



MEMBER MANAGEMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Friday, 1st March, 2019
at 10.30 am

MEMBERSHIP

Councillors

J Dowson (Chair)	C Campbell	B Anderson	T Leadley
K Bruce		D Cohen	
A Gabriel		N Buckley	
M Harland			
J Illingworth			
J Lewis			
K Maqsood			
A Smart			

A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15,2 of the Access to Information Procedure Rules. (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 22 NOVEMBER 2018</p> <p>To approve as a correct record the minutes of the meeting held on 22nd November 2018.</p>	1 - 4
7			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the City Solicitor providing an update on the current position regarding Member appointments to outside bodies and provides an opportunity to confirm Member nominations to remaining vacancies or alter existing appointments.</p>	5 - 20
8			<p>PROGRESSING THE COUNCIL'S LONG-TERM AMBITION TO MOVE TO PAPER FREE DISTRIBUTION OF COMMITTEE AGENDAS</p> <p>To consider the report of the City Solicitor presenting an update to Member Management Committee following the report to Committee in November 2018 looking at options to reduce the cost of printed agenda distribution and the associated environmental impact.</p>	21 - 28

Item No	Ward	Item Not Open		Page No
			<p><u>Third Party Recording</u></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> 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. 	

MEMBER MANAGEMENT COMMITTEE

THURSDAY, 22ND NOVEMBER, 2018

PRESENT: Councillor J Dowson in the Chair

Councillors B Anderson, K Bruce,
N Buckley, C Campbell, D Cohen,
A Gabriel, M Harland, T Leadley and
J Lewis

12 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

13 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

14 Late Items

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

15 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

16 Apologies for Absence

There were no apologies for absence.

17 Minutes - 29th June 2018

The minutes of the meeting held on 29th June 2018 were approved as a correct record.

Matters arising from the minutes –

Minute 7 - The Chair requested that a list of those Members yet to have completed their DBS check should be provided to group whips as quickly as possible.

18 Printed Agendas - Options for budget savings and reduction in environmental impacts

The City Solicitor submitted a report that provided options to reduce the cost of printed agenda distribution and the associated environmental impact and

Draft minutes to be approved at the meeting
to be held on Friday, 1st March, 2019

seek support for progressing plans to further substantially reduce the reliance on printed agenda papers.

The Head of Governance and Scrutiny Support introduced the report, explaining that if the recommendations were taken forward, all Members would be given the choice to continue to receive paper copies for any Committees, Boards and Panels that they are a Member of, in line with the current legislation. The Committee also heard that all Members would be offered one-to-one Modern.Gov training sessions on their iPad or laptop, to enable them to use the variety of functions available.

Members discussed a number of matters, including:

- Whether the ambition of the council should be to circulate committee agenda packs to electronically; whilst being supportive of this as a direction of travel Members were cautious about setting a specific time frame for this.
- The significant scope for reducing distribution of paper agenda packs for Full Council meetings. Members were informed of the trial of paper free agenda packs being undertaken by Scrutiny Board Strategy and Resources and Scrutiny Board Children and Families.
- The limitations with ICT equipment available to Members to access the some document types within agenda packs, particularly in relation to Plans Panels and large scale maps. Members asked for further consideration of this to be progressed via the Member ICT Working group.
- The limitations of existing electronic means of accessing Agenda Packs for confidential or exempt items.

RESOLVED –

- a) To support the long-term ambition to move to the paper free distribution of Committee agendas.
- b) That discussions take place with the Group Offices to agree a way forward for circulation of agenda packs to those Members who are not Members of Committees, Boards and Panels.
- c) That all Members be contacted to seek confirmation of their wishes in respect of receiving electronic agenda packs for Full Council meetings.
- d) That all Members be provided with training opportunities to enable the transition to an electronic method of access agenda packs should that be their preference.
- e) That a report be submitted to a future meeting of the Committee, outlining progress in relation to the above arrangements, along with further detail of paper-free approaches taken by other Core Cities.
- f) That an update be provided to a future meeting of the Committee from the outcomes of the Scrutiny 'Task and Finish' group in relation to IT support for Members.

19 Local Authority Appointments to Outside Bodies

The City Solicitor submitted a report which provided an update on the current position regarding member appointments to outside bodies; sought to determine the outstanding appointments on the University Court and Leeds Playhouse and provided an opportunity to confirm Member nominations to remaining vacancies or alter existing appointments.

The following were in attendance:

- Kevin Tomkinson, Principal Governance Officer
- Helen Gray, Senior Governance and Scrutiny Support Officer

Following a brief discussion by Members on the item it was

RESOLVED:

- a) That the place on the University Court be allocated to the Conservative Group and that Councillor Cohen be that groups appointment;
- b) That the place on the Leeds Playhouse continue to be allocated to the Liberal Democrat Group and that be allocated as a 'whips nominee';
- c) That the change of appointments since the last meeting of the Committee as detailed under paragraph 3.4 of the submitted report be noted.
- d) That it be noted that the following organisations no longer require elected member representation and that they would be removed from the appointments schedule;
 - Re'new
 - Leeds Minster Council
 - Climate Change Partnership
 - Locality Boards - East North East/South East & West North West
 - Harrison & Potter Trust
 - Green Leeds
- e) That officers review those organisations listed on the appointments schedule *as set out in Appendix 1 of the submitted report* and provide group whips with a briefing note setting out those organisations that are external to the Council in order that a future meeting of Member Management Committee can determine which organisations should have Members appointed to them via this Committee in accordance with the Appointments to Outside Bodies Procedure Rules.

