



**A meeting of the Council will be held in the Civic Hall, Leeds on Thursday, 24th May, 2018 at 6.00 pm**

**Members of the Council are invited to attend and transact the following business:**

**1 Election of Lord Mayor**

That Councillor Graham Naylor Latty be elected Lord Mayor of the City of Leeds to hold office until immediately after the election of the Lord Mayor at the Annual Meeting of Council in 2019.

**2 Election of Vice Chair of Council**

That Councillor Gerald Wilkinson be elected as Vice Chairman of Council to hold office until immediately after the election of the Lord Mayor at the Annual Meeting of Council in 2019.

**3 Vote of Thanks to the Retiring Lord Mayor**

To pass a vote of thanks to the retiring Lord Mayor.

**4 Minutes of the last Meeting**

1 - 14

To approve the minutes of the Council Meeting held on 28<sup>th</sup> March 2018.

**5 Declarations of Interest**

To receive any declarations of interest from Members

**6 Announcements**

To receive any announcements from the Lord Mayor and/or the Chief Executive.

**7 Appoint the Leader of Council**

That Councillor Judith Blake be elected as Leader of the Council.



Please note: this meeting may be filmed for live or subsequent broadcast via the City Council's website on the internet - at the start of the meeting the Lord Mayor will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council. Generally the public gallery is not filmed. However, by entering the Council Chamber and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please contact the City Solicitor.

### **Third Party Recording**

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 clerk.

Use of Recordings by Third Parties– code of practice

- 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.
- 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.

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Proceedings of the Meeting of the Leeds City Council held  
Civic Hall, Leeds on Wednesday, 28th March, 2018

**PRESENT:** The Lord Mayor Councillor Jane Dowson in the Chair.

**WARD**

**ADEL & WHARFEDALE**

Barry John Anderson  
Caroline Anderson  
Billy Flynn

**ALWOODLEY**

Neil Alan Buckley  
Dan Cohen  
Peter Mervyn Harrand

**ARDSLEY & ROBIN HOOD**

Karen Renshaw  
Jack Dunn  
Lisa Mulherin

**ARMLEY**

Alison Natalie Kay Lowe  
James McKenna  
Alice Smart

**BEESTON & HOLBECK**

Angela Gabriel  
Adam Ogilvie  
David Congreve

**BRAMLEY & STANNINGLEY**

Caroline Gruen  
Julie Heselwood  
Kevin Ritchie

**BURMANTOFTS & RICHMOND HILL**

Denise Ragan  
Asghar Khan  
Ron Grahame

**WARD**

**CALVERLEY & FARSLEY**

Andrew Carter  
Amanda Carter  
Rod Wood

**CHAPEL ALLERTON**

Eileen Taylor  
Mohammed Rafique  
Jane Dowson

**CITY & HUNSLET**

Elizabeth Nash  
Mohammed Iqbal

**CROSS GATES & WHINMOOR**

Janette Walker  
Pauleen Grahame  
Peter John Gruen

**FARNLEY & WORTLEY**

David Blackburn  
Ann Blackburn  
Terry Wilford

**GARFORTH & SWILLINGTON**

Sarah Field  
Mark Dobson  
Stuart McKenna

**GIPTON & HAREHILLS**

Arif Hussain

**GUISELEY & RAWDON**

Graham Latty  
Paul John Spencer Wadsworth  
Pat Latty

**HAREWOOD**

Ryan Stephenson

Matthew James Robinson

**HEADINGLEY**

Alison Garthwaite  
Neil Walshaw  
Jonathon Pryor

**HORSFORTH**

Christopher Townsley  
Dawn Collins  
Brian Cleasby

**HYDE PARK & WOODHOUSE**

Christine Denise Towler  
Gerry Harper  
Javaid Akhtar

**KILLINGBECK & SEACROFT**

Graham Hyde  
Catherine Dobson  
Brian Michael Selby

**KIPPAX & METHLEY**

Mary Elizabeth Harland  
James Lewis  
Keith Ivor Wakefield

**KIRKSTALL**

Lucinda Joy Yeadon  
John Anthony Illingworth  
Fiona Elizabeth Venner

**MIDDLETON PARK**

Paul Anthony Truswell  
Judith Blake  
Kim Groves

**MOORTOWN**

Rebecca Charlwood  
Sharon Hamilton

**MORLEY NORTH**

Robert Finnigan  
Robert Gettings  
Thomas Leadley

**MORLEY SOUTH**

Judith Elliott  
Neil Dawson  
Shirley Varley

**OTLEY & YEADON**

Colin Campbell  
Ryk Downes

**PUDSEY**

Josephine Patricia Jarosz  
Richard Alwyn Lewis  
Mick Coulson

**ROTHWELL**

David Nagle  
Karen Bruce  
Barry Stewart Golton

**ROUNDHAY**

Eleanor Tunnicliffe  
Christine Macniven  
Ghulam Hussain

**TEMPLE NEWSAM**

Debra Coupar  
Helen Hayden  
Michael Lyons

**WEETWOOD**

Jonathan Bentley  
Susan Bentley

**WETHERBY**

Gerald Wilkinson  
Alan James Lamb  
John Michael Procter

**93 Announcements**

- a) The Lord Mayor reminded those present that the meeting was to be webcast.
- b) The Lord Mayor informed Council that the following Councillors would not be seeking re-election to Council, and said a few words in respect of each Councillor and thanked them for their work over the years on behalf of the Council:-

Councillor Susan Bentley  
Councillor Judith Chapman  
Councillor Brian Cleasby  
Councillor David Congreve  
Councillor Patrick Davey  
Councillor Ghulam Hussain  
Councillor Graham Hyde  
Councillor Josephine Jarosz  
Councillor Christine Macniven  
Councillor Stuart McKenna  
Councillor Adam Ogilvie  
Councillor John Procter  
Councillor Rachael Procter  
Councillor Brian Selby  
Councillor Alex Sobel  
Councillor Christine Towler  
Councillor Chris Townsley  
Councillor Shirley Varley  
Councillor Terry Wilford  
Councillor Lucinda Yeadon

- c) The Lord Mayor referred to the recent death of the French police officer Lt Col Arnaud Beltrame who had worked in Leeds in 2014 as part of the Tour de France Grand Depart and offered her sympathy to those affected by this tragic event.
- d) The Lord Mayor also referred to the recent death of Mike Davenport a former officer of the Council.

Council stood in silent tribute.

**94 Minutes of the last Meeting**

It was moved by Councillor Ogilvie, seconded by Councillor G Latty and

**RESOLVED** – That the minutes of the meeting held on 21<sup>st</sup> February 2018 be approved.

**95 Declarations of Interest**

There were no declarations of interests.

**96 Communications**

There were no communications.

**97 Deputations**

Four deputations were admitted to the meeting and addressed Council, as follows:-

- 1) A group regarding the location of the Arthur Louis Aaron statue.

- 2) A group campaigning for Fair Access to Local Schools Group.
- 3) A group regarding the West Yorkshire Pension Fund Investment Strategies.
- 4) A group in respect of the Leeds Poverty Truth Commission.

**RESOLVED** – That the subject matter in respect of deputation 1 be referred to the Director of City Development for consideration in consultation with the relevant Executive Member, that the subject matter in respect of deputation 2 be referred to the Director of Children and Families for consideration in consultation with the relevant Executive Member, that the subject matter in respect of deputation 3 be referred to the Director of Resources and Housing for consideration in consultation with the relevant Executive Member and that the subject matter in respect of deputation 4 be referred to the Director of Communities and Environment for consideration in consultation with the relevant Executive Member.

**98 Recommendations of the Executive Board - Refresh of the Children and Young People's Plan**

It was moved by Councillor Mulherin, seconded by Councillor Ogilvie and

**RESOLVED -**

- (a) That the revised Children and Young People's Plan (CYPP), following the consultation process, discussion and approval at Executive Board, and at Children and Families Trust Board, covering 2018 to 2023 be approved.
- (b) To agree that updates on the CYPP priorities will be reflected in Best Council Plan monitoring, undertaken by the Children and Families Trust Board, and provided six monthly to Scrutiny Board (Children and Families).

**99 Recommendations of the General Purposes Committee - Appointments to the Independent Remuneration Panel**

It was moved by Councillor Blake, seconded by Councillor Ogilvie and

**RESOLVED** – To approve the recommendation of the General Purposes Committee and that Kevin Emsley, Chris Jelley and Dr Kate Hill be appointed as Members of the Leeds City Council Independent Remuneration Panel for a period of 4 years from the commencement of the new Municipal year.

**100 Recommendations of the General Purposes Committee - Community Governance Review - Final Recommendations for Ledston Parish Council**

It was moved by Councillor Blake, seconded by Councillor Ogilvie and

**RESOLVED** – To consider the final recommendations for Ledston Parish Council and confirm that the proposal to abolish the Parish Council will not be progressed.

**101 Recommendations of the General Purposes Committee - Approval of the 2018/19 Pay Policy Statement**

It was moved by Councillor Blake, seconded by Councillor Ogilvie and

**RESOLVED –**

- a. That the updated 2018/19 financial year pay policy statement as set out in Appendix A of the attached report to General Purposes Committee be approved;
- b. That any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council policies is undertaken by the Director of Resources and Housing and/or the Chief Officer HR on advice from the Section



151 Officer and that this is reported to the General Purposes Committee who will make recommendation to Full Council for approval

- c. To delegate to the Chief Officer HR authority to make any necessary adjustments to the Council's pay scales arising from nationally agreed pay awards.

**102 Report on Licensing Annual Report**

It was moved by Councillor Selby seconded by Councillor Ogilvie and

**RESOLVED** – That the Licensing annual report be received and noted.

**103 Report of the Standards and Conduct Committee**

It was moved by Councillor Nash, seconded by Councillor Selby and

**RESOLVED** - That the report of the City Solicitor be received and the matters set out in the annual report be noted.

**104 Questions**

Q1 Councillor Amanda Carter to the Executive Member (Communities):-

Is the Executive Member for Communities satisfied that the managed area in Holbeck is now being managed more effectively, to the satisfaction of local residents and businesses?

The Executive Member (Communities) replied.

Q2 Councillor Jonathan Bentley to the Executive Member (Regeneration, transport and planning):-

Can the executive member explain why the consultation on bus improvement measures on the A660 will not commence until June despite consultation having already commenced on schemes for other less congested bus routes?

The Executive Member (Regeneration, transport and planning) replied.

Q3 Councillor Ghulam Hussain to the Executive Member (Health, Wellbeing and Adults):-

Please can the Executive Member comment on the recent findings from the independent What Works Centre for Wellbeing?

The Executive Member (Health, Wellbeing and Adults) replied.

Q4 Councillor Catherine Dobson to the Executive Member (Children and Families):-

Can the Executive Member confirm that the proposals to establish an academy (free school) on the protected site at Fearnville are permanently off the table?

The Executive Member (Children and Families) replied.

Q5 Councillor David Nagle to the Executive Member (Communities):-

Please can the Executive Member update Council on the efforts of Leeds City Council staff and partners in engaging with rough sleepers during the recent extreme cold weather?

The Executive Member (Communities) replied.

Q6 Councillor Dan Cohen to the Executive Member (Regeneration, Transport and Planning):-

Does the Executive Member for Regeneration, Transport and Planning agree with me that referring to the Connecting Leeds Consultation events as "Transforming the Bus Network" was misleading?

The Executive Member (Regeneration, Transport and Planning) replied.

Q7 Councillor Stewart Golton to the Chair of the West Yorkshire Combined Authority transport committee:-

Can the chair of the WYCA transport committee detail the action he has taken to address the recent changes to the Hallam Line that have resulted in cuts to services at Woodlesford and fewer carriages?

The Chair of the West Yorkshire Combined Authority transport committee replied.

Q8 Councillor J McKenna to the Executive Member (Regeneration, Transport and Planning):-

Can the Executive Member provide an update to Council on the efforts of the Highways and Transportation service in response to the recent inclement weather?

