

YORKSHIRE AND HUMBER ASSEMBLY

GOVERNANCE ARRANGEMENTS

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Background

1. After a period of review, in July 2006 the Yorkshire and Humber Assembly put in place new governance structures. The arrangements were aimed at:
 - Creating a streamlined body pursuing a focused agenda, aligned clearly to the Assemblies core areas of responsibility; and
 - Ensuring the close and effective engagement of all Assembly members, with the most senior local government politicians and non-local authority figures playing a lead role.
2. Since July 2006 the effectiveness of the arrangements have been subject to independent testing by consultants Arup who have concluded that the Assembly now has in place the right governance structures.

Overview

3. An overview of the governance structures is shown at *figure 1*.

Full Assembly

4. The full Assembly is responsible for providing regional leadership, agreeing regional strategic priorities, directing the development of the Region's Integrated Strategic Framework, endorsing key regional strategies and overseeing scrutiny of Yorkshire Forward. Membership is all 22 local authorities (plus National Parks for planning purposes), plus 15 senior Stakeholder Partners. The Chair of Yorkshire Forward and the Regional Director of Government Office are observers along with a range of other regional agencies.
5. The focus of Assembly meetings is wide ranging strategic discussions on the main challenges and issues for the region. The discussion is used to inform activity in Member organisations and more widely in the region – in particular holding Yorkshire Forward to account for the delivery of the Regional Economic Strategy.

Regional Executive Board

6. The Regional Executive Board provides a streamlined body to oversee the work of the Assembly. It is the key policy co-ordinating body for the Assembly and for the wider region. It is accountable to the full Assembly ensuring full and proper strategic alignment and identifying regional strategic and funding priorities. It delegates operational activity to the functional Boards dealing with housing, transport and planning. As well as local authority (city region and sub region) and senior stakeholder representatives the Board includes the Chief Executive of Yorkshire Forward and the Regional Director of Government

Office as observer members.

Regional Housing, Planning and Transport Boards

7. The core activities of the Assembly are carried out through three functional Boards dealing with housing, planning and transport, they have full operational responsibility for their area of activity, and are accountable to the Regional Executive Board.

Scrutiny Board

8. The Scrutiny Board undertakes scrutiny of Yorkshire Forward and is led by the Deputy Chair of the Assembly. It works closely with the Sustainable Development Board to assess the impact of the Regional Economic Strategy, acting as a 'critical friend' to institutions and bodies working in the region.

Sustainable Development Board

9. The Sustainable Development Board provides guidance on sustainable development to the full Assembly, the Regional Executive Board and the other Regional Boards. The Board has a particular responsibility to act independently and provide constructive, robust and insightful advice. The Sustainable Development Board works closely with the Scrutiny Board to ensure effective challenge on sustainable development issues.

