



# **LEEDS CITY REGION LEADERS' BOARD**

# **PROCEDURES AND PROTOCOLS**

**(20010/11)**

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**PART 1**

**MEMBER INFORMATION**

## **PART 1 (a)**

### **MEMBERSHIP OF LEEDS CITY REGION LEADERS' BOARD [JOINT COMMITTEE]**

#### **Barnsley Metropolitan Borough Council**

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## **PART 1 (b)**

### **MEMBERSHIP OF LEEDS CITY REGION LEADERS' BOARD PANELS**

Panels shall comprise members of the Board or their representatives, and other such senior representatives of other organisations as may be co-opted onto the Panels by agreement of the Board.

#### **LCR / HCA Joint Board**

Cllr Andrew Waller (Chair)	City of York Council
Cllr Richard Foster	Craven District Council
Cllr Mehboob Kahn	Kirklees Metropolitan Borough Council

Cllr Keith Wakefield	Leeds City Council
Tony Reeves	Bradford Metropolitan Borough Council
Shaukat Moledina (Deputy Chair)	Homes and Communities Agency
David Curtis	Homes and Communities Agency

#### **Housing Panel**

Cllr Andrew Waller (Chair)	City of York Council
Cllr Bill Newman	Barnsley Metropolitan Borough Council
Cllr Paul Flowers	Bradford Metropolitan Borough Council
Cllr Barry Collins	Calderdale Metropolitan Borough Council
Cllr Richard Foster	Craven District Council
Cllr Robert Windass	Harrogate Borough Council
Cllr Peter McBride	Kirklees Metropolitan Borough Council
Cllr Richard Lewis	Leeds City Council
Cllr Denise Jeffery	Wakefield Metropolitan Borough Council
Cllr John Mackman	Selby District Council
Cllr Peter Sowray	North Yorkshire County Council
Tony Reeves	Bradford Metropolitan Borough Council
Naz Parkar	Homes and Communities Agency

## **Employment & Skills Board**

John Anderson (Chair)	BT
Cllr Ian Greenwood	Bradford Metropolitan Borough Council
Cllr Tim Swift	Calderdale Metropolitan Borough Council
Cllr Chris Metcalfe	North Yorkshire County Council
Phil Coppard	Barnsley Metropolitan Borough Council
Joanne Roney	Wakefield Metropolitan Borough Council
Stephen Kennedy	CPP Group Plc
Kevin O'Connor	Baker Tilly
Jill Ezard	Pace Plc
Amjad Pervez	Adams/Seafresh
Gale Campbell	L&P Bedding Components Europe
John Horvarth	Cedar Court Hotels
Mark McDavid	Hallmark Cards Plc
David Hodges	Learning & Skills Council
Alison Knight	Job Centre Plus
Thea Stein	Yorkshire Forward

## **Transport Panel**

Cllr Keith Wakefield (Chair)

Leeds City Council

Cllr Ghazanfer Khaliq

Bradford Metropolitan Borough Council

Cllr Barry Collins

Calderdale Metropolitan Borough Council

Cllr Don McKenzie

Harrogate Borough Council

Cllr Peter McBride

Kirklees Metropolitan Borough Council

Cllr John Fort

North Yorkshire County Council

Cllr Denise Jeffery

Wakefield Metropolitan Borough Council

Cllr Andrew Waller

City of York Council

Paul Rogerson

Leeds City Council

Kieran Preston

West Yorkshire Passenger Transport Executive

Dave Alexander

First Group

Vanessa Gilbert

Highways Agency

Richard Thompson

Network Rail

Steve Butcher

Northern Rail

David Brown

South Yorkshire Passenger Transport Executive

## **Economic Drivers and Innovation Panel**

CLlr Michael Gardner (Chair)	Harrogate Borough Council
CLlr Bill Newman	Barnsley Metropolitan Borough Council
CLlr Christopher Knowles-Fitton	Craven District Council
CLlr Peter Gruen	Leeds City Council
CLlr Patrick Mulligan	North Yorkshire County Council
CLlr Denise Jeffery	Wakefield Metropolitan District Council
Kersten England	City of York Council
Bob Gomersall	Private Sector Representative
Margaret Wood	Private Sector Representative
Professor Phil Coates	University of Bradford
Dr Chris Henshall	University of York
Simon Hill	Yorkshire Forward
Stian Westlake	NESTA
Brian McCarthy	Technology Strategy Board
Fergus Harradence	Department for Business, Innovation & Skills
Nicola Spence	Science City York

