



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 28th May, 2014 at 10.00 am

MEMBERSHIP

Councillors

D Blackburn	Farnley and Wortley;
J Blake	Middleton Park;
S Golton	Rothwell;
P Gruen	Cross Gates and Whinmoor;
G Harper	Hyde Park and Woodhouse;
G Latty	Guiseley and Rawdon;
A Lowe	Armley;
E Nash	City and Hunslet;
J Procter	Wetherby;
M Rafique	Chapel Allerton;
S Varley	Morley South;
K Wakefield (Chair)	Kippax and Methley;

Agenda compiled by:
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LEEDS LS1 1UR
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A G E N D A

Item No	Ward/Equal Opportunities	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 15.2 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 15.2, 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/Equal Opportunities	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 DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>MINUTES - 4TH MARCH 2014</p> <p>To receive the minutes of the Committee held on 4th March 2014.</p>	7 - 10

Item No	Ward/Equal Opportunities	Item Not Open		Page No
7			<p>CONSTITUTIONAL PROVISION FOR COMMUNITY COMMITTEES</p> <p>To receive a report of the Assistant Chief Executive (Citizens and Communities) and the City Solicitor. The report requests that General Purposes Committee recommend to Full Council the changes to the Constitution necessary to effect the change from the current Area Committee arrangements to the proposed Community Committee model, allowing greater freedom within the Committee setting to engage in the locality in the manner most suited to the neighbourhoods, citizens and communities represented. In doing this the report sets out the outcome of consultation in relation to the new community committee arrangements, which followed the resolutions of Executive Board made on 18th December 2013.</p>	11 - 34
8			<p>REVIEW OF ALL POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS</p> <p>To receive a report of the Head of Licensing and Registration which seeks To agree the process and timetable for the Review of Polling Districts, Places and Stations.</p>	35 - 46
9			<p>WEBCASTING OF COUNCIL MEETINGS</p> <p>To receive a report of the City Solicitor which sets out background and provides information on the webcasting of Council meetings during the last Municipal Year. The purpose of the report is to seek Member's views on whether Council meetings should continue to be webcast and, if so, asks Members to determine the period of time by which the existing contract should be extended.</p>	47 - 52

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <p>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</p> <p>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</p>	

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GENERAL PURPOSES COMMITTEE

TUESDAY, 4TH MARCH, 2014

PRESENT: Councillor K Wakefield in the Chair

Councillors D Blackburn, J Blake, S Golton,
P Gruen, J Hardy (as substitute for G
Harper), G Latty, A Lowe, E Nash,
M Rafique and S Varley

Apologies Councillor G Harper

27 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

28 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

29 Late items

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

30 Declaration of Disclosable Pecuniary and Other Interests

No declarations of interest were made.

31 Apologies for absence

Apologies for absence were received from Councillor G Harper. Councillor J Hardy was present as substitute.

32 Minutes

RESOLVED - The minutes of the previous meeting were approved as a correct record.

33 Approval of the 2014/15 Pay Policy Statement

The Chief Officer HR submitted a report which sought the Committee's views on a revised Pay Policy Statement and for the Committee to make recommendations to full Council to approve the changes before the start of the 2014/15 financial year.

RESOLVED – The General Purposes Committee resolved to:

- (a) recommend to full Council approval of the Pay Policy Statement for the 2014/15 year as set out in Addendum 1 to the report; and
- (b) note the assurances provided by the Deputy Chief Executive that the senior management pay structure is appropriate and complied with.

34 Reconfirming support for a Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) in relation to the new Congenital Heart Disease Review

The City Solicitor submitted a report asking the Committee to consider and make recommendations to full Council to reconfirm the mandate previously given by full Council for the establishment of a Joint Health Overview and Scrutiny Committee (Yorkshire and Humber) and subsequently delegate relevant functions in relation to the new review of Congenital Heart Disease services.

RESOLVED – The Committee resolved to:

- (a) Note the content and detail presented in the report;
- (b) Make the following recommendations to full Council:
 - a. That Council reconfirms its support for the establishment of a Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) in relation to NHS England's new review of Congenital Heart Disease services;
 - b. That Council delegates relevant functions, as set out in Appendix 1 of the submitted report, that shall be exercisable by the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber), subject to such terms and conditions therein; and
 - c. That Council asks the Scrutiny Board (Health and Wellbeing and Adult Social Care) to nominate a member from within its membership to sit on the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) in relation to the new review of Congenital Heart Disease services and, upon nomination, agrees to appoint such member to the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber).

35 Protocol for Third Party Recording of Committee, Board and Panel Meetings

The Head of Governance Service presented a report submitted by the City Solicitor which requested that the Committee consider and agree the content of a protocol relating to the third party recording of council committee, board and panel meetings. The protocol was attached at Appendix 1 of the submitted report.

The Committee was also asked to consider ancillary matters relating to the adoption of the protocol, including member training, member immunities, civic

hall facilities and consequential amendments that may be necessary to the constitution.

The Head of Governance Services confirmed that training for Members has now commenced. Furthermore Members were advised that Regulations relating to Local Audit and Accountability Bill which would allow people to film, photograph or make sound recording of proceedings have still not been issued.

RESOLVED – The Committee resolved to:

- (a) Agree the content of a protocol relating to the third party recording of council committee, board and panel meetings attached at Appendix 1 of the submitted report;
- (b) Agree that the protocol be further reviewed by the City Solicitor (in consultation with group leaders) in light of the content of Regulations and guidance issued by the Secretary of State; and
- (c) Note the ancillary matters set out in the submitted report relating to the adopting of the protocol, including Member and Officer briefings, Member immunities, Civic Hall facilities and consequential amendments that may be necessary to the constitution.

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Report author: Kate Sadler and Anne McMaster
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Joint Report of the Assistant Chief Executive (Citizens and Communities) and the City Solicitor

Report to General Purposes Committee

Date: 28th May 2014

Subject: Constitutional Provision for Community 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. Executive Board received a report in December 2012 following a review of the council’s area working arrangements which led to further work and a subsequent report to the 18th December 2013 Executive Board meeting. At this meeting Members endorsed the “Responsive to the needs of local communities” proposition, including the proposed development of a new approach to build on the work of Area Committees, to improve local democratic leadership of local areas, as well as providing a more meaningful way of involving local people in decisions that affect their local neighbourhoods.

2. Work has since been undertaken to develop the proposal to promote an inclusive, citizen based approach to locality decision making, in which formal Community Committees are underpinned by enhanced community engagement. These proposals have been the subject of extensive consultation with Members, partners, Town and Parish Councils, third sector organisations and officers.

3. This report sets out the changes to the Constitution necessary to effect the change from the current Area Committee arrangements to the proposed Community Committee model, allowing greater freedom within the Committee setting to engage in the locality in the manner most suited to the neighbourhoods, citizens and communities represented.

Recommendations

4. General Purposes Committee are requested to recommend to full Council amendments to the Constitution detailed in the body of this report, and shown in appendix A to C attached as listed at paragraph 6 to this report. In making these recommendations General Purposes Committee is asked to note the principles set out in Annexes 1 and 2.

1 Purpose of this report

- 1.1 The report requests that General Purposes Committee recommend to Full Council the changes to the Constitution necessary to effect the change from the current Area Committee arrangements to the proposed Community Committee model, allowing greater freedom within the Committee setting to engage in the locality in the manner most suited to the neighbourhoods, citizens and communities represented.
- 1.2 In doing this the report sets out the outcome of consultation in relation to the new community committee arrangements, which followed the resolutions of Executive Board made on 18th December 2013.