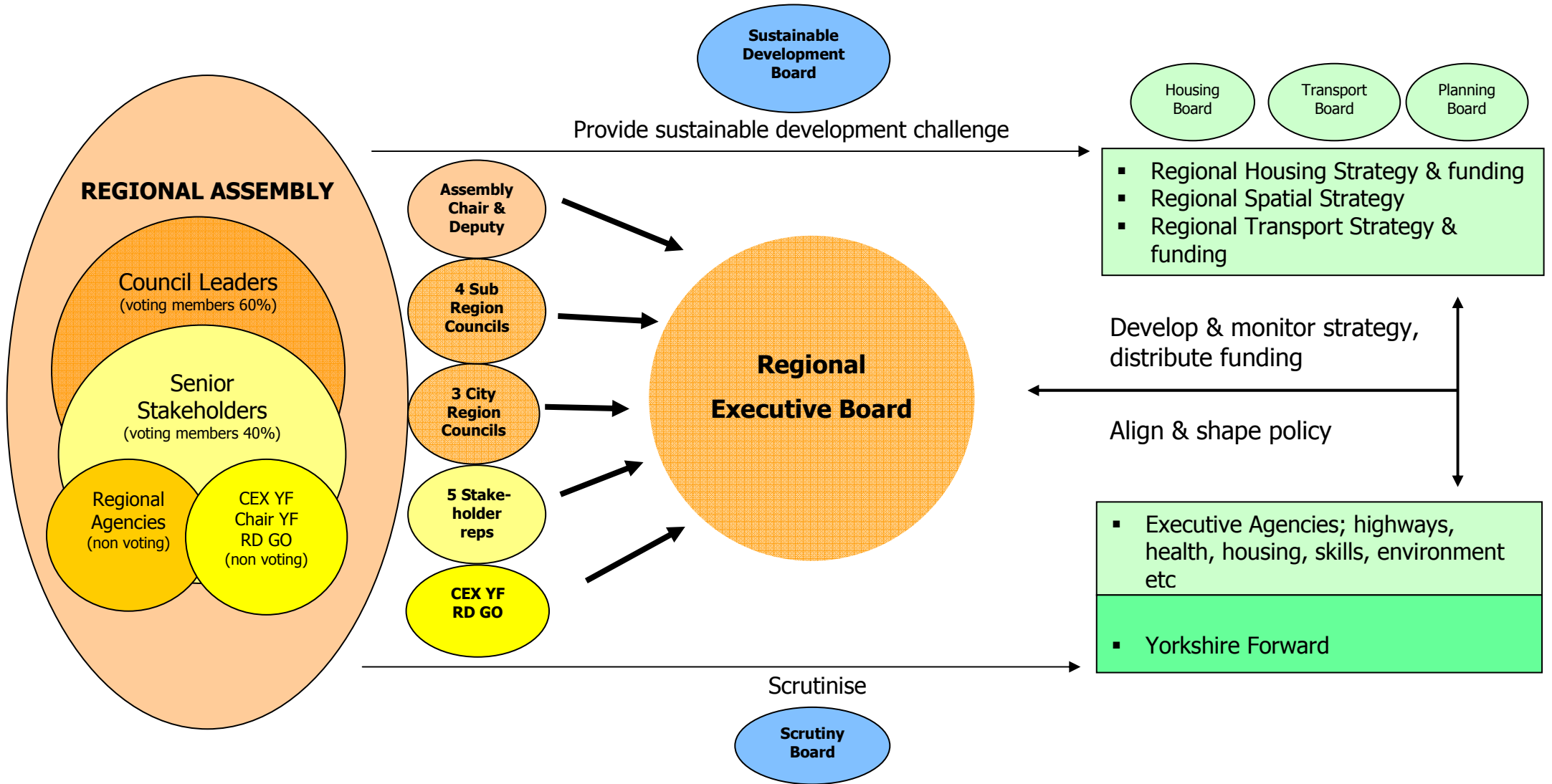
Executive Co-ordination and Management

10. The four-strong Executive Co-ordination Team comprises the Chair, Vice Chair and two Executive Directors (lead officers) of the Assembly. This body manages the business of the Assembly in order to enable the Boards and Full Assembly to deal with strategic policy issues.

These Arrangements

11. The operational arrangements for each part of the structure are set out in the following sections. These arrangements supplement and support the constitution of the Assembly and can be amended at the Annual General Meeting. In the event of any conflict between the Governance Arrangements and the Constitution then the provisions in the Constitution will prevail.

Figure 1 – Overview of the Yorkshire and Humber Assembly Governance Structures



The Full Assembly

Purpose

- 12.** The full Assembly is the custodian of Advancing Together, the Region's Strategic Framework and its successor documents.¹ The Assembly's work is focused on the delivery of the vision and objectives for the region. The vision is:

'Yorkshire and Humber will be a recognisably world class and international region where the economic, environmental and social well being of all our region and its people advances rapidly and sustainably.'

- 13.** The objectives of Advancing Together are:

- To have a world class, prosperous and sustainable economy;
- To have a physical infrastructure and communications which meet the needs of people, businesses, places and the environment;
- To have high quality natural and man-made environments;
- To have exceptional education and training, widespread learning and skills and a healthy labour market without skills gaps or shortages;
- To be a socially cohesive and inclusive region, with people who have the capacity, resources and equitable access to quality services needed to live well; and
- To possess and portray the highest levels of governance in all sectors and at all levels, and the highest levels of civic participation in decision-making and community life.

Key Tasks

- 14.** The full Assembly undertakes these tasks:

- To agree regional strategic priorities and direct the development of the Region's Integrated Strategic Framework (see footnote 1) and receive an annual report on implementation;
- To endorse the Regional Spatial Strategy (including the Regional Transport Strategy), the Regional Housing Strategy, and the Regional Economic Strategy;
- To scrutinise the Regional Economic Strategy through the Scrutiny Board;
- To agree a business plan and budget for the Assembly and receive annual report and audited accounts;
- To agree a scheme for payment or allowances to Members in respect of the work of the Assembly; and
- To delegate to the Regional Executive Board responsibility for delivering all other work of the Assembly.

¹ The Assembly is charged with producing a new Integrated Regional Framework (IRF) by the end of 2007 this will replace Advancing Together and the Regional Sustainable Development Framework.

Accountability and Key Relationships

- 15.** The Assembly is accountable through its membership to its constituent bodies. In particular democratic accountability for its work is provided by the active, majority involvement of all local authorities in the region.
- 16.** The Assembly works in close partnership with Yorkshire Forward (the Regional Development Agency), Government Office for Yorkshire and the Humber and a range of government sponsored, and other bodies and organisations providing services in the region.
- 17.** The Assembly has effective relationships beyond the region working across the North, with the other English Regions, with national Government and with European and International bodies and institutions.

