

# Part 4

## Section 4.2 – Access to Information Rules

Rights to attend meetings, inspect documents and record proceedings.

### Part 1: Rights of the Public: Non-Mayoral and Mayoral General Functions

References to meetings of the Combined Authority include meetings of any ordinary or statutory committee or sub-committee appointed by the Combined Authority.

These provisions do not affect any other rights to information arising under any standing orders of the Combined Authority, or by law.

#### 1. *Public Access to a Combined Authority Meeting*

1.1. Any meeting of the Combined Authority shall be open to the public except where the public is excluded (during the whole or part of the proceedings) in accordance with the following:

##### **A Confidential Information**

1.2. 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.

1.3. Confidential information means:

- information given to the Combined Authority by a Government department on terms which forbid its public disclosure, or
- information the public disclosure of which is prohibited by or under an Act or Court Order.

##### **B Exempt Information**

1.4. The Combined Authority **may** resolve to exclude the public from a meeting during an item 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 to the public if the public were present during the item.

1.5. Exempt information means information falling within one of the following descriptions (as set out in Part 1 of Schedule 12A of the Local Government Act 1972):

Description
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<b>Paragraph 1:</b> Information relating to any <b>individual</b> .
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Description
<b>Paragraph 2:</b> Information which is likely to reveal the <b>identity of an individual</b> .
<b>Paragraph 3:</b> Information relating to the <b>financial or business affairs<sup>1</sup> of any particular person</b> (including the Combined Authority holding that information), except information which must be registered under various statutes, such as the Companies Acts or the Charities Act 2011. “Financial or business affairs” includes contemplated, as well as past or current, activities.
<b>Paragraph 4:</b> Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any <b>labour relations matter<sup>2</sup></b> arising between the Combined Authority or a Minister of the Crown and employees of, or officer-holders under the Combined Authority.
<b>Paragraph 5:</b> Information in respect of which a claim to legal professional privilege could be maintained in <b>legal proceedings</b> .
<b>Paragraph 6:</b> Information which reveals that the Combined Authority proposes:– <b>(a)</b> to give under any enactment a <b>notice</b> under or by virtue of which requirements are imposed on a person, or <b>(b)</b> to make an <b>order or direction</b> under any enactment.
<b>Paragraph 7:</b> Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of <b>crime</b> .

- 1.6. Information falling within any of these descriptions is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission under regulation 3 of the Town and Country Planning General Regulations 1992.
- 1.7. Information falling within any of these descriptions may only be 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.
- 1.8. A resolution to exclude the public from a meeting must:
- identify the proceedings, or the part of the proceedings, to which it applies,
  - state the description of the exempt information giving rise to the exclusion of the public, and
  - confirm (by referring to reasons in a relevant report or otherwise) that in all the circumstances of the case, the **public interest** in maintaining the exemption outweighs the public interest in disclosing the information.

<sup>1</sup> “Financial or business affairs” includes contemplated, as well as past or current, activities.

<sup>2</sup> 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.

## **C General Disturbance**

1.9. Procedure Standing Order 26 in Part 4 of the Constitution provides for the public to be excluded from a meeting where general disturbance arises.

### **2. Public Access to Agenda and Reports of a Combined Authority Meeting**

2.1. The Head of Legal and Governance Services shall make the following open to public inspection, at the offices of the Combined Authority<sup>3</sup>, in accordance with the Combined Authority's Procedure Standing Orders in Part 4 of the Constitution:

- copies of the **agenda** for a meeting of the Combined Authority, and
- copies of any **report** for the meeting open to the public.

### **3. Public Access to Copies at a Combined Authority Meeting**

3.1. The Head of Legal and Governance Services will make available for the use of members of the public present at a meeting a reasonable number of copies of:

- the **agenda**, and
- those **reports** open to the public.

