



## MEMBER MANAGEMENT COMMITTEE

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Friday, 28th June, 2019  
at 10.00 am

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### MEMBERSHIP

#### Councillors

J Dowson (Chair)	D Cohen	C Campbell	A Hutchison
S Arif	B Anderson		
J Heselwood	J Taylor		
J Lennox			
J Lewis			
A Scopes			
P Wray			

# A G E N D A

Item No	Ward	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED</b> – 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><b>LATE ITEMS</b></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><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></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><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive any apologies for absence.</p>	
6			<p><b>MINUTES - 1ST MARCH 2019</b></p> <p>To approve as a correct record the minutes of the meeting held on 1<sup>st</sup> March 2019.</p>	1 - 4
7			<p><b>MEMBER DEVELOPMENT REVIEW</b></p> <p>To consider the report of the City Solicitor that provides an update on the last municipal year's member development work, and sets out an overview of the induction programme undertaken since May 2019 along with the planned development activity for the coming year.</p>	5 - 18
8			<p><b>PROGRESSING THE COUNCIL'S LONG-TERM AMBITION TO MOVE TO PAPER FREE DISTRIBUTION OF COMMITTEE AGENDAS</b></p> <p>To consider the report of the City Solicitor that presents an update to Member Management Committee following previous reports to this Committee in November 2018 and March 2019, looking at options to reduce the cost of printed agenda distribution and the associated environmental impact.</p>	19 - 24

Item No	Ward	Item Not Open		Page No
9			<p><b>PERSONAL SAFETY OF ELECTED MEMBERS</b></p> <p>To consider the report of the Director of Resources and Housing that provides a summary of the work undertaken to improve the personal security arrangements for Elected Members and the further work planned.</p>	25 - 80
10			<p><b>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</b></p> <p>To consider the report of the City Solicitor that sets out a schedule for approval detailing those organisations that the Council will continue to make an appointment to. The report also seeks approval of nominations to those organisations which fall to this Committee to make an appointment to.</p>	81 - 104
11			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting will take place on Friday 28<sup>th</sup> February 2020 at 10:30am.</p> <p><b><u>Third Party Recording</u></b></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"> <li>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.</li> <li>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.</li> </ul>	

## MEMBER MANAGEMENT COMMITTEE

FRIDAY, 1ST MARCH, 2019

**PRESENT:** Councillor J Dowson in the Chair

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

### **22 Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

### **23 Exempt Information - Possible Exclusion of the Press and Public**

There were no resolutions to exclude the public.

### **24 Late Items**

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

### **25 Declaration of Disclosable Pecuniary Interests**

There were no declarations of interest.

### **26 Apologies for Absence**

Apologies for absence were received from Councillors D Cohen and K Maqsood, with Councillor G Harper in attendance as substitute.

### **27 Minutes - 22 November 2018**

The minutes of the meeting held on 22<sup>nd</sup> November 2018 were approved as a correct record.

### **28 Local Authority Appointments to Outside Bodies**

The City Solicitor submitted a report providing an update on the current position regarding Member appointments to outside bodies, along with 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 Officer

Members discussed a number of matters, including:

- Members requested some changes to the spreadsheet at Appendix 1. This included the introduction of a short description of each outside body, along with a filtering option to allow Members to view internal and external appointments separately.
- Members sought clarity as to whether nominations of Honorary Aldermen could be made to outside body appointments. Members heard that this was possible, however had not received a large amount of uptake from either outside bodies or Honorary Aldermen.
- Members queried as to whether Members attendance to outside body meetings was recorded, and were informed that the Governance and Scrutiny Support Team simply manage the appointments and therefore do not request information from the outside bodies regarding Members attendance. However, Outside Bodies who have concerns about a Member's contribution have historically contacted the team to let them know and seek a replacement appointment.
- There was some discussion around the approach to unfilled appointments, particularly when they have been vacant for some time. The Chair felt that there needed to be further discussion on this matter at a future meeting.

#### **RESOLVED –**

- a) That the current position in relation to elected Member appointments to outside bodies detailed in Appendix 1 be noted.
- b) That the appointment process for the Yeadon Town Hall Community Interest Company (CIC) be agreed as a Community Committee decision.
- c) That the following appointments be confirmed:  
*Leeds Culture Trust Board- Councillor J Blake and Councillor D Cohen*
- d) That the change of appointments since the last meeting of the Committee be noted.

*Councillors J Illingworth and B Anderson arrived at the meeting at 10:40am during discussion of this item. Councillor J Lewis left the meeting at 11:05am during discussion of this item.*

#### **29 Progressing the Council's long-term ambition to move to paper free distribution of Committee agendas**

The City Solicitor submitted a report 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.

Kevin Tomkinson, Principal Governance Officer, was in attendance and introduced the report, highlighting the progress made with the paper-free agenda since the previous meeting.

Members discussed a number of matters, including:

- Members sought an update on the use of the Modern.Gov app on a computer, to allow Members to annotate published agendas and minutes for Committee meetings. It was confirmed that the Modern.Gov app would be available following the roll-out to Members of the Windows 10 upgrade.
- An issue reported from the Scrutiny Boards who had trailed a paper-free approach was the occasional difference in page numbers between paper copies and electronic versions of reports.
- There were some queries around the ability to access exempt or confidential information contained in agenda packs, which was not currently possible through the Modern.Gov app. Members heard that there was an additional app that would allow for this, however there would be a cost to this.

#### **RESOLVED –**

- a) That 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, be noted.
- b) That all Members be contacted to request their preference in regards electronic or paper agenda packs, for all Committees, and for their preference to be actioned for all future Committees.

### **30 Any Other Business**

The Chair informed Members of some discussions that had taken place outside of the meeting around the criteria for the appointment of Honorary Aldermen. The Chair informed the Committee that she felt that ‘time of service’ would be an appropriate measure, Members broadly supported the suggestion that a minimum of 8 years would be an appropriate length of service, however felt that the issue needed to be considered in further detail at a future meeting.

*The meeting ended at 11:35am.*

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Report author: Sarabjit Kundan  
Tel: 37 88668

## Report to Member Management Committee

**Date: 28 June 2019**

**Subject: Member Development**

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: N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### 1. Purpose of this report

- 1.1 The purpose of this report is to provide an update on the last municipal year's member development work and set out an overview of the induction programme undertaken since May 2019 along with the planned development activity for the coming year.
- 1.2 The report also seeks Members agreement to Terms of Reference for a Member Development and ICT Working Group and for support to be given to a review of the Member Development Strategy.

### 2. Background information

- 2.1 The role of the councillor is complex and continues to evolve and develop. Both new and experienced councillors require ongoing training and development to help enable them to carry out their roles.
- 2.2 The council has made a commitment to support the development of councillors through learning programmes in a range of areas, with these being led by Members for Members. This approach seeks to ensure that councillors are placed at the heart of the process and connected with the learning and development offers that are provided.
- 2.3 A variety of training methods are adopted which recognise that Members have ever increasing demands on their time and require flexible learning opportunities.

### 3. Main issues

- 3.1 The Terms of Reference for the Member Management Committee include the consideration of matters in relation to the training and development of elected members.
- 3.2 This report provides an Annual report to the Member Management Committee detailing;
- Member Induction activity following the all-out elections in May 2018;
  - Member Development work undertaken during the last Municipal Year (2018/19);
  - Induction activity undertaken following the elections in May 2019, and;
  - Plans for Member Development in 2019/20 including;
    - proposals to re-establish the Member Development Working Group for the forthcoming year;
    - proposals to review the Member Development Strategy and refresh for the period from 2020 onwards.

#### Member Induction activity following the all-out elections in May 2018

- 3.3 As last year was an all-out election member development activity focused on delivering a comprehensive two months induction programme.
- 3.4 The programme consisted of seventeen introductory sessions to help and support the (27) newly elected Member settle into their new role quickly. A summary of each of the components of the induction programme undertaken (and the take up by members) is attached at Appendix 1.

#### Member Development work undertaken during the last Municipal Year (2018/19)

- 3.5 The programme for Member Development work has been driven during the year by the chair and cross party members of the Member Development Working Group. The formation of the programme was informed by discussions with Executive Members.

The 2018-19 programme consisted of twenty two seminars covering topics around the work of the seven executive portfolio areas. The programme also, based on Members request, included a series of sessions covering different aspects of planning, with the last seminar to be held in July 2019.

- 3.6 As a direct result of the consultation with Executive Members in identifying training topics, there has been a considerable improvement in Member attendance figures at seminars, with an average attendance turnout of between 10-15 Members per session. The figures also indicate that over 87 % of all Members had attended at least one or more of the training sessions over the last year.
- 3.7 A summary of each of the components of development activity (and the take up by members) is attached at Appendix 2.
- 3.8 A cross-party working group was set up last year to look at various Information Governance issues (led by Cllr Tunnicliffe), focussing on councillors as data controllers, privacy notices, record of processing activities and security policies. In addition, a separate meeting was held to look specifically at retention policies and work is still on-going on this element.

- 3.9 The working group worked closely with the Council's Information Management & Governance (IM&G) service to produce an Information Governance Resource Document for Members. This document has been developed to be a 'one stop' resource for Members with links to, and copies of, materials that they can access offline. This includes guidance on Members' 'need to know' rights and the Freedom of Information Act 2000, as well as links to external resources where more in-depth information is available. The link to the Resource Pack was circulated to all Members, via their Group Support Office, following the local elections.
- 3.10 Another key part of the work was the development of Members on-line Information Governance training that was rolled out in February this year, work is still on-going to encourage and promote uptake.

#### Induction activity undertaken following the elections in May 2019

- 3.11 Following the Induction programme undertaken in May 2018 a review of the induction was conducted resulting in very positive feedback being received.
- 3.12 The review also highlighted a few improvements that have been incorporated into the May 2019 induction programme including:
- the induction to start in the second week after elections
  - to have a shorter induction
  - a handbook that provides an overview of the governance services, including a list of useful contacts to help with their immediate casework
- 3.13 The induction programme to help and support the (9) newly elected Members was delivered over three full days in May, Additional sessions arranged such as the mandatory planning, licensing, "being a councillor- the reality" arranged separately with 'induction' finishing on the 11<sup>th</sup> June. Similar to previous years, a feedback review will be conducted and results presented to Members. A summary of each of the components of the induction programme undertaken (and the take up by members) is attached at Appendix 3.

#### Plans for Member Development in 2019/20

- 3.14 Attached at Appendix 4 is the draft 2019-20 events programme that will be further populated following discussion with the Member Development Working Group.
- 3.15 As in previous years it is proposed that the Member Management Committee establish a Member Development Working Group to help support the development of the Member Development offer between meetings of the Committee.
- 3.16 It is also proposed that the terms of reference of the working group incorporate the recommendations put forward at the last Member Management Committee, for the Working Group to also consider the IT options available to elected members.
- 3.17 It is proposed that the membership of the working group be drawn from this committee with a two places allocated to the Labour Group and one each to the other groups with appointees on the Member Management Committee and with scope for members from other groups to be co-opted. The proposed terms of reference of the Working Group are attached at Appendix 5.
- 3.18 The Member Development Strategy was last updated in 2011. Given the continuing and evolving role of Elected Members, including the step change since

2011 on the digital agenda, the Head of Democratic Services has committed to support any request from Members to review of the strategy during 2019/20.

#### **4. Corporate considerations**

##### **4.1 Consultation and engagement**

4.1.1 The programme of development work reported in this report has been informed by engagement and consultation with the Member Development Working Group.

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

4.2.1 As part of the induction programme Members received a Due Regard to Equality briefing, covering the Equality Act 2010, council's approach and elected members roles and responsibilities relevant to equality and diversity.

##### **4.3 Council policies and best council plan**

4.3.1 There is no impact on the council policies as a result of this report.

##### **4.4 Resources and value for money**

4.4.1 All the sessions within the yearly events programme is delivered in-house by experienced officers resulting in achieving value for money and savings.

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

4.5.1 There are no legal implications as result of this report.

##### **4.6 Risk management**

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

#### **5. Conclusions**

5.1.1 The activities delivered by member development over the past year has been detailed in the appendices along with the planned work for this municipal year.

Going forward in order to ensure that councillors are connected with the learning and development offer the Member Development Strategy is to be reviewed to reflect the continuing and evolving role of Elected Members.

#### **6. Recommendations**

6.1 Members are asked to;

- I. Receive and consider the updates on Member Development activity undertaken;
- II. Note the current plans for Member Development activity in 2019/20;
- III. Request that the Member Development Strategy be reviewed during 2019/20;

IV. Agree the Terms of Reference for the Member Development and ICT Working Group.

**7. Background documents<sup>1</sup>**

7.1 None

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<sup>1</sup> 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.

## Appendix 1

Table below shows the summary of the Member Induction activities following the all-out May 2018 elections. The induction was divided into three development areas:

- Role specific skills;
- Information and Knowledge;
- Networking opportunities;

Session	Description	Attendance figures
<b>Role specific skills</b>		
Introduction to ICT	Provides Members the opportunity to discuss their IT requirements and the support available	21
Keeping Safe- Members personal safety	The workshop provided the tools to assess risk and learn useful techniques to manage contentious interactions whilst doing their council role.	13
Speaking in the Chamber	Delivered by an external training, the practical session gave Members the opportunity to become familiar with the techniques of speaking in the chamber.	12
Members Social Media processes and support	The session covered the essentials of using social media in dealing with casework and on how to avoid any pitfalls.	11
Introduction to Planning	Essential training for Members new to Planning	15
Introduction to Licensing	Essential training for Members new to Licensing Committee	7
Introduction to Community Committees	The session explored the work of committees and role of Members as community facilitators.	16
Being a Corporate Parent	The workshop was delivered by Young People from the Total Respect Project that helped members understand their role and responsibilities as Corporate Parent.	16
<b>Information and Knowledge</b>		
Members' Code of Conduct/ Values and Equality Briefing	The session covered the Members Code of Conduct and provided an overview of the council's culture, values and responsibilities around inclusion and diversity commitments.	27
Learning the Ropes – the conduct of Council Meetings and Decision Making	The session gave members an overview of governance processes and procedures. As well as the opportunity to try out the voting equipment and microphones in the council chamber.	14
Local Government Finance made Simple	The event provided a basic introduction to local government finance and the council budget.	16

Session	Description	Attendance figures
Effective Procurement	The session covered the basics of how the council procures its services.	16
Information Governance keeping information safe and Cyber Awareness	The event covered Cybercrime, the new GDPR legislation and its impact for Members when dealing with casework.	11
Introduction to Children and Adults Safeguarding	The session provided an overview of the council's safeguarding commitments and Members role and responsibilities within it.	11
<b>Networking opportunities</b>		
Finding Your Feet – Services and support for new Members	The session allows members to meet relevant officers from the group offices and the Lord Mayor. It also includes a tour of the Civic building.	27
Meet the Chief Executive and CLT	Members had the opportunity to meet CLT and put faces to names. As well as get an overview of all council Services.	16
Being a Councillor- the reality	Session delivered by experienced councillors provides	7

## Appendix 2

The table below shows the summary of the components of development activity and take up by members for 2018-19

<b>Events programme</b>		
<b>Role Specific</b>	<b>Description</b>	<b>Attendance Figures</b>
Annual Licensing Update	The annual mandatory update session providing the latest development in Licensing law.	18
Taxi and Private Hire Licensing	This session provided information related to Taxi and Private hire licensing covering, the legal framework, recent developments and links to other sources of information.	15
Annual Planning Update (2 x sessions )	The annual mandatory update session providing the latest development in planning law.	37
Planning and Enforcement	This seminar provided an overview of the planning enforcement rules, the powers of local authority and the priorities and protocols for investigation.	9
Planning – Viability	This session looked at the revisions to viability contained in the NPPF and explored the implications for planning and development for Member decision- making at Plans Panel.	11
Planning – City Centre transport strategy	The session covered the main impacts of transport modelling of the strategy, the opportunities it creates in relation to the Our Places Strategy and HIF.	17
Planning – Enabling Good Design in Planning	The session looked at examples of Leeds buildings from which design themes and issues were demonstrated. It also looked at policy, initiatives and guides within the wider context of Urban Design & Architecture.	9
Impact on School places for development	The session looked at the impact of developments on the demand for school provision in the area, the part CIL plays in funding infrastructure and the challenges in enabling the delivery of school places in a timely and coordinated manner.	15
<b>Health and Well- being</b>		
Lone Working Device training (3 x sessions)	Session delivered by SoloProtect. Covering aspect of personal safety and use of personal safety device.	37
Active Leeds	The seminar provided an overview of the changes and future plans of delivering the “Lets Get Active” Service.	12
Young People and Mental Health	This session looked at young people and mental health and the support available to	16

<b>Events programme</b>		
	them in Leeds.	
Alcohol Awareness (2 x sessions)	The aim of the session was to provide an overview picture of the use of alcohol in Leeds and its associated risks that can assist Members in dealing with their casework and decision making.	12
Criminal Exploitation of Children	The session gave an overview of the issues surrounding the criminal exploitation of children and explored the implications for councillors.	13
Understanding Gender Identity training	This session looked at the different meanings of words associated with gender and covered some of the issues that people face linked to their gender as citizens in our city.	13
SEND seminar	This seminar explored the Special Educational Needs & Disability (SEND) offer and SEN funding in schools and educational settings.	13
<b>Other seminars</b>		
Universal Credit (2 x sessions)	The briefing provided an overview on the changes, the preparations put in place for the implementation of the new benefit and the support available to Leeds residents.	24
Introduction to Housing Leeds	The aim of the session was to provide an overview on the housing services and meet officers responsible for delivering the housing schemes.	11
Housing Advisory Panels (HAPs)	A briefing for all newly appointed councillors to the panel.	2
Introductory Environmental Services	The session was to provide Members with an understanding of the facilities and services provided by Environmental Services and the extent of the street scene challenges across the city.	6
Safer Leeds	A briefing on some of the key programmes within Community Safety and Safer Leeds including the New – Big Change Leeds a new alternative giving campaign for Leeds.	21
Role of Culture	The seminar highlighted the importance of the role of culture focusing primarily on the economic and social benefits of investment in culture in the city.	12
Leeds Homes Register and Choice based Letting system (2x sessions)	The briefing provided members with details of the new website launched in Feb 2019 on the new Housing Leeds new Housing Register / Choice Based Lettings System and the Leeds Homes.	13

### **External Conference and training**

**The following is a list of training Members attended that incurred a cost;**

- LGA conference 2018

- CFPS chairs event
- Speaking in the Chamber induction session – external trainer
- Total Respect Corporate Parenting induction session – external trainer

## Appendix 3

Table below shows the summary of the Member Induction activities for May 2019 elections. The induction was delivered over three full days and divided into four key areas.