Working Arrangements

- 18.** *Ways of Working* – The full Assembly will meet at least three times a year. Wherever possible business is conducted on the basis of consensus. Where a vote is required it will be proportionate between the Local authority (60%) and Social, Economic and Environmental (SEE) partner (40%) constituencies. The local authority element of the vote is weighted in line with population (106 votes in total). The SEE Partner vote is divided between partners on the basis agreed by the partners at their annual meeting (71 votes in total). National Parks have one vote each.
- 19.** *Membership* - The following authorities, organisations and agencies are full voting members of the Assembly, as listed at **Annex A:**
 - I. Local Authorities in membership of Local Government Yorkshire and Humber.
 - II. Representatives of sector groupings (Social, Economic and Environmental Partners).
 - III. Representatives of the National Park Authorities.

There is to be also be non-voting Observer membership which currently includes the Government Office for Yorkshire and the Humber, the Regional Development Agency (Yorkshire Forward), the Environment Agency, Natural England, the Highways Agency, and any other organisations as agreed by the Assembly.

- 20.** *Chairing Arrangements* – The Chair of the Assembly is a leader of a Local Authority nominated by Local Government Yorkshire and Humber. The Deputy Chair is a Social, Economic and Environmental partner nominated by the SEE Partners at their annual meeting. The Chair and Vice Chair each have a two-year term of office. The positions are subject to confirmation at the

intervening Annual General Meeting.

- 21.** *Administration/Secretariat Support* – This is provided by the Assembly Officer Team.
- 22.** *Meeting Arrangements* – the full Assembly will meet at least three times a year normally in February, June and October.

The Regional Executive Board

Purpose

- 23.** The Regional Executive Board operates as a 'Regional Strategic Board' with executive status. It is responsible for delegating operational activity to the functional Boards dealing with housing, transport and planning. It is the Region's co-ordinating body ensuring the alignment of strategies to meet the regional strategic priorities set out in the Integrated Regional Framework (see footnote 1 on Page 6).

Key Tasks

- 24.** The key tasks of the Regional Executive Board are:
- To oversee the development, implementation and monitoring of the Integrated Regional Framework to secure alignment of regional activity to deliver regional strategic priorities;
 - To delegate to the functional Boards responsibility for all activities associated with delivering their strategies and receive reports on implementation;
 - To consider and respond to advice from the Sustainable Development Board;
 - To advise the Assembly on matters relating to the attainment of the Assembly's objectives and to act generally on behalf of the Assembly as delegated;
 - To develop the business plan and budget for the Assembly, oversee implementation and monitor outcomes including an assessment of performance and value for money;
 - To establish sub groups of representatives from members and other organisations drawn widely within the region to take forward the work of the Assembly;
 - To appoint representatives to serve on any other body to present the views of the Assembly to any meeting of such other body;
 - To receive reports from the Executive Co-ordination Team; and
 - To keep under review a scheme for payment of allowances to Members in respect of the work of the Assembly for agreement by the full Assembly.

Accountability and Key Relationships

- 21.** The Regional Executive Board is accountable to the full Assembly and is responsible for building and maintaining good and productive relationships with the constituent bodies of the Assembly.
- 22.** The Regional Executive Board has effective senior level relationships with Yorkshire Forward, the Regional Development Agency, Government Office Yorkshire and Humber and a range of government sponsored and other bodies

and organisations working in the region.

- 23.** The Regional Executive Board has effective relationships beyond the region working across the North, with the other English Regions, with national Government and with European and International bodies and institutions.

Working Arrangements

- 24.** *Ways of Working* – As in the full Assembly, wherever possible business will be conducted on the basis of consensus. However the membership has been designed broadly to reflect the 60:40 Local Government, SEE partner split in place in the full Assembly and where a ballot is required each member will have one vote.

- 25.** *Membership* – The members of the Regional Executive Board are drawn from the membership of the full Assembly. The membership will be:

- The Chair and Deputy Chair of the Assembly (see Full Assembly for nominations arrangements) (2)
- One local authority member from each sub-region (nominated by the sub-regional local authority partnerships) (4)
- One local authority member from each city region (nominated by the City Region partnerships) (3)
- SEE partner representation (elected at the annual meeting of the SEE Partners Group) (5)
- The Chairs of the Housing, Planning and Transport Boards (elected by the Assembly at the Annual General Meeting (or their Vice Chair if the Chair is already a member of the Regional Executive Board through another route) (3)
- A local authority rural representative (1) (nominated by LGYH)
- The Chair of LGYH (1) (where not already a member of the Regional Executive Board through another route)
- A local authority Chief Executive (1) (nominated by the regional Chief Executives Group) (Non voting)
- Observers from Yorkshire Forward and Government Office (normally the Chief Executive) (2) (Non voting)

(Note: the Observer Members, the Local Authority Chief Executive and the Functional Board Chairs are not counted for the purpose calculating the 60:40 Local Authority: SEE partner split).

- 26.** Membership for Sheffield City Region would be expected to be from within the Region.

- 27.** *Chairing Arrangements* - The Chair of the REB will be the Chair of the full Assembly. The Deputy Chair of the REB is the Deputy Chair of the full Assembly.

