



MEMBER MANAGEMENT COMMITTEE

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 24th March, 2020
at 1.45 pm

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>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 15,2 of the Access to Information Procedure Rules. (in the event of an Appeal the press and public will be excluded)</p> <p>(*In accordance with Procedure Rule 15.2, written notice of an appeal must be received by the Head of Governance Services at least 24 hours before the meeting.)</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-</p>	

Item No	Ward	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration</p> <p>(The special circumstances shall be specified in the minutes)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE</p> <p>To receive any apologies for absence.</p>	
6			<p>MINUTES - 28 JUNE 2019</p> <p>To approve as a correct record the minutes of the meeting held on 28th June 2019.</p>	5 - 10
7			<p>MEMBER DEVELOPMENT STRATEGY</p> <p>To consider the report of the City Solicitor that sets out the proposed Member Development Strategy 2020-25 and seeks the committee's approval of the strategy and endorsement of the plan to deliver the Strategy through a Member Induction Programme and Member Development Programme to be established each year.</p>	11 - 30
8			<p>UPDATE FROM MEMBER SAFETY WORKING GROUP</p> <p>To consider the report of the Director of Resources and Housing that provides an update to the Member Management Committee on the work of the Member Safety Task Group.</p>	31 - 40

Item No	Ward	Item Not Open		Page No
9			<p>SKYPE FOR BUSINESS FOR ELECTED MEMBERS</p> <p>To consider the report of the Chief Officer (Digital and Information Service) that provides an overview of the Skype for Business offer for Elected Members.</p>	41 - 44
10			<p>LOCAL AUTHORITY APPOINTMENTS TO OUTSIDE BODIES</p> <p>To consider the report of the City Solicitor that provides an update on the current position regarding Member appointments to Outside Bodies; and provides an opportunity to confirm Member nominations to remaining vacancies or alter existing appointments.</p> <p><u>Third Party Recording</u></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	45 - 78

MEMBER MANAGEMENT COMMITTEE

FRIDAY, 28TH JUNE, 2019

PRESENT: Councillor J Dowson in the Chair

Councillors B Anderson, C Campbell,
D Cohen, J Heselwood, A Hutchison,
J Lennox, J Lewis, A Scopes and P Wray

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

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

4 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

5 Apologies for Absence

Apologies for absence were received from Councillors J Taylor and S Arif.

6 Minutes - 1st March 2019

RESOLVED - That the minutes of the meeting held on 1st March 2019 be approved as an accurate record.

7 Member Development Review

The City Solicitor submitted a report that provided 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.

Members discussed a number of matters, including:

- Members expressed an interest in training for unconscious bias in regards to decision making, and requested that this be considered for the 2020/21 Member training programme.
- There was some discussion around the cost savings and flexibility of webinar training modules, as opposed to Members attending structured

training sessions, particularly for those who have childcare commitments and/or other occupations. However, it was noted that class-based training sessions were preferred by some Members, particularly as this form of training allows for sharing of ideas between Members, and that therefore a range of training options should be available.

- Other suggestions included introducing an annual or biannual training day for all Members, and scheduling training sessions for the morning prior to Full Council meetings.

The Head of Governance and Scrutiny highlighted the opportunity for review of the Member Development Strategy (2011), and suggested that comments reflecting on technological developments and working arrangements be incorporated to ensure that Members are supported appropriately to fulfil their roles.

The Chair sought nominations for the membership of the Member Development and ICT Working Group. A number of Members expressed an interest and it was agreed that the membership would be flexible to allow other Members to join should they so wish.

The Member Development Officer would liaise directly with Members in respect of arrangements for this working group.

RESOLVED –

- a) That the current plans for Member Development activity in 2019/20 be noted;
- b) That the Member Development Strategy be reviewed during 2019/20;
- c) That the Terms of Reference for the Member Development and ICT Working Group be agreed.

Councillor D Cohen arrived at the meeting at 10:10 am.

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

Further to minute 29 of the meeting held on 1st March 2019, the City Solicitor submitted a report presenting 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.

Members noted the positive work that had taken place to date particularly with regard to the reduction in the number of paper agendas produced for both full Council meetings and the other Committees, Boards and Panels.

Members discussed a number of matters, including:

- The meeting room infrastructure (particularly charging positions);

- The suitability of the current ICT offer, and potential for future developments of the Modern.gov app;
- The need for officers to support Members where appropriate to access the papers in a manner that they were most comfortable with;
- The need for training to be available to Members.

Members also recognised and supported:

- The benefits of the Member Development & ICT Working Group looking at the current ICT equipment offer for Members and assessing whether this supported 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 work carried out to date to ensure that the numbering was consistent between both paper and electronic copies of an agenda.

RESOLVED –

- a) That 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, be noted.
- b) That updates to this Committee be requested as appropriate.

Cllr P Wray left the meeting during discussion of this item at 10:40 am.

9 Personal Safety of Elected Members

The Director of Resources and Housing submitted a report that provided a summary of the work undertaken to improve the personal security arrangements for Elected Members and the further work planned.

Members discussed a number of matters, including:

- The need for a clearer understanding of the legal support available within the Council, as well as from West Yorkshire Police, in relation to cases of verbal or physical abuse towards Elected Members;
- The requirement for Elected Members addresses to be published on the website was discussed, and there was a query as to whether Members addresses could be requested, as opposed to readily available on the Council's website. Members were informed that there may be potential for an internal audit to review this matter and other issues raised by Members in regards to their safety.

Members felt that the concerns raised required further discussion with representatives of West Yorkshire Police and the relevant senior council officers, and therefore requested that a working group be held to discuss these matters, prior to the meeting of the Committee in February 2020.

RESOLVED –

- a) That the contents of the report be noted;
- b) That a working group be arranged to discuss this matter in more detail.

Cllr J Lewis left the meeting during discussion of this item at 11 am.

10 Local Authority Appointments to Outside Bodies

The City Solicitor submitted a report that set out a schedule for approval detailing those organisations that the Council will continue to make an appointment to. The report also sought approval of nominations to those organisations which fall to this Committee to make an appointment to.

Following despatch of the agenda for the meeting, several nominations had been submitted and an updated schedule of appointments was provided for the Committee to consider. In respect of nominations provided by the Liberal Democrat Group, discussion focussed on the revised Outside Bodies Procedure Rules, which had been agreed by Annual Council on 22nd May 2019, with Members noting the decision that one Group cannot cede a place to another Group and that any reallocation of a place should stay with this Committee.

The report included a matter referred to this Committee by the Inner North West Community Committee (INWCC), seeking determination of a request for INWCC representation on Leeds Bradford Airport Consultative Committee (LBACC). The Committee noted the Authority's current representation on various Airport boards and; having regard to the flightpaths operating over Leeds; supported the request and suggested that Outer North West CC as well as Inner North West CC should be included within the request for appointments to LBACC.

RESOLVED –

- a) That the Appointments to Outside Bodies Procedure Rules at Appendix 1 be noted;
- b) That the schedule at Appendix 2 (including the revised version provided to Members prior to the meeting) be noted, and the appointments set out in the appendix be agreed, with the exception of one appointment to Voluntary Action Leeds;
- c) That the schedule at Appendix 3 be noted and the delegation of the appointment of these to the Community Committees be agreed;
- d) That representatives of the Leeds Bradford Airport Consultative Committee (LBACC) be contacted to see if additional Leeds City

Council Representatives could be secured on that Committee in order that both the Inner North West and Outer North West Community Committees had a representative;

- e) That the designation of Local Care Partnerships as Community and Local Engagement and therefore the relevant Community Committee being the appointing body be noted;
- f) That the changes to the Outside Bodies schedule as outlined in paragraph 3.14 of the report be noted.

11 Date and Time of Next Meeting

The next meeting will take place 28th February 2020 at 10:30 am.

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Report of City Solicitor

Report to Member management Committee

Date: 24th March 2020

Subject: Member Development Strategy

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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

1. Main issues

- This report sets out a five year Member Development Strategy which will underpin the training and development offer for elected Members.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- This strategy will contribute to our Best Council and Best City Ambitions and reflects our Council Values.
- It contributes to the seventh principle of the Corporate Governance Code and Framework which commits the council to “Develop our capacity and capability to be effective.”

3. Resource Implications

- The proposed strategy can be delivered within existing resources.

Recommendations

- a) Member Management Committee are requested to note the contents of this report and to approve the Member Development Strategy 2020-25.

1. Purpose of this report

- 1.1 This report sets out the proposed Member Development Strategy 2020-25 and seeks the committee's approval of the strategy and endorsement of the plan to deliver the Strategy through a Member Induction Programme and Member Development Programme to be established each year.

2. Background information

- 2.1 The member development offer currently being delivered has been broadly based on a Member Development Strategy and framework that was last updated in 2011. That framework concentrated on four learning and development themes, these being to deliver an extended Induction programme, a set of core skills, role specific modules and personal development.
- 2.2 Given the continuing and evolving role of elected Members, the demographic changes to the makeup of Members and including the step change since 2011 on the digital agenda, the existing strategy needs further enhancement to meet members' needs.

3. Main issues

- 3.1 The new Member Development Strategy creates a structured training and learning offer to meet the full range of Member roles and personal development requirements.
- 3.2 In developing this strategy consideration has been given to the numerous roles of elected Members; as ward representatives, decision makers, and in holding decision makers to account. The Strategy reflects the importance of the leadership role of local ward members and their facilitation/enabling role with communities, schools, businesses, faith, charities and other sectors.
- 3.3 In addition to this the new strategy will deliver a core set of learning and development opportunities covering generic areas of knowledge for all elected Members.
- 3.4 By underpinning a programme of learning and development the strategy will ensure that Members are equipped to lead the delivery of the Council's Best City and Best Council ambitions and to model the values set out in the Best Council Plan.

Member Development Strategy

- 3.5 The Strategy has adopted an approach which brings together a number of strands in one overarching document. These strands can be summarised as follows::

New Members Induction

- 3.5.1 The Strategy identifies two strands to the Member Induction Programme, the first focussing on the knowledge required to understand how the council works and the corporate responsibilities a Member has, and the second seeking to deliver the practical skills a councillor will need. Within these two strands the Strategy recognises that there are some key skills and knowledge that need to be delivered very quickly after election to enable a newly elected councillor to get up to speed in the role. A further set of induction needs are then identified which are necessary to fully embed the councillor within their role and should therefore be delivered within the first six months of their first term of office.

- 3.5.2 The Induction will be further supported by a 'new member information' handbook which will be produced by Group Offices and provided to all new members.

Continuing Development Programme for All members

- 3.5.3 This part of the Strategy seeks to continue to provide the blend of knowledge based learning with the development of practical skills. The offer is intended to build on induction for new members but will be available to all members.
- 3.5.4 The offer recognises the unique development needs of each elected Member linked to the variety of roles to which they are appointed and their differing levels of ambition. This part of the Strategy seeks to address the learning requirements of more experienced members whilst still being open to all.
- 3.5.5 Whilst many learning and development opportunities can be delivered within the Council's existing resource, or commissioned to meet the bespoke needs of Leeds City Council Members, this part of the Strategy also recognises the value of external training. The LGA learning programme in particular can offer the opportunity for Members to obtain recognised qualifications as part of their ongoing development.
- 3.5.6 Suggested sessions include dedicated press and media training, a deeper look at corporate strategies and policies, a session or sessions focussed on local government finance and a more detailed look at the role of councillors by providing learning on the more unusual issues that can arise such as the designated person role and the wider role of the local government ombudsman and the council complaints process.

Bespoke Role Development

- 3.5.7 This section of the strategy is aimed at identifying collective training requirements that are specific to the needs of identified roles to which Members are appointed. Included within this section is the prescribed training required before Members can participate in the council's regulatory committees. Equally there are elements within this section of the Strategy which offer learning opportunities which Members may choose take up if they feel that they will be useful to them in their role.

Delivering the Strategy

- 3.6 To underpin the delivery of the Strategy a Member Development Programme will offer specific learning opportunities for Members to be delivered over the course of each municipal year. In addition Member Induction Programme will be delivered in each election year, or tailored to the needs of an individual councillor elected at a by-election.
- 3.7 Both the Member Induction Programme and the Member Development Programme, will include a range of delivery methods to reflect both the nature of the learning objectives of the session and the different learning styles of councillors. This will include;
- 3.7.1 face to face sessions which are
- kept short, preferably an hour unless content dictates that they must be longer;
 - designed around member engagement and case studies etc. to keep the information relevant and accessible to Members;
 - held in different locations to facilitate attendance and help Members orientate to the Council's presence in the city;

- held at times designed to facilitate attendance of Members;
 - backed up by easy to follow notes,
- 3.7.2 digital training using a variety of formats (for example webinars, e-learning, blogs etc.)
- 3.7.3 sign posting of relevant and valuable external learning resources and opportunities.