### **4. Public Access to Documents After a Combined Authority Meeting**

4.1. The Head of Legal and Governance Services will make available for inspection copies of the following for six years after a meeting:

- the **minutes** of the meeting (excluding any part of the minutes when the meeting was not open to the public or which disclose exempt or confidential information),
- a **written summary** of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record,
- the **agenda** for the meeting, and
- **reports** relating to items when the meeting was open to the public.

### **5. Public Access to Background Papers to a Combined Authority Meeting Report**

5.1. The author of any report will set out in the report a list of the background papers relating to the subject matter of the report which in the author's opinion:

- disclose any facts or matters on which the report or an important part of the report is based, and

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<sup>3</sup> These are available on request during usual office hours.

- have been relied on to a material extent in preparing the report.

This requirement does not extend to:

- published works, or
- papers which disclose exempt or confidential information.

5.2. The Head of Legal and Governance Services will:

- publish a list of each of the **background documents** listed on the Combined Authority's website at the same time as the report is available for public inspection, and
- make a **copy** of each available to the public at the offices of the Combined Authority, on payment of a reasonable fee<sup>4</sup>.

5.3. The Head of Legal and Governance Services will make available for public inspection one copy of each of the documents on the list of background papers, for four years after the date of the meeting.

## **6. *Reporting and Recording a Combined Authority Meeting***<sup>5</sup>

6.1. The Combined Authority will provide so far as practicable, reasonable facilities to any person attending a meeting for the purpose of reporting on the meeting.

6.2. A person attending a meeting for the purpose of reporting on it may use any communication method, including the internet, to publish, post or otherwise share the results of the person's reporting activities.

6.3. Publication and dissemination may take place at the time of the meeting or occur after the meeting.

6.4. Any person reporting on a meeting is expected to comply with the attached Code of Practice.

6.5. Meetings of the Combined Authority may be recorded and made available for public viewing on the intranet<sup>6</sup>. The Chair of a meeting may restrict the recording of meetings where an external participant in the meeting objects to being recorded and the Chair considers that the public interest in upholding

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<sup>4</sup> A copy is taken to be open where arrangements are made to produce it to members of the public as soon as is reasonably practicable after the request to inspect the copy.

<sup>5</sup> See further Procedure Standing Order 23. 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, or
- 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>6</sup> A copy of the Combined Authority's privacy notice relating to meetings can be found on the website [here](#).

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

## **7. Forward Plan: Non-Mayoral and Mayoral General Functions**

### **A Definition of a Key Decision**

- 7.1. A Key Decision means a decision of a decision maker<sup>7</sup>, which in the view of an overview and scrutiny committee of the Combined Authority is likely:
- (i) to result in the Combined Authority or the Mayor incurring **significant expenditure**, or the making of **significant savings**, having regard to the Combined Authority's budget for the service or function to which the decision relates; or
  - (ii) to be **significant** in terms of its effects on persons living or working in an area comprising **two or more wards** or electoral divisions in the area of the Combined Authority.
- 7.2. For the purposes of (i) above, this includes any decision likely to result in the Combined Authority incurring expenditure or making savings (including the receipt or loss of income) of **£1 million or more in any financial year**<sup>8</sup>.
- 7.3. For the purposes of (ii) above, the definition of a Key Decision includes (but is not limited to) any decision:
- a) to approve or vary:
    - the West Yorkshire Investment Strategy,
    - the Local Transport Plan,
    - the Adult Education Budget Strategy,
    - the Combined Authority's budget, or
    - the Mayor's budget in relation to Mayoral General Functions.

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<sup>7</sup> In respect of Non-Mayoral Functions, a decision-maker is the Combined Authority or any decision-making committee or officer taking a decision under authority delegated from the Combined Authority. In respect of Mayoral General Functions, a decision maker is the Mayor, or (under arrangements made by the Mayor), the Deputy Mayor, another Combined Authority Member or an officer.

