

# Part 4

## Procedure Standing Orders

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## **Standing Orders applying to committees and sub-committees**

These Procedure Standing Orders apply to meetings of committees and sub-committees of the Combined Authority except that:

- Standing Orders 3, 4, 5.1 and 5.2, 6, 8.2, 14.2, 18 and 24.1 shall not apply to any committee or sub-committee of the Combined Authority, and
- Standing Orders 5.3, 14.3, 19 shall not apply to any overview and scrutiny committee or overview and scrutiny sub-committee.

In relation to a meeting of any committee and sub-committee, except where the context requires otherwise:

- references to the Combined Authority are to the committee or sub-committee,
- references to the Chair are to the Chair of the committee or sub-committee, and
- references to the Deputy Chair are to the Deputy Chair of the committee or sub-committee.

Modifications to these Procedural Standing Orders are set out in an interim addendum to Standing Orders, to reflect Regulations issued under the Coronavirus Act 2020. The Regulations make provision for the conduct of local authority meetings held before 7 May 2021, by enabling meetings to be held remotely and removing the requirement for the annual meeting in 2020.

## **1 Definitions**

- 1.1. In these Procedure Standing Orders:
- 1.2. “Committee” or “sub-committee” means any committee or sub-committee appointed by the Combined Authority including any overview and scrutiny committee or sub-committee, and the committee appointed to discharge audit committee functions, except where the context otherwise requires.
- 1.3. “The offices of the Combined Authority” mean Wellington House, 40-50 Wellington Street, Leeds LS1 2DE.

- 1.4. “standing orders” means together these Procedure Standing Orders, the Contracts Standing Orders, the Financial Regulations of the Combined Authority and any other procedures, protocols, rules, policies and governance documents from time to time adopted by the Combined Authority and designated as Standing Orders of the Combined Authority.

## **2 Interpretation**

- 2.1 The Chair of a meeting will make any final decision in consultation with the Head of Legal and Governance Services or their nominee about:
- how Procedure Standing Orders should be interpreted; or
  - any question of procedure not provided for by the Procedure Standing Orders.

## **3 Suspending and amending Standing Orders**

- 3.1 The Combined Authority may by resolution suspend Standing Order 18 (order of debate) for the duration of a meeting if at least 4 Constituent Council Combined Authority Members are present.
- 3.2 Any motion to:
- add to, vary or revoke any Standing Orders, or
  - grant, vary or revoke the voting rights of the Non-Constituent Council or the LEP Member
- will, when proposed and seconded, stand adjourned without discussion to the next meeting of the Combined Authority<sup>1</sup>.

## **4 Annual Meeting**

- 4.1 The Combined Authority will hold an annual meeting every year, between 1 March and 30 June. It shall be held at a time fixed by the Combined Authority, or if the Combined Authority does not fix a time, at twelve noon.
- 4.2 The annual meeting will:

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<sup>1</sup> Except where the motion is in respect of any report proposing a change to Standing Orders or to such voting rights.

- a) note the **Mayor and other Combined Authority Members<sup>2</sup>**, and **appoint to any vacancy** in respect of the LEP Member or Substitute Member<sup>3</sup>,
- b) note the **Mayor's appointment of the Deputy Mayor and any Deputy Mayor for Policing and Crime**,
- c) approve the **minutes** of the last meeting,
- d) receive any **declarations of interest** from members,
- e) receive any **announcements** from the Chair and/or Head of Paid Service,
- f) receive details of the **Mayor's arrangements** in respect of **Mayoral General Functions**,
- g) receive details of the **Mayor's arrangements** in respect of **PCC Functions**,
- h) appoint an audit committee,
- i) appoint an overview and scrutiny committee or committees,
- j) appoint such other **committees** as the Combined Authority considers appropriate,
- k) appoint **committee members<sup>4</sup>**, after:
  - deciding the number of members to be appointed to each committee, and their term of office
  - allocating seats to political groups in accordance with political balance rules<sup>5</sup>, and
  - considering any nominations received from Constituent Councils, the Non-Constituent Council and the LEP,
- l) appoint to **outside bodies**,
- m) approve **standing orders**,
- n) approve the Combined Authority's Members' **allowances scheme**
- o) agree the officer scheme of **delegation**,
- p) consider the **Annual Scrutiny Report<sup>6</sup>**,

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<sup>2</sup> These are the Constituent Council Combined Authority Members (and Substitute Members), the Non-Constituent Council Combined Authority Member and Substitute Member, the Political Balance Members and the LEP Member and Substitute Member. The voting Combined Authority Members may resolve to grant voting rights to the Non-Constituent Council Combined Authority Member and the LEP Member.