Monitoring and Review of the Strategy

- 3.8 The Member Development team will monitor engagement with the Induction Programme and Member Development Programme, and will seek feedback from Members in order to assess whether the Strategy and the learning programmes remain up to date and fit for purpose.
- 3.9 The Strategy will be reviewed and refreshed as necessary to ensure that it meets the needs of Members as elected representatives, leaders, advocates, and decision makers to equip them to exercise their responsibilities in the fast changing context of local government.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Councillors newly elected to Leeds City Council in the 2018 and 2019 cohorts were invited to contribute to a review of the induction programme which has informed the proposed Strategy in terms of the two part Member Induction programme.
- 4.1.2 Development of the Strategy has been carried out by officers with ongoing consultation with the Member Development and ICT working group established by this committee.
- 4.1.3 Proposals have taken into account feedback provided by Members in relation to Member development activity over the preceding municipal year.
- 4.1.4 The proposed Member Development Strategy has been shared with the Chief Executive, and other key officers integral to the in house delivery of the learning and development opportunities set out. Feedback has been taken into account in developing the strategy attached.
- 4.1.5 The Deputy Leader and Executive Member for Resources has been consulted on the strategy and is in support of the proposal.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 The Member Development Strategy includes a commitment to provide fair and consistent access to a range of learning and development opportunities, meeting a broad range of learning and development requirements.

4.3 Council policies and the Best Council Plan

- 4.3.1 The Member Development Strategy will contribute to the achievement of the Best City and Best Council ambitions and reflects the Council's values as contained within the Best Council Plan.

- 4.3.2 The seventh principle of the Corporate Governance Code and Framework states that “We will develop our capacity and capability to be effective.” The code sets out a commitment to “Ensuring that all councillors and employees have the skills, knowledge and experience they need to perform their roles effectively.”
- 4.3.3 This adoption of this updated Member Development Strategy supports and evidences this commitment.

Climate Emergency

- 4.3.4 As part of the continuing development programme offered to all Members the Strategy offers opportunities to keep up to date with the latest developments around climate change.
- 4.3.5 Conscious of the need to reduce travel the methods of training delivery will also seek to incorporate opportunities for distance learning using on-line resources.

4.4 Resources, procurement and value for money

- 4.4.1 The Member Development Strategy can be met within existing financial and staffing resource.

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

- 4.5.1 Delivery of the Member Development Strategy, through the training and development opportunities offered within the Member Induction Programme and Member Development Programme each year will ensure that Members remain up to date and able to comply with their legal powers and responsibilities.

4.6 Risk management

- 4.6.1 The Strategy recognises and supports delivery of key learning and development to ensure that
 - a. Members are equipped to support constituents and the delivery the ambitions of the Best Council.
 - b. Members are supported to comply with statutory and regulatory frameworks which apply personally in their capacity as councillors.
 - c. Members appointed to the council's regulatory committees have the skills and knowledge to exercise their decision making functions within the relevant legal frameworks.

5. Conclusions

- 5.1 The refreshed Member Development Strategy 2020-25 underlines the council's commitment to developing the capability and capacity of its Members in the fast changing climate of local government.
- 5.2 The Strategy will provide the framework within which the Member Induction Programme and the Member Development Programme will be set each year.
- 5.3 Ongoing monitoring and review of the Strategy will ensure that it remains up to date and fit for purpose.

6. Recommendations

- 6.1 Member Management Committee are requested to note the contents of this report and to approve the Member Development Strategy 2020-25.

7. Background documents¹

7.1 None

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

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Leeds City Council
Member Development Strategy
2020-2025

Supporting Continuing Professional Development for
Leeds City Councillors

Foreword

As Elected members we provide a vital interface with citizens; undertaking leadership, advocacy, decision making, oversight and scrutiny roles.

The environment in which we work is complex and in constant state of evolution; to meet the expectations of residents, businesses and partners we've got to keep pace with it. Our role is very demanding, complex and constantly changing.

This Strategy will contribute to our Best Council and Best City Ambitions and reflects our council values. It seeks to provide fair and consistent access to a range of learning and development activities to provide the knowledge and skills which support us in our role.

This strategy enables us to access a flexible framework which recognises that a broad range of personal development needs and requirements need to be met.

The strategy presents a core set of learning and development opportunities covering generic areas of knowledge for us all and in addition, sets out a training offer to equip us in our often specialist roles.

The strategy also recognises the developing challenges faced by Members active in 21st century local government, including the step change in the digital agenda.

Key elements of the strategy include:

- induction for new members shaped by the experience of recent cohorts of new Councillors;
- a longer term strategy that offers learning beyond induction and sets out key learning areas for all members;
- recommended training to ensure Members remain up to date on issues such as Information Governance; 'safe' both in terms of compliance with relevant legislation and personal safety; and appropriately trained to participate in quasi-judicial committees such as plans panels and licensing committee.
- ad hoc and responsive learning to deal with legislative changes and local policy direction; and
- participation in external training to complement the local offer and provide valuable opportunity to learn from and share with peers.

We will keep our strategy under review and use the methodology of Member Development Charter and Charter Plus as a guide and a benchmark against which to strive to maintain continuous improvement in our Member Development offer.

Cllr J Dowson

Chair of Member Management Committee

Cllr J Lewis

Deputy Leader and Executive Member for Resources

Planning and Delivering Development Opportunities

We are mindful that Members have varying levels of availability, with many having work or personal commitments in addition to the requirements of their role as Councillors. We are therefore committed to developing a range of learning and development opportunities across a variety of media to ensure that Members are able to engage in a way that suits their availability; work pattern and learning style.

Personal Development

We are mindful of the differing development needs of elected members which arise from their background and experience; the roles to which they are appointed; and any personal ambition. We will seek to develop arrangements which enable Members to plan and influence their own training and development based on their own identified needs and aspirations.

Development and Learning Delivery

We will seek to provide e-learning and written material which is continuously accessible to Members and will provide both new learning and opportunities to revisit and refresh as Members require. In order to support this we will work to develop the Members own resource platform for access to learning and development material in support of this strategy.

However we recognise that classroom based learning can provide opportunity to question and explore information in greater depth, and to apply that information to the experience of the councillor's role. In addition the role of a Councillor can be isolating and group based learning can provide a welcome opportunity to meet and engage with peers.

The Member Development Programme, will include a range of delivery methods to meet the different learning styles of councillors.

Set annually in consultation with the Member Management Committee the programme will incorporate:

- face to face sessions which are
 - kept short, preferably an hour unless content dictates that they must be longer;
 - designed around member engagement and case studies etc. to keep the information relevant and accessible to Members;
 - held in different locations to facilitate attendance and help Members orientate to the Council's presence in the city;
 - held at times designed to facilitate attendance of Members;
 - backed up by easy to follow notes,
- digital training using a variety of formats (for example webinars, e-learning, blogs etc.)
- sign posting of relevant and valuable external learning resources and opportunities.

Induction for Newly Elected Members

Each year in which an election takes place we will deliver an induction programme. This will be designed to provide key sessions to meet the immediate needs of a newly elected Member, and to have longer term benefits and sustainability as those Members develop in their role and experience.

The programme will begin with an intensive programme set over a short period; and continue for the first twelve months of a Councillor's first term of office with a variety of opportunities to develop the essential skills and knowledge to underpin the role of elected Member. The early need and longer term sessions will be opened to all councillors who are interested in the content, whether as new learning or a refresh which will further enhance the opportunity for new Members by enabling engagement with their more experienced peers.

Immediate core sessions:

A series of face to face sessions will be arranged to take place between the date of the election and the annual council meeting. Aimed at assisting new Members to meet necessary legal obligations and to gain core skills to be able to respond quickly to their constituent queries, sessions will include:

How the council works & Corporate Responsibilities	Practical skills
Meet the Corporate Leadership Team – Members will <ul style="list-style-type: none"> • meet with the Chief Executive and the Corporate Leadership Team • receive an overview of the Council's ambition and values and • receive an overview of the work of the different directorates 	
The Council and Decision Making - This session will focus on the different roles of a councillor in council decision making including: <ul style="list-style-type: none"> • The role of council and executive • The council's committee structure • How committees work • Officer decision making • Scrutiny 	ICT- This session will include collection of ICT kit; together with training to enable Members to get started – for example basic document management protocols – use of outlook etc.
Standards and Conduct -This session will introduce the Members' Code of Conduct the session will include: <ul style="list-style-type: none"> • the principles of conduct in public life; and • the registration and declaration of interests 	Group support & practicalities (Members will get an overview of : <ul style="list-style-type: none"> • Group office support • Members allowances • Functions of various committees

How the council works & Corporate Responsibilities	Practical skills
Annual Council Meeting. This session will prepare Members for what to expect at the Annual Council Meeting and will include a tour of the Civic Hall (a plan will be provided)	Casework Management: <ul style="list-style-type: none"> • Member will have opportunity to work through typical casework scenarios and be able to create a crib sheet of main contacts • Attain details of the support and staff available to assist with casework • Speed reading skills

In addition to these sessions newly elected Councillors will receive a 'New Members Information' handbook. This contains useful contacts and information which will help Members as they settle into their new roles. For example the handbook contains a summary and introduction to all group office staff, a list of casework contacts, contacts and responsibilities within the Group, examples of common casework and how to resolve it as well as other general information.

Extended induction sessions for new Members¹:

Further training will be delivered in the first six months of the Councillor's term of office aimed at assisting Members to get up to speed with their role-specific responsibilities, and to build their confidence whilst keeping them safe. Sessions will include,

How the council works & Corporate Responsibilities	Practical skills
Corporate parenting and safeguarding of children and adults: this session provides an overview of Members functions and responsibilities in relation to: <ul style="list-style-type: none"> • The role of corporate parent; • The safeguarding of children; and • The safeguarding of adults 	Personal Health and wellbeing: this session will provide awareness of the importance of personal health and wellbeing. There will be opportunity to learn useful tips including: <ul style="list-style-type: none"> • Time management skills • Prioritisation strategies and awareness of support available by council for Members including discount schemes.

¹ These opportunities will be open to any Member wishing to attend

How the council works & Corporate Responsibilities	Practical skills
<p>The ethical framework – this session builds on the Member Code of Conduct session providing wider information in relation to:</p> <ul style="list-style-type: none"> • Role of Standards and Conduct Committee, • role of MO, • LCC codes and protocols, • Roles and relationships between Members and officers, • complaints, • Role of the Independent Person 	<p>Speaking and influencing skills: This practical session will provide Members with useful techniques for</p> <ul style="list-style-type: none"> • managing and participating in meetings; • speaking in council or committee; and • presenting effectively in the council chamber
<p>Information Governance: This session will cover Members' roles and responsibility under the GDPR rules. The training will provide members with the awareness to avoid any pitfalls. <i>It is recommended that this session is attended by all councillors at the beginning of each term of office to ensure that they are up to date with changes in national legislation and local policy.</i></p>	
<p>Social Media: This session will provide opportunity for Members to understand the council social media policy and overview of different social media platforms, and to explore their value as a casework tool.</p>	

Continuing Development for All Members

This programme will seek to build on induction for new members but will also be available to all members and will be delivered over a 12 month period. The scope of this will be more wide ranging and not just focussed on a 'getting started' model. For example this will cover sessions on unconscious bias and equalities, personal safety, social media, and key policy areas such as the climate emergency. Other areas will also be covered to ensure that members are up to speed on evolving issues such as information governance and adult/child safeguarding.

This strategy recognises that Members need to remain up to date in their understanding of policy issues both nationally and locally. The annual State of the City event reflects key political themes and developments; with opportunity to hear insights from leading specialists and to engage in meaningful debate and development.

In addition the Member Development Programme will remain responsive to changes and developments through the course of the municipal year. Opportunities will be arranged as necessary for ad hoc sessions to address forthcoming changes in legislation that will impact local government or significantly impact Leeds residents. Similarly sessions will be delivered to address changes in Council policy that will impact members and how they operate.