<sup>8</sup> Where expenditure, saving or income of £1 million or more is likely to result from any decision in respect of a project or programme under the Combined Authority's Assurance Framework, the following should be treated as a Key Decision:

- any decision taken at decision point **2** of the Framework,
- any decision taken at decision point **4** of the process, but only where more than 12 months has elapsed since decision point 2 **or** the scheme has substantively changed since that point,
- any decision taken at any other decision point which is likely to result in an increase or decrease in agreed scheme costs of £1 million or more.

- b) to jointly<sup>9</sup> approve, vary, revoke or postpone an **advanced quality partnership scheme**,
- c) to jointly<sup>10</sup> make, vary or revoke an **enhanced partnership plan**,
- d) to jointly<sup>11</sup> make, postpone or revoke an **enhanced partnership scheme**,
- e) to jointly<sup>12</sup> approve, vary or revoke an **advanced ticketing scheme**,
- f) to jointly<sup>13</sup> make, vary or terminate a **voluntary partnership agreement**
- g) to set the **Transport Levy**,
- h) to consent to regulations relating to:
  - a **Sub-National Transport Body**,
  - a **levy** in relation to **functions other than transport**, or
  - **borrowing**, or
- i) to exercise a function relating to a **road user charging scheme**.

7.4. For the purposes of **(i)** and **(ii)** above, the following shall **not** be treated as a Key Decision:

- any decision which is a direct consequence of implementing a previous Key Decision,
- any decision which is the result of varying a previous Key Decision in line with recommendations made by an overview and scrutiny committee following a call-in of that decision,
- a Treasury Management decision in relation to the making, payment or borrowing of a loan,
- a decision by an officer under delegated authority to vary any document for updating or clarification purposes only, or
- the urgent settlement of proceedings to which the Combined Authority is a party.

## **B Notice Provisions**

7.5. Except where impracticable, a Key Decision cannot be made unless until a notice has been published which states:

- that a **Key Decision is to be made** in relation to the discharge of functions which are the Combined Authority's responsibility,
- the **matter** in respect of which the decision is to be made,
- the **decision maker's name and title** if any,
- the **date** on which, or the period within which, the decision is to be made,
- a **list of documents** submitted to the decision maker for consideration in relation to the matter in respect of which the key decision is to be made,

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<sup>9</sup> that is, with at least one other local transport authority.

<sup>10</sup> that is, with at least one other local transport authority;

<sup>11</sup> that is, with at least one other local transport authority;

<sup>12</sup> that is, with at least one other local transport authority;

<sup>13</sup> that is, with at least one other local transport authority;

- the **address** from which, subject to any prohibition or restriction on their disclosure, copies of or extracts from, any document listed is available,
- **that other documents** relevant to those matters **may be submitted** to the decision maker, and
- the **procedure** for requesting details of those documents (if any) as they become available.

7.6. The Head of Legal and Governance Services will publish any such notice on the Forward Plan on the Combined Authority's website at least **28 clear days** before the Key Decision is made and make it available for public inspection at the Offices of the Combined Authority (subject to C and D below).

7.7. Where in relation to any matter:

- the public may be excluded under section 100A of the Local Government Act 1972 from the meeting at which the matter is to be discussed, or
- documents relating to the decision need not (because of confidential information<sup>14</sup>) be disclosed to the public,

the notice must contain particulars of the matter but may not contain any confidential information or exempt information.

### **C** *General Exception*

7.8. Subject to cases of special urgency, where it is impracticable to publish a notice of a Key Decision at least 28 clear days before the Key Decision is to be made, the decision may only be made:

- where the Head of Legal and Governance Services has **informed the Chair of any relevant overview and scrutiny committee**<sup>15</sup> **by notice** in writing of the matter about which the decision is to be made,
- where the Head of Legal and Governance Services has **published the notice** on the Combined Authority's website and **made the notice available for public inspection** at the Combined Authority's offices, and
- after **5 clear days** have elapsed following the day on which the Head of Legal and Governance Services made the copy of the notice available.

7.9. As soon as reasonably practicable after the Head of Legal and Governance Services has served a notice on the Chair, published the notice and made it available to the public, the Head of Legal and Governance Services must make available to the public and publish a **notice setting out the reasons why it was impracticable** to publish the notice of a Key Decision at least 28 days before the Key Decision was to be made.