<sup>3</sup> Except where the context otherwise requires, any reference to a member in these Standing Orders shall be taken to include reference to a Substitute Member acting in that member's place.

<sup>4</sup> This may include appointing the Chair and any Deputy Chair of each committee, and confirming any voting rights for any co-optees. In the absence of an appointment by the Combined Authority, a committee shall appoint its own Chair and may appoint any Deputy Chair.

<sup>5</sup> Where applicable, and subject to any arrangements approved in accordance with Section 17 of the Local Government and Housing Act 1989.

<sup>6</sup> This summarises the work undertaken by any overview and scrutiny committee in the previous year

- q) decide the date and time for the ordinary **meetings** of the Combined Authority for the municipal year<sup>7</sup>, and
- r) consider **any other business** set out in the notice convening the meeting.

## 5 Ordinary Meetings

5.1 The Combined Authority may decide to hold any number of ordinary meetings in a municipal year, in addition to the annual meeting. Each ordinary meeting shall be held at such date and time as the Combined Authority decides.

5.2 At an ordinary meeting, the Combined Authority will:

- a) approve the **minutes** of the last meeting,
- b) receive any **declarations of interest** from members,
- c) receive any **announcements** from the Chair or the Head of Paid Service,
- d) deal with any business from the last ordinary meeting of the Combined Authority,
- e) consider reports and recommendations from any **overview and scrutiny committee** of the Combined Authority,
- f) receive **reports from any other committee** of the Combined Authority and receive questions and answers on any of those reports,
- g) receive reports and receive questions and answers on any **subsidiary companies** of the Combined Authority,
- h) receive any **minutes** of the **LEP** for information,
- i) seek any **Statutory Consent** required in relation to the exercise of a Concurrent Function,<sup>8</sup>
- j) consider any petition referred to it in accordance with the Combined Authority's Petition Scheme,
- k) consider **motions**<sup>9</sup>, and
- l) consider **any other business** specified in the summons to the meeting, and for debate.

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<sup>7</sup> At the request of the Chair, the Head of Legal and Governance Services may subsequently amend the date or time of any ordinary meeting, or convene an additional ordinary meeting.

<sup>8</sup> As required by the 2021 Order - see further Access to Information Annex

<sup>9</sup> Proposals for decision by the Combined Authority may be put forward by the Mayor or any Combined Authority Member.

5.3 A committee may hold any number of ordinary meetings in a municipal year.<sup>10</sup>

## **6 Extraordinary Meetings**

6.1 The following may call an extraordinary meeting of the Combined Authority:

- a) the Mayor in their capacity as Chair of the Combined Authority, at any time<sup>11</sup>;
- b) any three Combined Authority Members who have signed a requisition<sup>12</sup> which has been presented to the Mayor in their capacity as Chair of the Combined Authority:
  - i. if the Mayor refuses to call a meeting, or
  - ii. after seven days if the Mayor has failed to call a meeting within seven days after being presented with the requisition.

## **7 Place of meetings**

7.1 The Combined Authority shall hold its meetings at any place within or outside of the Combined Area, as the Combined Authority directs<sup>13</sup>.

## **8 Notice of meetings**

8.1 The Head of Legal and Governance Services shall give public notice of the time and place of a meeting by posting it at the offices of the Combined Authority:

- at least five clear days before the meeting or,
- if the meeting is convened at shorter notice, at the time it is convened.

8.2 Where the meeting is called by three Combined Authority Members under Standing Order 6.1, the notice must

- be signed by those members, and
- specify the business to be carried out at the meeting.

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<sup>10</sup> The Combined Authority approves the date and time of each committee meeting at the Combined Authority's annual meeting. At the request of the relevant Chair, the Head of Legal and Governance Services may subsequently amend the date or time of any meeting, or convene an additional meeting.

<sup>11</sup> The Monitoring Officer, Head of Paid Service or the Chief Finance Officer may require the Mayor to call an extraordinary meeting.

<sup>12</sup> See further Procedure Standing Order 8.2.

<sup>13</sup> Or, in the case of urgency, any place which the Head of Paid Service, in consultation with the Mayor in their capacity as Chair, directs.

## **9 Summons to attend a meeting**

- 9.1 At least five clear days before a meeting of the Combined Authority, the Head of Paid Service will sign a summons to attend the meeting, which sets out the business to be carried out at the meeting.<sup>14</sup>
- 9.2 The Head of Legal and Governance Services will send the summons by post to every Combined Authority Member or leave it at their usual place of residence<sup>15</sup>.

