



NORTH AND WEST YORKSHIRE BUSINESS RATES JOINT COMMITTEE

Meeting to be held remotely (via Zoom) on
Wednesday, 30th September, 2020 at 3.00 pm

MEMBERSHIP

Susan Hinchcliffe - City of Bradford MDC
Tim Swift MBE - Calderdale MBC
Richard Cooper - Harrogate Borough Council
Shabir Pandor - Kirklees Metropolitan Council
Judith Blake CBE - Leeds City Council
Denise Jeffery - City of Wakefield MDC
Keith Aspden - City of York
-
Carl Les - North Yorkshire County Council
-
Steve Siddons - Scarborough Borough Council

Note to observers of the meeting: To view the agenda please Click on the following link:

<http://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=1140&MId=10148>

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			ELECTION OF CHAIR To seek nominations for the election of Chair	
2			APPEAL AGAINST REFUSAL OF INSPECTION OF DOCUMENTS To consider any appeals in accordance with Procedure Rule 15.2 of the Access to Information Rules (in the event of an Appeal the press and public will be excluded)	
3			LATE ITEMS To identify items which have been admitted to the agenda by the Chair for consideration. (The special circumstances shall be specified in the minutes)	

4

EXEMPT INFORMATION - POSSIBLE EXCLUSION OF PRESS AND PUBLIC

To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.

2 To consider whether or not to accept the officers recommendation in respect of the above information.

3 If so, to formally pass the following resolution:-

RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-

5

APOLOGIES FOR ABSENCE

To receive apologies for absence (If any)

6

DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2000 and paragraphs 13 -18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19 - 20 of the Members' Code of Conduct.

NORTH AND WEST YORKSHIRE BUSINESS RATES POOL FINANCIAL REPORT

To consider a report by the Chief Officer, Financial Services, Leeds City Council which sets out:

- a) The context in which the 2020/21 North and West Yorkshire Business Rates Pool has been set up;
- b) The governance arrangements and memorandum of understanding for the North and West Yorkshire Pool;
- c) The current position of the North and West Yorkshire Pool, including the estimated 2020/21 financial position and the latest income projections;
- d) The proposed allocation of funding for 2020/21.

(Report attached)

DATE AND TIME OF NEXT MEETING

The date and time of the next meeting, to be determined at a future date.

THIRD PARTY RECORDING

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.

Use of Recordings by Third Parties – code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

2

a)

b)

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Originator: Victoria Bradshaw 0113 378 8540

Report to: NORTH AND WEST YORKSHIRE BUSINESS RATES JOINT COMMITTEE

Date: 30th September 2020

Subject: NORTH AND WEST YORKSHIRE BUSINESS RATES POOL FINANCIAL REPORT

SUMMARY

This report sets out:

- a) The context in which the 2020/21 North and West Yorkshire Business Rates Pool has been set up;
- b) The governance arrangements and memorandum of understanding for the North and West Yorkshire Pool;
- c) The current position of the North and West Yorkshire Pool, including the estimated 2020/21 financial position and the latest income projections;
- d) The proposed allocation of funding for 2020/21.

1. Introduction

- 1.1. The 2020/21 North and West Yorkshire Pool was invoked by Government on 1st April 2020 under the 50% retention scheme. The advantage of forming a business rates pool in this situation is the retention in the region of levy payments that would otherwise have to be made to central government. Levy payments are a proportion of 50% of business rates growth above the baseline and therefore the gains are much lower than the region has previously enjoyed under 75% retention.
- 1.2. Government had previously announced the introduction of 75% business rates retention nationally in 2020/21. However, this has been further delayed and we await confirmation of when it will be introduced. As such the prospective 2020/21 NWY Pool members agreed to enter into a levy pool; retaining funds in the region.
- 1.3. Government announced that the North and West Yorkshire pooling application was successful on 18th December 2019. However, in early 2020 the COVID-19 pandemic caused significant impact to communities, the economy and businesses. It is in this context that this report is written and the estimated income streams reported are made.

1.4. Specifically, the impact of COVID-19 on the region's business rates tax base is that growth, in some areas, has fallen below expected levels. As a consequence of this, the levy amounts projected in this report are below those estimated at the time of the Pool application in 2019. This is discussed in greater detail at **Paragraph 4**.

