



GENERAL PURPOSES COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 24th June, 2019 at 1.00 pm

MEMBERSHIP

Councillors

- D Blackburn - Farnley and Wortley;
- J Blake (Chair) - Middleton Park;
- Amanda Carter - Calverley and Farsley;
- R Charlwood - Moortown;
- D Cohen - Alwoodley;
- D Coupar - Temple Newsam;
- S Golton - Rothwell;
- H Hayden - Temple Newsam;
- W Kidger - Morley South;
- J Lewis - Kippax and Methley;
- J Pryor - Headingley and Hyde Park;
- A Scopes - Beeston and Holbeck;
- F Venner - Kirkstall;

Agenda compiled by:
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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence from the meeting.</p>	
6			<p>MINUTES OF THE LAST MEETING</p> <p>To receive and approve the minutes of the meeting held on 15th May 2019.</p>	1 - 4
7			<p>REPORT OF THE INDEPENDENT REMUNERATION PANEL</p> <p>To consider the report of the City Solicitor that presents the Independent Remuneration Panel recommendations to the Authority in respect of the Members' Allowances Scheme.</p>	5 - 14
8			<p>DATE AND TIME OF NEXT MEETING</p> <p>The next meeting will take place at 1pm on 16th July 2019.</p>	

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

GENERAL PURPOSES COMMITTEE

WEDNESDAY, 15TH MAY, 2019

PRESENT: Councillor J Blake in the Chair

Councillors B Anderson, D Blackburn,
R Charlwood, D Coupar, J Dowson,
S Golton, M Harland, H Hayden, W Kidger,
J Lewis, J Pryor and A Smart

26 Appeals against refusal of inspection of documents

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

27 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

28 Late items

With the Chair's permission a late item was added to the agenda which requested Members consideration to establish a Climate Change Advisory Committee. Minute 36 refers.

29 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

30 Apologies for absence

Apologies for absence were received from Councillors Amanda Carter and Dan Cohen.

Councillor Barry Anderson was in attendance at the meeting as substitute for Councillor Dan Cohen.

31 Minutes of the last meeting

RESOLVED – That the minutes of the meeting held on the 13th February 2019 be approved as a correct record.

32 Review of Thresholds in Governance of Decision Making

The City Solicitor and Chief Officer Financial Services submitted a report setting out proposals to amend the decision making thresholds and the way in which those thresholds are applied.

The proposed amendments set out in the report will ensure that the thresholds in place, and the way in which they are applied, provide a clear

Draft minutes to be approved at the meeting
to be held on Monday, 24th June, 2019

and consistent approach to the governance of decision making, procurement and finance and meet legislative requirements; support the democratic mandate of elected members; provide appropriate check and challenge around the use of public money; and secure openness and engagement with Members and the public whilst remaining agile and responsive.

Members were advised that subject to recommendations from this committee being approved by the Annual Council Meeting, these changes would be with effect from 1st July 2019.

RESOLVED – To:

- Recommend that with effect from 1st July, Full Council
 - Amend Article 13 of the Council’s Constitution to include the definitions of decision categories as set out at Annex 5 of the submitted report; and
 - Approve amendments to the delegations and limits for virements as set out at Annex 6 of the submitted report; and
- Note the contingent intention of the Chief Officer Financial Services to review and amend the capital finance thresholds set out in the Financial Regulations to align them with procurement and decision making practice and procedure.

33 Independent Member Appointment to Audit Committees

The City Solicitor submitted a report to seek Members views on the appointment of an Independent Member to the Corporate Governance and Audit Committee.

The submitted report provided background information to the proposals and the views expressed during consultation with the Leader of Council, Deputy Leader/ Executive Member for Resources and Sustainability and the Leader of the Opposition.

The Committee were advised that any recruitment activity would be a Member led process with emphasis on appointing a co-opted Member with the skills to supplement those already existing on the committee.

RESOLVED – To:

- Note the background information provided and the views expressed in paragraph 4.1 of the submitted report;
- Recommend that full Council approve amendments to Article 9 of the Constitution as set out in Appendix 1 of the submitted report
- Agree that, subject to Full Council agreeing the recommended amendments that the recruitment of an Independent Member be undertaken through a Member Panel.

34 Annual Review of Constitution

The City Solicitor submitted a report setting out proposed amendments to the Constitution to ensure that it remains up to date and fit for purpose.