How the council works & Corporate Responsibilities	Practical skills
<p>Local Government finance: this session will provide an awareness of the council's Financial Regulations and the significant financial processes and procedures.</p> <p>The Session will cover how the Council is funded, how this funding is utilised and directed towards priorities for the Council and what the financial risks are that the Council is facing.</p> <p>The session will prepare Members for setting and considering the budget for the Council.</p>	<p>Equalities and Unconscious Bias: in addition to an overview of the council's equality framework this session will provide awareness of responsibilities under the legislation and insight into their behaviours and develop skills to identify and avoid any pitfalls</p>
<p>Corporate strategies: this session will develop Members' awareness and understanding of</p> <ul style="list-style-type: none"> • The Best City and Best Council ambitions; • The council's values; and • key policies and strategies , including the Best Council Plan, Inclusive Growth, and Health & Well- Being. 	<p>Personal Safety: this session is designed to enable Members to keep themselves safe whilst undertaking ward duties and surgeries. The session will include de-escalation techniques, cyber safety and personal self-defence and will be delivered by Safer Leeds in conjunction with West Yorkshire Police</p>
<p>Climate emergency: sessions will provide information about latest developments around climate change.</p>	<p>Digital: the Members ICT training offer will be responsive to changes in systems; software and equipment.</p>

How the council works & Corporate Responsibilities	Practical skills
<p>Council structures and decision making: this session will provide a detailed understanding of the way council structures underpin the democratic mandate, and the ways in which Members take, influence and have oversight of decisions.</p>	<p>Press and broadcasting: This session will introduce the Code of Recommended Practice for Local Authority Publicity.</p> <p>The session will also give members the skills to deal with the press and broadcasters and outline the support available in group offices to assist with press matters both in terms of preparation for interview and production of press releases on their behalf.</p>
<p>Legislative and regulatory changes: sessions will be offered to enable Members to be up to date in relation to changes in legislation or government policy and guidance that directly impact on the council and its functions or services or on Members directly in terms of their personal responsibility (e.g. information governance, code of conduct).</p>	
<p>Emergency Planning: sessions will include information in relation to the council's emergency planning framework and the role of Members in an emergency response and the following recovery.</p>	
<p>Council Complaints and the Local Government Ombudsman: this session outlines the role of the various ombudsman and the designated person role as well as providing an overview of the Council's complaints procedure.</p> <p>The session will provide Members with information and skills necessary to their roles within the complaints process in Leeds.</p>	

We acknowledge that there is much to be learnt from the experience of others and we are committed to wider engagement with external training opportunities for Members. In particular we will signpost and promote the **LGA learning programme**, and the potential for elected members from Leeds to obtain recognised qualifications through the LGA.

Bespoke Role Development

We have identified a number of collective training requirements in relation to required knowledge and skills that can be met through bespoke designed and delivered learning programmes. The need identified may arise as a result of a Member's appointment to a particular committee or to a particular role, and we are committed to ensuring that bespoke training is provided to meet that particular need and equip the Member to carry out that role.

The bespoke offer will include:

Bespoke Provision for	Provision made
<p>Members of Community Committees; and those appointed as Community Champions and Community Leaders. Content and method of delivery will be determined by the Chief Officer Communities in consultation with the Executive Member for communities and community committee chairs.</p>	<p>Training will be provided to</p> <ul style="list-style-type: none"> • Introduce new members to the role, functions and processes of community committees; • Develop understanding of how Community Committees function, and resources available to support local activity; • Develop understanding of the role of community champions and the skills necessary to carry out the role; • Developing the community role of local ward members as facilitators and enablers with their communities (schools, businesses, faith groups, charities etc.)
<p>Members of planning panels (plans panels and development plan panel) or nominated by whips to the pool of substitutes. Content and method of delivery will be determined by the Chief Planning Officer in consultation with planning panel chairs and legal services.</p>	<p>Prescribed training (this training must have been undertaken before any Member can participate (as member or substitute) in any planning panel. The training will include:</p> <ul style="list-style-type: none"> • An introduction to the terms of reference of the planning panels and an explanation of their different powers and functions; and • Key concepts and legal framework underpinning robust decision making in relation to planning matters. <p>Update and development training (this training will be offered to planning panel members in order to enhance their knowledge in relation to important planning issues and trends.</p>

Bespoke Provision for	Provision made
<p>Members of licensing committees (licensing committee and its sub-committees). Content and method of delivery will be determined by the Chief Officer Elections and Regulatory in consultation with licensing committee chair and legal services.</p>	<p>Prescribed training this training must have been undertaken before any Member can participate in any licensing committee</p> <p>The training will include:</p> <ul style="list-style-type: none"> • An introduction to the terms of reference of the licensing committees and an explanation of their different powers and functions; and • Key concepts and legal framework underpinning robust decision making in relation to licensing matters.
	<p>Update and development training this training will be offered to licensing committee members in order to enhance their knowledge in relation to important licensing issues and trends.</p>
	<p>Training will be offered to all licensing committee members on how to chair sub-committee meetings.</p>
<p>All Members of Scrutiny Committees – recommended for members who are new to Scrutiny but open to all who wish to refresh and enhance their knowledge. Content and method of delivery will be determined by the proper officer for Scrutiny in consultation with scrutiny board chairs.</p>	<p>A programme of training and development activities will be offered to</p> <ul style="list-style-type: none"> • Introduce new members to the role, functions and processes of scrutiny; • develop member knowledge and understanding of the role of scrutiny in Leeds City Council, the procedures that underpin the function and clarity about the boundaries of the role; and • empower members to carry out effective scrutiny by providing an opportunity to develop and/or maintain core skills and behaviours.
<p>All Members appointed to the role of Committee Chair – recommended for newly appointed chairs but open to all chairs to refresh and enhance their skills.</p>	<p>Training will be offered to equip newly appointed Members to chair meetings effectively.</p>

Monitoring, Review and Communication

Reviewing the Strategy

We will keep this strategy and the development opportunities offered under regular review. Members are encouraged to provide feedback and suggest any areas they feel should be covered.

We will monitor and review training and development accessed through this strategy to ensure that we are making best use of the resources available, and that access to the development opportunities offered is fair and consistent.

Leadership and accountability for the strategy

Member Management Committee has oversight of member development activity and will receive regular reports to provide assurance that the Member Development Strategy remains up to date and fit for purpose, and that it is being implemented effectively.

The Member Management Committee may appoint a working group to maintain oversight of the work programme to develop and deliver the Member Development Strategy and make recommendations to Member Management Committee as necessary and appropriate.

The Executive Member for Resources is the lead Member for Member Development and together with the Chair of the Member Management Committee will champion Member Development across the Council. Group whips in are responsible for taking the lead in promoting learning and development opportunities for Members in their groups and ensuring best use of identified resources.

The Head of Democratic Services is the officer with responsibility for matters relating to Member Development and will report regularly to the Member Management Committee.

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Report of Director of Resources and Housing

Report to Member Management Committee

Date: 24th March 2020

Subject: Update from Member Safety Working Group

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open 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 provide an update to the Member Management Committee on the work of the Member Safety Task Group.

2. Background information

2.1 After the tragic murder of MP Jo Cox, Democratic Services worked with the Council’s Health and Safety Team, Legal and other stakeholders to improve guidance, awareness and safety of Elected Members. This included: comprehensive, clear and concise guidance; theoretical and practical training; and the provision of lone working devices. This was widely welcomed by Members.

2.2 In June 2019 the Member Management Committee was sufficiently concerned about the continuing rise in safety and security concerns of Elected Members to establish a cross Party Task Force to look again in detail at these matters and the arrangements put in place in Leeds. The committee also noted the low use of lone working devices. The Chief Executive shared these concerns and prioritised officer resources to support members of the Task Group.

2.3 The purpose of the Member Safety Task Group has been to ensure that elected Members are fully engaged with the formulation, monitoring and evaluation of Members personal security and safety provisions.

2.4 Chaired by Cllr Scopes, the Member Safety Task Group:

- Reviewed policies, strategies and guidance relating to Members' personal safety.
- Provided advice and guidance in relation to Members' Personal safety devices;
- Identified core learning and development needs and secured a training offer for Members.

2.5 This report provides feedback on the Task Group's consideration of these matters and steps taken to ensure Members are at the centre of developments being made. The report also references improvements made to arrangements and others that are in progress. The report also acknowledges the welcome engagement in the work of the Task Group by West Yorkshire Police and Safer Leeds.

2.6 The work of the Task Group has also been set against statements made by the Local Government Association (LGA), Welsh Local Government Association and the Convention of Scottish Local Authorities who have all expressed concerns about the increasing intimidation of councillors, the increasing toxicity of debate and the resulting impact on the democracy.

2.7 The LGA has themselves recently commenced a programme of work entitled 'Civility in Public Life'. In commencing this work the LGA has recognised that one of the most pressing concerns facing the conduct of public life at the moment is the increasing incidents of intimidation and abuse by members of the public against councillors. The LGA has reported that these attacks risk the personal safety of our members, undermine local democracy and decision-making, and can put off prospective candidates from standing.

2.8 The LGA is also concerned that intimidation and physical threats of violence against councillors are a real and growing concern in every area of the country. Whilst debate and having different views is all part of a healthy democracy; the LGA recognises that abuse, public intimidation and threats are undermining democratic decision making by generating fear in those who represent it.

2.9 Intimidation, abuse and harassment of councillors is a crime, as it would be towards any member of the public. However, reports from LGA members across the country indicate that there is not a consistent response from the police across the country and that there is confusion about reporting, support, the legislation, and the broader impacts for our society and democracy.

3. Main issues

Elected Members Data Gathering Exercise

3.1 In October 2019 all Members were requested to complete a questionnaire to help inform the Task Group's wider understanding of Members' experiences of intimidation or other sources of safety concern. Members were encouraged to confirm details of the type, nature and numbers of safety incidents that they had been facing. Around 20% of Members (17), from across a range of political groups, engaged with the survey.

3.2 Below are a number of extracts from the survey:

- In response to the question

“Have you personally experienced any verbal, written or physical assault, abuse or intimidation related to your role as an Elected Member? (however insignificant you believe it was at the time).”

82% of Members replied ‘Yes’

65% of Members also confirmed they had witnessed verbal, written or physical assault, abuse or intimidation against another Elected Member or council officer.

- 8 out for 14 Members who provided further information about the nature of incidents said that they reported the incident to the Police or the Council’s Legal Services.
- Whilst a the national political agenda was mentioned as a factor (Brexit at the time of the survey) the majority of respondents referenced local issues as the focus of threats and intimidation that they had received.
- All respondents felt supported by officers, the Police and other Elected Members they had spoken to.

3.3 Whips received a more detailed summary of the feedback from the questionnaire at their meeting on the 25th February 2020. This has been to shape improvements to guidance, personal safety equipment, training and referral routes and so help support Members in their role, particularly when faced with intimidation from the public.

Members’ Personal Safety Devices

3.4 Importantly a wider procurement of lone working safety devices is now commencing across the authority (to encompass vulnerable lone working staff).

3.5 A key element of the data collection exercise referred to related to Members’ experiences of the existing personal safety offer. The following table summarises the types of solutions available:

Type	Considerations
An ‘App’ on your smart phone.	<p>Easy to use; no extra equipment to carry; normally with everyone at all times. People normally keep their phone charged and remember to do so.</p> <p>May escalate aggressive situations if someone gets a phone out, as it is not discreet. Can get separate blue tooth ‘switches’ that can activate discreetly.</p>
<p>A range of wearable devices:</p> <ul style="list-style-type: none"> ➤ Identify card holders with lanyards; ➤ ‘Smart’ watches; ➤ Pendants; ➤ Key fob. 	<p>Discreet. Range of functionality and multiple uses e.g. Watches can include a Pedometer and heart rate monitor etc.</p> <p>The current cardholder lanyards are thought to be cumbersome and not user friendly. Users also state that they need constant charging.</p>

Type	Considerations
'Panic/Attack Alarm'	<p data-bbox="676 226 1334 255">Simple to use. 'Perception of immediacy' of alarm.</p> <p data-bbox="676 293 1374 389">People often misunderstand how they are to be used and their primary purpose i.e. to disorientate allowing escape rather than for alerting others.</p> <p data-bbox="676 427 1315 486">Could exacerbate the situation and they have no location or notification functionality.</p>

Issues Members raised regarding current ID Badge holder device

3.6 Members also expressed views about the existing lone worker device offer and commented that:

- There are too large/bulky and cumbersome to use in conjunction with ID card;
- Loose charge quickly and aren't 'charge ready' when needed;
- They are sometimes a barrier to gaining trust with constituents (as felt members of the public may feel they are being recorded);
- They are not user friendly and are too complicated to use, with training on how to use not intuitive;
- They are uncomfortable to wear.