1.5. The North and West Yorkshire Pool exists to benefit the individual members and to further the aims of the region as a whole. During the application process the prospective Pool members agreed that income received by the Pool will be shared out so that each member authority receives at least the same amount that they would if they were treated individually under the Business Rates Retention scheme. Specifically, that if an authority falls into safety net, this will be funded by the levies accumulated by the Pool. This is further explained at **Paragraph 5**.

2. Structure of the North and West Yorkshire Business Rates Pool

2.1. Membership of the North and West Yorkshire Business Rates Pool is as follows:

- City of Bradford Metropolitan District Council
- The Metropolitan Borough Council of Calderdale
- Craven District Council
- Hambleton District Council
- Harrogate Borough Council
- Kirklees Council
- Leeds City Council
- North Yorkshire County Council
- Richmondshire District Council
- Ryedale District Council
- Scarborough Borough Council
- The Council of the City of Wakefield
- City of York Council

3. Governance of the North and West Yorkshire Business Rates Pool

3.1. The Pool will be led by a Joint Committee comprising of representatives of the member Authorities making up the Pool. The memorandum of Understanding indicates that the Joint Committee representation shall be as follows:

- City of Bradford Metropolitan District Council
- The Metropolitan Borough Council of Calderdale
- Harrogate Borough Council
- Kirklees Council
- Leeds City Council

- North Yorkshire County Council
- Scarborough Borough Council
- The Council of the City of Wakefield
- City of York Council
- Tenth representative from North Yorkshire Districts to be identified by the Joint Committee once the Pool is established.

3.2. If the Joint Committee agree that no further representative from North Yorkshire Districts is required, the Memorandum of Understanding shall be amended to reflect that there will be nine members of the Joint Committee. As such, the Joint Committee are asked to come to an agreement on this during the meeting.

3.3. The draft Memorandum of Understanding for a North and West Yorkshire Pool is attached at **Appendix A** and the Terms of Reference for the Joint Committee at **Appendix B**. These will remain in draft until ratified by the Joint Committee.

3.4. The Joint Committee are therefore requested to formally approve the Memorandum of Understanding and Terms of Reference, as attached at **Appendices A and B**.

4. Estimated Pool Income 2020/21

4.1. Based on authorities' own estimates at the time of the pool application process, the North and West Yorkshire Business Rates Pool was estimated to keep £9.5 million income in the region from retained business Rates income.

4.2. Since the application process last year, member authorities completed their NNDR1 estimates of Business Rates income for the year 2020/21. At the time this led to an updated, latest estimate of over £10.8 million. However, since the onset of COVID-19, and the resultant impact on the economy, the projected income to the region has reduced to £9.7 million.

4.3. Although Business Rates income will reduce, the levy calculation is adjusted for the S31 reliefs that have been increased due to coronavirus, the net result to the levy calculation is therefore zero for these reliefs. However the levy calculation does not adjust for other factors for which there is no compensation. Such as increased bad debts, increased empty rates relief and a reduction in growth.

4.4. **Table 1** below demonstrates where the levies are paid from and how this has changed from the estimated NNDR1 position. The estimated levies at September 2020 are based on latest information provided by member authorities.

Table 1: Summary Distribution of Additional Income

Authority	Estimated levies based on NNDR1	Estimated levies at Sep 2020
	£m	£m
Bradford	0.000	0.000
Calderdale	0.000	0.000
Craven	0.666	0.799
Hambleton	1.074	1.154
Harrogate	1.407	1.269
Kirklees	0.000	0.000
Leeds	2.181	0.030
North Yorkshire County Council	0.000	0.000
Richmondshire	0.620	0.620
Ryedale	0.564	0.564
Scarborough	1.243	1.950
Wakefield	0.000	0.000
York	3.029	3.299
TOTAL	10.784	9.686

