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## Main responsibilities:

### LEGAL AND DEMOCRATIC SERVICES

- The provision of a comprehensive research, coordination, and administration support service to all members of the Council. Supporting the joint leadership and the mayoralty, and coordinating major civic events.
- The facilitation and management of the formal decision making and scrutiny processes of the Council. The servicing of Council meetings, Executive Board and other committees and regulatory panels of the Council.
- The organisation of elections.
- The development, management of, and provision of advice on all matters of corporate and ethical governance.
- The maintenance, review and monitoring of the Constitution.
- The Monitoring Officer role.
- The registration of births, deaths and marriages.
- Maintenance of the Council's Local Land Charges register and co-ordination of the responses to search enquiries concerning the discharge of the Council's functions in relation to land.
- Overseeing the authority's procurement and purchasing procedures and ensuring that departments are empowered to procure works, supplies and services in the most efficient manner and in compliance with the Council's Contract Procedure Rules and with European Procurement Directives.
- Provision and the procurement of a comprehensive range of legal services to the Council, its decision-making bodies and departments. Data protection, human rights, freedom of information and the regulation of surveillance activities.
- Administration and enforcement activities associated with public entertainment, liquor, gambling and vehicle licences.

### EXECUTIVE SUPPORT

- Provide procedural, strategic and policy advice to elected members and chief officers on the development and management of the Council's corporate agenda, embodied in the Corporate Plan and the Council Plan.
- Corporate information management and governance, business intelligence and business analysis support.
- To deliver an effective performance management system, ensure service planning is embedded, be champions of cultural change and undertake business efficiency and review work.
- Co-ordinate international activity undertaken and promoted by the Council.
- Provide a comprehensive media, public relations and corporate communications service to the Council, elected members and departments.



# Chief Executive's



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- To influence national, regional and sub-regional policies to support Leeds' ambition of 'going up a league' and to reinforce Leeds' role as the regional capital.
  - Support departments, elected members and local partnership agencies to deliver strategies that promote and enhance equality of opportunity in service delivery and community engagement.

## **CUSTOMER SERVICES**

- Lead the front line service provided through the Council's fifteen One Stop Centres, the Corporate Contact Centre (including the switchboard and the out of hours service), the Welfare Rights Unit and the Central Interpretation and Translation Unit. Customer Services also works to develop new ways for customers to access services; for example, by developing new joint service centres in partnership with healthcare providers, and creating public access points in libraries.
- Lead the Customer Strategy Delivery Programme, which supports delivery of one of the key strategic objectives contained in the Council's Corporate Plan 2005-08. This work includes the continued development of the single corporate contact centre, e-enabling services, and examining and redesigning business processes to ensure that all Council services are accessible, consistent and convenient.

## **LEEDS INITIATIVE**

- The Leeds Initiative is the city's partnership body made up of the private, public, voluntary and community sectors. The Initiative works to achieve the aspirations and priorities identified by the Vision for Leeds 2004 to 2020 – the city's 16-year strategy for the economic, environmental, cultural and social wellbeing of the city and its communities. The Vision provides a shared plan, to which everyone is signed up and which is now influencing the plans, strategies and investment decisions of the Council and partner organisations that will direct the city forward.

## **DIRECTOR OF CHILDREN'S SERVICES UNIT**

The children's trust arrangements in Leeds are based upon a "thin" Director of Children's Services Unit which provides a strategic lead on the development of children's services by influencing the things that will make the most difference to outcomes for children and young people, such as better understanding needs, commissioning services accordingly and wrapping services around the child. The specific roles of the Unit include:

- identifying the outcomes required and agreeing these with partners
- commissioning the services required from providers to achieve the outcomes
- identifying and securing the environment for service change and improvement
- monitoring progress and managing performance
- intervening when outcomes do not meet the needs of Children and Young People and their families, or when service performance is not good or better.