2 Background information

- 2.1 This report builds on the recommendations approved at the December 2012 Executive Board, which outlined the findings of the area working review and recommended further work on developing new locality based arrangements. There followed a report to the 18th December 2013 meeting of Executive Board outlining the Citizens@Leeds approach that has been developed to ensure a focus on inclusive, locally provided citizen-based services based on the needs and priorities of local communities. In presenting the report, the Executive Member for Neighbourhoods, Planning and Support Services, referred to the work done by the Area Chairs forum to consider how the Council could be more responsive to local communities and identified the intention to create a new locality working approach; built on the development of Community Committees to replace the current Area Committee structure and the introduction of a new community engagement model to support the Community Committees in their decision making responsibilities.
- 2.2 Executive Board endorsed the “Responsive to the Needs of Local Communities” proposition and agreed a set of principles to underpin the new Community Committees and the new engagement approach, and gave approval to the Assistant Chief Executive (Citizens and Communities) to consult on these prior to consideration of constitutional changes by Members of Full Council at the Annual Council Meeting. Details in relation to that consultation can be found at Paragraph 4.1 of this report.
- 2.3 This new approach is intended to strengthen local democracy and increase community engagement and involvement in local issues and local decision-making. The changes include new ways of working that are aimed at getting all services and partners to think more locally; for more decision making and budgets to be locally provided; and for the work and decisions of local members through the Community Committees to have improved recognition so that local people are more aware of actions, decisions and funding provided for local communities by local members.
- 2.4 Ultimately, these changes are about changing the relationship between the citizen and the state, rebuilding trust in public services and ensuring the delivery of

locally integrated and responsive services for local people. These changes support delivery of the propositions detailed in the report published by the Commission on the Future of Local Government. We know that society faces big challenges that cannot be solved by the state alone, but require the state to orchestrate action. The introduction of community committees and a new approach to community engagement will provide a sound basis for improved local democratic engagement and accountability and help the city council and its partners deliver its best city ambitions.

2.5 The work undertaken by the Assistant Chief Executive (Citizens and Communities) is intended to support a step change in the Council's locality working arrangements so that they fully underpin and support the ambitions and aspirations of the council and the city. This will encompass an even greater emphasis on getting more people involved in their local communities, in local decision-making, and in designing and delivering services that better meet the current and future needs of both local communities and the city as a whole.

2.6 Previous consultation with Members has identified opportunities in relation to:-

- increased devolution of budgets, services and influence on local service provision;
- enhanced community and partner engagement at the local level through the existing committee arrangements; and
- greater profile and identity of local members and local decision making and recognition of the good work done at an area level.

3 Main issues

A New Approach to Developing Community Committees

3.1 In the period from the Executive Board resolution in December 2013 to date there has been an extensive programme of consultation as detailed in paragraph 4.1 of this report.

3.1.1 The approach to more local decision making and more engagement with local communities was received positively, and the principles which underpin the community committees and the community engagement approach have been well received. However, it was clear from the consultation that there were a number of points within the design principles which needed to reflect the discussions and concerns expressed. The main changes made are:-

- **Naming.**
During the consultation process we asked for views from Members on ideas for alternative names for individual community committees in an attempt to get names that were more meaningful for local people. Generally suggestions were based on either: a placed name approach to identify the wards/areas covered (e.g. Armley and Bramley Community Committee, or Burmantofts and Richmond Hill, Gipton and Harehills, Killingbeck and Seacroft Community Committee); or, recognising that this was particularly difficult for some community committee areas, retaining the existing

geographic name basis (e.g. Outer North East). In considering these two approaches officers took the view that the best way forward would be to retain the existing naming arrangements (e.g. Outer North East) but to also detail the ward names covered by the committee in all design and communication activity. This way we can continue to use names which many people are familiar with, but at the same time being much clearer on the wards and areas covered. This approach is the recommended way forward.

- **Number of formal business meetings.**

Each community committee will decide how many formal business meetings they need each year, the only stipulation being a minimum of four, as well as deciding how much time will be devoted to other types of engagement activity. More agile delegations will be developed to enable decisions to be taken between meetings, and allow more member and staff resource to focus on greater community involvement activity. Such delegations will include the parameters for progressing an officer delegated decision i.e. relevant members have been consulted and are in agreement with the decision.

Next Steps

- 3.2 Considerable work has been taking place in each locality to prepare them for the anticipated changes ahead. Much of this is building on the current strengths and recognising the good practice and local structures already in place. Work is taking place to further address and develop each aspect identified during the consultation and an outline of this is shown below.
- 3.3 Local decision making - Integral to the success of community committees is their ability to influence service delivery through direct budget/service responsibility, SLAs and/or other appropriate mechanisms. Work is continuing to develop the approach to budget and service devolution, with this beginning to take effect in 2014/15. This will bring an increased focus on locality influence and decision-making. Not all services or budgets are within scope for consideration, but the intention is to challenge and move decision-making closer to communities wherever possible.
- 3.4 These new arrangements for community committees and community engagement are the first stage in the cultural shift to a more bottom-up approach. We are progressing actions to ensure the step changes needed take place and these include work to establish the most appropriate approach to locality funding and locality service delivery, links to the community hubs and evaluation of the new community committees. These next steps will also specifically address those concerns which were raised as part of the consultation process with a view to providing a firm platform for further development.
- 3.5 Locally focused community committees – simplified processes are being established in relation to the effective delivery of community committees. Their work will be based on local intelligence provided via services, and community engagement events and understanding. An engagement plan will be developed by each community committee which will enable focus on a small number (2 or 3)

areas of specific concern to the locality which the community committee wants to address. Each community committee will operate in the way best suited to them and their locality, whilst abiding by the underpinning principles.

- 3.6 Cultural change - It is recognised that for community committees to be successful they need to be accompanied by a significant cultural shift. To achieve this, consideration is being given to the appropriate support arrangements which need to be in place within the locality teams' services, members and partners to effectively support the new way of working. Therefore, any change agreed will need to be supported by an appropriate organisational development and change process to ensure culture and behaviours also change to reflect the new way of working.

Amendments to the Constitution

- 3.7 In order to implement the proposed Community Committee structure, and to provide freedom within that structure for each Committee to conduct its business in the manner most appropriate to the needs of the locality, neighbourhoods and communities it serves, amendments are necessary to the Council's constitution.

Article 10

- 3.8 Amendments are proposed to Article 10 reflecting the change from Area Committees to Community Committees. The new name for each committee is listed at Article 10.1, and the power of Community Committees to appoint and remove Co-opted Members is now included at Article 10.3. The proposed amended Article 10 is set out in Appendix A to this report.

Community Committee Terms of Reference

- 3.9 Similarly, amendments are proposed to reflect the change from "Area" to "Community" Committees in the newly titled Community Committee Terms of Reference. The terms of reference now also include the function of adopting and reviewing a Community Plan. Each Committee will adopt their own Community Plan, to include such Community Engagement Plans as are necessary to reflect the themes, neighbourhoods and communities in the area, and use the document to inform their work throughout the year. The proposed Terms of Reference for Community Committees are attached at Appendix B to this report.

- 3.10 Community Committee Procedure Rules

- 3.11 The Community Committee Procedure Rules are intended to promote a flexible approach to the formal business to be conducted by Community Committees, so that each may engage with the communities in their area using the means most appropriate to those Members and those communities. The rules also provide for flexibility in determining the number of meetings each committee holds each year, stipulating only that the minimum should be four. The proposed Community Committee Procedure Rules are attached at Appendix C to this report.

- 3.12 Paragraph 4.5 of this report sets out details of documents which will be amended by the Leader of the Council, and by the Monitoring Officer (such changes being contingent upon Full Council approving the amendments set out above).