5. Risks to Pool Funding

- 5.1. The 2020/21 North and West Yorkshire Business Rates Pool is a levy pool under 50% business rates retention. Under the 50% scheme the financial advantage of forming a business rate pool is the retention of levy payments within the region that would otherwise have to be made to central government. The government's pooling prospectus is clear, the business rates retention scheme gives authorities scope to generate additional growth through collaborative effort and to smooth the impact of volatility in rates income across a wider economic area.
- 5.2. Estimated Pool income based on member authorities NNDR1 returns was over £10.7 million. However, as demonstrated by the projections in **Table 1** above, the current coronavirus situation may have an impact on business rates income in the region and there could be reduced levies paid into the Pool. For some Authorities a reduction in business rates may result in safety net, though this is not currently projected.
- 5.3. An authority would fall into safety net if it suffered a reduction in retained rates income to a threshold below 92.5% of their baseline funding level.
- 5.4. The government's pooling prospectus notes that the nature of the pooling arrangement is to provide a safety net at 92.5% for authorities who see significant reductions in their income from the rates reduction scheme. The Memorandum of Understanding for the Pool therefore reflects that if an authority falls into safety net the loss of income should be met by the retained levies from the other authorities. If there is not enough in retained levies, the net loss will be shared amongst all members of the Pool (including those in safety net).
- 5.5. If the Pool in its entirety falls into safety net there would be a safety net payment from government up to the Pool's 92.5% threshold. In this situation there may need to be a reallocation of funding to ensure all authorities received a level of funding up to their safety net position.

- 5.6. Whilst monitoring will be ongoing throughout the year, the final unaudited position for the Pool will not be known until Spring 2021, when authorities will be able to finalise their known positions for the year.
- 5.7. Clearly the business rates retention scheme and the associated pooling mechanisms were never intended to absorb the impact of an event such as the current COVID-19 pandemic. Local authorities will continue to lobby Government for financial support to deal with the financial impact on collection funds. Should any such support be forthcoming this may mitigate the extent to which the Pool is impacted.
- 5.8. To summarise the current position, the main risk of a 50% retention pool is that if a member authority becomes entitled to a safety net payment, because its retained income has fallen dramatically, then that safety net payment will no longer be received from the Government but will have to be met by other members of the pool. This will represent a loss of income to the region.

6. Proposed Allocation of North and West Yorkshire Business Rates Pool Funds

- 6.1. Notwithstanding the risks noted in paragraph 5, the Pool's current projections indicate that whilst some authorities are close to the safety net threshold, no authority is currently projected to breach the threshold.
- 6.2. The latest projections for 2020/21 business rates retained have been received from member authorities. **Table 2** below shows how close each authority is to the safety net threshold.

Table 2: Reduction in adjusted BR income possible before crossing safety net threshold

Authority	Retained rates income	Safety Net threshold	Reduction in BR income before Safety Net is breached
	£	£	
Bradford	157,857,749	128,813,280	32.8%
Calderdale	43,553,144	39,061,386	15.0%
Craven	3,083,737	1,374,119	18.8%
Hambleton	4,395,606	1,931,050	18.3%
Harrogate	6,279,975	3,461,860	10.0%
Kirklees	88,965,710	76,477,763	20.8%
Leeds	158,801,399	146,551,835	7.1%
North Yorkshire County Council	69,597,551	62,637,689	32.3%
Richmondshire	2,743,405	1,391,434	20.5%
Ryedale	2,767,276	1,515,738	14.7%
Scarborough	8,186,489	3,964,613	22.6%
Wakefield	86,236,278	66,724,701	27.2%
York	33,918,291	24,563,396	16.9%

- 6.3. During the application process the prospective Pool members agreed that funds would be allocated to member authorities using the approach previously used for the two predecessor pools (The Leeds City Region Pool and the North Yorkshire Pool) to distribute the funding generated in their own areas, within their own region, using the methodologies they each had applied in 2018/19.

6.4. In summary:

- Bradford, Calderdale, Harrogate, Kirklees, Leeds, Wakefield, York:
50% by growth above the baseline and 50% population
- Craven, Hambleton, Richmondshire, Ryedale, Scarborough, North Yorkshire County Council:
50% by growth above the baseline and 50% by baseline funding level

6.5. As such, **Table 3** below shows the current projected income allocated to member authorities using the methodologies referred to above.

Table 3: Allocation of Projected Funding

Authority	Redistributed levy payments
	£m
Bradford	1.305
Calderdale	0.240
Craven	0.446
Hambleton	0.636
Harrogate	0.253
Kirklees	0.661
Leeds	0.691
North Yorkshire County Council	2.035
Richmondshire	0.395
Ryedale	0.397
Scarborough	1.180
Wakefield	0.934
York	0.514
TOTAL	9.686

6.6. However, as noted above, we are currently working on the assumption that any funding that is available to the Pool will, first and foremost, be used to support any authorities in safety net, in line with the MoU, and then allocated to Pool members in accordance with the agreement.