The Executive Member (Regeneration, Transport and Planning) replied.

Q9 Councillor A Blackburn to the Executive Member (Communities):-

Can the relevant Executive Member inform me if all the councillors who are landlords are members of the Leeds Rental Standard and, if not, name the ones that are not?

The Executive Member (Communities) replied.

Q10 Withdrawn

Q11 Councillor Matthew Robinson to the Executive Member (Environment and Sustainability).

Will the Executive Board Member for Environment & Sustainability say what land the Council has identified within its ownership to support and use to help deliver the hugely welcome Northern Forest scheme?

In accordance with Council Procedure Rule 11.3(b) the Executive Member (Regeneration, Transport and Planning) replied.

At the conclusion of question time, the following questions remained unanswered and it was noted that, under the provisions of Council Procedure Rule 11.6, written answers would be sent to each Member of Council:-

- Q12 Councillor Sue Bentley to the Executive Member (Environment and sustainability).
- Q13 Councillor D Ragan to the Executive Member (Children and Families).
- Q14 Councillor B Gettings to the Executive Member (Regeneration, Transport and Planning).
- Q15 Councillor J Akhtar to the Executive Member (Employment, Skills and Opportunities).
- Q16 Councillor Barry Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q17 Councillor Stewart Golton to the Executive Member (Regeneration, transport and planning).
- Q18 Councillor A Garthwaite to the Executive Member (Environment and Sustainability).
- Q19 Councillor Jack Dunn to the Executive Member (Regeneration, Transport and Planning).
- Q20 Councillor Barry Anderson to the Executive Member (Regeneration, Transport and Planning).
- Q21 Councillor Stewart Golton to the Executive Member (Health, wellbeing and adults).
- Q22 Councillor Dan Cohen to the Executive Member (Children and Families).
- Q23 Councillor Brian Cleasby to the Executive Member (Environment and sustainability).
- Q24 Councillor Gerald Wilkinson to the Executive Member (Regeneration, Transport and Planning).
- Q25 Councillor Barry Anderson to the Executive Member (Environment and Sustainability).
- Q26 Councillor Barry Anderson to the Executive Member (Regeneration, Transport and Planning)
- Q27 Councillor Dan Cohen to the Executive Member (Resources and Strategy)
- Q28 Councillor Caroline Anderson to the Executive Member (Regeneration, Transport and Planning)
- Q29 Councillor Matthew Robinson to the Executive Member (Regeneration, Transport and Planning)
- Q30 Councillor Barry Anderson to the Executive Member (Regeneration, Transport and Planning)
- Q31 Councillor Matthew Robinson to the Leader of Council

- Q32 Councillor Barry Anderson to the Executive Member (Regeneration, Transport and Planning)
- Q33 Councillor Barry Anderson to the Leader of Council
- Q34 Councillor Alan Lamb to the Executive Member (Children and Families)
- Q35 Councillor Barry Anderson to the Executive Member (Regeneration, Transport and Planning)
- Q36 Councillor Caroline Anderson to the Executive Member (Children and Families)
- Q37 Councillor Dan Cohen to the Executive Member (Environment and Sustainability)
- Q38 Councillor Matthew Robinson to the Leader of Council
- Q39 Councillor Matthew Robinson to the Executive Member (Environment and Sustainability)
- Q40 Councillor Matthew Robinson to the Executive Member (Resources and Strategy)
- Q41 Councillor Matthew Robinson to the Executive Member (Regeneration, Transport and Planning)
- Q42 Councillor Matthew Robinson to the Leader of Council
- Q43 Councillor Ryan Stephenson to the Executive Member (Environment and Sustainability)
- Q44 Councillor Ryan Stephenson to the Executive Member (Regeneration, Transport and Planning)
- Q45 Councillor Matthew Robinson to the Leader of Council.

**105 Minutes of the Health and Wellbeing Board and the Executive Board**

It was moved by Councillor Blake, seconded by Councillor Ogilvie that the minutes be received in accordance with Council Procedure Rule 2.2(i).

**RESOLVED** – That the minutes be received in accordance with Council Procedure Rule 2.2(i).

Council Procedure Rule 4, providing for the winding up of business, was applied prior to all notified comments on the minutes having been debated.

At the conclusion of this item Council adjourned from 16.25 to 17.05.

**106 Report on Devolution**

It was moved by Councillor Blake, seconded by Councillor J Lewis and

**RESOLVED** – That the report of the Chief Executive updating Members on matters in respect of devolution be received.

**107 White Paper Motion (in the name of Councillor B Anderson) -Waste and Recycling Strategy**

It was moved by Councillor B Anderson, seconded by Councillor Wadsworth that this Council recognises the importance that Leeds residents place on waste and recycling services and believes that a more ambitious strategy is called for to deliver long overdue improvements to these services.

Council therefore calls for the development of a waste and recycling strategy that will see:

- An expansion to a 12 month brown bin collection service that is accessible to all those that need it;
- Kerbside glass collections for all Leeds residents;
- An expanded food waste service;
- An increase on the current 38.5% recycling rate in Leeds to ensure that the 50% target is met by 2020.

This Council is also concerned about the hugely unpopular charges for inert waste introduced this year, especially given that a Council Tax increase of 4.99% has also been passed on to Leeds residents, and believes that these charges should be immediately reversed.

Council notes the report to Executive Board in November 2017 but believes that this strategy was lacking in ambition and should be revisited with renewed energy to ensure that Leeds residents can access a service that meets their needs in terms of commonly recycled items and also serves to increase the city's recycling rate that has been in significant decline in recent years.

An amendment was moved by Councillor J Bentley, seconded by Councillor Golton

Insert before final paragraph:

“Council further regrets the administration’s failure to implement its plans to rationalise bin routes and urges it to complete this without delay thus achieving over £1 million of productivity savings that could be spent on service expansion and improvements”

A second amendment was moved by Councillor Yeadon, seconded by Councillor Garthwaite

Remove all after “This Council recognises the importance that Leeds residents place on waste and recycling services...” and replace with:

“...and notes the ambitious review of the City’s Waste Strategy that is currently underway.

Council notes that the Waste Strategy Review outlined at November’s Executive Board will fully assess the feasibility of a number of recycling opportunities including expanding our food waste collection service and introducing kerbside glass collections. Council supports the formation of a cross-party working group to help inform the review.

Council notes that despite significant budget pressures it has already been agreed that brown bin collections will be expanded to cover all suitable properties in the city over the coming months.

This Council recognises that pressures affecting the international market for recycling have resulted in a drop in the amount recycled both in Leeds and nationwide, evidencing the need for government to invest in local recycling infrastructure in order to make the UK more self-sufficient.

This Council calls on government to move from solely focussing on recycling rates towards a focus on the overall reduction of waste, by moving to more meaningful targets which include recycling, but also the overall level of waste arising per head of population.

Council also calls on government to put greater responsibility on the producers of waste to pay for the treatment and disposal of the products they create.”

The amendment in the name of Councillor J Bentley was declared lost.

The amendment in the name of Councillor Yeadon was carried and upon being put to the vote it was

**RESOLVED** – This Council recognises the importance that Leeds residents place on waste and recycling services and notes the ambitious review of the City's Waste Strategy that is currently underway.

Council notes that the Waste Strategy Review outlined at November's Executive Board will fully assess the feasibility of a number of recycling opportunities including expanding our food waste collection service and introducing kerbside glass collections. Council supports the formation of a cross-party working group to help inform the review.

Council notes that despite significant budget pressures it has already been agreed that brown bin collections will be expanded to cover all suitable properties in the city over the coming months.

This Council recognises that pressures affecting the international market for recycling have resulted in a drop in the amount recycled both in Leeds and nationwide, evidencing the need for government to invest in local recycling infrastructure in order to make the UK more self-sufficient.

This Council calls on government to move from solely focussing on recycling rates towards a focus on the overall reduction of waste, by moving to more meaningful targets which include recycling, but also the overall level of waste arising per head of population.

Council also calls on government to put greater responsibility on the producers of waste to pay for the treatment and disposal of the products they create.

On the requisition of Councillors C Campbell and J Bentley the voting on Councillor J Bentley's amendment was recorded as follows;

YES – 30

B Anderson, C Anderson, J Bentley, S Bentley, A Blackburn, D Blackburn, Buckley, Campbell, Amanda Carter, Cleasby, Cohen, Collins, Downes, Elliott, Finnigan, Flynn, Gettings, Golton, Harrand, Lamb, G Latty, P Latty, Leadley, J Procter, Robinson, Varley, Wadsworth, Wilford, Wilkinson and Wood.

NO – 51

Akhtar, Blake, Bruce, Congreve, Coulson, Coupar, Dawson, Gabriel, Garthwaite, P Grahame, R Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Harper, Hayden, Heselwood, A Hussain, G Hussain, Hyde, Illingworth, Iqbal, Jarosz, Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, J McKenna, S McKenna, Mulherin, Nagle, Nash, Ogilvie, Pryor, Rafique, Ragan, Renshaw, Ritchie, Selby, Smart, E Taylor, Towler, Truswell, Venner, Wakefield, Walshaw and Yeadon.

ABSTAIN - 1

Dunn

**108 White Paper Motion (in the name of Councillor Coupar) - West Yorkshire Police Funding**

It was moved by Councillor Coupar, seconded by Councillor Lowe that this Council records its utmost appreciation for the exceptional efforts of West Yorkshire Police in serving the people of Leeds.

Council notes the appalling record of the Conservative and coalition governments in resourcing our nation's police forces, cutting £2.3billion from police budgets and 21,000 Police Officers since 2010, leading to the highest rise in recorded crime for a quarter of a century.

Council is gravely concerned the Conservative led Government has cut West Yorkshire Police's budget by £140m since 2010. By contrast Council notes the success of the Labour administration in maintaining the number of PCSOs in the Leeds district, with match funding secured from the Labour Police and Crime Commissioner.

Council is dismayed that the most recent Government funding settlement yet again fails to provide adequate resources for West Yorkshire Police and unfairly places more of the burden for funding the service away from central government and on to Leeds council tax payers.

This Council therefore calls for an urgent increase in resources for West Yorkshire Police from central government to allow officers to tackle crime and maintain essential public safety for the people of Leeds.

An amendment was moved by Councillor Golton, seconded by Councillor Campbell

Delete all following paragraph one

A second amendment was moved by Councillor Amanda Carter, seconded by Councillor Buckley

Delete all after first paragraph and replace with:

"However this Council is dismayed at the Labour Police and Crime Commissioner's handling of Police finances in West Yorkshire, including his decision to sit on funds reaching more than £103 million in total useable reserves by March 2016. This astonishing level of reserves represented a quarter of West Yorkshire Police's total budget at the time, and was amassed during a period of under-recruitment that meant the Force was significantly under strength compared to similar sized Forces such as Greater Manchester and West Midlands.

“Council welcomes the belated decision of the Police and Crime Commissioner to now invest in frontline policing, but fears his prevarication may have contributed to the rise in crime seen across the region.

“Council notes that nationally the funding settlement for 2018/19 delivers an increase in overall police funding, and in cash terms West Yorkshire’s budget will be £15.5m higher than last year.

“This Council calls on the West Yorkshire Police and Crime Commissioner to use available funds more effectively to allow officers to tackle crime and maintain essential public safety for the people of Leeds.”

Motion would read:

“This Council records its utmost appreciation for the exceptional efforts of West Yorkshire Police in serving the people of Leeds.

“However this Council is dismayed at the Labour Police and Crime Commissioner’s handling of Police finances in West Yorkshire, including his decision to sit on funds reaching more than £103 million in total useable reserves by March 2016. This astonishing level of reserves represented a quarter of West Yorkshire Police’s total budget at the time, and was amassed during a period of under-recruitment that meant the Force was significantly under strength compared to similar sized Forces such as Greater Manchester and West Midlands.

