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## MEMBER MANAGEMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 29th March, 2011  
at 4.30 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 12<sup>th</sup> January 2011.</p>	1 - 4
6			<p><b>INSURANCE AND INDEMNITIES FOR MEMBERS</b></p> <p>To receive a report of the Assistant Chief Executive (Corporate Governance) introducing and seeking comments on a draft Executive Board report regarding Insurance and Indemnities for Members.</p>	5 - 18
7			<p><b>REPORT TO PROVIDE AN UPDATE ON ICT MATTERS</b></p> <p>To consider the report of the Chief Officer (ICT) providing a position statement on the ICT projects and services which impact on elected members.</p>	19 - 38
8			<p><b>MEMBER DEVELOPMENT</b></p> <p>To receive a report of the Chief Democratic Services Officer providing an update on training and development issues relating to elected Members.</p>	39 - 56

Item No	Ward	Item Not Open		Page No
9			<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To receive a report of the Chief Democratic Services Officer providing an update on the current position regarding member appointments to Outside Bodies, and seeking to confirm Member nominations to remaining vacancies on the Council's Outside Bodies.</p>	57 - 68

## MEMBER MANAGEMENT COMMITTEE

WEDNESDAY, 12TH JANUARY, 2011

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

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

Apologies Councillors B Cleasby and T Hanley

### **24 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

### **25 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **26 Late Items**

There were no late items submitted to the agenda by the Chair for consideration.

### **27 Declarations of Interests**

There were no declarations of 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.

### **28 Minutes**

The minutes were approved as a correct record.

Further to Minute 18 (b), it was confirmed that a second Member would be appointed to Temple Newsam Learning Partnership School Trust as an Associate Member initially, becoming a trustee once the proposal to appoint a second trustee from the Council has been approved.

The Business Relationship Manager was in attendance to provide an update on ICT matters, further to Minute 20. It was confirmed that there would be a moratorium on sending ICT text alerts to Members between 10.00pm and 8.00am. Members raised concerns regarding the length of time taken to set up a remote broadband connection, and to resolve issues with the connection. Members also requested that further consideration be given to the cost of

providing remote internet access, and ways in which this could possibly be reduced.

**RESOLVED** – That the minutes of the meeting held on 23<sup>rd</sup> November 2010 be approved as a correct record.

## **29 Member Involvement in Grant Funded Organisations**

The Chief Democratic Services Officer and Chief Officer (Libraries, Arts and Heritage) presented a report proposing a mechanism by which Member Management Committee can obtain feedback from some of the Council's outside bodies, and outlining proposals to increase Member involvement in grant funded organisations.

Members raised the following points:

- The spreadsheet attached at Appendix 1 should be amended to show the total grant provided to each body, if it receives separate grants from the Council;
- Neighbourhood Networks were not included in Appendix 1 as they are regarded as a contract rather than a grant;
- Officers should attend meetings of outside bodies on a regular basis, especially those which receive a significant grant from the Council;
- The number of Members it was proposed to appoint to each body dependant on the grant received seems sensible, however an exception should be made if this would result in Leeds City Councillors comprising an excessive proportion of Board members;
- Lead officers should report back to the relevant Executive Member if there are any concerns regarding an outside body, and to Member Management Committee if the concerns relate to governance arrangements;
- Any organisations that currently offer more than the required number of seats should not be asked to reduce the number of seats offered; and
- Further information was required regarding indemnities for Members who are appointed to outside bodies.

**RESOLVED** – Member Management Committee resolved that:

- (a) A requirement should be included in the 2011/12 grant making process for successful organisations to offer elected Members seats on their Board in proportion to the grant size approved, as follows:
  - (i) All organisations that receive a grant from the Council of £500,000 and over must offer 3 seats on their Board to Leeds City Councillors; and
  - (ii) All organisations that receive a grant from the Council between £499,999 and £100,000 must offer 2 seats on their Board to Leeds City Councillors;
- (b) The above requirements should not apply to an organisation if they would result in Leeds City Councillors comprising an excessive proportion of Board members;
- (c) Organisations should not be asked to reduce the number of seats offered, if they currently offer more than the required number;

- (d) In relation to appointments to bodies in the Key and Strategic Partnership category, the nominated lead officer should report to the Committee in the event of any concerns with respect to the appointment made; and
- (e) Further information be sought from the Assistant Chief Executive (Corporate Governance) regarding indemnities for Members on outside bodies.

### **30 Member Development Update**

The Member Development Officer presented a report of the Chief Democratic Services Officer providing an update on training and development issues relating to elected Members.

Members discussed the following issues:

- The level of attendance at compulsory planning and licensing training. It was agreed that Group Whips should be informed as soon as possible which of their Members had not attended the training, and dates of future training sessions;
- The support available to newly elected Members who are employed outside of the Council. It was agreed that it would be useful to include some guidance in Members' induction packs;
- The need to develop a training course on the implications of the Localism Bill for Members; and
- Political awareness training for officers.

**RESOLVED** – Member Management Committee resolved that:

- (a) A report summarising the findings from exit interviews be presented to the first Member Management Committee meeting of the municipal year, and that the Committee be involved in reviewing the question template and procedures;
- (b) Group Whips be informed which of their Members have not attended the compulsory planning and licensing training, and dates of future sessions;
- (c) The proposed approach to political awareness training for officers be endorsed, including the production of a DVD as a supporting material;
- (d) The Chief Democratic Services Officer consult with individual Group Whips regarding the content of the DVD; and
- (e) The ongoing Member Development programme be noted.

(Councillor Leadley left the meeting at 11.10am during the discussion of this item.)

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

The Corporate Governance Officer presented a 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.

**RESOLVED** - Member Management Committee resolved that:

Draft minutes to be approved at the meeting  
to be held on Tuesday, 29th March, 2011

- (a) Lady Elizabeth Hastings' Educational Foundation be categorised as Community and Local Engagement, noting that the Chairs of the North East (Outer) and East (Outer) Area Committees would determine which is the appropriate Area Committee to make appointments to this charity;
- (b) The Local Enterprise Growth Initiative (LEGI) Board be categorised as a Strategic and Key Partnership, and Member Management Committee be the appointing body;
- (c) The position on the LEGI Board be allocated to the Labour Group and Councillor Gerald Harper be appointed; and
- (d) The change of appointments since the last meeting of the Committee (as detailed in paragraph 3.9 of the report) be noted.

## **32 Chair's closing remarks**

Members noted that this was the Chief Democratic Services Officer's final Member Management Committee meeting prior to his retirement, and expressed their appreciation for his contribution to the work of the Committee.



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

**Member Management Committee**

**Date: 29<sup>th</sup> March 2011**

**Subject: Insurance and Indemnities for Members**

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**1.0 Purpose of this Report**

1.1 The purpose of this report is to introduce and seek comments on a draft Executive Board report regarding Insurance and Indemnities for Members (attached at Appendix 1).

**2.0 Background Information**

2.1 The Council's current indemnity dates back to 1978 and does not currently include Members.

**3.0 Main Issues**

3.1 A report has been prepared for Executive Board (attached at Appendix 1) setting out the Council's current insurance and indemnity arrangements, and seeking approval of an amendment to the Council's indemnity to include Members.

3.2 Member Management Committee is asked to provide comments on the draft report.

**4.0 Implications for Council Policy and Governance**

4.1 The implications for Council policy and governance are set out in the draft Executive Board report, as attached at Appendix 1.

**5.0 Legal and Resource Implications**

5.1 The legal and resource implications are set out in the draft Executive Board report, as attached at Appendix 1.

## **6.0 Conclusions**

- 6.1 The Council's current indemnity does not currently include Members, therefore it is proposed that a report is taken to Executive Board requesting that the indemnity is amended to include Members.

## **7.0 Recommendations**

- 7.1 Member Management Committee is asked to provide comments on the draft Executive Board report regarding insurance and indemnities for Members, as attached at Appendix 1.

## **Background Papers**

None.



Originator:
Tel:

**Report of the Assistant Chief Executive (Corporate Governance), and the Director of Resources**

**Executive Board**

**Date:**

**Subject: Insurance and Indemnities for Members**

<b>Electoral Wards Affected:</b>

<b>Specific Implications For:</b>
Equality and Diversity <input type="checkbox"/>
Community Cohesion <input type="checkbox"/>
Narrowing the Gap <input type="checkbox"/>

Eligible for Call In

Not Eligible for Call In (Details contained in the report)

**EXECUTIVE SUMMARY**

This report sets out the insurance protection provided specifically for Members, and the indemnity provided by the Council to officers. It has been identified that the current insurance arrangements still leave potential liability issues for Members, and officers reported this matter to the Member Management Committee. The Committee has approved a proposal for this report to be brought to the Executive Board. The Council’s legal powers in relation to providing such indemnities (or the equivalent insurance cover) are now governed by the Local Authorities (Indemnities for Members and Officers) Order 2004. The Board is asked to approve widening the scope of the current Council indemnity to include Members, and updating the terms of the indemnity to reflect the terms of the Order.

## **1.0 Purpose Of This Report**

- 1.1 To seek the Board's approval for widening the scope of the current Council indemnity for officers to include Members, and for updating the terms of the indemnity to reflect the terms of the 2004 Order.

## **2.0 Background Information**

The current insurance arrangements for Members are as follows.

### **Personal Accident Insurance**

- 2.1 Members will be paid a lump sum benefit on the occurrence of death or injuries as set out in the policy whilst engaged in the following activities:
- 2.1.1 Official duties in connection with the business of the Council including journeys directly connected with that business.
  - 2.1.2 Direct travel between private residence and place of duty.
  - 2.1.3 Attending meetings of and duties carried out for the Association of County Councils, the Association of District Councils, the Local Government Association or the Convention of Scottish Local Authorities.
  - 2.1.4 Service on behalf of or by appointment by the Council on committees of other authorities or bodies provided that no other personal accident insurance applies in respect of such service.
  - 2.1.5 Attendance at surgeries of any Member and any other complementary activities
- 2.2 The benefit is paid where Members sustain bodily injury by accident as a result of which death or disablement occurs independently of any other cause within 24 months of sustaining such injury.
- 2.3 There are certain exclusions (e.g. suicide and pre-existing medical conditions) where the policy does not operate and benefits are subject to medical certification.
- 2.4 The level of benefits payable are as set out in Appendix 1. Benefits are payable under the policy irrespective of whether or not legal liability for the injury falls upon a third party and payments under the policy do not affect the Members' legal rights to recover damages from any third party who may have caused, or contributed towards, the injury.
- 2.5 The annual cost of this insurance is £1,222.

### **Motor Vehicle – Loss Of No Claims Discount Insurance**

- 2.6 Insurance cover is provided for Members' loss of no claims discount up to £500 in any one incident and also reimbursement of policy excess up to £100, where the incident giving rise to the insurance claim occurred whilst the Member's car was in use on Council business.
- 2.7 Certain conditions apply as set out in the annual letter to Members (see Appendix 2).

- 2.8 This cover is included within the existing insurance covers provided by our main insurers, Zurich Municipal, and no separate charge is made.
- 2.9 No other insurance is provided for Members' cars. Members must ensure that their motor insurance includes use of their cars on Council business.

### **Legal Expenses Insurance – Members Code Of Conduct Enquiries**

- 2.10 This provides legal representation up to a maximum cost of £50,000 for any one occurrence for any member who is subject to a Members Code of Conduct enquiry.
- 2.11 The insurance is placed by Zurich Municipal acting as an intermediary for DAS, a long established legal expenses insurer.
- 2.12 The insurance policy provides (as it is required to under the terms of the relevant regulations) that a Member found to be in breach of the Code has to repay the amount expended for legal representation.
- 2.13 The annual cost is £3,066.