The amendments proposed were in relation to:

- Article 6 – Scrutiny Boards (Appendix C of the submitted report)
- Officer Delegation Scheme (Council (Non-executive) Functions), particularly delegation schemes relating to the:-
 - City Solicitor (Appendix Ai of the submitted report)
 - Director of Communities and Environment (Appendix Aii of the submitted report)
- Scrutiny Board Procedure Rules (Appendix B of the submitted report)
- Appointments to Outside Bodies Procedure Rules (Appendix G of the submitted report)
- Procedure For Considering Complaints Alleging A Failure To Comply With A Members’ Code Of Conduct Within The Area Of Leeds Metropolitan District Council (Appendix E of the submitted report)
- Members Code of Conduct (Appendix D of the submitted report)
- Protocol for Co-ordination of External Inspection Reports (Appendix F of the submitted report)

Members were advised that subject to the recommendations from the committee being approved at the Annual Council meeting, all amendments would be made with immediate effect.

RESOLVED – To make a recommendation to the Annual Meeting of Council on 22nd May that the proposals be approved.

35 Revised Criteria for the Appointment of Honorary Aldermen/Women

Members considered the report of the City Solicitor to seek approval for the creation of a protocol for the nomination of Honorary Aldermen/women to include criteria against which nominations for the role of Honorary Aldermen/women can be evaluated.

Members discussed the proposed revised criteria for the role of Honorary Aldermen/women including the definition of ‘eminent service’.

The proposed criteria being:

Any person nominated for the honorary role of Alderman/woman should:

- No longer hold the position of Councillor
- Have served a minimum of 8 years on the Council, or have held the role of either Leader of Council or Lord Mayor
- Have, in the opinion of the Council, rendered eminent services by way of exceptional contribution to the City and it’s Council

Members noted that the proposal had been discussed with Leaders and Whips from each Group.

RESOLVED - To make a recommendation to the Annual Meeting of Council on 22nd May that:

- The 'Protocol for the nomination of Honorary Aldermen/women within Leeds City Council' be adopted and included at part 5 of the Constitution; and
- The City Solicitor be authorised to review and amend the Protocol as necessary in consultation with the group whips.

36 Climate Change Advisory Committee

The report of the City Solicitor was considered as a late item with the agreement of the Chair.

The Leader of Council introduced the report which followed consideration of the Climate Emergency White Paper at the March meeting of Council and following receipt by Executive Board of a report titled 'Cutting Carbon Annual Report and Leeds Climate Commission'.

The Members were advised that the Committee would be established as an advisory committee under S102(4) Local Government Act 1972 and would provide leadership and oversight in relation to both Council and Executive Board. The proposed Committee would be a cross party committee.

Members were informed that the Chair of the Advisory Committee would be a significant role, with the Independent Remuneration Panel being asked to consider and make recommendation on the level of remuneration in early June, with those recommendations due to be considered by full Council in July 2019.

RESOLVED – To recommend that full Council establish an Advisory Committee on Climate Change with membership and substitution arrangements as detailed within the submitted report and Terms of Reference as set out at Appendix A of the report.

Report of City Solicitor

Report to General Purposes Committee

Date: 24th June 2019

Subject: Report of the Independent Remuneration Panel

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

1. Purpose of this report

- 1.1 The purpose of this report is to present to Members the Independent Remuneration Panel (IRP) recommendations to the Authority in respect of the Members' Allowances Scheme (the Scheme).
- 1.2 In advance of the report being considered by full Council in July, General Purposes Committee is invited to consider and make any additional recommendations to those put forward by the IRP.

2. Background information

- 2.1 The IRP was invited to consider and make recommendations to the Authority in respect of the following three amendments to the Members Allowances Scheme;
 - An extension of the period for the annual updating of allowances linked to the headline pay increase negotiated through the National Joint Council for Local Government Employees (the current permitted period of updating expires in June 2020);
 - The level of Special Responsibility Allowance to be payable to a new role of Co-opted Independent Member to that Committee; and
 - The level of remuneration for the chair and shadow chair of the newly appointed Climate Change Advisory Committee.

3. Main issues

- 3.1 The IRP met to consider these matters on the 4th June 2019 and have made the following recommendations, that;
- I. Basic, special responsibility and dependent carers' allowances be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees and that this indexation continue until June 2023.
 - II. The rate of Special Responsibility Allowance for the Independent Co-opted Member of the Corporate Governance and Audit Committee should equate to 2% of the Leader of Council's SRA.
 - III. The Special Responsibility Allowance for the Chair of the Climate Change Advisory Committee should equate to 40% of the Leaders SRA but that this be reviewed by the Panel again in 12 months' time.
 - IV. The Special Responsibility Allowance for the Shadow Chair of the Climate Change Advisory Committee should equate to 20% of the Leaders SRA but that this be reviewed by the Panel again in 12 months' time.
- 3.2 In relation to recommendation III & IV the IRPs recommendation is that payments be backdated to the date on which the Members undertaking these roles are appointed to them.
- 3.3 In making the recommendations the IRP our conscious that it is sometime since the various roles attracting a Special Responsibility Allowance have been considered collectively. The IRP have observed for example that the Chair of the Corporate Governance and Audit Committee will, subject to the recommendations being accepted, equate to the shadow chair role of the Climate Change Advisory Committee.
- 3.4 It is the IRPs intention, when revisiting the new Climate Change Advisory Committee roles, to take a holistic overview of the level at which roles that attract a Special Responsibility Allowance are remunerated, taking account of (but not limited to):
- The breadth and nature of responsibilities undertaken;
 - Contribution to corporate priorities;
 - Time commitments of the role;
 - Decision making and constitutional remit.
- 3.5 At the conclusion of that exercise, recommendations may be forthcoming from the IRP to the Authority to assist in ensuring the Members' Allowances Scheme remains up-to-date and fit for purpose.
- 3.6 The report of the IRP is attached at Appendix 1.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 All Group Leaders have been consulted on the IRPs recommendations. Three group Leaders responded in advance of the agenda dispatch and have raised no objection to the recommendations being made to the authority.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 There are no implications arising from this report.

