

**FUNCTIONS OF THE FULL COUNCIL**

| <b><u>Council (non-executive) functions<sup>1</sup></u></b>   | <b><u>Related appointments of Officers by full Council</u></b> |
|---|--|
| <p><b>*Members' allowances<sup>2</sup></b></p> <p>To make, amend, revoke or replace a Members' allowances scheme.</p> <p>To determine the amount of allowance payable for:</p> <ul style="list-style-type: none"> <li>• Chairman's expenses</li> <li>• Vice-Chairman's expenses</li> <li>• financial loss allowance</li> <li>• allowances for attending conferences and meetings</li> </ul> <p>To determine the rates at which payments are to be made for travelling and subsistence allowances.</p> <p>To determine the amount of any allowance payable under the Members' allowances scheme or the rates at which payments are to be made.</p> |  |
| <p><b>*Electoral Arrangements</b></p> <p>To make a request for review of single-member electoral areas, under Section 57 Local Democracy, Economic Development and Construction Act 2009</p> <p>To change a scheme for elections under section 32(1) or 39(1)<sup>3</sup> of the Local Government and Public Involvement in Health Act 2007.<sup>4</sup></p> <p>To pass a resolution to change the name of an electoral area<sup>5</sup> under Section 59(1) of the 2007 Act</p>  |  |

<sup>1</sup> In accordance with the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended (the 2000 Regulations), Section 101 (arrangements for discharge of functions by local authorities) of the Local Government Act 1972 shall not apply to any function below marked \*

<sup>2</sup> Regulation 2(5) & (6) of the 2000 Regulations

<sup>3</sup> Where a council has whole council elections

<sup>4</sup> Regulation 2(6B) of the 2000 Regulations

<sup>5</sup> Schedule 1, Para D item 22 of the 2000 Regulations. Functions relating to consultation and notification processes under Section 59 have been delegated to the Chief Executive.

*Responsibilities for Council (non-executive) Functions*

| <b><u>Council (non-executive) functions<sup>1</sup></u></b>   | <b><u>Related appointments of Officers by full Council</u></b> |
|---|--|
| <p><b>*Governance arrangements<sup>6</sup></b></p> <p>To resolve to:</p> <ul style="list-style-type: none"> <li>• operate a different form of governance<sup>7</sup>; or</li> <li>• vary executive arrangements so that they provide for a different form of executive<sup>8</sup>; or</li> <li>• otherwise vary executive arrangements<sup>9</sup>.</li> </ul> <p>To elect a Leader.<sup>10</sup></p> <p>To pass a resolution to remove the executive leader<sup>11</sup>.</p> |  |
| <p><b>*Community governance reviews</b></p> <p>To make an order giving effect to recommendations made in a community governance review under Section 86 of the 2007 Act<sup>12</sup>.</p>   |  |
| <p><b>Arrangements for the discharge of functions/appointments of committees<sup>13</sup></b></p> <p>Subject to any provisions of regulations under section 9EB Local Government Act 2000,</p> <ul style="list-style-type: none"> <li>(a) to make arrangements for the discharge of functions by a committee or officer under section 101(5) of the 1972 Act; and</li> <li>(b) to make appointments under section 102 (appointment of committees) of the 1972 Act.</li> </ul>   |  |
| <p><b>Functions to be discharged by the authority, by virtue of other enactments<sup>14</sup></b></p> <p>To discharge any function which by virtue of any enactment passed or made before the making of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, may be discharged only by an authority.</p>  |  |

<sup>6</sup> Section 9R(6) of the Local Government Act 2000 (the 2000 Act) provides that Section 101 of the Local Government Act 1972 does not apply to the passing of any resolution under Part 1A of the 2000 Act. Further Section 9R(7) provides that functions under Part 1A are required to be Council Functions

<sup>7</sup> Under Section 9K Local Government Act 2000

<sup>8</sup> Under Section 9KA of the 2000 Act

<sup>9</sup> Under Section 9KB of the 2000 Act,.