## **PART 1 (c)**

### **TIMETABLE OF MEETINGS**

#### **LEEDS CITY REGION LEADERS BOARD**

Thursday 14<sup>th</sup> October 2010  
Thursday 2<sup>nd</sup> December 2010

#### **LEEDS CITY REGION LEADERS BOARD PANELS & BOARDS**

##### **LCR / HCA Joint Board**

Monday 18<sup>th</sup> October 2010

##### **Housing Panel**

Tuesday 28<sup>th</sup> September 2010  
Tuesday 16<sup>th</sup> November 2010

##### **Employment & Skills Board**

Friday 17<sup>th</sup> September 2010  
Friday 10<sup>th</sup> December 2010

##### **Transport Panel**

Tuesday 20<sup>th</sup> July 2010  
Wednesday 20<sup>th</sup> October 2010

##### **Economic Drivers & Innovation Panel**

Thursday 16<sup>th</sup> September 2010  
Thursday 18<sup>th</sup> November 2010

## PART 1 (d)

### LEEDS CITY REGION LEADERS' BOARD SUPPORT SERVICES AUTHORITY CONTACT OFFICERS

Officer Title	LCR Board Support Role	Name	Contact Address	Contact email / tel no.
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Director of Resources	CHIEF FINANCIAL OFFICER	Alan Gay	Leeds City Council 2nd Floor West Civic Hall Leeds LS1 1UR	<a href="mailto:alan.gay@leeds.gov.uk">alan.gay@leeds.gov.uk</a> Tel: 0113 247 4226
Chief Procurement Officer	CHIEF PROCUREMENT OFFICER	Wayne Baxter	Leeds City Council 4th Floor West Civic Hall Leeds LS1 1UR	<a href="mailto:wayne.baxter@leeds.gov.uk">wayne.baxter@leeds.gov.uk</a> Tel: 0113 224 3353
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**PART 2**

**GOVERNANCE ARRANGEMENTS**

## **PART 2 (a)**

### **PROCEDURE RULES OF LEEDS CITY REGION LEADERS' BOARD**

#### **1. GENERAL TERMS**

(1) The following shall apply to these Procedure Rules as well as the Access to Information Rules, Contracts Procedure Rules and Financial Procedure Rules in Part 2(b) and 2(c) respectively.

(2) The following terms shall mean respectively:

“Leeds City Region Leaders’ Board” (hereinafter referred to as the “Board”) comprises the 11 Councils of Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, North Yorkshire, Selby, Wakefield and York. The Board is constituted as a Joint Committee and is responsible for the overall management and strategy of the Board. The Board is made up of the Leaders of the 11 Constituent Councils appointed by them to constitute the Joint Committee.

“The Support Services Authority” is such of the eleven Councils chosen by the Board to provide support services to the Board (currently this is Leeds City Council).

“Sub-Committees” are committees with delegated authority from the Board to undertake responsibilities of behalf of the Board.

“Leeds City Region Leaders’ Board Panels” (hereinafter referred to as the “Panels”) are Working Groups set up by the Board to undertake advise the Board on specific Leeds City Region matters. The Panels have no executive powers.

The “Chief Officer” shall mean the Chief Executive of the Support Services Authority.

The “Monitoring Officer” shall mean the Head of Legal Services of the Support Services Authority currently responsible to the Board for providing legal and administrative services for the Board (other than where such services are undertaken by the Chief Officer in pursuance of arrangements made by him/her).

The “Chief Financial Officer” shall mean the Head of Financial Services of the Support Services Authority currently responsible to the Board for providing financial advice and services for the Board (other than where such services performed by the Chief Officer in pursuant to arrangement made by him/her). In fulfilling this role the Chief Financial Officer will be able to rely on the Monitoring Officer to keep him/her informed on all aspects of his/her role relating to the Board under section 151 of the Local Government Act 1972 including compliance with the rules forming the Financial Procedure Rules and Contracts Procedure Rules of the Organisation.

#### **2. INTERPRETATION**

(1) The ruling of the Chair of the meeting as to the interpretation of any Procedure Rule or on any question of procedure not provided for by Procedure Rules shall be final.

### **3. MEETINGS**

- (1) The Board shall hold an Annual Meeting which shall be the first meeting after the annual meetings of the constituent councils.
- (2) The Annual Meeting will include:
  - (a) electing the Chair and appoint the Deputy Chairs;
  - (b) establishing such Sub-Committees and Panels and their Chairs and Deputy Chairs as it considers appropriate to deal with matters of the Board;
  - (c) No appointments under Rule 3(2) shall be for a period beyond the next Annual Meeting of the Board but they may be altered at any meeting of the Board; and
  - (d) selecting representatives on Regional Boards and other Outside Bodies.
  - (e) the receipt and approval of the Leeds City Region Leaders' Board Procedures and Protocols.
- (1) The Board shall, between each Annual Meeting, hold ordinary meetings on such day and at such time and place as they may determine provided that one of these meetings shall be held in October of each year for the purpose of considering the budget of the Board.
- (2) With the exception of the Annual Meeting and the October meeting the Chief Officer, with the agreement of the Chair, may cancel any of such meetings if in his/her opinion insufficient business has arisen for consideration.
- (3) A Special Meeting of the Board shall be convened at any time by the Chief Officer upon the instructions of the Chair or upon a requisition addressed to him/her for that purpose by any three Members of the Board. Any such requisition shall be in writing signed by the persons making the same and shall specify the business to be transacted at the meeting to be convened in pursuance thereof and no other business shall be transacted at the meeting so convened.

