



NORTH WEST (OUTER) AREA COMMITTEE

**Meeting to be held in Civic Hall Leeds on
Monday, 14th May, 2012 at 2.00 pm**

MEMBERSHIP

Councillors

B Anderson	-	Adel and Wharfedale;
J L Carter	-	Adel and Wharfedale;
C Fox	-	Adel and Wharfedale;
G Latty (Chair)	-	Guiseley and Rawdon;
P Latty	-	Guiseley and Rawdon;
P Wadsworth	-	Guiseley and Rawdon;
B Cleasby	-	Horsforth;
C Townsley	-	Horsforth;
D Collins	-	Horsforth;
C Campbell	-	Otley and Yeadon;
R Downes	-	Otley and Yeadon;
G Kirkland	-	Otley and Yeadon;

* To be replaced by the incumbent Councillor elected to represent Otley and Yeadon Ward, following their appointment to the Area Committee by the Director of Resource, via his delegated authority.

**Agenda compiled by:
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A BRIEF EXPLANATION OF COUNCIL FUNCTIONS AND EXECUTIVE FUNCTIONS

There are certain functions that are defined by regulations which can only be carried out at a meeting of the Full Council or under a Scheme of Delegation approved by the Full Council. Everything else is an Executive Function and, therefore, is carried out by the Council's Executive Board or under a Scheme of Delegation agreed by the Executive Board.

The Area Committee has some functions which are delegated from full Council and some Functions which are delegated from the Executive Board. Both functions are kept separately in order to make it clear where the authority has come from so that if there are decisions that the Area Committee decides not to make they know which body the decision should be referred back to.

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 Chief Democratic Services Officer 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>DECLARATION 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>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>OPEN FORUM</p> <p>In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.</p>	
7			<p>MINUTES -</p> <p>To confirm as a correct record the minutes of the meeting held on 26th March 2012.</p>	1 - 10

Item No	Ward	Item Not Open		Page No
8			<p>ELECTION OF AREA COMMITTEE CHAIR FOR THE 2012/2013 MUNICIPAL YEAR</p> <p>To receive a report of the Chief Officer (Democratic and Central Services) explaining the arrangements for the annual election of Chairs for Area Committees and that in line with this process, to recommend that the Area Committee elect a Chair for the 2012/2013 municipal year.</p> <p>(Council function)</p>	11 - 16
9			<p>DATE AND TIME OF NEXT MEETING</p> <p>2pm Monday 18th June 2012.</p>	

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NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 26TH MARCH, 2012

PRESENT: Councillor G Latty in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, D Collins,
R Downes, C Fox, G Kirkland, C Townsley,
P Latty and P Wadsworth

73 Chair's Opening Remarks

The Chair welcomed all in attendance to the meeting of the North West (Outer) Area Committee.

In addition, on behalf of the Committee, the Chair paid tribute to and thanked Councillor Graham Kirkland for his service both to the Committee and to the Council, together with the invaluable work he had undertaken in his Ward during his 45 years as an Elected Member, as this marked his final meeting of the North West (Outer) Area Committee, before stepping down from his position as a Leeds City Councillor.

74 Late Items

There were no late items as such, however, it was noted that supplementary information had been circulated to Committee Members following the despatch of the agenda, in the form of a further expression of interest for Wellbeing funding from the Adel Association, to be considered as part of the report entitled, 'Wellbeing Report' (Minute No. 82 referred).

75 Declaration of Interests

Councillor Anderson declared personal and prejudicial interest in respect of the expression of interest for Wellbeing funding entitled, 'Healthy Living for Older People', due to being an observer at the management committee meetings of OPAL (Older People's Action in the Locality) and also a personal and prejudicial interest in the expression of interest for Wellbeing funding entitled, 'No Cold Calling', due to his position in respect of the Adel Association. Both matters were considered as part of the item entitled, 'Wellbeing Report' (Minute No. 82 referred)

Further declarations of interest were made at later points in the meeting (Minute No. 82 referred).

76 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no members of the public present.

77 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on the 6th February 2012, be approved as a correct record.

78 Matters Arising from Minutes

Area Update Report – Minute No. 70 – 6th February 2012

Members noted the low immunisation levels of vulnerable adults and children which had been highlighted at the previous meeting and the fact that the matter would be considered further by the Committee's Health and Wellbeing Sub Group.