<sup>10</sup> Under section 9C(3)(a). This cannot be delegated by virtue of Section 9C(6) of the 2000 Act

<sup>11</sup> In accordance with Section 9IC of the 2000 Act

<sup>12</sup> Regulation 2(6E) of the 2000 Regulations

<sup>13</sup> Regulation 2(8) of the 2000 Regulations

<sup>14</sup> Regulation 2(11) of the 2000 Regulations

*Responsibilities for Council (non-executive) Functions*

| <b><u>Council (non-executive) functions<sup>1</sup></u></b>  | <b><u>Related appointments of Officers by full Council</u></b> |
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| <p><b>Formulating plans and strategies<sup>15</sup></b></p> <p>In connection with the discharge of the function:</p> <p>(a) of formulating or preparing a plan or strategy of a specified description<sup>16</sup>;</p> <p>(b) of formulating a plan or strategy for the control of the authority’s borrowing, investments or capital expenditure or for determining the authority’s minimum revenue provision; or</p> <p>(c) of formulating or preparing any other plan or strategy whose adoption or approval is a matter for determination by the authority<sup>17</sup></p> <p>to the extent of the following actions:</p> <p>(a) to give instructions requiring the Executive to reconsider any draft plan or strategy submitted by the Executive for the authority’s consideration;</p> <p>(b) to amend any draft plan or strategy submitted by the Executive for the authority’s consideration;</p> <p>(c) to approve, for the purposes of public consultation in accordance with Regulation 10 or 21 of the Town &amp; Country Planning (Development Plans) (England) Regulations 1999, draft proposals associated with the preparation of alterations to or the replacement of a development plan;</p> <p>(d) to approve for the purpose of its submission to the Secretary of State or any Minister of the Crown for is approval any plan or strategy (whether or not in the form of a draft) of which any part is required to be so submitted;</p> <p>(e) the approval, for the purpose of its submission to the Secretary of State for independent examination under section 20 of the Planning and Compulsory Purchase Act 2004, of a development plan document; and</p> <p>(f) to adopt (with or without modification) the plan or strategy.</p> |  |

<sup>15</sup> Regulation 4(1),(2) and (3) of the 2000 Regulations

<sup>16</sup> Specified in column (1) of Schedule 3 to the 2000 Regulations

<sup>17</sup> By virtue of Regulation 5(1) of the 2000 Regulations

*Responsibilities for Council (non-executive) Functions*

| <b><u>Council (non-executive) functions<sup>1</sup></u></b>   | <b><u>Related appointments of Officers by full Council</u></b> |
|---|--|
| <p><b>Budget and Policy framework<sup>18</sup></b></p> <p>To amend, modify, revise, vary, withdraw or revoke any plan or strategy detailed in the policy framework at Article 4 of this Constitution, or for the control of the authority's borrowing, investments or capital expenditure, save where such amendment, modification, revision , variation, withdrawal or revocation:</p> <ul style="list-style-type: none"><li>(i) is required for giving effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for his approval, or to any part so submitted;</li><li>(ii) is recommended by the person carrying out, under section 20 of the Planning and Compulsory Purchase Act 2004, an independent examination of a development plan document; or</li><li>(iii) is authorised by a determination made by the authority when approving or adopting the plan or strategy as the case may be.</li></ul> |  |

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<sup>18</sup> Regulation 4(4) of the 2000 Regulations