### **Travel Insurance**

- 2.14 An annual policy, which covers both Members and officers is arranged.
- 2.15 Cover is provided for travel on the business of the Council outside Great Britain.
- 2.16 Full details of the limits of cover are set out in Appendix 3.
- 2.17 The annual cost (Members and officers) is £14,000.

## **3.0 Main Issues**

- 3.1 Appendix 4 sets out the current indemnity provided to officers by the Council.
- 3.2 The indemnity dates back to 1978, and does not currently include Members.
- 3.3 Before the introduction of the 2004 Order, both Members and officers were given a measure of statutory immunity from personal liability by sec 265 of the Public Health Act 1875, as extended. In addition, in one or two cases the courts had held that specific indemnities given to Members or officers by their authorities were within the scope of the authorities' powers under sec 111 of the Local Government Act 1972. However, the scope of both the statutory indemnity and what was permissible under sec 111 was uncertain in a number of respects. In particular, there were perceived to be problems whether an indemnity might apply where Members participated in community partnerships.
- 3.4 The 2004 Order now provides a clear statutory basis for the scope of indemnities, or equivalent insurance cover.
- 3.5 The current insurance arrangements do not cover the full range of liabilities which could be incurred by Members. In addition, as mentioned above there is a potential liability issue arising where Members are appointed by the Council to outside bodies. Where outside bodies are companies, there is a lower risk as the members and directors of a company are not normally personally liable in respect of corporate

acts. However, there remain circumstances where directors can be held personally liable, particularly where companies get into financial difficulties. In addition, Members are frequently appointed to unincorporated outside bodies as trustees, and in principle trustees are liable personally for all their decisions and actions as trustees.

- 3.6 It has been generally expected that such companies and trusts will arrange their own insurance against such eventualities (as for example, is the case with the ALMOs) although this is not checked as a matter of routine and, indeed, the Council is unable to purchase insurance to cover such eventualities. However, the 2004 Order provides the powers for the Council to indemnify Members in relation to an action or failure to act where this forms part of, or arises from, duties arising from a function exercised at the Council's request, or with the Council's approval.
- 3.7 It is therefore proposed to extend the indemnity arrangements to Members, and to update the indemnity to reflect the terms of the 2004 Order. It is to be noted that in the case of both officers and Members, the Order does not permit an indemnity for actions or failures to act which amount to a criminal offence or which are the result of fraud, or other deliberate wrongdoing or recklessness. The Order does permit an indemnity to cover the defence against criminal proceedings, but only on the basis that the Member or officer must reimburse the Council in the event of a conviction.
- 3.8 The proposed new indemnity for officers and Members is set out in Appendix 5.

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

- 4.1 The proposed new indemnity will provide the maximum protection which is legally permissible, for officers and Members against any personal liabilities they might otherwise incur in carrying out their duties.

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

- 5.1 The legal implications of the proposed new indemnity are set out above.

#### **6.0 Conclusions**

- 6.1 The 2004 Order gives the Council the opportunity to remove the previous uncertainties around the scope for indemnities, and clearly to provide cover for those Members and officers who are appointed by the Council to outside bodies.

#### **7.0 Recommendations**

- 7.1 It is recommended that the Board approves the proposed new indemnity set out in Appendix 5.

## Appendix 1

### MEMBERS PERSONAL ACCIDENT INSURANCE (UNDERWRITTEN BY ZURICH MUNICIPAL INSURANCE)

See policy documents for full terms

		<b>AGE</b>	
1	Sum payable for Death, loss of sight of one/both eyes, total loss by physical severance or complete loss of use of one or both hands/feet. Permanent total and absolute disablement.	Under 80 £100,000	80-85 £50,000
2	Scale of compensation based on above sum for less severe injuries e.g. loss of hearing in both ears 60%.	Benefit based on £100,000	Benefit based on £50,000
3	(i) Temporary total disablement from engaging in or attending to usual occupation.*	£150.00 per wk for 104 wks	£75.00 per wk for 104 wks
	(ii) Temporary partial disablement.	£75.00 per wk for 104 wks	£37.50 per wk for 104 wks
4	Benefit under paragraphs 1, 2 and 3 above are paid to Members who suffer an assault because of their status as a Member of Council even though at the time of the assault the Member was not engaged on Authority business.		
5	Personal effects if damaged or destroyed:		
	(i) At the same time as bodily injury covered by the policy.	£5000	
	(ii) At any other time whilst engaged on Council business.	£1000	

\* If not in remunerative employment benefit is payable if unable to attend to Council business.

## Appendix 2

Dear Councillor

### **MEMBERS PERSONAL INSURANCE COVER - ANNUAL REMINDER**

I am writing to remind all Members of the insurance cover provided to you by LCC. Brief details are set out below. For full terms and conditions please refer to the policies which can be inspected in Democratic Services.

#### **(A) PERSONAL ACCIDENT INSURANCE**

- 1 Members are covered whilst engaged in the following activities:
  - (a) Official duties in connection with the business of LCC including journeys directly connected with that business.
  - (b) Direct travel between private residence and place of duty.
  - (c) Attending meetings of and duties carried out for the Association of County Councils, the Association of District Councils, the Local Government Association or the Convention of Scottish Local Authorities.
  - (d) Service on behalf of or by appointment by LCC on committees of other authorities or bodies provided that no other personal accident insurance applies in respect of such service.
  - (e) Attendance at surgeries of any member and any other complementary activities where they sustain bodily injury by accident as a result of which death or disablement occurs independently of any other cause within 24 months of sustaining such injury.
- 2 There are certain exclusions (eg suicide and pre-existing medical conditions) where the policy does not operate and benefits are subject to medical certification.
- 3 Benefits are as set out in the attachment to this letter
- 4 Section 140(2) of the Local Government Act 1972 requires deduction of any expenses incurred by the Authority, in dealing with a claim under the policy, from the benefit payable.
- 5 Benefits are payable under the policy irrespective of whether or not legal liability for the injury falls upon a third party and payments under the policy do not affect the Members' legal rights to recover damages from any third party who may have caused, or contributed towards, the injury.

If you have any queries in connection with this matter please contact Mr Frank Morrison, the Council's Insurance Manager (telephone number 247 4407).

## **(B) MOTOR VEHICLE – LOSS OF NO CLAIMS DISCOUNT INSURANCE**

It is important that you ensure that if you use a vehicle in connection with Council business, that your own motor vehicle insurance policy provides the necessary cover. If you are unsure of your position, you should check with your insurer. The Council has no insurance cover for Members' vehicles.

However, insurance cover is provided for Members' loss of no claims discount up to £500 in any one incident and also reimbursement of policy excess up to £100, where the incident giving rise to the insurance claim occurred whilst the car was in use on Leeds City Council business. You must contact the Insurance Section, Corporate Services as soon as possible after the accident if you wish to make a claim.

## **(C) LEGAL EXPENSES INSURANCE – MEMBERS CODE OF CONDUCT ENQUIRIES**

This provides legal representation up to a maximum cost of £50,000 for any member who is subject to a Members Code of Conduct enquiry, who does not already have in place insurance cover for legal expenses. The main points to note are:

- You must notify the insurers by contacting Nicole Jackson, Assistant Chief Executive (Corporate Governance) tel. 247 4537 as soon as you know that an enquiry is to be conducted. Once the required information is submitted to the insurer, they will appoint a solicitor.
- You must not appoint your own solicitor or incur any costs without the insurers prior written permission.
- Insurers may decline to pay for you to be represented if they feel that there is no reasonable prospect of a successful defence.
- The Local Authorities (Indemnities for Members and Officers) Order 2004, requires that where the enquiry concludes that the member has failed to comply with the Code of Conduct, the cost of legal representation must be repaid.

A copy of the policy wording is available for inspection in Democratic Services.

## Appendix 3

### Leeds City Council – Travel Insurance

#### Persons insured:

All persons travelling outside the UK on the business of LCC (including those accompanying them) **excluding persons aged 75 and over unless special arrangements have been made.**

#### Summary of Cover:

<b>Medical Expenses</b>	Unlimited
<b>Personal Accident – Members</b>	See separate arrangements
<b>Personal Accident – Employees and others</b>	Death/permanent disablement £50,000 (less serious injuries – percentage of £50,000) N.B. Cover is limited to £20,000 for persons aged under 18 years or 23 if in Full Time Education
<b>Baggage/money/credit cards</b>	£10,000/£5,000/ £3,000 respectively per person
<b>Cancellation/curtailment</b>	£10,000 maximum per person
<b>Personal Liability</b> (injury or damage to others)	£5,000,000 maximum per event
<b>Travel Delay</b>	£50 after 4 hours & £50 for each hour thereafter, maximum £500 for any one journey
<b>Hijack</b>	£500 per day, per person, maximum 50 days
<b>Legal Expenses</b>	£50,000 maximum any one claim

A copy of the policy is available in the insurance section for inspection or copying by persons travelling abroad. An individual can also make their own arrangements for travel insurance, if they so wish.

**Emergency Contact:** In the event of an emergency occurring whilst travelling, a 24 hour helpline is available by calling ACE Rescue on **+44 207 173 7796**. You will need to quote the policy no. **53UK476262**.

**Excess:** Medical Expenses, Travel & Accommodation Expenses Personal Baggage, Money, Credit Cards, Cancellation, Curtailment - £25. All other sections - NIL.

## **Appendix 4**

### **Extract from the minutes of a meeting of Policy and Finance Committee 4 July 1978**

#### **Indemnity to Employees**

The Committee considered representations received from UNISON and a report of the Director of Administration in connection with an indemnity to Council employees in respect of acts of negligence committed by them in the course of their duty.

RESOLVED - That the indemnity be adopted in the following terms:

Subject to the exceptions set out below, the Council will indemnify its employees against claims (including costs) in respect of any loss or damage other than claims covered by an insurance policy taken out by the Council, arising out of any neglect, error or omission by the employees in the course of their duties on behalf of the Council and within the scope of their authority.

The indemnity will not extend to loss or damage directly or indirectly arising out of :

- (a) fraud, dishonesty or criminal offence on the part of the employee
- (b) libel or slander
- (c) surcharges under the Local Government Act 1972.

The indemnity will not apply to any claim in respect of which the employee concerned admits liability or negotiates or attempts to negotiate a settlement without the written authority of the Council.

## Appendix 5

### New Indemnity to Members and officers

1. Pursuant to the Local Authorities (Indemnities for Members and Officers) Order 2004, the Council indemnifies its Members and officers against claims (including costs) in respect of any loss or damage (other than claims covered by an insurance policy taken out by the Council) in relation to any action of, or failure to act by, the Member or officer in question, which

(a) is authorised by the Council; or

(b) forms part of, or arises from, any powers conferred, or duties placed, upon that Member or officer, as a consequence of any function being exercised by that Member or officer (whether or not when exercising that function he does so in his capacity as a Member or officer of the Council) -

(i) at the request of, or with the approval of the Council, or

(ii) for the purposes of the Council.

2. This indemnity does not extend to loss or damage directly or indirectly relating to any action by, or failure to act by, any Member or officer which -

(a) constitutes a criminal offence; or

(b) is the result of fraud, or other deliberate wrongdoing or recklessness on the part of that Member or officer; or

(c) in relation to the making by a Member or officer of any claim in relation to an alleged defamation of that Member or officer.