“Council welcomes the belated decision of the Police and Crime Commissioner to now invest in frontline policing, but fears his prevarication may have contributed to the rise in crime seen across the region.

“Council notes that nationally the funding settlement for 2018/19 delivers an increase in overall police funding, and in cash terms West Yorkshire’s budget will be £15.5m higher than last year.

“This Council calls on the West Yorkshire Police and Crime Commissioner to use available funds more effectively to allow officers to tackle crime and maintain essential public safety for the people of Leeds.”

The amendments in the name of Councillors Golton and Amanda Carter were declared lost and upon being put to the vote it was

**RESOLVED** – That this Council records its utmost appreciation for the exceptional efforts of West Yorkshire Police in serving the people of Leeds.

Council notes the appalling record of the Conservative and coalition governments in resourcing our nation’s police forces, cutting £2.3billion from police budgets and 21,000 Police Officers since 2010, leading to the highest rise in recorded crime for a quarter of a century.

Council is gravely concerned the Conservative led Government has cut West Yorkshire Police’s budget by £140m since 2010. By contrast Council notes the success of the Labour administration in maintaining the number of PCSOs in the Leeds district, with match funding secured from the Labour Police and Crime Commissioner.

Council is dismayed that the most recent Government funding settlement yet again fails to provide adequate resources for West Yorkshire Police and unfairly places



more of the burden for funding the service away from central government and on to Leeds council tax payers.

This Council therefore calls for an urgent increase in resources for West Yorkshire Police from central government to allow officers to tackle crime and maintain essential public safety for the people of Leeds.

**109 Procedural Motion - Suspension of Council Procedure Rules**

It was moved by Councillor Finnigan, seconded by Councillor Leadley that under the provisions of Council Procedure Rule (CPR) 22.1 (Suspension of CPRs), that CPR 12.1 (Motions on notice) be suspended to allow the introduction of a White Paper in his name and any amendments to that White Paper as set out in the order paper.

Upon being put to the vote it was

**RESOLVED** – That Council Procedure Rule 12.1 (Motions on notice) be suspended to allow the introduction of a White Paper in Councillor Finnigan’s name and any amendments to that White Paper as set out in the order paper.

**110 White Paper Motion (in the name of Councillor Finnigan) - Clean Air Zones**

It was moved by Councillor Finnigan, seconded by Councillor Varley that this Councils supports the principles of a clean air zone but notes that any final proposals must not impose significant penalties on small and medium sized businesses.

This Council is therefore calling on government to provide a support package to help mitigate the impact of any changes.

An amendment was moved by Councillor B Anderson, seconded by Councillor Wadsworth

Delete all after ‘medium sized businesses’ and replace with:

‘Council notes the £1m of DEFRA grant already received but calls on the Executive Board to bring forward as a matter of urgency any further asks of Central Government so that a support package to help mitigate the impact of any changes can be agreed with The Government, The Council, WYCA and local businesses.

This report should clearly set out the Council offer to businesses and the cost to the public purse both locally and nationally and what the Council will do to work more closely and effectively in the future on all issues of concern to the city with Central Government.’

Motion will read:

‘This Councils supports the principles of a clean air zone but notes that any final proposals must not impose significant penalties on small and medium sized businesses.

Council notes the £1m of DEFRA grant already received but calls on the Executive Board to bring forward as a matter of urgency any further asks of Central Government so that a support package to help mitigate the impact of any changes can be agreed with The Government, The Council, WYCA and local businesses.

This report should clearly set out the Council offer to businesses and the cost to the public purse both locally and nationally and what the Council will do to work more closely and effectively in the future on all issues of concern to the city with Central Government.’

The amendment in the name of Councillor Anderson was declared lost and upon being put to the vote it was

**RESOLVED** - That this Council supports the principles of a clean air zone but notes that any final proposals must not impose significant penalties on small and medium sized businesses.

This Council is therefore calling on government to provide a support package to help mitigate the impact of any changes.

**111 Closing Remarks**

In closing the meeting the Lord Mayor informed Council that Saturday 31<sup>st</sup> March would be the international transgender day of visibility for which there would be events held to which everyone was welcome, she also informed Council that this would be her last ordinary meeting of Council as Lord Mayor and it had been a great pleasure Chairing meetings of Council.

Council rose at 19.40

**Approval of General Purposes Committee  
Recommendations – Amendments to the Constitution.**

**Schedule 8**

**(to follow)**

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## **ITEM 9 - ESTABLISHMENT OF COMMITTEES AND APPOINTMENTS**

**Terms of Reference for Committees, Boards and Panels –  
Schedule 9 (a) (attached)**

**Appointments to Committees, Boards and Panels –  
Schedule 9 (b)(i)(ii), (iii) (to follow) and (iv) (attached)**

**Appointment of Chairs to Committees, Boards and Panels –  
Schedule 9(c) (to follow)**

**Appointment of Chairs to Community Committees –  
Schedule 9(d) (to follow)**

**Appointments to Outside Bodies and Joint Committees –  
Schedule 9(e) (to follow)**

**Appointments and nominations to the West Yorkshire Combined  
Authority – Schedule 9(f) (to follow)**

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**Approval of Committee Terms of Reference –  
Schedule 9 (a)**

**(attached)**

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## **Scrutiny Board**

The Scrutiny Board is authorised to discharge the following overview and scrutiny functions<sup>1</sup>:

1. to review or scrutinise decisions made or other action taken in connection with any council or executive function or any matter which affects the authority's area or the inhabitants of that area;<sup>2</sup>
2. to receive and consider requests for Scrutiny from any source;
3. to review or scrutinise the performance of such Trust / Partnership Boards as fall within its remit;
4. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy within the Budget and Policy Framework which falls within its remit;<sup>3</sup>
5. to review or scrutinise executive decisions that have been Called In;
6. to exercise such special functions as are allocated in Annex 3 to Article 6 – Scrutiny Boards; and
7. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made.

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<sup>1</sup> In relation to functions set out in Annex 2 to Article 6 – Scrutiny Boards, whether or not those functions are concurrently delegated to any other committee or officer.

<sup>2</sup> Including matters pertaining to outside bodies and partnerships to which the authority has made appointments.

<sup>3</sup> In accordance with Budget and Policy Framework Procedure Rules.

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## **Standards and Conduct Committee**

The Standards and Conduct Committee is authorised to discharge the following functions:

1. To promote and maintain high standards of conduct by members and co-opted members of the authority<sup>1</sup>.
2. To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
3. To consider and determine written allegations that a member or co-opted member of the authority has failed to comply with the authority's code of conduct, or that a member or co-opted member of a parish council in the Leeds area has failed to comply with the parish council's code of conduct<sup>2</sup>.
4. Following a determination of whether or not a member or co-opted member of the authority has failed to comply with the code of conduct, to consider whether or not action might be necessary, and to make recommendations<sup>3</sup> on the form of action<sup>4</sup>.
5. To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of employees of the authority<sup>5</sup>.

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<sup>1</sup> In accordance with Section 27 of the Localism Act 2011.

<sup>2</sup> In accordance with Section 28(6), (7) and (9) of the Localism Act 2011.

<sup>3</sup> Including to full Council, the Leader, the Chief Executive, or the relevant Group Whip.

<sup>4</sup> In accordance with Section 28(11) of the Localism Act 2011.

<sup>5</sup> It is not the function of the Committee to determine or become involved in individual employee conduct or disciplinary cases.

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## Corporate Governance and Audit Committee

The Corporate Governance and Audit Committee is authorised to discharge the following functions<sup>1</sup>:

1. to consider the Council's arrangements relating to accounts<sup>2</sup> including:
  - (a) the approval of the statement of accounts and any material amendment of the accounts recommended by the auditors;
  - (b) the approval of the Annual Governance Statement<sup>3</sup>; and
  - (c) with the exception of any matter, which may result in the accounts being qualified, responding to the Council's auditors in respect of any matter where it is not considered appropriate to make the amendments recommended by the auditors.
2. to consider the Council's arrangements relating to external audit requirements including:
  - (a) agreement and review of the nature and scope of the annual audit plan,
  - (b) the receipt of external audit reports so as to:
    - (i) inform the operation of Council's current or future audit arrangements; and
    - (ii) provide a basis for gaining the necessary assurance regarding governance prior to the approval of the Council's accounts.
3. to review the adequacy of policies and practices to ensure compliance with statutory and other guidance
4. to review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management) and
5. to consider the Council's arrangements relating to internal audit requirements including:
  - (a) reviewing and approving the Internal Audit Charter;
  - (b) reviewing and approving the risk-based plan and any additional significant work<sup>4</sup>;
  - (c) considering the Annual Internal Audit Report
  - (d) monitoring the performance of internal audit

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<sup>1</sup> Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

<sup>2</sup> Item 45 Paragraph I Schedule 1 of Local Authorities (Functions and Responsibilities) (England) Regulations as amended.

<sup>3</sup> The Annual Governance Statement is Leeds City Council's Statement on Internal Control which is approved under Regulation 4(3) of the Accounts and Audit (England) Regulations 2011.

<sup>4</sup> As defined in the Internal Audit Charter

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## **General Purposes Committee**

With the exception of any matter which falls within the terms of any other council committee, the General Purposes Committee is authorised:

1. to consider and determine any Council (non-executive) function<sup>1</sup> delegated<sup>2</sup> to a Director<sup>3</sup> which does not fall within the terms of reference of any other committee;
2. to consider proposals to amend the constitution and make recommendations to full Council; and
3. to make recommendations to full Council in connection with the discharge of any of its functions.<sup>4</sup>

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<sup>1</sup> These functions include local choice functions, which have been determined as non executive functions.

<sup>2</sup> Whether or not the post is vacant

<sup>3</sup> 'Director' includes those Officers specified in Sections 1 and 2 of Part 3 of the Constitution.

<sup>4</sup> 'Function' in this context does not include shared functions with the executive

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## Community Committees

Within each Committee's area:

### **(Council functions)**

1. To adopt and review a Community Plan<sup>1</sup>;
2. to make Elected Member<sup>2</sup> appointments<sup>3</sup> to Outside Bodies as determined by the Member Management Committee;
3. to advise or make representations to the Council or the Executive Board<sup>4</sup> on all matters affecting community interests;<sup>5</sup>
4. to consider and respond to consultations on planning briefs and frameworks and on major development proposals;<sup>6</sup>
5. to consider proposals referred to the Committee by the Council or the Executive Board<sup>7</sup> and to report back the Committee's views to the referring body;<sup>8</sup>
6. to receive and hear depositions;
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;<sup>9</sup>

### *(Executive functions)<sup>10</sup>*

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

---

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

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

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

<sup>4</sup> Or to any committee appointed by the Council or the Executive

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

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

<sup>7</sup> Or to any committee appointed by the Council or the Executive

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

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

<sup>10</sup> All executive functions will be exercisable concurrently with the Executive Board.

<sup>11</sup> 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

<sup>12</sup> 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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## Employment Committee

The Employment Committee is authorised to discharge the following Council (non-executive)<sup>1</sup> functions<sup>2</sup>.

1. to make recommendations to Council to appoint the Head of Paid Service.
2. to make recommendations to Council as to the dismissal of the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.
3. to take disciplinary action<sup>3</sup> short of dismissal against the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.
4. to hear any grievance submitted by the Head of Paid Service and referred to it by the Chief Officer Human Resources.
5. to hear any appeal referred to it by the Chief Officer Human Resources against the outcome of the first formal stage of a grievance against the Head of Paid Service.
6. to appoint the Monitoring Officer and the Chief Finance Officer.
7. to suspend, and keep under review the suspension of, the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.
8. to appoint or dismiss or take disciplinary action short of dismissal<sup>4</sup> against Directors<sup>5</sup>.
9. to deal with appeals<sup>6</sup> relating to grading, grievance and disciplinary action short of dismissal in respect of the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer.

