



MEMBER MANAGEMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 31st January, 2012
at 4.00 pm

MEMBERSHIP

Councillors

J Akhtar	C Campbell	G Latty	T Leadley	D Blackburn
R Charlwood	J Matthews	M Lobley		
N Dawson				
P Gruen				
J Lewis (Chair)				
K Maqsood				
E Nash				

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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 Head of Governance Services at least 24 hours before the meeting)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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>RESOLVED – 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>LATE ITEMS</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>DECLARATIONS OF INTERESTS</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>MINUTES</p> <p>To approve as a correct record the minutes of the meeting held on 25th October 2011.</p>	1 - 8
6			<p>APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO ACADEMIES</p> <p>To consider the report of the Governor Support Service requesting approval of Councillor appointments to Academies, and notifying Members of Academies which do not have a Local Authority Governor.</p>	9 - 14
7			<p>APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO THE PRU MANAGEMENT COMMITTEES</p> <p>To consider a report of the Governor Support Service requesting the appointment of one local authority governor to the KS2/3 Pupil Referral Unit Management Committee and one to the KS4 Committee.</p>	15 - 22

Item No	Ward	Item Not Open		Page No
8			<p>APPOINTMENTS TO EAST LEEDS REGENERATION BOARD</p> <p>To consider the report of the Director of Environment and Neighbourhoods seeking Member appointments to the East Leeds Regeneration Board.</p>	23 - 30
9			<p>MEMBERS ICT UPDATE</p> <p>To consider the report of the Chief ICT Officer providing an update on ICT issues affecting elected Members.</p>	31 - 44
10			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the Chief Officer, Democratic and Central Services providing an update on the current position regarding Member appointments to outside bodies, and seeking to confirm Member nominations to remaining vacancies.</p>	45 - 54

Agenda Item 5

MEMBER MANAGEMENT COMMITTEE

TUESDAY, 25TH OCTOBER, 2011

PRESENT: Councillor J Lewis in the Chair

Councillors D Blackburn, C Campbell,
R Charlwood, N Dawson, M Dobson,
T Leadley, M Lobley, J Matthews and
B Selby

Apologies Councillor P Gruen, G Latty, K Maqsood
and E Nash

15 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.

16 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

17 Late Items

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

18 Declarations of Interests

Councillors Dobson and Selby declared a personal interest in agenda item 6 (Minute 20 refers), by virtue of their position as an LEA Governor.

Councillor Lewis declared a personal interest in agenda item 7 (Minute 21 refers), by virtue of his position as a Trustee of Brigshaw Co-operative Trust.

Two further declarations were made at a later point in the meeting (Minute 25 refers).

19 Minutes

RESOLVED – That the minutes of the meeting held on 1st July 2011 be approved as a correct record, subject to an amendment to Minute 4 to reflect that Councillor Charlwood declared an interest as an E-ACT Governor, rather than as a Governor of Moortown Primary School.

20 Process for the Allocation of Local Authority Governors

The Senior Governor Support Officer presented a report of the Director of Children's Services informing Members of the current number of local education authority seats on governing bodies in Leeds, and the arrangements for the nomination of local authority Members to vacancies.

Members felt that the current arrangements remained fit for purpose.

Members also considered the arrangements for the appointment of Members to Academies, and concluded that appointments be made through Member Management Committee.

Members queried the arrangements by which Academies determine the composition of the governing body and were informed that each individual Academy (in consultation with the Department for Education) determines the allocation of places on its governing body, including whether a place will be allocated to the local authority. It was requested that any prospective Academies be informed that the Council would welcome being allocated a place on the governing body.

RESOLVED –

- (a) That the current protocol for the appointment of Local Authority governors to schools is relevant and appropriate, and should continue to be used;
- (b) That the nomination of Local Authority governors to Academies be made by Member Management Committee, in accordance with the Appointments to Outside Bodies Procedure Rules; and
- (c) That the Director of Organisational Improvement be requested to inform prospective Academies that the Council would welcome being allocated a place on the governing body.

21 Council Representation on Children and Young People Cluster Partnerships

The Locality Enabler presented a report of the Director of Children's Services presenting proposals for Council representation on all of the Children and Young People Cluster Partnerships in Leeds, and recommending that the Committee appoints up to two elected Member representatives for each partnership.

It was agreed that a Morley Borough Independent Member from the Morley South ward should be appointed to the Ardsley and Tingley cluster (in addition to an Ardsley and Robin Hood ward member), as some of the schools in this cluster are located in the Morley South ward.

It was also agreed that Councillor Andrew Carter would be appointed to the Pudsey cluster.

Should any schools move to a different cluster, it was requested that a report be submitted to Member Management Committee in order that the allocation of elected Member positions can be reviewed.

RESOLVED –

- (a) That Cluster Partnerships be categorised as Strategic and Key Partnerships; and
- (b) That places on the Cluster Partnerships be allocated as follows:

Cluster	Number of Places	Ward Allocation
Garforth	1	Garforth and Swillington (Labour Whip's nominee)
Upper Beeston and Cottingley	1	Beeston and Holbeck (Labour Whip's nominee)
Ardsley and Tingley	2	1 Ardsley and Robin Hood (Labour Whip's nominee) 1 Morley South (MBI Whip's nominee)
Morley	2	1 Morley North (MBI Whip's nominee) 1 Morley South (Labour Whip's nominee)
Rothwell	2	1 Rothwell (Liberal Democrat Whip's nominee) 1 Ardsley and Robin Hood (Labour Whip's nominee)
JESS (Joint Extended Schools and Services: Beeston Hill, Holbeck, Belle Isle and Hunslet)	2 from	Beeston and Holbeck, City and Hunslet, Middleton Park (2 Labour Whip's nominees)
Middleton	1	1 Middleton Park (Labour Whip's nominee)
Horsforth	1	1 Horsforth (Liberal Democrat Whip's nominee)
ESNW (Extended Services North West: Weetwood, Adel and Wharfedale)	2	1 Adel and Wharfedale (Conservative Whip's nominee) 1 Weetwood (Liberal Democrat Whip's nominee)
Inner NW Hub	2 from	Kirkstall (Labour Whip's nominee) Adel and Wharfedale (Conservative Whip's nominee) Headingley (Liberal Democrat Whip's nominee)
Open XS (Hyde Park, Woodhouse and part of Headingley)	1	1 Hyde Park and Woodhouse (Labour Whip's nominee)

Cluster	Number of Places	Ward Allocation
Aireborough	2	1 Guiseley and Rawdon (Conservative Whip's nominee) 1 Otley and Yeadon (Liberal Democrat Whip's nominee)
Otley	1	1 Otley and Yeadon (Liberal Democrat Whip's nominee)
Farnley	1	1 Farnley and Wortley (Green Whip's nominee)
Pudsey	2	1 Pudsey (Labour Whip's nominee) 1 Calverley and Farsley (Conservative Whip's nominee*)
Bramley	1	1 Bramley and Stanningley (Labour Whip's nominee)
ACES (Armley Cluster Extended Services)	1	1 Armley (Labour Whip's nominee)
Seacroft Manston	2	1 Killingbeck and Seacroft (Labour Whip's nominee) 1 Crossgates and Whinmoor (Labour Whip's nominee)
Inner East	2	1 Burmantofts and Richmond Hill (Labour Whip's nominee) 1 Gipton and Harehills (Labour Whip's nominee)
CHESS (Chapeltown Extended Schools and Services)	2	1 Chapel Allerton (Labour Whips nominee) 1 Gipton and Harehills (Labour Whip's nominee)
NEtWORKS (Meanwood and Chapel Allerton)	1	1 Chapel Allerton (Labour Whip's nominee)
NEXT (North East Extended Together: Moortown and Roundhay)	2	1 Roundhay (Labour Whip's nominee) 1 Moortown (Labour Whip's nominee)
Alwoodley	1	1 Alwoodley (Conservative Whip's nominee)
EPOS (Elmete Partnership of Schools and Services)	2	1 Harewood (Conservative Whip's nominee) 1 Wetherby (Conservative Whip's nominee)

*It was agreed that Councillor Andrew Carter be appointed to this position.

22 Members ICT Update

The Business Relationship Manager presented a report of the Chief ICT Officer seeking the support of Member Management Committee for a project to be undertaken to identify technical solutions to support elected Members more effectively in the various ways they choose and need to work.

Members particularly discussed upcoming improvements including the facility to access Council e-mail and calendar from personal devices, which would be available from the following week.

RESOLVED –

- (a) That the content of the report be noted; and
- (b) That ICT Services work with key stakeholders (including the Members ICT Working Group, Group Support Officers and Member Development Officers) to develop a range of ICT service offerings between now and the end of 2011; and
- (c) That ICT Services report back to the January 2012 meeting of Member Management Committee to request the Committee's support for the recommendations arising from resolution (b) above, to inform a delegated officer decision.

23 Suspension of Council Procedure Rules; State of the City Meeting

The Head of Governance Services presented a report of the Chief Officer, Democratic and Central Services seeking comments on a draft report to full Council (to approve the suspension of Procedure Rules), and a draft order paper to help facilitate proceedings at the State of the City meeting to be held on 7th December 2011.

Martin Dean, Head of Leeds Initiative and International Partnerships was also in attendance to respond to Members' queries.

It was agreed that a copy of the State of the City report would be circulated to Whips as soon as it is available.

Members were informed which partners would be attending the State of the City meeting to lead each themed debate. It was agreed that there should be no supplementary questions at the meeting, and that although members of the public would be entitled to attend the themed debates, they would not be able to ask questions.

Members also highlighted the need for the Head of Leeds Initiative and Partnerships to ensure that appropriate rooms would be available for the themed debates.

RESOLVED –

- (a) That the draft report to full Council concerning the arrangements for the State of the City meeting, and the draft order paper be noted; and

- (b) That the draft report be amended to clarify that Whips have agreed that there will be no supplementary questions.

24 Member Development

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

It was reported that the Member Development Working Group has discussed how to work more closely with employers to raise awareness of the role of a Councillor, which will be looked at in more detail with a view to producing a guidance note.

In relation to the induction programme, Members supported the suggestions to hold more events in the evening, and to involve more experienced Councillors.

It was requested that officers ascertain whether an appropriate 'out of office' message can be added to Councillors' e-mail accounts when they stand down or are not re-elected, and whether their accounts can remain open for a period of time (if required), to allow any outstanding issues to be resolved.