3. Notwithstanding 2(a) above, this indemnity extends to -

(a) the defence of any criminal proceedings brought against the officer or Member; and

(b) any civil liability arising as a consequence of any action or failure to act which also constitutes a criminal offence.

4. Notwithstanding 2(c) above, this indemnity extends to the defence by a Member or officer of any allegation of defamation made against him.

5. (1) Notwithstanding any limitation on the powers of the Council, the Council provides this indemnity to the extent that the Member or officer in question -

(a) believed that the action, or failure to act, in question was within the powers of the Council, or

(b) where that action or failure comprises the issuing or authorisation of any document containing any statement as to the powers of the Council, or any statement that certain steps have been taken or requirements fulfilled, believed that the contents of that statement were true,

and it was reasonable for that Member or officer to hold that belief at the time when he acted or failed to act.

(2) This indemnity is provided in relation to any act or omission which is subsequently found to be beyond the powers of the Member or officer in question, but only to the extent that the Member or officer reasonably believed that the act or omission in question was within his powers at the time at which he acted.

6. For the avoidance of doubt, but subject always to the terms of the said Order, this indemnity extends to acts or omissions of any Member or officer in their capacity as a member, director, trustee, governor, or member of a board of management (or in any similar capacity), of any company, trust, charity, partnership or unincorporated association (or of any similar body) to which the Member or officer in question was appointed by the Council. This indemnity does not extend to any claims covered by an insurance policy taken out by any such body, or by the Member or officer in question.

7. (1) Paragraph (2) below applies to this indemnity (and to any insurance secured for that Member or officer) in relation to the defence of -

(a) any criminal proceedings; or

(b) any investigation, report, reference, adjudication, or any other proceeding pursuant to Part 3 of the Local Government Act 2000 ("Part 3 proceedings").

(2) Where this paragraph applies, this indemnity is provided, and any insurance secured, on the terms that -

(a) in the case of criminal proceedings, if the Member or officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal, and

(b) in the case of Part 3 proceedings -

(i) if a finding is made in those proceedings that the Member in question has failed to comply with the Members' Code of Conduct and that finding is not overturned following any appeal, or

(ii) if the Member admits that he has failed to comply with the Members' Code of Conduct,

that Member or officer shall reimburse the Council or the insurer (as the case may be) for any sums expended by the Council or insurer in relation to those proceedings pursuant to this indemnity or to such insurance.

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

**Member Management Committee**

**Date: 29<sup>th</sup> March 2011**

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

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

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**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 Members Connectivity to the LCC ICT Network from home**

2.1.1 At the January 2011 meeting, this Committee requested a report into the advantages and disadvantages of the various options around providing connectivity to the Council's ICT network from Members' homes.

2.1.2 ICT Services advised that in conjunction with the Members ICT Reference Group, plans were already underway to survey elected Members to determine if there were opportunities to reduce the overall costs of providing the ICT service to Members whilst maintaining a level of service which facilitated their individual requirements in terms of the way in which they chose or needed to work. A summary of the findings of this exercise are outlined below.

2.1.3 Elected Members are currently provided with a choice of ICT equipment: a laptop or PC, a choice of printer (either a mono laser printer or a multi-functional device) and the option of a PDA (Personal Digital Assistant).

2.1.4 Each Member is provided with a VASCO token, which in conjunction with their network logon credentials, provides secure, authenticated access to the LCC network from any broadband-enabled PC or laptop.

2.1.5 Typically elected Members require the following end user ICT functionality to support them in their role:

- Email and calendar functions;
  - Internet access;
  - General office applications (such as word processing and spreadsheet production);
  - Access to the dedicated Member Case Management solution.
- 2.1.6 Members can also use their Council provided hardware and software for personal purposes subject to the payment of an annual fee and in accordance with the provisions of the Members ICT Usage Guidelines (attached as Appendix 1 to this report).
- 2.1.7 The ICT service provision for Members also includes:
- End-to end support of equipment and applications (including a dedicated 24 hour helpline and a home visiting service);
  - Provision of relevant licensed software;
  - The secure storage and back-up of information stored on the Council’s network;
  - Security measures (including encryption software, anti-virus and anti-spam protection).
- 2.1.8 The other factors which influence the way in which access to the Council’s ICT network include:
- The way in which the Member chooses or needs to work;
  - The locations from which a Member wishes to work (including within Council buildings, his or her home, his or her work location etc.);
  - The level of technical knowledge the individual has;
  - The level of support required (from both a technical and administrative perspective).
- 2.1.9 The recent development of technologies such as the “Virtual Private Network” (VPN) have enabled more choice in the way that services can be delivered providing more flexibility to support the variety of ways in which Members are able to work.
- 2.1.10 An increasing number of Members choose to use their own equipment and private broadband service to access the Council systems. This is for a variety of reasons and generally those individuals are more technically aware than average and understand the constraints involved in this way of working (these limitations are outlined below under the appropriate connectivity options). It is also the case that private broadband can be acquired quite inexpensively.
- 2.1.11 Other Members utilise LCC-provided equipment together with their private broadband service. In many cases the authenticated access to the LCC network is via a VASCO token. The user functionality could be enhanced by having the VPN (Virtual Private Network) client installed on the LCC laptop. This combination of connection, token and VPN provides presentation and functionality similar to that of actually being on the network in the office.
- 2.1.12 Some Members do not have any LCC-provided ICT equipment. There are a variety of reasons for this; some do not use the ICT service at all, others do not use ICT services from home, yet others share equipment with other Members living at the same address and some prefer to use their own equipment.

## 2.2 **Members Case Management System**

2.2.1 A position statement on the development of the Members Case Management system project is provided below.

## 2.3 **Amendments to ICT Usage Guidelines**

### Amendment to Email Code of Practice

2.3.1 At the October 2006 meeting, this committee advised that the Members ICT Usage Guidelines be incorporated into the Members Code of Conduct provisions. Advice is now sought with respect to proposed changes to those Guidelines following a recommendation by the Standards Committee. The current Members ICT Usage Guidelines are attached at Appendix 1 to this report.

2.3.2 MMC are being asked to provide comments on Standards Committee's recommendation, to inform the final decision which will be made by the Director of Resources (in consultation with the relevant Executive Member).

## 2.4 **Power Outage to complete reparation to Civic Data Centre**

2.4.1 The Civic Hall basement data centre was previously protected by 3 UPS (Uninterruptible Power Supply) devices and a diesel generator to ensure that the power supply to the equipment was not lost during a power cut and the equipment was protected from power 'spikes'. In addition, regular maintenance and testing of the equipment was performed to ensure it was operating normally.

2.4.2 Despite this, the power cut on the 2nd September resulted in the UPS systems catastrophically failing and hence in power loss to critical equipment. The report into this incident has been circulated previously. It is worth noting that prior to this incident, there had been no problem since its installation 7 and a half years earlier.

2.4.3 A full investigation was carried out involving independent technology specialist (SCC) including the design of our data centre, the equipment itself and its configuration and a series of measures have been undertaken to implement recommendations to improve resilience within the Data Centre over the past few months

2.4.4 As part of the remedial action, the UPS (Uninterruptible Power Supply) system within the Civic Sub Basement was scheduled for replacement with a new system.

2.4.5 To allow the removal of the faulty UPS system and installation of a new system there was a planned power down of the Civic Sub Basement data centre over the weekend of 12<sup>th</sup> and 13<sup>th</sup> March 2011. This power down commenced at 5.00am on the Saturday morning and lasted for approximately 36 hours, before the room was handed back to ICT to restore systems.

2.4.6 The works to install the new UPS system were achieved successfully within the timeframe. As part of these works a full testing regime was completed, including cutting the mains power to the Data Centre facility. The new UPS system passed the planned tests with no issues.

2.4.7 The works over the last seven months have included the following key pieces of work:

- Full survey of the electrical supply to the Data Centre
- Replacement of the UPS Isolation and Bypass Switchboard
- Replacement of the existing UPS system
- Replacement of the electrical cabling back to the incoming mains panel
- Installation of new Battery isolation panels
- Replacement of the static switch
- Reconfiguration of the backup batteries

In terms of resilience and future protection against a similar event occurring, every effort has been made to ensure that the Civic sub basement data centre is now fully protected.

2.4.8 In addition to the works that have been undertaken at Civic, remedial work is now also underway at the primary data centre within Apex. An EU procurement has commenced to award a design and build contract to a service provider to supply the following requirements:

- New electrical supply
- New onsite Transformer
- Diesel Generator
- New UPS Switchboard and Isolation panel
- Dual redundant UPS
- New Power Distribution Units
- New electrical wiring

## 2.5 **Extension to opening hours of the Drop-in Clinic within Civic Hall**

2.5.1 Following a pilot of this service during the summer of 2010, the success of the service resulted in it being offered as a service offering.

2.5.2 The opening hours of the Drop-in Clinic have been extended and the office is now open between 9.00 and 16.00, Monday to Friday.

## 3.0 **Main Issues**

### 3.1 **Members ICT Connectivity Survey**

3.1.1 ICT Services, in conjunction with the Members ICT Reference Working Group, prepared and circulated a survey to determine if there was an opportunity to utilise pre-existing private broadband provision, together with Council hardware and software as a more cost effective means of providing a quality ICT Service to Members from their homes. As indicated above, some Members already choose to work in this way.

3.1.2 There were 34 responses to the survey:

- 10 respondents indicated that they had a private internet connection at home.
- Of those, 9 indicated that they would be prepared to use that connectivity for accessing Council systems (3 of the respondents already work in that way).
- The survey responses indicated that there were a range of service providers, providing a service with a range of line speeds and download limits.
- Based on this sample, two thirds of Members do not have a private broadband facility within their home.

## 3.2 Options for connecting to the LCC ICT Network from a Members home

### 3.2.1 Using private equipment and broadband

An increasing number of elected Members choose to use their own equipment and private broadband service to conduct their Council business.

#### **Advantages**

- A very low cost solution for the Council.
- Member familiarity of equipment.

#### **Disadvantages**

- Limited formal support available (we would therefore strongly recommend private arrangements with respect to support for the ICT equipment). Support from Corporate ICT Services would be on an advisory basis as we would not make modifications to non-Council equipment which may affect the way it functions or breach any warranty or contract the individual has with his/her service provider.
- Access only to web-based Council applications (via authenticated access provided by VASCO token – i.e. webmail) i.e. potential reduction in functional access because some web based applications are less functionally rich. The actual presentation of the webmail application is different depending on the web browser used.
- Cost and responsibility for licensing, maintenance and support of hardware and software would reside with the Member.
- The individual Member would be responsible for the upgrade of all hardware and software costs in the future.
- All support costs including toner cartridges for printers etc would also be the responsibility of the individual Member.
- Individual Member is responsible for maintenance of anti-virus software, security and back-up of data held on local ICT equipment.
- Compatibility of documents if sharing with colleagues (due to potential differences in versions of software being utilised).

### 3.2.2 Using a Council laptop or PC on a private broadband connection from home

Typically this would involve a Member using a Council-provided laptop with the Virtual Private Network (VPN) client installed and their private internet connection.

#### **Advantages**

- A cost effective option for the Council.
- The standard product set of software and applications can be used and supported.
- Licenses, backup arrangements and security are all provided as part of the managed service.
- ICT Services could provide advice on some of the better ISP options.

#### **Potential Disadvantages**

- Potential performance constraints subject to line speed and distance from the local exchange.