*Responsibilities for Council (non-executive) Functions*

| <b><u>Council (non-executive) functions<sup>1</sup></u></b>  | <b><u>Related appointments of Officers by full Council</u></b> |
|--|--|
| <p><b>Joint local development documents<sup>19</sup></b></p> <p>To make an agreement to prepare one or more joint development plan documents, in connection with the discharge of functions under Section 28 of the Planning and Compulsory Purchase Act 2004;</p> <p>Except to the extent of the function above, any function under section 28 Planning and Compulsory Purchase Act 2004 is to be a function of the Executive<sup>20</sup></p>  |  |
| <p><b>Applications for disposals of land<sup>21</sup></b></p> <ul style="list-style-type: none"> <li>• To authorise the making of an application for consent to that disposal under Section 32 (power to dispose of land held for the purposes of Part II) or Section 43 (consent required for certain disposals not within Section 32) of the Housing Act 1985</li> </ul> <p>(The function of making the application is the responsibility of the Executive)</p>  |  |
| <p><b>Financial calculations and precepts<sup>22</sup></b></p> <p>To make calculations and determinations in accordance with Sections 31A – 31B, 34, 36– 36A, 42B, 48, 52ZB, 52ZF and 52ZJ of the Local Government Finance Act 1992<sup>23</sup>, whether originally or by way of substitute, save to the extent of:</p> <ul style="list-style-type: none"> <li>(a) the preparation for submission to the authority for their consideration of estimates of the amounts to be aggregated in making the calculation or determination or other amounts to be used for the purposes of the calculation and estimates of the calculation; or</li> <li>(b) the reconsideration of those estimates and amounts in accordance with the authority’s requirements;</li> <li>(c) the submission for the authority’s consideration of revised estimates and amounts.</li> </ul> <p>(which functions shall be the responsibility of the Executive)</p> |  |

<sup>19</sup> Regulation 4(4A) and 4(4C) of the 2000 Regulations

*Responsibilities for Council (non-executive) Functions*

| <b><u>Council (non-executive) functions<sup>1</sup></u></b>  | <b><u>Related appointments of Officers by full Council</u></b> |
|--|--|
| <p><b>Deregulation authorisations/revocations<sup>24</sup></b></p> <p>To authorise a person to exercise a function pursuant to an Order under Section 70 of the Deregulation and Contracting Out Act 1994, where the Section 70 function is not the responsibility of the Executive; and</p> <p>To revoke any such authorisation.</p>  |  |
| <p><b>Adoption of plans and strategies<sup>25</sup></b></p> <p>To adopt or approve a plan or strategy (whether statutory or non-statutory) other than a plan or strategy</p> <ul style="list-style-type: none"> <li>• for the control of the authority’s borrowing, investments or capital expenditure; or</li> <li>• of a description referred to in Schedule 3 of the 2000 Regulations</li> </ul> <p>where the Council determines that the decision whether the plan or strategy should be adopted or approved should be taken by them.</p>  |  |
| <p><b>Determinations about matters concerned with budget/borrowing/capital expenditure contrary to the Budget and Policy Framework etc.<sup>26</sup></b></p> <p>To determine any matter in the discharge of a function which is</p> <ul style="list-style-type: none"> <li>• the responsibility of the Executive; and</li> <li>• is concerned with the authority’s budget, or their borrowing or capital expenditure,</li> </ul> <p>where the individual or body by whom, by virtue of any of section 9E of the Local Government Act 2000 or provision made under section 9EB of that Act, the determination is to be made,</p> <p style="padding-left: 40px;">(a) is minded to determine the matter contrary to, or not entirely in accordance with</p> <p style="padding-left: 80px;">(i) the authority’s budget; or</p> |  |

<sup>20</sup> Regulation 4(4B) of the 2000 Regulations

<sup>21</sup> Regulation 4(5), 4(6) and 4(7) of the 2000 Regulations

<sup>22</sup> Regulation 4(9),4(10) & 4(11) of the 2000 Regulations

<sup>23</sup> Sections 35, 42A, 45-47, 49 and 52ZJ do not require decisions to be taken by Leeds City Council and are not therefore included here.