3.7 Two Councillors, Councillors Scopes and Hutchison have agreed to be involved in providing Member stakeholder input to the specification and subsequent options appraisal of the new devices.

Publication of Members' Home Addresses

3.8 The Chief Executive has been increasingly concerned about the safety and security of Members, in particular the legal requirement to publish members' home addresses (except in certain specific circumstances where they are deemed by the Monitoring Officer to be a 'sensitive interest'). This position sits at odds with the risks identified by the LGA and the views strongly expressed by some Members locally and the continued increase in requests from Members for aspects of their Registers of Interests to be withheld.

3.9 In response, following QC advice, the Monitoring Officer has taken proactive steps to engage with Members in relation to the publication of their home addresses. The Monitoring Officer wrote to all Group Whips in October stating that, further to recent discussions and incidents relating to Member concerns regarding their safety, she was minded to apply an exemption, pursuant to s.32 Localism Act, where any Member expresses to her concerns that disclosure of their home address could lead to the Member or a person connected with the Member being subject to violence or intimidation.

3.10 Members were asked to apply for such an exemption and if they did provide specific details as to any incident giving rise to their concerns or alternatively confirm that they believe that "disclosure of their home address could lead to them being subject to violence or intimidation".

3.11 As a result of the Monitoring Officer's decisions on requests from Members 21 Elected Members have their addresses withheld in this way.

3.12 The Head of Democratic Services is attending regular meetings with the Ministry of Housing Communities and Local Government and continues to make representations to the department in relation to the need for early timetabling of the legislative changes on address registration.

Intimidation - Referral Routes for Members

3.13 The Task Group were grateful to West Yorkshire Police and the Safer Leeds Partnership who provided support and guidance in respect to the process by which referrals of concerns of intimidation should be referred.

3.14 **West Yorkshire Police** advice is that Members should report all instances where they feel intimidated – whether this originates from emails, Social Media, Surgeries or through correspondence - to the Neighbourhood Policing Inspector for the Members' area.

3.15 Each incident will then be evaluated by the Neighbourhood Policing team and feedback will be provided directly to the Councillor concerned. Where no action is recommended by the Police, Members are advised to continue to refer any subsequent or similar instances from the same or different individuals to the Police. This being because cumulative impact is a factor taken into account during the assessment process and also provides on-going intelligence to the Police.

3.16 Members were also advised of the support that can be accessed from **Legal Services** colleagues. Legal support and advice has been provided to Members facing behaviour that is harassing, threatening, intimidating or threatening and this can be provided in advance of or after a referral has been made to the Police.

3.17 If a view is taken that harassment or contact with the Member is serious enough to be a criminal offence, Legal Services can help provide support to Members with their interactions with the Police, and will provide information if it's needed for a Police investigation.

3.18 Additional support that is available from Legal Services is summarised below:

- For "low level" incidents, Legal can help you write to individuals , or alternatively can write on a Members' behalf, to individuals making unwelcome/unwarranted contact to direct e-mails to officers, rather than to the member concerned, or to restrict access to a Members' Surgery.
- If an individual persists with unwanted contacts, then Legal can help with imposing a ban on them, to prevent them from contacting a Member altogether, for a period of time, and can help arrange for the e-mails from individuals to be blocked.
- If an individual sends a Member highly offensive or abusive e-mails, Legal can advise the Member about whether a criminal offence has been committed. But in all such circumstances Members should refer the matter to the Police.
- If an individual causes a Member alarm and distress, then if the threshold for harassment is reached, Legal can threaten the individual with court action for harassment, including proceedings for an injunction to stop the conduct in question from continuing. If harassment continues, Legal will take court action, and the costs of these proceedings will be met by the Council under the indemnity for officers and Members.
- Legal can help with a data protection complaint to the Information Commissioner's office, if for example a member of the public puts untrue statements about a Member on social media, which can be seen by the public.

- If an individual makes a defamatory statement about a member, for example by alleging they are corrupt, then Legal can write to them requiring them to withdraw that statement. A member could then choose to take court action themselves, but legally the cost can't be covered by the Council under the indemnity, and court action for defamation is very lengthy and expensive.

3.19 Members of the Task Group were keen to ensure that the advice from West Yorkshire Police and Legal Services was available in an easily accessible way. The Head of Democratic Services is working with the Communications Team to produce this.

Guidance for Members

3.20 The survey of Members indicated that 82% of Members are aware of the guidance that is available to them. Members expressed preference for:

- Information provided to be as concise as possible;
- Regular (six monthly) reminders of availability of guidance;
- More support in managing abuse online and in public meetings;
- There to be more awareness provided to Council Officers of the extent of the issues Elected Members are facing.

3.21 The LGA and the Welsh Local Government Association (WLGA) have jointly developed a resource following advice from both councils, councillors, other council representative organisations, as well as national organisations such as the Suzy Lamplugh Trust and National Counter Terrorism Security Organisation. This can be accessed [here](#).

3.22 The Local Government Information Unit (LGiU) has produced a short, members-only guide that offers some guidance on assessing risk and adopting strategies and behaviours that will minimise any potential hazards you might identify as part of a councillors' role. This can be accessed directly by Members from the [LGiU website](#) or via the Political Group Support Offices.

3.23 In addition a summary of Leeds City Council guidance for Members is provided at Appendix 1. All of this documentation can be sourced from each Members' Group Support Office & officers are pursuing ways in which this information can be curated in one place to enable ease of access by Members.

Training- Future Needs

3.24 Member Safety is now been identified as an integral element of the evolving Member Development Strategy and the annual training delivery programme (also on today's meeting agenda).

3.25 The Task Group has been keen to ensure that training for Members is accessible and bespoke to Members' needs with sufficient coverage to ensure that Members are able to:

1. Identify the key issues that Councillors can face when carrying out their role
2. Understand the need for and carry out a risk assessments
3. Implement sensible safety precautions
4. Understand the steps to be taken to address cyber-bullies and trolls
5. Understand and use West Yorkshire Police and Leeds City Council internal reporting procedures.

6. Have access to basic self-defence techniques¹.

3.26 Respondents to the Member Survey expressed preference for both classroom and on-line training. The Task Group is indebted to West Yorkshire Police and Safer Leeds who have offered to support the development and delivery of training to Members. In the first instance the training will be provided to the Task Group (on the 23rd March – the day prior to committee) with feedback provided to Member Management Committee.

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 This report reports back on work undertaken by a Task Group established by the committee to look at Member Safety issues. In undertaking their work the Task Group consulted all Elected Members on their experiences and concerns and also sought input from Safer Leeds and West Yorkshire Police.

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.

4.3 Council policies and the Best Council Plan

4.3.1 There are no specific implications for the Council's policies or the Best Council Plan arising from this report.

Climate Emergency

4.3.2 There are no issues arising from this report relating to the Climate Emergency resolution of Full Council.

4.4 Resources, procurement and value for money

4.4.1 There are no resource implications arising from this report.

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

4.5.1 There are no legal implications, or implications for access to information or call in arising from this report.

4.6 Risk management

4.6.1 Member Safety is identified in the Resources and Housing Risk Register. The work undertaken by the Task Group and support and guidance referenced in this report seek to minimise the risk.

¹ This being a key 'ask' arising from a number of respondents to the Member Survey

5. Recommendations

5.1 Members are requested to consider and note the report from the Member Safety Task Group.

6. Background documents²

6.1 None.

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

This table below summarises the support and safety guidance available to Elected Members. These will be shortly be available through newly curated Insite pages for Elected Members on the Council's intranet.

Name of support	What is it
Referral Routes & Support ³	Single page referral route to West Yorkshire Police Neighbourhood Policing Teams for Elected Members when faced with intimidation
	Single page summary of support from Legal Services
Undertaking Elected Member Duties Safely – a Protocol for Leeds City Councillors	Produced by LCC. Guidance on everything including: avoiding or reducing the risk from face to face contacts or via electronic media; reporting, investigating and responding to incidents; sharing information; training; monitoring; advice on risk assessment and lone working; key contacts.
Social Media Guidance for members	Produced by LCC. Covers: do's and don'ts; sources of information; legal framework; link to Members Code of Conduct, use of technology at meetings; examples.
Periodic Briefing Note – Personal Safety for Elected Members: Hints and Tips	Produced by LCC in March 2019. 2 side 'at a glance' covering various scenarios Members find themselves in undertaking their role.
	Produced by LCC in March 2019. 1 side, high level reminder and reference to Hints and Tips sheet and other guidance/support.

³ Easily accessible documents are in the process of being produced

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Report of Chief Officer Digital and Information Officer

Report to Member Management Committee

Date: 24th March 2020

Subject: Skype for Business for Elected Members

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

Summary

1. Main issues

- Provide an update on the rollout of Skype for Business for Elected Members

2. Best Council Plan Implications (see the [latest version of the Best Council Plan](#))

- Sustainable Infrastructure – strengthening digital infrastructure and inclusion
- Health and Wellbeing – supporting remote and mobile working

Recommendations

- a) Note of development taken place

1. Purpose of this report

- 1.1 To provide an overview of the Skype for Business offer for Elected Members.

2. Background information

- 2.1 As part of the work stream to profile Elected Members workstyles, remote working capabilities have been assessed and action has taken place to enable Elected Members to utilise the Skype for Business application.
- 2.2 The decision to roll this functionality out to Elected Members has been expedited due to the Coronavirus epidemic.
- 2.3 DIS and Democratic services have responded quickly and positively to ensure Elected Members have the ability to continue to engage with the Council and constituents through digital means.

3. Main issues

- 3.1 The application and functionality had not previously been rolled out to Elected Members, meaning the ability to work remotely and join conference calls has been limited.
- 3.2 Skype for Business has now been enabled on all Councillor Devices.
- 3.3 The functionality available to Members includes secure access to make internal peer to peer telephone calls, full conferencing abilities, access Skype based meetings (other than formal committee meetings), federation with other Skype for Business organisations (such as NHS and CCG's) and ability to download the mobile app, to their mobile devices.
- 3.4 Enterprise Voice numbers have been reserved and will be assigned in the coming weeks. This will allow external telephone calls to be made via the public switched telephone network (PSTN)
- 3.5 14 separate training and support sessions at Civic Hall on Skype for business have been set up to ensure that Members can utilise the full functionality of the application.
- 3.6 Additional sessions will be organised in conjunction with the group support office to cover; conferencing equipment adding delegation rights, call forwarding, voicemail set-up, voicemail playback, the on-hold feature and call transfer capability.
- 3.7 Super User training has been arrange to ensure longevity of support through the group office staff
- 3.8 Online user guidance and eLearning has been shared for self-help guides for Elected Members to refer to
- 3.9 Locations of conferencing and Skype equipment at Civic Hall have been shared with Elected Members
- 3.10 This digital development supports the paperless meeting agenda.

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 Engagement with the Member Development & ICT working group has taken place and their input has been invaluable to developing the offer to Elected Members which underpins the way in which they choose and need to work.

4.2 Equality and diversity / cohesion and integration

4.2.1 Software and training offerings will be mindful of any assistive technologies that individuals may require.

4.3 Council policies and the Best Council Plan

4.3.1 There are no specific implications for Council Policy in relation to this report, however by changing the way in which Members can access Skype for Business and conferencing, it will be possible to work in an increasingly mobile way, reducing travel needs and reliance on printing. These will support the Council's environmental policy objectives and Climate Emergency.

4.4 Resources, procurement and value for money

4.4.1 The proposals set out in this report will see the return of investment in technology allowing better remote and collaborative working

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

4.5.1 Proposals will be mindful of relevant legislation around Security provisions, licensing arrangements to protect both the individual member, the organisation and the personal and sensitive information that they utilise on behalf of citizens

4.6 Risk management

4.6.1 There are no significant risks arising from this report.

5. Conclusions

5.1 Given the current and future need to be able to work remotely, it is appropriate to rollout the functionality of Skype for Business to Elected Members with associated support and training.

