

**YORKSHIRE AND HUMBER ASSEMBLY ANNUAL GENERAL MEETING
THURSDAY, 20 JULY 2006: 2.00PM – 4.00PM**

VENUE: COUNCIL CHAMBERS, COUNTY HALL, WAKEFIELD

TIMINGS:

12.00pm – 1.00pm	Registration/Lunch
1.00 pm – 2.00 pm	Speakers
2.00 pm – 4.00 pm	YHA AGM and Business Meeting

AGENDA

Welcome and introductions

1. Apologies

AGM BUSINESS 2.05pm – 2.45pm

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| 2. | Minutes of the last AGM – 21 July 2005 (previously approved) | Attached |
| 3. | Governance Arrangements: | |
| | a. Amendments to the YHA Constitution | Attached |
| | b. Adoption of Governance Arrangements | Attached |
| 4. | Appointments (all to be made on basis of new constitution and governance arrangements if agreed at Item 3 above) | |
| | a. Appointment of Chair and Deputy Chair | Attached |
| | b. Election of Chairs and Deputy Chairs of Boards; Housing, Planning, Transport, Sustainable Development | Attached |
| | c. Appointment of Regional Executive Board | Attached |
| | d. Approval of Scrutiny Board Members | Attached |
| | e. Appointment of Honorary Treasurer | Attached |
| 5. | Annual Report 2005/2006 | Attached |
| 6. | Statement of Accounts 2005/2006 | Attached |
| 7. | Schedule of Meetings 2006/2007 | Attached |
| 8. | Members Allowances | Attached |

BUSINESS ITEMS 2.45pm – 4.00pm

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| 9. | Minutes of the Last Meeting – 25 May 2006 | Attached |
| 10. | Matters Arising | Attached |
| 11. | Executive Board Report | Attached |
| 12. | Scrutiny | Attached |
| 13. | Regional Spatial Strategy | Attached |
| 14. | Information Items (To be tabled) | |
| | <ul style="list-style-type: none">• CSR 2007• Regional Funding Allocations• Northern Way | |
| 15. | Any Other Business | |
| 16. | Date of Next Meeting – Thursday, 19 October at 2.00 pm | |

AGENDA ITEM: 2

YHA ANNUAL GENERAL MEETING:
20 JULY 2006

MINUTES OF THE YORKSHIRE AND HUMBER ASSEMBLY ANNUAL GENERAL MEETING: 21 JULY 2005

1. Welcome and Introductions

The Chair welcomed everyone to the meeting and introduced Yvette Cooper MP, Minister for Housing and Planning.

The Minister advised members that regional bodies had a key role to play in the delivery of government policy and outlined these issues:

- There was a need to narrow the gap between regions in terms of the economic growth.
- Regions were being asked to provide views on priorities for regional funding allocations for transport, economic development and housing.
- The Assembly had a crucial role to play in terms of the Regional Spatial Strategy (RSS).
- There was a need to consider links between transport and economic development.
- The Assembly had a vital role to play to ensure that arrangements for effective governance were a key part of discussions about economic development, housing, planning and transport at regional level.
- Given the new challenges in the wake of the London bombings, much debate would take place around the subject of community cohesion. The Minister stressed the importance of partnership work and the role of the Assembly in taking this further.

The Minister concluded her speech by inviting thoughts from members on the future role of the regional Assembly.

During the debate, the Minister:

- Reiterated the important role of local authorities in relation to housing.
- Explained that both local authorities and stakeholders should work in partnership on many of the key issues raised.
- Informed members a full response was expected to the Barker report on housing and planning by the end of the year.
- Talked about educational funding. She explained that whilst the Yorkshire and Humber contained some dynamic cities, there were still weaknesses in terms of the skills base.

Action

- Stressed the need for Regional Spatial Strategies to take into account economic strategies.
- Explained that the Northern Way was introduced to benefit the whole region and not individual local authorities and that if the Assembly had views on how the Northern Way should be taken forward it should make those known.
- Informed members that debate was underway about the way in which city regions worked.