- 3.13 Rules in relation to quorum and substitution will be included for clarification in the Council Procedure Rules alongside the relevant provisions for the Council's other committees. Similarly, rules in relation to the referral of Executive functions to Executive Board will be included in the Executive and Decision Making Procedure Rules.
- 3.14 Within the consultation process the design principles were amended to reflect a need for more agile delegations to enable decisions to be taken between meetings, and allow more Member and staff resource to focus on greater community involvement activity. Amendments to the Officer Delegation Scheme (Executive Functions) for the Assistant Chief Executive (Citizens and Communities) will enable officers to take decisions in relation to Community Committee wellbeing powers, in accordance with such stipulations (for example in relation to consultation and agreement) as each committee may make. This will reflect the non-wellbeing delegations which are held by both the Community Committees and the relevant Director for each service, as detailed in the Community Committee Executive Delegation Scheme.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Informal consultation with the members of the Area Chairs' Forum and area committees has been regular and incremental as part of the work following on from the area review recommendations agreed in December 2013 by the council's Executive Board. This supported the substantive and formal part of the consultation with elected members, services, partners, the third sector and town and parish councils which took place between February and April 2014. Consultation has included:

- four member workshops (attended by 40 members);
- presentations to all five political groups (attended by 83 members);
- three area leadership team discussions involving partners (attended by 55 partners) ;
- clusters
- presentations to and discussions with all directorate management teams;
- presentation to and discussion with the third sector leadership forum (attended by 15 third sector representatives); and
- presentation to and discussion with town & parish councils at their Annual General Meeting (attended by 15 councillors).

4.1.2 All members were keen to see improved communications, though some are cautious about the use of social media. There was broad agreement that community committees will only be valued when real decision-making power and funding is allocated to them. There was general consensus that themed meetings would be helpful to reflect local issues and be responsive to local residents. It was suggested that well-being fund recipients should be requested to return to the community committee to share progress and improve links between the committee and its local community. Views on the need for closer working relationships with Town and Parish Councils differed depending on geographical location.

4.1.3 The proposed constitutional amendments reflect the outcome of the consultation, in so far as those outcomes can be captured within the Council's Constitution.

4.1.4 Members are in agreement with the need to develop a new brand and identity for community committees and examples of the proposed branding have been shared during the consultation process. Views on branding and identity are very subjective but of the four options considered, the most simple map-pin design was preferred by the majority of Members consulted and it is proposed that this now be adopted as the brand for community committees. Examples of the branding material to be used will be available at the meeting for Members consideration.

4.1.5 Annex 1 and Annex 2 show the updated design principles amended following consultation and General Purposes Committee are invited to note these in considering making recommendations on the constitutional amendments for formal approval by Full Council.

4.1.6 Work has taken place to address the wider concerns expressed during consultation including:

- Creating and developing a new brand and identity for community committees to assist in communication and marketing activity to help raise the profile of community committees and their work;
- Emphasising the need for more services and decision making responsibilities to be delegated to community committees and to actively progress proposals for implementation in 2014 and beyond;
- More locally focussed meetings supported by local intelligence and issues local members want to consider rather than prescribed city wide or corporate based reporting;
- Providing more freedom and flexibility to community committees in terms of the way they operate e.g. less prescription on how meetings should be run and who can attend and speak at community committees;
- Addressing issues of capacity, organisational development and cultural change to drive forward the community committee agenda; and
- Developing a new approach to community engagement as part of the community committee arrangements to ensure a bottom up more localised approach to our engagement activity.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The Citizens@Leeds propositions which include the move to community committees have undergone an equality screening exercise. This was included in the December 2013 Executive Board papers. No further screening is required at this stage.
- 4.2.2 Specific equality impact assessments will be undertaken on community engagement plans, specific initiatives and decisions as required.

4.3 Council policies and City Priorities

- 4.3.1 Changes in the nature and focus of community engagement, as enabled by the proposed Constitutional changes, are supportive of the Council's values of working as a team for Leeds, being open, honest and trusted, treating people fairly, spending money wisely and primarily working with communities.
- 4.3.2 The Best Council Plan 2013-17 includes the key outcome to make it easier for people to do business with us, and the move to community committees will make a significant contribution to the delivery of this.

4.4 Resources and value for money

- 4.4.1 There are no specific budgetary implications arising from the proposals in this report at this time. However, one of the proposed design principles for Community Committees is the need to delegate and devolve more decision making and resources to local areas. Increased delegations could bring resource implications and these will be considered as part of the council's normal budget arrangements as decisions are taken to delegate service responsibility and/or funding.

4.5 Legal Implications, Access to Information and Call In

4.5.1 In addition to the amendments set out in this report, the Leader will reflect the change to Community Committees in the Executive Arrangements which will be presented to the Annual Council Meeting. In particular amendments are likely to the following documents:-

- Executive Committee Terms of Reference; and
- Officer Delegation Scheme (Executive Functions): Assistant Chief Executive (Citizens and Communities)

4.5.2 Further amendments necessary as a consequence of the changes, and for the purposes of clarification, will be implemented by the Monitoring Officer in accordance with Article 15.2 of the Constitution. In particular amendments are likely to the following documents:-

- Council Procedure Rules; and
- Executive and Decision Making Procedure Rules

4.5.3 There are no further legal, access to information or call-in implications arising from this report at this point in time.

4.6 Risk Management

4.6.1 There are no risk management issues of any significance arising from this report.

5 Conclusions

5.1 The development of community committees provides the next iteration of working more locally and more closely with communities. It is recognised that the full impact of community committees will develop over time and is an iterative process that will continue to strengthen this role in localities.

6 Recommendations

6.1 General Purposes Committee are requested to recommend to full Council amendments to the Constitution detailed in the body of this report, and shown in appendix A to C attached as listed below. In making these recommendations General Purposes Committee is asked to note the principles set out in Annexes 1 and 2:-

- Appendix A – Article 10
- Appendix B – Community Committee Terms of Reference
- Appendix C – Community Committee Procedure Rules

7 Background documents¹

7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Community Committees Principles

- a) The ten Area Committees will be renamed Community Committees and whilst retaining the existing naming structure (e.g. Outer North East) all marketing and communications material and activity will detail the names of the wards covered to aide understanding of the area covered.
- b) The role and functions of Community Committees will essentially remain as described under the current procedural rules, and be the vehicle through which the council delegates its locality decision-making process, and with a strengthened focus on engagement.
- c) Community Committee meetings will be business focussed and remain open to the public in line with other formal meetings of council. They will still be a place for aspects of community engagement (e.g. local deputations and the open forum), however, their primary role will be a decision making one and more significant community engagement will be undertaken through other means.
- d) Work and decisions of the Community Committees will be supported by better intelligence, gathered at the local level (bottom up) rather than (top down) corporate reports being made to 'fit' the locality. There will be active communication to promote all activities and decisions of the Community Committees.
- e) Community Committees acting as local 'improvement committees' will be encouraged to proactively make recommendations and provide challenge back to the council's Executive Board, to officers, or other service providers where it considers city-wide policy or actions need to be taken or changed to support delivery of local priorities.
- f) Community Committee meetings will be held where possible in the communities and neighbourhoods they are representing; in accessible places and buildings; with accessible information provided in the form of shorter, punchier and jargon free reports (verbal and written).
- g) Community Committees will be encouraged to include other non-voting representatives² in their discussions, drawn from their locality, to contribute to local decision making.
- h) Community Committees will each agree the number of formal decision making meetings each year, with a minimum of four taking place during the municipal year.
- i) Arrangements will be put into place to delegate certain decision making responsibilities to Area Leaders in order to ensure decision making can continue in between business meetings. Such arrangements to include the parameters for taking an officer decision i.e. that relevant members have been consulted and are in agreement with the decision.