5.2 The offer has been developed in conjunction with the Member Development and ICT working group as well as democratic services to provide the functionality and training that supports the ways in which Members choose and need to work, as well as providing the flexibility and sustainability to enable the Council's ambitions to be realised.

6. Recommendations

6.1 Members are requested to note the proposals set out in this paper about the rollout of the Skype for Business application and functionality.

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Report author: Helen Gray
Tel: 0113 37 88657

Report of City Solicitor

Report to Member Management Committee

Date: 24th March 2020

Subject: Local Authority Appointments to Outside Bodies

Are specific electoral wards affected? If yes, name(s) of ward(s): Various	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open 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

1. Main issues

- This report provides an update on the current position regarding Member appointments to outside bodies and provides an opportunity to confirm Member nominations to remaining vacancies or alter existing appointments.
- There are currently a number of issues relating to outside body appointments (outlined in section 3 of the report), which the Committee is asked to consider.
- A list of appointments made since the last meeting of Member Management Committee is also provided for information in paragraph 3.6 of the report.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Under the Appointments to Outside Bodies Procedure Rules, Member Management Committee reviews 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. Throughout the year, Member Management Committee considers any changes necessary to the appointments. Determination of the appointments is based on specific criteria set out in the Procedure Rules; and supports the aims of the Best Council Plan to work with all communities as a team for Leeds and by supporting what the Council and its partners are focussing on during the 2019/20 Municipal Year to improve outcomes.

3. Resource Implications

- There are no resource implications as a result of this report

Recommendations

Members are asked to

- a) Note the process set out in the Outside Bodies Procedure Rules which this Committee follows when making appointments attached at Appendix 1 of this report;
 - b) Note the information contained in paragraph 3.2 regarding organisations that no longer require Member representation and in paragraph 3.3 regarding organisation name changes;
 - c) Note and consider the current position regarding appointments to Leeds Bradford Airport Joint Consultative Committee;
 - d) Note and consider the Insurance and Indemnities document, attached at Appendix 2, and consider the approach suggested to disseminate this information to all Members of Council;
 - e) Note the change of appointments since the last meeting of the Committee as detailed under paragraph 3.6 of this report;
 - f) Consider the current position in relation to elected Member appointments to Outside Bodies and other bodies detailed in Appendix 3.
-

1. Purpose of this report

1.1 Further to the meeting of this Committee in June 2019, and confirmation of nominations received to date, this report:

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

2. Background information

2.1 This is the second meeting of the Member Management Committee since the Annual Meeting of Council to make Elected Member appointments to Outside Bodies. The attached schedule at Appendix 3 details the current position.

3. Main issues

3.1 Following the June meeting when this Committee made appointments to outside bodies/other bodies, all of the outside organisations were advised of the appointments.

3.2 Various organisations that no longer require representation

On receipt of confirmation of the Councils appointment, the following outside bodies/other bodies informed the Council that they no longer require a

representative to be appointed. It is intended therefore to remove these organisations from the appointments schedule;

- Healthy Leeds Network. This was established under the “Leeds Initiative”. We have received confirmation that, since the Health & Wellbeing Board was established, the Healthy Leeds Network no longer meets.
- Private Rented Sector Forum. We are advised that this Forum no longer exists.
- Lineham Farm – Confirmation has been received that this charity has been wound up. A newly constituted “Leeds Children’s Charity” has recently been established, based at Lineham Farm and Member representation is not required at the present time.
- The Northern College for Residential Adult Education – Confirmation was received on 4th September that changes to the College’s Memorandum and Articles of Association in July 2015 removed the requirement for Members to be nominated by Local Authorities. As such, nominations to the ‘Northern College - Board of Governors’ and ‘Northern College - Policy & Finance Committee’ are no longer required.

3.3 Name Changes

Members are advised that since the last meeting of the Committee, officers have received information regarding name changes. Amendments will be made to the schedule to which the Committee appoints in respect of the following:

- Complex Needs Partnership to SEND Partnership Board
- Sustainable Economy & Culture Board to Inclusive Growth Delivery Partnership

3.4 Leeds Bradford Airport Consultative Committee

Members will be aware that the Leeds Bradford Airport Consultative Committee (ACC) previously agreed a request that the local community within the Inner North West Community Committee area be represented on the ACC. At the last MMC meeting, the Committee was keen to ensure that local residents of the Outer North West CC area were also represented formally by an elected local ward councillor.

In line with this Committees’ wishes a further request was submitted to the ACC. The ACC met again on 11th December 2019 and considered LCC’s request, the outcome being that the ACC re-emphasised that an additional place on the ACC for a single member for the Headingley, Weetwood and Meanwood communities was already agreed (representation from the Inner North West Community Committee); and further elected Member representation was present via a representative of the Yeadon community.

The ACC Chair also made a suggestion proposing that the place currently held by Councillor P Wadsworth could be deemed to represent the local Leeds Outer North West Community Committee in addition to his strategic appointment for LCC.

In conclusion, LBACC has granted three places for Leeds Councillors on its Committee, which are currently designated by this Committee as 2 ‘Strategic and Key Partnerships’ places (Councillors Wadsworth and P Grahame) and one new “Community and Local Engagement” place, previously agreed to be restricted to an Inner North West Community Committee appointment.

Members are now asked to determine the appointments to the 3 available places - the status of which could be re-designated should the Committee so wish, as set out below:

- 1 Strategic & Key – appointed by MMC and reserved to the relevant Executive Board Member or their nominee
- 2 Community & Local Engagement – one each appointed by the ONW and INW Community Committees

3.5 Insurance and Indemnities for Members

Following the June meeting, officers were asked to provide further information to some Members on the insurance and indemnity cover arranged for Members and officers serving on an Outside Body. In brief, if a Member is nominated to an Outside Body by the Council, the Council provides full indemnity.

A copy of the agreed Insurance and Indemnity document is attached as Appendix 2 to this report. With this Committee's agreement, it is suggested that a copy of the document be provided as follows:

- a) To all Members nominated to outside bodies at the time of their appointment,
- b) To each Group Office for inclusion within the Group Office Handbook for reference.

3.6 Appointments made since June 2019

Members are advised that since the last meeting of the Committee a number of appointments have been confirmed by the City Solicitor/Head of Governance and Scrutiny Support in accordance with the Appointments to Outside Bodies Procedure Rules (4.5). These have been included within the schedule of Member appointments attached at Appendix 3 to this report.

Outside Body	Member Appointed	Member Replaced	Date
Assisted Living Leeds	Councillor M Harland	Councillor E Taylor	24 th July 2019
Chamber of Commerce	Councillor J Pryor	Councillor R Lewis	24th July 2019
Environmental Protection UK	Councillor J Lewis	Councillor A Smart	24th July 2019
Leeds Children's Charity (Lineham Farm)	Councillor S Arif	Whips Nominee	24th July 2019
Leeds Citizens Advice Bureau	Councillor D Coupar	Councillor A Lowe	24th July 2019
Leeds Grand Theatre & Opera House Board of Management	Councillor D Ragan	Councillor G Harper	24th July 2019
Leeds Learning Disabilities Partnership Board	Councillor H Bithell	Councillor K Wakefield	24th July 2019

Outside Body	Member Appointed	Member Replaced	Date
Leeds Safeguarding Board	Councillor F Venner (with Councillor S Arif as sub)	Councillor L Mulherin	24th July 2019
Leeds Sports Federation Grants Panel	Councillor D Ragan	Councillor M Rafique	24th July 2019
LEEP 1	Councillor K Ritchie	Councillor E Taylor	24th July 2019
Robert Salter Charity	Councillor D Coupar	Councillor R Lewis	24th July 2019
Sustainable Economy & Culture Board	Councillor J Lennox Councillor K Brooks Councillor M Harland	Councillor R Lewis Councillor J Pryor	24th July 2019
The Leeds Playhouse Theatre Board	Councillor J Lennox	Councillor K Wakefield	24th July 2019
Touchstone	Councillor S Hamilton	Councillor E Taylor	24th July 2019
Voluntary Action Leeds	Councillor A Smart	Councillor M Iqbal	24th July 2019
William Merritt Disabled Living Centre & Mobility Service	Councillor K Ritchie	Councillor E Taylor	24th July 2019
Yorkshire & Humber Local Authority Employers Association	Councillor J Lewis	Councillor A Lowe	24th July 2019
Yorkshire (Transitional) Flood & Coastal Committee	Councillor L Mulherin Councillor M Rafique	Councillor R Lewis Councillor P Gruen	24th July 2019
Children's Trust Board	Councillor F Venner	Councillor L Mulherin	24th July 2019
Cycling Consultative Forum	Councillor P Carlill	Councillor J Illingworth	24th July 2019
Healthy Leeds Network	Councillor K Brooks	Councillor K Wakefield	24th July 2019
Kirkgate Management Board	Councillor A Garthwaite	Councillor J McKenna	24th July 2019
Lord Mayor of Leeds Appeals Fund	Councillor J McKenna with Councillor J Heselwood as sub	Councillor J McKenna	24th July 2019
Airport Consultative Committee	Councillor P Grahame	Whips Nominee	2 nd August 2019
Local Access Forum	Whips Nominee	Councillor B Flynn	3 rd October 2019

Outside Body	Member Appointed	Member Replaced	Date
Leeds and York Partnership NHS Foundation Trust Council of Governors	Councillor R Charlwood	Whips Nominee	3rd October 2019

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 specific equality and diversity or cohesion and integration implications as a result of this report.

4.3 Council policies and the 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. Throughout the year, Member Management Committee considers any changes necessary to the appointments.

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.

Climate Emergency

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

4.4 Resources, procurement and value for money

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

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

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

- determining which outside bodies should have Member representation and, by determining the category of each such outside body, determining how such appointments should be made; and

- making appointments to outside bodies categorised as Strategic and Key Partnership.

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

4.6 Risk management

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

5. Conclusions

5.1 The current position in relation to elected Member appointments to outside bodies is detailed in Appendix 3, and vacancies exist on a number of bodies. The appointments made since the last meeting of Member Management Committee are detailed in the report.

6. Recommendations

Members are asked to

- a) Note the process set out in the Outside Bodies Procedure Rules which this Committee follows when making appointments attached at Appendix 1 of this report;
- b) Note the information contained in paragraph 3.2 regarding organisations that no longer require Member representation and in paragraph 3.3 regarding organisation name changes;
- c) Note and consider the current position regarding appointments to Leeds Bradford Airport Joint Consultative Committee;
- d) Note and consider the Insurance and Indemnities document, attached at Appendix 2, and consider the approach suggested to disseminate this information to all Members of Council;
- e) Note the change of appointments since the last meeting of the Committee as detailed under paragraph 3.6 of this report;
- f) Consider the current position in relation to elected Member appointments to Outside Bodies and other bodies detailed in Appendix 3.

7. Background documents¹

7.1 None

Appendices

Appendix 1 – Outside Bodies Procedure Rules

Appendix 2 – Insurance and Indemnity Document

Appendix 3 – Schedule of Member appointments to Outside and other Bodies

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

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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 nominee¹) 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.

¹ 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 holder² 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

² 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 holder³ 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.

³ For example it may be considered necessary or otherwise appropriate to appoint a specific Ward Member

Part 4(g)
Page 3 of 4
Issue 1 – 2019/20
Last amended on 22nd May 2019

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.

DELEGATED DECISION NOTIFICATION

REF NO ¹ D

DECISION MAKER	The Director of Resources	AUTHORITY BY REFERENCE TO SCHEME OF DELEGATION: ²	Officer Delegation Scheme (Executive Functions)
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SUBJECT ³	Indemnities for Members and Officers
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DECISION ⁴	COUNCIL FUNCTION <input type="checkbox"/> NOT SUBJECT TO CALL IN	EXECUTIVE DECISION (KEY) <input type="checkbox"/> ⁵ EXEMPT FROM CALL IN: NO	EXECUTIVE DECISION (MAJOR) <input type="checkbox"/> ⁵ EXEMPT FROM CALL IN: NO	EXECUTIVE DECISION (OTHER) <input checked="" type="checkbox"/> NOT SUBJECT TO CALL IN
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It was noted that the current indemnity provided to officers by the Council dates back to 1978, and that it does not currently include elected Members. It was also noted that the Local Authorities (Indemnities for Members and Officers) Order 2004 provides a clear statutory basis for the scope of indemnities, or equivalent insurance cover. It was decided the Council should give an indemnity to its elected Members and officers, as set out in Appendix 5 of the attached Report, reflecting the terms of the Order, and thereby providing the maximum protection which is legally permissible, for officers and Members against any personal liabilities they might otherwise incur in carrying out their duties.