- Service levels provided by individual Internet Service Providers (ISPs) do differ. These differences will include service limits (e.g. up to 2MB/s line speed) and Data Usage limits (e.g. up to 1GB per month). NB: Costs associated with exceeding such usage limits can be significant.
- Levels of service and performance may well differ between service providers.
- Not all service providers allow VPN across their broadband services which would mean that in some cases Members would have more limited access to web-based applications only.
- There would be additional complications in terms of support. Whilst ICT services would support and maintain the Council-provided equipment, the actual broadband service itself (including associated communications equipment such as the router) would be the responsibility of the individual and their Internet Service Provider i.e. the end user would not have a single point of contact for problem resolution. Advice and support from Corporate ICT Services would be on a “best endeavors” basis. ICT services would not make modifications to non-Council equipment which may affect the way it functions or breach the contract or warranty the individual has with his/her service provider.
- A greater level of user technical knowledge would be required (but training and information sheets can be provided).
- There would be differences in user experience between home and office.
- Depending on the speed of the broadband, performance could adversely impact on other users within the Councillor’s household sharing the same connection.
- Similarly other users within household could adversely impact on Councillors connectivity, access speed etc.

### 3.2.3 Use of 3G Dongles to provide access to the LCC network

3G dongles are available as part of the Council’s service provision from the Mobile service contract with Damovo using the O2 network. These devices are generally provided for individuals who work on an ad hoc, peripatetic basis and are particularly useful for accessing data and applications on the LCC network on an occasional basis from a variety of locations where no static internet or network connection is available. The devices can be used in conjunction with the VPN client to provide secure, authenticated access to applications on the Council’s network. In many cases this is quite limiting and so practically, VASCO token access to web-based applications is realistically a more favourable option from an end-user perspective.

#### **Advantages**

- A fairly cost effective option.
- Single means of access from a variety of locations.

#### **Disadvantages**

- Generally slower connection speeds meaning access to applications and information would generally be on a more restricted basis i.e. just web based applications.
- No guaranteed connectivity (dependent on availability and strength of mobile signal in any particular location).
- Requires a greater level of technical knowledge from the end-user to understand the potential limitations of this mode of connectivity and the ability to take appropriate decisions in different circumstances.

- Some Members may choose to use private 3G dongles in order to provide connectivity. This service usually has Data Download limits imposed by the Service Provider and if this limit is exceeded, the additional costs involved can be considerable. Again support from ICT Services in this scenario would be on a “best endeavours” basis and a single point of contact would not be available for problem resolution.

### 3.2.4 Current provision of ADSL (Broadband) service to Members homes

Leeds City Council currently has a managed service for the provision of broadband connections for Members, home workers and small offices throughout the city. When this service was introduced it represented an effective means of providing a service to people working in these environments. A review of the service is currently underway to determine if this remains the most appropriate means of delivering the service, and to consider alternatives. Whichever means of providing access is selected, it must satisfy a number of criteria including security, reliability, ease of use, and supportability, as well as being cost-effective.

#### **Advantages**

- Standardised support arrangements.
- End user has a “Single Point of Contact” (i.e. ICT Service Desk) for the ownership and resolution of all issues.
- Managed Service means we have Account Manager and escalation route for issues with the broadband service.
- Secure access to the LCC ICT environment (it can be viewed as an extension to LCC Wide Area Network).
- No limitations to service in terms of the amount of data that can be downloaded.
- Functionality from home is similar to being in the office in terms of:
  - Access to printing facilities elsewhere on the network;
  - Client versions of software e.g. email; and
  - Managed internet access.
- Ease of use from an end-user perspective as it represents a similar user experience to working in the office.

#### **Disadvantages**

- This is an expensive option.
- Lead time of 90 working days for new provision.
- Speed of connectivity is dependent on location.

### 3.2.5 Review of the most appropriate and cost effective solution for home connectivity to LCC network

Technical developments such as the introduction of the Virtual Private Network facility have offered opportunities to review the way in which we can provide services to Members within their homes. The contract for remote broadband provision is also under review and may afford more cost-effective alternative arrangements than the current ADSL option which is expensive.

It is important to note that a change of service provider will not necessarily improve the performance from a given location due to the fact that the same underlying infrastructure will, in many cases, be used to provide the service. In other words, if the speed of a line is slow currently, this could well be due to the constraints

indicated above around the distance from the telephone exchange and the quality of the physical cabling. Furthermore, a significant proportion of the costs of providing a broadband connection to a Member's home are in the set up costs. Therefore if the result of the up and coming tendering exercise does result in an alternative service provider or providers, it does not necessarily mean that the most cost effective approach would be the wholesale transfer of service across to the new provider. The review may, however, have financial benefits going forwards with respect to new Members.

### **Potential Advantages**

- Reduced overall costs of service provision.
- Reduced lead times for installation.
- Managed "end-to-end" ICT Service provision. Account Manager and escalation route with Service Provider.
- End User has a "Single Point of Contact" (i.e. ICT Service Desk) for the ownership and resolution of all issues.
- Opportunity to review service provision (including, for example, the introduction of wireless routers) to allow more flexibility of use within the home.

### **Potential Disadvantages**

- Speed of connectivity dependent on location.
- Different user experience dependent on location e.g. logging on different between home and office.
- More complexity in terms of using the service (although additional training and support could mitigate this).

## **3.3 Members Case Management System**

- 3.3.1 The Members Casework system has been successfully migrated to the latest 2010 Sharepoint environment.
- 3.3.2 As the system has now been live since the end of September 2010, a formal review exercise was undertaken in January and February 2011 in order to ascertain how the system was being used and how it was supporting the ability to manage casework. This review was considered particularly important as the scope of deployment was changed to include Support Officers. The system had originally been designed for use by those Councillors with no administrative support. However, as part of the deployment it was decided to allow Support Officers delegated access rights.
- 3.3.3 In January 2011, a questionnaire was developed by the Project team and circulated to all Members to determine which Members were using the facility. In early February 2011, meetings were held with officers who use the system to support Members.
- 3.3.4 The results and feedback from both of these exercises have been collated and, together with a list of issues, requests for change and associated costs for additional development are detailed below.
- 3.3.5 Whilst the system has been rolled-out to 62 Councillors and 18 Support Officers, actual usage of the system is low. In terms of general feedback, the view is that the system is more appropriate for Councillors who use it with no officer support or

where the Support Officer only has one Councillor to support. This is due to the system design and the additional administrative overhead required entering and updating casework where an Officer supports multiple Councillors. As a result, Support Officers in the Liberal Democrat Office are no longer using the system. In addition, this system was introduced alongside the use of FilePlus and a manual Log process. Therefore, the use of the Case Management system has resulted in the introduction of an additional layer of work. The system is being used by Support Officers in the Conservative Group Office but not by the Councillors.

3.3.6 In terms of more specific feedback, this is shown at Appendix 2 to this report.

3.3.7 The table below details the costs associated with the development, test and delivery of the new requests that have been received as a result of the review exercise.

Ref No.	Item	Comment
01	Ability to access the system via a Vasco only route.	This was not in the original requirements. A quote of £1,000 has been received to address this requirement. This would only be a tactical solution as a permanent solution being delivered by another major programme would be in place towards the end of 2011.
02	Ability to add attachments to e-mails generated from the system.	This was not in the scope of the e-mail requirements. It would take in the region of £2,250 to develop a solution for this.
03	Request to allow officers to be able to close cases	The scope was only to allow Councillors to be able to close cases. It is technically possible to allow officers to close cases and would cost £100 to do.
04	Request to allow Officers to receive e-mail alerts as well as or instead of the Councillor.	It has been estimated that this would cost in the region of £2,500 to develop and test. It was agreed with the Members ICT Working Group on 07/02/11 that this request would be approved subject to approval by individual Members.
05	Request to change / add the following field to the case in relation to the Telephone Number: ❖ Home Tel, Mobile Tel, Work Tel, Drop down to select preferred contact number.	It is possible to do this and would cost an estimated £1,050 to develop and test.
08	By using the filter capability, users can change screen view to show cases in alphabetical order. However, this setting is not saved when the system is closed down. Request to be able to save filtered settings to a default view.	Will cost £935 to investigate whether it is technically possible to achieve this. The cost to develop, test and deliver a solution would also need to be factored in and are not shown in the total below.
09	Case Types - Request for further case types to be added.	Will cost an estimated £935 to develop, test and deliver this.
<b>Total costs to develop</b>		<b>£8,770</b>

3.3.8 There is no budget remaining within the original project budget in which to develop these additional requirements and a bid would need to be made from the ICT Development fund.

3.3.9 This Committee is requested to advise which, if any, of the above developments should be pursued as part of the existing project.

### 3.4 **Amendment to ICT Usage Guidelines**

#### Amendment to Email Code of Practice

3.4.1 At the Standards Committee meeting held on 13<sup>th</sup> July 2010, the Committee considered a report on cases of Member misconduct which had been referred to the First-Tier Tribunal (Local Government Standards in England). One of the cases related to a Councillor who was found to be in breach of the Code of Conduct because he had forwarded four inappropriate 'joke' e-mails, some of which were based upon religion.

3.4.2 The Committee considers the lessons to learn in relation to each case, and in relation to this particular case resolved to:

'recommend that the Members E-Mail Code of Practice is amended to include specific reference to messages that are discriminatory on the grounds of religion, age, and disability.'

The specific part of the Members E-Mail Code of Practice that the Committee would like to be amended is paragraph 2.4, to change the bullet point which says:

'racist, sexist or otherwise discriminatory or harassing' to

'discriminatory on the grounds of race, gender, religion, age or disability, or otherwise discriminatory or harassing'

3.4.3 This Committee is requested to provide a view as to whether the current Members ICT Usage Guidelines should be amended in accordance with the recommendation of Standards Committee, to inform the final decision which will be made by the Director of Resources (in consultation with the relevant Executive Member).

### 3.5 **Power Outage to complete reparation to Civic Data Centre**

3.5.1 Over the weekend of 12<sup>th</sup> and 13<sup>th</sup> March 2011 the final piece of work was undertaken by ICT Service in conjunction with specialist partners to replace the UPS (Uninterruptible Power Supply) to the Data Centre within Civic Hall.

3.5.2 This work was completed successfully and concluded the remedial action required to address the issues highlighted by the power failure at the beginning of September 2010.

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

3.6.1 Between 5<sup>th</sup> July and 20<sup>th</sup> August 2010, 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 was 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 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.

3.6.3 The success of this service has resulted in it being offered on a continuing basis and the opening hours have been extended to 09.00 to 16:00, Monday to Friday.

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

4.1 There are no changes to Council Policy and Governance.

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

5.1 There are no legal or resource implications.

#### **6.0 Conclusions**

6.1 Following the Members Connectivity survey described above, the following recommendations in Section 7.0 are submitted for consideration by this Committee.

6.2 This report provides a position statement with respect to the development of the Members Case Management system and this Committee is requested to recommend which, if any, of the identified additional developments should be pursued.

6.2.1 This Committee is also requested to consider the recommendation of the Standards Committee with respect to the proposed changes to the Member ICT Usage Guidelines, to inform the final decision which will be made by the Director of Resources (in consultation with the relevant Executive Member).

#### **7.0 Recommendations**

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

7.2 Members are requested to consider the following recommendations with respect to Members connectivity to the LCC ICT network from home:

7.2.1 ICT Services to promote alternative means of connectivity to new Members. As in previous years, new Councillors following the May elections will be offered various ways of connecting to the Council network including the use of their own broadband. Increasingly over recent years this has proved to be a preferred option and generally works well for council staff working from home.

7.2.2 ICT to promote the installation of the Virtual Private Network (VPN) client to those Members who currently access the LCC network via VASCO only.