### **4. NOTICE OF MEETINGS**

- (1) The Chief Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear calendar days before a meeting, the Chief Officer shall send notice of the meeting to every Board Member. The notice shall give the date, time and place of each meeting and specify the business to be transacted, and shall be accompanied by such reports as are available. Lack of service on a Member of the Board of the summons of any meeting shall not affect the validity of a meeting of the Board.
- (2) The notices for all meetings of Sub-Committees and Panels established under Procedure Rule 3(2)(b) shall be issued from the office of the Chief Officer and no matter shall be considered at such meeting without the prior agreement of the Chief Officer who shall first have been furnished with any written report or with full details of any intended verbal report.

### **5. CONDUCT OF BUSINESS**

- (1) A Member of the Board may require a particular item of business which is relevant to the powers and duties of the Board, to be discussed at an ordinary meeting of the Board subject to at least 10 clear working days' Notice of such intention being given to the Chief Officer in writing, signed by the Member concerned and specifying the

business to be discussed. The Chief Officer shall set out in the Notice of every meeting of the Board the items of business requested by Members in the order in which they have been received unless the Member or Members concerned have indicated in writing that an item should be discussed at a later meeting or has since withdrawn the item.

- (2) If the Member concerned or his/her substitute is not present at the meeting when an item of business or motion of which he/she has given notice comes up for discussion, this item shall, unless the Board decides otherwise, be treated as withdrawn and shall not be raised again without fresh notice.
- (3) Except in the case of business required by this Procedure Rule to be transacted at a meeting of the Board and other business brought before the meeting as a matter of urgency and of which the Chair and the Chief Officer shall have prior Notice and which the Chair considers should be discussed at the meeting, no business shall be transacted at a meeting of the Board other than that specified in the summons relating thereto.
- (4) The Monitoring Officer and/or the Chief Financial Officer may, in liaison with the Chief Officer include an item for consideration on the agenda of the Board meeting and may require the Chief Officer to call such a meeting in pursuance of their statutory duties.

## **6. ELECTION OF CHAIR AND APPOINTMENT OF DEPUTY CHAIRS**

- (1) At its Annual Meeting, or other meeting in the year 2010/11, the Board shall elect until the date fixed for the next following Annual Meeting a Chair and appoint the Deputy Chairs.
- (2) To be eligible for the office of Chair a candidate must be proposed and seconded by written notification to the Chief Officer, such notification to be received by the Chief Officer 10 days in advance of the Annual Meeting, which shall appear in the summons to the meeting.
- (3) If the number of nominations for any office exceeds the number of vacancies there shall be a vote of the members present at the meeting in which each member may vote for as many candidates as there are vacancies to be filled. The nominee who receives the least number of votes will be removed from the list and a fresh vote taken, and so on until the number of nominations equals the number of vacancies
- (4) The mode of voting at meetings of the Board shall be by show of hands unless the Board decide in any particular case to vote by ballot.
- (5) In the event of there being an equality of votes at any level the Chief Officer shall draw the name(s) of the candidate(s) who will proceed to a further vote or shall be declared elected as the case may be.
- (6) On a vacancy arising in the office of Chair or Deputy Chair for whatever reason, the Board shall elect a new Chair or appoint a new Deputy Chair as soon as possible. To be eligible for either office a candidate must be proposed and seconded by written notification to the Chief Officer, such notification to be received by the Chief Officer 10 days in advance of the meeting at which the election is to take place.

- (7) The Board shall appoint a Deputy Chair from each political party represented on the Board, such appointment to be proposed by the relevant political party.

## **7. MEMBERSHIP OF THE CITY REGION LEADERS' BOARD AND ITS SUB-COMMITTEES AND PANELS**

- (1) Each Member of the Board shall be the Leader for the time being of each constituent Council and shall continue to hold office unless the Council appointing him/her ceases to be a party to the Board arrangements or he/she resigns his/her membership of the Board.
- (2) The Board shall be empowered to appoint Sub-Committees and Panels and to settle the terms of reference of each Sub-Committee and Panel.
- (3) Each Council may send a substitute to meetings who will be permitted to act as a substitute Member with full voting rights at meetings of the Board and any Sub-Committees appointed by the Board.
- (4) Each Council shall appoint a substitute who will be authorised to act in that capacity without further notification.
- (5) If the Council wish to send a substitute other than as appointed in accordance with sub-paragraph (4) above then they shall notify the Chief Officer in writing (which shall include e-mail) 24 hours before the meeting the substitute is to attend.
- (4) Members of the Board shall be entitled to be accompanied by appropriate officers.
- (5) The Support Services Authority shall make all the necessary administrative arrangements in connection with meetings of Sub-Committees and Panels. The Panels shall not need to meet in public as they are not formally constituted committees, and therefore, they do not have the necessity for formal agendas and minutes etc. The Sub-Committees and Panels are required to report their activities on an ongoing basis to the Board.