## **10 Public access to agenda and reports**

- 10.1 Subject to 10.3 below, at least five clear days before a meeting of the Combined Authority<sup>16</sup>, the Head of Legal and Governance Services will make available for inspection by the public at the offices of the Combined Authority:
- a copy of the agenda, and
  - (subject to 10.4 below) reports for the meeting.
- 10.2 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 10.4 below), shall be open to inspection from the time the item is added to the agenda.
- 10.3 Nothing in 10.1 or 10.2 above requires copies of any agenda, item or report to be open to inspection by the public until copies are available to members of the Combined Authority.
- 10.4 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 public<sup>17</sup>, the Head of Legal and Governance Services may decide not to make the report (or part of it) open for inspection.
- 10.5 Where a report or any part of a report is not open to public inspection the Head of Legal and Governance Services:

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<sup>14</sup> The **Mayor in their capacity as** Chair shall set the business to be considered at any ordinary meeting of the Combined Authority in consultation with the Head of Paid Service, although the Monitoring Officer, Head of Paid Service

or Section 73 Chief Finance Officer may require an item to be considered at any meeting.

<sup>15</sup> A Combined Authority Member may give notice in writing to the Monitoring Officer that the summons should be sent to the member at some other address. The Monitoring Officer may send the summons to the member by e-mail if a member has provided an e-mail address for that purpose.

<sup>16</sup> or where the meeting is convened at shorter notice, from the time the meeting is convened.

<sup>17</sup> In accordance with Part VA Local Government Act 1972. See further Standing Order 11.

- 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 exempt information by virtue of which the Combined Authority is likely to exclude the public<sup>18</sup>.

## **11 Public access to meetings**

11.1 Any meeting of the Combined Authority 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,<sup>19</sup> or
- by resolution, to prevent the likely disclosure of exempt information,<sup>20</sup> or
- under Standing Order 24 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.<sup>21</sup>

## **12 Substitute Members<sup>22</sup>**

12.1 A Substitute Member may only act for the Combined Authority Member for whom they are the designated substitute.

12.2 With the exception of the Substitute Member for the Deputy Mayor where the Deputy Mayor is acting in the place of the Mayor<sup>23</sup>, a Substitute Member may only act in the absence of the Combined Authority Member.

12.2 A Substitute Member may not exercise any special powers or duties exercisable by the member for whom they are substituting.<sup>24</sup>

## **13 Chair**

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<sup>18</sup> In accordance with the Local Government Act 1972 - see Access to Information Annex attached.

<sup>19</sup> In accordance with the Local Government Act 1972 - see Access to Information Annex attached.

<sup>20</sup> In accordance with the Local Government Act 1972 - see Access to Information Annex attached.

<sup>21</sup> In accordance with the Local Government Act 1972 - see Access to Information Annex attached.

<sup>22</sup> A Substitute Member of the Combined Authority may substitute at any meeting of the Combined Authority in the absence of the substantive member, or at a meeting of any committee or sub-committee of which the substantive member is a member but absent.

<sup>23</sup> See further Standing Order 13

<sup>24</sup> Special powers or duties include any chairing responsibilities. A Substitute Member may exercise any voting rights exercisable by the Combined Authority Member for whom they substitute.



- 13.2 The Mayor in their capacity as Chair shall preside at each meeting of the Combined Authority.
- 13.3 If the Mayor is absent from a meeting of the Combined Authority, the Deputy Mayor, if present, shall preside.
- 13.4 Where the Deputy Mayor is acting in place of the Mayor they cannot also act in their capacity as a Combined Authority Member who is not the Mayor. The Substitute Member for the Deputy Mayor may act in the place of the Deputy Mayor.

## 14 Quorum

- 14.1 During any 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 ordinary meeting.
- 14.2 No business shall be transacted at a meeting of the Combined Authority unless the Mayor or the Deputy Mayor acting in place of the Mayor and at least three Constituent Council Combined Authority Members<sup>25</sup> are present.
- 14.3 The quorum for each committee is as follows:-
- **Governance and Audit Committee:** 4<sup>26</sup>
  - **Leeds City Region Partnership Committee:** 6
  - **Transport Committee:** 4, to include one Local Authority Co-optee from 3 different Constituent Councils.
  - **West Yorkshire and York Investment Committee:** 3
  - **Business Innovation and Growth Panel:** 4 voting members, to include 1 Combined Authority Member or other Local Authority Co-optee and 1 Private Sector Representative.
  - **Employment and Skills Panel:** 4 voting members, to include 1 Combined Authority Member or Local Authority Co-optee and 1 Private Sector Representative.
  - **Green Economy Panel:** 4 voting members, to include 1 Combined Authority Member or Local Authority Co-optee and 1 Private Sector Representative.