- 28.** *Administration/Secretariat Support* - This is provided by the Assembly Officer Team.
- 29.** *Meeting Arrangements* – The Regional Executive Board normally meets monthly on a Thursday. In the months where full Assembly meetings are scheduled, a brief pre meeting will take place before the Assembly meeting if required.

Board Support Structure

- 30.** To ensure effective links between regional, sub regional, city regional and sectoral interests represented on the Regional Executive Board, and proper support to all members, there is a Regional Executive Board Advisory Group made up of officers from the constituent bodies. This Group is chaired by an Executive Director of the Assembly and co-ordinate papers, ensures effective policy input to meetings and provides feedback to constituent groups.

The Regional Housing Board

Purpose

31. The Regional Housing Board is the key forum for discussing and deciding housing policy. It exists to:

- provide regional leadership for housing and ensures delivery of the regional housing strategy;
- undertake a co-ordinating role, providing leadership for other organisations involved in delivery of housing; and
- ensure effective linkages with streams of work that remain the responsibility of organisations which are Regional Housing Board members - for example, decent homes, homelessness and supporting people

Key Tasks

32. As delegated by the Regional Executive Board the Housing Board:

- Prepares and updates the Regional Housing Strategy;
- Prepares advice on the allocation of the Single Regional Housing Pot;
- Ensures mechanisms are in place to secure delivery of the strategy;
- Monitors implementation of the strategy and the delivery of outcomes 'bought' by housing investment resources and report progress to the region;
- Works closely with the Regional Planning Board and the Regional Transport Board to achieve integration of the transport, planning and housing agendas and with Yorkshire Forward to ensure integration of Economic Development activity;
- Secures a strategic fit between regional, city/sub regional and local strategies in relation to housing matters;
- Works with partners to maximise the funding available for housing in the region in line with regional strategic priorities;
- Influences and lobbies the Government and other national/regional agencies to ensure that national policy on housing issues fully reflects the needs of the region.
- Advises the Regional Executive Board on issues relating to housing;
- Considers and responds to advice from the Sustainable Development Board; and
- Provides progress reports to the Regional Executive Board.

Accountability and Key Relationships

33. The Regional Housing Board is accountable to the Regional Executive Board for delivery of the regional housing strategy.

34. The Regional Housing Board is responsible for building and maintaining good

and productive relationships with bodies and organisations in the region responsible for providing housing and related services, in particular by working with and through the Regional Housing Forum.

- 35.** The Regional Housing Board has effective senior level relationships with Yorkshire Forward (the Regional Development Agency), Government Office Yorkshire and Humber and a range of government sponsored and other bodies and organisations providing services related to housing in the region.
- 36.** The Regional Housing Board has effective relationships beyond the region working across the North, with the other English Regions, with national Government and with European and International bodies and institutions in relation to the delivery of housing and housing services.

Working Arrangements

- 37.** *Ways of Working* – Wherever possible business will be conducted on the basis of consensus. Where a ballot is required, each member will have one vote.
- 38.** *Membership* – core membership of the Board is set out by Government². This has been expanded to increase local authority involvement to reflect the principles of membership agreed by the Assembly. The membership of the Regional Housing Board is:
- Chair and Deputy Chair (2) (Assembly members)
 - One local authority member representative from each sub regional housing partnership (4)
 - One Local authority members from each of the three city regions, (3)
 - A member representing rural housing interests (1)
 - A member representing housing associations (1)
 - Government Office for Yorkshire and the Humber (1) (Observer)
 - Yorkshire Forward (1)
 - Housing Corporation (1)
 - Transform (South Yorkshire HMRP) (1)
 - Gateway (Humber HMRP) (1)
 - English Partnerships (1)
 - Regional Housing Forum (1)
 - Private Sector housing interests (1)
 - Yorkshire and Humber Tenants and Residents (1)
 - Town and Parish Councils Association (1)
- 39.** *Chairing Arrangements* - Both Chair and Deputy Chair will be Assembly Members and be appointed by the Yorkshire and Humber Assembly at the Annual General Meeting for a period of one year. One will be a local authority member and one will be a SEE partner. The Chair will sit on the Regional

² Regional Housing Boards were originally established by Government with a designated core membership.

Executive Board³.

- 40.** *Administration and Secretariat Support* - The administration and policy support for the Regional Housing Board is provided primarily by the Yorkshire and Humber Assembly Officer Team, with additional technical support and advice provided by Government Office and the Housing Corporation.
- 41.** *Meeting Arrangements* - The Board normally meets four times per year on a quarterly basis.

Board Support Structure

- 42.** To ensure that the Board is fully supported, there is a Housing Advisory Group made up of officers from those organisations and constituencies represented on the Board. This Team is chaired by an Assembly officer and co-ordinates papers, ensures effective policy input to meetings and provides feedback to constituent groups.
- 43.** The Board also has close working relationships with the Regional Housing Forum and its associated sub-groups. The Forum ensures that Board discussions and decisions are informed by the wider views of housing stakeholders in Yorkshire and Humber.