20 Cyber/GDPR Training for Elected Members

The Director of Resources and Housing submitted a report that sought support from Committee members to endorse the e-Learning Information Governance training course.

The following were in attendance:

- Louise Whitworth, Head of Information Management & Governance

Draft minutes to be approved at the meeting
to be held on Friday, 1st March, 2019

- Carol Dunn, Principal Information Governance Officer

The Head of Information Management & Governance introduced the report, informing Members that Corporate Governance Committee had recommended that Information Governance training for Members be mandatory as it is for all employees of the Council. Members heard that initial classroom training sessions were provided, and to support further member engagement a new online training course had been developed.

RESOLVED –

- a) That completion of the e-Learning Information Governance training course be mandatory for all Elected Members.
- b) That a list of Members who have already completed the training be circulated to the relevant group whips.

21 Date and Time of Next Meeting

Friday, 1st March 2018 at 10:30am



Report Author: Helen Gray
Tel: 0113 3788657

Report of City Solicitor

Report to Member Management Committee

Date: 1st March 2019

Subject: Local Authority Appointments to Outside Bodies

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

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

Recommendations

Members are asked to:

- (a) Consider the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1;
- (b) Determine the appointment process for the Yeadon Town Hall Community Interest Company (CIC).
- (c) Consider the appointments to Leeds Culture Trust Board.
- (d) Note the process set out in the Outside Bodies Procedure Rules which this Committee follows when making appointments
- (e) Note the change of appointments since the last meeting of the Committee as detailed under paragraph 3.3 of this report.

1. Purpose of this report

1.1 Further to the meeting of this Committee in November 2018, and confirmation of nominations received to date, this report:

- provides an update on the current position regarding Member appointments to outside bodies; and
- provides an opportunity to confirm Member nominations to remaining vacancies or alter existing appointments.

2. Background information

2.1 This is the third meeting of the Member Management Committee since the Annual Meeting of Council to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 1 details the current position. Members will note that in response to comments made at the November 2018 meeting a review of this appendix is under way in consultation with group whips.

2.2 It is likely that at the first meeting of the new Municipal Year Members will be asked to consider this information in a different format which a) makes clear those bodies that are external to the Council and are appointed to via this Committee in accordance with the Appointments to Outside Bodies Procedure Rules, and b) lists those 'other' organisations which Member Management Committee appoint to but may not strictly meet the criteria set out in (a).

3. Main issues

3.1 Yeadon Town Hall Community Interest Company (CIC).

- (a) At its meeting in November 2018 Executive Board approved the community asset transfer of Yeadon Town Hall to the Yeadon Town Hall Community Interest Company (CIC) with the Council having representation on the CIC's Board and with the board representation being agreed in accordance with the Council's Appointments to Outside Bodies Procedure Rules.
 - (b) In order to progress this matter as quickly as possible the Chair of the Community Committee where the Town Hall is located spoke with Councillor Downes to see if he would be happy to serve on the newly formed Board and having received agreement to this he notified all Members of the Community Committee of this proposal, to which no objections were received.
 - (c) As the Council's appointment to the CIC was required urgently Councillor Downes was appointed as the Council's representative in accordance with Outside Bodies Procedure Rule 4.6 until such time that Member Management Committee could meet and determine how the appointment to this organisation should be made. As part of this process each group was consulted and supportive of the appointment of Councillor Downes.
 - (d) Member Management Committee are asked to consider whether the appointment to the Yeadon Town Hall Community Interest Company(CIC) should be designated as Strategic and Key or Community and Local Engagement, an extract from the Outside Bodies Procedure Rules setting out the categories is set out below
- **Strategic and Key Partnerships** – participation contributes to the Council's strategic functions, priorities and community leadership role.

- **Community and Local Engagement** – not necessary to fulfil strategic or key partnership role but, nonetheless, beneficial in terms of leading, engaging and supporting the community from a ward perspective
- (e) If Members determine that the appointment should be categorised as Community and Local Engagement then the appointment would be delegated to the relevant Community Committee (Outer North West).