7.2.3 LCC to continue bear costs of initial installation of the ADSL service or the new equivalent for a Member's broadband service provision where appropriate but any change to the service requirements resulting from a change in a Members personal circumstances, e.g. through the renovation of his or her property or through a change of address, the associated set up costs for their ICT Service provision accompanying such changes to be borne by the individual Member. (LCC would continue to pay line rental charges on an ongoing basis in these circumstances.)

- 7.2.4 ICT Services to review connectivity options for Members on a case-by-case basis taking into account the factors indicated in this report and also the result of the corporate review into connectivity to the LCC ICT network from home. Alternative means of connection may be available in the following circumstances:
- Review service provision for each Member as the contract for their ADSL service becomes due for renewal.
  - Investigate alternative means of connecting to LCC network for any Members who have a poor user experience.
- 7.2.5 Future technical developments planned by ICT Services, notably under the Essential Services Programme (ESP), will offer alternative options, which may provide more cost effective and convenient ways in which Members can access the ICT services they require. ICT Services to keep under review those developments and exploit such opportunities as they arise.
- 7.3 This Committee is requested to consider which, if any, of the developments identified at 3.3.7 are required for the Members Case Management system.
- 7.4 This Committee is also requested to consider the recommendation of the Standards Committee and provide advice as to whether the Email Code of Practice within the Members ICT Usage Guidelines should be amended as indicated at 3.4.2, in order to inform a Delegated Officer decision.

## **APPENDIX 1**

### **GUIDELINES FOR MEMBERS USING COUNCIL ICT EQUIPMENT**

<b>GUIDELINES FOR MEMBERS</b>
<b>SECURITY</b>
The Member should make reasonable arrangements for the safekeeping of the ICT equipment allocated.
Insurance: Provided that the Member has made reasonable arrangements for the safekeeping of the ICT equipment allocated within his/her own home and in transit, Legal and Democratic Services will make such arrangements as are necessary for the replacement of the equipment at no cost to the Member. Where due care has not been taken with respect to the safekeeping of the equipment (for example, if a laptop is left in full view in an unattended vehicle) the Member will be responsible for replacement costs of the equipment.
The Member should not attempt to physically modify, repair or open computer hardware for any purpose.
The Member should not attempt to add, modify, repair or change any software for any purpose.
The Member may not link the computer to any network other than the Council's network.
Passwords are personal property and must not be shared with anybody else. N.B. Access to a Member's email inbox or calendar can be achieved either through the delegation facilities within the software or by providing authorisation in writing for technical staff to action on his / her behalf.
Data Protection: Members will at all times protect personal and confidential data.
Data storage: Wherever possible the Member should store their documents on the corporate data storage facilities (for directories, files etc) rather than on the hard disk (C:\ drive) of their allocated PC or laptop. This means that they will be protected by the standard corporate back-up and anti-virus provisions and be covered in terms of security of data in the event of theft or failure of the equipment itself.
<b>ACCESS</b>
Member to whom ICT equipment has been allocated and any other elected Members in the same household. NB: In cases where two or more Members share Council equipment, they will be provided with individual logins and passwords.
<b>CATEGORIES OF USE</b>
Use in connection with role as and discharge of functions as a Member, including use in connection with role on outside bodies appointed to by the Council
Private, business and political usage is permissible subject to the following conditions <ul style="list-style-type: none"><li>• A Member wishing to make such use of Council equipment will be subject to a £50 annual charge</li><li>• There should be no significant usage of Council-funded consumables</li><li>• Certain specified software is not licensed for, and may not be used for, private business use (currently this applies to Microsoft products applications e.g. Word, Publisher, Excel and Power Point). Clarification around business and private use for other software on the Council's catalogue will be advised on a case by case basis.</li></ul>
<b>E-MAIL LIMITATIONS</b>
Must comply with Corporate Code of email practice for Members (see below)
<b>INTERNET</b>
Internet facilities are provided to Members primarily for Council business, to assist in carrying out duties as an elected representative.
Inappropriate use of the Internet may result in allegations of misconduct to the Standards Board. Where criminal conduct may have occurred, breaches may also be reported to the police.
Members must not use Council-provided equipment to visit inappropriate sites. For guidance, such sites include the following: <b>Adults only</b> – sites that the author or publisher labels as being strictly for adults. Such labels include "Adults Only", "You must be over 18 to visit this site", "Registration is allowed only for people 18 or older" and "You must be of legal drinking age to visit this site".

**Chat – sites** that offer access to offer access to online chat rooms, or allow users to download chat software that enables the online posting and receiving of real-time messages.

**Drugs – sites** that promote or advocate recreational drug use.

**Hate / Discrimination – sites** that specifically target a group of people based on race, gender, sexual orientation, religion or ethnicity in a hateful, derogatory manner. The language of these sites often includes racial slurs and is insulting, abusive, and sometimes violent.

**Illegal – sites** that promote illegal activities, or offer instructions or advice that can be used to commit illegal activities. Such activities include making or distributing child pornography, making bombs, hacking (breaking computer security), phreaking (breaching phone security or phone service theft), lock picking, selling pirated material (such as music, videos, software or fake IDs) and counterfeiting.

**Murder / Suicide – sites** offer information about committing murder or suicide, or that contain photos of crime scenes or autopsies. Sites containing galleries of “death pictures” are included in this category.

**Personal Information – sites** that gather personal information (such as name, address, credit card number, school or personal schedules) that may be used for malicious intent.

**Pornography – sites** that contain material that are intended to be sexually arousing or erotic. This includes photos, animation, cartoons and stories.

**Profanity – sites** that contain crude, vulgar or obscene language or gestures. Sites that include excessive use of letter substitution are included.

**School cheating information – sites** that promote plagiarism or cheating by providing term papers, written essays, or exam answers.

**Sex – sexual merchandising and fetish sites** are included.

**Tasteless / Gross – sites** that include content such as tasteless humour, excretory functions (vomiting, urinating or defecating), graphic medical or accident scene photos (containing blood or wounds), and some forms of body modification (cutting, branding or genital piercing).

**Violence – sites** that contain graphic images or written descriptions of reckless violence or grave injury (e.g. maiming, mutilation or dismemberment). Includes graphically violent games.

**Weapons – sites** that containing information about buying, making, modifying, or using weapons such as guns, knives, swords or ammunitions.

Members must not download, copy or record inappropriate content (obscene, violent, sexual etc). Indications of categories are outlined above.

Members must not knowingly use the internet in a way which may interfere with or damage the Council's network

Members must not download programmes from the internet, except where authorised to do so by the Chief IT Officer.

The Member must not sign up to any other ISP (Internet Service Provider) for Internet use on the LCC computer.

## **HARDWARE**

Hardware from the Council's catalogue will be provided, installed and supported at the Council's expense. This catalogue will be periodically updated in consultation with Group Support Managers. Members may request additional items to be added for Council business purposes. Where there is a business case (i.e. the potential for wide use / benefits across all Members) hardware will be evaluated for inclusion on the list.

Hardware must not be modified in any way.

No other hardware may be installed or connected to Council-provided ICT equipment by a Member.

## **SOFTWARE**

Software from the Council's catalogue will be provided, installed and supported at the Council's expense. This catalogue will be periodically updated in consultation with Group Support Managers. Members may request additional items to be added for Council business purposes. Where there is a business case (i.e. the potential for wide use / benefits across all Members) software will be evaluated for inclusion on the list. Any additional software will be tested prior to inclusion to ensure no detrimental impact on the corporate desktop (N.B. there will be a lead time

for this).
Software must not be modified in any way.
No other software may be installed by a Member on Council-provided ICT Equipment.
<b>CONSUMABLES</b>
Only paper and cartridges which comply with the Council's published guidelines may be used.
The Council will provide a reasonable (unspecified) supply of consumables at the discretion of the Group Support Manager and subject to budgetary provision.
A Member may, at his/her own expense, purchase and use additional paper and cartridges.
<b>RECHARGES</b>
Members will be entitled to use their Council-provided computer equipment and software for Council business purposes at no cost to them.
A £50 annual charge will be levied on Members who wish to use their Council provided ICT equipment and software for private, political and business purposes. Such use is subject to the contents of this guidance document.
<b>EXCLUSIONS</b>
It may be justifiable and appropriate that Members use the equipment and software provided for purposes outside the above guidelines. Such use, however, needs to be approved by the appropriate Group Support Manager on a case-by-case basis.

## LEEDS CITY COUNCIL

### MEMBERS E-MAIL CODE OF PRACTICE

#### 1 INTRODUCTION

- 1.1 The purpose of this Code of Practice is to make sure the Council's e-mail facilities are used properly by all users.
- 1.2 E-mail facilities are provided to Members to enable them, or assist them in carrying out their duties as elected representatives. However, some incidental personal use by Members is allowed (see below). E-mail facilities are provided to Members primarily for Council business, to help them carry out their duties as elected representatives. However, by agreement the facilities can also be used by Members for other secondary personal uses. All users are personally responsible for complying with the rules for email use in this Code of Practice, and for making sure they use e-mail in a way which is compatible with the Council's Core Values.
- 1.3 E-mail correspondence is subject to the same internal Council rules, policies and procedures as other Council communications. It also has the same legal status as other communications, so it could create a contract, or someone could claim they were being harassed by email.
- 1.4 E-mail correspondence is subject to legal restrictions, just like other communications. Information must not be sent by e-mail, where this would break data protection or human rights rules about not disclosing personal data or private information.
- 1.5 All users must be vigilant about making sure their own e-mail account and the Council's systems generally are kept secure, and must comply with the rules about the security of the Council's systems.
- 1.6 Breaches of the rules for e-mail use in this Code of Practice by Members may result in allegations of misconduct to the Monitoring Officer. Where criminal conduct may have occurred, breaches may also be reported to the Police. E-mail users who breach the data protection rules could face prosecution.

#### 2. RULES FOR E-MAIL USE

- 2.1 Members use e-mail to help them carry out their duties as elected representatives, subject to incidental personal use (see below). Where an Elected Member has entered into an agreement to make other secondary private use of a computer, all such use must also be in accordance with the following rules.
- 2.2 Generally, users must make sure their e-mail correspondence conforms to the Council's rules, policies and procedures.
- 2.3 In particular, users must not engage in any e-mail correspondence which would constitute a breach of:
  - The Disciplinary Rules, Code of Conduct, and Disciplinary Procedures.
  - Policies relating to dignity at Work.
  - The Equalities Policies.
  - The Members Code of Conduct.

- 2.4 Users must not create and/or send messages and/or attachments to messages that are, or which reasonably could be regarded as being:
- obscene
  - pornographic
  - indecent
  - of a sexual nature
  - violent
  - a serious attack on someone's reputation
  - racist, sexist or otherwise discriminatory or harassing
  - threatening or intimidating
  - encouraging or supporting racism, sexism, violence, drug taking or gambling

Where Elected Members have to send email or attachments with this content, as part of their duties as elected representatives, they must have prior authorisation from the Chief Democratic Services Officer (or nominee).