AFFECTED WARDS	None.
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ADVICE SOUGHT	<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> <tr> <td>Legal</td> <td style="text-align: center;">X <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Finance</td> <td style="text-align: center;">X <input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Personnel</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Equal Opportunities</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Please Specify</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/> _____</td> </tr> </table>		YES	NO	Legal	X <input type="checkbox"/>	<input type="checkbox"/>	Finance	X <input type="checkbox"/>	<input type="checkbox"/>	Personnel	<input type="checkbox"/>	<input type="checkbox"/>	Equal Opportunities	<input type="checkbox"/>	<input type="checkbox"/>	Other Please Specify	<input type="checkbox"/>	<input type="checkbox"/> _____
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Other Please Specify	<input type="checkbox"/>	<input type="checkbox"/> _____																	

DECLARED OFFICER / MEMBER INTERESTS ⁶	
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¹ This reference number will be assigned by Governance Services and notified to you

² The relevant paragraph within the decision makers delegated powers should be identified.

³ A brief heading should be inserted

⁴ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding upon the chosen option, although care must be taken not to disclose any confidential or commercially sensitive information. Guidance on the substance of the note is available from Governance Services

⁵ For Key and Major decisions only. If exempt from Call In details to be provided in the report. The Call In period expires at 5.00 pm on the **5th** working day after publication. Scrutiny Support will notify decision makers of matters called in by no later than 12.00 noon on the **6th** day.

⁶ No officer having a pecuniary interest in any matter should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here.

DISPENSATION BY STANDARDS COMMITTEE

DATE:

BACKGROUND PAPERS⁷

Report of the Assistant Chief Executive (Corporate Governance), and the Director of Resources.

EXEMPT/ CONFIDENTIAL APPENDIX

YES NO X RULE NO 10.4⁸ ()

DETAILS OF CONSULTATION UNDERTAKEN (OTHER REASONS/ ORGANISATIONS CONSULTED)

	Yes	No	Date
Executive Member	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ward Councillors	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chief Officers Affected	<input type="checkbox"/>	<input type="checkbox"/>	_____
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Member Management Committee	_____		

CONTACT PERSON

CONTACT NO:

AUTHORISED SIGNATORY⁹

AS Gay (Name:) DATE: 5/2/11

	KEY	MAJOR	OTHER
¹⁰ *First publication (5 day notice)			
Commencement for Call In			
Last date for Call In			
Implementation Date			

* If key decision not on Forward Plan, the reason and need that the decision be taken are that:-

⁷ A separate Index should be prepared if necessary. ALL DOCUMENTATION UPON WHICH THE DECISION WAS BASED MUST BE RETAINED AND BE READILY ACCESSIBLE SO IT CAN BE PRODUCED SHOULD THE DECISION BE CHALLENGED

⁸ Relevant Access to Information Procedure Rules to be quoted if there is an exempt appendix

⁹ The signatory must be duly authorised by the Director to make the decision in accordance with the Department's scheme. It is not acceptable for the signature to be 'pp' for an authorised signatory. For Key Decisions only, the date of the authorised signature signifies that, at the time, the Officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have upon the final decision.

¹⁰ Governance Services will enter these dates



Originator:

Tel:

Report of the Assistant Chief Executive (Corporate Governance), and the Director of Resources

Executive Board

Date:

Subject: Insurance and Indemnities for Members

Electoral Wards Affected:

Specific Implications For:

Equality and Diversity

Community Cohesion

Narrowing the Gap

Eligible for Call In

Not Eligible for Call In
(Details contained in the report)

EXECUTIVE SUMMARY

This report sets out the insurance protection provided specifically for Members, and the indemnity provided by the Council to officers. It has been identified that the current insurance arrangements still leave potential liability issues for Members, and officers reported this matter to the Member Management Committee. The Committee has approved a proposal for this report to be brought to the Executive Board. The Council's legal powers in relation to providing such indemnities (or the equivalent insurance cover) are now governed by the Local Authorities (Indemnities for Members and Officers) Order 2004. The Board is asked to approve widening the scope of the current Council indemnity to include Members, and updating the terms of the indemnity to reflect the terms of the Order.

1.0 Purpose Of This Report

- 1.1 To seek the Board's approval for widening the scope of the current Council indemnity for officers to include Members, and for updating the terms of the indemnity to reflect the terms of the 2004 Order.

2.0 Background Information

The current insurance arrangements for Members are as follows.

Personal Accident Insurance

- 2.1 Members will be paid a lump sum benefit on the occurrence of death or injuries as set out in the policy whilst engaged in the following activities:
- 2.1.1 Official duties in connection with the business of the Council including journeys directly connected with that business.
 - 2.1.2 Direct travel between private residence and place of duty.
 - 2.1.3 Attending meetings of and duties carried out for the Association of County Councils, the Association of District Councils, the Local Government Association or the Convention of Scottish Local Authorities.
 - 2.1.4 Service on behalf of or by appointment by the Council on committees of other authorities or bodies provided that no other personal accident insurance applies in respect of such service.
 - 2.1.5 Attendance at surgeries of any Member and any other complementary activities
- 2.2 The benefit is paid where Members sustain bodily injury by accident as a result of which death or disablement occurs independently of any other cause within 24 months of sustaining such injury.
- 2.3 There are certain exclusions (e.g. suicide and pre-existing medical conditions) where the policy does not operate and benefits are subject to medical certification.
- 2.4 The level of benefits payable are as set out in Appendix 1. Benefits are payable under the policy irrespective of whether or not legal liability for the injury falls upon a third party and payments under the policy do not affect the Members' legal rights to recover damages from any third party who may have caused, or contributed towards, the injury.
- 2.5 The annual cost of this insurance is £1,222.

Motor Vehicle – Loss Of No Claims Discount Insurance

- 2.6 Insurance cover is provided for Members' loss of no claims discount up to £500 in any one incident and also reimbursement of policy excess up to £100, where the incident giving rise to the insurance claim occurred whilst the Member's car was in use on Council business.
- 2.7 Certain conditions apply as set out in the annual letter to Members (see Appendix 2).

- 2.8 This cover is included within the existing insurance covers provided by our main insurers, Zurich Municipal, and no separate charge is made.
- 2.9 No other insurance is provided for Members' cars. Members must ensure that their motor insurance includes use of their cars on Council business.

Legal Expenses Insurance – Members Code Of Conduct Enquiries

- 2.10 This provides legal representation up to a maximum cost of £50,000 for any one occurrence for any member who is subject to a Members Code of Conduct enquiry.
- 2.11 The insurance is placed by Zurich Municipal acting as an intermediary for DAS, a long established legal expenses insurer.
- 2.12 The insurance policy provides (as it is required to under the terms of the relevant regulations) that a Member found to be in breach of the Code has to repay the amount expended for legal representation.
- 2.13 The annual cost is £3,066.

Travel Insurance

- 2.14 An annual policy, which covers both Members and officers is arranged.
- 2.15 Cover is provided for travel on the business of the Council outside Great Britain.
- 2.16 Full details of the limits of cover are set out in Appendix 3.
- 2.17 The annual cost (Members and officers) is £14,000.

3.0 Main Issues

- 3.1 Appendix 4 sets out the current indemnity provided to officers by the Council.
- 3.2 The indemnity dates back to 1978, and does not currently include Members.
- 3.3 Before the introduction of the 2004 Order, both Members and officers were given a measure of statutory immunity from personal liability by sec 265 of the Public Health Act 1875, as extended. In addition, in one or two cases the courts had held that specific indemnities given to Members or officers by their authorities were within the scope of the authorities' powers under sec 111 of the Local Government Act 1972. However, the scope of both the statutory indemnity and what was permissible under sec 111 was uncertain in a number of respects. In particular, there were perceived to be problems whether an indemnity might apply where Members participated in community partnerships.
- 3.4 The 2004 Order now provides a clear statutory basis for the scope of indemnities, or equivalent insurance cover.
- 3.5 The current insurance arrangements do not cover the full range of liabilities which could be incurred by Members. In addition, as mentioned above there is a potential liability issue arising where Members are appointed by the Council to outside bodies. Where outside bodies are companies, there is a lower risk as the members and directors of a company are not normally personally liable in respect of corporate

acts. However, there remain circumstances where directors can be held personally liable, particularly where companies get into financial difficulties. In addition, Members are frequently appointed to unincorporated outside bodies as trustees, and in principle trustees are liable personally for all their decisions and actions as trustees.

- 3.6 It has been generally expected that such companies and trusts will arrange their own insurance against such eventualities (as for example, is the case with the ALMOs) although this is not checked as a matter of routine and, indeed, the Council is unable to purchase insurance to cover such eventualities. However, the 2004 Order provides the powers for the Council to indemnify Members in relation to an action or failure to act where this forms part of, or arises from, duties arising from a function exercised at the Council's request, or with the Council's approval.
- 3.7 It is therefore proposed to extend the indemnity arrangements to Members, and to update the indemnity to reflect the terms of the 2004 Order. It is to be noted that in the case of both officers and Members, the Order does not permit an indemnity for actions or failures to act which amount to a criminal offence or which are the result of fraud, or other deliberate wrongdoing or recklessness. The Order does permit an indemnity to cover the defence against criminal proceedings, but only on the basis that the Member or officer must reimburse the Council in the event of a conviction.
- 3.8 The proposed new indemnity for officers and Members is set out in Appendix 5.

4.0 Implications For Council Policy And Governance

- 4.1 The proposed new indemnity will provide the maximum protection which is legally permissible, for officers and Members against any personal liabilities they might otherwise incur in carrying out their duties.

5.0 Legal And Resource Implications

- 5.1 The legal implications of the proposed new indemnity are set out above.

6.0 Conclusions

- 6.1 The 2004 Order gives the Council the opportunity to remove the previous uncertainties around the scope for indemnities, and clearly to provide cover for those Members and officers who are appointed by the Council to outside bodies.

7.0 Recommendations

- 7.1 It is recommended that the Board approves the proposed new indemnity set out in Appendix 5.

**MEMBERS PERSONAL ACCIDENT INSURANCE
(UNDERWRITTEN BY ZURICH MUNICIPAL INSURANCE)**

See policy documents for full terms

		AGE	
1	Sum payable for Death, loss of sight of one/both eyes, total loss by physical severance or complete loss of use of one or both hands/feet. Permanent total and absolute disablement.	Under 80 £100,000	80-85 £50,000
2	Scale of compensation based on above sum for less severe injuries e.g. loss of hearing in both ears 60%.	Benefit based on £100,000	Benefit based on £50,000
3	(i) Temporary total disablement from engaging in or attending to usual occupation.*	£150.00 per wk for 104 wks	£75.00 per wk for 104 wks
	(ii) Temporary partial disablement.	£75.00 per wk for 104 wks	£37.50 per wk for 104 wks
4	Benefit under paragraphs 1, 2 and 3 above are paid to Members who suffer an assault because of their status as a Member of Council even though at the time of the assault the Member was not engaged on Authority business.		
5	Personal effects if damaged or destroyed:		
	(i) At the same time as bodily injury covered by the policy.	£5000	
	(ii) At any other time whilst engaged on Council business.	£1000	

* If not in remunerative employment benefit is payable if unable to attend to Council business.

Appendix 2

Dear Councillor

MEMBERS PERSONAL INSURANCE COVER - ANNUAL REMINDER

I am writing to remind all Members of the insurance cover provided to you by LCC. Brief details are set out below. For full terms and conditions please refer to the policies which can be inspected in Democratic Services.