It was stated that during a recent Scrutiny Board meeting, related statistics had come to light regarding immunisation levels across Leeds. In response, it was noted that such matters could be looked at as part of the Health and Wellbeing Sub Group's further consideration of the low immunisation levels of the Outer North West's vulnerable adults and children.

79 Environmental Services: Development of the 2012/13 Service Level Agreement

The Director of Environment and Neighbourhoods submitted a report providing details of the services which were to be added to the Locality Team's portfolio in respect of Environmental Services provision and therefore included within the associated Service Level Agreement (SLA) for 2012/2013. In addition, the report consulted the Area Committee upon those service areas which Members would like to be prioritised within the updated SLA.

The Committee noted that as further information on related matters was expected to be received shortly, it was proposed that formal consideration of the Area Committee's Environmental Services SLA was deferred to the June 2012 meeting, with the draft SLA being provided to Members in advance of this meeting, for consideration and comment.

In relation to the SLA, Members raised concerns regarding the respective negotiated agreements with Parks and Countryside and West North West homes Leeds ALMO which were yet to be established, and requested that such concerns were forwarded to the Head of Environmental Action for consideration.

RESOLVED –

- (a) That the formal consideration of the Environmental Services Service Level Agreement (SLA) for 2012/13 be deferred to the June 2012 meeting, with the draft SLA being provided to Committee Members in advance of this meeting for consideration and comment.
- (b) That in relation to the SLA, Members' concerns regarding the need to have the respective negotiated agreements with Parks and Countryside and the West North West homes Leeds ALMO established and operational, be forwarded to the Head of Environmental Action.

80 **Proposal to Develop Integrated Health and Social Care Teams**

The Director of Adult Social Care submitted a report providing details of the work which was currently being undertaken in Leeds which was aimed at improving the effectiveness of health and social care services across the city. The report described the approach of using demonstrator sites, which were being utilised in order to test out and develop a number of aspects of the proposed service model.

Following an introduction to the report from John Lennon, Chief Officer (Access and Inclusion), a question and answer session ensued. The key areas of discussion were as follows:-

- Members highlighted the key contribution that Ward Councillors could make to the development of the service provision model and the need to ensure that Ward Members were afforded sufficient opportunity to become involved in such matters.
- In responding to Members' enquiries, the Committee was provided with details regarding the funding arrangements which were in place for the development of the demonstrator sites, together with details of the Local Authority's role in the development of the service provision. Members noted that temporary funds had been allocated by Government towards the initial costs associated with service transformation, but concerns were raised at the fact that there was not to be an increase in funding for the Local Authority in the longer term.
- With regard to addressing service users needs, Members highlighted that a more preventative approach was needed to accompany the proposed changes in service delivery, in order to ensure that, wherever possible, service users remained in their own homes. The Committee highlighted the vital role of the Re-ablement Service, which looked to keep service users within their own homes.
- Responding to Members' enquiries, the Committee received details regarding the developments which had occurred which aimed to ensure that a joined up approach was being taken by the NHS and the Local Authority in respect of the delivery of health and social care services.
- Members highlighted their concerns regarding the lack of co-terminosity in place, specifically in respect of the geographical boundaries which the NHS worked to, when compared to those boundaries used by the Local Authority, West Yorkshire Police and the ALMOs.
- The Committee highlighted the need for a truly multi-agency approach to be taken when addressing health and social care issue.
- Assurances were sought specifically in respect of domiciliary care, and the need to ensure that value for money, together with a modernised service was achieved in this area.

RESOLVED –

- (a) That the content of the submitted report be noted.
- (b) That regular updates on the progress being achieved on the demonstrator sites be submitted to the Committee over the next 12 months, and that any future reports on such matters include further details regarding the associated costs and funding arrangements in place for this transformation of service delivery.

81 Joint Strategic Needs Assessment and Area Profiles

The Director of Public Health submitted a report which provided an update on the emerging priorities for the Outer North West area, which had arisen following the refresh of the Leeds Joint Strategic Needs Assessment (JSNA).