² Co-opted Members will be non-voting in accordance with section 13 of the Local Government and Housing Act 1989.

- j) Community Committees will aim to strengthen relationships with Parish and Town Councils in line with recommendations set out within the Safer and Stronger Communities Scrutiny Report. They will acknowledge their role providing strong local leadership as reflected and recognised in the Leeds Parish and Town Council Charter.
- k) Community Committees will have a close and effective relationship with the local policing team which are currently in the process of being re-organised around the existing 10 area committee boundaries, plus a team to cover the city centre. Consideration will be given to the needs of the city centre to ensure the new arrangements are effective.
- l) As part of the 2014/15 and 2015/16 budgetary considerations proactive action will be taken to progress a 'community deal' approach to local resourcing with more responsibility being delegated to Community Committees, to assist in the delivery of wider city council efficiencies whilst supporting the need for more spend to be directed locally. This will include looking to implement a localised budget setting approach for the 2015/16 budget.

Community Engagement Model Principles

- a) The new identity and brand around Citizens@Leeds demonstrates the council's commitment to greater public involvement. It is further emphasised by the focus on local areas to support communication, engagement and understanding of engagement events by, for example, use of the branding Citizens@Rothwell, Citizens@Kippax, Citizens@Calverley etc.), more than one ward (Citizens@Headingley&Burley) or parts of two wards (Citizens@Morley).
- b) Community engagement plans will be developed at the beginning of each municipal year which will articulate the approach taken to understand local needs and priorities. Each Community Committee will agree the number of plans to be developed to ensure they are appropriately localised and recognise the differing needs of their area.
- c) Meaningful engagement - the new model of locality working will give local residents opportunities to 'have their say' as well as a greater influence on decisions about the design and delivery of public services. A variety of methods (e.g. case conferencing, 'community conversations', expert witnesses, and open public meetings) will be employed to feed into relevant work on local issues.
- d) Some of the above meetings could involve participatory budgeting or other tools that give local residents the opportunity to understand the decisions taken and their consequences. They will also take place where it is most appropriate e.g. as part of already arranged events and/or specifically organised for the purpose
- e) Open and accessible, enabling local voices to be heard - a wide range of styles will be used for local engagement events and meetings to encourage participation, understanding and involvement. Public meetings, activities and events will need to be designed and publicised so that local people genuinely want to attend and make their voices heard (e.g. the use of alternative seating arrangements, as well as time and venue, need to be taken into consideration).
- f) Develop stronger links with existing neighbourhood forums, residents' associations, school clusters etc., and work with these and through these to engage with local residents. Where necessary and appropriate new local forums will be developed.
- g) We will ensure that all of the different communities affected by the council's decision-making are reached.

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ARTICLE 10 – COMMUNITY COMMITTEES

COMMUNITY COMMITTEES

10.1. The Council will appoint ten Community Committees, as set out below, to serve the neighbourhoods and communities in the wards which they represent.

Community Committee	Wards Covered
Outer North East Community Committee	Alwoodley, Harewood and Wetherby
Inner North East Community Committee	Chapel Allerton, Moortown and Roundhay
Inner East Community Committee	Burmantofts and Richmond Hill, Gipton and Harehills, and Killingbeck and Seacroft
Outer North West Community Committee	Adel and Wharfedale, Guiseley and Rawdon, Horsforth, and Otley and Yeadon
Inner North West Community Committee	Headingley, Hyde Park and Woodhouse, Kirkstall and Weetwood
Inner West Community Committee	Armley, and Bramley and Stanningley
Outer West Community Committee	Calverley and Farsley, Farnley and Wortley, and Pudsey
Outer East Community Committee	Cross Gates and Whinmoor, Garforth and Swillington, Kippax and Methley, and Temple Newsam
Outer South Community Committee	Ardsley and Robin Hood, Morley North, Morley South, and Rothwell
Inner South Community Committee	Beeston and Holbeck, City and Hunslet, and Middleton Park

COMPOSITION

10.2. The membership of each Community Committee will comprise all Members who have been elected for Wards wholly within the area determined for the Committee.

Article 10 – Community Committees

10.3 Each Community Committee may by resolution appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee in accordance with the Community Committee procedure Rules.

10.4 A Member of the Executive may serve on a Community Committee if otherwise eligible to do so as a Councillor.

CHAIR

10.5 Each Community Committee will appoint its Chair in accordance with the Community Committee Procedure Rules.

ROLE

10.6 Community Committees will¹:

- improve, co-ordinate and influence services at a local level;
- take locally based decisions that deal with local issues;
- provide for accountability at a local level;
- help Elected Members to listen to and represent their communities;
- help Elected Members to understand the specific needs of the communities in their area;
- lead, promote and develop community engagement;
- promote working relationships with Parish and Town Councils; and
- promote the well being of their area.

FUNCTIONS

10.7 The terms of reference for Community Committees are set out in Part 3 of the Constitution.

10.8 The Executive shall determine from time to time the executive functions² that may be exercised by Community Committees. These functions will be exercisable concurrently by the Executive Board, and in accordance with the Officer Delegation Scheme (executive functions) by Directors

PROCEEDINGS OF THE COMMUNITY COMMITTEE

10.9 Community Committees will comply with:

- the Community Committee Procedure Rules³ and
- all other relevant procedure rules⁴.

¹ In the neighbourhoods and communities within their remit and in accordance with the Community Plan adopted for their area

² Part 3 Sections 3C and 3D(a) of the Constitution provide details of the extent of the delegation determined by the executive.

³ These are in Part 4 of the Constitution.

⁴ These are the Council Procedure Rules, Executive and Decision Making Procedure Rules, Access to Information Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and Appointments to Outside Bodies Procedure Rules, in Part 4 of the Constitution.

Community Committees

Within each Committee's area:

(Council functions)

1. To adopt and review a Community Plan¹;
2. to make Elected Member² appointments³ to Outside Bodies as determined by the Member Management Committee;
3. to advise or make representations to the Council or the Executive Board⁴ on all matters affecting community interests;⁵
4. to consider and respond to consultations on planning briefs and frameworks and on major development proposals;⁶
5. to consider proposals referred to the Committee by the Council or the Executive Board⁷ and to report back the Committee's views to the referring body;⁸
6. to receive and hear deputations;
7. to consider the performance, targeting, frequency and co-ordination of services and make recommendations to the Executive and to the Council's partners as appropriate;⁹

(Executive functions)¹⁰

8. *to promote and improve the economic, social and environmental well-being of the Committee's area*¹¹;
9. *to exercise Executive Functions*;¹²

¹ Which shall include such community engagement plans as necessary and appropriate to reflect the themes, neighbourhoods and communities in the area.

² Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

³ In accordance with the Appointments to Outside Bodies Procedure Rules at Part 4 of the Constitution.

⁴ Or to any committee appointed by the Council or the Executive

⁵ This is an advisory function under Section 102(4) Local Government Act 1972.

⁶ This is an advisory function under Section 102(4) Local Government Act 1972.

⁷ Or to any committee appointed by the Council or the Executive

⁸ This is an advisory function under Section 102(4) Local Government Act 1972.

⁹ This is an advisory function under Section 102(4) Local Government Act 1972

¹⁰ All executive functions will be exercisable concurrently with the Executive Board.

¹¹ In furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution, as determined from time to time by the Executive Board

¹² As determined from time to time by the Executive and in furtherance of, and subject to the limitations set out in the Community Committee Executive Delegation Scheme detailed in Part 3 Section 3D(a) of the Constitution and the Community Committee Procedure Rules in Part 4 of the Constitution.

