

GREATER LINCOLNSHIRE LEADERSHIP BOARD (SHADOW JOINT COMMITTEE)

**Friday 13 May 2016 at 10.00 am
in Committee Rooms 1 & 2, City of Lincoln Council**

AGENDA

PART I – PRELIMINARIES

- A. Appointment of Chairman and Vice Chairman**
- B. To receive Apologies for Absence**
- C. To receive Communications (if any)**
- D. Declarations of Interests (to receive any declarations of interests in response of any item on the agenda)**

PART II – AGENDA ITEMS

- 1. Adoption/Approval of Constitution, including matters for agreement (*attached*)**
(led by Rob Walsh, Chief Executive, North East Lincolnshire Council)
- 2. Appointment of Non-Voting Members**
(led by Chairman)
- 3. Date and Venue of next Meeting**
(led by Chairman)

**GREATER LINCOLNSHIRE LEADERSHIP BOARD
CONSTITUTION**

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1. Membership, Terms of Reference and Scheme of Delegation
2. Procedure Rules
3. Codes of Conduct

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1. Membership, Terms of Reference and Scheme of Delegation

1.1 Constitution of the Greater Lincolnshire Leadership Board

- 1.1.1 The Greater Lincolnshire Leadership Board (“the Leadership Board”) is established as a joint committee of Boston Borough Council; South Holland District Council; City of Lincoln Council; East Lindsey District Council; Lincolnshire County Council; North East Lincolnshire Council; North Kesteven District Council; North Lincolnshire Council; South Kesteven District Council; West Lindsey District Council; (“the Councils”) established pursuant to Sections 101 and 102 of the Local Government Act 1972 and Part II of the Local Government Act 2000 and regulations 3 to 12 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and all other enabling powers.
- 1.1.2 The Board will be known as the Greater Lincolnshire Leadership Board and its membership shall be drawn from each Council as is provided for in paragraph 1.1.3 below, and shall exercise its functions with regard to “the Greater Lincolnshire Area” being an area co-terminus with the administrative areas of the Councils.
- 1.1.3. The membership of the Leadership Board shall be as follows:-
- a) the Leader of each Council within the Greater Lincolnshire Area;
 - b) in the absence of the Leader, a substitute member of the Executive of each Council within the Greater Lincolnshire Area, appointed by the Leader of each Council at his or her absolute discretion.
- 1.1.4. In addition the Board may appoint non-voting members to the Leadership Board, to provide guidance upon strategic direction and prioritisation, but without voting rights. No such appointee shall be an elected Member of a local authority.

1.2 Terms of Reference

- 1.2.1 To oversee the development and negotiation of any devolution arrangements with Government which effect or impact in the Greater Lincolnshire Area, including the conduct of any statutory governance review agreed to by the Councils.
- 1.2.2 To oversee the economic plans and strategies which effect or impact in the operational area of the Greater Lincolnshire LEP and which are co-terminus with more than one of the administrative boundaries of the Councils.

2. Procedure Rules

2.1 Leadership Board Procedure Rules

Meetings of the Leadership Board

- 2.1.1 Ordinary meetings of the Leadership Board will take place no later than at bi-monthly intervals at such place and time as shall be notified to members by the Secretariat.
- 2.1.2 Boston Borough Council will provide the secretarial services to the Leadership Board and the Chief Executive Officer of Boston Borough Council will act as Secretary to the Leadership Board.
- 2.1.3 Additional meetings of the Leadership Board may be called by the Secretary upon the request of the Chairman.
- 2.1.4 The Secretary after consultation with the Chairman may cancel a meeting of the Leadership Board in the event of there being insufficient business and may vary the time and date of any meeting.
- 2.1.5 At the first meeting of the Leadership Board after Council elections in May the Leadership Board will elect a Chairman and Vice Chairman from among the Members of the Leadership Board. The Chairman and in their absence the Vice Chairman will preside over meetings of the Leadership Board. If for any reason there are no Council elections in any year the election of the Chairman will take place at the first meeting of the Leadership Board after 1st May in that year. The Chairman and Vice Chairman shall hold office until such time as a replacement is elected from amongst the Members.
- 2.1.6. If neither the Chairman nor Vice Chairman is in attendance at a meeting of the Leadership Board the first item of business will be to elect a Chairman from among those present to preside at that meeting.