RESOLVED –

- (a) That the contents of the report be noted;
- (b) That the Member Development Officer liaise with officers in ICT Services to ascertain whether an appropriate 'out of office' message can be added to Councillors' e-mail accounts when they stand down or are not re-elected, and whether those e-mail accounts can remain active for a period of time (if required), in order to allow any outstanding issues to be resolved.

25 Local Authority Appointments to Outside Bodies

The Governance Officer presented a report of the Chief Officer, Democratic and Central Services providing an update on the current position regarding Member appointments to outside bodies, and seeking to confirm Member nominations to remaining bodies.

Councillors Charlwood and Selby declared a personal interest in this item as their respective appointments to Dial Leeds and William Merritt Disabled Living Centre and Mobility Service were considered.

RESOLVED -

- (a) That Councillor Hanley be appointed as a substitute member of the Leeds Safeguarding Children Board;
- (b) That an additional Member be appointed to the Children's Trust Board, and that the place be allocated to Councillor Hanley;
- (c) That Councillor Yeadon's appointment to Leeds Partnerships NHS Foundation Trust be extended to three years (ending in June 2014),

- with a caveat that the appointment will cease if another Member is appointed as Executive Member for Adult Health and Social Care;
- (d) That appointments to the Leeds Initiative – Health and Wellbeing Board be amended to include the following Members:
 - (i) Leader of Council (who will Chair the Board);
 - (ii) Executive Member for Children’s Services;
 - (iii) Executive Member for Adult Health and Social Care; and
 - (iv) Leaders of the two main opposition groups (or their nominee).
 - (e) That the place on the Leeds Initiative – Sustainable Economy and Culture Board which was previously allocated to the Executive Member for Neighbourhoods, Housing and Regeneration be removed;
 - (f) That the Governance Officer liaise with Councillor Murray to ascertain whether membership of the Investigation of Air Pollution Standing Conference is worthwhile, and report back to the next Member Management Committee meeting;
 - (g) That the North Regional Association for Sensory Support be removed from the Council’s list of outside bodies;
 - (h) That from the 2012/13 municipal year, Swarthmore Education Centre be allocated as a Community and Local Partnership, with appointments to it being made by the North West (Inner) Area Committee;
 - (i) That the (currently unallocated) position on Dial Leeds be allocated to the Labour Group, and that Councillor Charlwood be appointed to this body;
 - (j) That the (currently unallocated) position William Merritt Disabled Living Centre and Mobility Service be allocated to the Labour Group, and that Councillor Selby be appointed to this body;
 - (k) That the Conservative Group place on Leeds University Court be allocated to the Labour Group, and that Council Blake be appointed to this body;
 - (l) That the Conservative Group place on West Leeds Academy be allocated to the Labour Group (as a Whip’s nominee); and
 - (m) That the change of appointments since the last meeting of the Committee, as detailed in paragraph 3.13 of the report, be noted.

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Report of Governor Support Service, Children's Services

Report to Member Management Committee

Date: 31 January 2012

Subject: Appointment of local authority governors to academies

Are specific electoral Wards affected?	Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Garforth and Swillington, Morley South, Horsforth	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. The procedure for the placement of LA governors to academies was not agreed by the Member Management Committee until the 25 October 2011.
2. Garforth Academy (Garforth and Swillington Ward) and Woodkirk Academy (Morley South) agreed the appointment of an LA representative prior to this agreement. Horsforth Academy (Horsforth) informed Governor Support Service on 4/1/2012 that they had appointed Mr Roger Harris as an LA governor.

Recommendations

3. That the Member Management Committee confirm the appointments of the following LA governors to academies:
 - I. **Garforth Academy.** Date of conversion 1 September 2010
Councillor Thomas Murray
 - II. **Woodkirk Academy.** Date of conversion 1 September 2011
Councillor Judith Elliott
 - III. **Horsforth Academy.** Date of conversion 1 January 2012
Mr Roger Harris (information received from the Chair of governors 4/1/2012). Mr Harris was formerly a Liberal Democrat appointed governor, appointed on 4

February 2009 to the school governing body. On cessation of this appointment Member Management Committee will be asked to appoint a governor to replace him; the Chair and Principal have been notified of the procedure for the appointment of local authority governors to academies.

1 Purpose of this report

- 1.1 To request the confirmation of local authority governors appointed to academies.
- 1.2 To notify members of academies where there are no LA seats.

2 Background information

- 2.1 The procedure for the appointment of local authority governors to academies was agreed on 25 October 2011; some academies have appointed governors prior to this date.
- 2.2 The following academies have no LA seats in the articles of association:

The Morley Academy (Morley South Ward). Date of conversion 1 January 2010

Abbey Grange Academy (Kirkstall Ward). Date of conversion 1 August 2011

Prince Henry's Academy (Otley and Yeadon Ward). Date of conversion 1 Dec 2011

3 Main issues

- 3.1 Some schools that are converting to academies are not aware that a procedure has been agreed for the appointment of LA governors. This will be circulated in the next communication sent to Chairs of governors. It would be appreciated if the attached wording for the communication could be agreed by the Member Management Committee. (Appendix 1)

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Not applicable

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Not applicable

4.3 Council Policies and City Priorities

- 4.3.1 Not applicable

4.4 Resources and Value for Money

- 4.4.1 Not applicable

4.5 Legal Implications, Access to Information and Call In

4.5.1 Not applicable

4.6 Risk Management

4.6.1 Not applicable

5 Conclusions

5.1 Academies have appointed LA governors through methods other than the procedure agreed on the 25 October 2011.

6 Recommendations

6.1 That the Member Management Committee confirms the appointment of LA governors listed in point 3 to the named academies in order to formalise the appointment. That the Committee agrees the wording of the communication given in Appendix 1, to be forwarded to all Chairs of governors.

7 Background documents

7.1 None

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To All Chairs

Under Regulation 6 of the School Governance (Constitution) (England) Regulations 2007, the governing bodies of all categories of maintained schools have at least one place for a governor appointed by the local authority.

This is not the case for academies; academies may choose to appoint a local authority governor under their Articles of Association. The Leeds Education Challenge is a city-wide commitment to a child friendly city that drives school improvement and reflects the new relationship with schools. Leeds City Council would therefore welcome schools who are considering converting to an academy to give regard to the appointment of a local authority governor, who, as a representative of the wider community may be able to put forward a broader view, give a different perspective and to share information about relevant national strategies. The appointment of the local authority governor would be made through the Member Management Committee who would ensure that the nominated governor had the suitable skills, experience and expertise to meet the needs of the academy.

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Report of Governor Support Service, Children's Services

Report to Member Management Committee

Date: 31 January 2012

Subject: Appointment to an outside body. Appointment of local authority governors to the PRU Management Committees

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Education (Pupil Referral Units) (Management Committees etc.) (England) Regulations 2007 gave a statutory duty to authorities to establish a Management Committee for each unit maintained by them, by 1st February 2008. Part 2 (Regulation 4) of the Regulations allows an authority to establish a committee to act as the Management Committee of two or more units maintained by them.
2. It was agreed by the current PRU Management Committee at their meeting on the 11 January 2012 that two separate Management Committees would be formed, one for KS2/KS3 and one for KS4 from the 20 February 2012. This is in preparation for the intended change in legislation which will give PRUs delegated budgets from April 2013.
3. The current single PRU Management Committee has two local authority places. The Instruments of Government for the two separate Committees will allow for one local authority representative on each Committee, please see Appendix 1. The two current local authority representatives are Councillor Jane Dowson and Councillor Penny Ewens. Councillor Dowson has indicated that she would wish to be appointed as a local authority representative. Councillor Ewens has not responded to any communication.

Recommendations

- I. That the Member Management Committee appoint one local authority representative to the KS2/3 PRU Management Committee and one to the KS4 Committee.

1 Purpose of this report

- 1.1 To request the appointment of one local authority representative to the KS2/3 PRU Management Committee and one to the KS4 Committee.

2 Background information

The PRU Management Committee was originally formed in 26 November 2007 to govern the four PRUs:

The Oakwood Pupil Support Centre (Primary PRU)	DFCF No: 3831110
The Burley Park Centre (KS3 PRU)	DFCF No: 3831109
The Hunslet Gate Centre (KS3 PRU)	DFCF No: 3831107
The Teaching and Learning Centre (KS3 & KS4)	DFCF No: 3831111

The Instrument of Government was revised on 1 May 2009 to increase the number of community governors by one. The Management Committee has now resolved to form two Management Committees in preparation for intended change in legislation which will give PRUs delegated budgets from April 2013

3 Main issues

3.1 It was agreed by the current PRU Management Committee at their meeting on the 11 January 2012 that two separate Management Committees would be formed, one for KS2/KS3 and one for KS4 from the 20 February 2012. This is in preparation for the intended change in legislation which will give PRUs delegated budgets from April 2013.

3.2 The current single PRU Management Committee has two local authority places. The Instruments of Government for the two separate Committees will allow for one local authority representative on each Committee, please see Appendix 1. The two current local authority representatives are Councillor Jane Dowson and Councillor Penny Ewens. Councillor Dowson has indicated that she would wish to be appointed as a local authority representative. Councillor Ewens has not responded to any communication.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Not applicable

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 Not applicable

4.3 Council Policies and City Priorities

4.3.1 Not applicable

4.4 Resources and Value for Money

4.4.1 Not applicable

4.5 Legal Implications, Access to Information and Call In

4.5.1 Not applicable

4.6 Risk Management

4.6.1 Not applicable

5 Conclusions

As there will be two new Instruments of Government made for the two new PRU Management Committees, that the Member Management Committee appoint one local authority representative to each PRU Management Committee.

6 Recommendations

6.1 That the Member Management Committee appoint a local authority representative to the KS2/3 PRU Management Committee and one local authority representative to the KS4 PRU Management Committee.

7 Background documents

None.

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Instrument of Government

1. The name of the Pupil Referral Unit (or group of PRUs¹) is **Oakwood Pupil Support Centre and Burley Park Centre**
2. The PRU's DfE number is **see separate sheet**
3. The address of the PRU (and any other sub units forming part of the PRU²) is post code: **see separate sheet**
4. The name of the management committee is
"The management committee of **KS2 Oakwood and KS3 Burley Park PRU**"³
(insert the name of the PRU as set out in paragraph 1. above).
5. The management committee shall consist of:
 - a. **1** parent members (at least one but no more than one- fifth of the places);
 - b. **1** local authority members (at least one but no more than one-third of the places);
 - c. **2** staff members (at least one but no more than one-third of the places and including the teacher in charge);
 - d. **5** community members (at least one more than the total of all other member places);
 - e. (where applicable) sponsor members (up to two).
6. Total number of members = **9**
7. The sponsor(s) entitled to nominate person(s) for appointment as sponsor members under schedule 1 of the Regulations is/are
(insert name here)
8. (applicable if the term of office of one or more categories of member is shorter than four years:)
The term of office of (category of member) is
(insert period between one and four years).
9. This instrument of government comes into effect on **20 / 02 / 2012** (insert date).
10. This instrument was made by order of Local Authority on (insert date).
11. A copy of the instrument must be supplied to every member of the management committee (and the teacher in charge if not a member). A copy should be sent to the DfE (see address in section 2).