<sup>24</sup> Regulation 4(12) & 4(13) of the 2000 Regulations

<sup>25</sup> Regulation 5(1) of the 2000 Regulations

<sup>26</sup> Regulation 5(1) of the 2000 Regulations

*Responsibilities for Council (non-executive) Functions*

| <b><u>Council (non-executive) functions<sup>1</sup></u></b>  | <b><u>Related appointments of Officers by full Council</u></b> |
|--|--|
| <p>(ii) the plan or strategy for the time being approved or adopted by the authority in relation to their borrowing or capital expenditure; and</p> <p>(b) is not authorised by the authority’s executive arrangements, financial regulations, standing orders or other rules or procedures to make a determination in those terms.</p>  |  |
| <p><b>The Determination of matters which are the responsibility of the Executive etc.<sup>27</sup></b></p> <p>The determination of any matter in the discharge of a function-</p> <p>(a) which is the responsibility of the Executive; and</p> <p>(b) in relation to which a plan or strategy (whether statutory or non-statutory) has been adopted or approved by the authority,</p> <p>where the individual or body by whom, by virtue of section 9E of the Local Government Act 2000 or provision made under section 9EB of that Act, the determination is to be made, is minded to determine the matter in terms contrary to the plan or, as the case may be, the strategy adopted or approved by the authority; <u>except</u> in relation to the discharge of a function where:</p> <p>(a) the circumstances which render necessary the making of the determination may reasonably be regarded as urgent; and</p> <p>(b) the individual or body by whom the determination is to be made has obtained from the Chair of a relevant Scrutiny Board, or if there is no such person, or if the Chair of every relevant Scrutiny Board is unable to act, from the Chair of the authority, or in their absence, from the vice-chair, a statement in writing that the determination needs to be made as a matter of urgency.</p> |  |

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<sup>27</sup> Regulation 5(1) and (2) of the 2000 Regulations

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| <p><b>Functions of a licensing authority<sup>28</sup></b></p> <p>To discharge functions relating to</p> <ul style="list-style-type: none"> <li>• the statement of licensing policy;<sup>29</sup></li> <li>• the passing of a resolution not to issue a casino premises licence<sup>30</sup>;</li> <li>• the decision to apply the late night levy requirement and the date on which the requirement is first to apply<sup>31</sup>;</li> <li>• the proportion of the net amount of levy payments to be paid to the relevant local policing body<sup>32</sup>;</li> <li>• the decision to cease to apply the late night levy requirement<sup>33</sup>;</li> <li>• establishing a licensing committee;<sup>34</sup> and</li> <li>• the exercise and delegation of functions;<sup>35</sup></li> </ul> |   |
| <p><b>To appoint an electoral registration officer<sup>36</sup></b></p>  | <p>The Chief Executive is appointed as Electoral Registration Officer</p> <p>Chief Officer Elections and Regulatory and Director of Communities, Housing and Environment are appointed as deputy Electoral Registration Officers.</p> |
| <p><b>To appoint returning officer for local government elections<sup>37</sup></b></p>   | <p>The Chief Executive is appointed as the Returning Officer</p>  |

<sup>28</sup> Item 14A of Para. B of Schedule 1 of the 2000 Regulations

<sup>29</sup> Section 5 of the Licensing Act 2003 and Section 349 of the Gambling Act 2005

<sup>30</sup> Item 14B of Para B of Schedule 1 of the 2000 Regulations

<sup>31</sup> Sections 125 and 132(1)(a) Police Reform and Social Responsibility Act 2011

<sup>32</sup> Section 132(1)(b)(iv) or Section 133(1)(d) Police Reform and Social Responsibility Act 2011