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COMMUNITY COMMITTEE PROCEDURE RULES¹

1.0 STATUS, ROLE, FUNCTIONS AND ACCOUNTABILITIES

- 1.1 Community Committees are appointed by Full Council.
- 1.2 The role of Community Committees is set out in Article 10.
- 1.3 Community Committees may exercise both Executive and Council functions as set out in the Terms of Reference for Committee Committees and the Community Committee Executive Delegation Scheme.
- 1.4 The Local Government Act 2000 provides for the Executive to make arrangements for functions which are the responsibility of the Executive to be discharged by Community Committees. In exercising these functions each Community Committee is accountable to the Executive.
- 1.5 Each Community Committee is accountable to Full Council for the exercise of Council functions within their terms of reference.

2.0 APPOINTMENT OF CHAIR

- 2.1 The Chair of each Community Committee will be elected, from amongst the City Councillors eligible to serve on that Committee.
- 2.2 Each political Group² with Members elected within a Community Committee area may put forward a nomination from amongst Members on the Community Committee to Chair the Community Committee. An Independent Member may also put forward a nomination.
- 2.3 All nominations must be notified to the Head of Governance Services by no later than 5pm the day before the meeting convened to consider the appointment of the Chair. The Head of Governance Services will give appropriate notice to whips and Independent Members of this deadline.
- 2.4 Community Committees will meet to agree the election of Chair for the forthcoming Municipal Year during the period that is the first working day after the nomination process closes, and the last working day before the Annual Council Meeting.
- 2.5 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.

¹ These Procedure Rules should be read in conjunction with Article 10 and the Terms of Reference for Community Committees

² A nomination from a political group must be forwarded by a Whip

Community Committee Procedure Rules

- 2.6 All agreed appointments will be reported to the Annual Council Meeting.
- 2.7 Where an overall majority of votes cannot be obtained, or it is not possible to convene, or hold, a meeting of the Community 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.
- 2.8 Where it has not been possible to hold a meeting of the Community 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 Community 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.
- 2.9 Where an overall majority of votes cannot be obtained by votes cast by those Members of the Community 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 Community Committee.
- 2.10 Where it has not been possible to hold a meeting of the Community 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.
- 2.11 Where Council has made an appointment of Chair of a Community Committee the decision will be reported to the relevant Community Committee.

3.0 COMMUNITY COMMITTEE MEETINGS

Frequency

- 3.1 There shall be at least four ordinary meetings of each Community Committee in each municipal year. A schedule of meetings will be approved by each Community Committee.
- 3.2 Special meetings of a Community Committee may be called in accordance with the Council Procedure Rules.

Business to be Transacted

- 3.3 All decisions or recommendations to be made by a Community Committee must be determined at a formal meeting of the Committee.
- 3.4 Community Committees will comply with the Executive and Decision Making Procedure Rules and the Access to Information Procedure Rules in Part 4 of the Constitution.

Community Committee Procedure Rules

- 3.5 The Community Committee will not deal with an individual's issues or complaints.

Agenda Items

- 3.6 Community Committees shall consider the following business:

- exclusion of public;
- appeals against refusal of inspection of documents;
- late items;
- declarations of interest if any;
- apologies for absence;
- additional matters set out on the agenda for the meeting.

4.0 PARTICIPATION

- 4.1 Save for those parts of a meeting where the arrangements for exclusion of the press and public set out in the Executive and Decision Making Procedure Rules and the Access to Information Procedure Rules apply, all meetings will be held in public³.

Co-optees

- 4.2 Co-opted members may participate⁴ in the debate in the same way as Elected Members.
- 4.3 No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

Quorum and Substitution

- 4.4 The quorum for a meeting of an Community Committee shall be as set out in the Council Procedure Rules.

Voting

- 4.5 Elected Ward Members are entitled to vote in relation to all business transacted at Community Committee meetings⁵.
- 4.6 Co-optees are non-voting members of the committee.
- 4.7 In the event of an equality of votes, the Chair will have a second, or casting, vote.

³ The Recording Protocol: Third Party Recording of Committees, Boards and Panels, set out in the Access to Information Procedure Rules applies.

⁴ Section 102 (3) of the Local Government Act 1972 provides that a committee, other than a committee for regulating and controlling the finance of the local authority or of their area, may include persons who are not members of the appointing authority. Co-optees will not therefore participate in business of the committee which regulates or controls the finance of the area,

⁵ Save where the Code of Conduct prevents this

Community Committee Procedure Rules

Rights to attend and speak

- 4.8 A Community Committee may invite representatives from other organisations to attend Community Committee meetings. These people may speak with the permission of the Chair.
- 4.9 Members of the public present at Community Committee meetings are observers and may speak with the permission of the Chair.

Deputations

- 4.10 A Community Committee may receive up to three⁶ Deputations, relevant to some matter in relation to which the committee has powers or duties or which affects the committee's area⁷, at any meeting of the Committee.
- 4.11 A request to bring a deputation must be submitted, to the Council's Head of Governance Services, at least fourteen clear working days in advance of the Community Committee meeting for which permission is sought. The request must include a copy of the proposed deputation speech.
- 4.12 The suitability of the deputation shall be determined by the Assistant Chief Executive (Citizens and Communities). Permission to present the deputation shall be issued by the Head of Governance Services⁸.
- 4.13 A deputation shall consist of at least two and no more than five people, only one of whom shall speak except by permission of the Chair. The deputation may address the Committee for not more than five minutes in duration.
- 4.14 Deputations shall be heard in the same order in which notices were received.
- 4.15 Any Member of the Community Committee may propose that the deputation be or not be received, or that the subject matter be referred to the appropriate Director or Committee. If the proposal is seconded the Chair shall put the proposal to the vote.

Open Forums

- 4.16 At the discretion of the Chair a period of up to 10 minutes⁹ may be allocated at each ordinary meeting of a Community Committee for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee. The period of time may be extended at the discretion of the Chair.

⁶ This number may be extended at the discretion of the Chair but shall be fixed in advance of any meeting.

⁷ Deputation requests which relate solely to the interests of an individual or company, or which present, or may appear to present unsubstantiated allegations or claims in respect of an individual, group of individuals, a company or any other body, or are in any way vexatious or otherwise significantly prejudicial to the interests of the Council or the City of Leeds, will not be permitted.

⁸ A deputation shall not be admitted about any matter which has been the subject of deputation in the preceding six months.

⁹ Which may be extended at the discretion of the Chair

Community Committee Procedure Rules

- 4.17 No member of the public shall speak for more than three minutes in the open forum, except by permission of the Chair.

Advisory Or Consultative Forums

- 4.18 A Community Committee may establish¹⁰ and set terms of reference for one or more¹¹ area or issue based Community Forums¹², to act in an advisory or consultative capacity.
- 4.19 Where a Community Committee establishes a Community Forum, the Chair of that Forum must be appointed by the Community Committee¹³.
- 4.20 Where disputes arise with regard to the appointment of Chairs of Community Forums these will be referred to the Member Management Committee for resolution.

5.0 DECISION MAKING

- 5.1 Community Committees must make decisions:
- in accordance with all relevant procedure rules¹⁴ within the Constitution;
 - in accordance with the Council's Budget and Policy Framework¹⁵;
 - in accordance with the Community Plan for the area and any other relevant strategy or plan approved by the Executive Board; and
 - following consideration of a report from relevant Director or his/her nominee.
- 5.2 A Community Committee, or two or more Community Committees jointly, may refer any matter in relation to its executive functions to the Executive Board for decision.

¹⁰ The Community Committee shall determine how the membership of the Forum shall be decided.

¹¹ The total number of forums established and the frequency of meetings will need to be sustainable for the Members, officers of the Council and other service providing agencies, and community representatives.

