

Leeds City Region Enterprise Partnership (LCR LEP) Board

Procedure Rules

Introduction

As accountable body for the LCR LEP, WYCA¹ services LCR LEP Board meetings, including maintaining the official record of LCR LEP Board proceedings.

1 Interpretation

1.1 The Chair shall make any final decision about:

- how the Procedure Rules should be interpreted; or
- any question of procedure not provided for by the Procedure Rules.

2 Role of the Chair

2.1 The LEP Chair if present shall preside at any meeting of the LCR LEP Board, or in their absence the Deputy LEP Chair. If neither are present, the meeting will elect a Chair to preside for that meeting.

3 Convening meetings

3.1 The LCR LEP Board shall hold their annual meeting before WYCA's annual meeting.

3.3 In addition to the annual meeting, the LCR LEP Board will meet at least 3 times a year on dates agreed by the LCR LEP Board.

3.4 The LEP Chair may also convene a meeting at any time, in consultation with WYCA's Head of Legal and Governance Services.

4 Place of meetings

4.1 The LCR LEP Board may hold its meeting at any place within the Leeds City Region.

5 Notice of meetings

5.1 WYCA's Head of Legal and Governance Services will publish dates of LCR LEP Board meetings on WYCA's web-site as soon as reasonably practicable, once they are agreed by the LCR LEP Board or otherwise convened by the LEP Chair.

¹ through its Head of Legal and Governance Services.

6 Annual meeting business

6.1 At the annual meeting the LCR LEP Board will:

- note the LCR LEP Board members appointed by local authorities, and their substitutes,
- appoint (or confirm the continuing LCR LEP Board membership of) private sector representatives,
- appoint (or confirm the continuing LCR LEP Board membership of) any other public sector representatives,
- identify the LCR LEP Board Member to represent and engage with the **SME business community**,
- elect **Deputy LEP Chair**,
- nominate to the post of **WYCA LEP Member**,
- receive any **declarations of interests** from LCR LEP Board members,
- approve the **minutes** of the last **LCR LEP Board**,
- appoint any **advisory sub-group or working group** to the LCR LEP Board,
- agree the **date and time** of LCR LEP Board meetings for the municipal year,
- review and approve the LCR LEP Board's **constitution, procedure rules and code of conduct**,
- receive a report from the Head of Legal and Governance Services about any **complaints** received about the LCR LEP or any LCR LEP Board member,
- review and approve the LEP Board's **allowances and expenses policy**,
- review and receive the LCR LEP Board's **equality and diversity policy**² (including a diversity statement),
- consider any **urgent decision of the LEP Chair**,
- receive the **minutes** of any LCR LEP Board **advisory sub-group or working group**,
- receive the **minutes** of any relevant **WYCA advisory committee or panel**,
- consider any relevant **reports or recommendations** from **WYCA's Overview and Scrutiny Committee**,
- consider **any other business** set out in the agenda for the meeting.

7 Business at other LEP Board meetings

7.1 Every meeting of the LCR LEP Board will:

- receive **declaration of interests** from LEP Board members,
- approve the **minutes** of the last **LCR LEP Board**,
- consider **any decision of the LEP Chair** made under the **urgency provisions**,

² This will include the annual report on LEP Board and sub-group membership, as required by the diversity statement.

- receive the **minutes** of any LCR LEP Board **advisory sub-group or working group**,
- receive the **minutes** of or an update from any relevant **WYCA advisory committee or panel**,
- consider any relevant **reports or recommendations** from **WYCA's Overview and Scrutiny Committee**, and
- consider **any other business** set out in the agenda for the meeting.

7.2 No item of business may be considered by the LCR LEP Board except:

- the business set out in the agenda, or
- business brought before the meeting as a matter of urgency in accordance with 7.3 below.

7.3 An item may not be considered by the LCR LEP Board unless:

- a copy of the agenda including the item³ has been open to public inspection for at least 5 clear days before the meeting, or
- 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.

7.4 All reports to the LCR LEP Board shall include any advice provided by WYCA's Chief Finance Officer⁴ and Monitoring Officer⁵.

8 Public access to agenda and reports

8.1 At least five clear days before a meeting of the LCR LEP Board, the Head of Legal and Governance Services will make available for inspection by the public at WYCA's offices:⁶

- a copy of the agenda, and
- (subject to 7.3 above) reports for the meeting.

8.2 Where an item is added to an agenda, copies of which are open to inspection by the public, copies of the item (or of the revised agenda) and copies of any report for the meeting relating to the item (subject to 8.3 below), shall be open to inspection from the time the item is added to the agenda.