7. Commitments paid by the 2019/20 North and West Yorkshire Business Rates Pool

7.1. As referred to in **Paragraph 6**, during the application process the prospective members were asked their thoughts on use of pool funds received in 2020/21. The majority opinion was that funds should be reallocated back to members for use in accordance with the Pool's aims.

7.2. However, it is worth noting that the previous pool in the region forward funded a number of commitments in 2020/21. Whilst this does not fall under the formal remit of this Joint Committee, **Table 4** notes these commitments for the Joint Committee's information and demonstrates that the 'usual' Pool commitments are funded in 2020/21, albeit by the 2019/20 North and West Yorkshire Pool.

Table 4: Forward funded commitments applicable in 2020/21

Commitments	2020/21 £m	2021/22 £m
Welcome to Yorkshire subscriptions	0.323	
Tour de Yorkshire hosting fee	0.700	
Secretariat Functions	0.820	
Combined Authority Transport Fund	0.700	
Screen Yorkshire	0.175	0.175
Total	2.718	0.175

7.3. The Joint Committee will note that this does not include funding for the Welcome to Yorkshire business plan in 2020/21. Following the close of the 2019/20 Pool, member authorities were notified of their allocation (in accordance with the Pool's Governance Agreement) from the projected surplus. Whilst some authorities chose to use their share of the surplus to fund WtY, these decisions were taken outside of the Joint Committee structure (and after the Joint Committee ceased to exist) and were made by individual authorities. As such any WtY business plan funding is excluded from the above.

8. Recommendations

8.1. Members are recommended:

- a) To note the context and structure of the 2020/21 North and West Yorkshire Business Rates Pool as described in **Paragraphs 1 and 2**;
- b) To resolve whether the Joint Committee shall be made up of nine members if no further representative from North Yorkshire is required, as described in **Paragraph 3.2**, and note that this will amend the draft Memorandum of Understanding to be approved below;
- c) To approve the Memorandum of Understanding and Terms of Reference set out in **Paragraph 3 and Appendices A and B** including any amendments resolved at **8.1 b)** above.;
- d) To note the projected Pool income for 2020/21 as shown in **Paragraph 4**;
- e) To note the risks of breaching safety net at **Paragraph 5**; and
- f) To note and approve the proposed allocation of projected income to member authorities at **Paragraph 6**.

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NORTH AND WEST YORKSHIRE BUSINESS RATES POOL

MEMORANDUM OF UNDERSTANDING

1. Title

- 1.1. North and West Yorkshire Business Rates Pool.

2. Membership

- 2.1. City of Bradford Metropolitan District Council, The Metropolitan Borough Council of Calderdale, Craven District Council, Hambleton District Council, Harrogate Borough Council, Kirklees Council, Leeds City Council, North Yorkshire County Council, Richmondshire District Council, Ryedale District Council, Scarborough Borough Council, The Council of the City of Wakefield, City of York Council.

3. Commencement

- 3.1. This Memorandum of Understanding will come into force on 1st April 2020 and will continue until any one of the members formally leaves the Pool (see “Dissolving the Pool”, below).

4. Rationale and Objectives

- 4.1. The North and West Yorkshire Pool exists to benefit the individual members and to further the aims of the region as a whole.
- 4.2. The income received by the Pool will be shared out so that each member authority receives at least the same amount that they would if they were treated individually under the Business Rates Retention scheme. The only exception to this is set out in **Section 8 and 9**, below. Any excess income arising from reductions in levy payments will, after allowing for agreed expenses, be allocated to activities that support economic growth and regeneration across the Pool area.
- 4.3. Any variation to the arrangements set out in **4.2**, above, will require the formal agreement of the North and West Yorkshire Business Rates Pool Joint Committee.

5. Leadership and Accountability

- 5.1. The Pool will be led by a joint committee comprising of representatives of the member Authorities making up the Pool. Joint Committee representation will be as follows:

Five representatives from West Yorkshire:

- City of Bradford Metropolitan District Council
- The Metropolitan Borough Council of Calderdale
- Kirklees Council
- Leeds City Council
- The Council of the City of Wakefield

Five representatives from North Yorkshire, the initial representatives being:

- North Yorkshire
- City of York Council
- Harrogate Borough Council
- Scarborough Borough Council
- Fifth representative will be confirmed by the Joint Committee once the Pool is established

- 5.2. The joint committee shall be responsible for:

- any changes to the purposes for which the income received by the pool should be used, but the principle that no authority should receive less than they would if treated individually, shall be maintained;
- agreeing the expenses to be deducted by the lead authority administering the Pool;
- considering any applications for other councils to join the Pool;
- any variations to the membership of the joint committee; and
- any other matters relating to the administration and governance of the Pool including replacement of the lead authority.

