



NORTH AND WEST YORKSHIRE BUSINESS RATES JOINT COMMITTEE

Meeting to be held remotely via Zoom on
Thursday, 25th March, 2021 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
- James Lewis - 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:

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=1140&MIId=11342&Ver=4>

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEAL AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>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)</p>	
2			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration. (The special circumstances shall be specified in the minutes)</p>	
3			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF PRESS AND PUBLIC</p> <p>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.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>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:-</p>	

4

APOLOGIES FOR ABSENCE

To receive apologies for absence (If any)

5

DECLARATIONS OF 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.

6

MINUTES OF THE PREVIOUS MEETING

7 - 10

To approve as a correct record, the minutes of the previous meeting held on 30th September 2020.

(Copy attached)

7

MATTERS ARISING FROM THE MINUTES

To consider any matters arising from the minutes (If any)

**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 is set up;
- b) The current position of the North and West Yorkshire Pool, including the estimated 2020/21 financial position and the latest income projections;
- c) The allocation of projected income to member authorities for 2020/21;
- d) That the Pool will be dissolved on 31st March 2021.

(Report attached)

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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NORTH AND WEST YORKSHIRE BUSINESS RATES JOINT COMMITTEE

WEDNESDAY, 30TH SEPTEMBER, 2020

Present: Councillors: T Swift (Calderdale MBC), S Hinchcliffe (City of Bradford MDC), R Cooper (Harrogate BC), P McBride (Kirklees MC), J Blake (Leeds City Council), S Siddons (Scarborough Borough Council), C Les (North Yorkshire CC) and K Aspen (City of York)

In Attendance: T Riordan (LCC), V Bradshaw (LCC), C Jolley (LCC), D Mitchell (City of York), A Taylor (WYCA), N Edwards (Scarborough Borough Council) and J Grieve (LCC)

1 Election of Chair

RESOLVED – That Councillor T Swift be elected as Chair for the 2020/21 period.

2 APPEAL AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection of documents.

3 LATE ITEMS

There were no late items of business identified.

4 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF PRESS AND PUBLIC

There were no items identified where it was considered necessary to exclude the press or public due to the confidential nature of the business to be considered.

5 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: S Pandor (Kirklees MC) and D Jeffery (City of Wakefield MDC)

Councillor P McBride (Kirklees MC) was in attendance as a substitute Member.

6 Declarations of Disclosable Pecuniary Interest

There were no declarations of disclosable pecuniary interest made at the meeting.

7 NORTH AND WEST YORKSHIRE BUSINESS RATES POOL FINANCIAL REPORT

The Chief Officer Financial Services, Leeds City Council submitted a report 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

In the discussion that followed Members were supportive of the proposal for the Joint Committee to consist of 9 Members, commenting on Table 2 of the report, "safety net threshold" Members were of the view that the risk for this year was minimal

RESOLVED –

- 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 of the submitted report
- b) To agree that the Joint Committee shall be made up of nine Members
- c) To approve the Memorandum of Understanding and Terms of Reference set out in Paragraph 3 and Appendices A and B of the submitted report
- d) To note the projected Pool income for 2020/21 as shown in Paragraph 4 of the submitted report
- e) To note the risks of breaching safety net as described in Paragraph 5 of the submitted report
- f) To approve the proposed allocation of projected income to member authorities at Paragraph 6.

8 Date and Time of Next Meeting

RESOLVED – That the date and time of the next meeting be determined at a future date

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Originator: Victoria Bradshaw 0113 378 8540

Report to: NORTH AND WEST YORKSHIRE BUSINESS RATES JOINT COMMITTEE

Date: 25th March 2021

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 is set up;
- b) The current position of the North and West Yorkshire Pool, including the estimated 2020/21 financial position and the latest income projections;
- c) The allocation of projected income to member authorities for 2020/21;
- d) That the Pool will be dissolved on 31st March 2021.

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.
- 1.2. Government had previously announced the introduction of 75% business rates retention nationally in 2020/21. After this was delayed 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 the levels expected pre-COVID-19. 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, however no authority is forecast to hit safety net which would have the first call on the resources held within the pool. This is discussed in greater detail at **Paragraph 3**.

- 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 4**.

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

- 2.1. The Memorandum of Understanding for the North and West Yorkshire Pool is attached at **Appendix A**, and the Terms of Reference for the Joint Committee at **Appendix B**. These were approved by the Joint Committee on 30th September 2020.