Having received a brief introduction to the report from Victoria Eaton, Consultant in Public Health and Tim Taylor of Adult Social Care, a question and answer session ensued. The main areas of discussion were as follows:-

- Members highlighted the striking differences which could be found within the life expectancy statistics for different communities within the same geographical area.
- Responding to Members enquiries, the Committee was provided with an explanation of how the data had been divided, and noted that the statistics for each Area Committee had been broken down into Middle Level Super Output Areas (MSOAs), an approach which was used nationally. Members noted that the minimum population for an MSOA was 5,000.
- The Committee received details of the range and age of the data which had been drawn on to compile the life expectancy statistics and considered the accuracy of such statistics.
- Members discussed how the statistics could be effectively utilised in order to address the health issues which had been revealed by the data compiled.

Having given consideration to the appropriateness of the recommendations detailed within the report, it was

RESOLVED –

- (a) That the contents of the submitted report be noted, together with the vital role which can be played by Ward Councillors in addressing the health needs of the area.
- (b) That further updates be provided to the Area Committee in due course, and as part of such updates, further detail be provided on the identification of the vulnerable groups in the area and the actions which are being taken to support them.
- (c) That as part of any further updates, details regarding the identification of the different agencies which are tasked with addressing such health

needs be provided, together with the work that they are currently undertaking.

82 Wellbeing Fund Budget Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of the Area Committee's Wellbeing budget, detailing for determination those expressions of interest received for Wellbeing funding and presenting for information those Small Grant applications which had been received to date.

In considering the Wellbeing application entitled, "Off-Road Bikes", Members received confirmation that the use of the bikes would be restricted to the four Outer North West Wards only.

The Chair requested that in future, all relevant Ward Members were fully briefed on Wellbeing applications affecting their Wards, prior to the matter being formally determined by the Area Committee.

RESOLVED –

- (a) That the current position of the Wellbeing budget, as set out within sections 2 and 3 of the submitted report, be noted.
- (b) That the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed within section 4 of the submitted report:-

<u>Name of Project</u>	<u>Name of Delivery Organisation</u>	<u>Decision</u>
Site Based Gardener	Parks and Countryside	£23,534.00 (£13,357.00 Guiseley & Rawdon Ward and £10,777.00 Otley & Yeadon Ward) – Approved
Youth Service – Driver Training	Youth Service	£2,460.00 Revenue (615.00 per Ward) - Approved
Queen's Diamond Jubilee Celebrations Horsforth Party in the Park	Horsforth Town Council	£2,000.00 Revenue - Approved
Replacing Trees in the Cookridge Garden Estate	Cookridge Garden Estate (1919) Covenant Protection Association	Additional £300.00 Revenue - Approved
Healthy Living for Older People	Older People's Action in the Locality (OPAL)	£2,820.00 - Approved
Police Off-Road Bikes	West Yorkshire Police	£1,500.00 Revenue (£375 per Ward) - Approved
Golden Acre Car Park	Parks and Countryside	£30,000.00 Revenue – That Adel & Wharfedale

No Cold Calling Adel Association

contribute a maximum of £10,000.00 revenue and Otley & Yeadon contribute £5,000.00 revenue towards this project, with further discussions being held with Parks & Countryside on whether the scheme can be delivered on the basis of the funding that has now been committed. £1,494.00 Revenue – Approved, with the contribution to be agreed from WNWhL ALMO being deducted from the Committee’s total funding allocation.

(c) That the small grant and skip approvals, as detailed within section 5 of the submitted report, be noted.

(Having declared personal and prejudicial interests in the respective Wellbeing applications entitled, ‘No Cold Calling’ and ‘Healthy Living for Older People’ , Councillor Anderson left the room during the consideration of these applications and took no part in the voting thereof)

(During the consideration of this item, Councillor Collins declared a personal and prejudicial interest in the Wellbeing application entitled, ‘Queen’s Diamond Jubilee Celebrations – Horsforth Party in the Park’, due to being a member of Horsforth Town Council. In declaring this interest, Councillor Collins did not speak during the consideration of this matter or vote upon it)

(During the consideration of this item, Councillor J L Carter declared a personal interest in the Wellbeing application entitled, ‘Police Off-Road Bikes’, due to being Vice Chair of the West Yorkshire Police Authority)

83 Children's Services Performance Report to Area Committees

The Director of Children’s Services submitted a report providing an update on the key developments which had occurred in Children’s Services, following the previous update reports which had been considered by the Committee in 2010 and 2011 respectively.