¹ The name should be the same as it appears on Edubase. Where two or more PRUs will be governed by one management committee, the name, address and

Departmental number of each PRU should be provided on a separate sheet but attached to form part of the Instrument.

² If a PRU has sub units based at separated sites, the address (and other relevant details) of all sub units should be provided on a separate sheet but attached to form part of the Instrument.

³ Where a single PRU is constituted under an Instrument, the name should be the same as in paragraph 1. Where there are two or more PRUs a group name can be used, e.g. The management committee of South Blankshire.

Burley Park Centre (PRU) DfE number - ?
Cardigan Lane
Burley
Leeds
LS4 2LE

Oakwood Pupil Support Centre (PRU) DfE number - ?
West Oaks School - Oakwood Lane Centre
Oakwood Lane
Leeds
LS8 3LF

Instrument of Government

1. The name of the Pupil Referral Unit (or group of PRUs¹) is **Teaching and Learning, KS4 PRU**
2. The PRU's DfE number is ??
3. The address of the PRU (and any other sub units forming part of the PRU²) is post code: **Woodnook Drive, Tinshill, Leeds, LS16 6NE**
4. The name of the management committee is
"The management committee of **Teaching and Learning, KS4 PRU**"³
(insert the name of the PRU as set out in paragraph 1. above).
5. The management committee shall consist of:
 - a. **1** parent members (at least one but no more than one- fifth of the places);
 - b. **1** local authority members (at least one but no more than one-third of the places);
 - c. **1** staff members (at least one but no more than one-third of the places and including the teacher in charge);
 - d. **4** community members (at least one more than the total of all other member places);
 - e. (where applicable) sponsor members (up to two).
6. Total number of members = **7**
7. The sponsor(s) entitled to nominate person(s) for appointment as sponsor members under schedule 1 of the Regulations is/are
(insert name here)
8. (applicable if the term of office of one or more categories of member is shorter than four years:)
The term of office of (category of member) is
(insert period between one and four years).
9. This instrument of government comes into effect on **20 / 02 / 2012** (insert date).
10. This instrument was made by order of Local Authority on
DD / MM / YYYY (insert date).
11. A copy of the instrument must be supplied to every member of the management committee (and the teacher in charge if not a member). A copy should be sent to the DfE (see address in section 2).

¹ The name should be the same as it appears on Edubase. Where two or more PRUs will be governed by one management committee, the name, address and

Departmental number of each PRU should be provided on a separate sheet but attached to form part of the Instrument.

² If a PRU has sub units based at separated sites, the address (and other relevant details) of all sub units should be provided on a separate sheet but attached to form part of the Instrument.

³ Where a single PRU is constituted under an Instrument, the name should be the same as in paragraph 1. Where there are two or more PRUs a group name can be used, e.g. The management committee of South Blankshire.

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Report of: Chief Regeneration Programmes Officer

Report to: Member Management Committee

Date: 31st January 2012

Subject: Appointments to East Leeds Regeneration Board

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
<ul style="list-style-type: none"> • Burmantofts & Richmond Hill • Cross Gates & Whinmoor • Garforth & Swillington • Gipton & Harehills • Harewood • Killingbeck & Seacroft • Temple Newsam 		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. Further to endorsement by Executive Board on 4th January 2012 of the governance arrangements for the East Leeds Regeneration Board, this report seeks to agree Member nominations for the Board.
2. Nominations are proposed from each of the wards covered by the East Leeds regeneration programme, along with representatives of the two main opposition parties.

Recommendations

3. Member Management Committee is asked to:
 - (a) Agree that East Leeds Regeneration Board be added to the Council's list of Outside Bodies;

- (b) Categorise East Leeds Regeneration Board as a Strategic and Key Partnership, meaning that elected Member appointments to it will be made by Member Management Committee;
- (c) Agree the appointment of one Member from each of the electoral wards covered by the Board as below:
- Burmantofts and Richmond Hill;
 - Crossgates and Whinmoor;
 - Garforth and Swillington;
 - Gipton and Harehills;
 - Harewood;
 - Killingbeck and Seacroft;
 - Temple Newsam; and
- (d) Agree the appointment of a Member from each of the principal opposition groups covered by the Board, if not already nominated by ward.

1 Purpose of this report

- 1.1 To seek agreed nominations to the East Leeds Regeneration Board.

2 Background information

- 2.1 At its meeting of 1st July 2011, Member Management Committee approved cross-party membership nominations to the revised Leeds Initiative partnership board and to the five City Priority Boards that have been established under it to deliver the Vision for Leeds 2030.
- 2.2 At its meeting of 2nd November 2011, Executive Board endorsed procedures for the nomination of Members to sub-groups of the City Priority Boards.
- 2.3 The Housing & Regeneration City Priority Board agreed at its meeting of 5th December to establish two sub-boards to focus on regeneration in East and South Leeds.
- 2.4 Executive Board endorsed the proposed governance arrangements for the East Leeds Regeneration Board on 4th January 2011. A future report is expected to be taken to Executive Board regarding arrangements for South Leeds later in the year.

3 Main issues

- 3.1 The East Leeds Regeneration Board will have a specific focus on the areas shown in the plan at Appendix 1, covering the following electoral wards:

- Burmantofts & Richmond Hill, Cross Gates and Whinmoor, Gipton & Harehills, Killingbeck & Seacroft, part of Temple Newsam and small parts of Harewood and Garforth & Swillington.

3.2 The sub-board will have membership from the public, private and third sector, to be nominated through relevant representative bodies. The local focus of the sub-board would also benefit from member representation from each of the wards covered. The membership structure endorsed by Executive Board is set out below. It is also proposed that a Member from each of the principal opposition groups will be represented on the Board where not already nominated by ward:

- 1 x Member from each relevant Council ward:
 - Burmantofts and Richmond Hill
 - Crossgates & Whinmoor
 - Garforth & Swillington
 - Gipton & Harehills
 - Harewood
 - Killingbeck & Seacroft
 - Temple Newsam
- Member of Parliament for East Leeds
- Member of Parliament for Elmet & Rothwell
- Metro (West Yorkshire PTE)
- Homes and Communities Agency
- 2 x private sector representatives
- 1 x third sector representative

3.3 The Chair and Vice-Chair will be nominated and appointed by the sub-board's membership.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Housing & Regeneration Strategic Partnership Board has been consulted about the sub-board and is in agreement with the proposed sub-board arrangements and nominations.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The terms of reference of all Leeds Initiative boards confirm the requirement to have due regard to equality and diversity. This will be made explicit in the terms of reference for the East Leeds Regeneration sub-board. An equality impact assessment screening form was completed to support the Executive Board report.

4.3 Council Policies and City Priorities

4.3.1 The Leeds Initiative partnerships and its sub-boards have a key role in the delivery of the city's priorities, as outlined in the Vision for Leeds 2030 and City Priority Plan.

4.4 Resources and Value for Money

4.4.1 There are no resource implications associated with this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications associated with this report.

4.6 Risk Management

4.6.1 These proposals support transparent and open governance and will ensure effective partnership arrangements are in place.

5 Conclusions

5.1 The establishment of the East Leeds Regeneration Board will provide an important focus for the city's regeneration activities in two of its priority deprived areas. Nomination of Member representation to this sub-board will support the delivery of regeneration activity and the accountability of this to local people.

6 Recommendations

6.1 Member Management Committee is asked to:

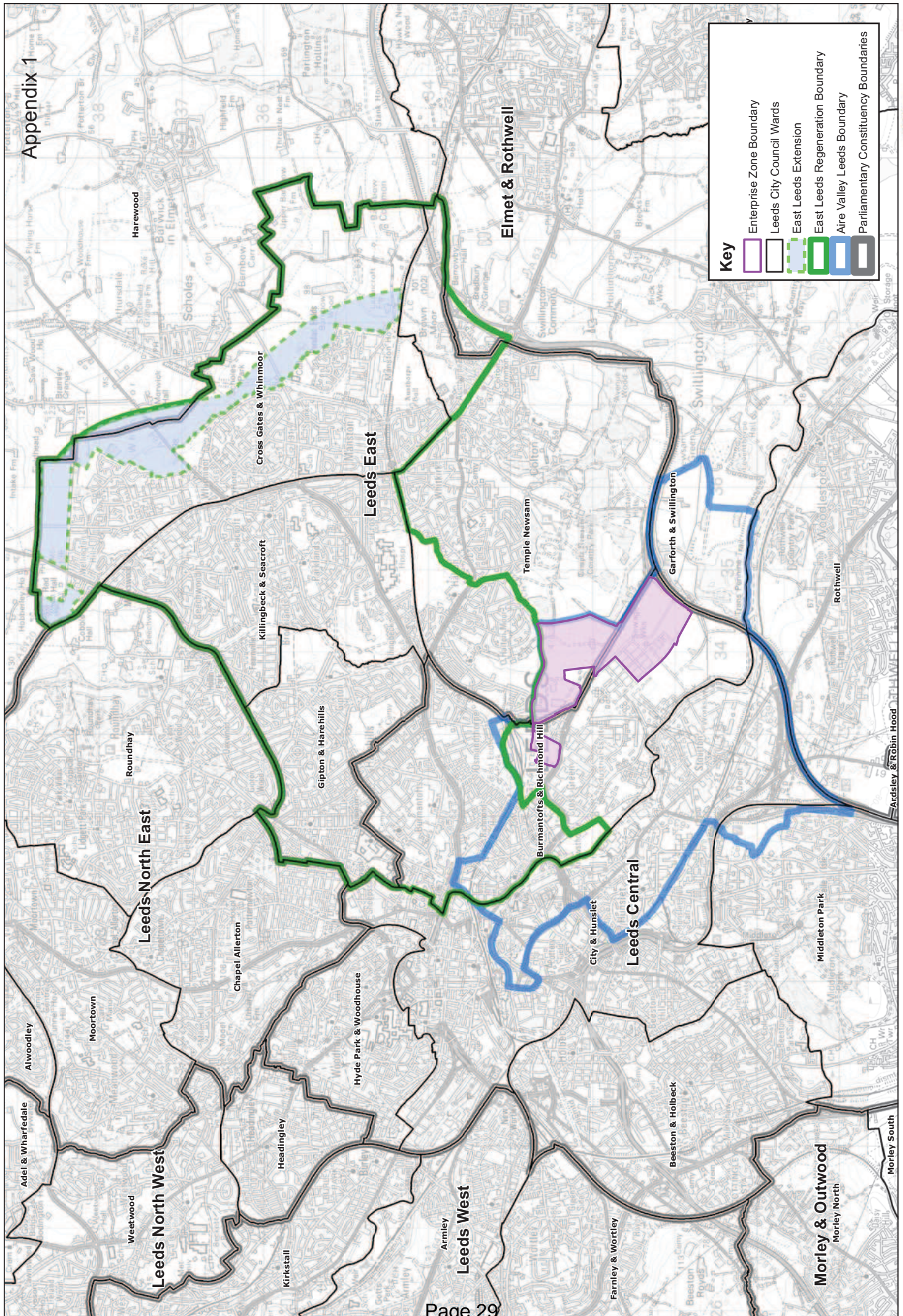
- (a) Agree that East Leeds Regeneration Board be added to the Council's list of Outside Bodies;
- (b) Categorise East Leeds Regeneration Board as a Strategic and Key Partnership, meaning that elected Member appointments to it will be made by Member Management Committee;
- (c) Agree the appointment of one Member from each of the electoral wards covered by the Board as below:
 - Burmantofts and Richmond Hill;
 - Crossgates and Whinmoor;
 - Garforth and Swillington;
 - Gipton and Harehills;
 - Harewood;
 - Killingbeck and Seacroft;
 - Temple Newsam; and
- (d) Agree the appointment of a Member from each of the principal opposition groups covered by the Board, if not already nominated by ward.