### **D** *Cases of Special Urgency*

<sup>14</sup> See Scrutiny Standing Order 13.

<sup>15</sup> Or if there is no such person, each member of the relevant overview and scrutiny committee.

- 7.10. Where the date by which a Key Decision must be made makes it impracticable to comply with the general exception provision above, the Key Decision may only be made where the decision maker<sup>16</sup> has obtained **agreement from the Chair of any relevant overview and scrutiny committee**<sup>17</sup> that the making of the Key Decision is urgent and cannot reasonably be deferred.
- 7.11. As soon as reasonably practicable after the decision maker has obtained the necessary agreement that the Key Decision is urgent and cannot reasonably be deferred, the decision maker must<sup>18</sup> make available to the public at the Combined Authority's offices a **notice setting out the reasons why the Key Decision is urgent and cannot reasonably be deferred**; and publish that notice on the Combined Authority's website.

### ***E Requests for Statutory Consents – Non-Mayoral and Mayoral General Functions***

- 7.12. The 2021 Order provides that the exercise of some Non-Mayoral and Mayoral General Concurrent Functions are subject to a consent provision, ("Statutory Consent"), to safeguard the Constituent Councils' role in local decision-making and delivery – see further Section 2.1 Table B (Non-Mayoral Functions) and Section 3.1.1 Table D in Part 3 of the Constitution.
- 7.13. The 2021 Order also provides that any decision of the Mayor which gives rise to a **financial liability for a Constituent Council** requires the Statutory Consent of the Constituent Council Combined Authority Member appointed by that Constituent Council (or Substitute Member).
- 7.14. The decision-maker will seek any Statutory Consent in a timely way. To facilitate this, and to promote transparency, the Combined Authority will publish a notice of the request for Statutory Consent (Statutory Consent Request Notice) on the Combined Authority's **Forward Plan** at least 28 clear days before the Combined Authority meeting at which it is sought, subject to this requirement being waived in exceptional circumstances by any relevant Chief Executive.<sup>19</sup>

### ***8. Public Access to Written Records of Decisions Made by Officers: Non-Mayoral and Mayoral General Functions***

- 8.1. A decision-making Officer may be required to produce a **written record** of their decision if the decision has been delegated:
- under a specific **express authorisation**, or

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<sup>16</sup> Where the decision maker will be a committee or the Combined Authority itself, this will fall to the Managing Director or other relevant Director.

<sup>17</sup> If there is a vacancy, or if the Chair is unable to act, agreement may be given by the Deputy Chair.

<sup>18</sup> In consultation with the Head of Legal and Governance Services.

<sup>19</sup> See further the Protocol for the Exercise of Concurrent Functions and Associated Statutory Consents in Part 3 of the Constitution.



- under the **Officer Delegation Scheme** where the effect of the decision is to:
    - a) grant a **permission** or **licence**,
    - b) affect the **rights of an individual**, or
    - c) award a **contract** or **incur expenditure** which, in either case, **materially affects the Combined Authority's financial position**.
- 8.2. For the purposes of **c)** above, any award of a contract or expenditure of **£500,000 or over** will be deemed to materially affect the Combined Authority's financial position.
- 8.3. An Officer must also record and publish any **Key Decision** they make, whether or not it is outside the criteria set out above.
- 8.4. An Officer may also record and publish any other decision if they consider this to be in the public interest.
- 8.5. As soon as reasonably practicable after an officer has made a written record, the Head of Legal and Governance Services shall make any written record and any background papers available for inspection by the public:<sup>20</sup>
- at all reasonable hours, at the offices of the Combined Authority,
  - on the Combined Authority's website, and
  - by such other means that the Combined Authority considers appropriate.
- 8.6. On request<sup>21</sup> the Head of Legal and Governance Services will provide<sup>22</sup>:
- a copy of the written record, and
  - a copy of any background papers.
- 8.7. The Combined Authority will retain each written record and make it available for public inspection for 6 years beginning with the date on which the decision was made.
- 8.8. The Combined Authority will retain any background papers and make them available for public inspection for 4 years beginning with the date on which the decision was made.