- 2.5 Users must not use e-mail to disclose information, where this would break data protection or human rights rules.
- 2.6 Users must not send non-Council related advertisements, chain letters other unsolicited non business related email.
- 2.7 Users must not create or exchange information, logos etc. which belong to someone else, in contravention of copyright or other intellectual property laws.
- 2.8 Users must not commit the Council to any contract or agreement other than in compliance with the Council's Contracts Procedure Rules, and Financial Procedure Rules.
- 2.9 Users must not (unless authorised to do so as part of proper proxy arrangements, and/or where they have the consent of the other e-mail user):
- give their passwords to others.
  - read e-mail in, or send email from another e-mail user's account.
  - alter e-mail or attachments which they have received, or which are in another email user's account,
  - add or delete attachments to e-mail which they have received, or which are in another e-mail user's account,
- 2.10 Incidental e-mail correspondence (i.e. which is personal, political or business in nature), is allowed as long as it does not have an adverse effect on service levels. All such e-mail by Members, must still comply with the rules for e-mail use in this Code of Practice, and will still be subject to monitoring. It should also be noted that private, business and political emails may be associated with the Council by the recipient in that any email issued identifies the Member @leeds.gov.uk.
- 2.11 E-mail correspondence on a matter which becomes, or might become subject to court action should be kept (and not deleted from e-mail systems), because it might need to be disclosed in court. If a matter is subject to court action, internal e-mail correspondence should be avoided.
- 2.12 E-mail correspondence on a matter which is the subject of a request for information under the Freedom of Information Act 2000 must not be deleted until after the request has been dealt with, and any complaint or application to the Information Commissioner has been determined.

## Appendix 2

### More detailed feedback on the Members Case Management System

#### System Functionality:

##### ❖ E-Mail Alerting:

- Feedback from all Officers was that Councillors who have delegated access to the system to Officers are finding the e-mail alerting a major issue. Where Officers are maintaining the system on behalf of Councillors, it is the Officers who need to receive the alerts.

##### ❖ Closing of Cases:

- The ability for only Councillors to be able to close cases is also causing a major issue for both Officers and those Councillors who have delegated their case work.

##### ❖ E-Mailing from the System:

- The inability to be able to add attachments when sending an e-mail from the system was not identified as a major issue.
- Only being able to e-mail once Case Contacts have been set up is onerous, particularly where Officers are supporting multiple Councillors – this forces the Officer to have to set up Contracts multiple times in each Councillors case management site.
- When a Support Officer sends an e-mail out from the system on behalf of a Councillor, there is no indication that this is the case as with Outlook. This needs investigating.

##### ❖ Screen Views:

- The different screen views are useful as is the ability to filter. However, it would be useful to be able to set any view that had been filtered and save this filtered view a default view.
- Screens are easy to navigate and understand and inputting into the system is easy.
- The Case History field is particularly useful in terms of providing an audit trail and being able to see what is going on with a case.
- The homepage view showing cases past their 'Response' or 'Review' date is not considered to be of any value to Support Officers.

##### ❖ Raising a new case:

- No issues were identified in relation to the process of raising a case – this is seen as a straightforward and logical process.
- Case Types do not cover all the required areas – often Officers are selecting the 'Other' category.
- The system allows users to set the case as either 'New', 'Open' or 'Closed'. There was no value seen in having both the 'New' and 'Open' options but to simply have 'Open' or 'Closed'.

- Support Officers can set a case to closed when initially raising the case. This should not be possible and needs investigating.

❖ Other:

- For Officers who support a number of Councillors, the home page view is not particularly useful. System set up would be more useful for Officers if they were able to see, in one place, the status of all cases for all the Councillors they support rather than having to go into multiple sites to see the status and to raise cases. It would be easier if this could be done from one home page.
- There are frustrations with attachments in that the system can only save them in alphabetical order. However, some users have developed a work around in that they reference the name of the attachment in the case history field so it is clearer the order in which attachments were added.
- The setting up of Contacts is onerous, particularly as this has to be repeated for each Councillor that a Group Support Officer may have delegated access to.

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Originator: Kay  
Sidebottom

Tel: 39 50878

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## Report of the Chief Democratic Services Officer

### Member Management Committee

Date: 29 March 2011

### Subject: Member Development

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#### Electoral Wards Affected:



Ward Members consulted  
(referred to in report)

#### Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

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## Executive Summary

The Member Development Working Group meets on a regular basis to formulate, progress and monitor Member Development activities. As the municipal year draws to a close, the Group has reflected on achievements over the past year and events planned for the future.

This report provides Member Management Committee with a summary of highlights from the learning programme for 2010-11 and proposals for an improved way of working to ensure that Member Development continues to meet the needs of elected Members in Leeds.

## **1.0 Purpose of the report**

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

- details of attendance at events and programmes over the course of the year;
- suggestions for specific Member Development projects to take place in 2011-12; and
- proposals to improve the way the Member Development function operates, in order to deal with financial challenges and ensure that Members are equipped to deal with pace of change in local government.

## **2.0 Background information**

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

2.2 The Council was awarded 'Charter Plus' status in June 2010. As an exemplar authority, Leeds is expected to share good practice and become a lead authority in regard to innovative and effective practice. This is resulting in an increase in regional activity (e.g. Leeds' hosting events, supporting a regional network and acting a hub for key learning activities).

2.3 Charter Plus also stipulates that Members must be able to describe how learning and development activities have helped them as individuals to carry out their role, and that Members are able to identify what changes and improvements have taken place as a result of their learning. More effective methods of evaluation are being undertaken in order to demonstrate how learning is providing value for money and demonstrating return on investment.

2.4 The Member Development Working Group leads on all issues relating to Member Development, instigating development sessions, monitoring attendance and evaluating their effectiveness.

## **3.0 Main Issues**

### **Review of activity – 2010-11**

3.1 A comprehensive learning programme for new and existing Members has taken place this year. Highlights included:

- an induction programme for the 11 new Members elected in May. Many events were shared with the other West Yorkshire authorities;
- four scheduled 'learning days', which were used to run the compulsory training events for Planning and Licensing Members;

- a series of regional learning events and conferences, funded by Local Government Yorkshire and Humber (LGYH). Topics included:
  - Understanding Shared Services
  - Responding to the Comprehensive Spending Review
  - Understanding Total Place
  - Using Social Media;
- Attendance at Local Government Improvement and Development's Leadership Academy (places for two Members, funded by LGYH);
- Attendance on the Institute of Leadership and Management course, leading to a level 3 qualification (3 Members, funded by LGYH); and
- 'Big topic' seminars, run in-house, on various subjects including the future of health in Leeds.

3.2 A full attendance summary for the 2010-11 period is included at Appendix 1 (please note that there are a number of events still to be held in March: Building Resilient Communities, Local Enterprise Partnerships seminar and the remaining Member Learning Day).

#### **Events planned for 2011-12**

3.3 Plans are underway for this year's induction programme. The content is based upon successful activities from last year and incorporates feedback and suggestions from new Members, the Member Development Working Group and Member Management Committee. It is proposed that, as for 2010, a number of activities are shared with the sub-region in order to avoid duplication, share costs and offer networking opportunities.

3.4 Further learning programmes are planned for both new and existing Members. These include:

- **Corporate Parenting** – general sessions aimed at all Members plus specific events for those in children-related roles (e.g. Corporate Carers). This programme will be run by 'Total Respect' – young people (looked-after children from Leeds) who have been trained to train others, in conjunction with Barnardo's. This short course will help Members to understand their role as corporate parents and the experiences and issues faced by young people in care.
- **Safeguarding Adults** – practical workshops based on scenarios Members may encounter in a surgery situation. The courses will provide context and background and allow Members to consider safeguarding issues through the use of case studies and real examples. (A similar programme on Safeguarding Children is also planned for 2011.)
- **Localism Bill** – a regional conference based on the context of the bill and its implications. (LGYH funding will be used to host the event in Leeds.)

- **Institute of Leadership and Management** – subject to funding, further opportunities will be available to send new and existing Members on level 3 and 4 qualifications at Northern College, Barnsley.
- **A series of ‘big-topic’ seminars** to update Members on key legislative changes or developments in local government. The format and timing of these events will be discussed with the relevant portfolio holder. It is suggested that the number of these events is limited to avoid overloading Members’ diaries.

### **Proposals for the future effectiveness of Member Development**

3.5 The current Member Development Strategy comes to an end this year and a new Strategy is required for the 2011-15 period. The Strategy will reflect the aims of the new Council Business Plan and City Priority Plans. As a starting point for the production of the Strategy, the Member Development Working Group discussed a number of issues (both future and current) including:

- how the Member Development function will operate on a limited budget;
- the impact of the withdrawal of regional funding; and
- how the function can keep Members up to date effectively, given the pace of change in local government.

3.6 Members are asked for their views on the ideas and suggestions arising from these discussions, which are summarised in Appendix 2 – Ensuring the Future Effectiveness of Member Development.

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

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

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

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

5.1 Any funding required to deliver the 2011-12 programme will be met from the existing Member Development budget. Opportunities to bid for external funding will be explored for Leeds and also on behalf of the sub-region.

### **6.0 Recommendations**

6.1 The Member Management Committee is asked to note the Member development activities and attendance summary for 2010-11 as described in Appendix 1, and consider the proposals for future events and new ways of working as outlined in Appendix 2.

#### Background Papers

None Used

**Appendix 1 - Member Development Attendance Summary for Whips/Member Management Committee  
(1<sup>st</sup> April 2010 to 4 March 2011)**

This report shows learning and development activity undertaken by elected Members between 1<sup>st</sup> April 2010 and 4<sup>th</sup> March 2011. The report only includes training arranged or provided by Member Development and does not cover other events which Members have attended of their own volition. The evaluation rating is an average score based on feedback from the event – options are Excellent, Good, Fair or Poor.

**Induction programme**

Event Title	Date	Origin of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI	Total attended	Average rating
Introduction to ICT	17/05/10	Internal	A Keightley D Rhodes	G Hussain Groves Hardy	P Latty				Varley	5	Excellent
Finding your feet	17/05/10	Internal		Hardy Groves Hussain S Hamilton Maqsood R Grahame	P Latty				Varley	8	-
Speaking in the Chamber	20/05/10	Internal	Emma Taylor	Maqsood G Hussain Groves R Grahame Hardy	R Wood M Robinson				Varley	8	Excellent
Learning the Ropes	20/05/10	Internal	Ian Walton	Maqsood G Hussain Groves R Grahame	R Wood M Robinson				Varley	7	Good
Understanding Code of Conduct	25/05/10	Internal	Kate Sadler	Hardy Maqsood G Hussain S Hamilton Groves R Grahame J Akhtar	P Latty R Wood M Robinson				Varley	11	Excellent

## Induction Programme Continued

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/	Total attended	Average rating
Intro to ICT (Repeat)	25/05/10	Internal	D Rhodes	Maqsood R Grahame S Hamilton Groves	M Robinson					5	-
How the council works	26/05/10 and 16/6/10	Internal	Liz Davenport	Hardy Maqsood G Hussain	R Wood P Latty				Varley	5	Good
Understanding Overview and Scrutiny	28/05/10	Internal	P Marrington	Maqsood G Hussain Groves	P Latty R Wood M Robinson				Varley	7	-
Managing your Casework	15/06/10	Regional	Kay Sidebottom Sarabjit Kundan	Maqsood G Hussain Groves	M Robinson			Beale- (Calderdale) Lawson- (Kirklees)	Varley	7	Excellent
Dealing with the Media	22/06/10	Internal	Andy Carter	Maqsood G Hussain Akhtar					Varley	4	Good
Local Government finance made simple	9/7/10	Internal	Doug Meeson	G Hussain Groves	Robinson					3	Good
Meet CLT	13/07/10	Internal	CLT Team	G Hussain R Grahame Groves Hardy	P Latty Robinson Wood				Varley	8	Excellent