Having received a brief introduction to the key points within the submitted report from Steve Walker, Deputy Director, Safeguarding, Specialist and Targeted Services, and Simon Flowers, Strategic Leader for Education Integration, a question and answer session ensued. The main issues raised were as follows:-

- Members requested that in future reports, comparative statistics from previous years are included in respect of the data presented to the Committee regarding the 15 key indicators.
- Responding to Members' enquiries, details were provided regarding the compilation of the statistics detailed within the submitted report and how the data overcame the fact that often, young people attended schools which were located outside of the Ward in which they resided. Members noted that data could be provided which encompassed all those young people who attended schools within the Outer North West area.
- The Committee noted that the 'not in employment, education or training (NEET)' statistics related to those young people between the ages of 16 – 19, and responding to Members' enquiries, the Committee received a definition of the 'not known' classification.
- With regard to those young people who fell within the NEET and 'not known' categories, Members were provided with details regarding how those individuals who fell within these categories were identified and tracked, should they have re-located. In addition, Members also discussed what the expected level for NEETs and 'not knowns' in the Outer North West area may be and were provided with details of the actions being taken to reduce such levels.
- The Committee highlighted the similar issues which connected those young people falling within the NEET and 'not known' categories with those issues which were raised earlier in the meeting, during the consideration of the report on the Joint Strategic Needs Assessment and also the report regarding health and social care reform. Members emphasised that the role which could be played by Children's Services in the future development of the Joint Strategic Needs Assessment and also the work which continued in respect of health and social care reform.
- Members requested that in respect of future reports submitted to the Committee, the data relating to pupils achieving 5+ GCSEs at grades A*-C was broken down further by individual school.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the comments made by the Area Committee in respect of the data within the submitted report be noted.

84 LDF Core Strategy - Publication Document

The Director of City Development submitted a report making the Committee aware of the public consultation exercise which was currently ongoing in respect of the Council's Core Strategy document. In addition, as part of that consultation process, the report sought comments from the Area Committee in respect of the soundness of that document.

Having received a brief introduction to the report, a question and answer session ensued. The key points raised were as follows:-

- Responding to Members' enquiries, the Committee was provided with details regarding the extent of the consultation being conducted;
- The Committee noted that Elected Members of the Council and members of the public would have the opportunity to contribute towards the selective Green Belt review, which was to be undertaken in due course as part of the overarching process;
- Members received assurances regarding the protected status of Green Belt areas within Leeds, during the consultation stage of the Core Strategy;
- The Committee received an update regarding the current position of the Government's new Planning Policy Framework which was scheduled to be unveiled and how such a Framework would supersede existing Planning Policy Guidance;
- Members requested access to the associated Site Allocations document when it became available;
- Members noted that one of the 'Housing Market Characteristic Areas' had been named Aireborough and received details regarding the boundaries which would form this area;
- Emphasis was placed upon the need for Leeds to have a Core Strategy in place, in order to ensure that as a planning authority, it could effectively defend any planning appeals it faced.

Following the question and answer session, the Committee raised several concerns and requested that such concerns were formally recorded and submitted as part of the associated consultation process:-

- Concerns were raised regarding the overarching levels of housing requirement which had been identified as part of Spatial Policy 6, specifically when considering the current low levels of housing demand and also in respect of the ability to deliver such significant levels of housing development, based on the number of new houses which had been built in recent years;
- The need to ensure that a more effective approach towards affordable housing was established as part of the Core Strategy, and the need to ensure that developers' were required to make adequate contribution towards such provision;
- The need for the Core Strategy to ensure that any new developments were made sustainable via the promotion of local employment opportunities, the establishment of effective transportation infrastructure and the development of any additional accommodation for education provision which was required as a result of such development. In addition, it was emphasised that the Core Strategy needed to ensure that developers were obliged to make adequate contribution towards such matters;
- Members raised concerns regarding the accuracy of the timings within the 'Accessibility Standards' as detailed within appendix 2 of the Core Strategy document;

- Representations were made regarding the fact that under the Core Strategy, Horsforth did not currently possess 'village' status, but rather formed part of the 'Main Urban Area'.

In conclusion, the Committee agreed that, in considering whether the Core Strategy document was sound, Members' comments and concerns, as detailed above, be formally recorded and submitted as part of the associated consultation process.

RESOLVED – That in considering whether the Core Strategy document is sound, the Committee's comments and concerns, as detailed above, be formally recorded and submitted as part of the associated consultation process.

85 Area Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business. As such, the report provided details of the key messages from Area Committee Sub Groups and Area Forums, whilst also receiving an update in respect of projects and service provision, including the Area Committee's Business Plan.

