

Leeds Health & Wellbeing Board

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Report of: Chief Officer, Health Partnerships

Report to: Health and Wellbeing Board

Date: 27 March 2014

Subject: Protocol for Third Party Recording of Committee, Board and Panel Meetings

Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The General Purposes Committee of Leeds City Council, has approved a new protocol for third party recording of Committee, Board and Panel meetings. The new protocol can be found at Appendix 1.
2. As a Committee which is appointed by Full Council, the Health and Wellbeing Board will be bound by the new regulations set out in this protocol.

Recommendations

The Health and Wellbeing Board is asked to:

- Note the content of the report and the new protocol regarding third party recording of meetings.

1 Purpose of this report

- 1.1 The new protocol on third party recording of Committee, Board and Panel meetings will apply to the Health and Wellbeing Board. This report serves to update Board members of the changes and implications that this may have.

2 Background information

- 2.1 At its meeting on 4th March 2014, the General Purposes Committee received and approved a new protocol for third party recording of Committee, Board and Panel meetings. This will include the Health and Wellbeing Board.
- 2.2 The protocol applies to Full Council, Executive Board and all Committees which Full Council appoints, and comes into force with immediate effect.
- 2.3 Health and Wellbeing Board members have been invited to a training session where a fuller briefing will be given, along with the opportunity to raise any queries or concerns.

3 Health and Wellbeing Board Governance

3.1 Consultation and Engagement

- 3.1.1 As stated in the main report, extensive consultation with relevant parties has taken place. The Health and Wellbeing Board were consulted via an email from the Chair on 19 December 2013.

3.2 Equality and Diversity / Cohesion and Integration

- 3.2.1 There are no specific equality and diversity or cohesion and integration issues arising from this report.

3.3 Resources and value for money

- 3.3.1 There are no implications for resources or value for money arising from this report.

3.4 Legal Implications, Access to Information and Call In

- 3.4.1 Refer to the main report for information on the provisions now made by the Local Audit and Accountability Act 2014.

3.5 Risk Management

- 3.5.1 The City Solicitor (in consultation with the Leader of Council), has the authority to review and agree any consequential amendments to rules of procedure contained within the Constitution that might arise from the approval by the General Purposes Committee of the protocol at Appendix 1.

4 Recommendations

4.1 The Health and Wellbeing Board is asked to:

- Note the content of the report and the new protocol regarding Third Party recording of meetings