3.2 Leeds Culture Trust

- (a) Leeds 2023 is a high priority cultural initiative in the city. Leeds 2023 is based on two pillars of; *Whole city* – that will seek to bring a lasting social legacy and benefit to all Leeds communities, particularly the young people who live in the city; and *International* – which will have a strong international focus with which to secure positive worldwide attention and profile for the city.
- (b) Leeds Culture Trust (known publically as "Leeds 2023") is an independent organisation that has been set up to deliver a £35 million cultural programme in 2023, it will lead the artistic programme, handle the national and international marketing and seek a permanent legacy from the five year cultural lead up to benefit the whole city.
- (c) Leeds Culture Trust currently has seven trustees and is chaired by media executive, Ruth Pitt. The Trust is in the process of recruiting more trustees to the board and recruiting a Creative Director who will be responsible for curating the high level cultural programme of events and activities for the year.
- (d) Leeds Culture Trust's objects are specifically restricted to the following for the public benefit:
 1. To advance the education of the residents of Leeds and surrounding areas in the arts, culture and heritage.
 2. To promote the arts, culture and heritage, in particular but not exclusively by:
 - a) Encouraging participation and inclusion; and
 - b) Supporting charities, arts organisations and other not for profit bodies and individuals engaged in the provision of artistic, cultural and heritage activities and events.
- (e) Over the next five years the Trust will work closely with Leeds City Council's Culture and Sport Development Team to agree the key outputs for Leeds 2023. Regular reporting and monitoring of Leeds Culture Trust activities will be undertaken by Leeds City Council's Chief Officer for Culture and Sport who will attend Trustee meetings in an observer capacity. Leeds Culture Trust will finalise and account for its activities in 2024.
- (f) Executive Board considered this matter in 2018 and it was noted that the Council will have two local authority nominees. Executive Board recommended that one place should be reserved to the Leader of Council and one other Elected Member
- (g) Following discussions between the Leaders of the 3 largest groups on the Council it has been agreed that the second nominee should be a Conservative nominee and Councillor Andrew Carter has nominated Councillor Dan Cohen to this role.

- (h) Members are asked to consider the appointments to the Trust and consider whether those appointments should be reserved to the Leader of Council and a Conservative Member.

3.3 The Appointment Procedure for Outside Bodies

- (a) Members may recall at the meeting in June, it was agreed that in advance of the Elections and new Municipal Year, information be brought to this Committee setting out the proportionality requirements in respect of the appointments to outside bodies, below is an extract in italics from the Procedure Rules that set out how appointments should be made.

4.1 *The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder¹ either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Member Management Committee. Such appointments will then be offered on this basis.*

4.2 *Nominations will then be sought for the remaining places. The Member Management Committee should have regard to a Member's current interests prior to making any appointment. The Member Management Committee will have regard to the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.'*

- (b) In previous years this Committee has considered and agreed where appointments need to be reserved to a specific holder and this can range from the Leader of Council, a Portfolio Holder, a Chair, an opposition Member or to a ward Member.
- (c) Committee has then considered and discussed appointments and then made appointments having regard to a Member's interests and having regard to proportionality as set out above.

3.4 Appointments Made Since November 2018

Members are advised that since the last meeting of the Committee a number of appointments have been confirmed by the City Solicitor/Head of Governance & Scrutiny Support in accordance with the Appointments to Outside Bodies Procedure Rules (4.6).

Outside Body	Member Appointed	Member Replaced	Date
Yeadon Town Hall Community Interest Company (CIC)	Cllr Downes	N/A	8 Jan 2019
Leeds Playhouse	Cllr Harrison	Whips nominee	4 Feb 2019

4. Corporate considerations

4.1 Consultation and engagement

¹ For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

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

4.2 **Equality and diversity / cohesion and integration**

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

4.3 **Council policies and best council plan**

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

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

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

4.4 **Resources and value for money**

4.4.1 There are no resource or value for money implications as a result of this report.

4.5 **Legal implications, access to information, and call-in**

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

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

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

4.6 **Risk management**

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

5. **Conclusions**

5.1 The current position in relation to elected Member appointments to outside bodies is detailed in Appendix 1, and vacancies exist on a number of bodies. The appointments made since the last meeting of Member Management Committee are detailed in the report.

6. **Recommendations**

Members are asked to:

- (f) Consider the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1;
- (g) Determine the appointment process for the Yeadon Town Hall Community Interest Company (CIC).
- (h) Consider the appointments to Leeds Culture Trust Board.
- (i) Note the process set out in the Outside Bodies Procedure Rules which this Committee follows when making appointments
- (j) Note the change of appointments since the last meeting of the Committee as detailed under paragraph 3.3 of this report.

7. Background documents²

7.1 None

² The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Outside Body	Restricted Appointment	Appointments 2018/19	Group Allocation 2018/19	Date Appointed	Executive Member Portfolio Area	Lead Department	Lead Officer
14-19 (25) Learning and Support Partnership	yes	Cllr J Pryor	Lab	29/06/18	Learning, Employment & Skills	City Development	City Dev TBC
	in part	Cllr Julie Heselwood	Lab	29/06/18			
		Cllr Pat Latty	Cons	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
Airport Consultative Committee	Yes	Cllr Pauline Grahame	Lab	29/06/18	Regeneration, Transport & Planning	City Development	Andrew Hall
		Cllr Paul Wadsworth	Con	29/06/18			
Armed Forces Champion	Yes	Cllr J Dowson/	lab	29/06/18	Communities	Resources and Housing	Mike Eakins
		Cllr C Gruen	lab	29/06/18			
		Cllr M Iqbal	lab	29/06/18			
		Cllr Billy Flynn	con	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
		Cllr Bob Gettings	MBI	29/06/18			
		Cllr Ann Blackburn	Green	29/06/18			
Aspire	No	Cllr A Khan	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Janet Wright
		Cllr S Firth	Con	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
Assisted Living Leeds (Leeds Community Equipment and Telecare Services Partnership Board)	No	Cllr E Taylor	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Liz Ward
		Whips nominee	Lib Dem	29/06/18			