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<sup>25</sup> Or Substitute Members acting in the absence of such a member.

<sup>26</sup> The quorum for this committee must be no fewer than two-thirds of the total membership (SI 2017/68).

- **Inclusive Growth and Public Policy Panel:** 4 voting members, to include 1 Combined Authority Member or Local Authority Co-optee.
- **Place Panel:** 4 voting members, to include 1 Combined Authority Member or Local Authority Co-optee.

## 15 Items of business

15.1 No item of business may be considered at any meeting except:-

- the business set out in the summons,
- business required by law to be transacted at the annual meeting, or
- business brought before the meeting as a matter of urgency in accordance with 15.2 below.

15.2 Nor may an item be considered at any meeting unless:

- a copy of the agenda including the item (or a copy of the item) has been open to public inspection for at least five clear days before the meeting<sup>27</sup>, 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.

## 16 Order of business

16.1 If the Chair and Deputy Chair are absent from any committee meeting of the Combined Authority, the meeting shall select a person to preside.

16.2 All other items of business will be dealt with in the order specified in the notice of the meeting, except that such order may be varied:-

- at the discretion of the Chair, or
- on a request agreed to by the meeting.

## 17 Order of debate

17.1 The Chair will introduce each item and may invite an officer to explain the item.

17.2 Each member shall then be given an opportunity to speak on the item and any recommendations contained in the report. This will be in the order decided by the Chair. Unless the Chair decides otherwise, each member shall speak only once on each item.

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<sup>27</sup> Or, where the meeting is convened at shorter notice, from the time the meeting is convened.

17.3 Any member while exercising the right to speak on the item may:

- move an **amendment** to the recommendations, or
- move that an item be **withdrawn**.

Any such motion if seconded shall be voted upon.

17.4 Subject to the outcome of any such motion, once each member who wishes to speak has done so, the Chair shall move the item, which if seconded, shall be voted upon.

## 18 Voting

18.1 Except as provided below, each Combined Authority Member (or Substitute Member acting in their place) has one vote<sup>28</sup>.

The following are non-voting Combined Authority Members:

- the Non-Constituent Council Combined Authority Member, and
- the LEP Member

unless the voting Combined Authority Members resolve that this provision is not to apply<sup>29</sup>.

18.2 No Combined Authority Member is to have a casting vote.

18.3 If a vote is tied on any matter, it shall be deemed not to have been carried.

18.4 Subject to 18.5, 18.6 and 18.7 below, any question will be decided by a majority of the Combined Authority Members present and voting on that question at a meeting:

18.5 Any question relating to functions of the Combined Authority conferred by the 2021 Order 2021 and not solely exercisable by the Mayor pursuant to article 27 cannot be carried without the Mayor's vote in favour of the question<sup>30</sup>.

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<sup>28</sup> Schedule 1, paragraph 6 of the 2014 Order

<sup>29</sup> Section 85 of the Local Transport Act 2008, applied by Section 104 of the Local Democracy, Economic Development and Construction Act 2009.

<sup>30</sup> Schedule 7, paragraph 3 of the 2021 Order

## 18.6 Any decision to

- approve the Combined Authority's budget, or
- issue the levy pursuant to Article 29(5) of the 2021 Order

require those voting in favour to include at least three Constituent Council Combined Authority Members (or Substitute Members) to vote in favour.<sup>31</sup>

## 18.7 Any decision relating to the Mayor's draft budget must be agreed in accordance with the Budget and Policy Procedure Rules.

## 19 Committees

19.1 Except as provided below, each Combined Authority Member (or Substitute Member acting in their place) on a committee has one vote<sup>32</sup>.

19.2 The following are non-voting members of any committee to which they are appointed:

- the Non-Constituent Council Combined Authority Member, and
- the LEP Member

unless the voting Combined Authority Members resolve that this provision is not to apply<sup>33</sup>.

19.3 Any Co-optee on a committee will be non-voting unless granted voting rights by resolution of the Combined Authority.

19.4 Except as otherwise provided for by law, any question will be decided by a majority of members of a committee present and voting on that question at a meeting.