7 Background documents

7.1 Report to Member Management Committee, July 2011

7.2 Reports to Executive Board, November 2011 & January 2012

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Report of Chief ICT Officer

Report to Member Management Committee

Date: 31st January 2012

Subject: Member ICT Update Report

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. The purpose of this report is to provide Members with an update on changes to their ICT Service provision.
2. It provides an update on the current policies and procedures around Information Governance and the Council's EDRMS (Electronic Records Management System) and their inclusion into revised Members ICT Usage Guidelines.
3. It also provides an update on the take-up of the Bring Your Own Device service offering.
4. This report also confirms that the enhancements to the Members Casework Management system previously recommended by this Committee have also been completed in the live environment thereby concluding the project to develop this system.

Recommendations

5. This Committee is asked to note the contents of this report.
6. A Member view of the new Members' ICT Usage Guidelines is also required from this meeting in order that they can be incorporated into a Delegated Officer Decision as part of the latest Members ICT upgrade project.

1 Purpose of this report

- 1.1 The purpose of this report is to provide an update on ICT issues including the project to provide technical solutions to support Elected Members more effectively in the various ways they choose and need to work.
- 1.2 It provides a draft of the revised ICT Usage Guidelines.
- 1.3 This report provides the Committee with an update on the take-up of the Bring Your Own Device service offering.
- 1.4 The report also confirms the conclusion of the Members Casework system project.

2 Background information

- 2.1 The report to the October 2011 meeting outlined the scope of the Members ICT Upgrade project.
- 2.2 That report also indicated that a review of ICT Usage Guidelines would be undertaken and delivery timescales and mechanisms for the project would be agreed with the Members ICT Working Group.
- 2.3 The Members Casework Management system has been developed in conjunction with the Members ICT Working Group. The final amendments have now been applied to the live system. These enhancements have increased the usability of the system for both Members and supporting officers and usage of the system will be promoted over the coming months.

3 Main issues

3.1 Members Upgrade Project Update

- 3.1.1 A Business Case is being developed to obtain “seed funding” to purchase upgraded ICT equipment. The business case will set out the efficiency savings that can be realised over time by changes to the way in which Members connect to the Council’s system.
- 3.1.2 The Members ICT Upgrade project also incorporates a number of other elements as follows:
 - 1. A review of the Members ICT Usage Guidelines.
 - 2. Define and communicate service offerings to assist Members in making informed decisions about how they wish to work and the technology which is best suited to supporting those choices.
 - 3. This includes articulating the software delivery mechanisms which will be enabled as part of the Council’s wider Essential Services Programme (ESP).
 - 4. Managing home network provision for Members across to alternative more cost effective and more flexible provision.

5. Recovery of current equipment and replacing with updated equipment as appropriate.
6. Communication of support arrangements dependent on options selected.
7. Upgrading software e.g. Windows 7 / MS Office 2010 on Council-provided equipment (as part of the corporate ESP programme).
8. Offering appropriate training to assist Members in adapting to new ways of working including different software. Also providing information and guidance around associated topics such as Information Governance, use of new technologies including the use of the dedicated Case Management system which has been developed for Members.
9. Transition of ICT equipment from outgoing to incoming Members as part of the May 2012 Local Elections process.

3.1.3 The actual implementation process will be developed through agreement with the Members ICT Working Group taking into consideration the availability of Members around the May election activities as well as coinciding with deliverables of the Council's Essential Services Programme (ESP).

3.2 Amended Members ICT Usage Guidelines

3.2.1 The Members ICT Usage Guidelines need to be amended to include changes to Information Governance legislation and also to reflect the revised mechanisms for dealing with enquiries (such as Freedom Of Information requests) and managing compliance with the appropriate legislation.

3.2.2 A draft of the revised guidelines is attached at Appendix 1 of this report for this Committee to provide a Member view of the guidelines in order that they can be incorporated into a Delegated Officer Decision. The incorporation of these guidelines will be built into the Members ICT Upgrade project.

3.2.3 The principle changes to the Guidelines include:

1. Changes to responsible Officers for referral and guidance purposes due to organisational restructure and other revisions such as the removal of references to Standards Committee
2. Incorporation of the Council's Information Governance Policies and Procedures

3.3 Information Governance / EDRMS (Electronic Document Records Management system)

3.3.1 Alongside changes to their ICT service provision, Members will be briefed and updated on the council's rollout of Information Governance Policies and the Council's EDRMS (Electronic Document Records Management system).

3.3.2 The Information Governance policies have been developed to ensure the council is fully compliant with current central government legislation. The policies are a set of multi-disciplinary structures, policies, procedures, processes and controls implemented to manage information on all media in such a way that it supports

the organisations immediate and future regulatory, legal, risk, environmental and operational requirements. The key areas covered include:

1. Email Management;
2. Legal Admissibility Policy – Information Stored Electronically;
3. Data Protection;
4. Information Security Policy;
5. Protective Marking and Asset Control Policy;
6. Freedom of Information;
7. Records Management Policy;
8. Records Retention and Disposal Policy;
9. Information Sharing Policy;
10. Use of Removable Media.

3.3.3 All relevant policies can be found on the intranet under the heading of 'Information Governance Policies'.

3.3.4 Supporting the Information Governance policies is the current development of the Councils Electronic Records Document Management system (EDRMS) which is in Phase 1 (Proof of Concept stage). This will ensure that document management will become smarter giving the following benefits:

1. Ensuring documents and other data storage mediums are protectively marked thereby reducing risks of data breaches;
2. Ensuring information sharing processes are clearer;
3. Reducing the paper file storage space and costs associated with excessive file storage;
4. Eradicating document duplication and providing version control;
5. Speeding up data gathering processes;
6. Helping to provide compliance with Central Government Record Legislation.

3.3.5 EDRMS will also incorporate many of the Information Governance policy guidelines as automatic functions within document types to ensure compliance with legislation becomes much easier for both members and officers.

3.4 Take-up of Bring Your Own Device (BYOD)

3.4.6 Members may recall that the report to the October 2011 meeting included information that there would shortly be a facility for Members to access Council

email and calendar services from personal devices (e.g. iPhones and Android devices).

3.4.7 Since the recent launch of this offering, using an application called 'Mobile Iron', around 20% of Members have taken up the new service. Feedback from those who have adopted the BYOD service has been extremely positive.

3.4.8 In addition to the enhanced choice which this provides for Members, in that they can use their device of choice, going forward this will represent a saving to the organisation as it reduces the cost of replacement of Council provided PDA devices.

3.5 Members Case Management System

3.5.1 As reported to the October meeting of this Committee, developments have now been completed and are now operational in the live environment. These have been made available to those Members and their support officers who utilise the Casework Management system.

3.5.2 In summary these enhancements provide the following functionality:

- Allowing officers to close cases;
- Allowing officers to receive e-mail alerts as well as or instead of the Councillor;
- Adding the fields - Home Tel, Mobile Tel, Work Tel and a drop down to select the preferred contact number;
- Additional Case Types have been added.

3.5.3 The Case Management system has also been modified to provide access for Members when logging on remotely using a Vasco token (including when using their own ICT equipment).

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 A number of techniques (including surveys, site visits and meetings) have been employed to understand Elected Members current perception of their ICT Service provision and this feedback is being utilised to assist in developing and defining service offerings as part of the Members ICT upgrade project.

4.1.2 Continuing this process, Officers are engaging with the Members ICT Working Group on a regular basis to ensure representative Member input to proposed changes.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no Equality and Diversity considerations resulting from this report.

4.3 Council policies and City Priorities

4.3.1 There are no implications for Council policies or City priorities although, if approved, the Members ICT Upgrade project will involve amendments to the Members ICT Usage Guidelines.

4.4 Resources and value for money

4.4.1 An initial investment will be required to refresh the current ICT hardware in use within Members homes but it is anticipated that significant revenue savings will be realised through the adoption of alternative and more flexible ways in which Elected Members connect to the Council's network to carry out their Council business. The Members upgrade project will also provide a platform to enable new technologies to be introduced e.g. BYOD to allow more flexible and cost effective ways of working going forwards.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no Legal Implications resulting from this report.

4.6 Risk Management

4.6.1 There are no Risk Management issues resulting from this report.

5 Conclusions

5.1 This report provides an update on the progress and outline scope of the Members ICT Upgrade project.

5.2 It summarises the Council's Information Governance policies and their proposed incorporation into revised Members ICT Usage Guidelines.

5.3 It provides an update on take-up of the Bring Your Own Device (BYOD) service offering.

5.4 It also confirms the conclusion of the recent Members Casework Management system development.

6 Recommendations

6.1 This Committee is asked to note the contents of this report.

6.2 A Member view of the new Members' ICT Usage Guidelines is also required from this meeting in order that they can be incorporated into a Delegated Officer Decision.