Having considered the future operational arrangements for the Area Committee's Sub Groups, it was agreed that from the commencement of the new municipal year, each Chair of the Area Committee's Sub Groups, in conjunction with the Area Support Team, established a meeting schedule for each Sub Group for the duration of the municipal year. During the consideration of this matter, it was suggested that the membership of each Sub Group should include at least one representative from each of the four Outer North West Wards.

With regard to the Area Committee's Business Plan, which was appended to the submitted report, Members were requested to approve the Plan as a draft, with the proposed final document, incorporating Members' comments, being submitted to the June 2012 meeting for formal consideration.

RESOLVED –

- (a) That the contents of the submitted report, together with the comments made by the Committee, be noted.
- (b) That the Area Committee's Business Plan, appended to the submitted report, be approved as a draft document, with the proposed final document which incorporates Members' comments, being submitted to the June 2012 meeting for approval.
- (c) That the Area Support Team continue to monitor and develop the Business Plan, with the proposed final version being submitted to the June 2012 meeting.
- (d) That from the commencement of the new municipal year, each Chair of the Area Committee's Sub Groups, in conjunction with the Area

Support Team, establish a meeting schedule for each Sub Group for the duration of the municipal year.

86 Area Chairs' Forum Minutes

The Assistant Chief Executive (Customer Access and Performance) submitted a report presenting for comment the minutes of the Area Chairs' Forum meeting held on 13th January 2012.

Responding to enquiries relating to the minute entitled, 'Localism Act: Feedback from Area Committee Meetings', Members received further details regarding the discussion held at the Area Chairs' Forum meeting in respect of Area Committees' role in 'community planning'.

RESOLVED - That the submitted report, together with the content of the minutes from the Area Chairs' Forum meeting held on 13th January 2012, be noted.

87 Dates, Times and Venues of Area Committee Meetings 2012/2013

The Chief Officer (Democratic and Central Services) submitted a report which sought the Committee's formal approval of a meeting schedule for the 2012/2013 municipal year. In addition, the report invited the Committee to give consideration to the current meeting venue arrangements, and whether they wished to alter such arrangements.

The Chair requested that in future, Area Committee meetings were not scheduled for the Monday prior to full Council meetings, in order to avoid any potential clashes with political Group meetings.

RESOLVED – That the proposed 2012/2013 meeting schedule for the North West (Outer) Area Committee, as detailed within the submitted report be approved.

88 Date and Time of Next Meeting

2.00 p.m., Monday, 14th May 2012 in the Civic Hall, Leeds, LS1 1UR.

Meeting concluded at 4.25 p.m.

Report of Chief Officer (Democratic and Central Services)

Report to North West Outer Area Committee

Date: 14th May 2012

Subject: Election of Area Committee Chair for the 2012/2013 Municipal Year

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): (Adel and Wharfedale, Guiseley and Rawdon, Horsforth and Otley and Yeadon)		
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. Area Committee Procedure Rules require that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
2. Following the closure of nominations for the position of Chair, and prior to the Annual Council Meeting, Area Committees are required to meet to elect a Chair for the forthcoming Municipal Year.
3. Therefore, the Area Committee is recommended to elect a Chair for the 2012/2013 Municipal Year, from amongst the nominations which have been received. The Area Committee will be informed at the meeting of the nominations which have been received for the position of Chair.

Recommendations

4. Members of the Area Committee are recommended to elect an Area Committee Chair for the 2012/2013 Municipal Year, from amongst the nominations which have been received.

1 Purpose of this report

- 1.1 The purpose of the report is to explain the arrangements for the annual election of Chairs for Area Committees and that in line with this process, to recommend that the Area Committee elect a Chair for the 2012/2013 municipal year.

2 Background information

- 2.1 Article 10 of the Council's Constitution sets out the composition, functions and role of Area Committees.
- 2.2 Paragraph 5 of the Area Committee Procedure Rules deals with the process by which Chairs for Area Committees are elected. Attached as appendix 1.