## **9. *Public Access to Written Records of Decisions Made by the Mayor (Mayoral General Functions)***

- 9.1. Any decision taken at a meeting of the Combined Authority will be recorded in the minutes of the meeting.

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<sup>20</sup> The Combined Authority is not authorised to disclose confidential information (nor required to disclose exempt information) contained in these documents or any part of a document;

<sup>21</sup> and on receipt of payment of postage, copying or other necessary charges.

<sup>22</sup> Subject to footnote 21 above.

9.2. Where a decision has been taken outside of a Combined Authority meeting:

- any **Key Decision** taken by the Mayor or a Combined Authority Member acting on the Mayor's behalf will be recorded and published on the Combined Authority's website, together with a copy of the written report considered in respect of the decision, and
- any decision taken by an Officer will be recorded as a **written record** of their decision in accordance with the Access to Information Rule 8 above.

## **Part 2: Press Access to a Combined Authority Meeting**

10.1. The Head of Legal and Governance Services shall supply on request<sup>23</sup> for any newspaper:

- a copy of the **agenda** and those **reports** open to the public,
- any **further statements** necessary to indicate the nature of the items on the agenda, and
- if the Head of Legal and Governance Services thinks fit, copies of **any other documents supplied to** Combined Authority Members in connection with the item.

10.2. Procedure Standing Order 25 and rights relating to recording proceedings set out above apply to members of the press, in the same way as they apply to the public.

## **Part 3: Freedom of Information (FOI) and the Local Government Transparency Code**

11.1. The Freedom of Information Act 2000 and Environmental Information Regulations 2004 apply to the Combined Authority, which therefore publishes information under a Publication Scheme<sup>24</sup>. The Scheme specifies:

- the **classes of information** which the Combined Authority publishes or intends to publish,
- **how** information in each class is, or is intended to be, published, and
- whether the material is, or is intended to be, available to the public **free of charge** or on **payment**.

11.2. The public also has a general right of access to information held by the Combined Authority, but this is subject to exemptions<sup>25</sup>.

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<sup>23</sup> and on payment of postage or other necessary charges;

<sup>24</sup> This can be found under the Freedom of Information section of the Combined Authority website.

<sup>25</sup> The Monitoring Officer or in their absence the Head of Paid Service is authorised by the Secretary of State to assume the role of "qualified person" for the purposes of Section 36 of the Freedom of Information Act 2000 (letter dated 4 May 2016).

- 11.3. A request for information must be submitted to and dealt with by the Head of Legal and Governance Services.
- 11.4. A request for information under the FOIA must:
- be in writing<sup>26</sup>
  - state the name of the applicant<sup>27</sup>
  - state an address for correspondence, and
  - describe the information requested.
- 11.5. A request for information under the EIR must state a name and address for written correspondence, however the request can be made verbally or in writing.
- 11.6. The Combined Authority publishes information as required by the Local Government Transparency Code 2015, which includes but is not limited to the following:
- spending and expenditure including grants,
  - procurement information including contracts,
  - organisation chart detailing senior management personnel, and
  - land and assets<sup>28</sup>.

## **Part 4: Members' Access**

### **1. General**

- 12.1. Any member of the Combined Authority is entitled to inspect any document which:
- is in the possession of or under the control of the Combined Authority, and
  - contains material relating to any business to be transacted at a meeting of the Combined Authority.
- 12.2. unless it appears to the Head of Legal and Governance Services that it discloses information falling within any of the descriptions of exempt information (set out in Part 1 of Schedule 12A of the Local Government Act 1972 as listed under section 1B above), **other than** the following (which will be open for inspection by members):
- a)** Information relating to the financial or business affairs of any particular person including the Combined Authority (except to the extent that the

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<sup>26</sup> A request will be treated as made in writing where the text is transmitted by electronic means (e-mail), is received in legible form, and is capable of being used for subsequent reference.