7 Background documents

7.1 Current Members ICT Usage Guidelines.

APPENDIX A

PROPOSED REVISED ICT USAGE GUIDELINES

GUIDELINES FOR MEMBERS
SECURITY
The Member should make reasonable arrangements for the safekeeping of their Council-provided ICT equipment.
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, Central 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.
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.
<p>Members will at all times protect personal and confidential data and comply with the Council's Information Governance policies. All relevant policies can be found on the intranet under "Information Governance Policies"</p> <p>The Information Governance policies have been developed to ensure the council is fully compliant with all current central government legislation and is a set of multi-disciplinary structures, policies, procedures, processes and controls implemented to manage information on all media in such a way that it supports the organisations immediate and future regulatory, legal, risk, environmental and operational requirements key policies are:-</p> <ul style="list-style-type: none">• Email Management• Legal Admissibility Policy – Information Stored Electronically• Data Protection• Information Security Policy• Protective Marking and Asset Control Policy• Freedom of Information• Records Management Policy• Records Retention and Disposal Policy• Information Sharing Policy• Use of Removable Media <p>Members should be aware of their own responsibilities and liability with respect to the underlying legislation. If clarification is required, then advice should be sought from the Corporate Information Compliance Manager.</p>
Data storage: Wherever possible the Member should store their documents on the

<p>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.</p>
<p>Certain restrictions and safeguards are implemented on to Council devices in order to assist in compliance with the Council's Information Governance policies and also to afford a level of protection both to the Council and to the individual Member</p>
<p>ACCESS</p>
<p>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.</p>
<p>CATEGORIES OF USE</p>
<p>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</p>
<p>Private, business and political usage is permissible subject to the following conditions</p> <ul style="list-style-type: none"> • A Member wishing to make such use of Council-provided equipment and software will be subject to a £50 annual charge • There should be no significant usage of Council-funded consumables • 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.
<p>E-MAIL LIMITATIONS</p>
<p>Must comply with Corporate Code of email practice for Members (see below)</p>
<p>INTERNET</p>
<p>Internet facilities are provided to Members primarily for Council business, to assist in carrying out duties as an elected representative.</p>
<p>Members must not use Council-provided equipment to visit inappropriate sites. For guidance, such sites include the following:</p> <p>Adults only – 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”.</p> <p>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.</p> <p>Drugs – sites that promote or advocate recreational drug use.</p> <p>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.</p> <p>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.</p> <p>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.</p>

<p>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.</p> <p>Pornography – sites that contain material that are intended to be sexually arousing or erotic. This includes photos, animation, cartoons and stories.</p> <p>Profanity – sites that contain crude, vulgar or obscene language or gestures. Sites that include excessive use of letter substitution are included.</p> <p>School cheating information – sites that promote plagiarism or cheating by providing term papers, written essays, or exam answers.</p> <p>Sex – sexual merchandising and fetish sites are included.</p> <p>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).</p> <p>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.</p> <p>Weapons – sites that containing information about buying, making, modifying, or using weapons such as guns, knives, swords or ammunitions.</p>
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 except with the express permission of the Chief ICT Officer (or nominee)
SOFTWARE
Software from the Council's catalogue will be provided and supported at the Council's expense. Where appropriate training in the use of such software will also be provided. The software 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 or the Council's network (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.
CONSUMABLES
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.
RECHARGES
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.
EXCLUSIONS
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. For example, It is recognised that in carrying out their duties, Members may occasionally require access to information on the internet which is not generally accessible from the Council's network. In such circumstances, a Member should submit in writing a request for such access via his or her Group Support Manager
ENFORCEMENT
Inappropriate use of the Council's equipment and software, breaches of these usage guidelines and non-compliance with the Council's Information Governance policies may be referred to the Chief Officer (Central and Democratic Services) for potential investigation by an appropriate Officer and any required follow-up action. Where criminal conduct may have occurred, breaches may also be reported to the police.

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
- discriminatory on the grounds of race, gender, religion, age or disability, 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 Officer (Central and Democratic Services) (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.

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Report of Chief Officer, Democratic and Central Services

Report to Member Management Committee

Date: 31st January 2012

Subject: Local Authority Appointments to Outside Bodies

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. This report provides an update on the current position regarding Member appointments to outside bodies and seeks to confirm Member nominations to remaining vacancies.
2. There are currently a number of issues relating to outside body appointments (outlined in section 3 of the report), which the Committee is asked to consider.
3. A list of appointments made since the last meeting of Member Management Committee is also provided for information.

Recommendations

4. Members are asked to:
 - Consider the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1;
 - Consider current issues relating to outside body appointments, as detailed in paragraphs 3.1 – 3.5 of the report; and
 - Note the change of appointments since the last meeting of the Committee as detailed in paragraph 3.6 of this report.

1 Purpose of this report

- 1.1 Further to the meeting of this Committee in October 2011, and confirmation of nominations received to date, this report:
- provides an update on the current position regarding Member appointments to outside bodies; and
 - seeks to confirm Member nominations to remaining vacancies.

2 Background information

- 2.1 This is the third 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 Main issues

Investigation of Air Pollution Standing Conference

- 3.1 At its meeting on 25th October 2011, the Committee resolved that ‘the Governance Officer liaise with Councillor Murray to ascertain whether membership of the Investigation of Air Pollution Standing Conference (IAPSC) is worthwhile, and report back to the next Member Management Committee meeting’.
- 3.2 The lead officer for this body (Jon Tubby, Environmental Protection Service Manager) has explained that Councillor Murray didn’t attend any of the conferences due to other diary commitments. As the membership cost (£232.00 for 2011/12) now only obtains one place at each conference rather than two, officers discussed withdrawing from IAPSC with Councillor Dobson, and the decision was made not to renew the Council’s membership for 2011/12. Members of the Committee are asked to consider whether they would wish to appoint a Member to IAPSC in future years.

School Cluster Partnerships – Inner North West Hub

- 3.3 As Members will recall, at the last meeting of this Committee, it was agreed to appoint one or two Members to each Cluster Partnership. In relation to the Inner North West Hub, it was agreed that two Members be appointed from the Kirkstall, Adel and Wharfedale and/or Headingley wards. Since that meeting, it has been requested that three Members be appointed to this Cluster (one from each of the relevant wards). Members are therefore asked to approve this amendment.

School Cluster Partnerships – Morley

- 3.4 At the last meeting of the Committee, it was agreed to appoint two Members to the Morley Cluster, one from the Morley North ward and one from the Morley South ward. It has since been requested that the three Members be appointed to this Cluster in order that a Member of both the Labour and Morley Borough Independent groups can be appointed from the Morley South ward. Members are therefore asked to approve this amendment.

Leeds Admissions Forum

- 3.5 The Education Act 2011 removed the requirement on English local authorities to establish an admission forum for their area. Therefore, the Leeds Admissions Forum has now ceased to exist and has been removed from the Council's list of Outside Bodies.

Appointments made since October 2011

- 3.6 Members are advised that since the last meeting of the Committee the following change of appointments have been confirmed by the Director of Resources in accordance with the Appointments to Outside Bodies Procedure Rules (4.6):

Outside Body	Member Appointed	Member Replaced	Date
National Parking Adjudication Service Committee	E Taylor	T Murray	20/10/11
Environmental Protection UK	N Walshaw	T Murray	20/10/11
Leeds Initiative – Health and Wellbeing Board	S Golton	Whips nominee	17/11/11
Leeds West Academy Governing Body	L Yeadon	Whips nominee	22/11/11
Cluster - Farnley	A Blackburn	Whips nominee	12/12/11
Leeds Initiative - Stronger Communities Partnership	B Anderson	JL Carter	22/12/11

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Group Whips are consulted in relation to any appointments made outside of Member Management Committee.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no equality and diversity or cohesion and integration implications as a result of this report.

4.3 Council Policies and City Priorities

- 4.3.1 Under the Appointments to Outside Bodies Procedure Rules, Member Management Committee is asked to review the list of notified Outside Bodies on an annual basis and determine whether the Council should make/continue to make an appointment to those bodies.

- 4.3.2 Determination is based on one or more of the following criteria being met:

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

4.4 Resources and Value for Money

- 4.4.1 There are no resource implications as a result of this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Full Council has delegated responsibility to Member Management Committee for:

- determining which outside bodies should have Member representation and, by determining the category of each such outside body, determining how such appointments should be made; and
- making appointments to outside bodies categorised as Strategic and Key Partnership.

4.5.2 This report relates to a Council function and therefore, is not available for call-in.

4.6 Risk Management

4.6.1 There are no risk implications as a result of this report.

5 Conclusions

5.1 The current position in relation to elected Member appointments to outside bodies is detailed in Appendix 1, and vacancies exist on a number of bodies. There are a number of issues relating to outside bodies which are outlined in paragraphs 3.1 to 3.5 of the report. The appointments made since the last meeting of Member Management Committee are detailed in paragraph 3.6 of the report.

6 Recommendations

6.1 Members are asked to:

- Consider the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1;
- Consider current issues relating to outside body appointments, as detailed in paragraphs 3.1 – 3.5 of the report; and
- Note the change of appointments since the last meeting of the Committee, as detailed in paragraph 3.6 of this report.