## **8. CHAIR OF MEETING**

- (1) At each meeting of the Board the Chair, if present, shall preside.
- (2) If the Chair is absent from a meeting of the Members of the Board present shall elect a Deputy Chair, to preside.

## **9. QUORUM**

- (1) No business shall be transacted at any meeting of the Board unless at least six Members are present.
- (2) If during any meeting of the Board the Chair, after counting the number of Members present, declares that there is not a quorum present the meeting shall stand adjourned to a date and time fixed by the Chair. If there is no quorum and the Chair does not fix a date and time for the reconvened meeting, the meeting shall stand adjourned to the next ordinary meeting of the Board to which the consideration of any business not transacted shall be referred.

## **10. ORDER OF BUSINESS**

- (1) At every meeting of the Board the order of business shall be to elect a person to preside if the Chair or Deputy Chair are absent and thereafter shall be in accordance with the order specified in the notice of the meeting, except that such order may be varied:
  - (a) by the Chair at his/her discretion, or
  - (b) on a request agreed to by the Board.

## **11. MINUTES**

- (1) The Chair shall move "That the Minutes of the meeting of the Board held on.....be signed as a correct record". If the accuracy is not questioned the Chair shall sign the Minutes.
- (2) Where, in relation to any meeting of the Board, the next such meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, the next following meeting of the Board (being a meeting called otherwise than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41 (1) and (2) (signing of Minutes) of that Schedule.

## **12. DISCUSSION AFFECTING PERSONS SERVING OR UNDER THE CONTROL OF THE CITY REGION LEADERS' BOARD**

- (1) If any question arises at a meeting of the Board as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any officer serving or under the control of the Board, such question shall not be the subject of discussion until the Board has decided whether or not the power of exclusion of the public under Sections 100A to 100K of the Local Government Act 1972 shall be exercised.

## **13. NOTICES OF MOTION**

- (1) Except in the cases specified in Standing Orders 13 & 14 Notices of Motion shall be submitted to the Chief Officer of the Support Services Authority for consideration by the Board six clear working days before the Board meeting at which any such motions are intended to be proposed.
- (2) Subject to Standing Order 13 (4), no Board meeting will receive more than 3 Notices of motion at any one meeting.
- (3) The Chair may exclude from the Board agenda any Notice of Motion which may be out of order based on the advice of the Chief Officer.
- (4) The Chair will have discretion to add to the agenda any Notice of Motion which is considered to be sufficiently urgent based on the criteria below, provided written Notice of the motion is given to the Support Services Authority no later than 10.00am on the day of the Board meeting.

- That the subject matter of the motion is such that the public might reasonably expect the Board to debate the issue before the next available Board meeting and/or;
  - Any further delay would seriously prejudice the Board's position or public interest in the matter.
- (5) Amendments to Notices of motion under this Standing Order shall be made in writing to the Support Services Authority no later than 10.00am on the day of the Board meeting.
- (6) Every motion must be relevant to some matter in relation to which the Board has powers or duties or which directly affects the Leeds City Region.

#### **14. MOTIONS AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE**

- (1) The following motions and amendments may be moved without Notice
- To appoint a Chair of the meeting (in the absence of the Chair and Deputy Chair)
  - Motions relating to the accuracy of the minutes of the Board
  - That leave be given to withdraw the motion
  - That the Board proceed to the next business
  - To suspend Standing Orders in accordance with standing order 19 (1)
  - To adjourn the meeting
  - To exclude the public and press from the meeting under the terms of the Local Government Act 1972
  - That a Member named under Standing order 17 be not further heard or do leave the meeting
  - To defer a matter on the Board agenda to the next meeting of the Board for the preparation of an officer report.

#### **15. RULES OF DEBATE**

- (1) The decision of the Chair of the Board is Final on all matters of order or personal explanation.
- (2) If two or more Members indicate they wish to speak, the Chair will call one and the other(s) will wait until called by the Chair
- (3) To be admissible motions and amendments to recommendations before the Board must be submitted to the Support Services Authority within the stated deadlines and must be moved by one Member and seconded by another.

(4) Motions and amendments to recommendations will be considered in the order determined by the Chief Officer based on an appropriate order for the effective conduct of business.

(5) An amendment must be relevant to the motion and must

- Propose leaving out words or propose leaving out words and inserting or adding other, or
- Propose inserting or adding words

Provided that the effect of the amendment must be simply to reverse the effect of the motion before the Board; such opposition to a motion can be signalled by voting against it.

(6) Subject to the consent of the Board, indicated without discussion, a Member may alter a motion or amendment of which he/she has given Notice.

(7) A Motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Board (indicated without discussion). No Member may speak after the mover has asked permission for its withdrawal unless permission to withdraw the motion or amendment is refused.