3. Estimated Pool Income 2020/21

- 3.1. 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 of retained Business Rates income in the region.
- 3.2. 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 £8.4 million.
- 3.3. Although Business Rates income will reduce, the levy calculation is adjusted for the S31 reliefs awarded to businesses that have been increased due to coronavirus for which authorities are compensated. 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.
- 3.4. **Table 1** below demonstrates how the estimated levies have changed from the estimated NNDR1 position. The estimated levies at March 2021 are based on latest information provided by member authorities. However, it should be noted that we await further confirmation of figures from Ryedale. If these are submitted prior to the Joint Committee meeting, and material, revised tables will be circulated at that time.

Table 1: Summary Distribution of Additional Income

Authority	Estimated levies based on NNDR1 £m	Estimated levies at Sep 2020 £m	Estimated levies at Mar 2021 £m
Bradford	0.000	0.000	0.000
Calderdale	0.000	0.000	0.000
Craven	0.666	0.799	0.619
Hambleton	1.074	1.154	0.940
Harrogate	1.407	1.269	1.298
Kirklees	0.000	0.000	0.000
Leeds	2.181	0.030	0.000
North Yorkshire County Council	0.000	0.000	0.000
Richmondshire	0.620	0.620	0.544
Ryedale	0.564	0.564	0.627
Scarborough	1.243	1.950	1.495
Wakefield	0.000	0.000	0.000
York	3.029	3.299	2.843
TOTAL	10.784	9.686	8.367

4. Risks to Pool Funding

- 4.1. 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.
- 4.2. Estimated Pool income based on member authorities NNDR1 returns was over £10.7 million. However, as demonstrated by the projections in **Table 1**, 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 could potentially result in safety net, though this is not currently projected for any member.
- 4.3. An authority would fall into safety net if it suffered a reduction in retained rates income to a level below a threshold of 92.5% of their baseline funding level.
- 4.4. 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 retention 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).
- 4.5. 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.

4.6. The unaudited year end position for the Pool will not be known until May 2021, when authorities will be able to finalise their unaudited positions for the year. However, the financial position for the Pool remains estimated until audited NNDR3 returns are complete. The deadline for this currently stands at 31st July 2021, however, as with the current financial year, this may be subject to change or delay.

4.7. 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.

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

5.1. Notwithstanding the risks noted in **Paragraph 4**, the Pool's current projections indicate that no authority is currently projected to breach the safety net threshold.

5.2. Based on the latest projections for 2020/21 business rates retained that 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	149,060,163	128,813,280	25.4%
Calderdale	42,541,612	39,061,386	12.0%
Craven	2,724,527	1,374,119	15.5%
Hambleton	3,967,605	1,931,050	15.6%
Harrogate	6,339,280	3,461,860	10.2%
Kirklees	84,078,918	76,477,763	13.8%
Leeds	153,090,963	146,551,835	3.9%
North Yorkshire County Council	69,209,730	62,637,689	31.0%
Richmondshire	2,593,175	1,391,434	18.6%
Ryedale	2,892,276	1,515,738	16.0%
Scarborough	7,275,281	3,964,613	18.6%
Wakefield	84,378,341	66,724,701	25.3%
York	32,900,172	24,563,396	15.3%

5.3. 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.

5.4. In summary:

- Bradford, Calderdale, Harrogate, Kirklees, Leeds, Wakefield, York: 50% by growth above the baseline and 50% by population

- Craven, Hambleton, Richmondshire, Ryedale, Scarborough, North Yorkshire County Council: 50% by growth above the baseline and 50% by baseline funding level

5.5. At the meeting on 30th September, the Joint Committee approved this process of allocation for the projected income. 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	1.035
Calderdale	0.182
Craven	0.357
Hambleton	0.523
Harrogate	0.288
Kirklees	0.427
Leeds	0.607
North Yorkshire County Council	1.690
Richmondshire	0.337
Ryedale	0.377
Scarborough	0.942
Wakefield	1.039
York	0.563
TOTAL	8.367

5.6. However, as noted above, 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.

6. Dissolving the North and West Yorkshire Pool

6.1. Following discussions with all Pool members, it was agreed that the 2020/21 North and West Yorkshire Business Rates Pool would cease from 31st March 2021. This was confirmed by the Secretary of State, whose representative wrote to formally revoke the designation on 16th December 2020, attached at **Appendix C**.