7 Background documents

7.1 Appointments to Outside Bodies Procedure Rules

Appendix 1

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2011/12	Group Allocation 2011/12	Lead Dept	Lead Officer
11-19 (25) Learning and Support Partnership	Yes	Executive Member (Childrens Services)	4	Jul-11	Judith Blake	Lab	Childrens Services	Gary Milner
	in part			Jul-11	Jane Dowson	Lab		
				Jul-11	Alan Lamb	Con		
				Jul-11	Sue Bentley	Lib Dem		
Adoption Panel – Elmets	No	No	1	Jul-11	Ben Chastney	Lib Dem	Childrens Services	Lynn Buckle
Adoption Panel - Leodis	No	No	1	Nov-11	Whips nominee	Lab	Childrens Services	Judith Matthews
Adoption Panel – Skyrack	No	No	1	Jul-11	Dawn Collins	Con	Childrens Services	Mandy Prout
Aire Action Leeds (formerly State of the River Management Committee)	No	No	1	Jul-11	Colin Campbell	Lib Dem	City Development	Tom Knowland
Aire Valley Regeneration Board	Yes	Executive Member Development and the Economy or nominee	1	Jul-11	R Lewis	Lab	Environment & Neighbourhoods	Peter Beck
		Exec Member Neighbourhoods, Housing and Regeneration or Nominee	1	Jul-11	A Ogilvie	Lab		
		Burmantofts & Richmond Hill Ward Member	1	Sep-11	Ralph Pryke	Lib Dem		
		Middleton Park ward Member	1	Jul-11	G Driver	Lab		
		Garforth and Swillington ward member	1	Jul-11	T Murray	Lab		
		City and Hunslet Ward Member	1	Jul-11	E Nash	Lab		
		Temple Newsam Ward Member	1	Aug-11	Bill Hyde	Con		
	Conservative Group	1	Jul-11	J Procter	Con			
Airport Consultative Committee	No	No	1	Jul-11	Pauleen Grahame	Lab	City Development	Andrew Hall / Iain Mason
Allotments Working Party	No	No	1	Jul-11	John Illingworth	Lab	City Development	Jo Clough
ALMO - East/North East	Yes	Lib Dem	4	Sep-11	Ralph Pryke	Lib Dem	Environment & Neighbourhoods	John Statham
		Conservative		Jul-11	Gerald Wilkinson	Con		
		Labour		Jul-11	Graham Hyde	Lab		
Aire Valley Homes Leeds (formerly known as South South East Homes Leeds)	Yes	Lib Democrat	4	Jul-11	Karen Bruce	Labour	Environment & Neighbourhoods	John Statham
		MBI		Jul-11	Robert Finnigan	MBI		
		Labour		Aug-11	James Lewis	Labour		
ALMO - West/North West Homes	Yes	Conservative	4	Jul-11	Paul Wadsworth	Con	Environment & Neighbourhoods	John Statham
		Labour		Jul-11	John Hardy	Labour		
		Lib Democrat		Jul-11	Ben Chastney	Lib Dem		
		Labour		Jul-11	Alison Lowe	Lab		
Arthur Louis Aaron Memorial Fund.	No	No	1	Jul-11	Ronald Feldman	Con	City Development	John Thorp
Association Of Blind Asians	No	No	1	Jul-11	Mohammed Iqbal	Lab	Planning, Policy and Improvement	Lelir Yeung
Association Of West Yorkshire Authorities	Yes	Leader	3	Jul-11	Stewart Golton	Lib Dem	Planning, Policy and Improvement	Rob Norreys
	in part	1 Place		Jul-11	Keith Wakefield	Lab		
				Jul-11	Andrew Carter	Con		
Bradford University Court	No	No	3	Jul-11	Vacancy	Unallocated	Childrens Services	tbc
				Jul-11	Geoff Driver	Lab		
				Jul-11	Colin Campbell	Lib Dem		
Brotherton Collection Advisory Committee	No	No	1	Jul-11	Bernard Atha	Lab	City Development	Bev Rice
Care And Repair (Leeds)	No	No	1	Jul-11	Christine Macniven	Lab	Adult Social Care	Liz Ward
Children's Advisory Panel	Yes	Executive Member (Childrens Services) or nominee	5	Jul-11	Judith Elliott	MBI	Childrens Services	Jackie Wilson
	in part	1 Place		Jul-11	Mick Coulson	Lab		
				Jul-11	Brian Selby	Lab		
				Jul-11	Sue Bentley	Lib Dem		
				Jul-11	Gerald Wilkinson	Con		
Children's Trust Board	Yes	Lead Executive Member Children's Services	5	Jul-11	Jane Dowson	Lab	Childrens Services	Nigel Richardson
	in part			Jul-11	Ryk Downes	Lib Dem		
				Jul-11	Judith Blake	Lab		
				Oct-11	Ted Hanley	Lab		
				Jul-11	Alan Lamb	Con		
Chinese Community Association	No	No	1	Jul-11	Neil Taggart	Lab	Planning, Policy and Improvement	Lelir Yeung
Chamber of Commerce	Yes	Executive Member Development and the Economy or nominee	1	Nov-11	Whips nominee	Lab	City Development	Paul Stephens
Cluster - ACES (Armley Cluster Extended Services)	Yes	Armley ward member	1	Oct-11	Whips nominee	Lab	Children's Services	tbc
Cluster - Aireborough	Yes	Guiselley and Rawdon ward member	2	Oct-11	Whips nominee	Con	Children's Services	tbc
		Otley and Yeadon ward member		Oct-11	Whips nominee	Lib Dem		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2011/12	Group Allocation 2011/12	Lead Dept	Lead Officer
Cluster - Alwoodley	Yes	Alwoodley ward member	1	Oct-11	Whips nominee	Con	Children's Services	tbc
Cluster - Ardsley and Tingley	Yes	Ardsley and Robin Hood ward member	2	Oct-11	Whips nominee	Lab	Children's Services	Barbara Temple
		Morley South ward member		Oct-11	Whips nominee	MBI		
Cluster - Bramley	Yes	Bramley and Stanningley ward member	1	Oct-11	Whips nominee	Lab	Children's Services	tbc
Cluster - Brighshaw Co-operative Trust	No	No	1	Jul-11	James Lewis	Lab	Children's Services	Ken Morton
Cluster - CHSS (Chapelton Extended Schools and Services)	Yes	Chapel Allerton ward member	2	Oct-11	Whips nominee	Lab	Children's Services	tbc
		Gipton and Harehills ward member		Oct-11	Whips nominee	Lab		
Cluster - EPOS (Elmete Partnership of Schools and Services)	Yes	Harewood ward member	2	Oct-11	Whips nominee	Con	Children's Services	tbc
		Wetherby ward member		Oct-11	Whips nominee	Con		
Cluster - ESNW (Extended Services North West: Weetwood, Adel and Wharfedale)	Yes	Adel and Wharfedale ward member	2	Oct-11	Whips nominee	Con	Children's Services	tbc
		Weetwood ward member		Oct-11	Whips nominee	Lib Dem		
Cluster - Farnley	Yes	Farnley and Wortley ward member	1	Dec-11	Ann Blackburn	Green	Children's Services	Gail Faulkner
Cluster - Garforth	Yes	Garforth and Swillington ward member	1	Oct-11	Whips nominee	Lab	Children's Services	tbc
Cluster - Horsforth	Yes	Horsforth ward member	1	Oct-11	Whips nominee	Lib Dem	Children's Services	tbc
Cluster - Inner East	Yes	Burmantofts & Richmond Hill Ward Member	2	Oct-11	Whips nominee	Lab	Children's Services	tbc
		Gipton and Harehills ward member		Oct-11	Whips nominee	Lab		
Cluster - Inner NW Hub	Yes	Kirkstall ward member	2 from these wards	Oct-11	Whips nominee	Lab	Children's Services	Barbara Newton
		Adel and Wharfedale ward member		Oct-11	Whips nominee	Con		
		Headingley ward member		Oct-11	Whips nominee	Lib Dem		
Cluster - JESS (Joint Extended Schools and Services: Beeston Hill, Holbeck, Belle Isle and Hunstet)	Yes	Beeston and Holbeck ward member	2 from these wards	Oct-11	Whips nominee	Lab	Children's Services	tbc
		City and Hunslet Ward Member		Oct-11	Whips nominee	Lab		
		Middleton Park ward Member		Oct-11	Whips nominee	Lab		
Cluster - Middleton	Yes	Middleton Park ward Member	1	Oct-11	Whips nominee	Lab	Children's Services	tbc
Cluster - Morley	Yes	Morley North ward member	2	Oct-11	Whips nominee	MBI	Children's Services	Barbara Temple
		Morley South ward member		Oct-11	Whips nominee	Lab		
Cluster - NETWORKS (Meanwood and Chapel Allerton)	Yes	Chapel Allerton ward member	1	Oct-11	Whips nominee	Lab	Children's Services	tbc
Cluster - NEXT (North East Extended Together: Moortown and Roundhay)	Yes	Roundhay ward member	2	Oct-11	Whips nominee	Lab	Children's Services	tbc
		Moortown ward member		Oct-11	Whips nominee	Lab		
Cluster - Open XS (Hyde Park, Woodhouse and part of Headingley)	Yes	Hyde Park and Woodhouse ward member	1	Oct-11	Whips nominee	Lab	Children's Services	tbc
Cluster - Otley	Yes	Otley and Yeadon ward member	1	Oct-11	Whips nominee	Lib Dem	Children's Services	tbc
Cluster - Pudsey	Yes	Pudsey ward member	2	Oct-11	Whips nominee	Lab	Children's Services	Jan Andrew
		Calverley and Farsley ward member		Oct-11	Andrew Carter	Con		
Cluster - Rothwell	Yes	Rothwell ward member	2	Oct-11	Whips nominee	Lib Dem	Children's Services	tbc
		Ardsley and Robin Hood ward member		Oct-11	Whips nominee	Lab		
Cluster - Seacroft Manston	Yes	Killingbeck and Seacroft ward member	2	Oct-11	Whips nominee	Lab	Children's Services	tbc
		Crossgates and Whinmoor ward member		Oct-11	Whips nominee	Lab		
Cluster - Temple Newsam Learning Partnership	Yes	1 administration representative	2	Jul-11	Mick Lyons	Lab	Children's Services	Ken Morton
		1 Conservative member (to be appointed as an Associate member)		Jul-11	Bill Hyde	Con		
Cluster - Upper Beeston and Cottingley	Yes	Beeston and Holbeck ward member	1	Oct-11	Whips nominee	Lab	Children's Services	tbc
Community Links	No	No	1	Jul-11	Kym Groves	Lab	Adult Social Care	Tim O'Shea
Craft Centre And Design Gallery	No	No	3	Jul-11	Judith Elliott	MBI	City Development	John Roles
				Jul-11	Bernard Alha	Lab		
Cycling Consultative Forum	No	No	1	Jul-11	Rod Wood	Con	City Development	Tim Parry/ Mark Robinson
				Jul-11	John Illingworth	Lab		
David Young Academy Governing Body	No	No	1	Jul-11	Peter Gruen	Lab	Children's Services	tbc
Dial Leeds	No	No	1	Oct-11	Rebecca Charlwood	Lab	Adult Social Care	Mick Ward
Early Years Service Challenge and Advisory Partnership (formerly Early Years Development Partnership)	No	No	3	Jul-11	Sue Bentley	Lib Dem	Children's Services	Anne Kearsley
				Jul-11	Kamila Magsood	Lab		
				Jul-11	Pat Latty	Con		
E-ACT East Leeds Academy	Yes	Representative of the Administration	1	Sep-11	Vonnie Morgan	Lab	Children's Services	Pat Toner