³ See paragraph 25.

The Regional Planning Board

Purpose

44. The Regional Planning Board is the key forum for discussing and deciding regional spatial strategy and planning policy. It exists to:

- Provide leadership for the planning and spatial strategy agenda at regional level;
- Prepare and review the Regional Spatial Strategy (RSS);
- Advise on the fit between resource/ investment allocations and the RSS;
- Develop and fulfil the Assembly's statutory consultee role in the planning system; and
- Work to ensure that the RSS is implemented and delivered effectively.

Key Tasks

45. As delegated by the Regional Executive Board the Planning Board:

- Prepares and updates the Regional Spatial Strategy (RSS);
- Ensures mechanisms are in place to secure delivery of the RSS;
- Monitors implementation of the RSS including the publication of an Annual Monitoring (and Implementation) Report;
- Works closely with the Regional Transport Board and the Regional Housing Board to achieve integration of the transport, planning and housing agendas, and with Yorkshire Forward to ensure integration of (and with) Economic Development activity and the RES;
- Secures a strategic fit between regional, city/sub regional and local strategies in relation to planning/ spatial strategy matters;
- Agrees formal responses to consultations that the Assembly receives on planning applications, local development frameworks and adjoining region's RSSs and other planning/ spatial strategy consultations;
- Works with partners to maximise funding and resource alignment in line with regional strategic priorities and the RSS;
- Influences and lobbies Government and other national/regional agencies to ensure that national policy on spatial issues fully reflects the needs of our region;
- Advises the Regional Executive Board on all issues relating to planning and the spatial strategy;
- Considers and responds to advice from the Sustainable Development Board; and
- Provides progress reports to the Regional Executive Board.

Accountability and Key Relationships

46. The Regional Planning Board is accountable to the Regional Executive Board for delivery of the Regional Spatial Strategy.

- 47.** The Regional Planning Board is responsible for building and maintaining good and productive relationships with bodies and organisations in the region responsible for providing planning and related services, in particular by working with and through a Regional Planning Forum – that engages all local authorities and a wide range of regional stakeholders.
- 48.** The Regional Planning Board has effective senior level relationships with Yorkshire Forward (the Regional Development Agency), Government Office Yorkshire and Humber and a range of government sponsored and other bodies and organisations providing services related to planning (and with an impact on RSS) in the region.
- 49.** The Regional Planning Board has effective relationships beyond the region working across the North, with the other English Regions, with national Government and with European and International bodies and institutions in relation to the delivery of planning and spatial strategy issues.

Working Arrangements

- 50.** *Ways of Working* - Wherever possible business will be conducted on the basis of consensus. However, the membership has been designed to reflect the 60:40 Local Government, SEE partner split in place in the full Assembly and where a ballot is required each member will have one vote.
- 51.** The Board has adopted a 'Code of Good Practice and Guidance' for members exercising the planning functions of the Assembly. This has been drafted by the English Regions Network (ERN) to provide guidance on dealing with such issues as potential conflicts of interest and lobbying.
- 52.** Because of the tight (21 day) deadline for Assembly responses to consultations on planning applications and a six-week deadline for commenting on local development framework consultations, formal arrangements to agree responses to consultations outside the cycle of Board meetings are in place.
- 53.** *Membership* - The membership of the Regional Planning Board is:
 - Chair and Deputy Chair (2) (Assembly members)
 - One local authority Member from each sub-region (4)
 - One Local authority Members from each of the three city regions, (3)
 - LA member from rural local authorities outside the city regions (1)
 - Environment sector (2)
 - Business sector (2)
 - Social sector (1)
 - Town and Parish Councils (1)
 - Yorkshire Forward (1)

- Government Office (1) (Observer)

- 54.** Membership for Sheffield City Region is expected to be from within the Region. The representation from the business sector should include representation from the development industry.
- 55.** *Chairing Arrangements* - Both Chair and Deputy Chair will be Assembly Members and be appointed by the Yorkshire and Humber Assembly at the Annual General Meeting for a period of one year. One will be a local authority member and one will be a SEE partner. The Chair will sit on the Regional Executive Board.⁴
- 56.** *Administration/Secretariat Support* – The administrative, secretariat and policy support for the Planning Board is provided by the Assembly Officer Team.
- 57.** *Meeting Arrangements* - The Board normally meets four times per year on a quarterly basis.

Board Support Structures

- 58.** To ensure that the Board is fully supported and operates effectively there is engagement with (and input from) a wide range of regional partners in spatial strategy and planning matters. There is an advisory Regional Planning Forum, with representation from all local authorities and a range of social, economic and environmental partners with an interest in planning matters. The Forum ensures that Board discussions and decisions are informed by the wider views of planning/ spatial strategy stakeholders in Yorkshire and the Humber.
- 59.** To ensure that the Board is fully supported, a Technical Advisory Group (chaired by an Assembly officer) works with Assembly staff to help undertake programmes of technical work and to help prepare and coordinate the advice given to the Board.

