West Yorkshire Combined Authority

Procedure Standing Orders

Contents	**Standing Order no.**
Application to committees and sub-committees	-
Definitions	1
Interpretation	2
Membership	3
Suspending and amending Standing Orders	4
Annual meeting	5
Ordinary meetings	6
Extraordinary meetings	7
Place of meetings	8
Notice of meetings	9
Summons to attend a meeting	10
Public access to agenda and reports	11
Public access to meetings	12
Substitute members	13
Chair (and Vice-Chair)	14
Quorum	15
Items of business	16
Order of business	17

Order of debate	18
Voting	19
Point of order	20
Record of attendance	21
Attendance by committee or sub-committee Chairs	22
Reporting proceedings	23
General disturbance	24
Minutes	25
Conduct	26

Standing Orders Applying To Committees and Sub-Committees

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

- Standing Orders 3-5, 6.1 and 6.2, 7, 9.2, 15.2, and 22 shall not apply to any committee or sub-committee of the Authority and
- Standing Orders 6.3, 15.3, 19.1 – 19.5 shall not apply to any Overview and Scrutiny Committee nor to any Overview and Scrutiny Sub-committee.

In relation to a meeting of any committee and sub-committee:

- except where the context requires, references to the 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 Vice Chair are to the Deputy Chair of the committee or and sub-committee.

1. Definitions

In these Procedure Standing Orders:

"The Authority" means the West Yorkshire Combined Authority.

"Committees and sub-committees" mean any committee or sub-committee appointed by the 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.

"The Constituent Councils" means the City of Bradford Metropolitan District Council, Calderdale Council, Kirklees Metropolitan Council, Leeds City Council and City of Wakefield Metropolitan District Council.

"The Area of the Authority" means the area consisting of the areas of the Constituent Councils.

"The LEP" means the Leeds City Region Local Enterprise Partnership.

"The non-constituent Council" means the City of York Council.

"The Offices of the Authority" mean Wellington House, 40-50 Wellington Street, Leeds LS1 2DE.

"The 2014 Order" means the West Yorkshire Combined Authority Order 2014.

"Standing Orders" means together these Procedure Standing Orders, the Contracts Standing Orders, the Financial Regulations of the Authority and any other procedures, protocols, rules, policies and governance from time to time adopted by the Authority and designated as Standing Orders of the Authority.

2. Interpretation

2.1. The Chair shall make any final decision about:

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

3. Membership of the Authority

3.1. The Authority comprises the members as provided by the 2014 Order[1].

3.2. Members of the Combined Authority shall be appointed in accordance with the 2014 Order.

4. Suspending and amending Standing Orders

4.1. The Authority may by resolution suspend Standing Order 18 (order of debate) for the duration of a meeting if at least 4 members of the Authority appointed by the Constituent Councils are present.

4.2. Any motion to:

- add to, vary or revoke any Standing Orders; or
- grant, vary or revoke the voting rights of the member appointed by the non-constituent Council or the LEP member

will, when proposed and seconded, stand adjourned without discussion to the next meeting of the Authority.

5. Annual Meeting

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

5.2. The annual meeting will:

a) **appoint Members**[2] of the Authority[3];
b) **elect the Chair and Vice Chair** of the Authority from among the members of the Authority;
c) approve the **minutes** of the last meeting;
d) receive any **declarations of interest** from members;

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[1] Schedule 1 of the 2014 Order.
[2] 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.
[3] Who are not otherwise appointed. The Authority will appoint the LEP Member and substitute LEP Member, and may resolve to grant voting rights to the LEP Member and the non-constituent Council Member. The Authority shall also note the substitute Members appointed by each Constituent Council and the non-constituent Council.