Association of Blind Asians	No	Cllr M Iqbal	Lab	29/06/18	Communities	Communities & Environment	Lelir Yeung
Care And Repair (Leeds)	No	Cllr A Khan	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Liz Ward
Chamber of Commerce	Yes	Cllr James Lewis	Lab	29/06/18	Economy & Culture	City Development	Eve Roodhouse
Children's Trust Board	Yes in part	Cllr L Mulherin	Lab	29/06/18	Children & Families	Children & Families	Sue Rumbold
		Cllr Ryk Downes	Lib Dem	29/06/18			
		Cllr Jonathan Pryor	Lab	29/06/18			
		Cllr Julie Heselwood	Lab	29/06/18			
		Cllr D Cohen	Con	29/06/18			
Chinese Community Association	No	Cllr D Coupar	Lab	29/06/18	Communities	Communities & Environment	Lelir Yeung
City Centre Partnership	Yes in part	Cllr Al Garthwaite	Lab	29/06/18	Regeneration, Transport & Planning	City Development	John Ebo
		Cllr Barry Anderson	Con	29/06/18			
		Cllr Colin Campbell	Lib Dem	29/06/18			
Complex Needs Partnership Group	Yes	Cllr J Pryor	Lab	29/06/18	Learning, Skills & Employment	Children & Families	Sue Rumbold
Cycling Consultative Forum	No	Cllr John Illingworth	Lab	29/06/18	Regeneration, Transport & Planning	City Development	Gwyn Owen/ Vicky Franks
Environmental Protection UK (was National Society For Clean Air Divisional Council)	No	Cllr A Smart	Lab	29/06/18	Environment & Sustainability	Communities & Environment	John Mulcahy
Friends Of Leeds City Museums	No	whips nominee	Con	29/06/18	Economy & Culture	City Development	John Roles

		Cllr Elizabeth Nash	Lab	29/06/18			
		S Lay	Lib Dem	29/06/18			
Groundwork Leeds (discussions ongoing regarding a merger with Wakefield TBC)	No	Cllr A Garthwaite	Lab	29/06/18	Environment & Sustainability	Communities & Environment	Sean Flesher
		Cllr Pauleen Grahame	Lab	29/06/18			
		Cllr J Illingworth	Lab	29/06/18			
		Cllr Ann Blackburn	Green	29/06/18			
		Cllr Gerald Wilkinson	Con	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
Healthy Leeds Network	Yes	Cllr K Wakefield	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Tony Cooke
		Cllr C Anderson	Con	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
Hunslet Hawks RLFC	No	Cllr Kim Groves	Lab	29/06/18	Health, Wellbeing & Adults	City Development	Mark Allman
Joint Consultative Committee (Teachers) - Leeds Schools Forum	Yes (in part)	Cllr J Pryor	Lab	29/06/18	Learning, Skills & Employment	Children & Families	Sue Rumbold
		Cllr Julie Heselwood	Lab	29/06/18			
		Whips nominee	Con	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
Kirkgate Market Management Board	Yes	Cllr A Khan	Lab	29/06/18	Regeneration, Transport & Planning	City Development	Susan Upton
	Yes	Cllr P Wray	Lab	29/06/18			
	Yes	Cllr K Brooks	Lab	29/06/18			
	Yes	Cllr James McKenna	Lab	29/06/18			
	Yes	Cllr Barry Anderson	con	29/06/18			
	Yes	Cllr S Golton	Lib Dem	29/06/18			

Leeds Arts Fund	No	Cllr Judith Blake (Sub Cllr Nash)	Lab	29/06/18	Economy & Culture	City Development	John Roles
Leeds Childrens Charity/Lineham Farm	No	Whips nominee	Lib Dem <i>proposed labour</i>	29/06/18	Learning, Skills & Employment	Children & Families	Children & families tbc
Leeds Children's Trust Board - 0-5 Early Start	No	Cllr S Arif	Lab	29/06/18	Children & Families	Children & Families	Andrea Richardson
		Whips nominee	Lib Dem	29/06/18			
		Cllr D Cohen	Con	29/06/18			
Leeds Citizens Advice Bureau	No	Ryk Downes	Lib Dem	29/06/18	Communities	Communities & Environment	Joy Wetherill
		Cllr Alison Lowe	Lab	29/06/18			
Leeds Civic Arts Guild	No	Cllr E Nash	Lab	29/06/18	Economy & Culture	City Development	Matthew Sims
Leeds Faith Forum	No	Cllr Mohammed Iqbal	Lab	29/06/18	Communities	Communities & Environment	Lelir Yeung
Leeds Grand Theatre Board And Opera House Board Of Management	Yes all places	Cllr J Dowson	Lab ??	29/06/18	Economy & Culture	City Development	Matthew Sims
		Cllr G Harper	Lab ??	29/06/18			
		Cllr Peter Harrand	Con ??	29/06/18			
Leeds Housing Concern	Yes	Cllr Sharon Hamilton	Lab	29/06/18	Communities		tbc
Leeds in Bloom/Leeds Floral Initiative	No	Cllr Angela Gabriel	Lab	29/06/18	Environment & Sustainability	Communities & Environment	Richard Gill
		Alderman Frank Robinson	Non Cllr	29/06/18			
Leeds Jewish Welfare Board (was Leeds Jewish Care Services)	No	Cllr J Pryor	Lab	29/06/18	Communities	Communities & Environment	Lelir Yeung
Leeds Learning Disabilities Partnership Board	Yes	Cllr A Khan	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Janet Wright