Committees

- 2.1.7 The Leadership Board may appoint such Committees and Sub Committees as it thinks fit save that such Committees must be established in compliance with the requirements of s102(2) of the Local Government Act 1972 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.
- 2.1.8 The Leadership Board may appoint an advisory committee or committees pursuant to powers within s102(4) of the Local Government Act 1972.

Quorum

- 2.1.9 The quorum at a meeting of the Leadership Board and any executive committee or sub-committee shall comprise be 7. If the meeting lacks a quorum its business shall be adjourned to a fixed date and time or to the next ordinary meeting.
- 2.1.10 The quorum of an advisory committee shall be one quarter of the whole number of members of the committee.

Voting

- 2.1.10 Any matter will be decided by a majority of those members of the Leadership Board present and voting on the item.
- 2.1.11 Voting will be by show of hands.

Decision Making

- 2.1.13 All decisions of the Leadership Board will be recorded in writing ('minutes'). Minutes will include a statement setting out the reasons for the decision made.

Minutes

- 2.1.14 Minutes of a Leadership Board meeting will be submitted to the next Leadership Board meeting where they shall be taken as the first item of business.
- 2.1.15 No discussion shall take place on the minutes except as to their accuracy. As soon as any discussion as to accuracy has been disposed of (or if no such discussion takes place) the Chairman will sign the minutes.

Application to Committees and Sub Committees

2.1.16 These procedure rules shall apply to meetings of Committees and Sub Committees of the Leadership Board.

2.2 Member Procedure Rules

2.2.1 Members shall at all times when conducting the business of the Leadership Board comply with the provisions of these procedure rules, the Gifts and Hospitality Policy and the Code of Conduct for Members. At its first meeting the Leadership Board shall adopt as its Codes of Conduct the Codes set out in section 3 of this Constitution.

2.2.2 Members who are also members of any of the Councils shall also comply with the provisions of their own authority's Code of Conduct for Members when conducting the business of the Leadership Board.

2.2.3 Members are appointed to the Leadership Board in order to make strategic decisions that improve the economic development of the Greater Lincolnshire Area.

2.2.4 Members shall identify and promptly declare any actual or potential conflicts of interest affecting them which may arise.

2.2.5 Where a conflict of interest is such that in the reasonable opinion of a member of the public the member would not be able to act without regard to outside sectional interests then the member must withdraw from the room in which the meeting is being held and must not speak, vote or otherwise seek to influence the outcome of the meeting.

2.3 Public and Stakeholder Involvement Procedure Rules

Public Rights

2.3.1 The Public have the following rights:

- a) To attend meetings of the Leadership Board, its Committees and Sub Committees except where confidential or exempt information is likely to be disclosed and the meeting is therefore held in private.
- b) To receive notice of all meetings of the Leadership Board, its Committees and Sub Committees.
- c) To have access to all minutes of meetings of the Leadership Board, its Committees and Sub Committees.
- d) To have access to reports submitted to meetings of the Leadership Board, its Committees and Sub Committees except where such reports relate to

items where, in the opinion of the Secretary, the meeting is likely not to be open to the public.

2.4 Access to Information Procedure Rules

General Approach

2.4.1 The Leadership Board will adopt a general approach of openness in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. The underlying principle for all meetings of and work of the Leadership Board will be to make public as much information as possible unless there are good reasons as to why it should not be made public.

Scope

2.4.2 These rules apply to all meetings of the Leadership Board its Committees and Sub Committees ('meetings').

Right to Attend Meetings

2.4.3 Members of the public may attend all meetings subject to the exceptions set out in these rules.

Notice of Meetings

2.4.4 The Leadership Board will give at least five clear days' notice of any meeting by posting details of the meeting on the website of Boston Borough Council and at the principal offices of the constituent Councils. In practice, most meetings will be scheduled well in advance and posted on the website of Boston Borough Council and at the principal offices of the constituent Councils.