(A) PERSONAL ACCIDENT INSURANCE

- 1 Members are covered whilst engaged in the following activities:
 - (a) Official duties in connection with the business of LCC including journeys directly connected with that business.
 - (b) Direct travel between private residence and place of duty.
 - (c) Attending meetings of and duties carried out for the Association of County Councils, the Association of District Councils, the Local Government Association or the Convention of Scottish Local Authorities.
 - (d) Service on behalf of or by appointment by LCC on committees of other authorities or bodies provided that no other personal accident insurance applies in respect of such service.
 - (e) Attendance at surgeries of any member and any other complementary activities where they sustain bodily injury by accident as a result of which death or disablement occurs independently of any other cause within 24 months of sustaining such injury.
- 2 There are certain exclusions (eg suicide and pre-existing medical conditions) where the policy does not operate and benefits are subject to medical certification.
- 3 Benefits are as set out in the attachment to this letter
- 4 Section 140(2) of the Local Government Act 1972 requires deduction of any expenses incurred by the Authority, in dealing with a claim under the policy, from the benefit payable.
- 5 Benefits are payable under the policy irrespective of whether or not legal liability for the injury falls upon a third party and payments under the policy do not affect the Members' legal rights to recover damages from any third party who may have caused, or contributed towards, the injury.

If you have any queries in connection with this matter please contact Mr Frank Morrison, the Council's Insurance Manager (telephone number 247 4407).

(B) MOTOR VEHICLE – LOSS OF NO CLAIMS DISCOUNT INSURANCE

It is important that you ensure that if you use a vehicle in connection with Council business, that your own motor vehicle insurance policy provides the necessary cover. If you are unsure of your position, you should check with your insurer. The Council has no insurance cover for Members' vehicles.

However, insurance cover is provided for Members' loss of no claims discount up to £500 in any one incident and also reimbursement of policy excess up to £100, where the incident giving rise to the insurance claim occurred whilst the car was in use on Leeds City Council business. You must contact the Insurance Section, Corporate Services as soon as possible after the accident if you wish to make a claim.

(C) LEGAL EXPENSES INSURANCE – MEMBERS CODE OF CONDUCT ENQUIRIES

This provides legal representation up to a maximum cost of £50,000 for any member who is subject to a Members Code of Conduct enquiry, who does not already have in place insurance cover for legal expenses. The main points to note are:

- You must notify the insurers by contacting Nicole Jackson, Assistant Chief Executive (Corporate Governance) tel. 247 4537 as soon as you know that an enquiry is to be conducted. Once the required information is submitted to the insurer, they will appoint a solicitor.
- You must not appoint your own solicitor or incur any costs without the insurers prior written permission.
- Insurers may decline to pay for you to be represented if they feel that there is no reasonable prospect of a successful defence.
- The Local Authorities (Indemnities for Members and Officers) Order 2004, requires that where the enquiry concludes that the member has failed to comply with the Code of Conduct, the cost of legal representation must be repaid.

A copy of the policy wording is available for inspection in Democratic Services.

Appendix 3

Leeds City Council – Travel Insurance

Persons insured:

All persons travelling outside the UK **on the business of LCC** (including those accompanying them) **excluding persons aged 75 and over unless special arrangements have been made.**

Summary of Cover:

Medical Expenses	Unlimited
Personal Accident – Members	See separate arrangements
Personal Accident – Employees and others	Death/permanent disablement £50,000 (less serious injuries – percentage of £50,000) N.B. Cover is limited to £20,000 for persons aged under 18 years or 23 if in Full Time Education
Baggage/money/credit cards	£10,000/£5,000/ £3,000 respectively per person
Cancellation/curtailment	£10,000 maximum per person
Personal Liability (injury or damage to others)	£5,000,000 maximum per event
Travel Delay	£50 after 4 hours & £50 for each hour thereafter, maximum £500 for any one journey
Hijack	£500 per day, per person, maximum 50 days
Legal Expenses	£50,000 maximum any one claim

A copy of the policy is available in the insurance section for inspection or copying by persons travelling abroad. An individual can also make their own arrangements for travel insurance, if they so wish.

Emergency Contact: In the event of an emergency occurring whilst travelling, a 24 hour helpline is available by calling ACE Rescue on **+44 207 173 7796**. You will need to quote the policy no. **53UK476262**.

Excess: Medical Expenses, Travel & Accommodation Expenses Personal Baggage, Money, Credit Cards, Cancellation, Curtailment - £25. All other sections - NIL.

Appendix 4

Extract from the minutes of a meeting of Policy and Finance Committee 4 July 1978

Indemnity to Employees

The Committee considered representations received from UNISON and a report of the Director of Administration in connection with an indemnity to Council employees in respect of acts of negligence committed by them in the course of their duty.

RESOLVED - That the indemnity be adopted in the following terms:

Subject to the exceptions set out below, the Council will indemnify its employees against claims (including costs) in respect of any loss or damage other than claims covered by an insurance policy taken out by the Council, arising out of any neglect, error or omission by the employees in the course of their duties on behalf of the Council and within the scope of their authority.

The indemnity will not extend to loss or damage directly or indirectly arising out of :

- (a) fraud, dishonesty or criminal offence on the part of the employee
- (b) libel or slander
- (c) surcharges under the Local Government Act 1972.

The indemnity will not apply to any claim in respect of which the employee concerned admits liability or negotiates or attempts to negotiate a settlement without the written authority of the Council.

Appendix 5

New Indemnity to Members and officers

1. Pursuant to the Local Authorities (Indemnities for Members and Officers) Order 2004, the Council indemnifies its Members and officers against claims (including costs) in respect of any loss or damage (other than claims covered by an insurance policy taken out by the Council) in relation to any action of, or failure to act by, the Member or officer in question, which

(a) is authorised by the Council; or

(b) forms part of, or arises from, any powers conferred, or duties placed, upon that Member or officer, as a consequence of any function being exercised by that Member or officer (whether or not when exercising that function he does so in his capacity as a Member or officer of the Council) -

(i) at the request of, or with the approval of the Council, or

(ii) for the purposes of the Council.

2. This indemnity does not extend to loss or damage directly or indirectly relating to any action by, or failure to act by, any Member or officer which -

(a) constitutes a criminal offence; or

(b) is the result of fraud, or other deliberate wrongdoing or recklessness on the part of that Member or officer; or

(c) in relation to the making by a Member or officer of any claim in relation to an alleged defamation of that Member or officer.

3. Notwithstanding 2(a) above, this indemnity extends to -

(a) the defence of any criminal proceedings brought against the officer or Member; and

(b) any civil liability arising as a consequence of any action or failure to act which also constitutes a criminal offence.

4. Notwithstanding 2(c) above, this indemnity extends to the defence by a Member or officer of any allegation of defamation made against him.

5. (1) Notwithstanding any limitation on the powers of the Council, the Council provides this indemnity to the extent that the Member or officer in question -

(a) believed that the action, or failure to act, in question was within the powers of the Council, or

(b) where that action or failure comprises the issuing or authorisation of any document containing any statement as to the powers of the Council, or any statement that certain steps have been taken or requirements fulfilled, believed that the contents of that statement were true,

and it was reasonable for that Member or officer to hold that belief at the time when he acted or failed to act.

(2) This indemnity is provided in relation to any act or omission which is subsequently found to be beyond the powers of the Member or officer in question, but only to the extent that the Member or officer reasonably believed that the act or omission in question was within his powers at the time at which he acted.

6. For the avoidance of doubt, but subject always to the terms of the said Order, this indemnity extends to acts or omissions of any Member or officer in their capacity as a member, director, trustee, governor, or member of a board of management (or in any similar capacity), of any company, trust, charity, partnership or unincorporated association (or of any similar body) to which the Member or officer in question was appointed by the Council. This indemnity does not extend to any claims covered by an insurance policy taken out by any such body, or by the Member or officer in question.

7. (1) Paragraph (2) below applies to this indemnity (and to any insurance secured for that Member or officer) in relation to the defence of -

(a) any criminal proceedings; or

(b) any investigation, report, reference, adjudication, or any other proceeding pursuant to Part 3 of the Local Government Act 2000 ("Part 3 proceedings").

(2) Where this paragraph applies, this indemnity is provided, and any insurance secured, on the terms that -

(a) in the case of criminal proceedings, if the Member or officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal, and

(b) in the case of Part 3 proceedings -

(i) if a finding is made in those proceedings that the Member in question has failed to comply with the Members' Code of Conduct and that finding is not overturned following any appeal, or

(ii) if the Member admits that he has failed to comply with the Members' Code of Conduct,

that Member or officer shall reimburse the Council or the insurer (as the case may be) for any sums expended by the Council or insurer in relation to those proceedings pursuant to this indemnity or to such insurance.

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Outside Body	Restricted Appointment	Appointments 2019/2020	Group Allocation 2019/20	Date Appointed	Executive Member Portfolio Area	Lead Department	Lead Officer
Airport Consultative Committee	Yes	Cllr P Grahame	Lab		Climate Change, Transport & Sustainable Development	City Development	Andrew Hall
		Cllr P Wadsworth	Cons	28/06/19			
Aspire	No	Cllr A Khan	Lab	28/06/19	Health, Wellbeing & Adults	Adults & Health	Aidan Smith
		Cllr S Firth	Cons	28/06/19			
		Cllr S Golton	Lib Dem	28/06/19			
Assisted Living Leeds (Leeds Community Equipment and Telecare Services Partnership Board)	No	Cllr M Harland	Lab	24/07/19	Health, Wellbeing & Adults	Adults & Health	Liz Ward
		Whips Nominee	Lib Dem	28/06/19			
Association of Blind Asians	No	Cllr M Iqbal	Lab	28/06/19	Communities	Communities & Environment	Lelir Yeung
Care And Repair (Leeds)	No	Cllr A Khan	Lab	28/06/19	Health, Wellbeing & Adults	Adults & Health	Liz Ward
Chamber of Commerce	Yes	Cllr J Pryor	Lab	24/07/19	Inclusive Growth & Culture	City Development	Eve Roodhouse
Chinese Community Association	No	Cllr D Coupar	Lab	28/06/19	Communities	Communities & Environment	Lelir Yeung
Environmental Protection UK (was National Society For Clean Air Divisional Council)	No	Cllr J Lewis	Lab	24/07/19	Environment & Active Lifestyles	Communities & Environment	John Mulcahy
Friends Of Leeds City Museums	No	Whips nominee	Cons	28/06/19	Inclusive Growth & Culture	City Development	John Roles
		Cllr E Nash	Lab	28/06/19			
		Cllr S Lay	Lib Dem	28/06/19			
Groundwork Leeds (discussions ongoing regarding a merger with Wakefield TBC)	No	Cllr A Garthwaite	Lab	28/06/19	Environment & Sustainability	Communities & Environment	Sean Flesher
		Cllr P Grahame	Lab	28/06/19			
		Cllr J Illingworth	Lab	28/06/19			
		Cllr Ann Blackburn	Green	28/06/19			
		Cllr G Wilkinson	Cons	28/06/19			

		Whips nominee	Lib Dem	28/06/19			
Hunslet Hawks RLFC	No	Cllr K Groves	Lab	28/06/19	Health, Wellbeing & Adults	City Development	Mark Allman
Leeds Childrens Charity/Lineham Farm. WOUND UP 13/08/19	No	Cllr S Arif	Labour (agreed 1/3/19)	24/07/19	Learning, Skills & Employment	Children & Families	Children & families tbc
Leeds Citizens Advice Bureau	No	Cllr R Downes	Lib Dem	28/06/19	Communities	Communities & Environment	Jayne Grant
		Cllr D Coupar	Lab	24/07/19			
Leeds Civic Arts Guild	No	Cllr E Nash	Lab	28/06/19	Inclusive Growth & Culture	City Development	Matthew Sims
Leeds Faith Forum	No	Cllr M Iqbal	Lab	28/06/19	Communities	Communities & Environment	Lelir Yeung
Leeds Grand Theatre Board And Opera House Board Of Management	Yes	Cllr J Dowson	Lab	28/06/19	Inclusive Growth & Culture	City Development	Matthew Sims
	all places	Cllr D Ragan	Lab	24/07/19			
		Cllr P Harrand	Con	28/06/19			
Leeds Housing Concern	Yes	Cllr S Hamilton	Lab	28/06/19	Communities		tbc
Leeds Jewish Welfare Board (was Leeds Jewish Care Services)	No	Cllr J Pryor	Lab	28/06/19	Communities	Communities & Environment	Lelir Yeung
Leeds Learning Disabilities Partnership Board	Yes	Cllr A Khan	Lab	28/06/19	Health, Wellbeing & Adults	Adults & Health	Lana Northey & K Louise Mills
	in part	Cllr P Harrand	Cons	28/06/19			
		Cllr H Bithell	Lab	24/07/18			
		Cllr S Lay	Lib Dem	28/06/19			
Leeds Mind	No	Cllr A Forsaith	Green	28/06/19	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Leeds Older People Forum		Cllr R Charwood	Lab	28/06/19	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Leeds and York Partnership NHS Foundation Trust Council of Governors Board	Yes	Whips nominee	Lab	28/06/19	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Leeds Philharmonic Society	No	Cllr J Dowson	Lab	28/06/19	Inclusive Growth & Culture	City Development	Matthew Sims