- Best Council, Best City- Strategic Direction
- The role of Councillor- What you need to know to carry out your role
- Your Skills- How to access support and development to carry out your role and keep you safe

Session	Description	Attendance figures
<b>Best Council, Best City- Strategic Direction</b>		
Finding Your Feet – Services and support for new Members	The session allows members to meet relevant officers from the group offices and the Lord Mayor. It also includes a tour of the Civic building.	7
Meet the Chief Executive and CLT	Members had the opportunity to meet CLT and put faces to names. As well as get an overview of all council Services.	6
<b>The role of Councillor- What you need to know to carry out your role</b>		
Members' Code of Conduct	Code of Conduct explained and standards of conduct & declarations of interest.	7
Learning the Ropes – the conduct of Council Meetings and Decision Making	The session gave members an overview of governance processes and procedures. As well as the opportunity to try out the voting equipment and microphones in the council chamber.	6
Local Government Finance made Simple	A basic introduction session to local government finance and the council budget.	6
Introduction to Children and Adults Safeguarding	The session provided an overview of the council's safeguarding commitments and Members role and responsibilities within it.	6
Being a Corporate Parent	Understanding the roles and responsibilities of being a Corporate Parent	7
Being a Councillor- the reality	Session delivered by experienced councillors provides	3
Introduction to Planning	An introductory session for Members new to Planning	5
Introduction to Licensing	An introductory session for Members new to Licensing	1
<b>Your Skills</b>		
Introduction to ICT	Members had opportunity to discuss their IT requirements and support available	7
Keeping Safe- Members personal safety	The workshop provided the tools to assess risk and learn useful techniques to manage contentious interactions. It include the use of the personal safety device.	7
Speaking in the Chamber	Delivered by an external training, the practical session gave Members the opportunity to become familiar with the techniques of speaking in the chamber.	7

## Appendix 4

### Plans for Member Development in 2019/20

As in previous years the planned events programme will be developed in discussion with the Member Development Working Group and sessions would focus within the following key areas:

<ul style="list-style-type: none"><li>• <b>Inclusive Growth Strategy 2019-2023</b> An overview of the Inclusive Growth Strategy and its key components.</li></ul>
<ul style="list-style-type: none"><li>• <b>Health and Well-Being</b> Looking at the Health and Well-Being strategy including tackling health inequalities. Supporting active healthy living and self-care initiatives</li></ul>
<ul style="list-style-type: none"><li>• <b>Sustainable Infrastructure</b> Climate change and planned low emissions within the city</li></ul>
<ul style="list-style-type: none"><li>• <b>Members Personal Safety</b> Keeping safe and learning the skills to be able to de-escalate situations.</li></ul>
<ul style="list-style-type: none"><li>• <b>Mandatory Regulatory training</b> Annual Planning and Licensing training would be scheduled for October- November 2019</li></ul>
<ul style="list-style-type: none"><li>• <b>Planning</b> The S106 and Community Infrastructure Levy member training session schedule for July 2019</li></ul>

### External Conference and training

#### The following is a list of training that incurs cost

- Speaking in the Chamber Induction session – external trainer
- The LGA annual conference to be held in Bournemouth between 2-4<sup>th</sup> July 2019 ( 4 Members attending )
- National Children and Adults Conference to be held in Bournemouth 20-22<sup>nd</sup> November 2019.
- CfPS Local Government Scrutiny National Conference 2019 to be held in London on 3<sup>rd</sup> December 2019.

## **Appendix 5**

### **Member Development & ICT Working Group**

#### **Terms of Reference**

##### **Purpose**

The purpose of the working group is to ensure that elected Members are fully engaged in the formulation, monitoring and evaluation of Member Development activities and ICT provision.

The Member Development Working Group is authorised to:

1. Formulate for approval by Member Management Committee future policies and strategies for Member development.
2. Monitor the implementation of the Annual Learning and Development Plan for elected Members.
3. Identify and promote learning and development needs and prioritising them accordingly, including the impact of the digital agenda.
4. Ensure that learning programmes are prioritised effectively and reflect Council and national objectives.
5. Evaluate learning and development programmes and report on outcomes to the Member Management Committee.
6. Formulate views in relation to the provision to Elected Members of information, communication and associated technologies and represent these to the Member Management Committee.

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Report author: K Tomkinson  
Tel: (0113) 3788659



**Report of City Solicitor**

**Report to Member Management Committee**

**Date: 28<sup>th</sup> June 2019**

**Subject: Progress in 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 previous reports to this Committee in November 2018 and March 2019 looking at options to reduce the cost of printed agenda distribution and the associated environmental impact.

**2 Background**

2.1 When Members considered and discussed this matter in March the following resolution was agreed;

- a) That all Members be contacted to request their preference in regards electronic or paper agenda packs, for all Committees, and for their preference to be actioned for all future Committees.

2.2 In addition to the formal resolution above Members also discussed the following areas;

- the benefits of the Member Development Working Group looking at the current ICT equipment offer for Members and see whether this supports Members to access their committee papers electronically,
- the benefits of training on the modern.gov app becoming an essential feature of the Member Development Strategy for newly elected members,

- the benefits of offering refresher training on the modern.gov app to existing Members as part of the Member Development Strategy,
- the inconsistency of page numbering between an electronic agenda and a paper copy of an agenda

### 3 Main issues

3.1 Recognising existing limitations Members will recall that this committee agreed to a long term ambition of the Council to be to move towards paper free distribution of committee agendas.

3.2 Set out below is the current position in respect of the resolution made by this Committee in March and the discussion points that took place at the last meeting to further that ambition.

**a) That all Members be contacted to request their preference in regards electronic or paper agenda packs, for all Committees, and for their preference to be actioned for all future Committees.**

At the request of this Committee an exercise was carried out in December 2018 that looked at how Members would prefer to access their Full Council meeting agenda and as a result of a resolution of this Committee in March 2019 all Members of Council were contacted in March with a reminder in June to ascertain how they would prefer to receive their agenda packs for the Committees, Boards and Panels they were appointed to by Council.

At the time of writing this report 29 Members have confirmed that they would prefer to receive some or all of their agendas electronically resulting in a reduction of approx.50,000 pieces of paper in a Municipal Year , this will mean to date there has been a total reduction of approx. 230,000 pieces of paper as a result of this Committees initiative as well as the reduction in van deliveries of the agendas.

**b) The benefits of the Member Development Working Group looking at the current ICT equipment offer for Members and see whether this supports Members to access their committee papers electronically.**

The Member Development Officer is working with the Chair of the Member Development Working Group to again look at the current ICT equipment offered to elected members and to consider whether this is adequate to allow Members to access committee papers though the use of the ModernGov app.

A report elsewhere on this agenda will set out these arrangements in more detail.

**c) The benefits of training on the moderngov app becoming an essential feature of the Member Development Strategy for newly elected members/ the benefits of offering refresher training on the moderngov app to existing Members as part of the Member Development Strategy.**

The Member Development Officer is currently working on this proposal by Member Management Committee and the new proposed Terms of Reference for the Member Development Working Group will incorporate the elements set out

above in order that all Members both new and existing will have the opportunity to benefit from bespoke training on how to access Committee papers electronically should they wish.

A report elsewhere on this agenda will set out these arrangements in more detail.

**d) The inconsistency of page numbering between an electronic agenda and a paper copy of an agenda**

Members raised an issue at the last meeting that page numbers were inconsistent between the paper copy agendas and those accessible electronically.

Following investigation of this matter the inconsistency was identified and the matter raised at a meeting of the Regional User Group attended by the system provider and other local authorities in the region who use the system.

Following a discussion on this point it was recognised as an issue and work is being carried out to put in place arrangements to overcome the inconsistencies.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Discussion has taken place between officers and Members to ascertain the preferences of Members and then how best to accommodate those preferences.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 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.

### **4.3 Council Policies and City Priorities**

4.3.1 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.

### **4.4 Resources and Value for Money**

4.4.1 The current position will generate a saving of approximately £16k 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.

4.4.2 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.

## 4.5 Legal Implications, Access to Information and Call In

4.5.1 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.

4.5.2 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.

4.5.3 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."

## 4.6 Risk Management

4.6.1 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.

4.6.2 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.

## 5 Conclusions

5.1 Following consideration of the matter by this Committee in November 2018 and March 2019 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 Recommendations**

6.1 Members are requested to;

(a) note the progress made to date in supporting this Committees long term ambition to move towards paper free distribution of Committee agendas in line with the recommendations made by this Committee in both November 2018 and March 2019.

(b) request further updates to this Committee as appropriate.

## **7 Background Documents**

7.1 None.

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Report author: Chris Ingham

Tel: 07891275274

**Report of the Director of Resources and Housing  
Report to Member Management Committee**

**Date: 28 June 2019**

**Subject: Personal Safety of Elected Members**

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

1. Following the tragic murder of MP Jo Cox in 2016 a review of Elected Member safety was undertaken.
2. This review identified improvements in training, guidance and the need for lone-working technology – which was all put in place.
3. The work also links to the work around Sensitive Interests, which is discussed in this report.
4. The need for further, practical training for Members has been highlighted and this is being planned.

**Recommendations**

Member Management Committee is asked to note this report and discuss whether any additional support is required.

## **1. Purpose of this report**

- 1.1 The purpose of this report is designed to provide a summary of the work undertaken to improve the personal security arrangements for Elected Members and the further work planned.

## **2.0 Background information**

- 2.1 In June 2016 a Member of Parliament, Jo Cox, was tragically murdered whilst undertaking her constituency duties. Cllr Coupar called for a review of the personal security of Elected Members in Leeds which was undertaken by the LCC Health and Safety Team and Member Development.
- 2.2 This review led to various improvements detailed in 3.1 below.

## **3.0 Main issues**

### **3.1 Improvements in Personal Security**

#### **3.1.1 Training/Awareness**

A workshop was initially organised to which all Members were invited. This had presentations from the Police, Health and Safety and a more practical session about de-escalation techniques. There was also the opportunity for Members to discuss their experiences and concerns.

Subsequent training sessions have also been offered to Members and to new Members following the major refresh in 2018. This also included a session concentrating on basic self-defence.

From 2016 to date, 58 Members have attended the various training offers around safety, including one delivered by the Emergencies and Resilience Team around counter-terrorism (a Member could have attended more than one session). A further 37 Members attending training delivered by our lone-working technology provider, Solo-Protect. Feedback from all sessions was positive, although a need for more practical sessions is now emerging.

#### **3.1.2 Guidance**

Initial guidance was prepared and distributed to Members and later a detailed Protocol was produced 'Undertaking Elected Member Duties Safely - a Protocol for Leeds City Councillors' (see Addendum 1).

This covers:

- ✓ Safety during face to face meetings;
- ✓ Emails and Social Media;
- ✓ Reporting, investigating and responding to incidents;
- ✓ Sharing information to protect others;
- ✓ Training available;
- ✓ Appendices 1 – 6 which hold more detailed guidance.

A more recent briefing note and 'hints and tips' was circulated to Members in March 2019.

### **3.1.3 Personal Safety Technology**

To further enhance personal safety it was agreed that all Members would be offered a 'lone working device'. A procurement exercise was undertaken to source the best technology and 99 devices were purchased.

These devices allow for the discreet raising of an alarm if Members feel under threat and this is responded to by a fully accredited Alarm Receiving Centre, who initially listen in to determine the best response. Members can also: check in and out with a contact of their choice; alert the Alarm Receiving Centre proactively before entering a situation that could be hazardous; be located in an emergency; and automatically notify of any heavy fall.

Currently, 59 Members have taken up the offer of a lone-working device. Of these 21 Members have logged in and used the devices pro-actively. Apart from false alarms, there have been no instances of an alarm being raised in an emergency.

Basic personal alarms were also made available.

### **3.2 Further Work Planned**

Elected Members have expressed a need for further, practical training on de-escalation and basic self-defence techniques. These are currently being organised by the Health and Safety Team and Member Development.

### **3.3 Sensitive Interests**

- 3.3.1 Section 32 (2) of the Localism Act 2011 allows for interests which are considered to be sensitive to be withheld from a Member's Register of Interest. The decision as to whether to withhold such an interest from the public register is made by the Monitoring Officer. Permission to withhold an interest may only be granted in cases where disclosure of the details of an interest could lead to a member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation – it is particularly relevant that that threat or potential threat would be substantially contributed to as a result of those interests appearing on the members' public register.
- 3.3.2 In essence, a Member needs to clearly demonstrate that, either they or those connected to them have either suffered violence or intimidation or there is a reasonable ground for them to suppose that that may be the case if the interests are publicly available. The Member needs to provide supporting evidence for that reasonable belief and it is against that evidence that the Monitoring Officer agrees or not to the interest being withheld.
- 3.3.3 The Monitoring Officer reports the use of the power to withhold these details annually to the Standards and Conduct Committee. In 2018/19 Twelve (11 in 2017/18) permissions to withhold interests were in place in respect of the 435 elected Leeds City Council and Parish and Town Council Members across the Leeds Metropolitan District, an increase of three on the previous year. Seven (5 in 2018/19) of these related to Leeds City Councillors, an increase of two from last year. In the main permission has been granted for withholding details of home addresses or other land or property interest with the rationale for the permission being due to the existing or previous employment of the councillor or their partner (e.g. retired police or prison officer), threats of violence made against the Councillor or due to vandalism to properties.
- 3.3.4 In 2018/19, as in 2017/18, there has been a small increase in permissions granted in response to a threat of violence against Members or their families from a member of the public. Following the 2019 Elections a further two Leeds City Council

Members and one Parish and Town Council Member have been granted permission for address details to be withheld.

- 3.3.5 The actions taken by the Monitoring Officer in Leeds in relation to Sensitive Interests mirrors a recommendation recently made (December 2017) by the Committee on Standards in Public Life. The Committee, in their report 'Intimidation in Public Life – A review by the Committee on Standards in Public Life', recommend that all Monitoring Officers 'Should ensure members required to declare pecuniary interest are aware of the sensitive interest provisions of the Localism Act 2011.
- 3.3.6 The Monitoring Officer has highlighted the Section 32 provisions to all new and returning members after the 2018 all-out elections and following the local elections in 2019. The Monitoring Officer has also reviewed the previously granted permissions to ensure they remain necessary.
- 3.3.7 Members may wish to note that the report from the Committee on Standards in Public Life, makes recommendations to Government to clarify that a councillor does not need to register their home address on an authority's register of interests. We are still awaiting the Government's

## **4.0 Corporate considerations**

### **4.1 Consultation and engagement**

- 4.1.1 Initial discussions were held with Elected Members and Member Development regarding what additional measures needed to be put in place. This included a well-attended workshop.
- 4.1.2 All documents were developed in conjunction with Member Development, Legal and Health and Safety colleagues.

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

- 4.2.1 Community cohesion will impact on the important roles Elected Members play in the areas they serve and the nature of any engagement. Any response to instances of violence, aggression or abuse could also impact on community cohesion. Measures taken to support and protect Members, which are detailed in this report, are designed to be fair, transparent and proportionate – balancing the nature of the role with a need to be safe.

### **4.3 Council policies and best council plan**

- 4.3.1 Elected Members are central to the delivery of the best council plan and it is essential that they can undertake their roles as safely as possible. Leeds is also committed to creating a safe city.

### **4.4 Resources and value for money**

- 4.4.1 The resources made available to develop guidance, provide advice and deliver training has been managed through existing teams. The funding for the lone-working technology was procured taking into account price and quality and represents value for money, when taking into account the risk.

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

4.5.1 There may be legal involvement if action is taken against any perpetrator of violence or aggression against Members. Any sharing of information between Members relating to potentially violent/aggressive people will be done in such a way as is compliant with data protection legislation. This report is not subject to call-in.

## **4.6 Risk management**

4.6.1 The risk to the personal safety of Elected Members has been added to the Council's Risk Register.

## **5.0 Conclusions**

5.1 The relationship between Elected Members and the communities they serve has always been at the heart of what being a councillor is all about. The face to face contact, where constituents can share problems and concerns, is vital to making that relationship work. This is also true of other channels of communication such as email and social media.

5.2 Whilst it is not possible or desirable to interfere with this way of working, the work outlined in this paper aims to minimise the risks faced by all public servants in a front facing role i.e. that of violence, aggression or abuse.

## **6.0 Recommendations**

6.1 It is recommended that Member Management Committee notes the contents of this report and considers whether any further support is required.