- 5.3. The local authority representatives, as noted in 5.1 above, will be the leaders of the representative local authorities. Representatives of the member authorities will be able to nominate substitutes. This may be from their own authority or

substitution from a different member authority that is not one of the representatives listed at **5.1**.

- 5.4. The members of the Joint Committee will elect a chairperson.
- 5.5. The Joint Committee will meet as and when required but no less than twice each year.
- 5.6. The quorum for the meetings will be no less than 5 members.
- 5.7. Member voting rights will be one vote for each member of the Joint Committee. Voting will be by simple majority. In the event of a tie, the chair of the meeting will have a casting vote.
- 5.8. The Joint Committee will be supported by officers drawn from the lead authority.
- 5.9. The Joint Committee may establish any sub-groups or any officer forums that they believe to be appropriate.
- 5.10. Minutes of Joint Committee meetings will be published as required by law.

6. Lead Authority

- 6.1. The initial lead authority responsible for the administration of the Pool shall be Leeds City Council.
- 6.2. The lead authority will normally act as such for a full year and may only be replaced at the year end. A lead authority wishing to relinquish the role at the year end (i.e. 31st March) must give a minimum of four months' notice.
- 6.3. Each member of the Pool will be jointly and severally liable for any payments required to the Ministry of Housing, Communities and Local Government but, notwithstanding that, the lead authority will take responsibility for all matters in relation to the administration of the Pool including (but not limited to):
 - All liaison with MHCLG and other government departments including the completion of all forms and returns associated with the Pool;
 - Administration of payments to and from the Pool and all calculations relating to the collection fund for the Pool;
 - Producing an annual report showing how income has been distributed and preparing periodic monitoring reports for Pool members;
 - Calculation of the costs of administering the Pool which are to be deducted from the rewards of the Pool. If the excess income generated by the Pool was insufficient to cover the administrative costs of the Pool in any year, then the

shortfall would be shared between the Pool members in proportion to their spending baselines;

- The lead authority will ensure that the pooling arrangements, annual reports and other financial information is published and is freely available on the lead authority website or elsewhere as appropriate.

7. Dissolving the Pool

- 7.1. If any member decides to leave the Pool the regulations require that the Pool will be dissolved. Pools can only be dissolved at the end of a year.
- 7.2. Any authority seeking to leave the Pool should inform MHCLG and all other members of the Pool as soon as possible. Once the Pool has been established, this must be by 30th September in any year, to allow the remaining members time to seek designation of a new pool for the following year (see 7.4, below).
- 7.3. The lead authority will make the necessary calculations and submit the required returns associated with the dissolving of the Pool.
- 7.4. The remaining members of the Pool may choose to form a new Pool and, if they wish, include new members for the following year (subject to new designation by MHCLG).

8. Treatment of Potential Losses in Income

- 8.1. The Pool will have a single safety net threshold set at 92.5% of its baseline funding level. Authorities that suffer reduction in 'retained rates income' to a threshold that is below 92.5% their Baseline Funding Level shall receive a safety net payment to restore their income to 92.5% of their Baseline Funding Level.
- 8.2. If such an authority is a member of a business rates pool, the safety net payment could be lost because the *loss across the pool* may not be as much as the 7.5% threshold. Indeed, if growth across the rest of the pool was weak, it could be that the loss of safety net payments could be greater than the amounts gained from paying reduced levies and the pool could be in deficit for the year.
- 8.3. Authority(s) that would otherwise have qualified for safety net(s) will have their share of pool proceeds calculated in such a way as to include what they would have received as a safety net payment.
- 8.4. The loss in income to the Pool from the safety net(s) foregone in any year will be met from the income generated from other authorities within the pool not having to pay levies in that year. If that levy income is insufficient, then the net loss from the safety net foregone will be shared amongst all the members of the Pool

(including those that would have otherwise qualified for a safety net payment) in proportion to their spending baselines for the year to which the safety net(s) would have applied.