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2011/12	Group Allocation 2011/12	Lead Dept	Lead Officer
Fostering Panel - CIVIC	No	No	6	Jul-11	Joseph Marjoram	Con	Childrens Services	Sue May
				Jul-11	Mick Coulson	Labour		
				Jul-11	Vonnie Morgan	Labour		
				Jul-11	Sharon Hamilton	Labour		
				Jul-11	Shirley Varley	MBI		
Friends Of Leeds City Museums	No	No	3	Jul-11	Clive Fox	Con	City Development	John Roles
				Jul-11	Elizabeth Nash	Lab		
				Jul-11	Don Wilson	Lib Dem		
Green Leeds	No	No	4	Jul-11	John Illingworth	Lab	Environment & Neighbourhoods	Andrew Mason
				Jul-11	Sue Bentley	Lib Dem		
				Jul-11	David Blackburn	Green		
				Jul-11	Gerald Wilkinson	Con		
Harrison & Potter Trust /Josiah Jenkinson Charity	No	No	1	Jul-11	Vacant	Unallocated	Environment & Neighbourhoods	Liz Cook
IGEN	No	No	1	Jul-11	Tom Murray	Lab	Childrens Services	tbc
Investigation of Air Pollution Standing Conference	Yes	Executive Member Environmental Services or nominee	1	Jul-11	Tom Murray	Lab	Environment & Neighbourhoods	Jon Tubby
Joint Consultative Committee (Teachers)	Yes	Exec Member Childrens Services or nominee	5	Jun-11	Ted Hanley	Lab	Childrens Services	Pat Toner
	(in part)			Jul-11	Jane Dowson	Lab		
		1 place		Jul-11	William Hyde	Con		
				Jul-11	Colin Campbell	Lib Dem		
				Jul-11	Whips nominee	Lib Dem		
Leeds Ahead Board	Yes	Exec Member - Narrowing the Gap or nominee	1	Oct-11	Christine Macniven	Lab	Planning, Policy and Improvement	Steve Crocker
Leeds Art Collections Fund	No	No	1	Jul-11	Adam Ogilvie	Lab	City Development	John Roles
Leeds Childrens Holiday Camp Association	No	No	1	Jul-11	Chris Townsley	Lib Dem	Childrens Services	tbc
Leeds Citizens Advice Bureau	No	No	2	Jul-11	Whips nominee	Lib Dem	Environment & Neighbourhoods	Bridget Emery
				Jul-11	Alison Lowe	Lab		
Leeds Civic Arts Guild	No	No	1	Jul-11	Bernard Atha	Lab	City Development	Martin McNulty
Leeds College of Building	No	No	1	Jul-11	Geoffrey Driver	Lab	Childrens Services	tbc
Leeds Community Equipment and Telecare Services Partnership Board	No	No	2	Jul-11	Brian Selby	Lab	Adult Social Care	John Lennon
				Jul-11	Brian Cleasby	Lib Dem		
Leeds Community Foundation	Yes	Exec Member - Narrowing the Gap or nominee	1	Jul-11	Whips nominee	Lab	Planning, Policy and Improvement	Steve Crocker
Leeds Faith Forum	No	No	1	Jul-11	Ghulam Hussain	Lab	Planning, Policy and Improvement	Leir Yeung
LGA General Assembly	Yes	Con group	4	Jul-11	John Procter	Con	Planning, Policy and Improvement	Rob Norreys
	all places	Lib dem group		Jul-11	Stuart Golton	Lib Dem		
		Labour group		Oct-11	Keith Wakefield	Lab		
		MBI group		Jul-11	Robert Finnigan	MBI		
LGA Urban Commission	Yes	Executive Member Development and the Economy or nominee	1	Oct-11	Gerry Harper	Lab	Planning, Policy and Improvement	Rob Norreys
Leeds Grand Theatre Board And Opera House Board Of Management	Yes	Chair to be the relevant Executive Board member	5	Jul-11	Adam Ogilvie	Lab	City Development	Matthew Sims
	all places	Lab group		Jul-11	Elizabeth Nash	Lab		
		Con group		Jul-11	John Procter	Con		
		Lab group		Jul-11	Lisa Mulherin	Lab		
		MBI		Jul-11	Bob Gettings	MBI		
Leeds Grand Theatre Enterprises Ltd	Yes	Members of Grand Theatre Board - Chair to be Chair of the Board	3	Jul-11	Adam Ogilvie	Lab	City Development	Matthew Sims
	all places			Jul-11	Lisa Mulherin	Lab		
				Jul-11	John Procter	Con		
Groundwork Leeds	No	No	6	Jul-11	Geoff Driver	Lab	Environment & Neighbourhoods	Andrew Mason
				Jul-11	Pauleen Grahame	Lab		
				Jul-11	Jane Dowson	Lab		
				Jul-11	Ann Blackburn	Green		
				Jul-11	Joseph Marjoram	Con		
				Jul-11	Ralph Pryke	Lib Dem		
Leeds Housing Concern	Yes	Exec Member Neighbourhoods, Housing and Regeneration or Nominee	1	Sep-11	Katherine Mitchell	Lab	Environment & Neighbourhoods	Bridget Emery
Leeds Housing Forum	No	No	5	Sep-11	Ted Hanley	Lab	Environment & Neighbourhoods	Liz Cook
				Sep-11	Katherine Mitchell	Lab		
				Aug-11	Paul Wadsworth	Con		
				Jul-11	Whips nominee	Lib Dem		
				Jul-11	Thomas Leadley	MBI		
Leeds in Bloom/Leeds Floral Initiative	No	No	1	Jul-11	Frank Robinson	Non Clr	City Development	Richard Gill
Leeds Initiative Board	Yes	Leader of Council or nominee	3	Jul-11	Keith Wakefield	Lab	Planning, Policy and Improvement	Martin Dean
	all places	Leader of Conservative Group or nominee		Aug-11	Barry Anderson	Con		
		Leader of Liberal Democrat Group or nominee		Jul-11	Stewart Golton	Lib Dem		

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2011/12	Group Allocation 2011/12	Lead Dept	Lead Officer
Leeds Initiative - Climate Change	Yes	Executive Member (Environmental Services) or nominee	4	Jul-11	Mark Dobson	Lab	City Development	George Munson
	in part	Lead Member Environmental Services or nominee		Jul-11	Neil Walshaw	Lab		
				Jul-11	Barry Anderson	Con		
				Sep-11	Ralph Pryke	Lib Dem		
Leeds Initiative - City Centre Partnership	Yes	Lead Member Development and Economy or nominee	3	Jul-11	Gerry Harper	Lab	City Development	Cath Follin
	in part			Aug-11	Barry Anderson	Con		
				Sep-11	Colin Campbell	Lib Dem		
Leeds Initiative - Health and Wellbeing Board	Yes	Executive Member (Adult Health and Social Care) or nominee	5	Jul-11	Lucinda Yeadon	Lab	Adult Social Care	Sandie Keene
		Leader of Council		Oct-11	Keith Wakefield	Lab		
		Executive Member (Children's Services)		Oct-11	Judith Blake	Lab		
		Leader of two main opposition Groups (or nominee)		Aug-11	Graham Latty	Con		
				Nov-11	Stewart Golton	Lib Dem		
Leeds Initiative - Housing and Regeneration Board	Yes	Executive Member (Neighbourhoods, Housing and Regeneration) or nominee	4	Jul-11	Peter Gruen	Lab	Environment & Neighbourhoods	Christine Addison
	in part	Executive Member (Development and the Economy)		Jul-11	Richard Lewis	Lab		
				Aug-11	Barry Anderson	Con		
				Sep-11	Ralph Pryke	Lib Dem		
Leeds Initiative - Safer and Stronger Communities Board	Yes	Executive Member (Neighbourhoods, Housing and Regeneration) or nominee	4	Jul-11	Peter Gruen	Lab	Environment & Neighbourhoods	Andrew Mason
	in part	Executive Member (Environmental Services) or nominee		Jul-11	Mark Dobson	Lab		
				Aug-11	J L Carter	Con		
				Sep-11	Ralph Pryke	Lib Dem		
Leeds Initiative - Stronger Communities Partnership	Yes	Executive Member (Neighbourhoods, Housing and Regeneration) or nominee	3	Jul-11	Peter Gruen	Lab	Environment & Neighbourhoods	Rachael Loftus
	in part			Dec-11	Barry Anderson	Con		
				Sep-11	Ralph Pryke	Lib Dem		
Leeds Initiative - Sustainable Economy and Culture Board	Yes	Executive Member (Development and the Economy) or nominee	5	Jul-11	Richard Lewis	Lab	City Development	Martin Farrington
	in part	Executive Member (Environmental Services) or nominee		Jul-11	Mark Dobson	Lab		
		Executive Member (Leisure) or nominee		Jul-11	Adam Ogilvie	Lab		
				Aug-11	John Procter	Con		
				Sep-11	Colin Campbell	Lib Dem		
Leeds Jewish Welfare Board (was Leeds Jewish Care Services)	No	No	1	Jul-11	Ronald Feldman	Con	Planning, Policy and Improvement	Lelir Yeung
Leeds Learning Disabilities Partnership Board	Yes	Executive Member (Adult Health & Social Care) or nominee	4	Jul-11	Peter Harrand	Con	Adult Social Care	Michele Tynan
	in part	1 Place		Jul-11	Lucinda Yeadon	Lab		
				Jun-11	Geoff Driver	Lab		
				Jul-11	Brian Cleasby	Lib Dem		
Leeds Local Access Forum	No	No	2	Jul-11	Clive Fox	Con	City Development	Glenn Gerner
Leeds Mind	No	No	1	Jul-11	John Illingworth	Lab		Tim O'Shea
				Jul-11	Andy Parnham	Non Clr	Adult Social Care	
Leeds Partnerships NHS Foundation Trust	Yes	Executive Member (Adult Health & Social Care) or nominee	1	01/07/11 - 3 year appointment to 01/07/14	Lucinda Yeadon	Lab	Adult Social Care	Sandie Keene
Leeds Parish Church Exhibition Foundation	No	No	1	Jul-11	Marian Monks	Non Clr	Children's Services	Nigel Richardson
Leeds Philharmonic Society	No	No	1	Jul-11	Vacant	Unallocated	City Development	Matthew Sims
Leeds International Piano/forte Competition Committee	No	No	2	Jul-11	Martin Hamilton	Lib Dem	City Development	Matthew Sims
Leeds Racial Equality Council	Yes	Exec Member Resources and Corporate Functions or nominee	2	Jul-11	Elizabeth Nash	Lab	Planning, Policy and Improvement	Lelir Yeung
	in part	1 place		Jul-11	Whips nominee	Lib Dem		
Leeds Safeguarding Board	Yes	Lead Executive Member Children's Services or nominee	1	Jul-11	Judith Blake (sub Ted Hanley)	Lab	Childrens Services	Nigel Richardson
Leeds Schools Foundation	Yes	Exec Member Learning or Nominee	1	Jul-11	Jane Dowson	Lab	Childrens Services	tbc