## **7.0 Background documents<sup>1</sup>**

7.1 'Undertaking Elected Member Duties Safely - a Protocol for Leeds City Councillors'

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<sup>1</sup> 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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# **Undertaking Elected Member Duties Safely**

## **A Protocol for Leeds City Councillors**

<b>Undertaking Elected Member Duties Safely A Protocol for Leeds City Councillors</b>	
<b>1.0</b>	<b>Background</b>
	<p>The relationship between Elected Members and the communities they serve has always been at the heart of what being a councillor is all about. The face to face contact, where constituents can share problems and concerns, is vital to making that relationship work. This is also true of other channels of communication such as email and social media.</p> <p>Whilst it is not possible or desirable to interfere with this way of working, it is possible to minimise the risks faced by all public servants in a front facing role i.e. that of violence, aggression or abuse.</p>
<b>2.0</b>	<b>Aims</b>
	<p>Leeds City Council recognises the value of the essential work undertaken by Elected Members and the aim of this protocol is to support Members to perform their duties as safely as possible.</p> <p>In addition to the guidance and training, Leeds City Council has also invested in providing a 'lone working' device for every Elected Member. More details can be found throughout this protocol and in Appendix 1.</p>
<b>3.0</b>	<b>Scope</b>
3.1	Leeds City Council does not employ Elected Members, but does have a duty of care to support them in performing their duties. This protocol applies to all Leeds City Council Elected Members.
3.2	<p>This protocol considers violence, aggression and abuse to include: 'any action, incident or behaviour that departs from reasonable conduct in which an Elected Member is subjected to:</p> <ul style="list-style-type: none"> <li>➤ Verbal Abuse: swearing, insults, condescending language, malicious allegation;</li> <li>➤ Aggressive Body Language: Indicating intimidation, contempt or disdain;</li> <li>➤ Threats: expression of intent to cause harm, including threatening behaviour, verbal or written;</li> <li>➤ Assault/Attack: Intentional behaviour aimed at physical injury or attack on a person, leading to actual physical or psychological harm (including verbal and threatening behaviour), including, beating, hitting, pushing, shoving, kicking, slapping, stabbing, shooting, biting, sexual assault and impact as a result of a thrown object;</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Harassment: Any act, conduct, statement or request that is unwelcome to an Elected Member and could reasonably be regarded as harassing behaviour of a discriminatory, offensive, humiliating, intimidating or violent nature, or an invasion of privacy;</li> <li>➤ Receipt of emails, social media, phone calls or letters which constitute any of the above.</li> <li>➤ Vexatious Complaints: the misuse of established complaints procedures.</li> </ul>
<b>4.0</b>	<b>Avoiding or Reducing the Risk – Face to Face Contact</b>
4.1	<p>There are a few guiding principles that can help Elected Members to reduce or avoid the risks associated with undertaking their role.</p> <ul style="list-style-type: none"> <li>➤ <b>Planning</b> – simply planning for certain activities in advance can have an enormous impact. Think about what you are going to be doing, where you are going, what might have the potential to cause harm and what you can do to address it.</li> <li>➤ <b>Be aware</b> – just because you had planned to do something in a particular way, does not mean that this cannot be changed. You should be prepared to alter your plans as situations unfold, you receive new information, notice any warning signs, or have a ‘gut feeling’ that something is not quite right.</li> <li>➤ <b>Respond appropriately</b> – the guidance and training available can assist you to think how you might respond to abuse, a threat or violence. This can sometimes determine how a situation might escalate.</li> <li>➤ <b>Safety measures</b> – Leeds City Council has invested in a specialist, discreet, ‘lone worker’ solution for all Elected Members. Personal alarms are also available. <b>See Appendix 1.</b></li> <li>➤ <b>Help protect others</b> – by reporting incidents of violence, aggression or abuse (see Section 5.0) you can help ensure other Elected Members and even council officers from becoming a victim.</li> </ul>
4.2	<p>The next step is to apply the guiding principles to the different scenarios Elected Members may face. Tips for common scenarios are listed below, but more detail can be found in the guidance documents referred to in 10.0.</p> <p><b>a) A ward surgery held in a community building:</b></p> <p>Tips:</p> <ul style="list-style-type: none"> <li>➤ always use a Leeds City Council owned or run building wherever possible;</li> <li>➤ choose your venue wisely and avoid holding ward surgeries alone in an otherwise empty building;</li> </ul>

- Select a building where you have a good and reliable mobile telephone signal – and ideally where there is good access;
- Think about where you are going to park and walk to the venue. Consider changing this from time to time.
- Think carefully about what you need to carry with you.
- If it is a council owned or run building you could liaise with Democratic Services and/or Facilities Management regarding the important safety information and risk assessment for your use;
- If it is a privately owned space the Council's Health and Safety Team can assist with risk assessments and obtaining key safety information;
- Lay out the room in a way that seems less confrontational and always position yourself nearest the door or exit point.
- If you have a companion develop a 'code' so that you can alert them to a potential situation without aggravating the matter further.

***b) Meeting people in their own home:***

This has the potential to present the greatest risk. There are many reasons, however, why Elected Members, may wish to do this and it is an established practice in Leeds to offer this and not be aware of which houses they may be visiting until the time.

Tips:

- Make sure that you feel comfortable to offer unplanned visits;
- Consider whether a ward colleague can accompany you;
- Do not go into someone's house if there has been previous incidents involving you or others;
- Consider offering alternative, public locations to meet;

If you do go into people's homes:

- Always record where you are going in your 'lone worker' device and follow instructions regarding 'checking in' and 'checking out';
- Note exit points and try and sit closest to the door;
- Be aware of your 'gut feel';
- Don't continue to hold a position on a topic if it is getting heated, be prepared to maintain a 'neutral' position to enable you to leave the property and 'unpick' this later.

***c) Callers to you own home:***

Leeds City Council does not advise Elected Members to see constituents in their own home. Unexpected callers should not be invited in and told to make a formal appointment.

If you decide to allow such visits please speak to Democratic Services and/or the Health and Safety Team for advice.

	<p><b>d) Out and about in the community</b></p> <p>Whilst conducting your Ward duties you should utilise your 'lone working' device so that someone knows you are 'on duty', knows where you plan to be, for how long and what purpose, can trace you in an emergency and so you can raise the alarm. Guidance on the use of the lone working devices can be found in Appendix One.</p> <p><b>e) Public meetings</b></p> <p>These should, wherever possible, be planned in advance with assistance from the particular council officers you may be working alongside or the Health and Safety Team.</p> <p>Regular meetings in council buildings e.g. Full Council, Scrutiny, Planning will have been planned very carefully to ensure they are as safe as reasonably practicable. Where a Member has a concern regarding a specific potential or actual threat in advance of meeting then a Member should raise these concerns with the Head of Democratic Services who will liaise with Facilities Management who will assess and deploy security to the meeting.</p> <p>If you have any concerns or ideas to further enhance safety please speak to the Head of Democratic Services.</p> <p>There may also be occasions where you are asked to attend or speak at other events in the city. All events are monitored by a multi-agency Strategic Safety Action Group and you can always check with the Resilience and Emergencies Team in advance as to whether there are any matters of concern.</p>
<b>5.0</b>	<b>Avoiding or Reducing the Risk – Emails and Social Media</b>
5.1	<p>Elected Members can also be subject to abuse, threats, intimidation or attempts to discredit them via email or social media<sup>1</sup>. These incidents should be reported and investigated in the same way as face to face incidents. If inappropriate posts are picked up through monitoring by corporate teams e.g. the Digital Access Team or Digital Information Services, they must be reported to the Head of Democratic Services, who will follow the process outlined in 6.0.</p>
5.2	<p>Depending on the nature and content, there are a number of steps that could be taken to reduce risk. These include:</p>

<sup>1</sup> Guidance is available for Elected Members on the use of Social Media – this is attached at Appendix 1.

	<ul style="list-style-type: none"> <li>• asking the Digital Access Team to remove inappropriate comments from LCC accounts e.g. Facebook, Twitter;</li> <li>• informing the senders of such emails that the emails are not acceptable and of the consequences of continuing to send them e.g. legal action;</li> <li>• requesting that the Digital Information Services Team, where appropriate, to consider blocking email addresses, the setting up of a suitable filter or quarantining emails from specific addresses;</li> <li>• referring the matter to the police to determine whether any action should be taken, whether by way of criminal proceedings or otherwise.</li> </ul>
<b>6.0</b>	<b>Reporting, Investigating and Responding to Incidents of Violence, Aggression or Abuse</b>
6.1	<p>All incidents of violence, aggression and abuse whilst carrying out Elected Member duties, whether or not resulting in personal injury, should be reported to the Head of Democratic Services or Group Support Managers as soon as possible. Such incidents could come by way of social media, emails or anti-social behaviour, in addition to physical or verbal abuse.</p> <p>Most violent incidents and threats of violence should also be reported to the police.</p> <p>Reporting of all incidents is essential as this may help to prevent another incident or even a more serious incident to a cross-party colleague.</p>
6.2	<p>The Head of Democratic Services or their team, with support from the LCC Health and Safety Team, should take such of the following steps as appropriate in the specific circumstances:</p> <ul style="list-style-type: none"> <li>➤ <b>RESPOND</b> – to the immediate incident, report the matter to the police after discussion with the Elected Member and/or take advice from Legal Services if appropriate. The Monitoring Officer will be made aware of the incident and the Member advised of the provisions for homes address details to be withheld from the Public Register of Interests.</li> <li>➤ <b>ADVISE</b> – the Elected Member to seek immediate medical advice if they have been physically assaulted or have any concerns about contracting a blood borne virus during an assault – the Council’s Occupational Health Service can also provide confidential help and support;</li> <li>➤ <b>INFORM</b> - in the case of violent incidents, notify the Chief Executive, Leader of the Council and Group Leader of the Member concerned</li> </ul>

	<p>immediately and, after discussion with the Elected Member, the incident should always be reported to the police;</p> <ul style="list-style-type: none"> <li>➤ <b>ASSIST</b> - assist any police investigation and take advice from Legal Services and/or the Safer Leeds Team.</li> <li>➤ <b>SHARE</b> - information where this is necessary and proportionate with other Elected Members, council services and external agencies to reduce the likelihood of others being affected (see Section 8.0 below);</li> <li>➤ <b>REPORT</b> - complete the appropriate incident form (CF50a em) and submit it to both the Business Support Centre (BSC) at <a href="mailto:BSC.HR.Employee.Matters@leeds.gov.uk">BSC.HR.Employee.Matters@leeds.gov.uk</a> and the Customer Relations Team at <a href="mailto:cf50a@leeds.gov.uk">cf50a@leeds.gov.uk</a></li> <li>➤ <b>REPORT</b> - consider whether a referral to the Anti-Social Behaviour Team is required or the additional completion of a Hate Crime Reporting Form;</li> <li>➤ <b>SUPPORT</b> - the Elected Member who has been affected (or other Elected Members or council staff who may have witnessed it). This may include: <ul style="list-style-type: none"> <li>✓ reminding them of the ability to self-refer to the independent, confidential, Employee Assistance/Counselling Service commissioned by the council (or making a referral on their behalf);</li> <li>✓ considering temporary alternative methods of how they may interact with members of the public;</li> <li>✓ offer for a member of staff to accompany the Member concerned to the Police Station if a visit is required;</li> <li>✓ offer further training/guidance on safe working.</li> </ul> </li> <li>➤ <b>EXPLORE</b> - the circumstances surrounding each incident to decide whether any further action needs to be taken or any existing guidance needs to be reviewed;</li> <li>➤ <b>REVIEW</b> – procedures and arrangements to support Elected Members.</li> <li>➤ <b>ASSESS</b> - whether further training should be offered.</li> </ul>
<b>7.0</b>	<b>Sharing Information</b>
7.1	It is important that information about potentially violent or aggressive people is shared between Elected Members and council services and other agencies where this is relevant and proportionate. Information must

	<p>be recorded, managed and reviewed in line with the prevailing data protection legislation.</p> <p>The Head of Democratic Services should, where appropriate:</p> <ul style="list-style-type: none"> <li>➤ Inform the Customer Relations Team (Communities and Environments) as detailed in 5.4;</li> <li>➤ Utilise any available 'cautionary contact markers' on service or council-wide databases;</li> <li>➤ Ensure all other Elected Members are made aware.</li> </ul>
<b>8.0</b>	<b>Training</b>
8.1	<p>Training is available for Elected Members as part of the Member Development Programme or bespoke training can be arranged. For details contact the Head of Democratic Services.</p> <p>The training is arranged by the council's Health and Safety Team and can include:</p> <ul style="list-style-type: none"> <li>➤ Guidance on carrying out duties safely;</li> <li>➤ Basic risk assessment techniques – both for planning and responding to unfolding situations;</li> <li>➤ Avoidance and de-escalation techniques;</li> <li>➤ Basic techniques for getting free from an assault;</li> <li>➤ Guidance on the use of the 'lone working' device issued by LCC.</li> </ul>
<b>9.0</b>	<b>Monitoring</b>
9.1	<p>The Head of Democratic Services, with assistance from the Health and Safety Team, will periodically review reports from Elected Members of violence or aggression and monitor trends. This will help review the effectiveness of existing safeguards.</p> <p>This information will be considered annually by the Member Management Committee.</p> <p>Corporate Leadership Team will be updated as part of the usual health and safety performance reporting arrangements.</p>
<b>10.0</b>	<b>Other Relevant Guidance</b>
10.1	Appendix 1 - Social Media Guidance Note for Elected Members
10.1	Appendix 2 – 'Lone Worker' device guidance.
10.1	Appendix 3 – provides basic advice on things to be considered as part of a risk assessment.

10.2	Appendix 4 The Local Government Information Unit – Personal Safety for Elected Members.
10.3	Appendix 5 – CF50a(EM) Form – for reporting incidents.
10.4	Appendix 6 – key contacts referred to in this protocol.

**Appendices 1, 2, 4 and 5 can be found in separate documents.**

**Appendices 3 and 6 can be found below.**

## **APPENDIX THREE RISK ASSESSMENT AND LONE WORKING ADVICE**

### **1. RISK ASSESSMENT - *factors to be taken into account when undertaking a risk assessment in relation to managing violence, aggression and abuse.***

Factors to be considered include:

a) **Intelligence** – is there any relevant information provided by other council services or external agencies regarding potentially violent persons or dangerous areas or premises.

b) **The physical environment in buildings**, for example:

- security of entrances and car parking areas;
- lighting and ventilation of public spaces;
- waiting areas and interview rooms;
- controlled access;
- whether protective security screens are required and desirable;
- availability, and proper functioning of panic alarms and other communication systems
- CCTV;
- means of rapid escape from rooms, or containment of the perpetrator, if violence occurs;
- whether security staff are present or required;
- the presence of everyday objects, e.g., sharp or heavy objects (including furniture), which could be used as weapons or missiles;
- the proximity and availability of other people and their ability to see the entrances of public and waiting areas, interview rooms, receptions etc. to hear disturbances and raise the alarm.

c) **The visit/communication:**

- the purpose of the interaction, could it be confrontational;
- does the meeting need to take place. If so, can it be held on council premises;
- does the work require lone working, especially during the hours of darkness
- is the lone working device available and fully charged;
- the geographical location, character of the area and nature of the visit;
- is private or public transport being used to get to a venue;
- should visits be undertaken in pairs.

d) **You:**

- Are you familiar with the protocol and other advice/guidance;
- Do you know how to find any relevant and available information on potentially violent persons;

- Have you received appropriate training on undertaking your duties safely and the use of the lone working device;
- Are you aware of the emergency procedure in the event of an incident;
- Do you know when and how to report an incident?

## **2. UNDERTAKING DUTIES ALONE**

The following factors should be considered:

- arrange visits during hours of daylight, wherever this is possible;
- instigate accompanied visits where risks cannot be made tolerable by other means. Such situations may include:
  - attending public meetings;
  - making visits to unfamiliar/isolated locations;
  - making visits to meet persons unknown;
  - making visits to known 'potentially violent persons';
  - Undertaking visits which could lead to 'heated' situations.
- as a last resort, in exceptional circumstances, you may need to consider how your role can be fulfilled in an alternative way for an individual if there is a real risk to your personal safety of staff, that cannot be suitably controlled by introducing any reasonable measures;
- Elected members are strongly advised to always use their lone working device and follow the guidance on its use.

**APPENDIX SIX  
KEY CONTACTS**

<b>Service</b>	<b>Name(s)</b>	<b>Telephone Number</b>
Civic and Member Support	Head of Democratic Services: Andy Hodson  Group Support Managers:  Ian Kirk, Labour Group  Rob Clayton, Conservative Group  Andrea Holgate, Small Groups incl. Lib Dem, MBI, Green and Garforth & Swillington Independents	0113 37 88660    0113 37 88790  0113 37 88790  0113 37 88779
Member Development	Member Development Officer: Sarabjit Kundan	0113 37 88668
Health and Safety	Head of Health and Safety: Chris Ingham  H&S Manager: Jeff Thompson	07891 275274  07891 271243
Legal Services		
Police Liaison/Safer Leeds	Paul Money, Chief Officer, Safer Leeds	01333781222
Facilities Management	Head of Facilities: Richard Jackson	01133788826
Digital Access Team		
Occupational Health	Occupational Health Manager: Ian Cawthorne	07891 275722
Employee Assistance Programme	HELP	0800 028 5149

## Purpose of this Guidance Note

Members' increasing use of social media is welcomed; however there is a wide recognition that there are potential issues which the use of social media raises. To help support and facilitate Members in the use of Social Media this advice and guidance document has been produced. This guidance provides a summary of the main issues for Members to consider, some 'Do's and Don'ts' and further more detailed information about the Legal Framework and examples of how social media activity might fall within and the scope of the Members' Code of Conduct.

## Summary

It is not a requirement for members to have a Facebook or Twitter account or use other forms of social media. However, If you are already using or planning to use social media in connection with your work as a Councillor, or are already using such media in your private capacity, these guidelines will be relevant to you.

Any form of communication is capable of being misunderstood. While the use of social media should not be any more susceptible to this problem than any other form of communication, the immediacy of social media seems to, on occasions, magnify misunderstandings.

By the nature of such media "misfiring", or being misunderstood (particularly with regard to something that is perceived as being more controversial than it was intended to be), it is likely to lead to rapid and wide broadcasting of that apparently "controversial" or misunderstood matter.

There are no special, additional legal or ethical burdens relating to the use of social media. **The same rules apply that govern the rest of your behaviour as a councillor** – it is though important that you consider your social media activity within this context.

The best use of social media is conversational in tone, however publishing information on social media is still publishing. What you've said in published material web is written down and it is permanent. Most pitfalls will be avoided if your online content is accurate, respectful, informative, balanced and objective. On the two pages that follow some do's and don'ts have been listed to help assist Members avoid some of these.

This doesn't mean that members cannot, in the appropriate context, communicate politically. This is expected of an elected representative, but you should be careful not to say anything that you wouldn't be comfortable repeating or justifying, for example, at a public meeting.