<sup>27</sup> Under the Environmental Information Regulations, a requester does not have to provide their real name.

<sup>28</sup> This can be found under the Freedom of Information section of the Combined Authority's website.

information relates to any terms proposed or to be proposed by or to the Combined Authority in the course of negotiations for a contract), or

- b)** Information which reveals that the Combined Authority proposes:
- to give under any enactment a notice under or by virtue of which requirements are imposed on a person, or
  - to make an order or direction under any enactment<sup>29</sup>.

12.3. These rights are in addition to any other rights the member may have (such as those arising from a member's need to know at common law).

12.4. The accounts of the Combined Authority shall be open to the inspection of any member and any such member may make a copy of or extract from the accounts<sup>30</sup>.

## ***2. Additional Rights of Access to Documents for Members of Any Overview and Scrutiny Committee or Sub-Committee***

13.1. Subject to the exceptions outlined below, a member of an overview and scrutiny committee or sub-committee is entitled to a copy of any document which is in the possession or under the control of the Combined Authority and contains material relating to any business that has been transacted at a meeting of the Combined Authority or at a decision-making committee of the Combined Authority<sup>31</sup>. The member must make any request for such a document in writing to the Head of Legal and Governance Services, who shall consider any such request on behalf of the Combined Authority.

13.2. The document must be provided as soon as reasonably practicable and in any case no later than 10 clear days after the Head of Legal and Governance Services receives the request.

13.3. No member of an overview and scrutiny committee or sub-committee is entitled to a copy of any such document or part of a document as contains exempt<sup>32</sup> or confidential information<sup>33</sup>, unless that information is relevant to:

- an action or decision that the member is reviewing or scrutinising, or
- any review contained in any programme of work of the committee or sub-committee.

13.4. Where the Head of Legal and Governance Services determines that a member is not entitled to a copy of a document or part of any such document, they must provide the overview and scrutiny committee or sub-committee with a written statement setting out the reasons for that decision.

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<sup>29</sup> Section 100F(1) – (2B) of the Local Government Act 1972.

<sup>30</sup> Section 228(3) of the Local Government Act 1972.

<sup>31</sup> Article 10 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017.

<sup>32</sup> As defined in section 100I of the Local Government Act 1972.

<sup>33</sup> As defined in section 100A (3) of the Local Government Act 1972.

## Part 5: List of Members

14.1. The Head of Legal and Governance Services will publish a list stating:

- the name and address of all current members of the Combined Authority and the constituent or non-constituent council they represent, and
- the name and address of all current members of the other Committees and any sub-committees.

14.2. A member of the public may inspect the list.

## Part 6: PCC Functions

15.1. The Mayor must publish the information which the Mayor considers to be necessary to enable the persons who live in the Police Area to assess<sup>34</sup>:

- the performance of the Mayor in exercising the PCC Functions, and
- the performance of the Chief Constable in exercising the Chief Constable's functions<sup>35</sup>.

15.2. The Mayor must also publish:

- the Police and Crime Plan, and
- an annual report<sup>36</sup>.

15.3. The Mayor must publish the following specified information:

Information	Timing of publication
• The Mayor's <b>name</b> ,	As soon as practicable after an election, to be reviewed each year thereafter and any variation published.
• The Mayor's <b>correspondence address</b> ,	As soon as practicable after an election, to be reviewed each year thereafter and any variation published.
• The Mayor's <b>salary</b> ,	As soon as practicable after an election, to be reviewed each year thereafter and any variation published.
• Any <b>allowances</b> paid to the Mayor in respect of expenses,	Quarterly, as soon as practicable after the end of the quarter to which it relates.

<sup>34</sup> Section 11 of the Police Reform and Social Responsibility Act 2011, and in accordance with the Elected Local Policing Bodies (Specified Information) Order 2011/3050.

