

**LEEDS CITY REGION BUSINESS RATES POOL JOINT COMMITTEE
TERMS OF REFERENCE
AGREED MARCH 2015**

The Leeds City Region Business Rates Pool Joint Committee is authorised to:

- Allocate any excess income arising from reductions in levy payments in accordance with the Leeds City Region 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 treated individually;
- 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.

Members will have equal voting rights and voting will be by simple majority. In the event of a tie, the chair of the meeting will have a casting vote.