(8) Only one amendment may be moved and discussed at a time unless the Chair rules otherwise and no further amendment is to be moved until the Board has reached a decision on the amendment under discussion.

(9) When a motion is under debate no other motion may be moved except:

- To amend the motion
- To adjourn the meeting
- To proceed to the next business
- That a Member be no longer heard
- That a Member leave the meeting
- To exclude the public or press from the meeting under the terms of the Local Government Act 1972

(10) The mover of a motion has a right of reply at the end of the debate on the motion immediately before it is put to the vote.

(11) the following are recognised as breaches of order:

- Discussion of a matter not before the Board
- Use of improper language
- Breach of any Standing Order
- Interjection of remarks while a Member is speaking

- (12) A Member may raise a point of order during a debate provided that they do nothing more than call attention to the alleged breach or order. The point of order must be briefly stated to the Chair in the form of question. All debate will cease until the Chair gives a ruling on the alleged breach of order.
- (13) If the Chair rules that the language used by a Member is improper it is the duty of the Member to withdraw it.
- (14) If a Member believes they have been injured by a misrepresentation made in a debate then they may make a personal explanation provided that such explanation is a brief statement of fact and not further argument of the question before the Board.
- (15) When moving a motion a Member may speak for a maximum of five minutes. No other speeches (including the moving of amendments) may take more than three minutes without the consent of the Board, which will be determined by a vote on a motion without discussion.

## **16. VOTING**

- (1) Voting will be on a one member one vote basis, and any matter shall be decided by a simple majority of those Members voting and present in the room at the time the question is put. The mode of voting at meetings shall be by show of hands unless the Board decide in any particular case to vote by ballot.
- (2) In the case of an equal division of votes the Chair of the meeting shall have a second or casting vote.
- (3) Any two Members may demand that a recorded vote be taken.
- (4) Where, immediately after a vote is taken at a meeting, any Member so requires, there shall be recorded in the Minutes of the proceedings of that meeting whether the person cast his/her vote for the question or against the question or whether he/she abstained from voting.

## **17. DISTURBANCES AT MEETINGS**

- (1) If a member of the public interrupts the proceedings of any meeting the Chair shall warn that person. If the interruption continues the Chair shall order the person's removal from the Meeting Room. In case of general disturbance in any part of the Meeting Room open to the public the Chair shall order that part to be cleared.
- (2) If at any meeting any Member in the opinion of the Chair, indulges in misconduct by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly, offensively, or by wilfully obstructing the business of the Board, the Chair or any other Member may move "That the Member named be not further heard", and the motion if seconded will be put and voted on without discussion.
- (3) If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried, the Chair shall either move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion) or adjourn the meeting of the Board for such period as the Chair shall consider expedient.

## **18. VARIATION AND REVOCATION OF PROCEDURE RULES**

- (1) Any addition, variation or revocation of these Procedure Rules shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Board.

## **19. SUSPENSION AND AMENDMENT OF PROCEDURE RULES**

- (1) Any Procedure Rule except Rule 13(4) may be suspended for all or part of a meeting of the Board at which suspension is moved, by a motion made and seconded and carried by a majority of the Members present at the meeting. The motion to suspend should not include the reasons why the suspension is being proposed. Suspension is only for the duration of the meeting, but cannot be removed if the effect of suspending Procedure Rules would be in conflict with the terms of any Agreement entered into by the constituent Councils.
- (2) Any motion to add to, vary or revoke these Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## **20. SUPPORT FOR ELECTED MEMBER APPOINTEES TO EXTERNAL ORGANISATIONS**

- (1) A lead officer shall be identified by the Chief Officer to support Members appointed to Regional Boards and other Outside Bodies. The officer shall work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Officer as appropriate.

## **21. PROCEDURE RULES TO APPLY TO SUB-COMMITTEES**

- (1) Procedure Rules nos 4, 8, 9, 10, 11, 12, 16, 17 and 19 shall apply to meetings of Sub-Committees appointed by the Board.

## **PART 2 (b)**

### **ACCESS TO INFORMATION PROCEDURE RULES**

#### **1. SCOPE**

- (1) These rules apply to all meetings of the Board and Sub-Committees.
- (2) These rules also cover public rights of access to information under the Freedom of Information Act 2000, and Members' rights of access to information.

#### **2. ADDITIONAL RIGHTS TO INFORMATION**

- (1) These rules do not affect any more specific rights to information contained elsewhere.

#### **3. RIGHTS TO ATTEND MEETINGS**

- (1) Subject to any statutory prohibitions and to Access to Information Rule 3(2), meetings of the Board and any Sub-Committees established under Procedure Rule 3(2)(b) shall be open to the public. This shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- (2) The Board and any Sub-Committees established under Procedure Rule 3(2)(b) may by resolution exclude the press and public from a meeting (whether during the whole part or part only of the proceedings) in accordance with the Access to Information Procedure Rule 10.