<sup>35</sup> Section 11 of the Police Reform and Social Responsibility Act 2011.

<sup>36</sup> Section 12 of the 2011 Act.

<ul style="list-style-type: none"> <li>• a register of the Mayor's <b>interests</b>, including paid employment or officer or other pecuniary interests,</li> </ul>	As soon as practicable after an election, and any variation is to be published as soon as practicable after it becomes known to the Mayor.
<ul style="list-style-type: none"> <li>• the number of <b>complaints or conduct matters</b> brought to the Mayor's attention by the Police and Crime Panel.</li> </ul>	As soon as practicable after the end of the financial year to which it relates.
<ul style="list-style-type: none"> <li>• the number of members of <b>staff</b>,</li> </ul>	As soon as practicable after an election, to be reviewed every six months thereafter and any variation published.
<ul style="list-style-type: none"> <li>• the proportion of the <b>staff</b> who — <ul style="list-style-type: none"> <li>○ are women,</li> <li>○ are, to the knowledge of the Combined Authority, members of an ethnic minority,</li> <li>○ have, to the knowledge of the Combined Authority, a disability,</li> </ul> </li> </ul>	As soon as practicable after an election, to be reviewed every six months thereafter and any variation published.
<ul style="list-style-type: none"> <li>• an <b>organisational chart</b> showing the structure of the staff,</li> </ul>	As soon as practicable after an election, to be reviewed every six months thereafter and any variation published.
<ul style="list-style-type: none"> <li>• the job title, responsibilities, and salary of each <b>senior employee</b> and the name of the senior employee,</li> </ul>	As soon as practicable after an election, to be reviewed each year thereafter and any variation published.
<ul style="list-style-type: none"> <li>• a register of each offer of a <b>gift or hospitality</b> made to a relevant office holder or member of staff, indicating whether the offer was accepted or refused.</li> </ul>	As soon as practicable after an election, and any variation is to be published as soon as practicable after it becomes known to the Mayor.
<ul style="list-style-type: none"> <li>• the total <b>budget</b>,</li> </ul>	Before the beginning of the financial year to which it relates.
<ul style="list-style-type: none"> <li>• the <b>PCC component</b>,</li> </ul>	Before the beginning of the financial year to which it relates.
<ul style="list-style-type: none"> <li>• information about the <b>source of revenue</b>, other than the PCC component,</li> <li>•</li> </ul>	Before the beginning of the financial year to which it relates.
<ul style="list-style-type: none"> <li>• information as to <b>proposed expenditure</b>,</li> </ul>	Before the beginning of the financial year to which it relates.

<ul style="list-style-type: none"> <li>• a copy of the <b>annual investment strategy</b>,</li> </ul>	<p>Before the beginning of the financial year to which it relates.</p>
<ul style="list-style-type: none"> <li>• information as to each <b>crime and disorder reduction grant</b> made by the Mayor, including the conditions (if any) attached to the grant, the recipient of the grant, the purpose of the grant and the reasons why the Mayor considered that the grant would secure, or contribute to securing, crime and disorder reduction in the Combined Authority's Area,</li> </ul>	<p>Each month, as soon as practicable after the end of the month to which it relates.</p>
<ul style="list-style-type: none"> <li>• information as to each <b>item of expenditure</b> of — <ul style="list-style-type: none"> <li>○ the Mayor, or</li> <li>○ the Chief Constable,</li> </ul> <p><b>exceeding £500</b> including the recipient of the funds, the purpose of the expenditure and the reasons why the Mayor or the Chief Constable (as the case may be) considered that good value for money would be obtained,</p> </li> </ul>	<p>Each month, as soon as practicable after the end of the month to which it relates.</p>
<ul style="list-style-type: none"> <li>• information as to each <b>item of expenditure</b> of the Mayor in relation to <b>travel</b> by, <b>accommodation</b> for, or the subsistence of, a relevant office holder, including the recipient of the funds, the purpose of the expenditure and the reasons why the Mayor considered that good value for money would be obtained,</li> </ul>	<p>Quarterly, as soon as practicable after the end of the quarter to which it relates.</p>
<ul style="list-style-type: none"> <li>• the identity of any <b>premises or land</b> owned by the Combined Authority in relation to the Mayor's PCC Functions, or occupied for the purpose of, the Mayor,</li> </ul>	<p>As soon as practicable after an election, to be reviewed each year thereafter and any variation published.</p>
<ul style="list-style-type: none"> <li>• a copy of each <b>contract</b> with a value exceeding £5,000 to which— <ul style="list-style-type: none"> <li>○ the Mayor, or</li> <li>○ the Chief Constable,</li> </ul> is or is to be a party,</li> </ul>	<p>As soon as practicable after it becomes available to the Mayor.</p>
<ul style="list-style-type: none"> <li>• a copy of <b>each invitation to tender</b> issued by— <ul style="list-style-type: none"> <li>○ the Mayor, or</li> <li>○ the Chief Constable,</li> </ul> </li> </ul>	<p>As soon as practicable after it becomes available to the Mayor.</p>