<sup>33</sup> Section 133(1)(a) Police Reform and Social Responsibility Act 2011

<sup>34</sup> Section 6 of the Licensing Act 2003

<sup>35</sup> Section 7(3),(4),(5),(7) and (9) of the Licensing Act 2003

<sup>36</sup> Item 1 of Para. D of Schedule 1 of the 2000 Regulations

<sup>37</sup> Item 6 of Para. D of Schedule 1 of the 2000 Regulations



*Responsibilities for Council (non-executive) Functions*

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| <p><b>Schemes of elections</b></p> <p>To consult on change of scheme for elections <sup>38</sup><br/>         Duties relating to publicity <sup>39</sup><br/>         Duties relating to notice to Electoral Commission <sup>40</sup><br/>         To alter years of ordinary elections of parish councillors<sup>41</sup></p> |   |
| <p><b>To change the name of the district or parish<sup>42</sup></b></p>  |   |
| <p><b>To confer title of honorary alderman / honorary alderwoman or to admit to be an honorary freeman / honorary freewoman of the district<sup>43</sup></b></p>   |   |
| <p><b>To appoint a person to be honorary recorder of the district<sup>44</sup></b></p>   |   |
| <p><b>To make, amend, revoke or re- enact byelaws<sup>45</sup></b></p>   |   |
| <p><b>To promote or oppose local Bills in Parliament<sup>46</sup></b></p>  |   |
| <p><b>To make arrangements for proper administration of financial affairs etc<sup>47</sup></b></p>   | <p>Chief Officer (Financial Services) is appointed as Section 151 Officer</p>   |
| <p><b>To appoint officers for particular purposes (appointment of proper officers)<sup>48</sup></b></p>  | <p>Each Director is appointed as the Proper Officer for matters within his/her remit. The Chief Executive is appointed as the Proper Officer for the purpose of any other matter.</p> |
| <p><b>To designate an officer as the head of the authority's paid service, and to provide staff etc<sup>49</sup></b></p>   | <p>The Chief Executive is appointed as Head of Paid Service</p>   |
| <p><b>To designate an officer as the Monitoring Officer, and to provide staff etc<sup>50</sup></b></p>   | <p>The City Solicitor is appointed as the Monitoring Officer</p>  |

<sup>38</sup> Sections 33(2), 38 (2) and 40(2) of the Local Government and Public Involvement in Health Act 2007

<sup>39</sup> Sections 35, 41 and 52 of the Local Government and Public Involvement in Health Act 2007

<sup>40</sup> Sections 36 and 42 of the Local Government and Public Involvement in Health Act 2007

<sup>41</sup> Section 53 of the Local Government and Public Involvement in Health Act 2007

<sup>42</sup> Items 1 and 2 of Para E of Schedule 1 of the 2000 Regulations

<sup>43</sup> Item 3 of Para E of Schedule 1 of the 2000 Regulations

<sup>44</sup> Section 54 Courts Act 1971

<sup>45</sup> Para F of Schedule 1 of the 2000 Regulations

<sup>46</sup> Para G of Schedule 1 of the 2000 Regulations

<sup>47</sup> Item 39 of Para. I of Schedule 1 of the 2000 Regulations

<sup>48</sup> Item 40 of Para. I of Schedule 1 of the 2000 Regulations

<sup>49</sup> Item 43 of Para I of Schedule 1 of the 2000 Regulations

<sup>50</sup> Item 44 of Para I of Schedule 1 of the 2000 Regulations

*Responsibilities for Council (non-executive) Functions*

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| <b>Duty to provide staff, etc to person nominated by Monitoring Officer<sup>51</sup></b>   |  |
| <b>Powers relating to overview and scrutiny committees (voting rights of co-opted members)<sup>52</sup></b>  |  |
| <b>To act as Appointing Body<sup>53</sup></b> for the purposes of making appointments to: <ul style="list-style-type: none"><li>• West Yorkshire Joint Services Committee</li><li>• West Yorkshire Police and Crime Panel</li><li>• West Yorkshire Fire and Rescue Authority</li><li>• West Yorkshire Combined Authority</li><li>• West Yorkshire Pension Fund Joint Advisory Group</li><li>• West Yorkshire Pension Fund Investment Panel</li></ul> |  |
| <b>To approve a pay policy statement<sup>54</sup></b>  |  |
| <b>To adopt, revise or replace a Members' Code of Conduct<sup>55</sup></b>   |  |

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<sup>51</sup> Item 44A of Para I of Schedule 1 of the 2000 Regulations

<sup>52</sup> Item 44B of Para I of Schedule 1 of the 2000 Regulations

<sup>53</sup> Other appointments have been delegated to General Purposes Committee and Community Committees

<sup>54</sup> Sections 38 and 39 Localism Act 2011

<sup>55</sup> Section 28 Localism Act 2011