6.2. Members are therefore asked to note the process of allocation of projected income at Paragraphs 5.4 – 5.6, and that, within the terms of the Pool’s Memorandum of Understanding at **Appendix A**, the final Pool income shall be allocated as such, once all member authorities have received final audited accounts. It should also be noted that existing balances cannot be rolled forwards to a future pooling arrangement due to the changing membership of future pools.

6.3. Further to this, Members should be aware that as the 2020/21 NWY Pool is revoked from 31st March 2021, any final decisions around use of this projected funding should be taken by the Joint Committee at today's meeting.

7. Recommendations

7.1. Members are recommended:

- a) To note the context of the 2020/21 North and West Yorkshire Business Rates Pool as described in **Paragraphs 1 and 2**;
- b) To note the Memorandum of Understanding and Terms of Reference set out in **Paragraph 2 and Appendices A and B**;
- c) To note the projected Pool income for 2020/21 as shown in **Paragraph 3** and the risk of breaching safety net at **Paragraph 4**; and
- d) To note and approve the allocation of estimated projected income to member authorities at **Paragraph 5** and, with reference to the Pool being dissolved on 31st March 2021, that final income will be allocated after all member authorities receive final audited accounts, as noted at **Paragraph 6**.

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

Four representatives from North Yorkshire:

- North Yorkshire
- City of York Council
- Harrogate Borough Council
- Scarborough Borough Council

- 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.


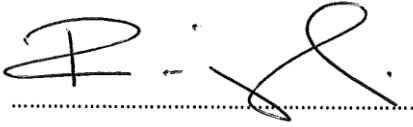




9. Treatment of residual benefits or liabilities



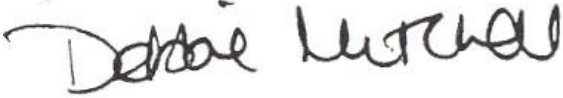
- 9.1. Any residual benefits or liabilities arising in regard to the Pool's additional income will be shared amongst all the members of the Pool in proportion to their share of the income received from the Pool.
- 9.2. Any financial benefits committed in 2019/20 for future years' expenditure shall remain 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	<i>N. Broadbent</i>
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	<i>Paul Foster</i>
Kirklees Council	Eamonn Croston Service Director, Finance and s151 Officer	
Leeds City Council	Victoria Bradshaw Chief Officer Financial Services	<i>V. F. Bradshaw</i>
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	<i>Sian Moore</i>
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

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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Dear North and West Yorkshire BR Pool Member,

We wrote to you on 9 September 2020 with a Business Rates Pooling Invitation for 2021-22.

In response, we received confirmation from Leeds, your lead authority, on 22 October 2020 of your request to revoke the current pool.

This is to confirm that, accordingly, the Secretary of State has revoked the designation for the North and West Yorkshire Business Rates Pool in accordance with paragraphs 34(3) and (5) of Schedule 7B to the Local Government Finance Act 1988.

The Secretary of State hereby revokes the designation of the following pool of authorities:

- Bradford
- Calderdale
- Craven
- Hambleton
- Harrogate
- Kirklees
- Leeds
- North Yorkshire
- Richmondshire
- Ryedale
- Scarborough
- Wakefield
- York

This means that the North and West Yorkshire Business Rates Pool ceases to exist from the end of this financial year.

In the context of this revocation, the authorities covered by the 2020-21 designation must take the following step before the revocation takes effect:

- Comply with the dissolution arrangements established in the pool's governance agreement.

Ministry for Housing, Communities and Local Government
Local Government Finance

Email: BRRSA@communities.gov.uk
Thomas.Grimes@communities.gov.uk

2nd Floor, Fry Building, South East Quarter
2 Marsham Street, London, SW1P 4D



In regard to 2021- 22, the local authorities identified above will revert to being considered as individual authorities for the purposes of the business rates retention scheme. Those local authorities included in the separate letter to invoke the Leeds City Region pool will be considered under the pooling arrangements as set out in that letter.

If there are any questions about the content of this letter and the designation, please contact us at BRRSA@communities.gov.uk, copying Thomas Grimes at Thomas.Grimes@communities.gov.uk as soon as possible.

Signed by authority of the Secretary of State for Housing, Communities and Local Government:

Stuart Hoggan

Stuart Hoggan

Deputy Director of Local Government Finance
Ministry of Housing, Communities and Local Government

16 December 2020