#### **4. NOTICE OF MEETINGS**

- (1) The Chief Officer will give at least five clear days notice of any meeting by posting details of the meeting at the offices of the constituent Councils and such other place as is fixed for the meeting of the Board.
- (2) At least five days before a meeting a summons to attend the meeting specifying the business proposed to be transacted thereat shall be left at or sent by post to the last address given for that purpose by each Member of the Board and to each Chief Executive of the constituent Councils by the Chief Officer.

#### **5. ACCESS TO AGENDA AND REPORTS BEFORE THE MEETING**

- (1) Copies of the agenda and reports open to the public will be available for inspection at the Chief Executive's offices of the Support Services Authority at least five clear days before the meeting, except that where a meeting is convened at shorter notice, the copies of the agenda and reports shall be open to inspection from the time the meeting is convened.
- (2) Where an item is added to the agenda, and the report is open to the public, copies of any report for the meeting relating to the item, and the revised agenda shall be available for inspection from the time the item is added to the agenda.

- (3) Where copies of the agenda and reports open to the public are not made available for inspection in this way, an item of business will not be considered unless by reason of special circumstances, which shall be specified in the minutes, the chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency

## **6. SUPPLY OF COPIES**

- (1) The Chief Officer will supply copies of:
- (a) any agenda and reports which are open to public inspection;
  - (b) any further statements or particulars necessary to indicate the nature of the items in the agenda; and
  - (c) if the Chief Officer thinks fit, copies of any other documents supplied to Members in connection with an item to any person on payment of a charge for postage and any other costs.

## **7. ACCESS TO MINUTES ETC AFTER THE MEETING**

- (1) The Chief Officer will make available copies of the following for six years after a meeting:
- (a) the minutes of the meeting or records of decisions taken, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
  - (b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
  - (c) the agenda for the meeting; and
  - (d) reports relating to items when the meeting was open to the public.

## **8. BACKGROUND PAPERS**

### **List of background papers**

- (1) Every report will set out a list of those documents (called background papers) relating to the subject matter of the report which:
- (a) disclose any facts or matters on which the report or an important part of the report is based; and
  - (b) have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information (as defined in the Access to Information Rule 10).

## **Public inspection of background papers**

- (2) The Chief Officer will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

## **9. SUMMARY OF THE PUBLIC'S RIGHTS**

- (1) A written summary of the public's rights to attend meetings and to inspect and copy documents must be kept at and available to the public at the Chief Executive's offices of the Support Services Authority.

## **10. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS**

### **Confidential information - requirement to exclude the public**

- (1) The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

### **Exempt information - discretion to exclude the public**

- (2) The public may be excluded from meetings 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. Reasons should be given in a relevant report that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information. Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

### **Meaning of confidential information**

- (3) Confidential information means information given by a Government Department on terms which forbid its public disclosure or information which cannot be publicly disclosed by Court Order.

### **Meaning of exempt information**

- (4) Exempt information means information falling within the following categories.

1. Information relating to any individual	Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
2. Information which is likely to reveal the identity of an individual	Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
3. Information relating to the financial or business affairs of any particular person	Information is exempt if and so long, as in all the circumstances of the case, the public

(including the authority holding that information).	<p>interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Information is not exempt if it must be registered under various statutes, such as the Companies Act 1985 or the Charities Act 1993.</p> <p>“Financial or business affairs” includes contemplated, as well as past or current, activities</p>
4. 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 officer-holders under the authority	<p>Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>“Labour relations matter” are as specified in paragraphs (a) to (g) of section 218(1) of the Trade Unions and Labour Relations (Consolidation) Act 1992, i.e. matters which may be the subject of a trade dispute within the meaning of that Act or any dispute about any such matter</p>
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	<p>Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>
6. 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	<p>Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime	<p>Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>
7A. Information which is subject to any obligation of confidentiality.	<p>Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>
7B. Information which relates in any way to	<p>Information is exempt if and so long, as in</p>

matters concerning national security.	all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
7C. The deliberations of a Standards Committee or subcommittee in reaching any finding on a matter referred under the provisions of section 60(2) or (3), 64(2), 70(4), or (5) or 71(2) of the Local Government Act 2000	Information is exempt if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

## **11. EXCLUSION OF ACCESS BY THE PUBLIC TO REPORTS**

- (1) If the Chief Officer thinks fit, the Board may exclude access by the public to reports which in his or her opinion relate to items during which, in accordance with the Access to Information Rule 10, 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.

## **12. FREEDOM OF INFORMATION REQUESTS**

- (1) All Freedom of Information requests received by any of the constituent Councils shall be transferred to the Support Services Authority for action. Responses will be prepared in liaison with the receiving authority, where appropriate.

## **PART 2 (c)**

### **CONTRACTS PROCEDURE RULES AND FINANCIAL PROCEDURE RULES**

#### **1. GENERAL**

- (1) The Contracts Procedure Rules and the Financial Procedure Rules of the Support Services Authority shall apply to the Board. Currently these are those of Leeds City Council.