## Conclusion

The Council encourages Members' use of new technology, including social media. This guidance is intended to help Members use social media in a way that avoids legal and reputational risk, both for Members individually and for the Council.

## Avoiding the pitfalls - Some Do's and Don'ts

### Do:

1. Set appropriate privacy settings for your blog or networking site – especially if you have a private, non-political blog. However if you post an inappropriate comments within a 'restricted group' and it is subsequently seen by a third party, you remain responsible for that content irrespective of the privacy settings you have set.
2. Keep an eye out for defamatory or obscene posts from others on your blog or page and remove them as soon as possible to avoid the perception that you condone such views.
3. Be aware that the higher your profile as an elected member, the more likely it is you will be seen as acting in your official capacity when you blog or network.
4. Be clear about the capacity in which you are publishing material. Consider keeping your personal and elected member profile on social networking sites separate and maintain appropriate professional boundaries.
5. Ensure you use council facilities appropriately; if you use a council provided blog site, social networking area or Council owned ICT equipment, any posts you make are more likely to be viewed as made in your official capacity.
6. Be aware that you will be seen as acting in your official capacity if you publish information that you could only have accessed by being an elected member.
7. Feel able to make political points, but be careful about being too specific or personal if referring to individuals. An attack on individuals may be seen as disrespectful, whereas general comments about another party or genuine comments on policy are less likely to be viewed as disrespect. An unjustified personal and generic attack on a section of the public is unlikely to be regarded as a political view and be protected by freedom of speech.
8. Minimise security risks by using strong passwords for social media accounts and change them regularly. Protect your devices with a pin to restrict access and prevent misuse. Be mindful that some social media sites are sometimes used to distribute malicious software or code.
9. Show respect and consideration for others. Comments, including those presenting a differing opinion, are a distinct part of social media and it is okay to agree to disagree, it is 'social' media after all. The use of blocking and muting should always be seen as a last resort.
10. Prior to posting consider, as far as possible, the full facts of an issue and any likely impact of a post on an individual's personal wellbeing.
11. In the event it is highlighted to you that a social media post that you have made is in some way inappropriate, immediately remove the post and consider making a subsequent on or off line apology
12. Act in a manner that is conducive to supporting the principles set out in this guidance, and endeavour to do so in your private capacity.
13. And finally, pause before publishing.

## Don't

1. Blog in haste, particularly in circumstances where your judgement might be impaired; for example if you have consumed alcohol or where you are frustrated, cross or upset.
2. Make unguarded statements which could lead to potential liability or post comments that you would not be prepared to make on paper or face to face.
3. Use council facilities for personal or political blogs.
4. Use social media in any way to attack, insult, abuse, defame or otherwise make offensive or discriminatory comments about members of council, members of Parliament (or their family or friends), council staff, service users, members of the public, other professionals, other organisations, or the council.
5. Publish confidential information that you may have learned or had access to as part of your role as an elected member. This includes personal information about service users, their families or friends or others e.g. contractors, council staff as well as City Council related information. If a service user has used social media to ask you to sort out a problem they are having with a Council service, make sure you respond to them privately unless you are absolutely sure they are happy to communicate about their issue on social media.
6. Represent your personal views, or those of any political party or interest group you belong to, as being those of the council, on any social medium or publish or share a member of the public's political views without their express consent.
7. Make, or publish links to content which is derogatory, discriminatory or in any way offensive.
8. Browse, download, upload or distribute any material that could be considered inappropriate, offensive, defamatory, illegal or discriminatory.

## Further Information

The Monitoring Officer and officers from the Communications Team, Democratic Services, and Legal Services are happy to help Members by providing additional advice and guidance as appropriate. If Members are contacted via social media by journalists looking for a Leeds City Council position on any issue the enquiry should be referred to the Communications Team who will be able to assist.

Training is also available via Member Development for individual Members or Groups on the use of social media and Social Media training forms part of the Members' induction programme. **Group Whips are able to support their group members to recognise the content of this guidance as well as ensuring that any concerns raised are dealt with urgently and appropriately through group procedures.**

## Other Useful Sources of Information

A Guide for new councillors 2015/16 - Local Government Association

Social Media – A Guide for Councillors – Welsh Local Government Association August 2013

Communications Act 2003

Malicious Communications Act 1988

Public Order Act 1986

## Issued by

Catherine Witham

City Solicitor and Monitoring Officer

8<sup>th</sup> March 2019

## Further Guidance

### The Legal Framework in Brief

**Libel** – Political speech has a high level of protection under the right to freedom of expression. However, if you publish an untrue statement about a person which has caused or is likely to cause serious harm to their reputation, they may take a libel action against you. The same thing may happen if, for example, someone else publishes something libellous on your website, you know about it and don't take swift action to remove it. A successful libel claim could result in the award of damages against the Council, or possibly against you personally if you were not acting in your capacity as a Member.

**Copyright** – Placing images or text on your site from a copyrighted source (for example extracts from publications or photos), without obtaining permission, is likely to breach copyright laws. Copyright material does not have to be marked ©, so for example just because a photo appears on a website without the photo or the website being marked © this does not mean the photo can be freely used. Therefore, don't publish anything you are unsure about, or obtain prior permission in writing from the copyright owner. Again, a successful claim for breach of copyright would be likely to lead to an award of damages against the Council or possibly against you personally if you were not acting in your capacity as a Member.

**Data Protection/Confidentiality** – All the usual data protection rules apply, and please remember that you are registered as a "data controller" in your own right for your constituency matters, so you could be personally liable if you break these rules when you are communicating about local matters with your constituents. More detailed guidance for Members about data protection is available, but please remember that nearly every communication, message, blog etc. will be the author's "personal data", and the expression of a political opinion will be the author's "sensitive personal data". Therefore, you need to be very careful that you've got the author's express consent before you publish or disseminate this data, and you must not use this data for another purpose, or keep this data in your accounts for longer than necessary for the original purpose. Please remember as well, that individuals can make a subject access request to you for copies of their personal data which you hold in your social media accounts. Information which is an individual's personal data may also be confidential information, and again if you used this information in a way which was detrimental to the individual, they may be able to sue you or the Council for damages.

### What if you find yourself the target of the use of social media by others?

On occasions you may find that others post inappropriate comments about you or communicate inappropriately with you through the use of social media.

If as a result of such communications you are fearful for your safety or the safety of others then you should immediately contact the Police as you would in any other circumstance where you feel you or others might be in danger.

If the communications are not necessarily threatening but are unwelcome and for example could potentially amount to harassment then there are practical steps you can take:

- ICT can be contacted to advise on and where appropriate take practical steps to assist you to block certain communications.

- Legal Services can be contacted to provide advice on whether there is sufficient evidence to take civil proceedings – for example for an injunction under the Protection from Harassment Act 1997. Evidence of the impact of the communications would need to be given in such circumstances.

Sometimes communications are potentially defamatory. Defamation includes false statements made by an individual which injure reputation – either through the spoken word (slander) or written word (libel). It should be noted that the council is prohibited from funding legal proceedings which an officer or Member might want to take against someone for defamation although, depending on the circumstances, the Council may be able to support the obtaining of initial limited advice.

### **Social Media and the Members' Code of Conduct**

Aspects of the Members' Code of Conduct will apply to your online activity in the same way as they do to any other written or verbal communication you may engage in.

Whilst the code of conduct strictly only applies when you are performing the duties of your elected position or where you are representing the council, the key to whether your online activity is subject to the Code is whether you are, or appear to be, acting in your capacity as a councillor rather than as a private individual or in your purely political capacity (e.g. in relation to election activities where the code does not apply).

There are obvious tensions and potential consequences of this in that 'Councillor' in these circumstances may have "blurred identities". This can happen where you have a social media account where you comment both as a councillor and as an individual. Although you may be clear in your mind that you are acting in a private capacity it may be less clear to others. This can also mean that your views can be taken as being those of your organisation or party (rather than you personally) when this may not be the case.

Where a Member's activities on social media are outside the parameters of their elected duties, any issues of concern may be a matter for a Political Party/Political Group to consider and resolve or might be dealt with through separate legal processes.

One way of avoiding blurring of the lines between your personal and councillor life, and avoiding some of the potential problems related to the Code of Conduct, may be to consider keeping your online accounts as a councillor separate from those where you communicate in a personal capacity.

This is a decision for each member and some Members may find the convenience of having one account outweighs the advantages of separate accounts – the remaining basic position though is that the same standards of behaviour and conduct should apply online as would be expected offline.

The Council's Communications Team can help you with more specific advice if needed.

## **Examples of how social media activity might fall within and the scope of the Members' Code of Conduct**

### Honesty and Integrity

Be aware that publishing information that you could only have accessed through your role as a councillor is likely to indicate that you are acting in your official capacity. One of the council's most important values is to conduct its business with openness. The inseparable, complementary "other side of the coin" to the council being open in its dealings is for councillors and employees to be clear about what is confidential and make sure it stays confidential.

### Objectivity

When you act as a member of a decision making committee (particularly planning or licensing decisions) whilst you are permitted to have a predisposed view, you should not give the impression that you have a closed mind. So do not say anything through social media (or indeed anywhere) that suggests you have completely and irrevocably made your mind up on an issue that is due to be formally decided upon. While your view on a particular application may be well known, you need to be able to show that you attended the committee or hearing prepared to take on board and weigh all the evidence and arguments, and were genuinely persuadable to a different view. If you weren't, the decision may be later challenged as invalid. If a person has suffered some sort of detriment as a result of such an invalid decision, they may have a claim against the council for damages.

### Accountability

You should not undertake any action which would bring the Council, your position, or the position of Members generally, into disrepute. This includes any social media post that may reveal confidential or exempt information which you only have access to as a result of your role as a councillor, or the sharing of information about an individual or an organisation without their express permission.

### Leadership

You must promote and maintain high standards of conduct by supporting these principles by leadership and by example, and should act in a way that secures or preserves the confidence of others by not making offensive or derogatory comments about an individual including other Members of Council or by posting comments or images that are discriminatory or offensive or links to such content.

These examples are given for illustrative purposes.

## **The use of social media and mobile devices at meetings**

At meetings use mobile devices sparingly, discreetly and with common sense and consider the impression the use may give to others. There may be occasions when use of social media and mobile devices is entirely appropriate however this should not be excessive and continuous so as to give the impression of not being respectful or engaged in the proceedings or being fully engaged with the matters under discussion.



# Standards



BS 8484

The British Standard for Lone Worker Device Services, and the benchmark for lone worker solutions in The United Kingdom.

Most recently re-published in 2016, SoloProtect was the first company in the UK to be audited and accredited against the latest iteration of the standard (BS 8484:2016).



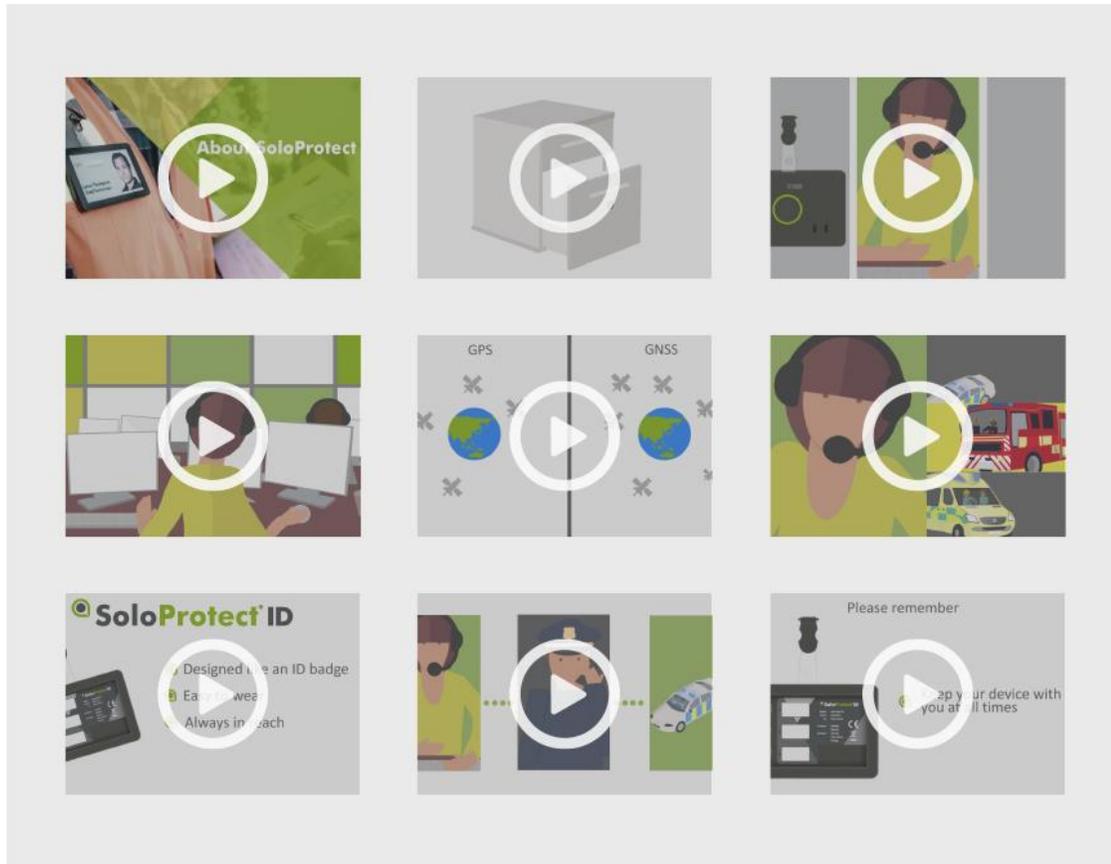
EN 50518

The European Standard for Alarm Receiving Centres (ARC), and a primary consideration of BS8484, in relation to standards relating to the provision of ARC services.



# On Demand Training

We offer a full suite of training videos aimed at providing the answers you need about our services



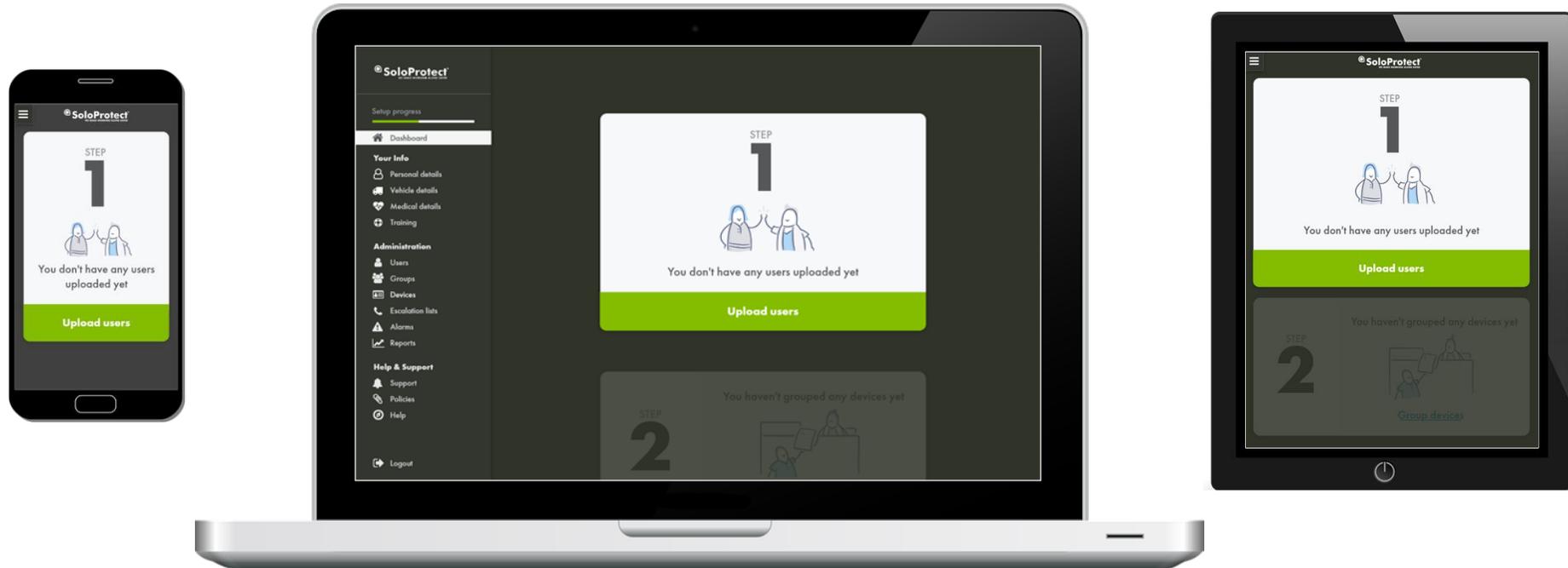
# Live Training



We provide you with a range of high quality training options and aim to be as flexible as possible in order to ensure all SoloProtect users are comfortable and confident in how to use their device.