- **e)** receive any **announcements** from the Chair and/or Head of Paid Service;
- **f)** consider any recommendations made by the Governance and Audit Committee;[4]
- **g)** appoint an overview and scrutiny committee or committees;
- **h)** appoint an audit committee;
- **i)** appoint such other **committees** as the Authority considers appropriate;
- **j)** appoint **committee members**[5], after:
  - **i.** deciding the number of members to be appointed to each committee, and their term of office;
  - **ii.** allocating seats to political groups in accordance with political balance rules[6]; and
  - **iii.** considering any nominations received from Constituent Councils, the Non-Constituent Council and the LEP.
- **k)** appoint to **outside bodies;**
- **l)** agree the officer scheme of **delegation;**
- **m)** approve **standing orders**;
- **n)** approve the Authority's Members' **allowances scheme;**
- **o)** decide the date and time for the **ordinary meetings** of the Authority for the municipal year; and
- **p)** consider **any other business** set out in the notice convening the meeting.

6. Ordinary Meetings

6.1. The 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 Authority decides.

6.2. At an ordinary meeting, the 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 Authority;
- **e)** consider reports and recommendations from any **overview and scrutiny committee** of the Authority;

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[4] In relation to amending any governance documents.

[5] This may include appointing the Chair and any Deputy Chair of each committee, and confirming the voting rights of any co-optees. In the absence of an appointment by the Authority, a Committee shall appoint its own Chair and any Deputy.

[6] Where applicable, and subject to any arrangements approved in accordance with S17 Local Government and Housing Act 1989.

f) receive **reports from any other committee** of the Authority and receive questions and answers on any of those reports;
g) receive reports and receive questions and answers on the **subsidiary companies** of the Authority;
h) consider **motions**; and
i) consider **any other business** specified in the summons to the meeting, and for debate.

6.3. A committee may decide to hold any number of ordinary meetings in a municipal year. Each shall be held at such date and time as the committee decides[7].

7. Extraordinary Meetings

7.1. The following may call an extraordinary meeting of the Authority:

a) the Chair of the Authority at any time[8];
b) any three members of the Authority who have signed a requisition which has been presented to the Chair of the Authority:

i. if the Chair refuses to call a meeting; or
ii. after seven days, if the Chair has failed to call a meeting within seven days after being presented with the requisition.

8. Place of Meetings

8.1. The Authority shall hold its meetings at any place within or outside of the Area of the Authority, as the Authority directs[9].

9. Notice of meetings

9.1. The Head of Legal and Democratic Services shall give public notice of the time and place of a meeting by posting it at the Offices of the Authority:

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

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[7] The Head of Legal and Democratic Services in consultation with the Chair of a committee, may also convene a special meeting of a committee.
[8] The Monitoring Officer, Head of Paid Service or the Chief Finance Officer may require the Chair to call an extraordinary meeting.
[9] Or, in the case of urgency, any place which the Head of Paid Service, in consultation with the Chair, directs.

9.2. Where the meeting is called by three members of the Authority under Standing Order 7.1 the notice must

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

10. Summons to attend a meeting

10.1. At least five clear days before a meeting of the 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.[10]

10.2. The Head of Legal and Democratic Services will send the summons by post to every member of the Authority or leave it at their usual place of residence[11].

11. Public access to agenda and reports

11.1. Subject to 11.3 below, at least five clear days before a meeting of the Authority[12], the Head of Legal and Democratic Services will make available for inspection by the public at the Offices of the Authority:

- a copy of the agenda and
- (subject to 11.4 below) reports for the meeting.

11.2. 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 11.4 below), shall be open to inspection from the time the item is added to the agenda.

11.3. Nothing in 11.1 or 11.2 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 Authority.

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[10] The Chair shall set the business to be considered at any ordinary meeting of the Authority in consultation with the Head of Paid Service, although the Monitoring Officer, Head of Paid Service or Chief Finance Officer may require an item to be considered at any meeting. The Chair, in consultation with the Head of Paid Service may permit any deputation referred by a Constituent Council, the Non-constituent Council or directly to the Authority, to be an item of business on an agenda. The Chair may also permit a spokesperson for any deputation to address the meeting.