⁴ See paragraph 25.

The Regional Transport Board

Purpose

60. Regional Transport Board is the key forum for discussing and deciding regional transport policy and priorities. It exists to:

- Provide leadership for the transport agenda at regional level;
- Prepare and review the Regional Transport Strategy (RTS) element of the RSS – for (and in liaison with) the Regional Planning Board;
- Provide advice on the region's transport investment priorities; and
- Work to ensure that the RTS element of the RSS and regional transport priorities are implemented and delivered effectively.

Key Tasks

61. As delegated by the Regional Executive Board the Regional Transport Board:

- Agrees and keep under review the Region's strategic transport priorities and their implementation by national, pan-regional, regional and local agencies;
- Prepares and updates the Regional Transport Strategy (RTS) element of the RSS for the Regional Planning Board;
- Ensures mechanisms are in place to ensure the delivery of the RTS.
- Monitors the implementation of the RTS;
- Works closely with the Regional Planning Board and the Regional Housing Board to achieve integration of the transport, planning and housing agendas, and with Yorkshire Forward to ensure integration of (and with) Economic Development activity and the RES;
- Secures a strategic fit between regional, city/sub regional and local strategies in relation to transport matters;
- Works with partners to maximise funding available for transport in the region in line with regional strategic priorities and the RTS;
- Influences and lobbies Government and other national/regional agencies to ensure that national policy and investment priorities on transport fully reflect the needs of our region;
- Advises the Regional Executive Board on all issues relating to transport;
- Considers and responds to advice from the Sustainable Development Board;
- Provides progress reports to the Regional Executive Board; and
- Agrees formal responses to consultations that the Assembly receives on transport matters.

Accountability and Key Relationships

62. The Regional Transport Board is accountable to the Regional Executive Board for the delivery of the Regional Transport Strategy.

- 63.** The Regional Transport Board is responsible for building and maintaining good and productive relationships with bodies and organisations in the region responsible for transport, in particular by working with and through a Regional Transport Forum – that engages all local authorities and a wide range of regional stakeholders (including infrastructure and transport service providers).
- 64.** The Regional Transport Board has effective senior level relationships with Yorkshire Forward (the Regional Development Agency), Government Office Yorkshire and Humber and a range of other government and other sponsored bodies and organisations providing services related to transport (and with an impact on RTS) in the region.
- 65.** The Regional Transport Board has effective relationships beyond the region working across the North, with the other English Regions, with national Government and with European and International bodies and institutions in relation to the delivery of transport infrastructure and services. There is a particular need for the Board to have links to work outside the Region including links to Manchester, Tees Valley and those parts of Sheffield City Region in the East Midlands. The Board also needs to take a clear lead in liaising with other regional, pan-regional and national organisations on transport – such as the Northern Way Transport Compact, working with Yorkshire Forward on economic-based transport investments etc.

Working Arrangements

- 66.** *Ways of Working* - Wherever possible business will be conducted on the basis of consensus. However, the membership has been designed to reflect the 60:40 Local Government, SEE partner split in place in the full assembly and where a ballot is required each member will have one vote.
- 67.** *Membership* - The proposed membership of the Regional Transport Board is:
- Chair and Deputy Chair (Assembly Member) (2).
 - Local authority Member from each sub-region (4).
 - One local authority Member from each of the three city regions, plus one from rural local authorities outside the city regions (4 in total).
 - One member from each of the Passenger Transport Authorities for West and South Yorkshire (2 in total)
 - Environment Sector (2).
 - Business Sector (2).
 - Social Sector (1).
 - Town and Parish Councils (1)
 - Yorkshire Forward (1).
 - Government Office (1 Observer).
 - Highways Agency (1 Observer).

- Network Rail (1 Observer).
- Confederation of Passenger Transport (1 Observer).
- West Yorkshire Passenger Transport Executive (1 Observer)
- South Yorkshire Passenger Transport Executive (1 Observer).

68. Membership from Sheffield City Region would be expected to be from within the region.

69. *Chairing Arrangements* - Both Chair and Deputy Chair will be Assembly Members and be appointed by the Yorkshire and Humber Assembly for a period of one year. One will be a local authority member and one will be a SEE partner. The Chair will sit on the Regional Executive Board⁵.

70. *Administration and Secretariat Support* – The Administration, secretariat and policy support for the Regional Transport Board would be provided by the Assembly Officer Team.

71. *Meeting Arrangements* - The Board normally meets four times per year on a quarterly basis.

Board Support Structure

72. To ensure that the Board is fully supported and operates effectively there is a need for continued engagement with (and input from) a wide range of regional partners on transport matters. An advisory Regional Transport Forum has been established with representation from all local authorities and a range of social, economic and environmental partners with an interest in transport matters. The Forum ensures that Board discussions and decisions are informed by the wider views of transport stakeholders in Yorkshire and the Humber.