Access to Agenda and Reports before Meetings

2.4.5 The Leadership Board will make copies of the Agenda and reports open to the public available for inspection on the website of Boston Borough Council and at the principal offices of the Councils at least five clear days before the meeting or where a meeting is convened at shorter notice at the time it is convened.

Supply of Copies

2.4.6 The Leadership Board will supply copies of any agenda and reports which are open to public inspection and if the Secretary fit copies of any relevant background papers to any person on payment of a charge for copying, posting and any other charges incurred.

Access to Minutes and Reports after Meetings

2.4.7 The Leadership Board will make available for public inspection on the website of Boston Borough Council copies of the following for ten years after a meeting:

- a) The minutes of the meeting together with the reasons for the decisions taken;
- b) The agenda for the meeting; and
- c) Reports relating to items where the meeting was open to the public.

Exclusion of Access by the Public to Meetings

2.4.8 The public must be excluded from meetings whenever it is likely in view of the nature of the proceedings that confidential information would be disclosed.

2.4.9 Confidential information means information given to the Leadership Board by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

Exempt Information - Discretion to Exclude Public

2.4.10 The public may be excluded from meetings (at the discretion of the Leadership Board) whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that exempt information would be disclosed and in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2.4.11 Exempt information means information falling into the following seven categories:

- Information relating to any individual.
- Information which is likely to reveal the identity of an individual.
- Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- Information which reveals that the authority proposes:
 - a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or
 - b) to make an order or direction under any enactment.

- Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Exclusion of Access by the Public to Reports

2.4.12 If the Secretary thinks fit, the Leadership Board may exclude access by the public to reports which in his or her opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked “Not for publication” together with the category of information likely to be disclosed

3. Code of Conduct

3.1 Code of Conduct for Members

Introduction and Interpretation

3.1.1 This Code applies to you as a member of the Leadership Board when you act in your role as a member and it is your responsibility to comply with the provisions of this Code.

3.1.2 You are a representative of the Leadership Board and the public will view you as such therefore your actions impact on how the Board as a whole is viewed.

General Obligations

3.1.3 You must treat others with respect.

3.1.4 You must not conduct yourself in a manner that could reasonably be regarded as bringing your office or the Leadership Board into disrepute.

3.1.5 You must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person an advantage or disadvantage.

3.1.6 Members are appointed to the Leadership Board in order to make strategic decisions that improve the economic development of the Greater Lincolnshire Area. Members must make decisions based on relevant policy criteria, value for money and deliverability without regard to the impact of decisions on their own Council area, their own organisation or other sectional interests.

Registration of Interests

3.1.7 If you are a member of one of the constituent Councils you must comply with the requirements of your Council with regard to the registration of interests.

3.1.8 In addition all members of the Leadership Board must before the end of 28 days beginning on the day on which they become a member of the

Leadership Board notify the Secretary of their personal interests in the following categories:

- Any employment, office, trade, profession or vocation.
- Any beneficial interest in land which is within the area of the Board.
- Any licence (alone or jointly with others) to occupy land in the area of the Leadership Board for a month or longer.
- Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the Leadership Board; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which any of the above named persons has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
- Bodies exercising functions of a public nature of which you are a Member.
- Bodies directed to charitable purposes of which you are a Member.
- Bodies whose principal purposes include influence of public opinion of policy.

3.1.9 Where the nature of the interest is such that you consider that the disclosure of the interest could lead to you or a person connected with you being subject to violence or intimidation, (and the Clerk agrees) details of the interests will not be included in any published version of the register of interests.

Effect of Interests on Participation

3.1.10 Where you have a personal interest in any business of the Leadership Board and you attend a meeting at which the business is considered you must then disclose the existence and nature of that interest at the commencement of that consideration or when the interest becomes apparent.

3.1.11 In addition where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest then you must withdraw from the room in which the meeting is being held and must not speak, vote or otherwise seek to influence the outcome of the meeting.