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**Report of the Chief Democratic Services Officer**

**North West (Inner) Area Committee**

**Date: 3<sup>rd</sup> July 2008**

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

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**Electoral Wards Affected:**

Ward Members consulted  
(referred to in report)

**Specific Implications For:**

Equality and Diversity

Community Cohesion

Narrowing the Gap

Council  
Function

Delegated Executive  
Function available  
for Call In

Delegated Executive  
Function not available for  
Call In Details set out in the  
report

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**Executive Summary**

This report outlines the procedures for Council appointments to outside bodies, and the Committee are requested to consider and appoint to those bodies listed at Appendix 2 to the report.

**1.0 Purpose of this Report**

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

- Agree the nominations to those organisations which fall to the Committee to make an appointment to.

**2.0 Background**

2.1 In April 2004 Full Council agreed that in future Elected Member appointments to Outside Bodies should be undertaken by a constituted body of Elected Members and that appointments to all outside bodies should, where appropriate, be made with due regard to proportionality within the law.

2.2 Attached at Appendix 1 is the agreed Appointment Procedure Rules<sup>1</sup> that have been adopted by Full Council. The procedure addresses previous concerns raised by Elected Members relating to proportionality; introduces appointment categories; and

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<sup>1</sup> This Procedure is now incorporated into the Council's Constitution

places responsibility for appointment clearly with Elected Members both through this Committee and the Member Management Committee.

2.3 The **Member Management Committee** has responsibilities for Council Appointments to Outside Bodies and for exercising decision making in the following areas:

- Considering requests from all Outside Organisations seeking Elected Member representation
- Determining the category of appointment which will govern which Committee will make the appointments
- Making Elected Member appointments to Outside Bodies within the Strategic and Key Partnership category.

2.4 Full Council has agreed that due to the large number of organisations seeking Council representation, appointments within the Community and Local Engagement Category will be considered and approved by Elected Members serving on the relevant **Area Management Committee**.

2.5 In July 2004 the Member Management Committee met to consider allocation of appointments to each Area Committee. Attached at Appendix 2 are those that have been determined should be made by this Area Committee.

2.6 One of the delegated Member appointment functions which Area Committees had **previously** been asked to exercise was making Elected Member appointments to the Boards of Housing Management Arms Length Management Organisations. **However**, on the recommendation of the Executive Board, the Member Management Committee at its meeting on 22<sup>nd</sup> December 2006 resolved that in future appointments to the re-structured ALMO Boards (down from 6 to 3, with smaller numbers of Directors) would be made by the Member Management Committee itself, hence these appointments no longer appear in the schedule of appointments at Appendix 2.

### **3.0 The Appointment Procedure - Community and Local Engagement Category**

3.1 The Area Committee must first consider whether it is appropriate for an appointment to be of a specific office holder<sup>2</sup> either by reference, if this is available, to the constitution of the outside body concerned or in the light of any other circumstances as determined by the Area Committee. Such appointments will then be offered on this basis.

3.2 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.

3.3 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.

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

- 3.4 Elected Members<sup>3</sup> will fill all available appointments but it is recognised that Party Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Area Committee and agreement sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Area Committee for an appointment to be made, having regard to the principles as described above.
- 3.6 Area Management 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.

#### **4.0 Appointments 2008/09**

- 4.1 This year there are nine appointments to be made in relation to Bethel Elderly Day Centre Management Committee; Burley Lodge Centre – Committee of Management; Mary Jane Butler Trust; Ireland Wood Children’s Centre Management Committee and ALMO Inner North West Area Panel.

#### **Bethel Elderly Day Centre Management Committee**

Bethel Elderly Day Centre is a registered charity, and company limited by guarantee which provides Day Care Services for those within reach of its premises on Victoria Rd, Leeds 6, mostly serving those in the Leeds 2, 4, 5, 6, 7 & 8 post code areas.

It was founded in 1992 by Pastor Mabel Parris and the elders of Bethel United Church to provide a centre sensitive to the cultural needs of the elderly of the Caribbean Community in Leeds, but always had a non-discriminatory policy, and presently benefits from a very diverse group of Service Users.