4.3 Council policies and best council plan

- 4.3.1 There are no implications arising from this report.

4.4 Resources and value for money

- 4.4.1 Any amendments to the Members' Allowances Scheme must be approved by Full Council having first sought the views of an Independent Remuneration Panel.

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

- 4.5.1 There are no legal or access to information implications arising from the report. As a council function the decision is not eligible for Call In.

4.6 Risk management

- 4.6.1 There are no risk management implications arising from the report.

5. Recommendations

- 5.1 General Purposes Committee is invited to consider and make any additional recommendations to those put forward by the IRP.

6. Background documents¹

- 6.1 None

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

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LEEDS CITY COUNCIL
Independent Remuneration Panel
Report of Panel on Members' Allowances
June 2019

Introduction

1. The Independent Remuneration Panel on Members' Allowances was appointed by the Council to make recommendations on Members' Allowances in accordance with the relevant Regulations and the Government's statutory guidance. Following a recruitment exercise undertaken in 2018 the Panel now consists of Dr. Kate Hill, Chris Jelley, Kevin Emsley and Matthew Knight,
2. There are a number of changes to the political structure of the Council and other issues, as a result of which it now seeks the advice of the Independent Remuneration Panel on, these are:
 - a. An extension of the period for the annual updating of allowances linked to the headline pay increase negotiated through the National Joint Council for Local Government Employees (the current permitted period of updating expires in June 2020); and,
 - b. The level of Special Responsibility Allowance payable to:
 - I. The Co-opted Independent Member of Corporate Governance and Audit Committee;
 - II. The Chair to the Advisory Committee on Climate Change.
 - III. The Shadow Chair to the Advisory Committee on the Climate Change
3. The Panel met on the 4th June 2019 to consider these matters and make recommendations to the Authority.

Annual Updating of Allowances

4. The Local Authorities (Members' Allowances) (England) Regulations 2003, enable an allowances scheme to make provision for an annual adjustment of allowances by reference to an index as may be specified by the authority.
5. We note that the present allowance scheme makes provision for basic, special responsibility and dependent carers' allowances to be increased **each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees** (or equivalent).

6. We also note that Regulations provide that where an authority has regard to such an index it must not rely on that index for longer than a period of four years before seeking a further recommendation from the IRP on the application of the index to its scheme. When the IRP last considered this matter in June 2016 we made recommendations to continue the indexation until June 2020.
7. We believe that the annual indexation provision continues to meet the needs of the council and to facilitate good administration of the scheme, **we therefore recommend that basic, special responsibility and dependent carers' allowances continue to be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees and that this indexation continue until June 2023.**

Special Responsibility Allowances

The Co-opted Independent Member of Corporate Governance and Audit Committee:

8. In light of best practice guidance from the Chartered Institute for Public Finance and Accountancy (CIPFA), the Annual Council Meeting in 2019 resolved to make provisions for an Independent Member appointment to the Corporate Governance and Audit Committee.
9. We recognise and support the positive steps taken by the council to respond to the best practice in this important area and agree with the Council that this should attract, in recognition of the anticipated responsibilities around governance and probity, a special responsibility allowance.
10. In coming to a view on the level of allowance, we have reviewed payments made by other local authorities, the frequency of formal meetings of the committee and the depth of preparation required.
11. We have also had regard to number and role of statutory co-opted Members that the authority has appointed and remunerate on the Children and Families Scrutiny Board.
12. In light of these considerations **our recommendation is that the rate of SRA for the Independent Co-opted Member of the Corporate Governance and Audit Committee should be 2% of the Leader of Council's SRA.**
13. We note the intention of the authority to appoint to this role during the Municipal Year with the allowance becoming payable on successful completion of that exercise.

Advisory Committee on Climate Change

14. We are aware that since July 2011 the Allowance scheme has contained a Special Responsibility Allowance in recognition of the role of the Chair of the Climate Change and Environmental Working Group. This role has attracted an allowance of 16% of the Leaders SRA.