	in part	Cllr Peter Harrand	Con	29/06/18			K Louise Mills
		Cllr K Wakefield	Lab	29/06/18			
		Cllr S Lay	Lib Dem	29/06/18			
Leeds Local Access Forum	No	Whips Nominee	Con	29/06/18	Communities	Communities & Environment	Glenn Gorner
		Cllr John Illingworth	Lab	29/06/18			
Leeds Mind	No	Whips Nominee	Green	29/06/18	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Leeds Older People Forum		Cllr Rebecca Charlwood	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Leeds and York Partnership NHS Foundation Trust Council of Governors Board	Yes	Cll K Wakfield	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Leeds Philharmonic Society	No	Cllr Dowson	Lab	29/06/18	Economy & Culture	City Development	Matthew Sims
Leeds Safeguarding Board	Yes	Cllr Lisa Mulherin with Cllr Venner as sub	Lab	29/06/18	Children & Families	Children & Families	Sal Tariq
Leeds Sports Federation Grants Panel	No	Cllr John Illingworth	Lab	27/09/18	Health, Wellbeing & Adults	City Development	Mark Allman
		Cllr Kevin Ritchie	Lab	29/06/18			
		Cllr M Rafique	Lab	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
		Cllr Peter Harrand	Con	29/06/18			
		Cllr Matthew Robinson	Con	29/06/18			
Leeds University Court	No	Cllr D Cohen	Cons	22/11/18	Learning, Skills & Employment	Children & Families	Children & families tbc

		Cllr J Pryor	Lab	29/06/18			
Leeds Women's Aid	No	Cllr Debra Coupar	Lab	29/06/18	Communities	Communities & Environment	Lelir Yeung
LEEP 1 (People First)	No	Cllr E Taylor	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Janet Wright
LGA General Assembly	Yes all places	Cllr B Anderson	Con	29/06/18	Economy and Culture (Leader)	Resources & Housing	Mariana Pexton
		Cllr Stuart Golton	Lib Dem	29/06/18			
		Cllr Judith Blake	Lab	29/06/18			
		Cllr Judith Elliott	MBI	29/06/18			
Lord Mayor Of Leeds Appeal Fund	No	Cllr James Mckenna	Lab	29/06/18	Resources and Sustainability	Resources & Housing	Erica Barker
		Cllr Ryan Stephenson	Con	29/06/18			
		Cllr S Golton	Lib Dem	29/06/18			
Migration Partnership	Yes	Cllr Debra Coupar	Lab	29/06/18	Communities	Communities & Environment	Lelir Yeung
National Association of Councillors	No	Cllr Dowson	Lab	29/06/18	Resources and Sustainability	Resources & Housing	Ian Cornick
		Cllr P Wadsworth	Con	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
National Coal Mining Museum For England Liaison Committee	No	Cllr B Garner	Lab	29/06/18	Regeneration, Transport & Planning		John Roles
Nell Bank Centre Trust	No	Cllr Pryor	Lab	29/06/18	Learning, Skills & Employment	Children & Families	Children & families tbc
PATROL - Formally -National Parking Adjudication Service Committee	Yes	Cllr Scopes	Lab	29/06/18	Regeneration, Transport & Planning	Communities & Environment	Helen Freeman
Northern College - Board Of Governors	No	Cllr James McKenna	Lab	29/06/18	Learning, Skills & Employment	Children & Families	Children & families tbc

Northern College - Policy And Finance Committee	No	Cllr James McKenna	Lab	29/06/18	Learning, Skills & Employment	Children & Families	Children & families tbc
Nuclear Free Local Authorities - English Forum	No	Cllr J Lewis	Lab	29/06/18	Resources and Sustainability	Resources & Housing	Nigel Street
		Cllr David Blackburn	Green	29/06/18			
Private Rented Sector Forum	No	Cllr Debra Coupar	Lab	29/06/18	Communities	Resources & Housing	Rob McCartney
		Cllr Sharon Hamilton	Lab	29/06/18			
		Cllr D Ragan	Lab	29/06/18			
		Cllr M Ibal	Lab	29/06/18			
		Cllr Barry Anderson	Con	29/06/18			
		Cllr J Bentley	Lib Dem	29/06/18			
		Cllr Ann Blackburn	Green	29/06/18			
Reserve Forces And Cadets Association For Yorkshire & Humberside	Yes	Cllr Billy Flynn	Con	29/06/18	Communities	Resources & Housing	Mike Eakins
	as	Cllr M Iqbal	Lab	29/06/18			
Robert Salter Charity	No	Cllr Richard Lewis	Lab	29/06/18	Communities	Resources & Housing	Liz Cook