The services currently provided include a cooked meal, assistance with bathing, social activities and gentle exercise sessions.

The current officers of the Management Committee are:-  
Dr. Doreen Illingworth – Chair  
Pastor Mabel Parris – Treasurer and Assistant Secretary  
Ms Amogene Parris – Secretary

This is an annual appointment. The representative does not have to be a Councillor and the Council’s current representative is Doreen Illingworth.

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<sup>3</sup> Section 249 Local Government Act 1972 states that Aldermen and Honorary Freemen may attend and take part in civic ceremonies but do not have the right to attend Council/committee meetings or receive any allowances or payments under a Members Allowance Scheme. This establishes the principle that such persons should not to be treated as Councillors, and therefore cannot be appointed to outside bodies in place of a Councillor if the request from an organisation is for a Councillor

### **Burley Lodge Centre - Committee of Management**

The Burley Lodge Centre originally began in 1981 as a base for advice, information and group activities. The centre was based in two back to back houses moving to its current building in 1996. The centre has a track record of providing youth work, advice and rooms for hire. In the last five years the Burley Lodge Centre has seen a great increase in activities in response to local consultation, including a counselling service and a community café.

These are annual appointments, and the Council's current representatives are Councillor Hamilton and Councillor Ewens. There is also a need for the Area Committee to fill an outstanding vacancy on this body.

### **Mary Jane Butler Trust**

The Mary Jane Butler Trust is a small trust with limited resources which makes small grants of normally no more than £250 at any one time. The area of benefit is Kirkstall Ward and grants are made to help people living in the area of benefit who "are in a condition of need, hardship or distress". Grants are normally made through some reputable organisation or person known to the trustees. There is no formal procedure for requests a simple letter normally suffices.

There is now a need for the Area Committee to make two appointments to this body following the decision made by ex Councillor Minkin not to stand at the recent local elections and of the fact that Councillor Atha's current four year appointment expires in June 2008.

### **Ireland Wood Children's Centre Management Committee**

The aim of Ireland Wood Children's Centre Management Committee is to:-

- Enhance the development and learning of children primarily under statutory schoolage through the provision of inclusive and integrated full day care
- Offer a range of services including parent and child groups which reflect the needs of the local community
- Provide quality play opportunities to children aged 4 – 11 years in out of school and holiday care.
- Offering appropriate play and learning facilities and training courses with the right of parents to take responsibility for and become involved in the activities of the centre, ensuring that opportunities are offered to all children regardless of race, culture, religion, means, needs or ability.
- Encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local area
- Instigating and adhering to and furthering the aims of Ireland Wood Children's Centre.

This is an annual appointment, and the Council's current representative is Councillor Bentley.

### **ALMO Inner North West Area Panel**

The four Area Panels in the West North West area cover the following areas:-

- Outer West - Calverley & Farsley, Pudsey and Farnley and Wortley
- Inner West – Bramley and Stanningley and Armley
- Outer North West – Guisley and Rawdon, Otley and Yeadon, Adel and Wharfedale and Horsforth
- Inner North West – Weetwood, Headingley, Kirkstall and Hyde Park and Woodhouse

Each Area Panel will work to Terms of Reference and a Code of Conduct.

Each Area Panel will consist of:-

- One Board Director
- Two local Ward members
- Six Tenants

The remit of the Area Panels is wide and encompasses several service areas. Area Panels will have a number of functions, ranging from monitoring services, influencing their design and being consulted on policy changes and making recommendations on change to these to the main Board.

Each Area Panel will be responsible for a budget which will cover:-

- Support for tenants groups
- Support for community groups
- Local environmental budgets
- Local Community safety budgets

These are annual appointments, and the Council's current representatives are Councillor Illingworth and ex Councillor Jennings.

## **5.0 Recommendations**

- 5.1 The Area Committee is asked to confirm the nominees to work with the Outside Bodies identified in the Schedule at Appendix 2, having regard to the Appointment Procedure Rules outlined in this report and detailed at Appendix 1.