¹² A forum may cover the whole of the Committee's area or smaller areas within it, for example, one ward

¹³ The committee must ensure that the Chair is appointed with regard to the political balance of the ward to which a forum relates and having regard to the number of ward based Community Forums. Where a political group has the majority of members within a ward, the chair will be appointed from amongst or be a nominee of those Members. Where no political group has a majority, the chair will be appointed by the Community Committee from Members of the ward to which the forum relates or a nominee of those Members.

¹⁴ Council Procedure Rules, Executive and Decision Making Procedure Rules, Community Committee Procedure Rules, Financial Procedure Rules, Contract Procedure Rules, Appointments to Outside Bodies Procedure Rules and Access to information Procedure Rules

¹⁵ Subject to the provisions of the Budget and Policy Framework Procedure Rules

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Report of the Head of Licensing and Registration

Report to General Purposes Committee

Date: 28 May 2014

Subject: Review of all Polling Districts, Polling Places and Polling Stations

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): All	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input 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. Although having just recently completed a full Polling District Review in 2013, according to a change in legislation, the council must conduct its next full Review of Polling Districts, Places and Stations by 1 February 2015.
2. Shorter consultation periods have been proposed for this review, in recognition that the council has only recently completed a comprehensive review in 2013, and General Purposes Committee's wish that the 2014 Review be a "light touch" exercise.
3. Officers also recommend that the first consultation period commences after completion of the joint European and Local Government Elections on 22 May 2014, to allow an opportunity for any polling issues arising as a result of that election to be considered as part of this review.

Recommendations

5. Members are asked to: –
 - i. Agree the process for the Review of Polling Districts, Places and Stations as set out in this report;

- ii. Agree the timetable for the Review as set out at Appendix A to this report; and
- iii. Agree that Elections Working Group will be used as a working group to discuss the results of any representations received in response to both consultation exercises, and provide recommendations for General Purposes Committee's consideration as set out in this report.

1 Purpose of this report

- 1.1 To agree the process and timetable for the Review of Polling Districts, Places and Stations.

2 Background information

- 2.1 The Council, for a number of years, by virtue of s18 Representation of the People Act 1983, has had a duty to divide the parliamentary constituencies within its area into polling districts¹ and to designate a polling place² for each district. The Returning Officer then nominates a polling station³ within each polling place.
- 2.2 Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the 1983 Act and particularly with regard to the way reviews of polling districts, places and stations must be undertaken. The most important change is that the Council was obliged, by that Act, to conduct a full review in its area within 12 months of the coming into force of the Act, and then complete a further review of each polling district and polling place every four years thereafter.
- 2.3 The 2006 Act came into force on 1 January 2007 and the first review was completed by the Council in November 2007. Further full reviews were completed in October 2009 and October 2013.
- 2.4 Section 17 of the Electoral Administration Act 2013, which came into force on 31 January 2013, requires the Council to carry out further reviews of polling districts and polling places as follows:
 - (a) during the period of 16 months beginning with 1 October 2013, and
 - (b) during the period of 16 months beginning with 1 October of every fifth year after that.
- 2.5 The change to the legislation effectively increases the period between each review from four to five years. However, due to the timing of the introduction of the change to the legislation, this means the council's next full review must be completed by the end of 1 February 2015. Any amendments to polling districts, places or stations will be included in the Register for the expected parliamentary and local elections if they take place in May 2015.

¹ The area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors

² The building or area in which polling stations will be selected by the Returning Officer

³ The room or building chosen by the Returning Officer where the poll takes place for each election.

3 Main issues

3.1 Guidance for the conduct of a full polling district review has been published by the Electoral Commission⁴. Following that guidance, officers recommend the following stages: -

3.1.1 A Preliminary Stage - When notice is given of the Review and advises that representations would be welcome, particularly (with regard to polling stations) from those with expertise in access for persons with any type of disability. It also sets out the reference documents which should be made available. This would be the first public consultation period and will last 4 weeks. The council will consider any representations received and form Initial Proposals for further consultation.

3.1.2 A Proposals Stage - When the council considers representations received and forms its Initial Proposals. The Returning Officer must comment, at this stage, on all existing polling stations used and any new polling stations which would probably be chosen if the new proposals were accepted by the authority. The Guidance suggests that the polling district review by the authority (of districts and places) should be conducted jointly with the Returning Officer's review (of polling stations).

3.1.3 The Consultation Stage - To receive representations and comments on the authority's Initial Proposals. This would be the second consultation period and will last 4 weeks. This needs to be in two parts: -

- i. a compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated polling stations; and
- ii. submissions from other persons and bodies which can be referenced to the Returning Officer's proposed polling stations as well as the authority's Initial Proposals.

3.1.4 Conclusion of the Joint Review - When the authority must produce Final Proposals, taking into consideration any further representations made.

3.1.5 The Decision of the Council on the proposals. General Purposes Committee will decide the Final Proposals of the Review.

3.1.6 The Publishing Stage - When the decision and background material is published.

3.1.7 Right of Appeal - Although the final decision is that of the Authority, there is a right of appeal to the Electoral Commission in respect of the outcome of the Review (see section 5.6 of this report).

3.2 Involvement of Elections Working Group (EWG) – During past Reviews, General Purposes Committee have asked EWG to act as a dedicated Working Group for

⁴ Electoral Commission's Guidance EC19/2010 - Review of polling districts, places and stations

each review, recommending proposals to General Purposes Committee for their consideration. It should be noted that the EWG has an extensive knowledge of electoral procedures and is the main consultation forum for officers and Members to discuss electoral issues. It is proposed that EWG again co-ordinate representations from the political Groups, consider representations made by the public or other stakeholders, and be used as a vessel to discuss representations submitted. The views of EWG will be presented to General Purposes Committee for their consideration before any decision is made regarding the Council's Initial or Final Proposals.

3.3 Proposed Timetable for the Joint Review – A proposed timetable is attached at Appendix A.

4 **The Process for Reviewing Polling Districts and Places**

4.1 A reasonable methodology must be demonstrated if a successful appeal (with its consequential reputational damage) is to be avoided. The Guidance stresses the need for all decisions made to have been consulted upon and to be measured and practical: **'The whole process should be as transparent and open as possible to avoid possible conflict.'** The Initial Proposals document should set out the considerations taken into account in drawing up the proposals and such an approach reduces the suggestion that decisions may have been politically motivated.

4.2 The primary considerations for every review are a requirement of Electoral law, and are: -

- i. The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances; and
- ii. The Council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled.

4.3 There is no scientific formula or set of rules for the division of a constituency into polling districts, nor for the selection of polling places. The choice will often be a balance between a number of competing considerations, for example between the quality (access, facilities, etc) of a building and the distances between the residents and that building, compared to other options for polling places. Judgment needs to be exercised, e.g. when comparing the potential disturbance to voters as against other factors. However, in carrying out the balancing exercise, the approach should be **voter-centred**.

4.4 Officers propose that the same criteria used for the last polling district review is used again for this review: -

- i. Disparities between polling districts to make them more comparable in terms of number of polling places and number of electors per polling place;
- ii. Current levels of satisfaction / dissatisfaction as expressed by or on behalf of electors;

- iii. The cost / elector ratio of providing a polling place, so there is broad comparability between districts;
- iv. The availability of postal votes on demand;
- v. Disturbance to electors which would be caused by alteration of polling places which have been used for a long period of time;
- vi. A polling place should be in its own polling district, unless it is not possible to find a suitable place in the district;
- vii. There should not be major barriers between the voters and their polling place. Major roads, rivers and the like can therefore be considered as starting points for polling district boundaries unless there is good quality, accessible crossing points;
- viii. The polling place should not be difficult to locate and should be close to where most of the electors in the polling district live;
- ix. The topography of the area should be taken into account including availability of public transport for electors having to travel distances to the polling place;
- x. Facilities for polling staff, who will be on duty for at least 16 hours and cannot leave the polling place;
- xi. That each parish should be a separate polling district save in exceptional circumstances;
- xii. If there appears to be a need in all or particular elections (considering, for example, UK Parliamentary elections may have a higher turnout than local government elections) for multiple polling stations in a polling place, it will need to be considered if the polling place can accommodate them; and
- xiii. Capability of the polling place to cope with peaks of electors allocated to it.