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<sup>1</sup> Item 37 of paragraph I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)

<sup>2</sup> 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions

<sup>3</sup> 'Disciplinary action' has the meaning set out in the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

<sup>4</sup> Provided that Directors shall retain their delegated authority in accordance with proper processes and procedures to take disciplinary action short of dismissal and to deal with appeals as appropriate

<sup>5</sup> 'Directors' in this context is to be construed as any officer referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England) Regulations 2001, namely:

- the Deputy Chief Executive, those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the Head of Paid Service in relation to most or all of the duties of their posts; and
- any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.

<sup>6</sup> Any such appeals shall be heard by a differently constituted Employment Committee from that which heard the original grievance or dealt with the original disciplinary proceedings, as the case may be

## *Council Committees' Terms of Reference*

10. to deal with appeals<sup>7</sup> relating to grading, grievance, dismissal and disciplinary action short of dismissal in respect of Directors<sup>8</sup>.

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<sup>7</sup> Any such appeals shall be heard by a differently constituted Employment Committee from that which heard the original grievance or dealt with the original disciplinary proceedings, as the case may be

<sup>8</sup> 'Directors' in this context is to be construed as any officer referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders)(England)

Regulations 2001, namely:

- the Deputy Chief Executive, those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the Head of Paid Service in relation to most or all of the duties of their posts; and
- any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.

## **Member Management Committee**

The Member Management Committee is authorised to discharge the following functions<sup>1</sup>:

1. to determine which outside bodies<sup>2</sup> require Elected Member <sup>3</sup> representation or appointment and to act as Appointing Body for the purposes of making appointments to outside bodies categorised as Strategic and Key Partnership Outside Bodies<sup>4</sup>;
2. to determine requests to establish informal Working Groups of Members, except where such a request falls to be determined by another Committee<sup>5</sup>;
3. to act as an Advisory Body for the purposes of implementing practices and procedures affecting Elected Members<sup>6</sup>;
4. to consider matters in relation to the Training and Development of Elected Members;
5. to represent the views of Elected Members to the executive, in relation to the provision to Elected Members of information, communication and associated technologies; and
6. to represent the views of Elected Members to the executive, in relation to the provision of accommodation for Elected Members.

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<sup>1</sup> 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

<sup>2</sup> Excluding those appointments which are reserved to full Council

<sup>3</sup> Including the appointment of a suitable nominee as set out in the Appointments to Outside Bodies Procedure Rules

<sup>4</sup> Within the Appointments to Outside Bodies Procedure Rules, such bodies are categorised as either Strategic and Key Partnership bodies (for which this Committee is the Appointing Body) or Community and Local Engagement bodies (for which the relevant Community Committee is the Appointing Body).

<sup>5</sup> This Committee will not be the sole body for appointing Working Groups and, specifically, those Working Groups referred to in the Scrutiny Board Procedure rules are excluded. However, the Committee may be asked to consider cases where it is necessary to set up an ad hoc Working Group to reflect a wide range of Member views and there are no clear criteria for determining membership.

<sup>6</sup> This Committee may not vary the requirements of the Constitution but there may be cases where alternative arrangements may have general implications for Members and it is appropriate to seek a view which reflects a broad view of Members before determining how a particular matter should be progressed

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## The Licensing Committee

With the exception<sup>1</sup> of

- any function of the licensing authority under the Licensing Act 2003 (the 2003 Act), the Gambling Act 2005 (the 2005 Act), or the Police Reform and Social Responsibility Act 2011 (the 2011 Act) reserved to full Council;<sup>2</sup> or
- any licensing function where full Council has referred a matter to another committee,<sup>3</sup>

the Licensing Committee is authorised to discharge<sup>4</sup> the following functions<sup>5</sup>:

1. to discharge the licensing functions of the licensing authority;<sup>6</sup>
- 2.1 to discharge any other function of the authority referred to it by full Council;<sup>7</sup>
- 2.2 pursuant to the provision in section 2.1 above full Council has delegated to the Licensing Committee the following functions:
  - 2.2.1 hackney carriages and private hire vehicles<sup>8</sup>
  - 2.2.2 sexual entertainment venues, sex shops and sex cinemas<sup>9</sup>
  - 2.2.3 performances of hypnotism<sup>10</sup>
  - 2.2.4 charitable collections<sup>11</sup>
  - 2.2.5 the late night levy<sup>12</sup>

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<sup>1</sup> In accordance with Section 7(2) of the 2003 Act or s154 (2) (a) and (c) of the 2005 Act.

<sup>2</sup> Part 3, Section 2A of the Constitution sets out functions of the licensing authority reserved to full Council, as licensing authority under the 2003 Act, 2005 Act or 2011 Act.

<sup>3</sup> Under the provisions of Section 7(5)(a) of the 2003 Act.

<sup>4</sup> The Committee may arrange for any of its functions to be discharged by one or more sub-committees, or by an officer, subject to the exceptions set out in Section 10(4) of the 2003 Act see also Section 154 of the 2005 Act.

<sup>5</sup> 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

<sup>6</sup> This includes the power to set fees under Section 212 of the 2005 Act

<sup>7</sup> Full Council may arrange for the Licensing Committee to discharge any function of the authority which relates to a matter referred to the Committee but is not a licensing function (Section 7(3)). It may also refer a matter to the Committee where a matter relates to both a licensing function and to a function of the authority which is not a licensing function, and arrange for the Committee to discharge the other function (Section 7(5)(b) of the 2003 Act). Before exercising this power, the Council must consult with the Committee.

<sup>8</sup> Item 3 – 5 of Para. B of Schedule 1 to the 2000 Regulations

<sup>9</sup> Item 15 of Para. B of Schedule 1 to the 2000 Regulations and Section 27 Policing and Crime Act 2009 and Schedule 3 Local Government (Miscellaneous Provisions) Act 1982

<sup>10</sup> Item 16 of Para. B of Schedule 1 to the 2000 Regulations

<sup>11</sup> Item 39 of Para. B of Schedule 1 to the 2000 Regulations

<sup>12</sup> In accordance with Chapter 2 of Part 2 of the 2011 Act including decisions in relation to the late night supply period, permitted exemption categories and permitted reduction categories in accordance with Sections 132 and 133 of that Act.

## *Council Committees' Terms of Reference*

- 3 in respect of any approval, consent, licence, permission, or registration which they may grant,
  - (a) To impose conditions limitations or restrictions;
  - (b) To determine any terms;
  - (c) To determine whether and how to enforce any failure to comply;
  - (d) To amend, modify, vary or revoke;
  - (e) To determine whether a charge should be made or the amount of such a charge.
4. to make recommendations to full Council in connection with the discharge of its functions as licensing authority;<sup>13</sup> and
5. to receive reports from, and to make recommendations and representations to other committees or bodies as appropriate.<sup>14</sup>

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<sup>13</sup> Including recommendations arising from the monitoring of the operation and impact of the licensing or Gambling policy by the Licensing Committee.

<sup>14</sup> Where the licensing authority exercises its power under Section 7(5)(a) of the 2003 Act the other Committee must consider a report of the Licensing Committee. Where the Council does not make arrangements under Section 7(3), it must (unless the matter is urgent) consider a report of the Licensing Committee with respect to the matter before discharging the function (Section 7(4)).



## Area Plans Panels

The Area Plans Panels are authorised<sup>1</sup> to discharge<sup>2</sup> the following functions<sup>3</sup>

1. all Council (non-executive)<sup>4</sup> functions relating to:
  - (a) town and country planning and development management<sup>5</sup> with the exception of functions which the City Plans Panel is authorised to discharge.
  - (b) safety certificates for sports grounds<sup>6</sup>;
  - (c) common land or town and village greens<sup>7</sup>;
  - (d) street works and highways<sup>8</sup>;
  - (e) public rights of way<sup>9</sup>
  - (f) the protection of hedgerows and the preservation of trees<sup>10</sup>; and
  - (g) high hedges<sup>11</sup>
2. in respect of any approval, consent, licence, permission, or registration which they may grant:
  - (a) to impose conditions limitations or restrictions;
  - (b) to determine any terms;
  - (c) to determine whether and how to enforce any failure to comply;
  - (d) to amend, modify, vary or revoke; and/or
  - (e) to determine whether a charge should be made or the amount of such charge.
3. to discharge any licensing function<sup>12</sup>, where full Council has referred a matter to the Area Plans Panel.

---

<sup>1</sup> Each Plans Panel is authorised to discharge functions in respect of its own geographical area as indicated on the plan attached. (A larger scale more detailed copy of the plan is maintained by the Chief Planning Officer)

<sup>2</sup> With the exception of any licensing function under the Licensing Act 2003, the Panel and the Council may arrange for any of these functions to be discharged by an officer – the functions for the time being so delegated are detailed in Section 2 of Part 3 of this Constitution.

<sup>3</sup> "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions

<sup>4</sup> Local Authorities (Functions and Responsibilities)(England)Regulations 2000 as amended

<sup>5</sup> Items 5-31, Para. A of Schedule 1 of the 2000 Regulations

<sup>6</sup> Items 26 and 27 of Para B of Schedule 1 of the 2000 Regulations

<sup>7</sup> Items 37, 38 and 72 of Para B and Items 51-53 of Para I of Schedule 1 of the 2000 Regulations

<sup>8</sup> Items 41,46A to 55 of Para B of Schedule 1 of the 2000 Regulations

<sup>9</sup> Part I of Para I of Schedule 1 of the 2000 Regulations

<sup>10</sup> Items 46 and 47 of Para I of Schedule 1 of the 2000 Regulations

<sup>11</sup> Item 47A of Para. I of Schedule 1 of the 2000 Regulations

<sup>12</sup> (section 7 (5) (a) of the Licensing Act 2003) The matter must relate to:

- a licensing function of the licensing authority and
- a function which is not a licensing function

Unless the matter is urgent, the Panel must consider a report of the Licensing Committee in respect of the matter before discharging the function concerned (Section 7 (6))

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# Boundaries for Plans Panels



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## City Plans Panel

The City Plans Panel is authorised to discharge<sup>1</sup> the following functions<sup>2</sup>

1. all Council (non-executive)<sup>3</sup> functions relating to:
  - (a) town and country planning and development management<sup>4</sup> in respect of the following types of applications:
    - proposals within the City Centre<sup>5</sup>;
    - proposals that (in the opinion of the Chief Planning Officer having consulted the appropriate Executive Member<sup>6</sup> and Chair of the relevant Area Plans Panel<sup>7</sup> and the Chair of the City Plans Panel) are:-
      - of major strategic significance (either individually or cumulatively) in terms of one or more of the following; job growth or retention; investment and regeneration; importance to the city economically, culturally or recreationally;
      - residential schemes of 300 or more dwellings which have greater than local significance and should be considered within a wider strategic context;
      - non residential schemes involving proposed floor space of 10,000 square metres (gross) or more, which would have a greater than local significance and should be considered within a wider strategic context;
      - proposals that are eligible for significant , time limited public funds (including PFI schemes);
      - proposals that are contrary to adopted policy which are being brought forward for approval and could have significant strategic implications for other proposals in the city; or
      - proposals for significant infrastructure provision which affects more than one area of the city that should be considered within a wider strategic context.

---

<sup>1</sup> With the exception of any licensing function under the Licensing Act 2003, the City Plans Panel and the Council may arrange for any of these functions to be discharged by an officer – the functions for the time being so delegated are detailed in Section 2 of Part 3 of this Constitution.