19.5 No member is to have a casting vote.

## 20 Show of hands

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<sup>31</sup> Schedule 7, paragraph 11 of the 2021 Order

<sup>32</sup> Schedule 1, paragraph 6 of the 2014 Order

<sup>33</sup> Section 85 of the Local Transport Act 2008, applied by Section 104 of the Local Democracy, Economic Development and Construction Act 2009.

- 20.1 Unless a ballot or recorded vote is demanded under Standing Order 20.2 or 20.4, the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

### **Ballots**

- 20.2 The vote will take place by ballot if the majority of members present at the meeting demand it. The Chair will announce the numerical result of the ballot immediately the result is known.

### **Right to require individual vote to be recorded**

- 20.3 Where any member requests it immediately after the vote is taken, their vote will be so recorded in the minutes to show whether they voted for or against the recommendation, or abstained from voting.

### **Recorded vote**

- 20.4 If any member present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes. A demand for a recorded vote will override a demand for a ballot.

## **21 Voting on appointments**

- 21.1 If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

## **22 Point of order**

- 22.1 A member may raise a point of order any time, by specifying how a specific Standing Order or law has been breached.
- 22.2 The Chair will hear the point immediately. The Chair's decision on the point will be final.

## **23 Record of attendance**

- 23.1 The Head of Legal and Governance Services will ensure that the name of any member present during the whole or part of a meeting is recorded.

## **24 Attendance at meetings**

24.1 The Chair of any committee or sub-committee of the Combined Authority may be invited to attend and speak at any meeting of the Combined Authority to:

- present any reports or recommendations of the committee or sub-committee, or
- answer questions about any matter in the minutes of that committee or sub-committee, or
- contribute to discussion about any matter which is relevant to the functions discharged by the committee of which they are Chair.

24.2 The Chair may invite any person to attend and speak at any meeting.<sup>34</sup>

## **25 Reporting Proceedings<sup>35</sup>**

25.1 Without prejudice to the Chair's powers in Standing Order 26, and subject to 25.2 and 25.3, while any meeting of the Combined Authority 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<sup>36</sup>.

25.2 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.

25.3 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 that 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.

25.4 Any meeting of the Combined Authority may be recorded and made available for public viewing on the internet<sup>37</sup>. The Chair may restrict the recording of any meeting where an external participant in the meeting objects to being recorded and the Chair considers that the public interest in upholding their objection

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<sup>34</sup> This may include any Chief Executive or other senior officer of any partner council.

<sup>35</sup> Reporting in this context means:

- filming, photographing and making an audio recording of proceedings;
- using any other means for enabling people not present to see or hear proceedings at a meeting as it takes place or later;
- reporting or providing commentary on proceedings at a meeting, orally or in writing so that the report or commentary is available as the meeting takes place or later to persons not present.

<sup>36</sup> See the Access to Information Annex and Code of Practice for recording meetings attached.

<sup>37</sup> A copy of the Combined Authority's privacy notice relating to meetings is available on the website [here](#).

outweighs the public interest in allowing the recording to continue. The Chair will ask those reporting to respect the wishes of the external participant.

## **26 General disturbance**

26.1 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.

26.2 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.

## **27 Members**

27.1 If the Chair considers at any meeting that a member is behaving improperly or offensively, or is deliberately obstructing business, the Chair may move that the member should not be heard further. If seconded, the motion will be voted on without discussion.

27.2 If the member continues to behave in the same way, the Chair may:

- adjourn the meeting for a specified period, or
- move that the member leaves the meeting (such a motion will be voted on without seconding or discussion).

## **28 Minutes**

28.1 Minutes of a meeting shall be recorded on loose leaves consecutively numbered.

28.2 The minutes of a meeting must be signed at the same or next suitable meeting<sup>38</sup> by the person presiding at that meeting, and the person signing the minutes shall also initial each leaf of the minutes.

28.3 No discussion shall take place upon the minutes except about their accuracy.

## **29 Members' Conduct**

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<sup>38</sup> The next suitable meeting is the next following meeting.

29.1 A Combined Authority Member or voting Co-optee shall comply with the Members' Code of Conduct, including those provisions relating to registering and disclosing disclosable pecuniary and other interests.

29.2 Where a such member has a disclosable pecuniary interest in a matter to be considered at a meeting, the member may attend the meeting to:

- make representations,
- answer questions, or
- give evidence relating to the matter

provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

29.3 As soon as the member has finished<sup>39</sup>, they must leave the room. The member may not remain in the room during the discussion or vote on the matter.

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<sup>39</sup> Or the meeting decides that the member has finished.