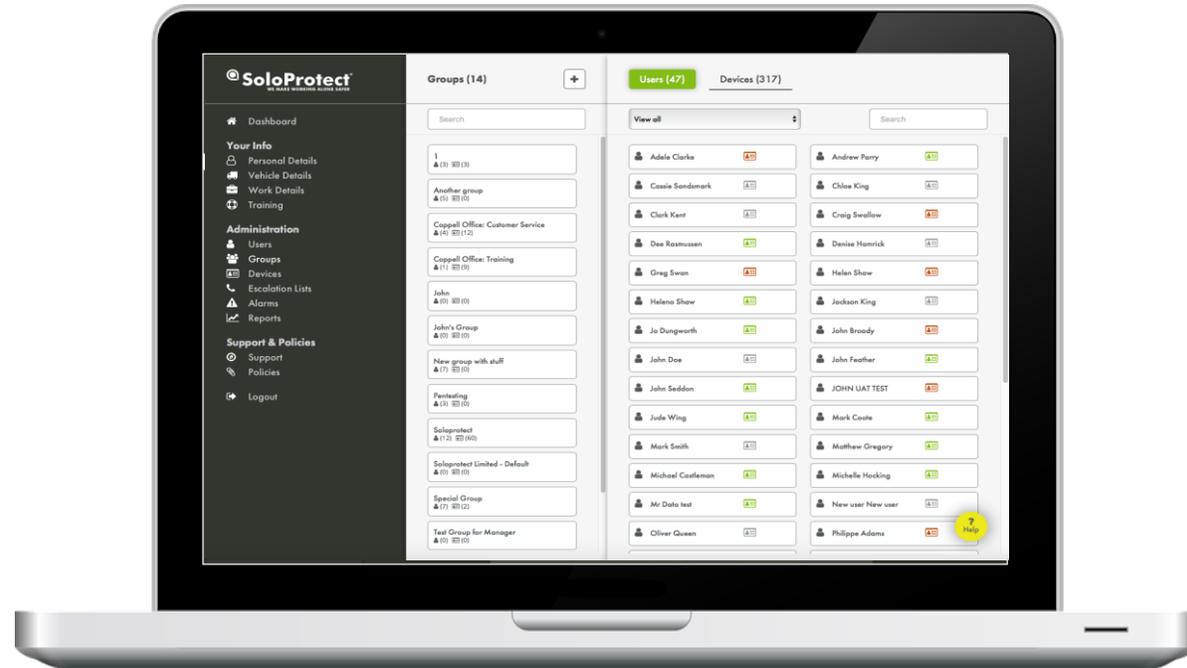
# SoloProtect® Insights

An easy-to-use, online interface to manage your lone workers and SoloProtect devices. Easily set up users, groups and devices, store personal, vehicle and medical details all in one place with full access to training and support.



# SoloProtect® Insights

Upload, Assign and Group Users to devices and escalations.



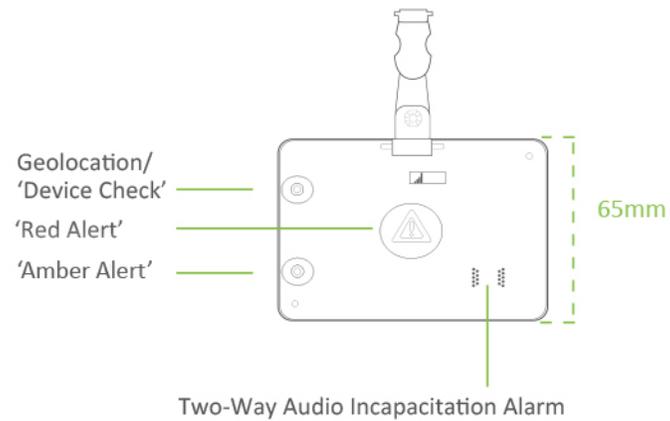
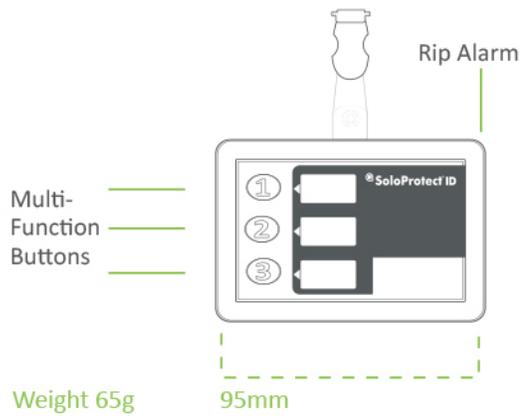
# Device Overview | SoloProtect ID



## SoloProtect ID



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Red Alert link to Designated Alarm Receiving Centre



Discreet Design



Incapacitation Detection



Multi 'Red Alert' Activation Options



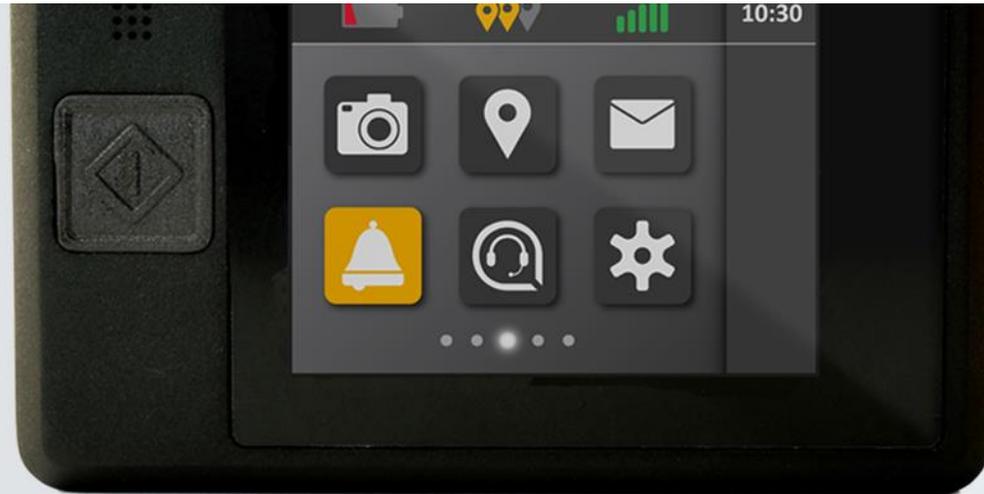
Accurate and Fast Geolocation



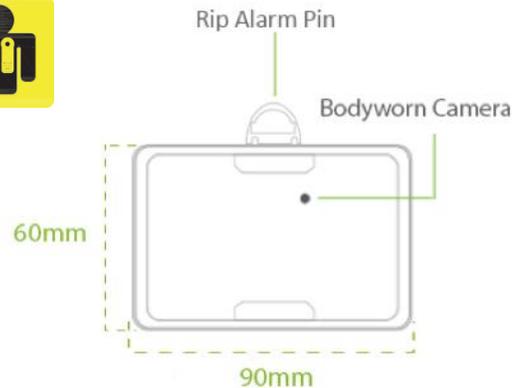
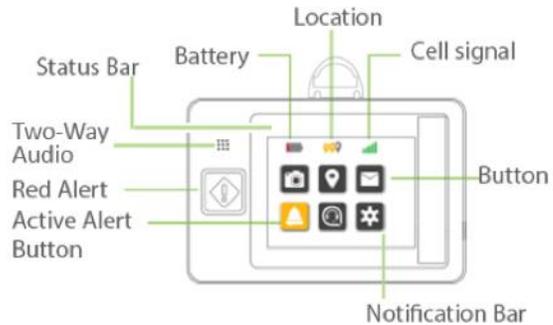
Always in Touch

# Device Overview | SoloProtect ID Pro

**SoloProtect ID Pro**



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Configured for Both Landscape and Portrait Orientation



Live Stream Video over Cellular Connection



Indoor Location using Wi-Fi Sniffing and Bluetooth Beacons



LCD Screen



Push Messaging on Risk



Future Proofing with FOTA (Firmware Over the Air)



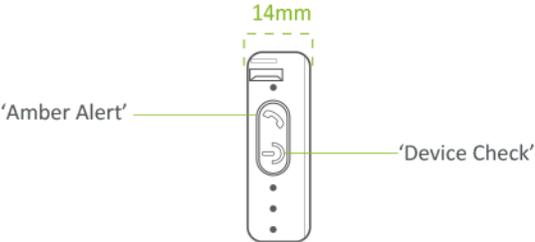
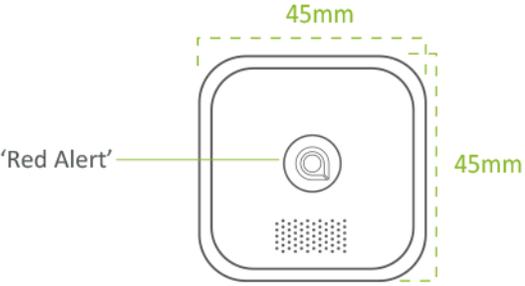
NFC for Tagging/Audit

# Device Overview | SoloProtect Go

 **SoloProtect<sup>®</sup> Go**



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**Red Alert link to Designated Alarm Receiving Centre**

  
**Discreet Design**

  
**Incapacitation Detection**

  
**Accurate and Fast Geolocation**

  
**Always in Touch**

  
**Lightest and Smallest Lone Worker Device**

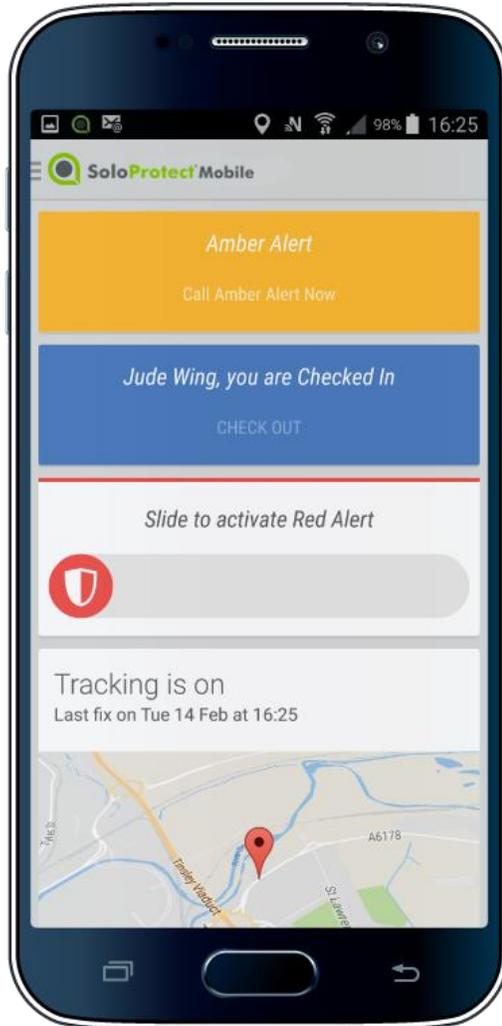
# SoloProtect<sup>®</sup> Watch

- Smartwatch Form Factor
- Icon driven interface – intuitive design
- Red Alert & Amber Alert functions
- Incapacitation Alert
- BS8484: 2016 approved
- Pedometer
- Heart rate measurement
- Same 24/7 support via SoloProtect ARC



***Scheduled – roadmap from March '18***

# SoloProtect<sup>®</sup> Mobile



The smart way to protect lone workers exposed to infrequent risk.



Includes Red Alert (24/7 link to ARC), Safety Check and Device Check.



An easy-to-use, clear user interface allows a user to switch from the homepage, to their safety functions at the push of a button.



# Incapacitation Capabilities



SoloProtect ID and SoloProtect ID Pro will detect tilt and non-movement, consistent with a worker being incapacitated. This will facilitate an automatic Incapacitation 'Red Alert' raised with the Alarm Receiving Centre



# Key Functions



## Device Check

Reassures you that you can rely on the SoloProtect solution prior to entering any location or situation.

- Check signal strength
- Battery power
- GPS location



## Amber Alert

Leave a 'Amber Alert' message with key contextual information that will assist responders, in the event of a 'Red Alert'.

An 'Amber Alert' is a key part of your lone worker dynamic risk assessment.



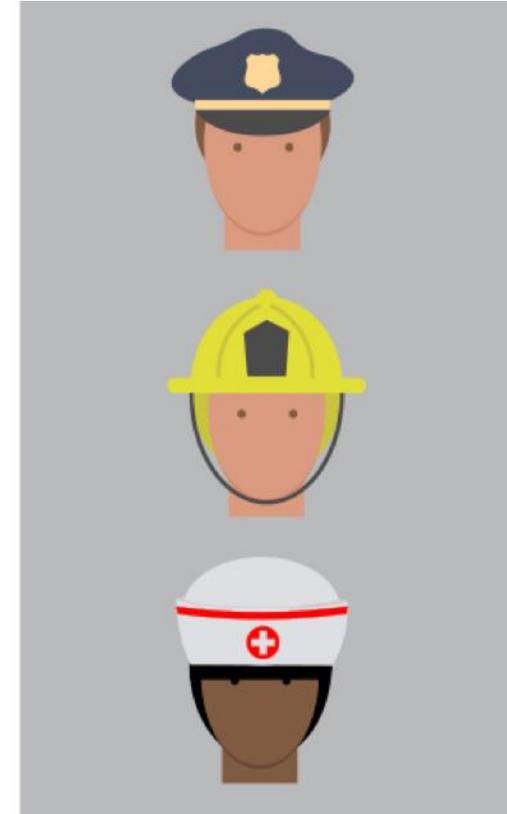
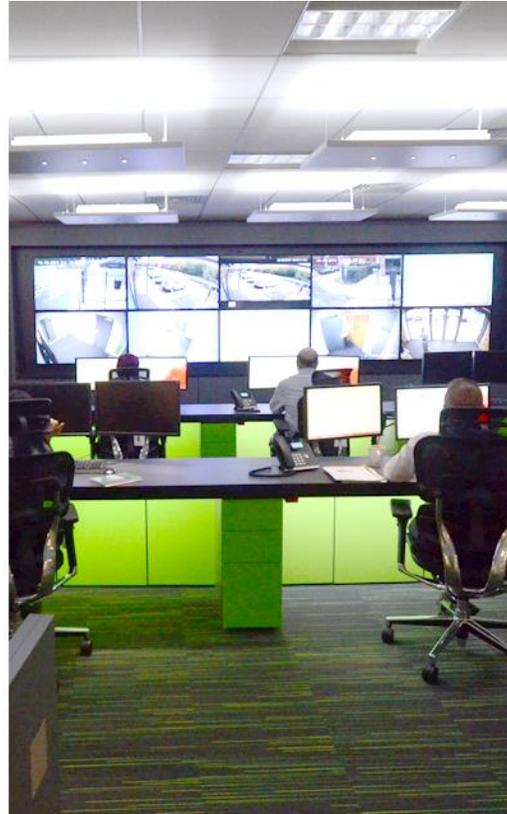
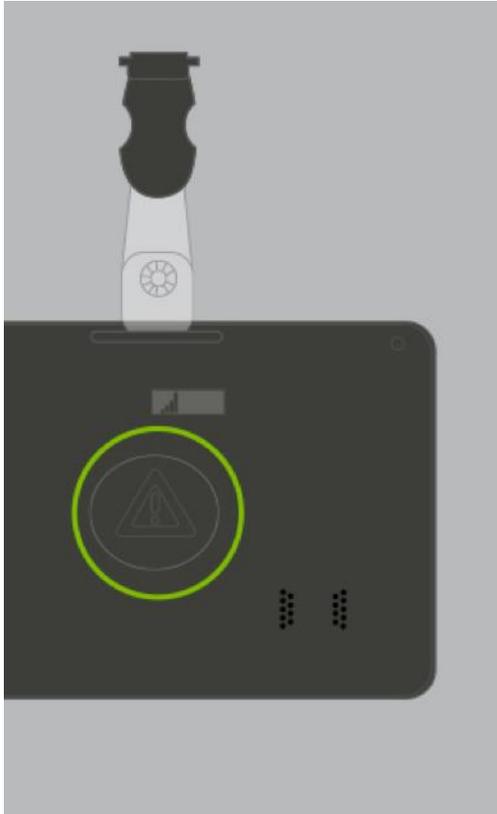
## Red Alert

Activating 'Red Alert' initiates an audio communication channel to the Alarm Receiving Centre

The 'Red Alert' will automatically send the latest GPS coordinates to our Alarm Receiving Centre for emergency services.

# Alarm Receiving Centre

Providing a dedicated full-service monitoring and response solution able to quickly dispatch emergency services if needed. Staffed with our highly trained operators, 24/7 and 365 days a year.



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# Introduction

Our personal safety is something many of us take for granted, and it is only when a major incident occurs that we stop and think about our own vulnerability. The recent murder of MP Jo Cox will have caused even the most confident amongst us to take a step back to reflect on the way that we manage any risks associated with our role.

There have been very few major incidents involving violence toward local or national politicians, although when attacks do take place they are widely reported. There are no statistics which prove that public figures are at more risk than anybody else who is involved in carrying out a front-facing role, although some councillors may feel that the controversial decisions they are involved in making could mean that they are more exposed.

Every councillor I meet has their own story to relate about an unpleasant or challenging interaction with a member of the public, and verbal or written abuse is often accepted as being part and parcel of the role. Whilst most of the aggression councillors experience will usually sit at the 'low to modest' spectrum of unacceptable behaviour, severe abuse can tip into the legal definition of violence even if no physical interaction is involved.

In the year ending 2015, the Office of National Statistics reports an increase of 27 per cent on the previous year for "violence against the person" offences. On a cautionary note, and just to place this in context, the guidance notes to the report say that in reality there is no statistical change compared with the previous year and that the 'increase' is explained by improvements in the recording of crime. Some of the apparent increase will have also been influenced by the broadening of legislation such as the Protection from Harassment Act and the Crime and Disorder Act.

A strong legislative framework is useful, but the law can only ever protect retrospectively and no Act of Parliament will ever prevent bad things from happening. This is why we should all take time out of our busy schedules to reflect on the systems and processes we should have in place to help keep us safe, and to reduce any risks we may be exposed to in our councillor role.

## Risk and safe

There are two words which are often used in the assessment of personal safety: "risk" and "safe".

Although we instinctively know what these words mean, we will all have varying ideas of what constitutes a risk – and also what feels safe.

The emphasis in safety terms is about assessing and managing risk, with the ultimate aim of being safe. Rather than always avoiding risk, the focus is on assessing risk to work out whether it is acceptable. After all, if we avoided taking any risks, we would never get out of bed (except for the danger of pressure sores).

If you want a starting point for developing a personal safety plan, you should carry out some investigation to find out what already exists by way of policy or guidance. For example, if you belong to a political party they may have a set of procedures you can follow. In addition, your authority's democratic services will also be able to provide advice and can highlight any policies around lone working and safety which relate to your role.

You might also find it useful to find out more about how to carry out a risk assessment. This is a process which examines the different activities you are involved in, with a view of identifying potential hazards. This will enable you to make informed decisions relating to the level of risk you may be exposed to, with the idea of reducing or eliminating risks.