3 Main issues

- 3.1 The Area Committee Procedure Rules state that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee.
- 3.2 Each Political Group with Members elected within an Area Committee's boundary may submit a nomination from amongst Members on the Area Committee to Chair that Committee, via the Group Whip. An independent Member may also put forward a nomination.
- 3.3 The deadline for the submission of nominations for the position of Chair was 5.00pm on Wednesday, 9th May 2012. The Area Committee will be notified at the meeting of the nominations which have been received, prior to the election taking place.
- 3.4 The Procedure Rules state that following the closure of nominations and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.
- 3.5 The Chair will be elected by an overall majority of first votes cast by those Members eligible to do so and present at the meeting. The Member presiding at the meeting as Chair will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.
- 3.6 Where an overall majority of votes cannot be obtained, or it is not possible to hold or convene a quorate meeting of the Area Committee, or for any other reason a decision is not possible in advance of the Annual Council Meeting, then the appointment will be made at the Annual Council Meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 All Group Whips have been given due notice of the deadlines relating to the submission of nominations for the position of Area Committee Chairs, and have been provided with details of the process.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications relating to equality and diversity or cohesion and integration arising from this report.

4.3 Council policies and City Priorities

4.3.2 Operational and effective Area Committee meetings, which facilitate a widely accessible but robust decision making forum are in line with the Council's Policies and City Priorities. In order for such meetings to take place, an eligible City Councillor must be properly elected to the position of Area Committee Chair.

4.4 Resources and value for money

4.4.3 There are no direct resource implications arising from the submission of this report to the Area Committee.

4.5 Legal Implications, Access to Information and Call In

4.5.4 This report is not subject to Call In, as the decisions being taken fall within the Committee's Council Functions.

4.5.5 The process summarised above regarding the election of Area Committee Chairs is in line with the Area Committee Procedure Rules.

4.6 Risk Management

4.6.6 There are no risks directly arising from the submission of this report to the Area Committee, however, not electing a Chair for the 2012/13 municipal year at this meeting will mean that the matter is resolved at the Annual Council Meeting.

5 Conclusions

5.1 The Area Committee Procedure Rules state that the Chair of each Area Committee will be elected from amongst the City Councillors eligible to serve on that Committee, and that between the closure of nominations (5.00pm, 9th May 2012) and the Annual Council Meeting (6.00pm, 21st May 2012), the Area Committee will meet to agree the election of Chair for the forthcoming Municipal Year. The Committee therefore is recommended to elect a Chair at this meeting for the 2012/2013 Municipal Year, from the nominations which have been received.

6 Recommendations

6.1 Members of the Area Committee are recommended to elect an Area Committee Chair for the 2012/2013 Municipal Year, from amongst the named nominations which have been received.

7 Background documents¹

7.1 Area Committee Procedure Rules

7.2 Article 10 of the Constitution – ‘Area Committees’

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

5.0 ELECTION OF CHAIR

5.1 The Chair of each Area Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.

5.2 Each political Groups with Members elected within an Area Committee area may put forward a nomination from amongst Members on the Area Committee to Chair the Area Committee. An Independent Member may also put forward a nomination.

5.3 All nominations must be notified to the Head of Governance Services 1 clear working day prior to the issue of the Summons for the Annual Council Meeting. The Head Of Governance Services will give appropriate notice to whips and Independent Members of this deadline.

5.4 Following the closure of nominations, and before the Annual Council Meeting, Area Committees will meet to agree the election of Chair for the forthcoming Municipal Year.

5.5 The Chair will be elected by overall majority of first votes cast by those Members eligible to do so and present at the meeting, the member presiding at the meeting will have no second or casting vote. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.6 All agreed appointments will be reported to the Annual Council Meeting.

5.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Area Committee, or, for any other reason a decision is not possible in advance of the Annual Council Meeting, the Annual Council Meeting will appoint the Chair.

5.8 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider more than one nomination for the position of Chair, the Chair will be elected by overall majority of votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting. If no overall majority is achieved, then the nominee with the smallest number of votes will be eliminated from consideration and the vote repeated.

5.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Area Committee eligible to do so and present at the Council meeting, the vote will be widened to include all Members of Council. The nominee with the overall majority of votes cast by members of Council will be appointed as the Chair of the Area Committee.

5.10 Where it has not been possible to hold a meeting of the Area Committee and the Annual Council Meeting is required to consider an unopposed nomination for the position of Chair, the unopposed nominee will be elected by the Council.

5.11 Where Council has made an appointment of Chair of an Area Committee the decision will be reported to the relevant Area Committee.

⁵ A nomination from a political group must be forwarded by a Whip

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