

**Report of the City Solicitor****Report to Outer West Community Committee****Date: 9th July 2014****Subject: Appointment of Co-optees to Community Committees**

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

Summary of main issues

1. This report outlines proposals regarding the appointment of co-optees onto the Community Committee.

Recommendations

2. Members are requested to make nominations to appoint co-optees onto the Outer West Community Committee.

1 Purpose of this report

- 1.1 This report seeks to gain approval of the appointment of co-optees to the Community Committee for the remainder of the municipal year.

2 Background information

- 2.2 In considering this issue, the committee are invited to have regard to the following rules associated with Community Committee co-optees:

- Article 10 of the Constitution states that by resolution Community Committees may appoint or remove non-voting Co-opted Members who may participate in the business of the Community Committee’.

- 2.3 The relevant Community Committee Procedure Rules state that:

- Co-opted members may participate in the debate in the same way as Elected Members, but will be non-voting members of the Committee.
- No co-opted member shall be appointed for a period beyond the next Annual Meeting of the Council.

- 2.4 With regard to participation on financial matters, in line with Section 102(3) of the Local Government Act 1972, the procedure rules state that, ‘Co-optees will not participate in business of the committee which regulates or controls the finance of the area’. This would preclude co-optees participating on matters such as Wellbeing funding applications for example.

3 Main issues

- 3.1 Co-optees have played an important role in supporting the Area Committees by raising local issues

- 3.2 Members are asked to consider the proposal to appoint co-optees to participate in the work of the Outer West Community Committee.

- 3.3 Members are asked to identify individuals who may be interested in becoming a co-optee. Expressions of interest could be received to support this process and the Community Committee will make the final decision.

- 3.4 Members may wish to consider nominating co-optees with expertise or experience around one or more of the following areas:

- Have an active role in a community group
- Have an interest, involvement, specialist knowledge in one of the Community Committee topics
- Have a voluntary role with one the Community Committee’s strategic partners e.g. health, schools, environment
- Attends local forums, community engagement groups

- 3.5 The new Community Committee structure provides an opportunity to review the role of co-optees, in particular around how they can support the Community Committee's new community engagement plan.
- 3.6 A new co-optee role profile has been drafted for Members consideration (see Appendix 1). It is proposed that the co-optees take an active role around community engagement and seek the views of local residents, in particular around the chosen topics. Co-optees could also take a role in supporting the Community Committee Area Leads.
- 3.7 The purpose of having agreed arrangements in place is to:
- formalise the appointment of co-opted members;
 - be clear about the role and contribution of co-opted members;
 - ensure that those appointed as co-opted members are able to fulfil the requirements of them;
 - ensure that a process of induction, training and support is available to co-opted Members;
3. Members are requested to make nominations to appoint co-optees onto the Outer West Community Committee.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report provides Community Committee Members with the opportunity to formally consider the possible appointment of co-optees to the Committee for the remainder of the municipal year.
- 4.1.2 The provision of co-opted representatives on Community Committees enables representatives of the local community to engage in the Committee's decision making process.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 In considering the appointment of co-optees, Members may wish to give consideration to ensuring that any co-options are representative of the community that the Community Committee covers.

4.3 Council policies and City Priorities

- 4.3.1 Co-opted representation on Community Committees, which enables representatives of the local community to engage in the decision making process is in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

- 4.4.1 There are no implications arising from this report in respect of resources or value for money.

4.5 Legal Implications, Access to Information and Call In

4.5.1 In line with the Council's Executive and Decision Making Procedure Rules, all decisions taken by Community Committees are not eligible for Call In.

4.6 Risk Management

4.6.1 There are no implications in respect of risk management arising from this report.

5 Conclusions

5.1 Given the provisions within the Constitution regarding the appointment of co-opted representatives to Community Committees, the Community Committee is invited to determine the appointment of co-optees for the remainder of the municipal year.

6 Recommendations

6.1 Members are requested to make nominations to appoint co-optees onto the Outer West Community Committee.

7 Background documents¹

7.1 There are no Background Documents associated with this report.

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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.

Appendix 1

Community Committee Co-opted Member – Role Profile

The role of a Community Committee co-opted member is to:

1. Prepare for, attend and actively contribute to the work of the Outer West Community Committee.
2. Bring an external perspective to the work of the Community Committee, making a link to local communities.
3. Contribute specialist knowledge, expertise and experience to the work of the Community Committee.
4. Be able to express the views of the organisation/ sector/ local residents and the wider community that they are representing.
5. Ensure that the organisation/ sector/ local residents they are representing are kept up-to-date on the work of the Community Committee.
6. Show courtesy and respect to other co-optees, Members of the Community Committee, officers of Leeds City Council and its partners and members of the public.
7. Respect the sensitivity and confidentiality of information that they may hear as a Community Committee member, and act with discretion.
8. Abide by the requirements of Leeds City Council's Constitution and Code of Conduct

Community Committee Co-opted Member – Person Specification

A Community Committee Co-opted Member should:

1. Have an interest in improving services for the people of the Outer west area of Leeds.
2. Have an understanding of the Outer West Community Committee's current priorities and the current key issues for the organisation/ sector/ local residents they are being appointed to represent.
3. Be willing to proactively contribute to the work of sub groups to support Area Lead Members.
4. Have the ability to communicate effectively, particularly including listening skills and questioning skills.
5. Be able to act with sensitivity and discretion at all times.
6. Be committed to the principles of accountability, openness and equality.
7. Be able to attend meetings as agreed by the Outer West Community Committee, set out in the Council's calendar.