[11] A member of the Authority 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.

[12] or where the meeting is convened at shorter notice, from the time the meeting is convened.

11.4. If a report relates only to an item during which, in the Head of Legal and Democratic Services' opinion, the meeting is likely not to be open to the public[13], the Head of Legal and Democratic Services may decide not to make the report (or part of it) open for inspection.

11.5. Where a report or any part of a report is not open to public inspection the Head of Legal and Democratic 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 exempt information by virtue of which the Authority are likely to exclude the public[14].

12. Public access to meetings

12.1. Any meeting of the 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[15] or
- by resolution, to prevent the likely disclosure of exempt information[16]; or
- under Standing Order 24 relating to general disturbances.

12.2. 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.[17]

13. Substitute Members

13.1. A substitute member may only act in the absence of a member:-

- for whom they are the designated substitute;
- where the member will be absent for the whole of the meeting; and

[13] In accordance with Part VA Local Government Act 1972. See further Standing Order 12.
[14] In accordance with the Local Government Act 1972 - See further Annex attached.
[15] In accordance with the Local Government Act 1972 - See further Annex attached.
[16] In accordance with the Local Government Act 1972 - See further Annex attached.
[17] In accordance with the Local Government Act 1972 - See further Annex attached.

- where the member has notified the Head of Legal and Democratic Services that they require the substitute to act in their absence.

13.2. A substitute member[18] may not exercise any special powers or duties exercisable by the member for whom they are substituting.[19]

14. Chair (and Vice-Chair)

14.1. A person ceases to be Chair or Vice-Chair if they cease to be a member of the Authority.

14.2. If a vacancy arises in the office of Chair or Vice-Chair, an appointment to fill the vacancy is to be made at the next ordinary meeting of the Authority[20].

14.3. At each meeting of the Authority, the Chair shall preside.

14.4. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside.

14.5. If both the Chair and Vice-Chair are absent from a meeting, the members present shall choose another member to preside.

14.6. The person presiding at the meeting may exercise any power or duty of the Chair.

15. Quorum

15.1. 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.

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[18] These are:

- any substitute member of the Authority appointed in accordance with the 2014 Order 2014, schedule 1 para 1(5), and (9)., or
- any substitute member of the LCR Partnership Committee (appointed by the Authority to substitute for a co-opted member of the committee), being that person notified to the Head of Legal and Democratic Services from time to time by the Monitoring Officer of the authority of which the co-optee is an elected member).

[19] Except in respect of any voting rights granted to that member.

[20] Or if that meeting is to be held within 14 days of the vacancy arising, at the meeting following that meeting (Schedule 1, para 2(3) of the 2014 Order).

15.2. No business shall be transacted at a meeting of the Authority unless three members[21] appointed by the Constituent Councils are present.

15.3. The quorum for each committee is as follows:-

- the **Governance and Audit Committee:** three
- the **Leeds City Region Partnership Committee**: six
- the **Transport Committee:** four, to include one co-opted member from at least three of the Constituent Councils.
- the **West Yorkshire and York Investment Committee:** three

16. Items of business

16.1. 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 16.2 below.

16.2. 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[22]; 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.

17. Order of business

17.1. If the Chair and Vice Chair are absent from any meeting of the Authority, the meeting shall select a person to preside.

17.2. 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:-

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[21] Or substitute members acting in the absence of such a member.
[22] Or, where the meeting is convened at shorter notice, from the time the meeting is convened.

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

18. Order of debate

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

18.2. 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.

18.3. 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.

18.4. 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.

19. Voting

19.1. Except as provided below, each member of the Authority is to have one vote.

19.2. The following will be non-voting members:

- the member appointed by the non-constituent Council, and
- the LEP member

unless granted voting rights by resolution of the members appointed by the Constituent Councils.