## **CONNEXIONS WEST YORKSHIRE**

- The Connexions West Yorkshire partnership is responsible for delivering information, advice, guidance and support services to all 13 to 19 year-olds in the sub-region.
- In November 2004, to maximise the grant available to services to young people, the Council took on the lead body responsibility for Connexions West Yorkshire on behalf of the five Local Authorities and their partners, led by the strategic team based at Brighouse.
- The team is responsible, in conjunction with young people and partners, to lead, promote, procure, quality assure, performance manage, and report on Connexions services throughout West



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Yorkshire. It is also responsible for negotiating effective Connexions contributions to Children's Trust and Local Area Agreement arrangements across the sub-region. Funding is through a grant relationship with the Department for Education and Skills.

- Whilst Connexions services contribute to a range of partner and cross-cutting targets, there is a prime role in reducing NEET – 16-18 year olds Not in Education, Employment or Training and those Not Known - those who have lost contact with support agencies. We succeeded in meeting these targets in November 2006. This is to become a PSA target for 2010/11 and will be a key factor in Children's Trust and Local Area Agreement performance.

### **PUBLIC PRIVATE PARTNERSHIPS (PPP) UNIT**

- The unit offers advice, guidance, support, scrutiny and a corporate overview to the Executive Board, Corporate Management Team and the Council's PPP Co-ordination Board. The unit assists client departments to secure inward investment primarily through the government's Private Finance Initiative (PFI), to deliver long term solutions to agreed Council priorities (with contracts of up to 30 years duration).
- To provide advice, assistance and independent scrutiny to client departments and their managers on the methods required for the preparation of initial proposals, feasibility studies (including option appraisal) and the submission of formal business cases to sponsoring government departments. The unit manages the use of external legal, financial and technical advisors through framework contracts to assist in the delivery of its PFI portfolio of projects.
- To provide advice, support and independent scrutiny to client departments from project inception, through procurement, and beyond the start of service commencement or delivery. The unit also provides advice on contract monitoring, project re-financing, benchmarking and market testing, which are critical long-term aspect of such projects.

### **BUDGET HIGHLIGHTS**

- Additional funding of £80k has been provided to meet the full year effect of staffing costs for the information and knowledge management agenda which commenced in 2006/07. In addition, £40k has been provided for legal advice in relation to Freedom of Information requests received by the Council.
- The PPP Unit are currently expanding to deal with the major PPP/PFI schemes in development, procurement or delivery by the Council. A phased increase in staffing, in line with the timetable for the projects, is planned and in 2007/08 this has increased the total expenditure of the PPP Unit by £1,058k.
- Following upfront investment in the Corporate Contact Centre in recent years combined with the transfer of a number of services into the Centre, efficiencies totalling £155k are expected in 2007/08. Also within Customer Services, the Braille and Large Print Unit function will transfer to the Society for Deaf and Blind saving £20k, but also facilitating a much needed investment in IT and equipment for the service.
- The new Gambling Act comes into force in April 2007 and involves the transfer of functions from the Magistrate's Courts Service to the Council. Additional expenditure to administrate the function of £267k has been provided for which will be offset by expected fee income of £273k, although the final fee levels have not yet been confirmed by the government.



## Chief Executive's



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- The opening hours of North Seacroft One Stop Centre will be extended to Saturday morning, aligned to the opening times of other facilities in the town centre, at a cost of £12k.
  - The development of children's services in Leeds is based upon the establishment of children's trust arrangements which assume a "thin" Director of Children's Services Unit which has a strategic brief rather than a large, new, operational department. An additional £649k has been included to provide the infrastructure to assist the Director of Children's Services in delivering this challenging agenda.
  - Connexions manages a variety of budgets in addition to the main grant: these include two major budget pilots financed by the treasury, a Youth Justice Board project, and an LSC funded sub-regional ESF programme.
  - The main grant arrives on the back of a complex formula from DfES. For 2007 to 2008, there is no increase in the grant from the current year. In fact, the DfES have established a bottom stop arrangement in which no partnership would lose cash from the previous year. We propose to adopt the same process in the allocation of funds for commissioning in the different Local Authority areas for the coming year and that they will, therefore, receive the same cash amount as the current year. Whilst this requires our suppliers to manage their resources more tightly, as it does the strategic team, this will retain stability across the sub-region as we approach the key transition date for agreed localisation of services in April 2008.