		Cllr S Seary	Con	29/06/18			
		Whips nominee	Con	29/06/18			
SIGOMA	Yes	Cllr James Lewis	Lab	29/06/18	Leader	Resources & Housing	Doug Meeson
Standing Advisory Council on Religious Education(SACRE)	No	Cllr M Iqbal	Lab	29/06/18	Children & Families	Children & Families	Children & families tbc
		Cllr A Scopes	Lab	29/06/18			
		Cllr Barry Anderson	Con	29/06/18			
		Cllr Ryk Downes	Lib Dem	29/06/18			
			unallocated	29/06/18			
Sustainable Economy and Culture Board	Yes	Cllr Richard Lewis	Lab	29/06/18	Economy & Culture	City Development	Martin Farrington
	in part	Cllr J Pryor	Lab	29/06/18			
		Cllr Judith Blake	Lab	29/06/18			
		Cllr D Cohen	Con	29/06/18			
		Cllr Colin Campbell	Lib Dem	29/06/18			
The Charities Of Thomas Wade And Others	No	Cllr M Rafique	Lab	29/06/18		Communities & Environment	Sean Flesher
		Cllr J Shemilt	Con	31/07/18			
		Whips nominee	Lib Dem	29/06/18			
The Leeds Playhouse Theatre Board (West Yorkshire Playhouse Theatre Board)	No	Cllr Keith Wakefield	Lab	29/06/18	Economy & Culture	City Development	Matthew Sims
		Carmel Harrison	Lib Dem	04/02/19			
Third Sector Partnership	Yes	Cllr Debra Coupar	Lab	29/06/18	Health, Wellbeing & Adults	Communities & Environment	Mick Ward

Touchstone	No	Cllr E Taylor	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Voluntary Action Leeds	No	Cllr M Iqbal	Lab	29/06/18	Communities	Communities & Environment	Pat Fairfax
		Whips nominee	Con	29/06/18			
		Whips nominee	Lib Dem	29/06/18			
		TBC	Lib Dem	29/06/18			
West Yorkshire Rural Partnership	No	Cllr J Illingworth	Lab	29/06/18	Communities	City Development	TBC
William Merritt Disabled Living Centre and Mobility Service	No	Cllr E Taylor	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Liz Ward
Yorkshire And Humber Local Authority Employers Association	Yes	Cllr Alison Lowe	Lab	29/06/18	Resources and Sustainability	Resources & Housing	Lorraine Hallam
Yorkshire Power Stations Joint Environmental Committee	Yes	Cllr A Smart	Lab	29/06/18	Resources & Sustainability	Communities & Environment	Tom Knowland
Yorkshire (Transitional) Flood and Coastal Committee (formerly Yorkshire Regional Flood Defence Committee)	Yes	Cllr Richard Lewis	Lab	29/06/18	Regeneration, Transport & Planning	City Development	Gary Bartlett Jonathan Moxon
		Cllr P Gruen	Lab	29/06/18			

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Report author: K Tomkinson

Tel : 88659



Report of City Solicitor

Report to Member Management Committee

Date: 1st March 2019

Subject: Progressing the Council's long-term ambition to move to paper free distribution of Committee agendas

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

1 Purpose of this report

1.1 The purpose of this report is to present an update to Member Management Committee following the report to Committee in November 2018 looking at options to reduce the number of printed agendas and to benefit from the associated environmental impact.

2 Background information

2.1 When Members considered and discussed this matter in November the following resolutions were agreed by Committee and this report seeks to provide an update to Members on progress to date against each recommendation:

- a) To support the long-term ambition to move to the paper free distribution of Committee agendas.
- b) That discussions take place with the Group Offices to agree a way forward for circulation of agenda packs to those Members who are not Members of Committees, Boards and Panels.
- c) That all Members be contacted to seek confirmation of their wishes in respect of receiving electronic agenda packs for Full Council meetings.
- d) That all Members be provided with training opportunities to enable the transition to an electronic method of accessing agenda packs should that be their preference.

- e) That a report be submitted to a future meeting of the Committee, outlining progress in relation to the above arrangements, along with further detail of paper-free approaches taken by other Core Cities.
- f) That an update be provided to a future meeting of the Committee from the outcomes of the Scrutiny 'Task and Finish' group in relation to IT support for Members.

3 Main issues

- 3.1 Recognising existing limitations Members will recall that this committee agreed to a long term ambition of the Council to move towards paper free distribution of committee agendas.
- 3.2 Set out below is the current position in respect of each of the additional resolutions made by this Committee to further that ambition.

a) That discussions take place with the Group Offices to agree a way forward for circulation of agenda packs to those Members who are not Members of Committees, Boards and Panels.

A series of discussions have taken place with colleagues in Group offices with a view to agreeing a way forward to support Members in accessing Committee agendas for Committees, Boards or Panels that they are not a Member of.

Relevant Members were contacted by officers setting out the matter which had been considered by Member Management Committee and following discussions with the Members who currently receive a hard copy of the Executive Board agenda the position is as follows;

Of the non-Executive Members who received paper copies of the Executive Board agenda, as part of this initiative the majority have now agreed to move towards an electronic method for accessing the agenda with support where necessary from Group office staff. Also, a small number of non-Executive Members on the Executive Board agenda distribution list have informed officers that they wish to continue to receive paper copies of the Board's agendas.

The reduction of the number of hard copy Executive Board agendas will result in the reduction of approx. 43,000 pieces of paper in a Municipal Year.

In addition to the above work that has taken place with the Executive Board agenda a similar exercise has taken place for the other Committees, Boards and Panels where Members receive hard copies of agendas that they are not a Member of this has resulted in the reduction of approx. 9,000 pieces of paper in a Municipal Year.