4.5 It should be noted that the considerations are not weighted, as proposals need to be voter-centred and the exercise of judgment and the balancing exercise needs to have this at the forefront of consideration. Each proposal/representation will have circumstances peculiar to it and the differing considerations relating to those circumstances must be balanced to allow the outcome to be voter centred.

4.6 General Purposes Committee originally agreed the above review criteria at their meeting on 20 November 2008. It has been used in every Review since and it is proposed to use the same criteria again for the purposes of this Review.

5 Corporate Considerations

5.1 Consultation and Engagement

5.1.1 The proposed consultation arrangements are outlined as follows. These arrangements are the same as used for previous Reviews and will follow the timetable set out at Appendix A. The only main difference to this timetable is the

reduced consultation periods, which are proposed as a consequence of only having completed a comprehensive Review last year, and General Purposes Committee's desire to conduct a "light touch" review in 2014 to meet the requirements of the new legislation.

- 5.1.2 Members will note that the first consultation period commences after completion of the joint European and Local Government Elections on 22 May 2014, to allow an opportunity for any polling issues arising as a result of those elections to be considered as part of this review.
- 5.1.3 The Notice of Review will be published in local press. Full details of how to make a representation will be given in the Notice of Review and on the Council's website. In addition to the website notice we will be writing to all MPs and councillors as well as making the information available to relevant Parish Clerks and at local public buildings in all areas.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 As explained previously, the notice of the review will invite representations from stakeholders and in particular from those with expertise in access for persons with any type of disability. According to law, the authority must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled. The process outlined in this report meets that requirement.
- 5.2.2 An Equality and cohesion screening has been completed for this review and has concluded that the consultation arrangements will help ensure all people affected by the review are given an opportunity to comment which will address any equality, diversity, cohesion or integration issues raised. The screening document is available as a background document to this report.

5.3 Council Policies and City Priorities

- 5.3.1 The process for conducting a review of polling districts, places and stations is set out in legislation. It is a requirement that the authority completes its next full polling district review by 1 February 2015.
- 5.3.2 The Review does not affect the council's budget and policy framework, although ensuring electors have accessible polling places or parish and town councils does support the council's aims to be the best city for communities, and in particular the four year priority to increase a sense of belonging that builds cohesive and harmonious communities.

5.4 Resources and Value for Money

- 5.4.1 There is no separate budget provision for the costs of carrying out any Review of Polling Districts or Community Governance Review. The costs of carrying out the consultation process will be met from within the existing budget for Electoral Services.
- 5.4.2 Staff resources will be available to conduct this joint review in accordance with the timetable outlined at Appendix A.

5.5 Legal Implications, Access to Information and Call In

5.5.1 Under the Constitution, the Council has delegated authority to the Chief Executive to discharge the following Council (non executive) functions namely: -

“ ...

- (c) to divide a constituency into polling districts⁵
- (d) to divide electoral divisions into polling districts at local government elections”

5.5.2 If the Chief Executive chooses not to exercise that delegated authority, he may refer the matter to General Purposes Committee, who have authority: -

“to consider and determine Council (non executive) functions delegated to a Director where the Director has decided not to exercise the delegated authority and has referred the matter to the committee.”

5.5.3 There is no provision similar to that regarding executive functions that allows the relevant Executive Member to require the “Director” to not exercise the delegated authority but to take a matter to Executive Board.

5.5.4 However, the Chief Executive has the opportunity to consult with the relevant Member(s), before deciding whether to exercise his delegated authority or alternatively himself choose to refer the matter to General Purposes Committee.

5.5.5 The Chief Executive has chosen to refer the need to undertake a Polling District Review to General Purposes Committee.

5.6 Risk Management

5.6.1 There is an appeal mechanism for polling district reviews. On conclusion of any polling district review, the Electoral Commission can consider representations that the review process has not been conducted correctly. There are only two grounds on which a representation may state that a local authority has failed to conduct a proper review, namely: -

- the local authority has failed to meet the reasonable requirements of the electors in the constituency; or
- the local authority has failed to take sufficient account of accessibility to disabled persons of the polling place.

5.6.2 If the appeal is upheld, the Commission can, ultimately, make alterations to the polling places.

6 Conclusions

6.1 That the arrangements outlined in this paper meet the statutory requirements for a Review of Polling Districts, Places and Stations.

⁵ The area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors

7 Recommendations

7.1 Members are asked to: –

7.1.1 Agree the process for the Review of Polling Districts, Places and Stations as set out in this report;

7.1.2 Agree the timetable for the Review as set out at Appendix A to this report; and

7.1.3 Agree that Elections Working Group will be used as a working group to discuss the results of any representations received in response to both consultation exercises, and provide recommendations for General Purposes Committee's consideration as set out in this report.

8 Background documents

8.1 The Electoral Commission's Guidance on the conduct of a review of polling districts, places and stations (EC19/2010)

8.2 Equality Screening Assessment

Appendices

A. Timetable for Joint Review



Stage 1: Preliminary Stage

When notice is given of the Review and advises that representations would be welcome, particularly (with regard to polling stations) from those with expertise in access for persons with any type of disability. It also sets out the reference documents which should be made available. This would be the first public consultation period and would last 8 weeks. The council would consider representations received and form Initial Proposals for further consultation.

Task	Date	Notes
Report to General Purposes Committee (GPC) outlining how Review is to be conducted	28 May 2014	Purpose of this report. GPC to agree methodology and role of Elections Working Group
Publication of Notice of Review	30 May 2014	Published in local press including whereabouts of documentation for public inspection and details of representation period.
Representation Period	30 May 2014 to 27 June 2014	Four weeks consultation period. All representations received are logged and cross-referenced to applicable Ward on receipt
Inspection of changes proposed in representations	30 May 2013 to 4 July 2014	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements

Stage 2: Proposals Stage

When the council considers representations received and forms its Initial Proposals. The Returning Officer must comment, at this stage, on all existing polling stations used and any new polling stations which would probably be chosen if the new proposals were accepted by the authority. The Guidance suggests that the polling district review by the authority (of districts and places) should be conducted jointly with the Returning Officer's review (of polling stations).

Task	Date	Notes
EWG to consider representations received in Stage 1 and details of any inspections	14 July 2014 to 28 July 2014	EWG make recommendations for Initial Proposals. Officers to draft Initial Proposals.
Initial Proposals go to GPC for approval	August 2014	Date of GPC meeting to be confirmed
Initial Proposals published after approval by GPC	29 August 2014	Further Notice published in local press also detailing Stage 3 consultation period

Stage 3: Consultation Stage

To receive representations and comments on the authority's Initial Proposals for the Review. This would be the second consultation period and will last 4 weeks. This needs to be in two parts: -

- i. a compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated polling stations; and
- ii. submissions from other persons and bodies which can be referenced to the Returning Officer's proposed polling stations as well as the authority's Initial Proposals.