19.3. Any question will be decided by a majority of members of the Authority, present and voting on that question at a meeting.

19.4. No member is to have a casting vote.

Committees

19.5. The non-constituent Council member and the LEP member appointed to the Authority shall be non-voting members of any committee or sub-committee of the Authority, but may be given voting rights by resolution of the Authority.

Show of hands

19.6. Unless a ballot or recorded vote is demanded under Standing Order 19.7 or 19.8, the Chair will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

Ballots

19.7. 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

19.8. 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

19.9. 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.

Voting on appointments

19.10. 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.

20. Point of order

20.1. A member may raise a point of order any time, by specifying how a specific Standing Order or law has been breached.

20.2. The Chair will hear the point immediately. The Chair's decision on the point will be final.

21. Record of attendance

21.1. The Head of Legal and Democratic Services will ensure that the names of all members present during the whole or part of a meeting are recorded.

22. Attendance by Committee or Sub-Committee Chairs

22.1. The Chair of any Authority committee or sub-committee may be invited to attend and speak at any meeting of the 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.

23. Reporting[23] Proceedings

23.1. Without prejudice to the Chair's powers in Standing Order 24, and subject to 23.2 and 23.3 while any meeting of the 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[24].

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[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;
- 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.

[24] See further Access to Information Annex, and Code of Practice for recording WYCA meetings attached.

23.2. 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.

23.3. 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.

24. General disturbance

24.1. 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.

24.2. 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.

Members

24.3. 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.

24.4. 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).

25. Minutes

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

25.2. The minutes of a meeting must be signed at the same or next suitable meeting[25] by the person presiding at that meeting, and the person signing the minutes shall also initial each leaf of the minutes.

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

26. Conduct

Members' Interests

26.1. A member of the Authority shall comply with the Members' Code of Conduct, including those relating to registering and disclosing disclosable pecuniary and other interests.

26.2. Where a 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.

26.3. As soon as the member has finished[26], the member must leave the room. The member may not remain in the room during the discussion or vote on the matter.

Officer's interests

26.4. An officer must comply with the Authority's Officers' Code of Conduct.

26.5. The Authority shall not appoint as an officer any person who is:-

- the operator of any public passenger transport services;

- a director of any company or an employee of any company or other person who is such an operator;

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[25] The next suitable meeting is the next following meeting.

[26] Or the meeting decides that the member has finished.

- a director or employee of any company which is a member of a group of inter-connected bodies corporate any one or more of which is such an operator.

and any officer who subsequently becomes such an operator, director partner or employee shall immediately vacate their office or employment with the Authority.[27]

26.6. The Head of Legal and Democratic Services shall keep a record of any notice of a pecuniary interest in a contract given by an officer under Section 117 of the Local Government Act 1972. The Head of Legal and Democratic Services shall make the record open for inspection by any member of the Authority at the offices of the Authority.

Canvassing of and recommendations by Members

26.7. Any candidate who canvasses any member of the Authority directly or indirectly for any appointment under the control of the Authority, will be disqualified from appointment.

26.8. A member of the Authority shall not solicit any person for any appointment under the control of the Authority, but this shall not preclude a member from giving a written testimonial of a candidate's ability, experience or character for the candidate to submit to the Authority with an application for employment.

Relatives of Members or Officers

26.9. A candidate for any appointment under the control of the Authority who is related to any member or officer of the Authority shall, when making application, disclose that relationship to the Head of Paid Service[28]. A candidate who fails to disclose such relationship will be:

- disqualified from appointment or
- if appointed, liable to dismissal without notice.

26.10. A member or officer of the Authority shall disclose to the Head of Paid Service any relationship known to exist between the member or officer and any person who is

[27] In accordance with S9A(8) Transport Act 1968.
[28] or in the absence of the Head of Paid Service, the Director of Resources.

a candidate for appointment with the Authority. The Head of Paid Service shall report any such disclosure to the Authority.