In addition to this the majority of Members serving on Scrutiny Board (Strategy Resources) and Scrutiny Board (Children & Families) agreed to use an electronic means to access their agendas commencing at the January cycle of meetings with a view to continuing this for the remainder of the Municipal Year. This has also resulted in a reduction in the amount of paper used and feedback is provided below;

Strategy and Resources Scrutiny Board

The Strategy and Resources Scrutiny Board is made up of 10 Board Members. Historically the Governance and Scrutiny Support Service has requested 26 paper copies of agenda packs for each of the Board's public meetings. In doing so, paper copies were automatically provided to all 10 Board Members; relevant Directors and Executive Members; relevant Governance and Scrutiny Support staff; and spare copies were produced primarily for public/press access at the meeting.

At the start of the trial, three of the Board Members had expressed a wish to continue receiving paper agendas. The relevant Governance and Scrutiny Support staff; Directors; and Executive Board Members agreed not to receive paper agendas. As a result, the service now only requests 12 paper copies of agenda packs.

The Board has held two public meetings since the start of the trial. A further two Board Members have since requested to continue receiving paper agendas, bringing the total to five Board Members.

Children and Families Scrutiny Board

The Children and Families Scrutiny Board is made up of 21 Board Members (11 Elected Members and 10 co-opted members). Historically the Governance and Scrutiny Support Service has requested 37 paper copies of agenda packs for each of the Board's public meetings. In doing so, paper copies were automatically provided to all 21 Board Members; the relevant Director and Executive/Lead Members; relevant Governance and Scrutiny Support staff; and spare copies were produced primarily for public/press access at the meeting.

At the start of the trial, four of the Board Members (two of which are co-opted members) and both relevant Executive Members had expressed a wish to continue receiving paper agendas. The relevant Governance and Scrutiny Support staff and the Director agreed not to receive paper agendas. As a result, the service now only requests 16 paper copies of agenda packs.

The Board has held one public meeting since the start of the trial. A further three Board Members (two of which are co-opted members) have since requested to continue receiving paper agendas, bringing the total to seven Board Members.

b) That all Members be contacted to seek confirmation of their wishes in respect of receiving electronic agenda packs for Full Council meetings.

Following the resolution by this Committee all Members of Council were contacted by officers setting out the matter which had been considered by Member Management Committee and seeking Members views as to whether they would like to receive their Full Council agendas via an electronic method or in hard copy.

As set out in (c) below an offer of training was provided to Members to assist them with this potentially new way of working.

As a result of a series of communications with Members over a 6 week period of the 99 Members of Council who receive a Full Council agenda 70 now access their Council agenda electronically.

Total hard copy distribution of the Council agenda has reduced from 125 copies for the November Council meeting to 40 copies for the January Council Meeting onwards.

This is likely to result in a reduction of approx. 85,000 pieces of paper in a Municipal Year.

Members may wish to note that as part of this initiative the annual reduction in the amount of paper used across all of the various Committees, Boards and Panels when also taking into account the reduced number of paper copies provided to officers amounts to approximately 180,000 pieces of paper.

c) That all Members be provided with training opportunities to enable the transition to an electronic method of access agenda packs should that be their preference.

As part of the approach to support Members in the use of their electronic devices and particularly to allow them to access their Committee Papers electronically should they so wish a number of training opportunities were offered to Members as follows;

- An offer of 1 to 1 training sessions was offered to all Members as part of the communication that went to Members asking them if they would like to access their Full Council agendas via an electronic method rather than in hard copy form and 24 Members have had/will have some form of training as set out below;
- 22 Members have requested the 1 to 1 training , 14 Members received 1 to 1 training in advance of the January Council meeting and a further 3 Members are scheduled to have 1 to 1 training as a result of recent requests, and discussions are ongoing with a further 5 Members to schedule a time for their training. Online videos and guidance was also provided to support Members after the training had taken place.
- A small number of Members (2) were happy to receive the training by watching the online video and by accessing the emailed guidance.
- In addition to the training set out above Members were notified that officers would be available prior to the Council Meetings in January and February to provide advice and/or support as necessary. A small number of members took advantage of this facility prior to the meetings.

- Officers were also available in advance of the January meeting of the Children & Families Scrutiny Board to provide support to Members if that was required.

In summary any Members who have requested training have had or will have training and the offer of training has been made available to any Member who felt they would benefit from it.

- d) That a report be submitted to a future meeting of the Committee, outlining progress in relation to the above arrangements, along with further detail of paper-free approaches taken by other Core Cities.**

During a benchmarking exercise undertaken in October 2018, it was found that Core Cities in England who currently provided paper copies to Members all expressed an intention to move to an entirely paperless system within the next couple of years. Nottingham, Newcastle and Bristol had already ended production of paper copies of agendas. All local authorities provided Members with tablets or laptops, to ensure that they were able to access to electronic versions of agendas and minutes through the Modern.gov app or by other electronic means.

Most authorities gained support to move to paperless system from both the Leader/administration and Opposition parties before progressing. Some teams staged the process over a matter of months - starting by only sending paper copies to Members of committees, moving then to only one distribution van per week, before eventually only providing electronic copies. In some cases, the agenda front sheets or the full agenda pack were still provided to the Chair of the Committee. Some teams noted that they had experienced difficulty with reducing paper copies for members of the public, and were conscious of issues around digital accessibility, so therefore provided some paper copies at the meeting to ensure that they were not inhibiting public participation.