Task	Date	Notes
Consultation commences	29 August 2014	Four weeks consultation period
Returning Officer's comments/recommendations published	By 26 September 2014	RO's comments must be published within 30 days of receipt of proposals ¹ , unless already published as part of Initial Proposals. For past reviews, the Returning Officer has always published any comments as part of the Initial Proposals.
Consultation ends	26 September 2014	All representations received are logged and cross-referenced to applicable Ward on receipt
Inspection of any further changes proposed in representations received.	29 August 2014 to 3 October 2014	Inspections on suitability and availability of any changes proposed in representations received, including disabled access requirements

Stage 4: Conclusion of the Joint Review

When the authority must produce Final Proposals, taking into consideration any further representations made.

Task	Date	Notes
EWG consider further representations received during Stage 3	13 October 2014 to 27 October 2014	EWG make recommendations for Final Proposals. Officers to draft Final Proposals.

¹ In accordance with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 Regulation 3.

Stage 5: The Decision of the Council

General Purposes Committee will decide the Final Proposals of the Review of Polling Districts, Places and Stations. Once the final decisions are made, the Review documentation must be published before 31st December 2013.

Task	Date	Notes
Final Proposals go to GPC to agree	November 2014	Date of GPC meeting to be confirmed. GPC agrees Final Proposals for Review of Polling Districts, Places and Stations
Final Notice of Review is published	28 November 2014	Details of whereabouts of Review Documentation for public inspection is given

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Report author: Andy Hodson

Tel: 0113 2243208

Report of City Solicitor

Report to General Purposes Committee

Date: 28th May 2014

Subject: Webcasting of Council Meetings

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

At the meeting of 18th June 2013 General Purposes Committee agreed to proposals to introduce webcasting for the 2013-14 municipal year. In July the Chief Officer Elections, Licensing and Registration entered into a contract for the supply of webcasting services for a period of 12 months with an option to extend for a further maximum period of 4 years.

This report presents feedback from the first twelve months of webcasting full Council meetings, including viewing data and anecdotal feedback from Members.

Recommendations

General Purposes Committee is asked to consider whether Council meetings should continue to be webcast and, if so, approve the Officer recommendation of an extension of a 12 month period

1.0 Purpose of this report

- 1.1 This report sets out background and provides information on the webcasting of Council meetings during the last Municipal Year.
- 1.2 The purpose of the report is to seek Member's views on whether Council meetings should continue to be webcast and, if so, asks Members to determine the period of time by which the existing contract should be extended.

2 Background information









- 2.1 At the meeting of 18th June 2013 General Purposes Committee agreed to proposals to introduce webcasting for the 2013-14 municipal year. In July the Chief Officer Elections, Licensing and Registration entered into a contract for the supply of webcasting services for a period of 12 months with an option to extend for a further maximum period of 4 years.
- 2.2 Member Management Committee approved a protocol for webcasting Council meetings at its meeting of 23rd October 2012.
- 2.3 The State of the City meeting on 28th November 2012 was webcast with coverage being available on the internet the following day. Although the webcast was well received there were a number of technical issues which suggested that a live webcast might give more difficulties. It was agreed that a further trial was required to test a live Council Webcast.
- 2.4 At the meeting of 22nd January 2013 Member Management Committee agreed that a further webcast trial be undertaken at the Council meeting planned for 17th April 2013. This meeting was subsequently rearranged to 8th May 2013 and this meeting was webcast live.
- 2.5 So, including the initial trial meetings, 7 meetings of full Council have been webcast live.

3 Main issues

- 3.1 The original report to General Purposes Committee gave information about webcasting and explained how the technique could give live access to view Council meetings over the internet using a small number of fixed cameras linked to the Council Chamber sound and voting system. The system allows access to the public agenda papers and reports alongside the video screen.
- 3.2 The report outlined some of the potential benefits including: increasing public awareness of local democracy; strengthening democratic accountability; more open transparent decision making; and encouraging public involvement. The facility would also provide the ability to view Council meetings live from another location, use the archive to replay meetings, or parts of the meeting, at a later date, search for and view particular speakers or agenda items.

3.3 The viewing data from the meetings webcast to date are set out below in table one. This shows a total over 14,000 unique viewing ‘instances’ across each all of the meetings. What has become apparent is that the archived material remains relevant for the public after the ‘Live’ council event, with viewing figures continuing to rise a number of months after a meeting has taken place.

Table 1 Webcast Viewing Data

		Activity ID	Title	Live date	Hits	Live	Archive	Category
1		112883	<u>Council</u>	11 Sep 2013	3378	456	2922	Full Council
2		103346	<u>Leeds City Council - Meeting of Full Council</u>	08 May 2013	3291	588	2703	Amenities
3		118578	<u>Council</u>	13 Nov 2013	2172	319	1853	Full Council
4		128687	<u>Council</u>	26 Feb 2014	1594	567	1027	Full Council
5		124062	<u>Council</u>	15 Jan 2014	992	193	799	Full Council
6		91902	<u>State of the City Debate</u>	28 Nov 2012	918	0	917	Amenities
7		131849	<u>Council</u>	26 Mar 2014	848	329	519	Full Council
8		112882	<u>Council</u>	11 Sep 2013	810	54	756	Full Council
Total					14003	2506	11496	

3.4 The webcasting provider has commented that the viewing figures, whilst very good (given the small amount of promotion), could be further enhanced by the use of social media during the meeting – for example placing live notifications of particular items in the meeting with a link to the webcast player (which is hosted on Leeds.gov.uk).

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The issues around webcasting have been discussed both formally and informally with Members through Member Management Committee, Whips meetings and through this committee.

4.1.2 Group Leaders have been canvassed for their views on whether webcasting should continue. The unanimous view by those that have responded (and expressed a view at the time of writing this report) is that Webcasting should continue.

4.1.3 There has been no public consultation about whether webcasting should continue – however the viewing figures give a reasonable proxy indicator of interest in accessing the Council meeting via webcast technology.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality, Diversity, Cohesion and Integration screening assessment was originally completed and reported to Members in June 2013. This showed that webcasting can provide an alternative method to access Council meetings for people with disabilities and has the potential to give wider access to all citizens and communities to local democracy.

4.3 Council policies and City Priorities

- 4.3.1 Providing access to live council meetings over the internet helps to contribute to achieving our values.

4.4 Resources and value for money

- 4.4.1 The previous report to General Purposes Committee established that the costs of a managed service such as that used for the two trial meetings would be in the region of £16k for coverage of Council meetings for a municipal year. This includes leased hardware, software, project and account management support, and full hosting of all content.
- 4.4.2 The costs of extending the existing contract (based on a maximum of 60 hours webcasting) range from £ 16,369 for a one-year extension, to £ 13,258 per annum if extended for 4 years.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 A protocol for the use of webcasting was approved by Member Management Committee on 23rd October 2012 and has been used for the two trial webcasts.

4.6 Risk Management

- 4.6.1 The technical risks associated with this project have been managed between Democratic Services and Facilities Management.
- 4.6.2 The adoption of a full-managed service on an annual basis will reduce any risks relating to equipment and limit the requirement for an initial large investment. It also provides the opportunity to review the webcast service to take account of public comment and views following a period of operation.
- 4.6.3 There could be risks associated with the public perception and media response to particular meetings that are webcast but this is likely to be outweighed by improved public access and awareness, and greater transparency of decision making.

5 Conclusions

- 5.1 Webcasting Council meetings has demonstrated that there is an interest in accessing live feeds from Council meetings over the internet. The last twelve months has provided the opportunity to see the potential for improving public awareness, participation and engagement with the Council as an important part of local democracy. A decision is now required about whether the Council wishes to continue to webcast its meetings and, if so what contract extension would be reasonable in the circumstances. Officer's view is that a further extension of 12 months would be reasonable.

6 Recommendations

- 6.1 General Purposes Committee is asked to consider whether Council meetings should continue to be webcast and, if so, approve the Officer recommendation of an extension of a 12 month period.

7 Background documents¹

- 7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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