<p>in relation to a contract which the Mayor or Chief Constable expects will have a value exceeding £5,000,</p>	
<ul style="list-style-type: none"> <li>• a list of every <b>contract</b> with a value not exceeding £5,000 <ul style="list-style-type: none"> <li>○ which the Mayor has entered into, or is to enter into, on behalf of the Combined Authority in relation to the Mayor's PCC Functions; or</li> <li>○ to which the Chief Constable is, or is to be, a party,</li> </ul> </li> </ul> <p>including the value of the contract, the identity of every other party to the contract and the purpose of the contract,</p>	<p>Quarterly, as soon as practicable after the end of the quarter to which it relates.</p>
<ul style="list-style-type: none"> <li>• the date, time, and place of each <b>public meeting</b> to be held by the Mayor,</li> </ul>	<p>As soon as practicable after it becomes available to the Mayor.</p>
<ul style="list-style-type: none"> <li>• a copy of the agenda for each public meeting held by the Mayor, and any report or other document that is the subject matter of an item on the agenda,</li> </ul>	
<ul style="list-style-type: none"> <li>• a copy of the minutes of meeting held by the Mayor,</li> </ul>	
<ul style="list-style-type: none"> <li>• a record of each <b>decision of significant public interest</b> arising from the exercise of the Mayor's PCC Functions, whether made by the body at or as a result of a meeting or otherwise,</li> </ul>	
<ul style="list-style-type: none"> <li>• a statement of the policy of the Mayor in relation to the conduct of relevant office holders, including procedures for the handling of qualifying <b>complaints and conduct</b> matters,</li> </ul>	<p>As soon as practicable after an election, to be reviewed each year thereafter and any variation published.</p>
<ul style="list-style-type: none"> <li>• a statement of the <b>policy</b> of the Mayor in relation to the making of <b>decisions of significant public interest</b> arising from the exercise of the Mayor's PCC Functions,</li> </ul>	
<ul style="list-style-type: none"> <li>• a statement of the policy of the Mayor in relation to <b>records management</b>, including procedures for the security and sharing of information and the retention and destruction of documents,</li> </ul>	



<ul style="list-style-type: none"> <li>• a statement of the policy of the Mayor in relation to the handling of <b>qualifying disclosures</b>,</li> </ul>	
<ul style="list-style-type: none"> <li>• In relation to the prevention of crime and disorder, a copy of any <b>report required by the Mayor from the responsible authorities</b> for a local government area under Section 7(1) of the Crime and Disorder Act 1998.</li> </ul>	As soon as practicable after it becomes available to the Mayor.
<ul style="list-style-type: none"> <li>• In relation to the <b>independent custody visitor arrangements</b> made under Section 51 of the Police Reform Act 2002, information as to the operation of the arrangements.</li> </ul>	As soon as practicable after an election, to be reviewed each year thereafter and any variation published.

Document version control	
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