Fox	con		
Yorkshire And Humberside Association Of Education Authorities	Yes in part	Exec Member Learning or Nominee	2	Jun-10	Jane Dowson	Lab	Childrens Services	Chris Edwards
		1 place		Jun-10	Vacant	Lib Dem/Con		
Yorkshire and Humberside Regional Broadband Joint Committee	No	No	1	Jul-10	James Lewis	Lab	E Leeds/IT	Dylan Roberts
Yorkshire And Humber Employers Committee (formerly Regional Council)	Yes	Exec Member Central and Corporate or nominee	3	Jun-10	Keith Wakefield	Lab	Resources	Lorraine Hallam
	in part	1 place		Jun-10	Alison Lowe	Lab		
				Jun-10	Whips nominee	Lib Dem		
Yorkshire Indoor Cricket School	No	No	3	Jun-10	Keith Parker	Lab	City Development	Mark Allman
				Jun-10	G wilkinson	Con		
				Jun-10	Chris Townsley	Lib Dem		
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Environmental Services or Nominee	1	Jun-10	Tom Murray	Lab	Environment & Neighbourhoods	
Yorkshire Regional Flood Defence Committee	Yes	Executive Member Development & Regeneration or nominee	1+ 1 sub	Jun-10	Jack Dunn	Lab	City Development	Gary Bartlett
			sub	Jun-10	M Lyons(substitute)	Lab		
Welcome to Yorkshire	Yes	Exec Member Leisure or Nominee	1	Jun-10	Lisa Mulherin	Lab	City Development	Phil Cole
Local Government Yorkshire and Humber(Leader of Council)	Yes	Leader of Council	1	Jun-10	Keith Wakefield	Lab	Chief Executives Unit	

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# **West Yorkshire Integrated Transport Authority**

## **District Liaison Committees**

### **Terms of Reference**

- To encourage the coordination (between District Councils and the ITA) and efficient and effective implementation of transport policies, including those set out in the Local Transport Plan and Sustainable Community Strategy.
- To ensure a clear understanding of District Council objectives in shaping and delivering transport plans, strategy and programmes.
- To provide oversight of the implementation of planned projects and programmes.
- To review and oversee service delivery objectives, including a range of performance indicators relating to local bus and rail services, congestion, mode share, air quality, safety and other outcomes identified in relevant Plans and strategies.
- To review and oversee the implementation of District Council transport, spatial planning, development control and education responsibilities in relation to the approach set out in the Local Transport Plan.
- To make recommendations in respect of the above responsibilities to the District Council/Integrated Transport Authority, as appropriate.

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