#### **2. CONTRACTS PROCEDURE RULES**

- (1) The Board will operate in accordance with the requirements of these Contracts Procedure Rules and Financial Procedure Rules and such other policy and legislative requirements as are relevant.
- (2) The Board is responsible for regulating and controlling the overall contractual and financial arrangements of the Board.
- (3) The Chief Officer will operate in accordance with the requirements of the Contracts Procedure Rules and Financial Procedure Rules except where his/her scheme of delegation provides otherwise.
- (4) In dealing with matters referred to in these Contracts Procedure Rules and Financial Procedure Rules both Members and officers are required to follow the requirements of any Code of Conduct, whether statutory or informal, provided in the case of an informal Code it has been approved by the Board in discharging their responsibilities.
- (5) The Board, in consultation with the Monitoring Officer and the Chief Financial Officer, shall settle any difference which arises from the interpretation of these Contracts Procedure Rules and Financial Procedure Rules.
- (6) Where further guidance/direction is required with regard to these Contracts Procedure Rules or Financial Procedure Rules the Board shall rely on the Contracts Procedure Rules and Financial Procedure of the Support Services Authority as appropriate and such other guidance/direction provided from time to time by the Chief Financial Officer.

#### **3. FINANCIAL PROCEDURE RULES**

- (1) The Local Government Act 1972 (Section 151) warrants the need for an employee of the Support Services Authority of the Board (currently Leeds City Council), to be recognised as the responsible financial officer. In this case the officer is the Chief Financial Officer. The Chief Financial Officer has responsibility for the preparation, review and amendment of these rules. The Chief Financial Officer has responsibility for the administration of the Board's financial affairs. Any ambiguity arising from the interpretation of these rules shall be settled by Chief Financial Officer.

- (2) The Financial Procedure Rules of Leeds City Council govern the internal framework and procedures for financial administration and control within the Board.
- (3) The Financial Procedure Rules are applicable at all times and must be adhered to by all employees of the Board and external agencies whilst acting on behalf of Board unless specifically exempted by the terms of contracts entered into between those agents and the Board. Financial Procedure Rules should be read in conjunction with the Contracts Procedure Rules and Leeds City Council's Code of Conduct.
- (4) The Head of Regional Policy is responsible for making arrangements to ensure that the Financial Procedure Rules are made known to all appropriate employees, to supply those employees with updates issued and to keep suitable records to confirm to the Chief Financial Officer that this has been done.
- (5) Each section of the Financial Procedure Rules is headed by one or several objectives that the actual rules are designed to achieve. These objectives shall be used by the Chief Financial Officer in the continuous review and audit of the Board's financial systems.

**PART 3**  
**TERMS OF REFERENCE**

## **PART 3 (a)**

### **TERMS OF REFERENCE OF LEEDS CITY REGION LEADERS' BOARD**

#### **1. LEEDS CITY REGION LEADERS' BOARD**

- (1) In exercise of their powers under Section 101 and 102 of the Local Government Act 1972 and all other powers enabling them in that behalf the eleven Councils of Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, North Yorkshire, Selby, Wakefield and York have agreed (under and by virtue of an Agreement dated 1 April 2007) to participate in a Joint Committee to be known as the "Leeds City Region Leaders' Board" (herein referred to as the "Board") which shall be constituted and which shall conduct its business in accordance with the Procedure Rules set out at Part 2 (a) of this Procedures and Protocols handbook.
- (2) Each of the Councils empowers the Board to discharge on their behalf the power to do anything it considers likely to achieve the promotion or improvement of the economic well being of the Leeds City Region together with such additional functions as the respective constituent Councils may determine from time to time.<sup>1</sup>
- (3) Each of the constituent Councils empowers the Board to arrange for the discharge of the functions or any of them by any Sub-Committee or officer appointed by it or by any officer of the constituent Councils so appointed and Subsection (2) of Section 101 of the Local Government Act 1972 shall apply in relation to the functions of the Board as it applies in relation to the functions of the constituent Councils but with regard to arrangements in respect of Sub-Committees the requirements of Procedure Rule 7 must be followed.<sup>2</sup>
- (4) The constituent Councils have drawn up and implemented a joint Agreement and the Board is subject to the requirements of this Agreement, the operation of which, shall be periodically reviewed by the Board.
- (5) The Board have adopted Contracts Procedure Rules and Financial Procedure Rules to provide a governance framework and these shall be subject to annual review.
- (6) In addition to the specific matters highlighted in these Terms of Reference the Board shall assume general responsibility for the functions of Board and, where appropriate, make recommendations to the constituent Councils on relevant matters.

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<sup>1</sup> This will not preclude or constrain constituent Councils from promoting economic wellbeing in their own areas, even where this entails the adoption of a position at variance with that of the city region.