For more information, visit the government website: [www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)

## General principles of personal safety

Later on we will explore specific situations and talk about what can keep us safe in each of these scenarios. Before we do this, there are four broad principles to consider linked to personal safety:

1. Organic risk assessment
2. Gut feel
3. Early choices
4. Routine

### 1. Organic risk assessment

Earlier on in this article, formal risk assessment was mentioned. Organic risk assessment is more focused on assessing risk in the here and now, based on the signals we are picking up from our environment.

It is generally believed that a person who is new into a role is much better at identifying and assessing risk than somebody else who has been carrying out the same activity for a period of time. In psychological terms this is described as 'script theory'.

In practical terms this means that we become used to doing things in certain ways, and that in carrying out these scripted activities, we are less observational and aware. Routines are established and stuck to – which can mean that there is a tendency to stick to the same pattern – even when a situation demands a different approach.

So for those of us who have been in role for some time, the message is to stop and think a bit more about our environment – to be alert to the danger of complacency, and to be observational and intuitive.

### 2. Recognise and use your gut feel

No risk assessment can replace using our own senses to determine what feels safe, versus what feels wrong or 'off'. This is often referred to as 'gut feel'.

This sixth sense is hard-wired into us and is a mechanism that is designed to help us to recognise a perceived danger. Our brain is good at learning and storing information – and when we are in a situation which has threatened our ability to cope in the past, our brain will warn us to be alert.

We all have a unique and personal set of signals which tells us that something isn't 'right', and the skill is to recognise and to listen to what our body is saying.

Common pieces of bio-feedback can include:

- sense of being on high alert
- tightening in the tummy
- muscle tension
- vision and/or hearing sharpening
- goose bumps
- icy hands or feet
- nausea or acid stomach
- hairs on the back of the neck/hands/arms rising.

Unfortunately, as adults we often silence our gut feeling in an attempt to intellectualise it. In personal safety terms, gut feel is one of the most important tools we have.

Although our brain can be mistaken about what constitutes a threat, do pay attention to the signals you are receiving and if you feel uncomfortable, or in danger, remove yourself from the situation as soon as you can. You can analyse the situation later and draw proper conclusions when you are in a controlled environment.

### **3. Early choices**

Early choices are conscious decisions we make about our personal safety which can help to protect us if we have a problem. Although these can feel quite basic, early choices include:

- deciding to tell a friend or a relative where you are going – and what time you are expected back
- charging your mobile telephone and programming emergency numbers into the directory
- choosing to buy a personal alarm and checking the batteries before you leave home
- checking a route or a timetable before setting off
- choosing to fill up with fuel during daylight
- choosing appropriate clothing.

Over the years I have been involved in de-briefing people who have been involved in events where their personal safety has been compromised, and I would estimate that most, if not all, have expressed regrets about early choices they could have made – and didn't.

### **4. Routine**

Routine is often described as the enemy of personal safety because it makes our behaviour predictable and reliable. Whilst reliability is often a prized characteristic, in safety terms it can make us vulnerable – particularly when a habitual activity is known to others.

Whilst it isn't always possible or practical to vary patterns a huge amount, when you are able to do so, change your rhythm and routine so that you avoid:

- leaving or returning home at exactly the same time
- walking the same routes at the same times
- parking in the same spot
- similar daily routines
- holding meetings or surgeries in the same place at the same time every week or month.

## Specific safety tips

A number of safety tips follow which relate to the different activities councillors are involved in as part of their role.

These have been compiled from a variety of sources including guidance from councillors which have shared during training sessions; from the police – and from personal safety agencies. Some of the approaches are just plain common sense.

As a list of do's and don'ts, it looks overwhelming and, read out of context, can imply that our role is more dangerous than it is. Listed in this way, it suggests that all members of the public are a risk, which is untrue: very few people will ever pose a threat.

### Visiting people in their homes

Councillors will sometimes pay home visits to residents. Sometimes this is because of a mobility or disability issue which means that it is impractical to meet elsewhere.

Before you automatically agree to a home visit, consider whether there are alternatives:

- can the meeting be carried out by telephone – or even by email?
- can a ward colleague or member of council staff attend the meeting with you?
- could you meet in a public place – eg. a community centre or even a local café?

In an instance where the above options are not practical or possible:

- arrange the visit during normal working hours (if you can)
- when you arrange the visit ask who else may be in the property
- check whether there are any dogs – and if so, whether they can be put in another room before you arrive
- request that the resident does not smoke whilst you are there
- make sure that a responsible person knows exactly where you are, and has an idea of what time you are expected to leave.

## On arrival

- If you have driven, leave any personal possessions in the car – avoid taking a handbag into somebody's property just in case you need to make a quick exit. This also means that you can keep one hand free.
- Carry out a mini 'risk assessment' on the property before approaching. Notice the environment – for example dog poo in the garden will tell you that there is at least one animal at the address.
- After knocking at the door, stand back and to the side. When the resident answers the door, rather than just going straight in, carry out a little door step conversation. Use your senses: smell, sight, hearing, gut-feel – and if anything feels 'off' make an excuse for not going in.
- Should a resident not be dressed, or in a state of undress, do not enter the property. Say you will wait outside until they are clothed, or arrange another appointment.
- If you decide that it is safe to enter, note the way in and out, type of catch/lock on the door and how to operate it should the need arise.
- Should the resident attempt to lock the door once you are inside (some older people have been advised to always lock their doors from the inside), ask if they would be kind enough to leave it unlocked as you have some files in the car that you may need to get in a moment.

## The meeting

- Try never to meet in the kitchen unless your visit is to look at the room! The kitchen provides many possibilities when it comes to dangerous weapons that are best avoided.
- It is not good practice to have the owner and their dog in the room together with you. In some breeds the sound of their owner becoming upset will upset the dog and if a dog took sides it probably wouldn't be yours. One way to remove a dog from the room is to apologise to the owner, and say that you have asthma and are allergic to both dogs and cats. This minimises any perceived insult.
- Where possible, if you sit down, try to be near the door and if you have to sit in an armchair or settee, place yourself by the arm to make it easier and faster for you to stand up.
- During the discussion, if the resident's behaviour deteriorates, make an excuse and leave. In extreme situations you can agree to anything if it will keep you safe, and will allow you to exit. This can be unpicked later.
- Stay 'above' the meeting. Occasionally just distance yourself from the conversation and check that things are not getting out of hand.
- Find reasons for leaving such as referring a decision to an officer or manager.
- Even if somebody appears to calm down – if you have seen a flash of behaviour that made you anxious, then it is time to go whilst things are calmer.

## **Callers to your own home**

Whilst some councillors are happy to see people in their own home, others will avoid this, unless the person concerned is well known to them. In general terms residents are normally advised to contact councillors by telephone or email, or through formal surgeries, and some councils actively issue guidance warning against home visits.

General advice is that unexpected doorstep callers should not be invited into a property unless known and trusted, and that residents should be encouraged to make formal appointments.

If you decide that you will be open to home visits, as a very first step you should talk to Democratic Services about whether you can have access to the council's 'potentially violent person's register' so that any visitors can be checked beforehand. You should also review your home security which should include carrying out a formal risk assessment.

## **Ward surgeries**

Choose your venue wisely and avoid holding ward surgeries alone in an otherwise empty building. Select a building where you have a good and reliable mobile telephone signal – and ideally where there is good access.

All venues should be formally risk assessed. Talk to your party or to Democratic Services for advice and guidance on how to approach this.

Think about how you lay out the environment: chairs at 45 degrees can be more co-operative and less confrontational than sitting directly opposite, and higher chairs are easier to stand up from than lower arm chairs. If you have a hot drink, keep this by the side of your chair rather than on the table in front of you.

If you have a companion with you, make sure that you develop some 'coded language' which is a way of communicating with each other without alerting the resident. This means that in a difficult situation you can communicate that you have a problem – without aggravating the situation further.

## **Use of interview rooms**

- Take care about taking somebody whose behaviour is uncertain or threatening into a confined space.
- Always let somebody know before you work 1:1 in a separate area.
- Make sure that the interview room is uncluttered.
- Sit closest to the door so that you can exit swiftly and if it is appropriate, leave the door open
- Ask an officer to walk past and check on you, or to monitor the meeting on CCTV.
- Develop a bit of 'coded language' so that you can communicate issues to colleagues discreetly.
- Never leave a colleague alone in an interview room; somebody should always stay until the visitor has left.

## Travelling

### *Travelling by car*

- Make sure that you have enough fuel – it often feels more secure to re-fill a tank during the day than after dark.
- Regularly check your tyres (including the spare).
- Consider joining a motoring organisation (some give preferential treatment to female motorists).
- Check your route, and avoid areas that you feel uncomfortable driving through alone.
- Avoid placing your handbag or valuables on the passenger seat beside you.
- Lock your door when driving around towns and in remote areas. In an accident, if your airbag inflates then your doors will automatically unlock.
- If someone you do not know taps on the car window and asks for directions, avoid winding your window down.
- Avoid giving lifts to people that you do not know very well – trust your instincts.
- If you must give a lift to somebody you do not know well, the safest place for a driver to place a passenger is in the rear, diagonally opposite to the driving seat.
- Park your car in a place that you know will be safe to return to.
- Reverse into parking spaces so that you are free to pull out easily.
- If you are parking in a cul-de-sac, turn the car around so that you are facing out of the cul-de-sac.
- Avoid having identifying stickers in your car. In some instances, this may make your car a target for vandalism.
- In multi-storey car parks, try to use the ground floor away from stairs and lifts. Have the correct change ready for the machine.
- Have your car keys in your hand so you can get straight into the vehicle.
- Look inside before entering your vehicle to ensure that the car is as you left it.
- If you have a choice, avoid parking with your driver door next to vans with sliding doors.
- Take care about programming your home address too specifically into your satnav – particularly if this will be kept in the same bag as your home keys.
- If you are followed in your vehicle, do not get out. Drive to a busy area, ensure that all doors are locked and flash your lights and sound the horn to attract attention.

## *Public transport and taxis*

- When using public transport, have the right change or your pass available so that you do not have to bring out your purse or wallet.
- Ensure that you know travel times – particularly the details of the last bus/train of the day.
- Wait for a bus or train in a well-lit place near other people whenever possible and pay attention to your environment rather than playing on a mobile phone.
- Carry 'emergency' money so that if a bus or train does not turn up, you are able to call a taxi.
- If a bus is empty, or it is after dark, it may be safer to stay on the lower deck and sit near the driver.
- On trains, choose carriages that are well-populated and do not hesitate to move seats if you feel uncomfortable where you are.
- On trains, if you sit next to the door make sure that you keep your mobile telephone close to you. A common crime is for a thief to grab a telephone and make a dash just as doors are closing.
- Avoid compartments which have no access to corridors or other parts of the train.
- Sit with other people and avoid empty carriages.
- If you think that somebody is following you, enlist help from some of the other passengers or, if on a bus, from the driver.
- If you feel threatened, make as much noise as possible to attract the attention of the driver or guard.
- If you can, and if travelling at night or in an unfamiliar area, try to arrange for someone to meet you at the bus stop or train station. If this is not possible, try to walk near other people with whom you feel safe, and walk purposefully to your destination.
- Always carry the telephone number of a trusted, licensed company with you.
- Taxis (Hackney Carriages) can be hailed in the street. They look like purpose-built taxis or black cabs and have an illuminated taxi sign on the roof.
- Licensed minicabs cannot be hailed in the street. They must be pre-booked. The driver should have ID and the vehicle will have a photographic license. Check that the photograph matches the driver. If it doesn't, don't get in the cab.
- When booking a taxi or minicab, ask for the driver's name, as well as the make and colour of the car. Confirm the driver's details when they arrive – is it the taxi or minicab you ordered?
- Sharing a taxi or minicab with a friend and sitting in the back of the car are good safety strategies.

- If you chat to the driver, be careful not to give out any personal details.
- Minicabs that pick up fares on the street, without being pre-booked, are illegal, uninsured and potentially very dangerous.

### *Cycling safety*

- Keep your bike in good working order. Repairs are best done at home rather than by the road.
- Dress to be seen and safe. Wear a fluorescent belt or jacket and always use lights.
- Consider wearing a cycling helmet.
- Obey the rules of the road.
- Avoid listening to music or talking/texting whilst cycling.
- Secure your bicycle with a good quality chain and padlock.

### *Walking*

- Check that you know where you are going – and if you have to ask for directions avoid looking lost and helpless. Research suggests that people are less likely to be a victim of crime if they look confident and assured.
- Remember that routes that seem very safe during the day look completely different after dark – have the vision to imagine what your walk will be like at night. Be prepared to walk a longer way around to keep safe.
- Avoid making eye contact with people with whom do not want to engage in conversation.
- Wear comfortable shoes that you can move quickly in, if you need to.
- Awareness alarms are sometimes used – if you have one, make sure that it is accessible.
- If you are wearing a scarf, or have long hair, tuck it inside your coat.
- Sling your handbag across your shoulder – or preferably –under your coat
- Be prepared to give your wallet and your bag up, if needed. Wallets can be placed in an inside pocket that is secured with a safety pin (very useful for avoiding pick-pockets).
- Try to keep both hands free as you walk.
- Avoid talking on your telephone – this advertises that you have something expensive which can be stolen and also distracts you from your environment. If you do need to text or talk, find a busy place to stop and stand with your back to something solid.
- Keep enough money on you to be able to use alternative transport such as a taxi, if you need to.
- If you think that you are being followed, head for lights and noise and busy areas rather

than walking into the middle of nowhere (even if it takes you off your route). Find a commercial premises or public building where you can find somebody whom you trust.

- Take care of distraction crimes – eg. somebody asking you for the time.

## Alarm bells

There is no scientific formula that alert us to the moment when an individual with an issue becomes an individual who is a danger. Nor is every act of violence preceded by a clear and gradual deterioration in behaviour as “stranger attacks” can and do happen.

It is impossible to create an exhaustive list of behaviours which should ring alarm bells, however shown below are some factors which should alert us to a potential issue, and which must be discussed with your local Police.

### Does the person’s behaviour frighten you?

You are the best assessor of risk and if a person’s behaviour frightens you, then doing nothing is not an option.

Whilst we can individually recognise fear, in some instances it can be quite a difficult to explain what it is about somebody’s behaviour that has frightened us.

Often it is not just one signal, but a combination of a number of features of a person’s behaviour which raises our sense of fear:

- intimidating non-verbal behaviour – including exaggerated hand and arm movements
- prolonged eye contact
- standing too close
- saying things which we find illogical or sit outside our own frame of reference
- repeating statements or sentences over again
- actual threat of harm (to us or to family – or property).

When somebody’s behaviour sits outside the ‘norm’ it is easy to be alarmed because the person’s behaviour is different to what is commonly expected. It is important to recognise that individuals with mental health problems are not necessarily a risk on this basis – in fact research demonstrates that most people who commit violent acts do not have a mental health problem.

### Do you think that you are being harassed or stalked?

Harassment is a broad term which is defined as a behaviour or repeated set of behaviours which ‘causes alarm or distress’. The behaviour can manifest in a number of different ways including:

- repeated attempts to impose unwanted communications – causing distress or fear in any reasonable person
- making false and malicious assertions or allegations

- targeting an individual
- focussing unwanted attention on others who are connected with the individual, knowing that this will affect their victim (this is known as stalking by proxy).

Whilst there is no strict legal definition of 'stalking', in general terms examples of stalking may include:

- following a person
- watching or spying on someone
- Forcing contact with the victim through any means, including social media.

The effect of such behaviour is to curtail a victim's freedom, leaving them feeling that they constantly have to be careful. In many cases, the conduct might appear innocent (if it were to be taken in isolation), but when carried out repeatedly so as to amount to a course of conduct, it may then cause significant alarm, harassment or distress to the victim.

### **Has the suspect(s) ever destroyed or vandalised your property?**

Property damage may be associated with a number of elements including:

- rage or frustration
- revenge
- the desire to harm something the victim cares about
- a wish to undermine the victim's belief in a safe environment
- as a form of threat.

Some research suggests that property damage can be a pre-cursor to physical violence. But setting that aside, this can be classed as criminal damage – and must be reported to the Police.

### **Is the person abusing drugs or alcohol?**

Alcohol and drug use loosens peoples' behavioural codes and there is research that suggests that substance abuse compounds the violence risk among those who are already mentally ill.

## **Final words**

### **Use of mobile technology**

One of the modern myths is that mobile telephones help to keep us safe. They don't. Mobile telephones can make us more vulnerable. They can be a magnet for thieves or a distraction at a time when we should be monitoring and evaluating our environment.

The only purpose a cellular 'phone has in personal safety terms is to communicate a problem and in extreme situations, it would not be possible to reach for a telephone – let alone dial a number.

Useful telephone numbers:

101 Non-emergency Police which, although a national number, will automatically route to the nearest station.

Use this number if you want advice and guidance or to report a crime in non-emergency situations.

The number can be dialled from land-lines and mobile telephones.

112 Police – Fire – Ambulance (and sometimes Coast Guard)

Used by many European countries, this can be dialled from a land-line too.

Always use this number instead of 999 if you are on your mobile telephone as it will get you through to the emergency service faster. You do not need credit on your telephone (or for some handsets even a sim card inserted) for this number to work.

112 must only be used in an emergency. The Police define an emergency as a situation when:

- someone is a risk of getting injured
- threats are being made against a person
- a crime is being committed and is in progress
- there is danger to life
- there is risk of injury.

999 Police – Fire – Ambulance (and sometimes Coast Guard)

Can be dialled from a mobile telephone or landline.

The criteria for an emergency remains the same as for the 112 number shown above.

111 NHS Direct

This is the NHS non-emergency number, where members of the public can receive medical advice and guidance.

Free to ring from a landline or mobile telephone, this service is supported by healthcare professionals who are available 24 hours a day, 365 days a year.

ICE ICE (In Case of Emergency) is not a telephone number, but a way of communicating to police or medical staff whom they should contact in an emergency situation when the owner of the telephone is not able to share next of kin information.

In an emergency, the emergency services can scroll through the 'Contacts' list on a telephone to find ICE numbers. Even if a telephone has a screen pin number on it, the sim card can be removed so that the address book is accessed on another telephone. Telephones which have a sim pin lock cannot be accessed.