73. To ensure that the Board is fully supported, an Advisory Officer Group works with Assembly officers to help develop and undertake programmes of technical work and to help coordinate the advice given to the Board.

⁵ See paragraph 25

Sustainable Development Board

Purpose

- 74.** The Sustainable Development Board is an advisory panel established to provide expert and authoritative guidance on sustainable development to Assembly, the Regional Executive Board and the other Regional Boards.
- 75.** The Sustainable Development Board is charged with acting independently and providing constructive, robust and insightful advice.
- 76.** The Sustainable Development Board works closely with the Scrutiny Board to ensure effective challenge across the regional structures also addresses sustainable development.

Key Tasks

- 77.** Functions of the Sustainable Development Board include:
 - Preparing and presenting advice on the sustainable development implications of matters being considered by the assembly, the regional executive and the housing, planning and transport boards;
 - Reviewing and commenting on the region's performance on sustainable development;
 - Identifying, investigating and reporting on key issues affecting regional sustainable development performance;
 - Providing support to the scrutiny board to ensure that sustainability issues (including quality of life and social inclusion) are addressed in the scrutiny process;
 - Evaluating the effectiveness of advice on sustainability given to regional boards and the integration of sustainability appraisals on major regional policies, strategies and programmes; and
 - Liaison with the UK Sustainable Development Commission.

Accountability and Key Relationships

- 78.** The Sustainable Development Board is required to retain an 'independent' role in the region and therefore reports to each of the full Assembly, the Regional Executive Board and the Functional Boards, as it considers appropriate, to deliver the key tasks listed above and in line with the Assembly business plan. It also provides an annual report to the Regional Executive Board.

Working Arrangements

- 79.** *Ways of Working* - The work programme for the Sustainable Development Board is aligned closely with the work programmes of the other Boards. This is to ensure that the Sustainable Development Board is able to provide advice in

a timely way to the other Boards so that it can be considered in advance of decisions being taken.

80. *Membership* – The membership of the Sustainable Development Board is:

- Chair and Deputy Chair (2) (Assembly members)
- Local authority elected members (4)
- Sustainable development experts (4)
- UK SDC Commissioner (1)
- Yorkshire and Humber Assembly (1)
- Yorkshire Forward (1)
- Yorkshire Futures (1)
- Government Office for Yorkshire and Humber (1 Observer)

81. *Chairing Arrangements* - Both Chair and Deputy Chair will be Assembly Members and be appointed by the Yorkshire and Humber Assembly at the Annual General Meeting for a period of one year. One will be a local authority member and one will be a SEE partner.

82. *Administration and Secretariat Support* - The administration and policy support for the Sustainable Development Board is provided by the Yorkshire and Humber Assembly Officer Team. Other partners will be invited to support the work programme of the Group.

83. *Meeting Arrangements* - The Board normally meets four times per year on a quarterly basis.

Board Support Structure

84. The work role of the Sustainable Development Board is supported and complemented by a Technical Advisory Group that engages sustainability practitioners from partner organisations across the region.

The Scrutiny Board

Purpose

85. The Scrutiny Board is a standing panel established to undertake the scrutiny of Yorkshire Forward, the regional development agency, and delivery of the Regional Economic Strategy. Scrutiny aims to improve regional performance and seeks to ensure Yorkshire Forward is accountable to the region.

Key Tasks

86. As directed by the Assembly the Scrutiny Board:

- Undertakes reviews into specific areas of the Regional Economic Strategy.
- Produces a set of recommendations from each review.
- Monitors the implementation of the agreed actions by Yorkshire Forward.
- Reports to the Assembly on the progress of scrutiny activity.
- Seeks to engage with a wide variety of regional stakeholders to gain their knowledge and experience to feed into the reviews.

Accountability and Key Relationships

87. The Scrutiny Board reports to the full Assembly, but retains close links with the Regional Executive Board and the other functional Boards to ensure that the reviews are relevant and contributing to the improved performance of the region.

88. The Scrutiny Board works closely with the Sustainable Development Board to ensure effective challenge across the regional structures also addresses sustainable development.

Working Arrangements

89. *Ways of working* - The Scrutiny Board conducts the reviews with rigour and challenge seeking to develop the best performance for the region within the guidelines set by the scrutiny protocols.

90. *Membership* - The Board will be made up of up to six Assembly members (or their nominated deputy⁶). The Board is able to co-opt two additional members who can provide specific knowledge to the review topic. Membership of the Board is open to all full Assembly members (or their nominated deputy) and will be appointed by the Assembly for a one year period. Members involved in a scrutiny review when their term ends will continue on the Board until that review is completed.

⁶ Assembly members may nominate a deputy with relevant experience to represent them on the Board. In the case of Local Authorities, the nominated deputy should be an elected member. Please Note: Only one representative from any Authority/sector may serve on the Board at any one time.