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2011/12	Group Allocation 2011/12	Lead Dept	Lead Officer
Leeds Schools Sports Association	No	No	2	Jul-11	John Illingworth	Lab	Childrens Services	tbc
				Jul-11	Matthew Robinson	Con		
Leeds Sports Federation	No	No	6	Jul-11	Keith Parker	Lab	City Development	Mark Allman
				Sep-11	Neil Walshaw	Lab		
				Jul-11	Patrick Davey	Lab		
				Jul-11	Martin Hamilton	Lib Dem		
				Jul-11	Peter Harrand	Con		
				Aug-11	Matthew Robinson	Con		
Leeds University Court	No	No	2	Jul-11	Penny Ewens	Lib Dem	Childrens Services	tbc
				Oct-11	Judith Blake	Lab		
Local Authority Commission on Asylum and Migration	Yes	Executive Member whose portfolio includes Asylum and Immigration or nominee	1	Sep-11	Ron Grahame	Lab	Environment & Neighbourhoods	Liz Cook
Leeds Women's Aid	No	No	1	Jul-11	Andrea McKenna	Lab	Planning, Policy and Improvement	Leilir Yeung
Lord Mayor Of Leeds Appeal Fund	No	No	3	Jul-11	Gerry Harper	Lab	Democratic Services	Brenda Knott
				Jul-11	Ann Castle	Con		
				Aug-11	Brian Cleasby	Lib Dem		
National Association of Councillors	No	No	3	Jul-11	Suzi Armitage	Lab	Democratic Services	Ian Cornick
				Jul-11	John Procter	Con		
				Jul-11	Jamie Matthews	Lib Dem		
National Coal Mining Museum For England Liaison Committee	No	No	1	Jul-11	Keith Parker	Lab	City Development	John Roles
Neil Bank Centre Trust	No	No	1	Jul-11	Mick Coulson	Lab	Childrens Services	tbc
National Parking Adjudication Service Committee	Yes	Executive Member whose portfolio includes Parking services or nominee	1	Oct-11	Eileen Taylor	Lab	Environment & Neighbourhoods	Helen Freeman
Environmental Protection UK (was National Society For Clean Air Divisional Council)	No	No	1	Oct-11	Neil Walshaw	Lab	Environment & Neighbourhoods	Helen Freeman / Jon Tubby
Normandy Veterans Association	No	No	1	Jul-11	Whips nominee	Lib Dem	Not allocated	N/A
Northern College - Board Of Governors	No	No	1	Jul-11	James McKenna	Lab	Childrens Services	tbc
Northern College - Policy And Finance Committee	No	No	1	Jul-11	James McKenna	Lab	Childrens Services	tbc
Nuclear Free Zones English Forum	No	No	2	Jul-11	Ralph Pryke	Lib Dem	Resources	Roger Carter
				Jul-11	David Blackburn	Green		
Parent Partnership Advisory Board	Yes	1 opposition member and 1 administration member	2	Jul-11	Brian Selby	Lab	Childrens Services	Til Wright
				Jul-11	Vacant	Unallocated		
People First	No	No	1	Jul-11	Eileen Taylor	Lab	Adult Social Care	Michele Tynan
Primrose Academy	Yes	Representative of the Administration	1	Aug-11	Ron Grahame	Lab	Childrens Services	Pat Toner
Pupil Referral Unit Management Committee	Yes	1 opposition member and 1 administration	2	Jul-11	Penny Ewens	Lib Dem	Childrens Services	Wendy Winterburn
				Jun-11	Jane Dowson	Lab		
Renew Leeds	Yes	Exec Member (Neighbourhoods, Housing and Regeneration) or nominee	1	Sep-11	Christine Macniven	Lab	Environment & Neighbourhoods	Liz Cook
Renewal Leeds	Yes	Exec Member (Neighbourhoods, Housing and Regeneration) or nominee	1	Sep-11	Christine Macniven	Lab	Environment & Neighbourhoods	Liz Cook
Reserve Forces And Cadets Association For Yorkshire & Humberside	No	No	1	Jul-11	Bill Hyde	Con	Not allocated	N/A
Robert Salter Charity	No	No	3	Jul-11	Richard Lewis	Lab	Environment & Neighbourhoods	Liz Cook
				Jul-11	Rod Wood	Con		
				Jul-11	Whip Nominee	Con		
Roseville Advisory Board (was Roseville Enterprises Board Of Management)	Yes	Executive Member (Adult Health & Social Care) or nominee	5	Jul-11	Clive Fox	Con	Adult Social Care	Michele Tynan
				Jul-11	Don Wilson	Lib Dem		
				Jul-11	David Blackburn	Green		
				Jun-11	Geoff Driver	Labour		
				Jul-11	Robert Finnigan	MBI		
SIGOMA	Yes	Leader of Council or nominee	1	Jul-11	Bernard Altha	Lab	Resources	Doug Meeson
Simeon Gaunt Memorial Music Festival Charity	No	No	3	Jul-11	Andrew Carter	Con	Resources	Paul Gilmartin
				Jul-11	Josephine Jarosz	Lab		
				Jul-11	Mr Cornforth	Non Clr		
South Leeds Academy Governing Body	Yes	1)Administration representative	2	Jul-11	Judith Blake	Lab	Childrens Services	Pat Toner
		2) Local Ward Member		Jul-11	Angela Gabriel	Lab		
South Leeds Investment Partnership	Yes	Executive Member for Development and the Economy or nominee	1	Jul-11	R Lewis (sub:GHarper)	Lab	City Development	Phil Crabtree/Steve Speak

Outside Body	Restricted Appointment	Nature of Restriction	No of Places	Date Appointed	Nominee in 2011/12	Group Allocation 2011/12	Lead Dept	Lead Officer
		Executive Member for Children's Services or nominee	1	Jul-11	J Blake (sub:Driver)	Lab		
		Leader of the Liberal Democrat Group or nominee	1	Jul-11	Stewart Golton (sub: Whips nominee)	Lib Dem		
		Leader of the MBI Group or nominee	1	Jul-11	R Finnigan (sub: Gettings)	MBI		
		Beeston and Holbeck ward member	1	Jul-11	A Gabriel (sub:Ogilvie)	Lab		
Standing Advisory Council on Religious Education(SACRE)	No	No	4	Jul-11	Brian Selby	Lab	Childrens Services	Robert Boulter
				Jul-11	Gaoff Driver	Lab		
				Jul-11	Pat Latty	Con		
				Jul-11	Whips nominee	Lib Dem		
Swarthmore Educational Centre	No	No	2	Jul-11	Whips nominee	Lib Dem	Childrens Services	tbc
				Oct-11	Gerry Harper	Lab		
The Charities Of Thomas Wade And Others	No	No	3	Jul-11	Bill Hyde	Con	City Development	Sean Flesher
				Jul-11	Alan Taylor	Lib Dem		
				Jul-11	Ann Blackburn	Green		
Touchstone	No	No	1	Jul-11	Vacancy	Unallocated	Adult Social Care	Tim O'Shea
Voluntary Action Leeds	No	No	3	Oct-11	Lucinda Yeadon	Lab	Environment & Neighbourhoods	Bridget Emery
				Jul-11	Whips nominee	Con		
				Jul-11	Whips nominee	Lib Dem		
West Leeds Academy Governing Body	Yes	1)Administration representative	2	Nov-11	Lucinda Yeadon	Lab	Childrens Services	Pat Toner
		2) Bramley and Stanningley Ward Member		Jul-11	Ted Hanley	Lab		
West Yorkshire Culture	Yes	Proposed to be Executive Member (Leisure)or nominee	1	Jul-11	Adam Ogilvie	Lab	City Development	Catherine Blanshard
West Yorkshire Playhouse Theatre Board	No	No	2	Jul-11	Peter Gruen	Lab	City Development	Catherine Blanshard
				Jul-11	Chris Townsley	Lib Dem		
West Yorkshire Rural Partnership	No	No	1	Jul-11	Mick Coulson	Lab	City Development	Jo Rowlands
William Merritt Disabled Living Centre and Mobility Service	No	No	1	Oct-11	Brian Selby	Lab	Adult Social Care	Liz Ward
WYITA District Liaison Committee	Yes	Administration representative	1	Jul-11	Richard Lewis	Lab	City Development	Andrew Hall
		Conservative	1	Aug-11	Clive Fox	Con		
		Lib Dem	1	Jul-11	Colin Campbell	Lib Dem		
WYITA Local Transport Plan Steering Group	Yes	Executive Member Development and the Economy or nominee	1	Jul-11	Richard Lewis	Lab	City Development	Andrew Hall
WYITA Passenger Transport Consultative Committee	No	No	4	Oct-11	Neil Walshaw	Lab	City Development	Andrew Hall
				Oct-11	Asghar Khan	Lab		
				Jul-11	Colin Campbell	Lib Dem		
				Jul-11	C. Fox	Con		
Yorkshire and Humberside Regional Broadband Joint Committee	No	No	1	Jul-11	James Lewis	Lab	Childrens Services / Resources	Dylan Roberts
Yorkshire And Humber Employers Committee (formerly Regional Council)	Yes	Exec Member Resources and Corporate Functions or nominee	1	Jun-11	Alison Lowe	Lab	Resources	Lorraine Hallam
Yorkshire and Humber Space - Regional Improvement and Efficiency Partnership	Yes	Exec Member whose portfolio includes improvement and efficiency or nominee	1	Jul-11	Bernard Atha	Lab	Resources	Dylan Roberts
Yorkshire Power Stations Joint Environmental Committee	Yes	Exec Member Environmental Services or nominee	1	Jul-11	Tom Murray	Lab	Environment & Neighbourhoods	tbc
Yorkshire Regional Flood and Coastal Committee (formerly Yorkshire Regional Flood Defence Committee)	Yes	Executive Member Development and the Economy or nominee	1+ 1 sub	Jul-11	E Nash	Lab	City Development	Gary Bartlett
			sub	Jul-11	M Lyons(substitute)	Lab		
Welcome to Yorkshire	Yes	Exec Member Leisure or Nominee	1	Jul-11	Lisa Mulherin	Lab	City Development	Phil Cole
Local Government Yorkshire and Humber(Leader of Council)	Yes	Leader of Council	1	Jul-11	Keith Wakefield	Lab	Planning, Policy and Improvement	Rob Norreys