To add ICE contacts, choose your closest relatives/friends/next of kin (it is a good idea to let people know you are doing this).

Open the address book or contacts section on your mobile telephone and create a new entry with the name ICE. Then add the contact information for your chosen emergency contact. It is also a good idea to enter additional information about the contact, including his or her name and relationship to you under "Notes" or in another unused field.

Some people add a dash or a space after the word "ICE" followed by the person's first name, so that emergency personnel know who they are calling, and place an order of calling.

An entry might look like this:

ICE 1 - Husband – 07976 xxxxxx

ICE 2 - Sister – 07976 xxxxx

ICE 3 - Son – 07976 xxxxx.

## **Mobile technology and tracing**

With the popularity of cellular technology and smartphones, a wealth of applications (apps) have been developed which enable people to be traced through their mobile telephone.

Apple, Windows and Android stores have a number of free downloadable programmes which can be used to trace somebody through the location of the person's telephone.

The basic principle of these apps is that you invite people to be part of your 'circle' and once linked, you can tap on a person's photograph to locate where they are. This is often accurate to a few yards.

In personal safety terms the important emphasis is on being traceable and not being trackable, and whilst open to huge abuse, some of these programmes can work well. The ability to see where a family member or partner is located can be reassuring tool, but users have to remember to turn their 'location' service off in the telephone's settings if they do not want to be found!

## **Incident reporting**

One of the problems that organisations experience is the lack of intelligence and information about individuals or groups whose behaviour is causing concern. There appears to be a tremendous reluctance to share information between individuals and organisations.

If you are involved in an incident, or have concerns around an individual's behaviour, it is important to report this to your Party or to the Democratic Services team. Some councils have incident reporting forms which are designed specifically for this purpose, and it would be a useful idea to find out what the procedure is within your authority.

Although there can be a hesitation around reporting an individual, your council does need to aware that there is an issue as officers or other agencies will need to be made aware.

An incident report must be completed as soon as possible after an event, whilst memories are fresh and so that issues can be investigated and appropriate action taken. Action might

also include offering support to people who have been involved and you can assess whether you need help. Your political party or the council will be able to provide you with advice and guidance if this is needed.

## **Other sources of help**

As mentioned earlier, one of your key sources of help should be your own council's safety procedures. Often these will include policies around Lone Working, and general support associated with safety in the councillor role.

Externally, there are many independent charities and businesses who provide expertise around personal safety, and an internet search will guide you to some of the higher profile organisations. The Suzy Lamplugh Trust is particularly well known for the quality of their advice. Their website is: <http://www.suzylamplugh.org>.

## **And finally**

Read out of context, this article makes grim reading. It implies that we live in a violent and unsafe world where peoples' behaviour is frightening and unpredictable. This is not true: we live in a world where by far the majority of people are friendly and gentle, and where many kind acts go unnoticed and unreported.

Personal safety is about valuing ourselves; taking sensible steps to minimise risk, so that we are confident and comfortable in our councillor role.

So be safe – and please don't have nightmares.

**Author: Miranda Smythe, LGiU associate**

LGiU is an award winning think-tank and local authority membership organisation. Our mission is to strengthen local democracy to put citizens in control of their own lives, communities and local services. We work with local councils and other public services providers, along with a wider network of public, private and third sector organisations.

Incident Log No: \_\_\_\_\_ Logged (delete as appropriate) | Y | N | Date: \_\_\_\_\_

CF50A EM

# Report of Aggression or Violence Towards Elected Members



# Leeds

CITY COUNCIL

## Part A

### 1. Elected Member Details

What is your full name?

What is your telephone number?

Which Ward do you represent?

Which political party do you represent or are you an Independent Elected Member?

What is your Leeds City Council address?

Civic Hall,  
Portland Crescent,  
Leeds  
Post code: LS1 1UR

### 2. About the incident

When did the incident happen?

Date  Time

Address of where the incident happened

Post code

Describe the location, e.g. area, room, office

### 3. Describe what happened

**Give as much detail as you can, including:** *a description as to what led up to the incident; the incident itself; description of any injuries suffered; name/address/details of assailant if known; details of your use of the lone working device, if relevant; details of any police officer attending the scene or crime number.*

# Report of Aggression or Violence Towards Elected Members

## Part B (to be completed by the Head of Democratic Services or a Group Support Manager)

### 1. Is any immediate action required which may help to prevent recurrence?

--

### 2. Are the following actions required?

Yes/ No	
	Is a referral to the Anti-Social Behaviour Team required?
	Is a Hate Crime Form required?
	Has the Elected Member been reminded of support available through the Employee Assistance Programme?
	Is advice required from LCC Occupational Health?
	Do other Elected Members need to be made aware?
	Does the incident require sharing with council officers via the Customer Relations Team? <a href="mailto:cf50a@leeds.gov.uk">cf50a@leeds.gov.uk</a>
	Has a copy of the form been sent to the BSC? <a href="mailto:bsc.hr.employee.matters@leeds.gov.uk">bsc.hr.employee.matters@leeds.gov.uk</a>
	Is any further training required?
	Does any guidance or advice need to be changed?

### For official BSC use only

Was the incident reported to:	Police	
Date reported:		
LCC incident database reference:		



Report author: Helen Gray

Tel: 0113 37 88657

**Report of the City Solicitor**

**Report to Member Management Committee**

**Date: 28<sup>th</sup> June 2019**

**Subject: Local Authority Appointments to Outside Bodies**

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

**Summary of main issues**

1. Each year Member Management Committee is required to review the list of all notified Outside Bodies including those designated as Strategic and Key (Appendix 2) and appointed to via this Committee and Community and Local Engagement (Appendix 3) and currently appointed to via the relevant Community Committee and determine whether the Council should make/continue to make an appointment to those bodies.
2. Member Management Committee is asked to consider any vacancies detailed in Appendix 2 and make appointments to them.
3. Any appointments should be made in accordance with the Appointments to Outside Bodies Procedure Rules.

**Recommendations**

The Member Management Committee is asked to:

- a. Note the Appointments to Outside Bodies Procedure Rules at Appendix 1;
- b. Approve the schedule at Appendix 2 and make appointments as appropriate;
- c. Approve the schedule at Appendix 3 and confirm the delegation of the appointment of these to the Community Committees;
- d. Consider the matter referred from Inner North West Community Committee in respect of appointments to Leeds Bradford Airport Consultative Committee (LBACC);

- e. Note the addition of Member appointments to Local Care Partnerships to the schedule of Community Committee appointments
- f. Note the changes to the Outside Bodies schedule as outlined in paragraph 3.14 of the report.

## **1.0 Purpose of this report**

1.1 This report outlines the Member Management Committee's role in relation to Elected Member appointments to Outside Bodies and asks the Committee to:

- Agree a schedule detailing those organisations that the Council will continue to make an appointment to; and
- Agree the nominations to those organisations which fall to this Committee to make an appointment to.

## **2.0 Background information**

2.1 Each year the Member Management Committee is required to review the list of notified Outside Bodies and determine whether the Council should make/continue to make an appointment to those bodies. The process by which this is undertaken is detailed in the Appointment to Outside Bodies Procedure Rules (an extract of which is listed below). A copy of the full Procedure Rules is attached at **Appendix 1**.

### Extract from the Appointments to Outside Bodies Procedure Rules

2.2 *Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.*

2.3 *Determination will be 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.*

2.4 The current schedule of bodies to which this Committee makes appointments is attached at **Appendix 2**. This schedule identifies those appointments which fall to the Committee to make.

2.5 In relation to these appointments Member Management Committee is asked to:

- confirm that the Council will continue to make an appointment to those organisations listed;
- confirm the allocation of responsibility for appointments to the Member Management Committee; and

- consider those Members which they would wish to appoint to serve on the organisations listed in Appendix 2.

- 2.6 The appointments procedure advises the Member Management Committee to 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, and to have regard to a Member's current interests prior to making any appointment to avoid any potential conflict of interest.
- 2.7 The Member Management Committee is asked to note that Elected Members should normally fill all available appointments and that all appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 2.8 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 2.9 In addition, in accordance with the Appointments to Outside Bodies Procedure Rules (4.6), the City Solicitor has delegated authority to make an appointment where a group whip is seeking to alter an appointment allocated to their group by Member Management Committee. The City Solicitor has sub delegated that authority to the Head of Governance and Scrutiny Support.

### **3.0 Main issues**

#### Schedule of Appointments

- 3.1 The Member Management Committee met during the last Municipal Year to make Elected Member appointments to Outside Bodies. The attached schedule at **Appendix 2** details the position for the 2019/20 Municipal Year.
- 3.2 Prior to this meeting, Group Whips were contacted in order that their group appointments could be updated/amended or to confirm they are to remain the same. Information was provided from some groups and this is set out in an additional column within Appendix 2 (an updated version will be circulated in advance of the meeting to ensure that Members have before them the latest position).
- 3.3 Members will note that in response to comments made at the November 2018 and March 2019 meetings, a review of the format of the appendix was undertaken. The new approach to presenting the information has been adopted to distinguish between those Outside 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 those 'other' organisations which Member Management Committee appoint to but may not strictly meet the criteria of the Procedure Rules.
- 3.4 Member Management Committee is asked to consider any vacancies detailed in Appendix 2 and make appointments to them.

- 3.5 Members are reminded that where an Outside Body has been categorised as Strategic and Key Partnership, the appointment will be made by the Member Management Committee. In those cases where an Outside Body has been categorised as Community and Local Engagement, the appointment will be made by the appropriate Community Committee.

#### Outside Body Procedure Rules

- 3.6 Recognising the importance of Elected Member input to outside bodies, the Annual Council Meeting held on 22<sup>nd</sup> May 2019 agreed amendments to the Appointments to Outside Bodies Procedure Rules to stipulate that where a political group has been allocated a position to fill, then that position must be filled by Elected Members from the political group that has been allocated the place. Where planned appointments contain alternative proposals e.g. to cede a place to another political group or where an appointment of an individual other than an Elected Member is being considered, then such appointments must be made by either the Member Management Committee, or if delegated, by the Community Committee with that authority.
- 3.7 The Appointments to Outside Body Procedure Rules 2019/20 are attached as Appendix 1 to this report.

#### Local Care Partnerships

- 3.8 In May 2019, an approach was made to the Authority to make Councillor nominations to the evolving Local Care Partnerships (LCPs) - the basis of Leeds' vision of locally integrated health and care based in communities. Due to the urgency of the request (appointments are anticipated during the June/July meeting cycle), all political Group Whips were asked to consider whether appointments to the LCPs should be designated as 'Strategic and Key' or 'Community and Local Engagement'.
- 3.9 All party agreement was given to the LCP appointments being designated as "Community and Local Engagement" and therefore, able to be delegated to the relevant Community Committees to make appointments to the LCP appropriate to their area.

#### Leeds Bradford Airport Consultative Committee (LBACC)

- 3.10 In March 2019, the Inner North West Community Committee considered correspondence received from the Leeds Bradford Airport Consultative Committee (LBACC) in response to a request for representation on the LBACC made by the North Hyde Park Neighbourhood Association (NHPNA). In responding to the request, the correspondence advises that LBACC would be prepared to debate and consider appointing a Councillor from the Inner North West Community Committee. In considering the matter, given the strategic nature of the Consultative Committee and in line with the relevant Procedure Rules, the Community Committee referred the matter to the Member Management Committee (MMC) for consideration.

- 3.11 An extract of the minutes of the Inner North West Community Committee meeting held 14<sup>th</sup> March 2019 is set out below for reference:

*“The report of the City Solicitor made the Committee aware of correspondence received from the Leeds Bradford Airport Consultative Committee (LBACC) which responded to a request for representation on the LBACC made by the North Hyde Park Neighbourhood Association (NHPNA). In responding to the request, the correspondence advised that the LBACC would be prepared to debate and consider appointing a Councillor from the Inner North West Community Committee.*

*Given the strategic nature of the Consultative Committee and in line with the relevant procedure rules, it was recommended that the Community Committee refer the matter, together with any observations to the Member Management Committee (MMC) for consideration.*

*RESOLVED –*

- a. That the report be noted*
- b. That the matter be referred to the Council’s Member Management Committee for further consideration.”*

- 3.12 Member Management Committee is asked to consider whether appointment(s) to LBACC 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.

- 3.13 The Committee is asked to consider the issue and determine how to proceed.

Review of the Outside Bodies schedule

- 3.14 During the course of a review of the Outside Bodies schedule and the information contained on each organisation, several matters came to light which are required to be reported to and noted by Member Management Committee:

- Assisted Living Leeds (Leeds Community Equipment and Telecare Services Partnership Board) has changed its name to “Assisted Living Leeds (Leeds Community Equipment and Telecare Services Advisory Group).
- The following organisation has been wound up:
  - City Centre Partnership

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

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 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.

4.3.3 Climate emergency

Since this is a factual report detailing the appointment of Councillors to Outside Bodies there are no specific climate implications.

### **4.4 Resources and Value for Money**

4.4.1 There are no resource 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 Each year Member Management Committee is required to review the list of notified Outside Bodies and determine whether the Council should make/continue to make an appointment to those bodies.
- 5.2 Member Management Committee is asked to consider any vacancies detailed in Appendix 2 and make appointments to them.
- 5.3 Any appointments should be made in accordance with the Appointments to Outside Bodies Procedure Rules.

## **6 Recommendations**

- 6.1 The Member Management Committee is asked to:
  - a) Note the Appointments to Outside Bodies Procedure Rules at Appendix 1;
  - b) Approve the schedule at Appendix 2 and make appointments as appropriate;
  - c) Approve the schedule at Appendix 3 and confirm the delegation of the appointment of these to the Community Committees;
  - d) Consider the matter referred from Inner North West Community Committee in respect of appointments to Leeds Bradford Airport Consultative Committee (LBACC);
  - e) Note the addition of Member appointments to Local Care Partnerships to the schedule of Community Committee appointments
  - f) Note the changes to the Outside Bodies schedule as outlined in paragraph 3.14 of the report.

## **7 Background documents<sup>1</sup>**

- 7.1 None

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<sup>1</sup> 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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## APPOINTMENTS TO OUTSIDE BODIES PROCEDURE RULES

### 1.0 Scope

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as *Outside Bodies*) which have requested the Council to appoint an Elected Member (or suitable nominee<sup>1</sup>) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments which are reserved to Council. These are listed separately in Part Three (Section 1) of the Constitution - Responsibility for Local Choice Functions.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules.

### 2.0 Determination of Outside Bodies to which an Appointment should be Made

- 2.1 The Head of Governance and Scrutiny Support will maintain a list of all Outside Bodies to which the Council appoints an Elected Member.
- 2.2 Each year the Member Management Committee will review the list of notified Outside Bodies and will determine whether the Council should make/continue to make an appointment to those bodies.
- 2.3 Determination will be 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.
- 2.4 Requests from an Outside body to make an appointment received after such an annual review will be referred to the relevant Director who will:
  - Provide advice on whether the Outside Body meets one or more of the criteria in Rule 2.3; and;
  - Identify the Lead Officer to work with the appointed Member should an appointment be made to the Strategic and Key Partnerships category.
- 2.5 Such requests will then be referred to the Member Management Committee for determination by reference to the same criteria.

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<sup>1</sup> Which shall include an appointment of an individual, who is not an elected member, made upon the nomination of an elected member when such a nomination is a requirement of statute and/or the Trust Deed of a registered charity.

### **3.0 Determination of how an Appointment should be made**

- 3.1 Where an organisation is deemed to have met one or more of these criteria, the Member Management Committee will allocate it into one of the following categories.
- **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 an or ward perspective
- 3.2 Where an Outside Body has been categorised as **Strategic and Key Partnership**, appointment to it will be made by the Member Management Committee.
- 3.3 Where an Outside Body has been categorised as **Community and Local Engagement**, appointment to it will be made by the appropriate Community Committee.
- 3.4 Where a political group has been allocated a position to fill, then that position must be filled by Elected Members from the political group that has been allocated the place.
- 3.5 Should a political group wish to cede a place to another political group or where an appointment of an individual other than an elected Member is being considered, then such appointments must be made by either the Member Management Committee, or if delegated, by the Community Committee with that authority.
- 3.6 Where it is not clear as to which particular Community Committee should make an appointment, the Member Management Committee will refer the request to the relevant Community Committee Chairs who will determine which is the appropriate Community Committee to make the appointment. This will be reported to the next meeting of the Community Committee.

### **4.0 The Appointment Procedure**

#### Strategic and Key Partnerships

- 4.1 The Member Management Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>2</sup> 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

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<sup>2</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Executive Board Member

### *Appointments to Outside Bodies Procedure Rules*

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.

- 4.3 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 4.4 A vacancy occurring during the municipal year will normally be referred to the Member Management Committee for an appointment to be made, having regard to the principles as described above.
- 4.5 The City Solicitor will have delegated authority to make an appointment in the following circumstances:
- (i) where an appointment has been agreed by the Member Management Committee as a Whips nominee and the appropriate group Whip subsequently submits a nomination;
  - (ii) where a group Whip wishes to replace a Member previously approved by the Member Management Committee with another Member of the same group; and/or
  - (iii) where an organisation requires an appointment prior to the next meeting of the Member Management Committee, subject to this appointment being agreed by all Group Whips or their nominee.
  - (iv) That any instances of this delegation being used be reported to the next meeting of the Member Management Committee

### Community and Local Partnerships

- 4.6 The Community Committee will first consider whether it is appropriate for an appointment to be of a specific office holder<sup>3</sup> either by reference to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Community Committee. Such appointments will then be offered on this basis.
- 4.7 Nominations will then be sought for the remaining places, having regard to trying to secure an overall allocation of places which reflects the proportion of Members from each Political Group on the area as a whole.
- 4.8 All appointments are subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.