- 91.** *Chairing arrangements* - The Board will be chaired by the Deputy Chair of the Assembly.
- 92.** *Administration and secretariat support* - The administration and policy support for the Scrutiny Board is provided by the Yorkshire and Humber Assembly Officer Team.
- 93.** *Meeting arrangements* - The Board will meet as required subject to the scrutiny review timetable.

Board Support Structure

- 94.** Yorkshire Futures will provide independent baseline information on the scrutiny topic to inform each review. External consultancy support will be provided for expert advice and consultation with partners.

EXECUTIVE CO-ORDINATION AND MANAGEMENT

A PROTOCOL FOR CHAIR AND DEPUTY/EXECUTIVE DIRECTOR RELATIONS WITHIN THE EXECUTIVE CO-ORDINATION TEAM (ECT) OF THE YORKSHIRE AND HUMBER ASSEMBLY

1.0 Membership of the Executive Co-ordination Team ('the ECT')

1.1 The ECT will comprise:

- The Chair and Deputy Chair of the Assembly (the 'Executive Members'); and
- The Assembly's two Executive Directors (the 'Executive Officers').

2.0 The Role of the ECT

2.1 The ECT will:

- Provide a forum for discussion of reports to be brought forward by the ECT for consideration by the Regional Executive Board; and
- Coordinate the implementation and delivery of the Assembly's corporate strategy, budget and business plans.

3.0 The Principal Responsibilities of the Executive Members and Officers

3.1 The key responsibilities of the Executive Members will be to:

- Provide the Assembly's regional leadership; and
- Ensure partner engagement and the fostering of appropriate relationships with key regional stakeholders.

3.2 The key responsibilities of the Executive Officers will be to:

- Act as the principal policy advisers to the Assembly and its Boards, including the Regional Executive Board; and
- Provide day-to-day management of the business of the Assembly, its staff and its operations.
- Be accountable to the Regional Executive Board for the effective

delivery of all grant-aided activity.

4.0 Executive Members and Officers – Distinctive Roles

- 4.1 Discussion between the Executive Members and Officers will become an increasingly important part of the process of developing and framing proposals to be brought forward, by the ECT, for consideration by the Regional Executive Board. However, by way of safeguard, the Executive Officers will continue to be at liberty to bring forward reports in their own names and, where they do this, they alone will be fully responsible for the content of the reports. Moreover, whilst the Executive Members will be able to insist on having their own views on the Officers' assessments/proposals made known to the Board, they may not instruct the Officers to vary such reports.
- 4.2 The Executive Members will not involve themselves in any aspect of the day-to-day management of the Assembly's business, staff or operations. However, the Executive Members will be consulted on all major decisions and where an Executive Member considers that a matter normally the responsibility of an Executive Officer should, instead, be the subject of collective deliberation and determination by the Regional Executive Board, they may instruct that the matter be so 'called up' for decision by the Board.
- 4.3 The Executive Officers will work fully to promote the key leadership and partnership roles of the Executive Members. They will also be available, however, to offer impartial advice and support to all members of the Assembly.

5.0 Implementation and Interpretation

- 5.1 This Protocol was drafted by Officers of the Assembly and adopted by the Assembly as a supporting document to the Constitution on 20 July 2006.
- 5.2 Copies of the Protocol will be issued to all members of the Assembly as part of the Constitution
- 5.3 Questions of interpretation of this Protocol will be determined by the Regional Executive Board

Yorkshire and Humber Assembly – List of Full Voting Members

Local Authorities

Barnsley Metropolitan Borough Council
Bradford Metropolitan District Council
Calderdale Metropolitan Borough Council
City of York Council
Craven District Council
Doncaster Metropolitan Borough Council
East Riding of Yorkshire Council
Hambleton District Council
Harrogate Borough Council
Kingston upon Hull City Council
Kirklees Metropolitan Council
Leeds City Council
North East Lincolnshire Council
North Lincolnshire Council
North Yorkshire County Council
Richmondshire District Council
Rotherham Metropolitan Borough Council
Ryedale District Council
Scarborough Borough Council
Selby District Council
Sheffield City Council
Wakefield Metropolitan District Council

SEE Partners

Association of Colleges Yorkshire & Humberside
BME Regional Panel
CBI
Federation of Small Businesses
Health
Learning and Skills Councils

Regional Environment Forum

TUC

Yorkshire and Humber Chambers of Commerce

Yorkshire and Humber Faiths Forum

Yorkshire and Humber Regional Forum

Yorkshire Culture

Yorkshire Local Councils Associations/East Riding and Northern
Lincolnshire Local Councils Association

Yorkshire Rural Community Council

Yorkshire Universities

National Park Authorities

North York Moors National Park Authority

Yorkshire Dales National Park

Observer Membership (not eligible for voting or to stand for elected positions)

Environment Agency

Government Office Yorkshire and Humber

Highways Agency

Natural England

Police

Yorkshire Forward