15. Following a recommendation from the General Purposes Committee, we note that the Annual Council meeting has now established an Advisory Committee on Climate Change to provide Member-led oversight of the council's response to the climate change emergency through the provision of advice across council and executive functions.
16. We are advised that the Advisory Committee will be chaired by a non-Executive Member and, in addition to advising the Executive, will also provide advice, and also regularly report to full Council. We understand the committee will meet in public under the provisions of the Council's Access to Information Procedure Rules.
17. We recognise that these changes necessitate a re-designation of the role of Chair of the Climate Change and Environment Working Group to Chair of the Advisory Committee on Climate Change and also, given the breadth of the responsibilities we have been asked to review the Special Responsibility Allowance that has hitherto been paid.
18. In addition and arising following consultation with Group Leaders, we have been advised that political agreement was reached between the Leader of Council and the Leader of the Opposition for the designation of a new role of Shadow Chair to the Advisory Committee on the Climate Change. This being in recognition of the anticipated scale of work to be progressed by the committee and the need to facilitate close all party engagement on this important issue.
19. We also understand that agreement was reached that the role would be appointed to by the Leader of the Opposition and, in light of the anticipated role, should attract a Special Responsibility Allowance – but that this should be equivalent to not more than 50% of that recommended by the IRP for the chair.
20. This is an innovative step for the authority that does not appear to have been replicated elsewhere - we have therefore not been able to utilise any comparisons with other local authorities to guide our assessment of allowances.
21. We have though taken full account of the wide remit for the new committee which includes all functions of this authority and we are of the view that this is an important factor for our considerations. We also recognise the very likely need to engage across a variety of partners across of the City on this important agenda. We do note though that the committee does not have statutory scrutiny powers and nor does it have delegated authority for decision making assigned to it.
22. In balancing these factors we agree with the council's view that the role should be less than the rate payable to a Scrutiny Chair but more than that payable to a Plans Panel Chair. **Our recommendation is that the Special Responsibility Allowance for the Chair of the Climate Change Advisory Committee should equate to 40% of the Leaders SRA but that this be reviewed by the Panel again in 12 months' time.** We feel this is necessary to enable us to reflect on the level SRA in light of how the role of chair develops in the committee's first year of operation.

23. In relation to the role of Shadow Chair, we note that this is a new step taken by the authority; we recognise the rationale behind this and that the role will be crucial in developing cross party work in this important area. **Our recommendation is that the Special Responsibility Allowance for the Shadow Chair of the Climate Change Advisory Committee should equate to 20% of the Leaders SRA but that this be reviewed by the Panel again in 12 months' time.** Again we feel this is necessary to enable us to reflect on the level of SRA in light of how the shadow role develops in the committee's first year of operation.
24. In relation to both these allowances our view is that payments should be backdated to the date on which the Members undertaking these roles were appointed to them.

Recommendations

25. In summary the Leeds Independent Remuneration Panel's recommendations to the authority are that:
- I. Basic, special responsibility and dependent carers' allowances be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees and that this indexation continue until June 2023.
 - II. The rate of Special Responsibility Allowance for the Independent Co-opted Member of the Corporate Governance and Audit Committee should equate to 2% of the Leader of Council's SRA.
 - III. The Special Responsibility Allowance for the Chair of the Climate Change Advisory Committee should equate to 40% of the Leaders SRA but that this be reviewed by the Panel again in 12 months' time.
 - IV. The Special Responsibility Allowance for the Shadow Chair of the Climate Change Advisory Committee should equate to 20% of the Leaders SRA but that this be reviewed by the Panel again in 12 months' time.
26. In relation to recommendation III & IV our recommendation is that payments be backdated to the date on which the Members undertaking these roles are appointed to them.
27. In making our recommendations we are conscious that it is sometime since the various roles attracting a Special Responsibility Allowance have been considered collectively. We observe for example that the Chair of the Corporate Governance and Audit Committee will, subject to our recommendations being accepted, equate to the shadow chair role of the Climate Change Advisory Committee.

28. It is our intention, when revisiting the new Climate Change Advisory Committee roles, to take a holistic overview of the level at which roles that attract a **Special Responsibility Allowance** are remunerated, taking account of (but not limited to):
- The breadth and nature of responsibilities undertaken;
 - Contribution to corporate priorities;
 - Time commitments of the role;
 - Decision making and constitutional remit;
29. At the conclusion of that exercise recommendations may be forthcoming to the Authority to assist in ensuring the Members' Allowances Scheme remains up-to-date and fit for purpose.

The Leeds Independent Remuneration Panel

Kevin Emsley
Dr Kate Hill
Chris Jelley
Matthew Knight

June 2019

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