- e) That an update be provided to a future meeting of the Committee from the outcomes of the Scrutiny 'Task and Finish' group in relation to IT support for Members.**

Feedback has been provided by the Member Development Officer in respect of this resolution, Members are advised that the cross party IT 'Task and Finish' group chaired by Cllr Harland met during November 2018 to establish the best ways of rolling out Modern.gov training to Members. The group agreed that the training should be targeted at those Members that needed access to committee papers first, and that the Digital Information Service would deliver the training through 1-2-1 sessions with the relevant members.

Training as part of this initiative has taken place and will continue to be offered to Members who may require it.

4 Corporate Leadership Initiative

- 4.1 The Corporate Leadership Team has also commissioned a piece of work that looks at paperless working for officers, part of which will be reducing the amount of paper agendas officers need.

- 4.2 In terms of Full Council agendas consultation has taken place with all officers who previously received a Council agenda in hard copy and they have all agreed to access their Council agendas electronically.
- 4.3 In addition to the above and following discussions with officers, there has also been a reduction of agendas provided to officers for a number of Committees; for example no hard copies of agendas are provided to officers for Licensing Committee or the Corporate Governance & Audit Committee and a significant reduction in the provision of hard copies to officers in respect of the 3 Plans Panels has been agreed and implemented.

5 Corporate Considerations

5.1 Consultation and Engagement

- 5.1.1 Discussion has taken place with officers and Members to ascertain the preferences of Members and then how best to accommodate those preferences.

5.2 Equality and Diversity / Cohesion and Integration

- 5.2.1 There are no equality and diversity or cohesion and integration issues arising from this report – committee Members will continue to be able to access agenda packs in a paper format if that is their wish.

5.3 Council Policies and City Priorities

- 5.3.1 There are no specific implications for council policy in relation to this report, however reducing the number of printed agendas will support the Council's environmental policy objectives by reducing the Council's use of paper, toner, and electricity. Environmental savings will also be accrued by reducing the number of vehicle movements in the City arising from the delivery of agendas to Members' homes.

5.4 Resources and Value for Money

- 5.4.1 The current position will generate a saving of approximately £10-£15k per annum in 2019-20 and, if all print agendas were distributed electronically this could generate up to £65k savings per annum plus other as yet unqualified savings arising from print distribution.
- 5.4.2 In addition to the print costs, the cost of the distribution of printed agendas to Members' homes amounts to a further £21k per annum. This figure will reduce as less deliveries of hard copy agendas are required.

5.5 Legal Implications, Access to Information and Call In

- 5.5.1 Schedule 12 to the Local Government Act 1972(2) (meetings and proceedings of local authorities), in paragraph 4 (principal councils), at sub-paragraph (1A), states that Five clear days at least before a meeting of a principal council in England —
- (a) notice of the time and place of the intended meeting shall be published at the council's offices and, where the meeting is called by members of the council, the

notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and

(b) a summons to attend the meeting, specifying the business proposed to be transacted at the meeting, and authenticated by the proper officer of the council, shall be sent to every member of the council by an appropriate method.

5.5.2 At sub-paragraph (1B) the Act States - In sub-paragraph (1A) “the reference to sending the summons to a member by an appropriate method is to —

(i) leaving it at, or sending it by post to, the member’s usual place of residence, or

(ii) where the member has specified an address other than the member’s usual place of residence, leaving it at, or sending it by post to, that different address, or

(iii) where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.

5.5.3 Given that the alternative arrangements proposed in the report in November 2018 had general implications for Members it was appropriate to seek a view in the first instance from Members before determining how this matter was progressed. The terms of reference for Member Management Committee include a function “to act as an Advisory Body for the purposes of implementing practices and procedures affecting Elected Members.”

5.6 Risk Management

5.6.1 There are no significant risks arising from this report, however should Members opt to access their agendas via electronic means, access to those documents will inevitably rely on the robustness of the ICT infrastructure.

5.6.2 Those Members choosing to access documents via the App will be able to download agenda documents to their tablet device in advance of the meeting. However Members accessing their agenda documents at meetings via a laptop device will currently be reliant on accessing to the document via Leeds.gov.uk.

6 Conclusions

6.1 Following consideration of the matter by this Committee in November 2018 and by working with Members and providing support where required this authority has achieved a significant reduction in the number of paper agendas it produces and this will allow both a financial saving to the authority as well as having a positive environmental impact.

6.2 In addition to the work that has taken place in the last 2 to 3 months Members are asked to consider whether they would like to see further work undertaken in order that the progress made to date is continued.

6.3 Possible areas for further work Members may wish to consider are set out below;

- for the Member Development Working Group to look at the current ICT equipment offer and see whether this supports Members to access their committee papers electronically,
- to recommend that training on the moderngov app becomes an essential feature of the Member Development Strategy for newly elected members,
- to recommend that refresher training on the moderngov app is offered to existing Members as part of the Member Development Strategy,
- to consider whether officers should contact Members who are accessing their Council agendas electronically to see if they would like that extending to other Committees they serve on (whilst recognising that planning is more difficult due to the content of the agendas)

7 Recommendations

- 7.1 Members are requested to note the progress made to date in reducing the amount of paper agendas produced by the authority in line with the recommendations made by this Committee in November 2018 and consider any other further areas of work as set out at 6.3 of the report.

8 Background Documents

- 8.1 None.