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<sup>3</sup> For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member  
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### *Appointments to Outside Bodies Procedure Rules*

- 4.9 A vacancy occurring during the municipal year will normally be referred to the Community Committee for an appointment to be made, having regard to the principles as described above.
- 4.10 Community Committees may review the list of organisations to which they are asked to make appointments at any time and make recommendations to the Member Management Committee.
- 4.11 The City Solicitor will have delegated authority to make an appointment where an organisation requires an appointment prior to the next meeting of the relevant Community Committee, subject to all Members of that Community Committee being consulted on the proposals.
- 4.12 That any instances of this delegation being used be reported to the next meeting of the relevant Community Committee.

### **Support for Elected Member Appointees To External Organisations**

**Lead officer:** A lead officer will be identified by the relevant Director for all relevant appointments in the Strategic and Key Partnerships category.

This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the City Solicitor as appropriate.

**Briefings:** For organisations in the Community and Local engagement category, a lead officer will not be allocated unless the Director and/or relevant Executive Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.

**Induction:** Partner/external organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of Strategic and Key Partnership Category appointments it is the lead officer's responsibility to ensure that an induction is arranged.

## Appendix 2

Outside Body	Restricted Appointment	Appointments 2019/2020	Appointments 2018/19	Group Allocation 2018/19	Date Appointed	Executive Member Portfolio Area	Lead Department	Lead Officer
Airport Consultative Committee	Yes		Cllr Pauline Grahame	Lab	29/06/18	Climate Change, Transport & Sustainable Development	City Development	Andrew Hall
			Cllr Paul Wadsworth	Con	29/06/18			
Aspire	No		Cllr A Khan	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Aidan Smith
			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	Inclusive Growth & Culture	City Development	Eve Roodhouse
Chinese Community Association	No		Cllr D Coupar	Lab	29/06/18	Communities	Communities & Environment	Lelir Yeung
Environmental Protection UK (was National Society For Clean Air Divisional Council)	No		Cllr A Smart	Lab	29/06/18	Environment & Active Lifestyles	Communities & Environment	John Mulcahy
Friends Of Leeds City Museums	No		whips nominee	Con	29/06/18	Inclusive Growth & 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			
Hunslet Hawks RLFC	No		Cllr Kim Groves	Lab	29/06/18	Health, Wellbeing & Adults	City Development	Mark Allman
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 Citizens Advice Bureau	No		Ryk Downes	Lib Dem	29/06/18	Communities	Communities & Environment	Jayne Grant
			Cllr Alison Lowe	Lab	29/06/18			
Leeds Civic Arts Guild	No		Cllr E Nash	Lab	29/06/18	Inclusive Growth & 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	Inclusive Growth & 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 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  in part		Cllr A Khan	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Janet Wright & K Louise Mills
			Cllr Peter Harrand	Con	29/06/18			
			Cllr K Wakefield	Lab	29/06/18			
			Cllr S Lay	Lib Dem	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	Inclusive Growth & 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 (separate to Leeds Sports)	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		<b>Cllr D Cohen</b>	Cons	22/11/18	Learning, Skills & Employment	Children & Families	<b>Children &amp; families tbc</b>
			<b>Cllr J Pryor</b>	Lab	29/06/18			
Leeds Women's Aid	No		<b>Cllr Debra Coupar</b>	Lab	29/06/18	Communities	Communities & Environment	<b>Safer Leeds nominee</b>
LEEP 1 (People First)	No		<b>Cllr E Taylor</b>	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	<b>Aidan Smith</b>
LGA General Assembly	Yes  all places		<b>Cllr B Anderson</b>	Con	29/06/18	Inclusive Growth & Culture (Leader)	Resources & Housing	Mariana Pexton
			<b>Cllr Stuart Golton</b>	Lib Dem	29/06/18			
			<b>Cllr Judith Blake</b>	Lab	29/06/18			
			<b>Cllr Judith Elliott</b>	MBI	29/06/18			
Migration Partnership	Yes		<b>Cllr Debra Coupar</b>	Lab	29/06/18	Communities	Communities & Environment	<b>Baksho Uppal</b>
National Association of Councillors	No		<b>Cllr Dowson</b>	Lab	29/06/18	Resources	Resources & Housing	Ian Cornick
			<b>Cllr P Wadsworth</b>	Con	29/06/18			
			<b>Cllr C Campbell</b>	Lib Dem	'05/19			
National Coal Mining Museum For England Liaison Committee	No		<b>Cllr B Garner</b>	Lab	29/06/18	Climate Change, Transport & Sustainable Development		John Roles
Nell Bank Centre Trust	No		<b>Cllr Pryor</b>	Lab	29/06/18	Learning, Skills & Employment	Children & Families	<b>Children &amp; families tbc</b>
PATROL - Formally -National Parking Adjudication Service Committee	Yes		<b>Cllr Scopes</b>	Lab	29/06/18	Climate Change, Transport & Sustainable Development	Communities & Environment	Helen Freeman
Northern College - Board Of Governors	No		<b>Cllr James McKenna</b>	Lab	29/06/18	Learning, Skills & Employment	Children & Families	<b>Children &amp; families tbc</b>
Northern College - Policy And Finance Committee	No		<b>Cllr James McKenna</b>	Lab	29/06/18	Learning, Skills & Employment	Children & Families	<b>Children &amp; families tbc</b>
Nuclear Free Local Authorities - English Forum	No		<b>Cllr J Lewis</b>	Lab	29/06/18	Resources	Resources & Housing	Nigel Street
			<b>Cllr David Blackburn</b>	Green	29/06/18			
Reserve Forces And Cadets Association For Yorkshire & Humberside	Yes		<b>Cllr Billy Flynn</b>	Con	29/06/18	Communities	Resources & Housing	Mike Eakins
	as		<b>Cllr M Iqbal</b>	Lab	29/06/18			
Robert Salter Charity	No		<b>Cllr Richard Lewis</b>	Lab	29/06/18	Communities	Resources & Housing	Liz Cook
			<b>Cllr S Seary</b>	Con	29/06/18			

		<b>Cllr T Smith</b>	Whips nominee	Con	29/06/18			
SIGOMA	Yes		<b>Cllr James Lewis</b>	Lab	29/06/18	Leader	Resources & Housing	<b>Doug Meeson</b>
Standing Advisory Council on Religious Education(SACRE)	No		<b>Cllr M Iqbal</b>	Lab	29/06/18	Children & Families	Children & Families	<b>Children &amp; families tbc</b>
			<b>Cllr A Scopes</b>	Lab	29/06/18			
			<b>Cllr Barry Anderson</b>	Con	29/06/18			
			<b>Cllr Ryk Downes</b>	Lib Dem	29/06/18			
				unallocated	29/06/18			
Sustainable Economy and Culture Board - closed. Awaiting info on replacement Board - nominees still required	Yes  in part		<b>Cllr Richard Lewis</b>	Lab	29/06/18	Inclusive Growth & Culture	City Development	Martin Farrington
			<b>Cllr J Pryor</b>	Lab	29/06/18			
			<b>Cllr Judith Blake</b>	Lab	29/06/18			
		<b>Cllr D Cohen</b>	<b>Cllr D Cohen</b>	Con	29/06/18			
			<b>Cllr Colin Campbell</b>	Lib Dem	29/06/18			
The Charities Of Thomas Wade And Others	No		<b>Cllr M Rafique</b>	Lab	29/06/18		Communities & Environment	Sean Flesher
			<b>Cllr J Shemilt</b>	Con	31/07/18			
			<b>Cllr C Campbell</b>	Lib Dem	1/05/19			
The Leeds Culture Trust	Yes		<b>Cllr J Blake</b>	Lab	01/03/19	Inclusive Growth & Culture	City Development	<b>Cluny Macpherson</b>
			<b>Cllr D Cohen</b>	Cons	01/03/19			
The Leeds Playhouse Theatre Board (West Yorkshire Playhouse Theatre Board)	No		<b>Cllr Keith Wakefield</b>	Lab	29/06/18	Inclusive Growth & Culture	City Development	Matthew Sims
			<b>Carmel Harrison</b>	Lib Dem	04/02/19			
Third Sector Partnership	Yes		<b>Cllr Debra Coupar</b>	Lab	29/06/18	Health, Wellbeing & Adults	Communities & Environment	<b>Lelir Yeung</b>
Touchstone	No		<b>Cllr E Taylor</b>	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Voluntary Action Leeds	No		<b>Cllr M Iqbal</b>	Lab	29/06/18	Communities	Communities & Environment	Pat Fairfax
			Whips nominee	Con	29/06/18			
			Whips nominee	Lib Dem	29/06/18			
			<b>TBC</b>	Lib Dem	29/06/18			

West Yorkshire Rural Partnership	No		<b>Cllr J Illingworth</b>	Lab	29/06/18	Communities	City Development	<b>TBC</b>
William Merritt Disabled Living Centre and Mobility Service	No		<b>Cllr E Taylor</b>	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Liz Ward
Yorkshire And Humber Local Authority Employers Association	Yes		<b>Cllr Alison Lowe</b>	Lab	29/06/18	Resources	Resources & Housing	<b>Lorraine Hallam</b>
Yorkshire Power Stations Joint Environmental Committee	Yes		<b>Cllr A Smart</b>	Lab	29/06/18	Resources	Communities & Environment	Tom Knowland
Yorkshire (Transitional) Flood and Coastal Committee (formerly Yorkshire Regional Flood Defence Committee)	Yes		<b>Cllr Richard Lewis</b>	Lab	29/06/18	Climate Change, Transport & Sustainable Development	City Development	Gary Bartlett Jonathan Moxon
			<b>Cllr P Gruen</b>	Lab	29/06/18			

Organisation Title (Other Bodies)	Restricted Appointment	Nature of Restriction	Appointments 2019/20	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, Skills & Employment	City Development	City Dev TBC
	in part			Cllr Julie Heselwood	Lab	29/06/18			
			Cllr R Stephenson/Cllr P Latty	Cllr Pat Latty	Cons	29/06/18			
				Whips nominee	Lib Dem	29/06/18			
Armed Forces Champion	Yes	Labour		Cllr J Dowson/	lab	29/06/18	Communities	Resources and Housing	Mike Eakins
				Cllr C Gruen	lab	29/06/18			
		Labour		Cllr M Iqbal	lab	29/06/18			
		Conservative		Cllr Billy Flynn	con	29/06/18			
		Lib Dem Group	Hon.Alderman Chris Townsley	Whips nominee	Lib Dem	29/06/18			
		MBI		Cllr Bob Gettings	MBI	29/06/18			
		Green		Cllr Ann Blackburn	Green	29/06/18			
				Whips nominee	Lib Dem	29/06/18			
Children's Trust Board	Yes in part	Executive Member Children & Families		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 R Stephenson	Cllr D Cohen	Con	29/06/18			
City Centre Partnership	Yes in part	Executive Member Climate Change, Transport & Sustainable Development or nominee		Cllr Al Garthwaite	Lab	29/06/18	Climate Change, Transport & Sustainable Development	City Development	John Ebo
				Cllr Barry Anderson	Con	29/06/18			
				Cllr Colin Campbell	Lib Dem	29/06/18			
Complex Needs Partnership Group	Yes	Chair - Executive Member (Children &		Cllr J Pryor	Lab	29/06/18	Learning, Skills & Employment	Children & Families	Sue Rumbold
Cycling Consultative Forum	No	No		Cllr John Illingworth	Lab	29/06/18	Climate Change, Transport & Sustainable Development	City Development	Gwyn Owen/ Vicky Franks
Healthy Leeds Network	Yes	Chair - Executive Member (Health, Wellbeing & Adults)		Cllr K Wakefield	Lab	29/06/18	Health, Wellbeing & Adults	Adults & Health	Tony Cooke
				Cllr C Anderson	Con	29/06/18			
			Cllr Harrison	Whips nominee	Lib Dem	29/06/18			

Joint Consultative Committee (Teachers) - Leeds Schools Forum	Yes	Exec Member (Children & Families) or nominee		Cllr J Pryor	Lab	29/06/18	Learning, Skills & Employment	Children & Families	Sue Rumbold	
	(in part)			Cllr Julie Heselwood	Lab	29/06/18				
		1 place		Cllr R Stephenson	Whips nominee	Con				29/06/18
				Cllr C Campbell	Lib Dem	'/05/19				
				Whips nominee	Lib Dem	29/06/18				
Kirkgate Market Management Board	Yes	Labour Representative		Cllr A Khan	Lab	29/06/18	Climate Change, Transport & Sustainable Development	City Development	Susan Upton	
	Yes	Labour Representative		Cllr P Wray	Lab	29/06/18				
	Yes	Labour Representative		Cllr K Brooks	Lab	29/06/18				
	Yes	Labour Representative		Cllr James McKenna	Lab	29/06/18				
	Yes	Conservative Representative		Cllr Barry Anderson	con	29/06/18				
	Yes	Liberal democrat Representative		Cllr S Golton	Lib Dem	29/06/18				
Leeds Arts Fund	No	No		Cllr Judith Blake (Sub Cllr Nash)	Lab	29/06/18	Inclusive Growth & Culture	City Development	John Roles	
Leeds Children's Trust Board - 0-5 Early Start	No	No		Cllr S Arif	Lab	29/06/18	Children & Families	Children & Families	Andrea Richardson	
			Cllr S Lay	Whips nominee	Lib Dem	29/06/18				
			Cllr P Latty	Cllr D Cohen	Con	29/06/18				
Leeds in Bloom/Leeds Floral Initiative	No	No		Cllr Angela Gabriel	Lab	29/06/18	Environment & Active Lifestyles	Communities & Environment	Richard Gill	
				Alderman Frank Robinson	Non Cllr	29/06/18		Communities & Environment		
Leeds Local Access Forum	No	No		Whips Nominee	Con	29/06/18	Communities	Communities & Environment	Glenn Gorer	
				Cllr John Illingworth	Lab	29/06/18				
Lord Mayor Of Leeds Appeal Fund	No	No		Cllr James McKenna	Lab	29/06/18	Resources	Resources & Housing	Erica Barker	
				Cllr Ryan Stephenson	Con	29/06/18				
				Cllr S Golton	Lib Dem	29/06/18				
Private Rented Sector Forum	No	No		Cllr Debra Coupar	Lab	29/06/18	Communities	Resources & Housing	Rob McCartney (secondment, awaiting notification of	
				Cllr Sharon Hamilton	Lab	29/06/18				
				Cllr D Ragan	Lab	29/06/18				
				Cllr M Iqbal	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				

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**OUTSIDE BODIES DELEGATED TO COMMUNITY COMMITTEES  
BY MEMBER MANAGEMENT COMMITTEE**

**Outer North West**

Bramhope Youth Development Trust  
Horsforth Live At Home Scheme  
Prince Henry's Grammar School - Foundation Governors  
Rawdon and Laneshaw Bridge Trust  
Outer North West Housing Advisory Panel  
Children & Families Cluster - Horsforth  
Children & Families Cluster – ESNW (Extended Services North West)  
Children & Families Service Cluster – Aireborough  
Children & Families Cluster - Otley/Pool/Bramhope  
Yeadon Town Hall Community Interest Company (CIC).  
Local Care Partnership(s)

**Inner North West**

Cardigan Centre  
Swarthmore Education Centre  
Ireland Wood Children's Centre Management Committee  
Inner North West Housing Advisory Panel  
Children & Families Cluster - Extended Services North West (ESNW)  
Local Care Partnership(s)

**Outer North East**

Aberford Almshouses Trust  
Ancient Parish of Barwick In Elmet Trust  
Outer North East Housing Advisory Panel  
Children & Families Cluster – Alwoodley, Roundhay Moortown (ARM)  
Children & Families Cluster – EPOSS (Elmet Partnership of Schools & Services)  
Local Care Partnership(s)

**Inner North East**

Moor Allerton Elderly Care  
Community Action for Roundhay Elderly  
Chapelton CAB  
Inner North East Housing Advisory Panel  
Children & Families Cluster - 2Gether  
Children & Families Cluster - ARM (Alwoodley, Roundhay & Moortown)  
Local Care Partnership(s)

**Outer East**

Cross Gates & District Good Neighbours Scheme  
HOPE (Halton Moor & Osmondthorpe project for Elders)  
Neighbourhood Elders' Team  
Swarcliffe Good Neighbours Scheme  
Outer South East Housing Advisory Panel  
Swillington Educational Charity  
Children & Families Cluster - Garforth  
Children & Families Cluster - Temple Newsam Learning Partnership  
Children & Families Cluster - Seacroft Manston  
Children & Families Cluster - Brigshaw Co-Operative Trust  
Local Care Partnership(s)

**Inner East**

Chapelton Citizens Advice Bureau  
Richmond Hill Elderly Action  
Inner East Housing Advisory Panel  
Outer East Housing Advisory Panel  
Children & Families Cluster - Seacroft/Manston  
Children & Families Cluster - Inner East  
Children & Families Cluster- 2Gether  
Local Care Partnership(s)

**Outer South**

Archbishop Margetson Trust Fund  
Morley Town Centre Management Board  
Morley Literature Festival Committee  
Outer South Housing Advisory Panel  
Children & Families Cluster – Ardsley & Tingley  
Children & Families Cluster – Morley  
Children & Families Cluster – Rothwell  
Local Care Partnership(s)

**Inner South**

Belle Isle Elderly Winter Aid  
Belle Isle Tenant Management Organisation (BITMO)  
Holbeck Elderly Aid  
Middleton Elderly Aid  
Inner South Housing Advisory Panel  
Children & Families Cluster - Beeston and Cottingley and Middleton  
Children & Families Cluster ((JESS) Joint Extended Schools and Services: Beeston Hill, Holbeck, Belle Isle & Hunslet)  
Local Care Partnership(s)

**Outer West**

Outer West Housing Advisory Panel  
Borough of Pudsey Charity  
Farsley Charity  
Calverley Charity  
Joseph Lepton's Charity  
Thomas and Sarah Lund's Almshouse Trust  
Children & Families Cluster - Pudsey  
Children & Families Cluster – Farnley  
Local Care Partnership(s)

**Inner West**

Inner West Housing Advisory Panel  
Inner North West Housing Advisory Panel  
Mary Jane Butler Trust  
Bramley Poors Allotment Trust  
Children & Families Cluster – Bramley  
Children & Families Cluster – ACES (Armley Cluster Extended Services)  
Local Care Partnership(s)

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