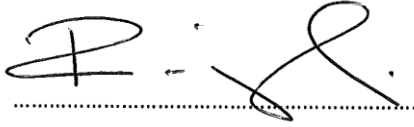

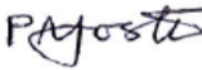





9. Treatment of residual benefits or liabilities



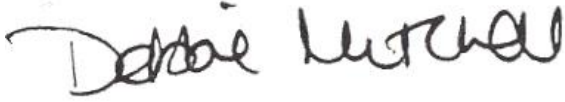
- 9.1. Any residual benefits or liabilities arising in regard to the Pool's additional income will be shared amongst all the members of the Pool in proportion to their share of the income received from the Pool.
- 9.2. Any financial benefits committed in 2019/20 for future years' expenditure shall remain under the authority of the Joint Committee until expenditure is either incurred or the Joint Committee agree to treat as "residual benefit" (see 9.1 above).

10. Authority following the dissolution of the Pool

- 10.1. At the point when the Joint Committee ceases to exist, they will authorise the lead authority to make any remaining payments on their behalf.
- 10.2. Any financial benefit committed to future years shall be transferred to the appropriate, sponsoring member authority who would then be responsible for delivering the funding for the schemes in accordance with the original approval. Should the value of funds transferred be greater than the actual cost, the member authority will ensure spend is consistent with the Pool's strategic aims.
- 10.3. Where the financial benefit committed to future years cannot be allocated to a single member authority, the funds shall be transferred to the lead authority who would then be responsible for delivering the funding for the schemes in accordance with the original approval. Should the value of the funds transferred be greater than the actual costs, the lead authority will treat as "residual benefit" (see Paragraph 9 above).
- 10.4. At the point when the Joint Committee is dissolved, their authority as a decision making group is no longer binding. Any decisions made after this point would be made by the Leaders representing their authority and will be subject to that authority's internal governance processes.

11. Evidence of authorisation

Authority name	Name of s.151 officer	Signature
City of Bradford Metropolitan District Council	Chris Chapman Director of Finance	
The Metropolitan Borough Council of Calderdale	Nigel Broadbent Head of Finance	
Craven District Council	Richard Weigh Chief Finance Officer and Section 151 Officer	
Hambleton District Council	Louise Branford White Director of Finance	
Harrogate Borough Council	Paul Foster Head of Finance	
Kirklees Council	Eamonn Croston Service Director, Finance and s151 Officer	
Leeds City Council	Victoria Bradshaw Chief Officer Financial Services	
North Yorkshire County Council	Gary Fielding Corporate Director Strategic Resources (Section 151 Officer)	
Richmondshire District Council	Sian Moore Corporate Director (Resources) and Section 151 Officer	
Ryedale District Council	Anton Hodge Chief Finance Officer (s151)	

Scarborough Borough Council	Nicholas Edwards Director of Business Support & S151 Officer	
The Council of the City of Wakefield	Neil Warren Chief Finance Officer	
City of York Council	Debbie Mitchell Corporate Finance and Procurement (Section 151 Officer)	

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**NORTH AND WEST YORKSHIRE BUSINESS RATES POOL JOINT COMMITTEE
TERMS OF REFERENCE
TO BE AGREED**

The North and West Yorkshire Business Rates Pool Joint Committee is authorised to:

- Allocate any excess income arising from levy payments that would otherwise have to be paid by member authorities to the Secretary of State in accordance with the North and West Yorkshire Business Rates Pool governance agreement;
- Determine any changes to the purposes for which any such excess income should be applied, subject to the principle that no authority should receive less than they would if not a member of the 50%% Retention Pool;
- Determine the expenses to be deducted by the lead authority administering the Pool;
- Consider any applications for other authorities to join the Pool;
- Determine any variations to the membership of the Joint Committee; and
- Determine any other matters relating to the administration and governance of the Pool including replacement of the lead authority.

The Joint Committee will elect a chairperson.

The Joint Committee will meet as and when required but no less than twice each year.

The quorum for meetings of the Joint Committee will be no less than 5 members. Members will be able to nominate substitutes either from their own authority or from a different member authority that is not a “representative” listed in the Governance Agreement.

Member voting rights will be one vote for each member of the Joint Committee. Voting will be by simple majority. In the event of a tie, the chair of the meeting will have a casting vote.

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