<sup>2</sup> “Functions” for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions

<sup>3</sup> Local Authorities (Functions and Responsibilities)(England)Regulations 2000 as amended

<sup>4</sup> Items 5-31, Para. A of Schedule 1 of the 2000 Regulations

<sup>5</sup> The City Centre for these purposes is the area indicated on the plan attached

<sup>6</sup> An “appropriate Executive Member” is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>7</sup> “relevant Area Plans Panel” means the Plans Panel which covers the geographical area within which the application is submitted

## *Council Committees' Terms of Reference*

- (b) Within the City Centre<sup>8</sup> :
- safety certificates for sports grounds<sup>9</sup>;
  - common land or town and village greens<sup>10</sup>;
  - street works and highways<sup>11</sup>;
  - public rights of way<sup>12</sup>;
  - the protection of hedgerows and the preservation of trees<sup>13</sup>; and
  - high hedges<sup>14</sup>
2. in respect of any approval, consent, licence, permission, or registration which they may grant:
- (a) to impose conditions limitations or restrictions;
- (b) to determine any terms;
- (c) to determine whether and how to enforce any failure to comply;
- (d) to amend, modify, vary or revoke; and/or
- (e) to determine whether a charge should be made or the amount of such charge.
3. to discharge any licensing function<sup>15</sup> where full Council has referred a matter to the City Plans Panel.

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<sup>8</sup> See footnote 5 for definition of City Centre

<sup>9</sup> Items 26 and 27 of Para B of Schedule 1 of the 2000 Regulations

<sup>10</sup> Items 37, 38 and 72 of Para B and Items 51-53 of Para I of Schedule 1 of the 2000 Regulations

<sup>11</sup> Items 41,46A to 55 of Para B of Schedule 1 of the 2000 Regulations

<sup>12</sup> Part I of Para I of Schedule 1 of the 2000 Regulations

<sup>13</sup> Items 46 and 47 of Para I of Schedule 1 of the 2000 Regulations

<sup>14</sup> Item 47A of Para. I of Schedule 1 of the 2000 Regulations

<sup>15</sup> (section 7 (5) (a) of the Licensing Act 2003) The matter must relate to:

- a licensing function of the licensing authority and
- a function which is not a licensing function

Unless the matter is urgent, the City Plans Panel must consider a report of the Licensing Committee in respect of the matter before discharging the function concerned (Section 7 (6))

Part 3 Section 2B

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Issue 1 – 2018/19

# Boundaries for Plans Panels

Headingley & Hyde Park

Chapel Allerton

Gipton & Harehills

Kirkstall

Woodhouse

Sheepscar

Burley

Little London & Woodhouse

**NORTH AND EAST**

Burmantofts

**CITY PLANS PANEL**

Armley

LEEDS

Burmantofts & Richmond Hill

Upper Wortley

Holbeck

Cross Green

Farnley & Wortley

Hunslet & Riverside

Knowsthorpe

Beeston & Holbeck

**SOUTH AND WEST**

Atkinson Hill

Far Royds

Beeston Hill

Thwaite Gate

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## **Health and Wellbeing Board**

The Health and Wellbeing Board is authorised to carry out the following functions<sup>1</sup>:

1. to encourage integrated working<sup>2</sup> in relation to arrangements for providing health, health-related or social care services;
2. to prepare and publish a joint strategic needs assessment (JSNA)<sup>3</sup>;
3. to prepare and publish a joint health and wellbeing strategy (JHWS)<sup>4</sup>;
4. to provide an opinion to the authority on whether the authority is discharging its duty to have regard to the JSNA, and the JHWS, in the exercise of its functions<sup>5</sup>;
5. to review the extent to which each Clinical Commissioning Group (CCG) has contributed to the delivery of the JHWS<sup>6</sup>;
6. to provide an opinion to each CCG on whether their draft commissioning plan takes proper account of the JHWS<sup>7</sup>;
7. to provide an opinion to NHS England on whether a commissioning plan published by a CCG takes proper account of the JHWS<sup>8</sup>;
8. to prepare a local pharmaceutical needs assessment<sup>9</sup>; and
9. to exercise any other functions of the authority which are referred to the Board by the authority<sup>10</sup>.

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<sup>1</sup> "Functions" for these purposes shall be construed in a broad and inclusive fashion and shall include doing anything which is calculated to facilitate or is conducive or incidental to the discharge of any of these functions.

<sup>2</sup> In accordance with Section 195 Health and Social Care Act 2012. This includes encouraging arrangements under Section 75 National Health Service Act 2006 (the NHSA 2006).

<sup>3</sup> Section 116 Local Government and Public Involvement in Health Act 2007 (the LGPIHA 2007)

<sup>4</sup> Under Section 116A LGPIHA 2007

<sup>5</sup> Under Section 116B LGPIHA 2007

<sup>6</sup> Under Section 14Z15(3) and Section 14Z16 NHSA 2006

<sup>7</sup> Section 14Z13(5) NHSA 2006

<sup>8</sup> Section 14Z14 NHSA 2006

<sup>9</sup> Section 128A NHSA 2006

<sup>10</sup> The Leader may delegate executive functions to the Board at any time during the year, in accordance with the Executive and Decision Making Procedure Rules.

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## ADVISORY COMMITTEE

### Development Plan Panel

An advisory Committee<sup>1</sup> authorised to make recommendations regarding:

1. the Authority's Unitary Development Plan; and
2. the Local Development Framework.

In particular

To advise the Council in relation to functions which are<sup>2</sup>

- specified as being non executive functions or
- being local choice functions, are reserved to the Council; and

*To advise the Executive in relation to functions which are<sup>2</sup>*

- *specified as being executive functions, or*
- *being local choice functions, are not reserved to the Council, or*
- *are functions which are not specified as being either non executive functions or local choice functions and by default are executive functions*

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<sup>1</sup> Appointed by the Council in accordance with Section 102(4) of the Local Government Act 1972.

<sup>2</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as from time to time amended.

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## **Independent Panel**

The Independent Panel is authorised to discharge the following functions<sup>1</sup>:

1. to advise the authority on matters relating to the dismissal of relevant officers of the authority<sup>2</sup>.

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<sup>1</sup> 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

<sup>2</sup> In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

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**Appointments to Committees, Boards and Panels –  
(Schedules 9(b)(i), (ii) and (iii) to follow)  
9(b)(iv) (attached)**

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**LEEDS CITY COUNCIL**

**ANNUAL MEETING**

**24<sup>th</sup> MAY 2018**

**APPROVAL OF MEMBERSHIP OF COMMUNITY COMMITTEES 2018/2019<sup>1</sup>**

**Inner North West Community Committee**

Councillor J Pryor (Headingley & Hyde Park)  
Councillor A Garthwaite (Headingley & Hyde Park)  
Councillor N Walshaw (Headingley & Hyde Park)  
Councillor K Brooks (Little London & Woodhouse)  
Councillor J Akhtar (Little London & Woodhouse)  
Councillor G Harper (Little London & Woodhouse)  
Councillor J Bentley (Weetwood)  
Councillor C Knight (Weetwood)  
Councillor J Gibson (Weetwood)

**Outer North West Community Committee**

Councillor B Anderson (Adel & Wharfedale)  
Councillor C Anderson (Adel & Wharfedale)  
Councillor B Flynn (Adel & Wharfedale)  
Councillor G Latty (Guiselley & Rawdon)  
Councillor P Latty (Guiselley & Rawdon)  
Councillor P Wadsworth (Guiselley & Rawdon)  
Councillor D Collins (Horsforth)  
Councillor J Taylor (Horsforth)  
Councillor J Shemilt (Horsforth)  
Councillor C Campbell (Otley & Yeadon)  
Councillor S Lay (Otley & Yeadon)  
Councillor R Downes (Otley & Yeadon)

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<sup>1</sup> Exempt from proportionality under Statutory Instrument 1990/1553 Reg 16A

### **Inner North East Community Committee**

Councillor E Taylor (Chapel Allerton)  
Councillor M Rafique (Chapel Allerton)  
Councillor J Dowson (Chapel Allerton)  
Councillor R Charlwood (Moortown)  
Councillor S Hamilton (Moortown)  
Councillor M Shahzad (Moortown)  
Councillor E J Tunnicliffe (Roundhay)  
Councillor A Wenham (Roundhay)  
Councillor J Goddard (Roundhay)

### **Outer North East Community Committee**

Councillor D Cohen (Alwoodley)  
Councillor N Buckley (Alwoodley)  
Councillor P Harrand (Alwoodley)  
Councillor M Robinson (Harewood)  
Councillor S Firth (Harewood)  
Councillor R Stephenson (Harewood)  
Councillor N Harrington (Wetherby)  
Councillor A Lamb (Wetherby)  
Councillor G Wilkinson (Wetherby)

### **Inner East Community Committee**

Councillor R Grahame (Burmantofts & Richmond Hill)  
Councillor A Khan (Burmantofts & Richmond Hill)  
Councillor D Ragan (Burmantofts & Richmond Hill)  
Councillor S Arif (Gipton & Harehills)  
Councillor A Hussain (Gipton & Harehills)  
Councillor K Maqsood (Gipton & Harehills)  
Councillor P Drinkwater (Killingbeck & Seacroft)  
Councillor D Jenkins (Killingbeck & Seacroft)  
Councillor K Dye (Killingbeck & Seacroft)

### **Outer East Community Committee**

Councillor P Grahame (Crossgates & Whinmoor)  
Councillor P Gruen (Crossgates & Whinmoor)  
Councillor J Lennox (Crossgates & Whinmoor)  
Councillor M Dobson (Garforth & Swillington)  
Councillor S Field (Garforth & Swillington)  
Councillor S McCormack (Garforth & Swillington)  
Councillor M Harland (Kippax & Methley)  
Councillor J Lewis (Kippax & Methley)  
Councillor K Wakefield (Kippax & Methley)  
Councillor D Coupar (Temple Newsam)  
Councillor H Hayden (Temple Newsam)  
Councillor M Lyons (Temple Newsam)

### **Inner South Community Committee**

Councillor A Gabriel (Beeston & Holbeck)  
Councillor G Almas (Beeston & Holbeck)  
Councillor A Scopes (Beeston & Holbeck)  
Councillor E Nash (Hunslet & Riverside)  
Councillor M Iqbal (Hunslet & Riverside)  
Councillor P Wray (Hunslet & Riverside)  
Councillor K Groves (Middleton Park)  
Councillor J Blake (Middleton Park)  
Councillor P Truswell (Middleton Park)

### **Outer South Community Committee**

Councillor K Renshaw (Ardsley & Robin Hood)  
Councillor B Garner (Ardsley & Robin Hood)  
Councillor L Mulherin (Ardsley & Robin Hood)  
Councillor R Gettings (Morley North)  
Councillor A Hutchison (Morley North)  
Councillor T Leadley (Morley North)  
Councillor J Elliott (Morley South)  
Councillor N Dawson (Morley South)  
Councillor W Kidger (Morley South)  
Councillor S Golton (Rothwell)  
Councillor C Harrison (Rothwell)  
Councillor K Bruce (Rothwell)

### **Inner West Community Committee**

Councillor A Smart (Armley)  
Councillor J McKenna (Armley)  
Councillor A Lowe (Armley)  
Councillor K Ritchie (Bramley & Stanningley)  
Councillor C Gruen (Bramley & Stanningley)  
Councillor J Heselwood (Bramley & Stanningley)  
Councillor H Bithell (Kirkstall)  
Councillor F Venner (Kirkstall)  
Councillor J Illingworth (Kirkstall)

### **Outer West Community Committee**

Councillor Andrew Carter (Calverley & Farsley)  
Councillor Amanda Carter (Calverley & Farsley)  
Councillor P Carlill (Calverley & Farsley)  
Councillor A Blackburn (Farnley & Wortley)  
Councillor D Blackburn (Farnley & Wortley)  
Councillor M Gibson (Farnley & Wortley)  
Councillor S Seary (Pudsey)  
Councillor M Harrison (Pudsey)  
Councillor R Lewis (Pudsey)

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## **<sup>i</sup>Appointment of Chairs to Committees, Boards and Panels**

**(Schedule 9c to follow)**

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<sup>i</sup> For Community Committee Chairs see Schedule 9(d)

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## **Appointment of Chairs of Community Committees -**

**(Schedule 9(d) to follow)**

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## **Appointments to Outside Organisations and Joint Committees**

**(Schedule 9(e) to follow)**

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**Appointments and nominations to the West Yorkshire  
Combined Authority –**

**(Schedule 9(f) to follow)**

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**Approval of Officer Delegation Scheme (Council(non-executive) functions) –**

**(Schedule 10 attached)**

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## GENERAL DELEGATIONS TO OFFICERS

1. The fact that a function has been delegated to an officer does not require that officer to give the matter his/her personal attention and that officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the officer to whom the delegation has been made remains responsible for any decision taken pursuant to such arrangements
  
2. Subject to the exception listed below, in respect of approvals, licences, permission or registrations which come within the terms of their delegated authority, the Chief Executive, all Directors, Chief Officer (Financial Services), City Solicitor and other named officers<sup>1</sup> are authorised<sup>2</sup>:
  - (a) to impose conditions, limitations or restrictions;
  - (b) to determine any terms to which they are subject;
  - (c) to determine whether and how to enforce any failure to comply<sup>3</sup>;
  - (d) to amend, modify, vary or revoke; and
  - (e) to determine whether a charge should be made or the amount of such a charge.
  