<sup>2</sup> There are currently no proposals to establish Sub-Committees, nor to delegate any functions of the Board to Sub-Committees or officers.

- (7) Without prejudice to its general responsibility the Board shall, except where such responsibilities have been delegated to Sub-Committees or otherwise, be responsible, inter alia for the following:
- Budget management including the fixing of the annual budget;
  - Resource management;
  - Risk Management;
  - Approving and monitoring the annual Business Plan;
  - Keeping under review standards issues; and
  - Receiving minutes of any Sub-Committee or Panel.
- (8) The overall roles of the Board are to:
1. form collaborative city region views on issues affecting economic growth and competitiveness in the Leeds City Region; and
  2. undertake activities that promote and improve economic wellbeing in the Leeds City Region.
- (9) The key activities that the Board is engaged in are:
- Formulating and agreeing the City Region Development Programme and Implementation Plans, and ensuring their delivery;
  - Lobbying and advocacy on city region matters;
  - Formulating and agreeing Multi-Area Agreements with Government, and ensuring their delivery;
  - Responding to consultations on plans, strategies and programmes affecting the Leeds City Region, encouraging alignment with the City Region Development Programme;
  - Commissioning and publishing research on city region matters;
  - Appointing Sub-Committees and Panels to support the Board; and
  - Appointing members of the Board to Regional Boards and other outside bodies.

## **2. SUB COMMITTEES AND WORKING GROUPS**

- (1) There are currently no proposals to establish Sub-Committees to support the Board, although the constitution allows for their establishment should the Board consider them necessary.
- (2) The Board will set up theme-based Working Groups (hereinafter to be referred to as "Panels") for the purpose of providing advice to the Board on any matter relating to the promotion of economic wellbeing and competitiveness. The Panels shall report direct

to the Board and will not have any executive powers to exercise on behalf of the Board.

(3) The general responsibilities of the Panels are to:

- develop proposals and advise the Board on city region economic related matters, including on city region priorities;
- promote the alignment of strategy and delivery at a national, regional and local level to the aims and objectives of the City Region Development Programme;
- input to the preparation and review of the City Region Development Programme and its Implementation Plans, and oversee their delivery;
- prepare advice on appropriate lobbying and advocacy activity;
- prepare responses to consultations by Government and other bodies with a potential impact on the Leeds City Region;
- provide advice and comment on Regional Funding Allocations, regional strategies and programmes, and the work of the Regional Boards, in relation to alignment with the City Region Development Programme;
- consider relevant city region research findings;
- establish multi-agency task groups to advise the Panels and the Board, and give directions for the work to be undertaken by such Task Groups; and
- undertake such other tasks as determined by the Board.

**PART 4**  
**STANDARDS**

## **PART 4 (a)**

### **MEMBERS' CODE OF CONDUCT**

- (1) There is no separate Code of Conduct for Members of the Board who remain subject to the Members' Code of Conduct which applies to their individual authority.

## **PART 4 (b)**

### **STATUTORY OFFICERS**

- (1) The current Agreement makes provision for Leeds City Council to be designated as the Support Services Authority. As part of this arrangement Leeds' three statutory officers support the work of the Board.
- (2) The three statutory officers are:  
  
Chief Officer – Chief Executive  
  
Chief Financial Officer – Director of Resources  
  
Monitoring Officer – Assistant Chief Executive (Corporate Governance)
- (3) The Chief Officer has overall responsibility for managing the Council and also responsibility for providing advice on staffing and the decision making process. The Chief Officer will also work closely with the Monitoring Officer to secure high ethical standards.
- (4) The Monitoring Officer has defined responsibilities in respect of matters of legality and ethical standards. If the Monitoring Officer considers any proposal, decision or omission would give rise to unlawfulness, or if any decision or omission has given rise to maladministration, then action can be taken to stop the proposal or decision being implemented until a report of the Monitoring Officer has been considered.
- (5) The Chief Financial Officer has defined responsibilities in respect of the proper administration of the financial affairs of the Board, in particular provision will be made for professional support and advice as appropriate. He/she will also provide advice, among other things, on the scope of powers and authority to take decisions; on issues relating to maladministration, financial impropriety, probity, value for money, performance; and on the financial strategies and policy framework issues. The Chief Financial Officer is empowered to deal with any proposal or decision or course of action that will involve incurring unlawful expenditure or is unlawful.
- (6) In return for these responsibilities, the statutory officers have certain legal protections. In summary these protections mean that the Council cannot suspend a statutory officer for more than two months, for the purpose of investigating misconduct, unless that is recommended by an independent person appointed by the officer and the Council
- (7) It is acknowledged that while Leeds' three statutory officers will provide the main support to the Board there may be occasions when the statutory officers of other Councils have an interest in a particular matter affecting the Board. Where such a situation arises the statutory officer concerned will be expected to contact the Chief Officer of the Board and inform the relevant statutory officer at Leeds of his/her interest.