Leeds Safeguarding Board	Yes	Cllr F Venner (with Cllr S Arif as sub)	Lab	24/07/19	Children & Families	Children & Families	Sal Tariq
Leeds Sports Federation Grants Panel (separate to Leeds Sports)	No	Cllr J Illingworth	Lab	28/06/19	Health, Wellbeing & Adults	City Development	Mark Allman/ Katy Bowden
		Cllr K Ritchie	Lab	28/06/19			
		Cllr D Ragan	Lab	24/07/19			
		Whips nominee	Lib Dem	28/06/19			
		Cllr P Harrand	Cons	28/06/19			
		Cllr M Robinson	Cons	28/06/19			
Leeds University Court	No	Cllr D Cohen	Cons	28/06/19	Learning, Skills & Employment	Children & Families	Children & families tbc
		Cllr J Pryor	Lab	28/06/19			
Leeds Women's Aid	No	Cllr D Coupar	Lab	28/06/19	Communities	Communities & Environment	Safer Leeds nominee
LEEP 1 (People First)	No	Cllr K Ritchie	Lab	24/07/19	Health, Wellbeing & Adults	Adults & Health	Aidan Smith
LGA General Assembly	Yes	Cllr Barry Anderson	Cons	28/06/19	Inclusive Growth & Culture (Leader)	Resources & Housing	Mariana Pexton/Becky Atherton
	all places	Cllr S Golton	Lib Dem	28/06/19			
		Cllr J Blake	Lab	28/06/19			
		Cllr R Finnigan	MBI	28/06/19			
Migration Partnership	Yes	Cllr D Coupar	Lab	28/06/19	Communities	Communities & Environment	Baksho Uppal/Shaid Mahmood
National Association of Councillors	No	Cllr J Dowson	Lab	28/06/19	Resources	Resources & Housing	TBC
		Cllr P Wadsworth	Cons	28/06/19			
		Cllr C Campbell	Lib Dem	28/06/19			
National Coal Mining Museum For England Liaison Committee	No	Cllr B Garner	Lab	28/06/19	Climate Change, Transport & Sustainable Development		John Roles
Nell Bank Centre Trust	No	Cllr J Pryor	Lab	28/06/19	Learning, Skills & Employment	Children & Families	Children & families tbc
PATROL Formally -National Parking Adjudication Service Committee	Yes	Cllr A Scopes	Lab	28/06/19	Climate Change, Transport & Sustainable Development	Communities & Environment	Helen Freeman

Northern College - Board Of Governors NO LONGER REQUIRED	No	Cllr J McKenna	Lab	28/06/19	Learning, Skills & Employment	Children & Families	Children & families tbc
Northern College - Policy And Finance Committee	No	Cllr J McKenna	Lab	28/06/19	Learning, Skills & Employment	Children & Families	Children & families tbc
Nuclear Free Local Authorities - English Forum	No	Cllr J Lewis	Lab	28/06/19	Resources	Resources & Housing	Nigel Street
		Cllr David Blackburn	Green	28/06/19			
Reserve Forces And Cadets Association For Yorkshire & Humberside	Yes	Cllr B Flynn	Cons	28/06/19	Communities	Resources & Housing	Mike Eakins
	as	Cllr M Iqbal	Lab	28/06/19			
Robert Salter Charity	No	Cllr D Coupar	Lab	24/07/19	Communities	Resources & Housing	Liz Cook
		Cllr S Seary	Cons	28/06/19			
		Cllr T Smith	Cons	28/06/19			
SIGOMA	Yes	Cllr J Lewis	Lab	28/06/19	Leader	Resources & Housing	tbc
Standing Advisory Council on Religious Education (SACRE)	No	Cllr M Iqbal	Lab	28/06/19	Children & Families	Children & Families	Theresa Falkingham (Shared Services, C&F Team)
		Cllr A Scopes	Lab	28/06/19			
		Cllr B Anderson	Cons	28/06/19			
		Cllr R Downes	Lib Dem	28/06/19			
			unallocated	28/06/19			
Inclusive Growth Delivery Partnership (formerly Sustainable Economy and Culture Board)	Yes	Cllr J Lennox	Lab	24/07/19	Inclusive Growth & Culture	City Development	Martin Farrington/ Gareth Read
	in part	Cllr K Brooks	Lab	24/07/19			
		Cll M Harland (new position)	Lab	24/07/19			
		Cllr J Blake	Lab	28/06/19			
		Cllr D Cohen	Cons	28/06/19			
		Cllr C Campbell	Lib Dem	28/06/19			

The Charities Of Thomas Wade And Others	No	Cllr M Rafique	Lab	28/06/19		Communities & Environment	Sean Flesher
		Cllr J Shemilt	Cons	28/06/19			
		Cllr C Campbell	Lib Dem	28/06/19			
The Leeds Culture Trust	Yes	Cllr J Blake	Lab	28/06/19	Inclusive Growth & Culture	City Development	Cluny Macpherson
		Cllr D Cohen	Cons	28/06/19			
The Leeds Playhouse Theatre Board (West Yorkshire Playhouse Theatre Board)	No	Cllr J Lennox	Lab	24/07/19	Inclusive Growth & Culture	City Development	Matthew Sims
		Cllr C Hall	Lib Dem	28/06/19			
Third Sector Partnership	Yes	Cllr D Coupar	Lab	28/06/19	Health, Wellbeing & Adults	Communities & Environment	Lelir Yeung
Touchstone	No	Cllr S Hamilton	Lab	24/07/19	Health, Wellbeing & Adults	Adults & Health	Caroline Baria
Voluntary Action Leeds	No	Cllr A Smart	Lab	24/07/19	Communities	Communities & Environment	Pat Fairfax
		Whips nominee	Cons	28/06/19			
		Cllr R Finnigan.	Lib Dem ceded to MBI	28/06/19			
		Whips nominee	Lib Dem	28/06/19			
West Yorkshire Rural Partnership	No	Cllr J Illingworth	Lab	28/06/19	Communities	City Development	TBC
William Merritt Disabled Living Centre and Mobility Service	No	Cllr K Ritchie	Lab	24/07/19	Health, Wellbeing & Adults	Adults & Health	Liz Ward
Yorkshire And Humber Local Authority Employers Association	Yes	Cllr J Lewis	Lab	24/07/19	Resources	Resources & Housing	TBC
Yorkshire Power Stations Joint Environmental Committee	Yes	Cllr A Smart	Lab	28/06/19	Resources	Communities & Environment	Tom Knowland
Yorkshire (Transitional) Flood and Coastal Committee (formerly Yorkshire Regional Flood Defence Committee)	Yes	Cllr M Rafique	Lab	24/07/19	Climate Change, Transport & Sustainable Development	City Development	Gary Bartlett Jonathan Moxon
		Cllr L Mulherin (sub)	Lab	24/07/19			

Organisation Title (Other Bodies)	Restricted Appointment	Nature of Restriction	Appointments 2019/2020	Group Allocation 2019/20	Date Appointed	Executive Member Portfolio Area	Lead Department	Lead Officer
14-19 (25) Learning and Support Partnership	yes		Cllr Pryor	Lab	28/06/19	Learning, Skills & Employment	Children & Families	Phil Mellen/Erica Hiorns
	in part		Cllr J Heselwood	Lab	28/06/19			
			Cllr R Stephenson	Cons	28/06/19			
			Whips nominee	Lib Dem	28/06/19			
Armed Forces Champion	Yes	Labour	Cllr J Dowson	Lab	28/06/19	Communities	Resources and Housing	Rachel Angarano/ Helen Taylor
			Cllr C Gruen	Lab	28/06/19			
		Labour	Cllr M Iqbal	Lab	28/06/19			
		Conservative	Cllr B Flynn	Cons	28/06/19			
		Lib Dem Group	MBI Cllr A Hutchison	Lib Dem ceded to MBI	28/06/19			
		MBI	Cllr B Gettings	MBI	28/06/19			
		Green	Cllr Ann Blackburn	Green	28/06/19			
			Whips nominee	Lib Dem	29/06/18			
Children's Trust Board	Yes in part	Executive Member Children & Families	Cllr F Venner	Lab	24/07/19	Children & Families	Children & Families	Sue Rumbold
			Cllr R Downes	Lib Dem	29/06/18			
			Cllr J Pryor	Lab	28/06/19			
			Cllr J Heselwood	Lab	28/06/19			
			Cllr R Stephenson/Cllr Pat Latty	Cons	28/06/19			
SEND Partnership Board (was Complex Needs Partnership Group)	Yes	Chair - Executive Member (Children & Families)	Cllr J Pryor	Lab	28/06/19	Learning, Skills & Employment	Children & Families	Sue Rumbold
Cycling Consultative Forum	No	No	Cllr P Carill	Lab	24/07/19	Climate Change, Transport & Sustainable Development	City Development	Gwyn Owen/ Vicky Franks
Healthy Leeds Network NO LONGER REQUIRED. Disbanded when HWB	Yes	Chair - Executive Member (Health, Wellbeing & Adults)	Cllr K Brooks	Lab	24/07/19	Health, Wellbeing & Adults	Adults & Health	Tony Cooke. NO LONGER REQUIRED
			Cllr C Anderson	Con	28/06/19			
			Cllr C Hall	Lib Dem	28/06/19			
Joint Consultative Committee (Teachers) - Leeds Schools Forum	Yes	Exec Member (Children & Families) or nominee	Cllr Pryor	Lab	28/06/19	Learning, Skills & Employment	Children & Families	Sue Rumbold

	(in part)		Cllr J Heselwood	Lab	28/06/19			
		1 place	Cllr R Stephenson	Cons	28/06/19			
			Cllr C Campbell	Lib Dem	28/06/19			
			Whips nominee	Lib Dem	28/06/19			
Kirkgate Market Management Board	Yes	Labour Representative	Cllr A Khan	Lab	28/06/19	Climate Change, Transport & Sustainable Development	City Development	Chris Ashby / Steven Mason
	Yes	Labour Representative	Cllr P Wray	Lab	28/06/19			
	Yes	Labour Representative	Cllr K Brooks	Lab	28/06/19			
	Yes	Labour Representative	Cllr A Garthwaite	Lab	24/07/19			
	Yes	Conservative Representative	Cllr B Anderson	con	28/06/19			
	Yes	Liberal democrat Representative	Cllr S Golton	Lib Dem	28/06/19			
Leeds Arts Fund	No	No	Cllr J Blake	Lab	28/06/19	Inclusive Growth & Culture	City Development	John Roles
Leeds Children's Trust Board - 0-5 Early Start	No	No	Cllr S Arif	Lab	28/06/19	Children & Families	Children & Families	Andrea Richardson
			Cllr S Lay	Lib Dem	28/06/19			
			Cllr Pat Latty	Con	28/06/19			
Leeds in Bloom/Leeds Floral Initiative	No	No	Cllr A Gabriel	Lab	28/06/19	Environment & Active Lifestyles	Communities & Environment	Sean Flesher
			Alderman F Robinson	Non Cllr	28/06/19		Communities & Environment	
Leeds Local Access Forum	No	No	Whips nominee	Cons	28/06/19	Communities	Communities & Environment	Bob Buckenham/ Roger Brooke
			Cllr J Ilingworth	Lab	28/06/19			
Lord Mayor Of Leeds Appeal Fund	No	No	Cllr J McKenna with Cllr J Heselwood as alternate	Lab	24/07/19	Resources	Resources & Housing	Erica Barker
			Cllr D Collins	Cons	28/06/19			
			Cllr S Golton	Lib Dem	28/06/19			
Private Rented Sector WOUND UP	No	No		Lab	28/06/19	Communities	Resources & Housing	Rob McCartney (secondment, awaiting notification of contacted Mark Ireland 23/07)
				Lab	28/06/19			
				Lab	28/06/19			
				Lab	28/06/19			
			Cllr B Anderson	Cons	28/06/19			
			Cllr J Bentley	Lib Dem	28/06/19			
			Cllr A Blackburn	Green	28/06/19			

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