3. The Chief Executive, all Directors, Chief Officer (Financial Services) and City Solicitor are authorised to carry out the following in respect of those functions for which they have delegated authority<sup>4</sup>:
  - (a) to make payments or provide other benefits in cases of maladministration<sup>5</sup>;
  - (b) functions relating to health and safety under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work

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<sup>1</sup> These are all other officers listed in Article 12.

<sup>2</sup> An officer may consider in respect of any matter that the authority delegated under this scheme may not be exercised and if so, may refer the matter to the relevant committee for determination.

<sup>3</sup> including

- any failure to comply with such an approval, consent, licence, permission or registration,
- any failure to comply with a condition, limitation or term; to which any such approval, consent, licence, permission or registration is subject; or
- any other contravention in relation to a matter with regard to which the function of determining an application for approval, consent, licence, permission or registration would not be the responsibility of the executive.

<sup>4</sup> An officer may consider in respect of any matter that the authority delegated under this scheme may not be exercised and if so, may refer the matter to the relevant committee for determination.

<sup>5</sup> Item 48 of Para I of Schedule 1 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 as amended

*Officer Delegation Scheme (Council (non-executive) functions)*

Act 1974, to the extent that these functions are discharged otherwise than in the Council's capacity as employer;

- (c)<sup>6</sup> (i) to appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure;
- (ii) to appoint staff on a temporary basis to provide cover for absences or cater for peaks in workload subject to there being budgetary provision. Such staff should be employed on terms set out in the guidance issued by the Director of Resources; and
- (iii) to determine issues relating to officers' terms and conditions of employment and to take such action and enter into such agreement as may be required to give effect to such determinations.
- (d) The enforcement of byelaws.

**Exceptions:**

The Chief Planning Officer's authority is subject to those exceptions set out in the Chief Planning Officer's delegation within the Officer Delegation Scheme (Council (non-executive) functions).

The named officers'<sup>7</sup> authority is subject to an exception in respect of those matters where the relevant Director has directed that the delegated authority should not be exercised and that the matter be referred to him/her or the relevant committee for consideration.

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<sup>6</sup> All officers are nominated for this purpose by the Head of Paid Service

<sup>7</sup> See footnote 2 above



## Chief Executive

1. The Chief Executive is the Head of Paid Service for the Council.
2. The Chief Executive is the Electoral Registration Officer for the Council, and the Returning Officer for local elections.

The Chief Executive<sup>1</sup> is authorised to discharge the following Council (non-executive) functions:

### Functions relating to Elections

(a)	To assign officers in relation to requisitions of the registration officer	Section 52(4) of the Representation of the People Act 1983
(b)	To provide assistance at European Parliamentary elections	Section 6(7) and (8) of the European Parliamentary Elections Act 2002
(c)	To divide constituency into polling districts	Section 18A to 18E of and Schedule A1 to the Representation of the People Act 1983
(d)	To divide electoral divisions into polling districts at local government elections	Section 31 of the Representation of the People Act 1983
(e)	Powers in respect of holding of elections	Section 39(4) of the Representation of the People Act 1983
(f)	To pay expenses properly incurred by electoral registration officer	Section 54 of the Representation of the People Act 1983
(g)	To fill vacancies in the event of insufficient nominations	Section 21 of the Representation of the People Act 1985
(h)	To declare vacancy in office in certain cases	Section 86 of the Local Government Act 1972
(i)	To give public notice of a casual vacancy	Section 87 of the Local Government Act 1972
(j)	To submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000	Section 10 of the Representation of the People Act 2000
(k)	Functions relating to community governance <sup>2</sup>	
	i. Duties relating to community governance reviews	Section 79 of the Local Government and Public Involvement in Health Act 2007

<sup>1</sup> The fact that a function has been delegated to the Chief Executive does not require the Chief Executive to give the matter his/her personal attention and the Chief Executive may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Executive remains responsible for any decision taken pursuant to such arrangements.

<sup>2</sup> Functions relating to making of recommendations under section 87 – 92 of the Local Government and Public Involvement in Health Act 2007 (Item 5 Paragraph EB of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853 ) are reserved to the relevant committee that is responsible for making recommendations to full Council.

*Officer Delegation Scheme (Council (non-executive) functions)*

	ii. Functions relating to community governance petitions.	Sections 80, 83 to 85 of the Local Government and Public Involvement in Health Act 2007
	iii. Functions relating to terms of reference of review	Sections 81(4) to (6) of the Local Government and Public Involvement in Health Act 2007
	iv. Power to undertake a community governance review.	Section 82 of the Local Government and Public Involvement in Health Act 2007
	v. Duties when undertaking review.	Section 93 to 95 of the Local Government and Public Involvement in Health Act 2007
	vi. Duty to publicise outcome of review.	Section 96 of the Local Government and Public Involvement in Health Act 2007
	vii. Duty to send two copies of order to Secretary of State and Electoral Commission.	Section 98(1) of the Local Government and Public Involvement in Health Act 2007
(l)	Functions relating to consultation and notification processes in relation to changing the name of an electoral area <sup>3</sup>	S59 of the Local Government and Public Involvement in Health Act 2007
(m)	To dissolve small parish councils	Section 10 of the Local Government Act 1972
(n)	To make orders for grouping parishes, dissolving groups and separating parishes from groups	Section 11 of the Local Government Act 1972
(o)	To make temporary appointments to parish councils	Section 91 of the Local Government Act 1972

**Functions relating to changing governance arrangements**

(a)	To secure that copies of a document setting out new governance arrangements are available for public inspection, and to publish a notice about the change	Section 9KC Local Government Act 2000
(b)	To take any step, subject to timely consultation with General Purposes Committee in advance of any action being taken, under or for the purposes of complying with any order from the Secretary of State under Section 9N of the Local Government Act 2000, or related regulations	Section 9N Local Government Act 2000

<sup>3</sup> The function of passing a resolution to change the name of an electoral area under s59(1) of the Local Government and Public Involvement in Health Act 2007 is reserved to full Council

## Director of Resources and Housing

1. Subject to the Exception listed below, the Director of Resources and Housing<sup>1</sup> is authorised to discharge the following Council (non-executive) functions:

### Functions relating to Human Resources

(a)	Functions relating to local government pensions, etc	Regulations under section 7, 12 or 24 of the Superannuation Act 1972
(b)	To make arrangements to consider and determine employee appeals in relation to grievances, grading and dismissal <sup>2</sup>	Section 112 Local Government Act 1972
(c)	To determine employee terms and conditions	Section 112 Local Government Act 1972

### Functions relating to standing orders

(a)	To make standing orders in relation to Officer Employment	Section 106 of, and paragraph 42 of Schedule 12 to the Local Government Act 1972
(b)	To make standing orders as to contracts	Section 135 of the Local Government Act 1972

### Regulatory functions

(a)	To issue licences authorising the use of land as a caravan site ("site licences")	Section 3(3) of the Caravan Sites and Control of Development Act 1960
(b)	To license the use of moveable dwellings and camping sites	Section 269(1) of the Public Health Act 1936

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<sup>1</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority, however, the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>2</sup> Except in relation to those which are to be determined by the Employment Committee.

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## **Chief Officer (Financial Services)**

1. Subject to the Exception listed below, the Chief Officer (Financial Services)<sup>1</sup> is authorised to discharge the following Council (non-executive) functions<sup>2</sup>:

### **Functions relating to standing orders**

(a)	To make standing orders in relation to Finance	Section 106 of, and paragraph 42 of Schedule 12 to the Local Government Act 1972
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<sup>1</sup> The fact that a function has been delegated to the Chief Officer does not require the Chief Officer to give the matter his/her personal attention and the Chief Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority, however, the Chief Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>2</sup> The Chief Officer (Financial Services) has responsibility for these functions as the Council's S151 Officer.

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## City Solicitor

1. The City Solicitor is the Monitoring Officer for the Council.
2. The City Solicitor <sup>1</sup> is authorised to discharge the following Local Choice Functions which have been assigned to full Council (see Part 3 Section 1 of the Constitution):

(a) To appoint review boards under the Social Security Act 1998 <sup>2</sup>
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3. The City Solicitor is authorised to discharge the following Council (non-executive) functions:

To make standing orders in relation to Access to Information	Section 106 of, and paragraph 42 of Schedule 12 to the Local Government Act 1972
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4. Appointments to Committees Boards and Panels

The City Solicitor is authorised to appoint members to vacancies during the period between the local elections and the Annual Council meeting, in consultation with appropriate whips, in order to secure that meetings necessary to be held during that period can proceed with adequate and appropriate membership levels.

5. Provision of Legal Services

The City Solicitor is authorised to take any action intended to give effect to a decision of the Council (including decisions taken by a Council committee in accordance with its terms of reference or by a Director in accordance with this scheme of delegation.)

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<sup>1</sup> The fact that a function has been delegated to the City Solicitor does not require the City Solicitor to give the matter his/her personal attention and the City Solicitor may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the City Solicitor remains responsible for any decision taken pursuant to such arrangements.

<sup>2</sup> s34 (4) Social Security Act 1998

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## Director of Communities and Environment

Subject to the exceptions listed below, the Director of Communities and Environment<sup>1</sup> is authorised to discharge the following Council (non-executive) functions:

### 1. Regulatory Functions

(a)	To approve premises for the solemnisation of marriages	Section 46A of the Marriage Act 1949 and the Marriages (Approved Premises) Regulations 1995(SI 1995/510)
(b)	To license premises for acupuncture, tattooing, ear-piercing and electrolysis	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982
(c)	To license premises for the breeding of dogs	Section 1 of the Breeding of Dogs Act 1973 and Section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999
(d)	To license pet shops and other establishment where animals are bred or kept for the purposes of carrying on a business	Section 1 of the Pet Animals Act 1951, section 1 of the Animal Boarding Establishments Act 1963, the Riding Establishments Act 1964 and 1970, section 1 of the Breeding of Dogs Act 1973 and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999
(e)	To register animal trainers and exhibitors	Section 1 of the Performing Animals (Regulation) Act 1925
(f)	To license zoos	Section 1 of the Zoo Licensing Act 1981

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<sup>1</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Director remains responsible for any decision taken pursuant to such arrangements.