## Personal Development

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/	Total attendance	Average rating
LGIU Event - Working in partnership	08/07/10	Regional (Bradford)	LGIU	G Hussain						1	
Introduction to Social Media	24/09/10	Learning Day	Kay Sidebottom	Hamilton Iqbal						2	-
Using the Casework Management System	various	Internal	Kay Sidebottom	Congreve P Grahame Hanley Harper J Lewis Maqsood Mulherin Rafique Selby	Kendall	Brett				10	-
Being a Corporate Parent	24/09/10	Learning Day	Sue May	Morgan G Hussain R Grahame	P Latty	Chapman	A Blackburn		S Varley	7	Good
ICT one-to-ones	24/09/10	Learning Day	Kay Sidebottom	R Grahame Iqbal	P Latty Wood	Kirkland				5	-
ICT one-to one	30/11/10	Learning Day	Kay Sidebottom	Atha	Kendall					2	-
Understanding Shared Services	11/11/10	Regional	LGYH (Pixel Fountain)	P Grahame						3	-
Unlocking your savings potential - Responding to the spending review	29/10/10	Regional	LGYH (Ian Fifield)		B Anderson					1	
Place based productivity – Productive services, Productive places	5/11/10	Regional	LGA	K Groves	B Anderson	S Bentley				3	-

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/	Total attendance	Average rating
Local Government & the Voluntary, Community & Social enterprise sectors	23/11/10	Regional	LGA	S Hamilton	C Fox W Hyde					3	-
Leadership Academy	6-7/1/11 8-9/2/11 8-9/2/11	Regional	LGID	<i>M Iqbal (place deferred to new mun. year)</i>	M Lobley						
21 <sup>st</sup> Century Cllr - Using Social Media	27/1/11	Regional	LGYH	R Grahame Groves	Fox Castle					4	-
ILM Leadership & Management course	4/02/11-6/02/11	Regional	LGYH	Maqsood Groves G Hussain						3	Excellent
<i>Changing the way we do Housing</i>	<i>18/03/11</i>	<i>Regional</i>	<i>LGA</i>	<i>Driver Gruen</i>						2	

## Seminars

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI/	Total attendance	Average rating
Liberating the NHS – the Health White Paper	8/09/10	Officer	Dennis Holmes	Yeadon R Grahame E Taylor Selby Hanley Parker Hamilton	Fox	Golton Ewens Bentley	A Blackburn			12	Excellent
Free School Meals	5/10/10	MDWG	Rosie Molinari	R Grahame Blake	P Latty Fox Castle	Lancaster Bentley				7	Good
The Future of Health	4/02/11	Member	Tom Riordan Ian Cameron John Lawlor	Parker Gruen Dobson Yeadon Selby Mulherin Blake J Lewis Gabriel Wakefield Groves Ogilvie R Grahame Coulson	Anderson Lamb Latty Fox Kendall	Golton Chapman Brett	A Blackburn			23	Good
Building resilient communities –The prevent programme	2/03/11	MDWG	Nadeem Siddique	R Grahame G Hyde Iqbal Rafique Mulherin Driver	Kendall	Golton Bentley		O'Neil- Kirklees Lund- Wakefield		11	Good

## Role Specific Training

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

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI	Total attendance	Rating
Governance and Audit	28/06/10	Regional	Bradford	Driver	Harrand					2	-
Plans Briefing	14/06/10	Constitution	Steve Butler	Akhtar Hardy	R Wood					3	
Plans Briefing	8/06/10	Constitution	Dave Newbury		Proctor					1	
Plans Briefing	7/06/10	Constitution	Dave Newbury	R Grahame						1	
Plans Briefing	22/06/10	Constitution	Daljit Singh	Selby						1	
Plans Briefing	21/06/10	Constitution	Daljit Singh	Driver						1	
Plans Briefing	17/06/10	Constitution	Daljit Singh		Carter					1	
Plans Briefing	25/06/10	Constitution	Daljit Singh	S Hamilton						1	
Introduction to Licensing	1/07/10	Constitution	Roger Butterfield	G Hussain Morgan				Woodhead & Hall- Kirklees Lal-Bradford		4	Excellent
Planning update	24/09/10	Constitution	Trevor Roberts Associates	R Grahame Congreve Harper Lyons Parker	Fox Robinson Anderson Castle Wilkinson	Campbell Wilson	D Blackburn		Leadley	14	Good
Governance & Conduct	24/09/10	Constitution	K Sadler G Marshall Bob Pritchard	R Grahame Congreve Parker Dunn Harper	G Latty Castle Wood Fox Wilkinson Anderson	Wilson Campbell	D Blackburn		Leadley	15	Good

**Role Specific Continued**

Event Title	Date	Origins of event	Chair/ Provider	Labour	Cons	Lib Dem	Green	Other	MBI	Total attendance	rating
Planning Update	30/11/10	Constitution	Trevor Roberts Associate	Driver Coulson Nash Hardy Gruen Selby Hamilton R Grahame	G Latty Wood P Wadsworth	Monaghan		G Hall- <i>Barwick &amp; Scholes</i> D M'Ewan- <i>Kippax</i> D Morley- <i>Kippax</i> Cllr Chapman- <i>Wetherby</i> Cllr Aitken- <i>Wetherby</i> M Czwaro- <i>Micklefield</i>	R Finnigan	19	Good
Governance and Conduct	30/11/10	Constitution	Kate Sadler Gill Marshall Bob Pritchard	R Grahame G Hyde N Taggart G Driver		Chastney Hamilton				6	Excellent
Governance and Conduct	26/1/11	Constitution	Kate Sadler/ Gill Marshall/ Bob Pritchard	Morgan Armitage G Hussain Lyons Gruen		Townsley			Finnigan Grayshon	8	Good
Licensing Update	26/1/11	Constitution	Gill Marshall	Armitage G Hyde	Wilkinson	Townsley			Grayshon	5	Good
Pensions Fund and Investment Panel Update	28/2/11	Regional	Bradford MBC	Driver Grahame Hanley J Lewis						4	-

## External conferences and seminars

Any Member can request to attend an external event; approval is given according to the conference approval procedures. The table below lists all requests (approved and not approved) made between 1 April 2010 and 4 March 2011.

Conference	Date	Delegate	Venue	Approved List?	Authorised	Party	Conf Costs	Travel Costs	Hotel Costs	Total
LG and the NHS – working together to create healthier communities	15/04/10	Dobson	London	No	Yes	Lab	n/a	134	-	134
LGA annual Conference	6-8 July 2010	P Grahame A Carter S Golton	Bournemouth	Yes	Yes	Labour Cons Lib Dem	519	196.70	435	1150.70
							519	293	290	1102
							519	196	435	1150
Local Historical Environment	19/07/10	Nash	London	No	Yes	Lab	219	89.30	178.33	486.63
Public Health: Promoting Health and the Challenges Ahead	30/9/10	M Dobson	London	No	Yes	Lab	295	143.70	-	438.70
Engaging the Big Society	14/10/10	R Brett	Manchester	No	Yes	Lib Dem	334	21.20	-	355.20
Future of Total Place	22/10/10	P Grahame	London	No	Yes	Lab	350	242.20	-	592.20
Tackling Worklessness through Local Partnerships	26/10/10	G Driver	London	No	Yes	Lab	350	130.20	-	480.20
Annual Nat Children & Adult services conference	4/11/10	B Selby	Manchester	Yes	Yes	Lab	250	34.40	-	284.40
Adult & Children social services conference	3-5 Nov	J Blake	Manchester	Yes	Yes	Lab	485	24.65	295	804.65

Community Land Trusts	8/12/10	C Campbell	York	No	Yes	Lib Dem	30	-	-	30
Decentralisation and localism Bill	4/02/11	Nash	London	No	Yes	Lab	215	67.75	186.83	469.58
<i>Ethical standards conference</i>	<i>29/03/11</i>	<i>Driver</i>	<i>Birmingham</i>	<i>No</i>	<i>Yes</i>	<i>Lab</i>	<i>250</i>	<i>80.50</i>	<i>-</i>	<i>330.50</i>
<i>Get Connected – Shared Leadership –raising the voice and representation of Muslim women</i>	<i>14/04/11</i>	<i>Maqsood</i>	<i>Leeds</i>	<i>No</i>	<i>Yes</i>	<i>Lab</i>	<i>125.00</i>	<i>-</i>	<i>-</i>	<i>125.00</i>

<b>Total budget allocation for 2010-11</b>	£11,090
<b>Total Spend at 4 March 2011:</b>	£7,903.76
<b>Total Remaining:</b>	£3,186.24

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## **Appendix 2 - Ensuring the future effectiveness of the Member Development function**

### **Introduction**

This discussion paper considers the current work undertaken by Member Development and makes some proposals for altering the services delivered in order to ensure that it continues to fully meet the learning and development needs of Leeds' elected Members.

### **Recommendations**

Members are asked to consider and comment on the proposals in this document.

### **Background**

Current patterns of work and emerging projects suggest that the focus of Member Development is changing. There are two main drivers for change:

1. **Rapid changes in government policy and legislation** (the Health and Localism bills being two of many examples). As a result, councillors need to be kept up to speed with changes and respond quickly to new ways of working.
2. **Financial pressures and withdrawal of regional funding.** Learning and development will need to be accessed in more imaginative and resourceful ways.

In addition, and partly due to the changes above, senior Members (eg portfolio holders) have become more involved in Member Development, by steering and leading on learning related to their own portfolios.

### **Response to the challenges**

In order to work effectively in this new climate, Member Development is working more closely with senior elected Members, officers and project managers across the Council to ensure that Members are involved in and kept up to speed with the change process. Instead of simply reacting to change and informing Members about it (ie through ad hoc seminars and briefings), officers are recognising the requirement to anticipate the impact, involve Members in discussion and support them through it by providing timely and appropriate learning opportunities. The development of the management standard for officers, 'Working with Members and Partners' has been one factor influencing this change in approach.

It is therefore proposed that Member Development builds on the changes by moving to a more 'demand-led' model. Instead of identifying and 'pushing out' learning and development activities, Members and service areas will be 'pulling in' our service for advice, and involving the function in wider projects at a much earlier stage. This would necessitate Member Development officers having a

sharper focus on organisational goals and business needs and working in greater collaboration with officers from other service areas and partner agencies. The Member Development Working Group would be the key forum for this, transforming the ideas and suggestions from Executive Members and officers into effective learning and development programmes.

Potential features of this model could include:

- Increased working with Executive Members to identify not only their own individual needs but areas for developing other Members in issues concerning their portfolio. This could include extending the induction programme to include development and support for new Executive Members and developing portfolio-based learning programmes instead of ad hoc events.
- Officers at CLT level being encouraged to consider the impact on Members (in terms of learning and development) of new projects and ways of working, and a greater involvement of the MDO in corporate projects.
- A greater emphasis on coaching and facilitating. Personal Development Plans (for senior members especially) are becoming more about facilitation – helping members to help themselves rather than simply providing learning solutions. The role of the Member Development Officer as coach (reflecting, challenging, energising, influencing etc) could be explored.
- Demonstrating impact and value for money. Recent experience and the current financial climate are also placing greater emphasis on establishing the *value* of activities – eg identifying return on investment and demonstrating impact both on an individual level, organisationally and for the community at large.

Leeds recently gained Charter Plus – the exemplary level award for good practice in Member Development. The proposals above incorporate the recommendations made to Leeds in order for us to maintain the standard. One additional recommendation, however, concerns sharing knowledge and good practice with other authorities, so it is therefore proposed that we continue to focus strongly on regional activities. In addition to general collaborative working, regional projects for Yorkshire and the Humber in 2011 include:

- Development of a regional learning portal for councillors and Member Development Officers
- The West Yorkshire Shared Induction programme
- Support for authorities working towards the Member Development Charter or establishing a Member Development function
- Development of a regional mentoring scheme run on a reciprocal basis.

