

Appendix 2

Leeds City Region Joint Committee Agreement (2007)

The Joint Committee Agreement states:

“In exercise of their powers under Sections 101 and 102 of the Local Government Act 1972, Part II of the Local Government Act 2000 and all other powers enabling them in that behalf, the Councils shall participate in a joint committee to be known as “The Leeds City Region Leaders’ Board” (hereinafter referred to as “the Board”) which shall be constituted and which shall conduct its business in accordance with the Procedure Rules / Regulations approved by the Support Services Authority as provided for in clause 4 and accepted by the Board”. The agreement is attached as Appendix 2 for information.

“The Support Services Authority” is one of the eleven Councils chosen by the Board to provide support services to the Board and this is currently Leeds City Council.

Leeds City Council was responsible for the development of a set of “Procedure Rules” for the Board and is also responsible for reviewing these on an annual basis and agreeing amendments at the Board’s Annual General Meeting. The Procedure Rules are attached at Appendix 3 for information.

The Procedure Rules identify a number of officer roles provided by the Support Authority. These are:

- Chief Officer – held by the Chief Executive of Leeds City Council, Tom Riordan
- Monitoring Officer – held by the City Solicitor of Leeds City Council, Bob Pritchard
- Chief Financial Services – held by the Director of Resources of Leeds City Council, Alan Gay
- Chief Procurement Officer – held by the Chief Procurement Officer of Leeds City Council, Wayne Baxter
- City Region Secretariat – held by the Head of Regional Policy , Rob Norreys

The Procedure Rules set out the Leaders Board Governance arrangements, including Access to Information Procedure Rules; Contracts Procedure Rules an Financial Procedure Rules; and Terms of Reference. For 2011/2012 the relationship with the local enterprise partnership is set out within the Terms of Reference of the Leaders’ Board.

Appendix 3

Governance checklist for Significant Partnerships

The Leeds City Region is included on the City Council Register of Significant Partnerships and was reviewed by Corporate Governance in September 2010.

The following table is the feedback received on this review.

Requirement	Leeds City Region						
	Complies?			Evidence / explanation given?	Action identified?	No answer	
	Y	N	N/A				
Identified to whom it is accountable	1	0	0	1	0	0	0
Governing document	1	0	0	1	0	0	0
Risk management framework	1	0	0	1	0	0	0
Project and programmes management system	1	0	0	1	0	0	0
Internal control and assurance framework	1	0	0	1	0	0	0
Agreed objectives and regularly review Strategic or business plan	1	0	0	1	0	0	0
Performance management framework	1	0	0	1	0	0	0
Financial performance framework	1	0	0	1	0	0	0
Financial procedures	1	0	0	1	0	0	0
Commissioning strategy	1	0	0	1	0	0	0
Procurement strategy and procurement procedures	1	0	0	1	0	0	0
Annual review of value for money which covers: its performance; and its financial position and performance	1	0	0	1	0	0	0
Code of conduct	1	0	0	1	0	0	0
Procedures for dealing with conflicts of interest	1	0	0	1	0	0	0
Agreed how it will resolve disputes	1	0	0	1	0	0	0
Counter fraud and corruption policy	1	0	0	1	0	0	0
Whistle-blowing policy	1	0	0	1	0	0	0
Agreed how it will develop, implement and review key policies	1	0	0	1	0	0	0
Decisions on the basis of timely, accurate, clear and relevant advice and information	1	0	0	1	0	0	0
Equality, Diversity and Community Cohesion Impact Assessment	1	0	0	1	0	0	0
Access to information rules	1	0	0	1	0	0	0
Arrangements for keeping documents	1	0	0	1	0	0	0
Protocol for sharing information	1	0	0	1	0	0	0
Allow the Council's internal auditors access to documents on request	1	0	0	1	0	0	0
Accounts externally audited	1	0	0	1	0	0	0
Co-operate with any relevant Scrutiny Board inquiry	1	0	0	1	0	0	0

Appropriate support and training for representatives	1	0	0	1	0	0
Practice the principles set out in the Compact for Leeds	0	0	1	0	0	0
Stakeholder involvement strategy	1	0	0	1	0	0
Complaints procedure	1	0	0	1	0	0
	30	0	1	30	0	0
	96.77%	0.00%	3.23%	96.77%	0.00%	0.00%
Source: LCC Governance Services						