*Officer Delegation Scheme (Council (non-executive) functions)*

(g)	To license dangerous wild animals	Section 1 of the Dangerous Wild Animals Act 1976
(h)	To grant consent for the operation of a loudspeaker	Schedule 2 to the Noise and Statutory Nuisance Act 1993
(i)	To issue licences for the movement of pigs	Article 12 of the Pigs (Records, Identification and Movement) Order 1995 (SI 1996/11)
(j)	To license the sale of pigs	Article 13 of the Pigs (Records, Identification and Movement) Order 1995
(k)	To license collecting centres for the movement of pigs	Article 14 of the Pigs (Records, Identification and Movement) Order 1995
(l)	To issue a licence to move cattle from a market	Article 5(2) of the Cattle Identification Regulations 1998 (SI 1998/871)
(m)	To sanction use of parts of buildings for storage of celluloid	Section 1 of the Celluloid and Cinematograph Film Act 1922
(n)	Duty to enforce Chapter 1 and regulations made under it	Section 10(3) of the Health Act 2006
(o)	Power to authorise officers	Section 10(5) of, and paragraph 1 of Schedule 2 to, the Health Act 2006
(p)	Functions related to fixed penalty notices	Paragraphs 13,15 and 16 of Schedule 1 to the Health Act 2006. Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007 (SI 2006/760)

*Officer Delegation Scheme (Council (non-executive) functions)*

(q)	Power to transfer enforcement functions to another enforcement authority	Smoke-free(Premises and Enforcement) Regulations 2006 (SI 2006/3368)
(r)	To license pleasure boats and pleasure vessels	Section 94 of the Public Health Acts Amendment Act 1907
(s)	To authorise erection of stiles etc on footpaths or bridleways <sup>2</sup>	Section 147 of the Highways Act 1980
(t)	To create footpath bridleway or restricted byway by agreement	Section 25 of the Highways Act 1980
(u)	To create footpaths bridleways and restricted byways	Section 26 of the Highways Act 1980
(v)	Duty to keep register of information with respect to maps, statements and declarations	Section 31A of the Highways Act 1980
(w)	To stop up footpaths bridleways and restricted byways	Section 118 of the Highways Act 1980
(x)	To determine application for public path extinguishment order	Sections 118ZA and 118C(2) of the Highways Act 1980
(y)	To make a rail crossing extinguishment order	Section 118A of the Highways Act 1980
(z)	To divert footpaths bridleways and restricted byways	Section 119 of the Highways Act 1980
(aa)	To make a public path diversion order	Sections 119ZA and 119C(4) of the Highways Act 1980
(bb)	To make a rail crossing diversion order	Section 119A of the Highways Act 1980
(cc)	To make a special diversion order	Section 119B of the Highways Act 1980
(dd)	To require applicant for order to enter into agreement	Section 119C(3) of the Highways Act 1980
(ee)	To make an SSSI diversion order	Section 12B of the Highways Act 1980
(ff)	To keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980	Section 121B of the Highways Act 1980

<sup>2</sup> Functions (v) – (xx) are limited to areas contained within the Definitive Map of Public Rights of Way. Functions (u), (jj), (kk) and (ss) are also delegated to the Director of City Development whose powers are not limited to areas contained within the Definitive Map of Public Rights of Way.

*Officer Delegation Scheme (Council (non-executive) functions)*

(gg)	To decline to determine certain applications	Section 121C of the Highways Act 1980
(hh)	To assert and protect the rights of the public to use and enjoyment of highways	Section 130 of the Highways Act 1980
(ii)	To apply for variation of order under section 130B of the Highway Act 1980	Section 130B(7) of the Highways Act 1980
(jj)	To authorise temporary disturbance of surface of footpath bridleway or restricted byway	Section 135 Highways Act 1980
(kk)	To divert footpath bridleway or restricted byway temporarily	Section 135A of the Highways Act 1980
(ll)	To extinguish certain public rights of way	Section 32 of the Acquisition of Land Act 1981
(mm)	To keep definitive map and statement under review	Section 53 of the Wildlife and Countryside Act 1981
(nn)	To include modifications in other orders	Section 53A of the Wildlife and Countryside Act 1981
(oo)	To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981	Section 53B of the Wildlife and Countryside Act 1981
(pp)	To prepare map and statement by way of consolidation of definitive map and statement	Section 57A of the Wildlife and Countryside Act 1981
(qq)	To designate footpath as cycle track	Section 3 of the Cycle Tracks Act 1984
(rr)	To extinguish public right of way over land acquired for clearance	Section 294 of the Housing Act 1981
(ss)	To authorise stopping up or diversion of footpath bridleway or restricted byway	Section 257 of the Town and Country Planning Act 1990
(tt)	To extinguish public rights of way over land held for planning purposes	Section 258 of the Town and Country Planning Act 1990
(uu)	To enter into agreements with respect to means of access	Section 35 of the Countryside and Rights of Way Act 2000
(vv)	To provide access in absence of agreement	Section 37 of the Countryside and Rights of Way Act 2000

### Exceptions<sup>3</sup>

The Director of Communities and Environment is not authorised to discharge the function above where objections have been received.

## 2. Functions of the Licensing Authority delegated by Full Council

Subject to the exception set out below, the Director of Communities and Environment is authorised to discharge the functions of the licensing authority as set out below:-

(a)	Any function of a Licensing Authority <sup>4</sup>	Licensing Act 2003 and any regulations or orders made under that Act <sup>5</sup> .
(b)	Powers and functions relating to late night levy requirements	Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that Chapter.

### Exceptions:

- any function of the Licensing Authority reserved to full Council<sup>6</sup>;

## 3. Functions of the Licensing Authority delegated by Licensing Committee

Subject to the exceptions listed below, the Director of Communities and Environment is authorised to discharge the licensing functions<sup>7</sup> of the licensing authority as set out below:-

(a)	Any function of a Licensing Authority	Licensing Act 2003 and any regulations or orders made under that Act <sup>8</sup> .
(b)	Powers and functions relating to late night levy requirements	Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that chapter

<sup>3</sup> Under this delegation scheme (Council functions). The General Purposes Committee may however arrange for the discharge of any of its functions by the Director of Communities and Environment - (Section 101(2) Local Government Act 1972.

<sup>4</sup> These functions will be carried out to support those matters which cannot be delegated by the Licensing Authority.

<sup>5</sup> Including functions which, by virtue of the Gambling Act 2005 Act are delegated to the Licensing Committee.

<sup>6</sup> Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2011 Act.

<sup>7</sup> "Licensing functions" means functions under the Licensing Act 2003 Act, the Gambling Act 2005 2005 and the Police Reform and Social Responsibility Act 2011.

<sup>8</sup> Including functions which, by virtue of the 2005 Act are delegated to the Licensing Committee.

(c)	Duty to comply with requirement to provide information to Gambling Commission.	Section 29 of the Gambling Act 2005
(d)	Functions relating to the exchange of information	Section 30 of the Gambling Act 2005
(e)	Functions relating to occasional use notices	Section 39 of the Gambling Act 2005
(f)	Power to designate officer of a licensing authority as an authorised person for a purpose relating to premises	Section 304 of the Gambling Act 2005
(g)	Power to institute criminal proceedings	Section 346 of the Gambling Act 2005
(h)	Power to exchange information	Section 350 of the Gambling Act 2005
(i)	Functions relating to the registration and regulation of small society lotteries	Part 5 of Schedule 11 to the Gambling Act 2005

**Exceptions:**

- any function of the Licensing Authority<sup>9</sup> reserved to full Council<sup>10</sup>;
- any function of the Licensing Authority where full Council has referred a matter to a committee other than the Licensing Committee<sup>11</sup>;
- any function of the Licensing Authority reserved to the Licensing Committee;
- any function of the Licensing Authority within the terms of reference of the Licensing Sub-committees<sup>12</sup>;and
- to object when the Authority is consultee and not the relevant authority considering an application under the 2003 Act

**4. Functions related to the Licensing Functions delegated by Licensing Committee<sup>13</sup>**

Subject to the exceptions listed below, the Director of Communities and Environment is authorised to discharge the functions set out in the following table which are delegated to the Director by Licensing Committee<sup>14</sup>

<sup>9</sup>“Licensing functions” - see footnote 6 above

<sup>10</sup> Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2003 Act.

<sup>11</sup> Under the provisions of Section 7(5)(a) of the 2003 Act.

<sup>12</sup> Except where a Licensing sub-committee has arranged for the discharge of any of their functions by an Officer.

<sup>13</sup> These functions were delegated to the Licensing Committee by full Council on 14 July 2010.

<sup>14</sup> These delegations include functions where these have been delegated to Leeds City Council by any other Council.

*Officer Delegation Scheme (Council (non-executive) functions)*

(a)	To license hackney carriages and private hire vehicles	(a) As to hackney carriages, the Town Police Clauses Act 1847 as extended by section 171 of the Public Health Act 1875 and section 15 of the Transport Act 1985 and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976 (b) As to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(b)	To license drivers of hackney carriages and private hire vehicles	Section 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(c)	To license operators of hackney carriages and private hire vehicles	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(d)	** To license sex shops and sex cinemas and sexual entertainment venues.	The Local Government (Miscellaneous Provisions) Act 1982, Section 2, Schedule 3, the Policing and Crime Act 2009, Section 27.
(e)	To license performances of hypnotism.	The Hypnotism Act 1952
(f)	*** To license persons to collect for charitable and other causes	Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939

**Exceptions**

The Director of Communities and Environment is not authorised to discharge those functions marked \*\* above where the application is for the grant, renewal or transfer of a sexual entertainment venue licence irrespective of whether objections have been received, or the grant of a sex shop or sex cinema licence irrespective of whether objections have been made, or renewal or transfer of a sex shop or cinema licence where objections have been received

The Director of Communities and Environment is not authorised to discharge those functions marked \*\*\* above where objections have been received.

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## Director of City Development

The Director of City Development<sup>1</sup> is authorised to discharge the following Council (non-executive) functions:

(a)	To license market and street trading	Part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982
(b)	To issue, amend or replace safety certificates (whether general or special) for sports grounds	The Safety of Sports Grounds Act 1975
(c)	To issue, cancel, amend or replace safety certificates for regulated stands at sports grounds	Part II of the Fire Safety and Safety of Places of Sport Act 1987
(d)	To grant a street works licence	Section 50 of the New Roads and Street Works Act 1991
(e)	To grant permission for provision etc of services, amenities, recreation and refreshment facilities on highway and related powers	Sections 115E, 115F and 115K of the Highways Act 1980
(f)	To publish notice in respect of proposal to grant permission under section 115E of the Highways Act 1980	Section 115G of the Highways Act 1980
(g)	To permit deposit of builder's skip on highway	Section 139 of the Highways Act 1980
(h)	To license planting, retention and maintenance of trees etc in part of highway	Section 142 of the Highways Act 1980
(i)	To authorise erection of stiles etc on footpaths or bridleways <sup>2</sup>	Section 147 of the Highways Act 1980
(j)	To license works in relation to buildings etc which obstruct the highway	Section 169 of the Highways Act 1980
(k)	To consent to temporary deposits or excavations in streets	Section 171 of the Highways Act 1980

<sup>1</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>2</sup> Functions (i), (q), (s) and (v) are also delegated to the Director of Communities and Environment whose powers are limited to areas contained within the Definitive Map of Public Rights of Way.

