

Leeds City Region Enterprise Partnership (LEP) Board

Procedure Rules

Introduction

As accountable body for the Leeds City Region Enterprise Partnership ('the LEP'), the West Yorkshire Combined Authority¹ (the Combined Authority) services LEP Board meetings, including maintaining the official record of LEP Board proceedings.

1 Role of the chair

- 1.1 The Chair of the LEP if present shall preside at any meeting of the LEP Board, or in their absence² the Deputy Chair of the LEP. If neither are present, the meeting will elect a chair to preside for that meeting.

2 Interpretation

- 2.1 The chair of a LEP Board meeting shall make any final decision at a LEP Board meeting about:
- how the Procedure Rules should be interpreted with respect to the conduct of that meeting; or
 - any question of procedure not provided for by the Procedure Rules.
- 2.2 The Head of Legal and Governance Services shall make any final decision about how the Procedure Rules should be interpreted relating to the conduct of any LEP Board business outside of a meeting of the LEP Board

3 Convening meetings

- 3.1 The LEP Board shall hold their annual meeting before the Combined Authority's annual meeting.
- 3.2 In addition to the annual meeting, the LEP Board will meet at least 3 times a year on dates agreed by the LEP Board.
- 3.3 The Chair of the LEP may subsequently amend the time or date of any meeting, convene or cancel a meeting at any time, in consultation with the Combined Authority's Head of Legal and Governance Services.

4 Place of meetings

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

¹ through its Monitoring Officer, the Head of Legal and Governance Services.

² including where the Chair cannot participate due to a conflict of interest

5 Notice of meetings

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

6 Annual meeting business

- 6.1 At the annual meeting the LEP Board will:

- In respect of membership:
 - note the **local authority representatives** and substitutes appointed to the LEP Board
 - appoint (or confirm the continuing LEP Board membership of) **private sector representatives**
 - appoint (or confirm the continuing LEP Board membership of) any other **public sector representatives**
 - appoint any **co-optees to the LEP Board**
 - identify the member of the LEP Board to represent and engage with the **SME business community**
 - identify the member of the LEP Board to act as **diversity champion**
- appoint the **Deputy Chair of the LEP**
- nominate a **Combined Authority LEP Member** and their substitute
- appoint to any **outside bodies**
- appoint any **advisory group or working group** to the LEP Board
- review and approve the LEP's **governance documents**
- receive an annual report on **complaints and whistleblowing concerns** received about the LEP or any member of the LEP Board
- receive an annual statement relating to the LEP's **remuneration and expenses scheme** and **review the scheme**
- review and receive the LEP's **equality and diversity policy including the diversity statement**³
- receive the **Annual Scrutiny Report**⁴
- agree the **date and time** of LEP Board meetings for the year
- provide an **opportunity for the public to ask questions**, and
- consider **any other business** set out in the agenda for the meeting.

7 Business at LEP Board meetings

- 7.1 Every meeting of the LEP Board will:

³ This includes an annual report on diversity.

⁴ This summarises the work undertaken by the Overview and Scrutiny Committee in the previous year

- receive **declaration of interests** from members of the LEP Board
- approve the **minutes** of the last **LEP Board**
- consider **any decision of the Chair of the LEP** made under the **urgency provisions**
- receive the **minutes** of **or an update from** any LEP Board **advisory group or working group**
- receive the **minutes** of or an update **from the Combined Authority** and any relevant **Combined Authority advisory committee or panel**
- consider any relevant **reports or recommendations** from **the Combined Authority's Overview and Scrutiny Committee**⁵
- consider any **audit** reports or recommendations relating to LEP activities,⁶
- **receive a report on partnership and collaboration** and
- consider **any other business** set out in the agenda for the meeting.

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

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

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

- a copy of the agenda including the item⁷ has been open to public inspection for at least five 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 LEP Board shall include any written advice on the matter provided by the Combined Authority's Section 73 Chief Finance Officer⁸ and Monitoring Officer⁹.

8 Public access to agenda and reports

8.1 At least five clear days before a meeting of the LEP Board, the Head of Legal and Governance Services will make available for inspection by the

⁵ or from any other overview and scrutiny committee of any local authority within the Leeds City Region.

⁶ as determined by the Chief Finance Officer appointed by the Combined Authority under Section 73 Local Government Act 1985. This is the Combined Authority's Director of Corporate Services

⁷ 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

⁸ See footnote above.

⁹ The LEP Board's rationale for not following any advice should be recorded in the minutes of the meeting.

public at the Combined Authority's offices¹⁰:

- 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.

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 public¹¹, 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 LEP Board are likely to exclude the public¹² if applicable.

9 Substitutes

9.1 A substitute member¹³ may only act in the absence of the member of the LEP Board:

- for whom they are the designated substitute
- where the member will be absent for the whole of the meeting, and
- where the Combined Authority'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 LEP Board, unless at least 4 members of the LEP Board (or their substitutes) are present, including one local authority representative and one private sector representative.

¹⁰ Wellington House 40-50 Wellington Street, Leeds LS1 2DE.

¹¹ In accordance with Procedure Rule 11.

¹² see the Access to Information Annex.

¹³ appointed under 4.7 of the LEP's Constitution

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 LEP Board.

11 Public access to meetings

11.1 Any meeting of the 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 information¹⁴, or
- by resolution, to prevent the likely disclosure of exempt information¹⁵, 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 information¹⁶.

12 Reporting proceedings

12.1 Without prejudice to the chair's powers in Procedure Rule 13 and subject to 12.2, 12.3 and 12.4, while any meeting of the 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 meeting¹⁷.

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.

¹⁴ see the Access to Information Annex.

¹⁵ see the Access to Information Annex.

¹⁶ see the Access to Information Annex.

¹⁷ See further the Access to information Annex and the Code of Practice on recording meetings.

12.4 The chair may restrict any recording of a meeting where an external participant in the meeting objects to being recorded and the public interest in upholding their objection outweighs the public interest in allowing the recording to continue.

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

14.1 The 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 members of the LEP Board present and voting.

14.2 Subject to 14.3 each member of the LEP Board has one vote¹⁸.

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

15 Attending and speaking at a LEP Board meeting

15.1 The Combined Authority's Section 73 Officer and Monitoring Officer (or their nominees) have the right to attend and speak at any meeting of the LEP Board¹⁹.

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

15.3 The chair may also invite a representative of any other organisation to attend and speak at any LEP Board meeting, in relation to any report relevant to that organisation²⁰.

¹⁸ The LEP Board Members' Code of Conduct sets out the circumstances in which a member of the LEP Board must exclude themselves from taking part in the discussion or voting.

¹⁹ These officers are also invited to attend any agenda setting meetings. These officers are not members of the LEP Board and are not entitled to vote.

²⁰ There is an open invitation for any Cities and Local Growth Area Lead to attend in the capacity of an observer, to ensure that Government is sighted on LEP processes and progress and is kept up to date with LEP decisions.

16 Minutes

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

- the names of all members of the LEP Board (or their substitute) present at the meeting,
- any declarations of interests made at the meeting, and any action taken²¹, and
- any decision or recommendation made by the LEP Board.

16.2 The Combined Authority's Head of Legal and Governance Services shall publish the draft minutes of a LEP meeting within 10 clear working days of the meeting taking place.

16.3 The Combined Authority's Head of Legal and Governance Services shall publish minutes of a LEP Board meeting on the Combined Authority website, within 10 clear working days of the meeting at which they are approved.

²¹ For example, that the member of the LEP Board did not participate in the decision or left the room.