³ This is subject to the provisions relating to exempt and confidential information as set out in the Access to Information Annex to these Procedure Rules

⁴ Appointed under S73 Local Government Act 1985. This is WYCA's Director of Resources.

⁵ This is WYCA's Head of Legal and Governance Services.

⁶ Wellington House 40-50 Wellington Street, Leeds LS1 2DE.

8.3 If a report relates only to an item during which, in the Head of Legal and Governance Services' opinion, the meeting is likely not to be open to the public⁷, the Head of Legal and Governance Services may decide not to make the report (or part of it) open for inspection.

8.4 Where a report or any part of a report is not open to public inspection, the Head of Legal and Governance Services:

- will mark every copy of the report (or the part) "Not for publication", and
- state on every copy of the report (or the part) the description of the information on the basis of which the LCR LEP Board are likely to exclude the public⁸ if applicable.

9 Substitutes

9.1 A substitute member⁹ may only act in the absence of the LCR LEP Board member:

- for whom they are the designated substitute,
- where the member will be absent for the whole of the meeting, and
- where WYCA's Head of Legal and Governance Services has received notice before the start of the meeting that the substitute will act.

10 Quorum

10.1 No business may be transacted at a meeting of the LCR LEP Board, unless at least 4 LEP Board members are present, including one local authority representative and one private sector representative.

10.2 During the meeting, if the Chair counts the number of members present, and declares there is not a quorum present, the meeting will adjourn immediately to a time and date fixed by the Chair. If the Chair does not fix a date, the remaining business will be considered at the next scheduled meeting of the LCR LEP Board.

11 Public access to meetings

11.1 Any meeting of the LCR LEP Board shall be open to the public except to the extent that the public are excluded (during the whole or part of the proceedings):

- to prevent the likely disclosure of confidential information,¹⁰ or

⁷ In accordance with Procedure Rule 11.

⁸ see further Annex attached.

⁹ appointed under 4.8 or 4.9 of the LCR LEP's Constitution

¹⁰ see further Annex attached.

- by resolution, to prevent the likely disclosure of exempt information,¹¹ or
- under Procedure Rule 13 relating to general disturbances.

11.2 A motion to exclude the press and public may be moved without notice at any meeting in relation to an item of business whenever it is likely that if members of the press or public were present for that item there would be disclosure of exempt information.¹²

12 Reporting proceedings

12.1 Without prejudice to the Chair's powers in Procedure Rule 13, and subject to 12.2 and 12.3, while any meeting of the LCR LEP Board is open to the public, any person attending may report on the meeting, and publish or disseminate the recording at the time of the meeting or after the meeting.

12.2 The Chair may decide not to permit oral reporting or oral commentary of the meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

12.3 Where the public are excluded from a meeting to prevent the likely disclosure of confidential or exempt information, the Chair may also prevent any person from reporting on the meeting using methods:

- which can be used without that person's presence, and
- which enable persons not at the meeting to see or hear the proceedings at the meeting as it takes place or later.

13 General disturbance

13.1 If a general disturbance makes orderly business impossible, the Chair may:

- adjourn the meeting for as long as the Chair thinks necessary, or
- call for any part of the meeting room open to the public to be cleared if the disturbance is in that part.

13.2 If a member of the public interrupts proceedings, the Chair shall warn the person concerned. If they continue to interrupt, the Chair may order them to be removed from the meeting room.

14 Voting

¹¹ see further Annex attached.

¹² see further Annex attached.

14.1 The LCR LEP Board shall operate on a consensus model, wherever possible. Where a consensus is not achieved, a matter shall be carried by a majority of votes of the LCR LEP Board members present and voting.

14.2 Subject to 14.3 each LCR LEP Board member has one vote¹³.

14.3 The Chair has a casting vote in the event of a tie.

15 Speaking at a LCR LEP Board meeting

15.1 The Chair may invite any local authority officer to attend and speak at a LCR LEP Board meeting to provide professional support and advice.

15.2 The Chair may also invite a representative of any other organisation to attend and speak at any LCR LEP Board meeting, in relation to any report relevant to that organisation.

16 Minutes

16.1 Minutes of a meeting of the LCR LEP Board will record:

- the names of all LCR LEP Board members present at the meeting,
- any declarations of interests made at the meeting, and any action taken,¹⁴ and
- any decision or recommendation made by the LCR LEP Board.

16.2 WYCA's Head of Legal and Governance Services shall publish minutes of a LCR LEP meeting on the WYCA web-site, as soon as practicable after they are approved.

¹³ The LCR LEP Board Members' Code of Conduct sets out the circumstances in which a LEP Board member must exclude themselves from taking part in the discussion or voting.

¹⁴ For example, that the LCR LEP Board member did not participate in the decision or left the room.