*Officer Delegation Scheme (Council (non-executive) functions)*

(l)	To dispense with obligation to erect hoarding or fence	Section 172 of the Highways Act 1980
(m)	To restrict the placing of rails, beams etc over highways	Section 178 of the Highways Act 1980
(n)	To consent to construction of cellars etc under street	Section 179 of the Highways Act 1980
(o)	To consent to the making of openings into cellars etc under streets and pavement lights and ventilators	Section 180 of the Highways Act 1980
(p)	To make a special extinguishment order	Section 118B of the Highways Act 1980
(q)	To assert and protect the rights of the public to use and enjoyment of highways	Section 130 of the Highways Act 1980
(r)	To serve notice of proposed action in relation to obstruction	Section 130A of the Highways Act 1980
(s)	To apply for variation of order under section 130B of the Highway Act 1980	Section 130B(7) of the Highways Act 1980
(t)	To make good damage and remove obstructions	Section 135B of the Highways Act 1980
(u)	To remove nuisances deposited on the highway	Section 149 of the Highways Act 1980
(v)	To designate footpath as cycle track	Section 3 of the Cycle Tracks Act 1984
(w)	To authorise stopping up or diversion of highway	Section 247 of the Town and Country Planning Act 1990

## Chief Planning Officer

Subject to the exceptions listed below, the Chief Planning Officer<sup>1</sup> is authorised to discharge the following Council (non-executive) functions:

### 1 Town and Country Planning and Development Control

(a)	To determine application for planning permission	Sections 70(1)(a) and (b) and 72 of the Town and Country Planning Act 1990
(b)	To determine applications to develop land without compliance with conditions previously attached	Section 73 of the Town and Country Planning Act 1990
(c)	To grant planning permission for development already carried out	Section 73A of the Town and Country Planning Act 1990
(d)	To decline to determine application for planning permission	Section 70A of the Town and Country Planning Act 1990
(e)	Duties relating to the making of determinations of planning applications	Sections 69 and 92 of the Town and Country Planning Act 1990 and Articles 5, 10,12, 15 to 18, 15 20 to 242, 25 to 30 and 32 to 35 25 and 26 of the Town and Country Planning (General Development Management Procedure) Order 2015/595 <sup>2</sup> 1995 (SI 1995/419) and directions made thereunder
(f)	To determine application for planning permission made by a local authority, alone or jointly with another person	Section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning General Regulations 1992 (SI 1992/1492)
(g)	To make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights	Parts 1 to 19 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 2015 (SI 2015/596) <sup>3</sup>
(h)	To enter into agreement regulating development or use of land	Section 106 of the Town and Country Planning Act 1990
(i)	To issue a certificate of existing or proposed lawful use or development	Sections 191 and 192 of the Town and Country Planning Act 1990
(j)	To serve a completion notice	Section 94(2) of the Town and Country Planning Act 1990
(k)	To grant consent for the display of advertisements	Section 220 of the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 1992
(l)	To authorise entry onto land	Section 196A of the Town and Country Planning Act 1990

<sup>1</sup> The fact that a function has been delegated to the Chief Planning Officer does not require the Chief Planning Officer to give the matter his/her personal attention and the Chief Planning Officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Chief Planning Officer remains responsible for any decision taken pursuant to such arrangements.

<sup>22</sup> This Order replaced 1995/419 which is cited in the Functions and Responsibilities Regulations

<sup>3</sup> This Order replaced 1995/418 which is cited in the Functions and Responsibilities Regulations

*Officer Delegation Scheme (Council (non-executive) functions)*

(m)	To require the discontinuance of a use of land	Section 102 of the Town and Country Planning Act 1990
(n)	To issue a temporary stop notice	Section 171E of the Town and Country Planning Act 1990
(o)	To serve a planning contravention notice, breach of condition notice or stop notice	Sections 171C, 187A and 183(1) of the Town and Country Planning Act 1990
(p)	To issue an enforcement notice	Section 172 of the Town and Country Planning Act 1990
(q)	To apply for an injunction restraining a breach of planning control	Section 187B of the Town and Country Planning Act 1990
(r)	To determine applications for hazardous substances consent, and related powers	Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990
(s)	To determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject	Paragraph 2(6)(a) of Schedule 2 to the Planning and Compensation Act 1991, paragraph 9(6) of Schedule 13 to the Environment Act 1995 (c 25), and paragraph 6(5) of Schedule 14 to that Act
(t)	To require proper maintenance of land	Section 215(1) of the Town and Country Planning Act 1990
(u)	To determine application for listed building consent, and related powers	Sections 16(1) and (2), 17 and 33(1) of the Planning (Listed Buildings and Buildings and Conservation Areas) Act 1990
(v)	Duties relating to applications for listed building consent	Section 13(1) of the Planning (Listed Buildings and Buildings and Conservation Areas) Act 1990 and regulations 3 to 6 and 13 of the Town and Country Planning (Listed Buildings and Buildings in Conservation Areas) Regulations 1990 and Arrangements for Handling Heritage Applications Direction 2015 and The Conservation Areas Direction 2015 <sup>4</sup>
(w)	To serve a building preservation notice, and related powers	Sections 3(1) and 4(1) of the Planning (Listed Buildings and Buildings and Conservation areas) Act 1990
(x)	To issue enforcement notice in relation to demolition of listed building in conservation area	Section 38 of the Planning (Listed Buildings and Buildings and Conservation Areas) Act 1990
(y)	To acquire a listed building in need of repair and to serve a repairs notice	Sections 47 and 48 of the Planning (Listed Buildings and Buildings and Conservation Areas) Act 1990
(z)	To apply for an injunction in relation to a listed building	Section 44A of the Planning (Listed Buildings and Buildings and Conservation Areas) Act 1990
(aa)	To execute urgent works	Section 54 of Planning (Listed Buildings and Buildings and Conservation Areas) Act 1990

<sup>4</sup> This Direction replaced Circular 01/01 cited in the Functions and Responsibilities Regulations

## 2 Commons Registration

(a)	To register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to (i) an exchange of lands affected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c 67) or (ii) an order section 147 of the Inclosure Act 1845 (c8 & 9 Vict c 118)	Regulation 6 of the Commons Registration (New Land) Regulations 1969 (SI 1969/1843)
(b)	To register variation of rights of common	Regulation 29 of the Commons Registration (General) Regulations 1966 (SI 1966/1471)
(c)	Functions relating to the registration of common land and town or village greens	Part 1 of the Commons Act 2006 (c.26)
(d)	Power to apply for an enforcement order against unlawful works on common land	Section 41 of the Commons Act 2006
(e)	Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference.	Section 45(2)(a) of the Commons Act 2006.
(f)	Power to institute proceedings for offences in respect of unclaimed registered common land and unclaimed town or village greens	Section 45(2)(b) of the Commons Act 2006

## 3 Hedgerows and Trees

(a)	The protection of important hedgerows	The Hedgerows Regulations 1997
(b)	The preservation of trees	Sections 197 to 214D of the Town and Country Planning Act 1990, and the Town & Country Planning (Tree Preservation)(England) Regulations 2012 <sup>5</sup>

## 4 High Hedges

(a)	Complaints about high hedges	Part 8 of the Anti-Social Behaviour Act 2003
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<sup>5</sup> These Regulations replace the Regulations cited in the Functions and Responsibilities Regulations.

**Exceptions:**

The Chief Planning Officer is not authorised<sup>6</sup> to discharge the following functions:

**1 Town and Country Planning and Development Control**

(a)	the determination of applications following a written request <sup>7</sup> to the Chief Planning Officer by a Ward Member <ul style="list-style-type: none"> <li>• concerning an application within the Ward he/she represents, or</li> <li>• concerning an application within a neighbouring Ward where that Ward Member considers that the development would have a significant effect on the ward he/she represents</li> </ul> that an application be referred to the relevant Plans Panel;
(b)	the determination of applications for development that would constitute a significant departure from the Development Plan, including a significant departure from any Local Development Framework currently in force;
(c)	the determination of applications for development that would be materially different from any supplementary planning guidance or planning brief approved by or on behalf of the Council;
(d)	the determination of applications for major development <sup>8</sup> which the Chair <sup>9</sup> considers are sensitive, controversial or would have significant impacts on local communities;
(e)	the approval of applications, where approval would reverse a previous decision taken by Plans Panel;
(f)	the approval of applications, where approval would conflict with an objection raised by a statutory technical consultee;
(g)	where the Chair <sup>10</sup> considers that the application should be referred to the relevant Plans Panel for determination because of the significance, impact or sensitivity of the proposal;
(h)	the determination of applications submitted in a personal capacity by or on behalf of Members, Directors or any other officer who carries out development management functions.

<sup>6</sup> Under this delegation scheme (council functions). A Plans Panel may however arrange for the discharge of **any** of its functions by the Chief Planning Officer - (Section 101(2) Local Government Act 1972).

<sup>7</sup> This request must be made to the Chief Planning Officer and should normally be made within 21 days of the date of validation. The application can be legally determined after the 21 day statutory advertisement deadline if no such request has been received by that deadline. The request must set out the reason(s) for the referral based on material planning consideration(s) and must give rise to concerns affecting more than neighbouring properties (these being those which are notified by means of a letter as part of the Council's policy regarding publicity on householder planning applications).

<sup>8</sup> "Major Development" for these purposes means:

- Residential development involving the erection of ten or more dwellings or, if the number of dwellings are not known, sites of 0.5 hectares or more.
- Other development proposals (apart from minerals and waste development) where the application would result in the erection of gross floorspace of not less than 1,000 msq, or sites of 1 hectare or more.
- Minerals and waste development where an Environmental Statement is required.

<sup>9</sup> In conjunction with the Chief Planning Officer

<sup>10</sup> In conjunction with the Chief Planning Officer

**2 Commons Registration**

(a)	Where objections have been received.
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## The Director of Children and Families<sup>1</sup>

1. The Director of Children's Services<sup>2</sup> is authorised to discharge the following Local Choice Functions which have been assigned to full Council (see Part 3 Section 1 of the Constitution):

(a)	To make arrangements for appeals against exclusion of pupils from maintained Schools
(b)	To make arrangements for appeals regarding school admissions <sup>3</sup>
(c)	To make arrangements for appeals by governing bodies <sup>4</sup>

The Director of Children and Families<sup>5</sup> is authorised to discharge the following Council (non-executive) functions:

To license the employment of children	Part II of the Children and Young Persons Act 1933 bylaws made under that Part, and Part II of the Children and Young Persons Act 1963
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<sup>1</sup> Appointed as Director of Children's Services under Section 18 Children Act 2004

<sup>2</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

<sup>3</sup> s94 (1), (1A) and (4) School Standards and Framework Act 1998

<sup>4</sup> s95 (2) School Standards and Framework Act 1998

<sup>5</sup> The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

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**SECTION 2D: COUNCIL (NON EXECUTIVE) DELEGATIONS TO AND FROM OTHER AUTHORITIES**

Leeds City Council has delegated to the authorities named below functions relating to Taxi and Private Hire monitoring and enforcement including:

Local Government (Miscellaneous Provisions) Act 1976

Section 53(3) (a) Driver to produce his licence for inspection

Section 58 Return of identification plate or disc on revocation etc

Section 60 to suspend and revoke vehicle licenses

Section 61 to suspend and revoke drivers' licences

Section 68 Fitness of private hire vehicles

Section 73 – Obstruction of Authorised Officers

Town and Police Clauses Act 1847

Section 45 prosecution for plying for hire

Road Traffic Act 1988

Section 143 (no insurance)

The Council has retained the ability to exercise concurrently these functions.

The Authorities named below have delegated the same functions to Leeds City Council. Those Authorities have also retained the ability to exercise these functions concurrently. Where functions have been delegated to Leeds City Council they have been delegated by full Council to the Assistant Chief Executive.

**THE AUTHORITIES**

City of Bradford Metropolitan District Council

Calderdale Metropolitan Borough Council

Wakefield Metropolitan District Council

Kirklees Metropolitan Borough Council

City of York Council

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**Arrangements for the discharge of executive functions as set out by the Leader of Council –**

**(Schedule 11 to follow)**

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## SCHEDULE 12

### LEEDS CITY COUNCIL

### COUNCIL MEETING

24th MAY 2018

#### Calendar of Council Meetings for the Municipal Year 2018-2019

Council is asked to approve the following programme of Ordinary Council meetings:

Wednesday 11<sup>th</sup> July 2018 at 1.00pm

Wednesday 12<sup>th</sup> September 2018 at 1.00pm

Wednesday 14<sup>th</sup> November 2018 at 1.00pm

Wednesday 16<sup>th</sup> January 2019 at 1.00pm

Wednesday 27<sup>th</sup> February (Budget meeting) 2019 at 1.00pm

Wednesday 27<sup>th</sup> March 2019 at 1.00pm

Thursday 23<sup>rd</sup> May 2019 – ANNUAL MEETING at 6.00pm

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