It should be noted that sharing induction with the other four West Yorkshire authorities in 2010 saved Leeds City Council in the region of £1,500. Proposals to develop shared induction and ongoing training further in 2011 are likely to more than double these savings.

## Examples of how the new approach is working in practice

Below are a number of examples of how the new approach to Member Development is already working:

- *The proposed delegation of Streetscene functions to Area Committees.* This is an example of a project where Member Development were involved at the outset of the project and will be working closely with Neighbourhoods and Environment officers. By embedding learning and development at the start it will hopefully be seen as an integral part of the project and not as an 'add-on' instigated by Member Development. There will also be opportunities for joint learning with Area Management officers.
- *Corporate Parenting and safeguarding.* We have acknowledged that this project is key and cannot be delivered purely by the MD function. With support of Cllr Blake a project team will be established (consisting of officers from Childrens Services, Leeds Childrens Rights, and a Corporate Carer (Member rep) in order to address issues such as member engagement, delivery, involvement of looked after children in the training etc.
- *Coaching and facilitating.* One councillor's recent PDP included discussion on how to delegate work effectively and how to develop other Members in their portfolio areas. Another PDP involved an element of coaching which resulted in an action-plan being drawn up and regular monitoring meetings to track progress. Options to identify a mentor from another authority are being explored.
- *Demonstrating impact and value for money.* In December 2010 we ran a focus group for new Members in order to consider the value and effectiveness of induction. This model was very successful, resulting in number of suggestions for improvements which will be discussed with Member Management Committee in January 2011. This method will be used to evaluate other large-scale projects. Work is also being undertaken with Planning officers to review the annual compulsory training – eg is the provider effective; should different techniques be used; can we identify some more cost-effective options.
- *The Future of Health in Leeds.* Work is ongoing to establish a learning programme on the changes to Health and Public Health legislation and the subsequent impact on Leeds in terms of organisational change and ways of working. It has involved discussion with the relevant Exec Member, Scrutiny Chair and Leader and input from partners such as Leeds Initiative and the NHS. The programme will be launched with a seminar, the learning from which will be shared with officers by way of podcasts and bulletins.
- *Regional working.* The withdrawal of RIEP funding for Member Development is resulting in the development of a number of shared, sustainable resources that can be used and adapted by Councils to suit their own requirements. These include the Web Portal for Member

Development which will incorporate podcasts, downloadable learning materials and toolkits, discussion forums, an events calendar, feature articles and a mentoring scheme.

- *Political Awareness training for officers.* The Member Development Working Group is providing input into the development of a new learning programme for officers, aimed at enhancing the political awareness skills of new and existing managers. The programme will include practical question and answer sessions with Members, as well as mentoring and shadowing opportunities. The Working Group will play a key role in the evaluation of the course's effectiveness.

### **Future actions**

It is proposed that the new approach is discussed in more detail by the Member Development Working Group and Member Management Committee, and then formalised through the new Member Development Strategy for 2011-15.

Originator: Laura Ford

Tel: 39 51712

**Report of the Chief Democratic Services Officer**

**Member Management Committee**

**Date: 29<sup>th</sup> March 2011**

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

<p><b>Electoral Wards Affected:</b></p>     <div style="display: flex; align-items: center; margin-top: 10px;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> <p>Ward Members consulted (referred to in report)</p> </div>	<p><b>Specific Implications For:</b></p> <table style="width: 100%; border: none;"> <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 THIS REPORT**

1.1 Further to the meeting of this Committee in January 2011, and confirmation of nominations received to date, this report:

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

**2.0 BACKGROUND INFORMATION**

2.1 This is the fourth 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**

The Cardigan Centre

3.1 The Cardigan Centre has recently contacted the Council to ask for a Member to be appointed to their Board to replace Councillor Ewens, who has recently retired. The Cardigan Centre works in North West Leeds, particularly the inner-city neighbourhoods to facilitate social welfare, recreation, education and economic regeneration. It was established in the late 1980s, starting originally with a building used for community activities and to house small businesses. The Centre is a registered charity and company limited by guarantee.

- 3.2 As the Cardigan Centre does not currently appear on the Council's list of Outside Bodies, Members are requested to confirm whether this body should be categorised as Strategic and Key Partnership, with appointments to it being made by this Committee, or Community and Local Engagement, with appointments to it being by the appropriate Area Committee (in this case the most appropriate Area Committee would be the North West (Inner) Area Committee).
- 3.3 If the Cardigan Centre is categorised as Strategic and Key Partnership, the Committee is asked to appoint a Member to this body.

Leeds Year of Volunteering Steering Group

- 3.4 The Leeds Year of Volunteering Steering Group aims to implement the European Year of Volunteering in Leeds. The Steering Group has representatives from the Council's partnership bodies, including universities, and is chaired by Councillor Lucinda Yeadon. The Steering Group meets on a quarterly basis.
- 3.5 The Steering Group would like to obtain representatives from each of the political groups in Leeds. There are currently representatives from the Labour, Liberal Democrat and Green groups, therefore the Conservative Group Whip and Morley Borough Independent Group Whip have been asked to nominate a Member to sit on the Steering Group.

Appointments Made Since January 2011

- 3.6 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):

<b>Outside Body</b>	<b>Member Appointed</b>	<b>Member Replaced</b>	<b>Date</b>
Yorkshire and Humber Space (Regional Improvement and Efficiency Partnership)	Councillor B Atha	Whips nominee	11/01/11
Temple Newsam Learning Partnership School Trust	Councillor W Hyde	Whips nominee	04/02/11
Leeds Initiative – Healthy Leeds Partnership	Councillor J Chapman	Whips nominee	15/02/11
Early Years Development Partnership	Councillor S Bentley	Whips nominee	15/02/11
Leeds Community Equipment and Telecare Services Partnership	Councillor B Cleasby	Whips nominee	15/02/11
Leeds Learning Disabilities Partnership Board	Councillor B Cleasby	Whips nominee	15/02/11
WYITA Passenger Transport Consultative Committee	Councillor C Campbell	Whips nominee	15/02/11

**4.0 IMPLICATIONS FOR COUNCIL POLICY AND GOVERNANCE**

- 4.1 The Member appointments referred to in paragraph 3.6 are in accordance with the Council's Constitution and as detailed in the Appointments to Outside Bodies

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 Bodies 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:

- Confirm whether the Cardigan Centre should be categorised as Strategic and Key Partnership or Community and Local Engagement;
- Appoint a Member to the Cardigan Centre, if it is categorised as Strategic and Key Partnership;
- Consider the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1; and
- Note the change of appointments since the last meeting of the Committee as detailed in paragraph 3.1 of this report.

## **BACKGROUND PAPERS**

Appointments 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
11-19 (25) Learning and Support Partnership	Yes	Executive Member (Childrens Services)	2	Nov-10	Jane Dowson	Lab	Childrens Services	Gary Milner
				Nov-10	Judith Blake	Lab		
				Nov-10	Whip nominee	Con		
		1 Conservative	1	Nov-10	Sue Bentley	Lib Dem		
		1 Liberal Democrat	1	Nov-10	Sue Bentley	Lib Dem		
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 Leads (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
				Jun-10	A Ogilvie	Lab		
				Jun-10	R Brett	Lib Dem		
				Jun-10	G Driver	Lab		
				Jun-10	T Murray	Lab		
				Jun-10	E Nash	Lab		
				Jun-10	D Schofield	Con		
				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
				Jun-10	Gerald Wilkinson	Con		
				Jun-10	Graham Hyde	Lab		
				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
				Jun-10	Robert Finnigan	MBI		
				Jun-10	Mark Dobson	Labour		
				Jun-10	Geoff Driver	Labour		
ALMO - West/North West Homes	Yes	Conservative	4	Dec-10	Paul Wadsworth	Con	Environment & Neighbourhoods	John Statham
				Jun-10	Ann Blackburn	Green		
				Jun-10	Ben Chastney	Lib Dem		
				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		
Bradford University Court	No	No	3	Jun-10	Vacancy	Unallocated	Childrens Services	
				Jun-10	Andrew Carter	Con		
				Jun-10	Geoff Driver	Lab		
				Jun-10	Colin Campbell	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
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	Executive Member (Childrens Services) or nominee	5	Jun-10	Judith Elliot	MBI	Childrens Services	TBC by Adam
	in part	1 Place		Jun-10	Mick Coulson	Lab		
				Jun-10	Brian Selby	Lab		
				Oct-10	Sue Bentley	Lib Dem		
				Jun-10	Gerald Wilkinson	Con		
Children's Trust Board	Yes in part	Lead Executive Member Children's Services	4	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	Feb-11	Sue Bentley	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 Cheatham
				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	John Roles
				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	Exec Member Childrens Services or Nominee	5	Jun-10	Karen Renshaw	Lab	Childrens Services	Pat Toner
	(in part)	1 place		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
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	John Roles
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	Martin McInulty
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
				Feb-11	Brian Cleasby	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		
		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	Yes - 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		
				Jun-10	Richard Lewis	Lab		
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		
				Jun-10	Judith Blake	Lab		
Leeds Initiative - Skills and Economy Partnership	No		3	Dec-10	Barry Anderson	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		
				Feb-11	Judith Chapman	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		
				Jun-10	Ryk Downes	Lib Dem		
Leeds Initiative - Climate Change	No		4	Jun-10	James Monaghan	Lib Dem	City Development	George Munson
				Jun-10	Barry Anderson	Con		
				Jun-10	Tom Murray	Lab		
				Jun-10	David Blackburn	Green		
Leeds Initiative - City Centre Partnership			1	Jun-10	Whips nominee	Lab	Development	Cath Follin
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	4	Jul-10	Peter Harrand	Con	Social Services	Michele Tynan
	in part	1 Place		Jul-10	Lucinda Yeadon	Lab		
				Jun-10	Brian Selby	Lab		
				Feb-11	Brian Cleasby	Lib Dem		
Leeds Local Access Forum	No	No	2	Jun-10	Clive Fox	Con	City Development	Joanne Clough
				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	2	Jun-10	Ghulam Hussain	Lab	Chief Executives Unit	Lelir Yeung
		1 place		Jun-10	Whips nominee	Lib Dem		
Leeds Safeguarding Board	Yes	Lead Executive Member Children's Services	1	Jun-10	Judith Blake	Lab	Children's 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		
LEGI Board	No	No	1	Jan-11	G Harper	Lab	City Development	Phil Cole
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 Advisory 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		
School Trust - Brigshaw	No	No	1	Sep-10	James Lewis	Lab	Childrens Services	Ken Morton
School Trust - Temple Newsam Learning Partnership	Yes	1 administration representative	1	Dec-10	Mick Lyons	Lab	Childrens Services	Ken Morton
		1 Conservative member (to be appointed as an Associate member)	1	Feb-11	Bill Hyde	Con		
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

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2010/11	Group Allocation 2010/11	Lead Dept	Lead Officer
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
WYITA District Liaison Committee	Yes	Administration representative	1	Nov-10	Richard Lewis	Lab	City Development	Andrew Hall
		Conservative	1	Nov-10	Whip Nominee	Con		
		Lib Dem	1	Dec-10	Colin Campbell	Lib Dem		
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		
				Feb-11	Colin Campbell	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 and Humber Space - Regional Improvement and Efficiency Partnership	Yes	Exec Member whose portfolio includes improvement and efficiency	1	Jan-11	Bernard Atha	Lab	Resources	Dylan Roberts
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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