The Chair thanked the Minister for attending the meeting and welcomed the challenges that lie ahead for the Assembly.

2. Apologies

These were noted.

Sajda Shah (BME Regional Network), then Julian Cummins (Churches Regional Commission) made statements about the effect of the London bombings on the faith communities. They stressed the importance of moving forward together and requested proposals on how to do this for consideration at the YHA meeting on 6 October 2005.

Andrew Carter, Leeds City Council, talked about the effect of the bombings on the city of Leeds and its communities. He explained that since the bombings, there had been a coming together of people within the city.

Kath Pinnock, Kirklees Metropolitan District Council, explained that the different communities within Kirklees were closer than previously.

Colin Cramphorn, West Yorkshire Police, expressed the need for the different communities within the whole country to work in partnership, but with realism.

The Chair urged members to continue to provide the leadership needed to ensure others heard these important messages.

3. Minutes of the last AGM – 22 July 2004

These were noted.

4. Appointments

At the SEE partner meeting immediately prior to the AGM, Paul Jagger had been elected as the YHA Deputy Chair nomination for the period 2005/2007. This appointment was **agreed**.

The Chair then took the opportunity to thank Clive Leach, the previous Deputy Chair, for the work he had done for the Assembly. It was **agreed** to write to Clive, on behalf of members, to thank him for his work and to provide him with a gift as a mark of appreciation.

Secretariat

Secretariat

Secretariat

Paul Jagger took over the Chair at this point and explained that the Association of Local Authorities had nominated Peter Box as YHA Chair for the period 2005/2007. This appointment was **agreed**.

Secretariat

Cllr Box, on taking back the role of Chair, explained he had recently met with the Chair of the ALA and it had been agreed that both the YHA and ALA needed to work closely together. He informed members it was important that all local authorities were represented at meetings and noted the good attendance of SEE partners. He also explained that one of the key roles for the Assembly was scrutiny and that this had to be more effective in future. He concluded by stating that future YHA meetings would be more focussed with clearer outcomes.

Director,
Policy and
Strategy/
Chief
Executive

It was then reported that at the ALA AGM in June, five local authority leaders had been nominated to the Executive Board. These were: Margaret Eaton, Steve Houghton, Steve Parnaby, Arthur Barker and Kath Pinnock.

At the SEE partner meeting immediately prior to the YHA AGM, three SEE partners had been nominated to serve on the Executive Board. These were: Cate Hammond, Sajda Shah and Neil Irving.

All appointments to the Executive Board were **agreed** for the period 2005/2006.

Secretariat

Andrew Hughes, Head of Financial Services, Wakefield MDC, had indicated a willingness to continue in the role of Honorary Treasurer for a further year. This appointment was **agreed**.

Secretariat

Paul Rogerson, Chief Executive at Leeds City Council, had been nominated as the Honorary Secretary for the period 2005/06 – 2007/08. This appointment was **agreed**.

Secretariat

5. Annual Report 2004/2005

The basic copy was presented for approval. It was noted that this would be supplemented with further information. The draft report was **approved**.

Director,
External
Affairs

6. Statement of Accounts 2004/05

These were confirmed.

Finance
Manager

7. Amendments to the YHA Constitution

At the Executive Board meeting on 30 June, it had been agreed to forward proposed constitutional amendments to the YHA AGM for approval. It was anticipated that a new constitution would be prepared for the YHA following the Assembly review. These amendments were **agreed**.

Secretariat

It was requested that as part of the review, consideration be given to the National Parks being made full members of the Assembly (not just for planning purposes). This was **agreed**.

Planning and
Transport
Director

8. Schedule of YHA Meetings 2005/2006

When presenting members with the schedule of meetings, the Chair explained that the Assembly meeting on 24 November would need to focus on one key item: to discuss, and hopefully approve, the draft RSS for publication for formal consultation.

It was **agreed** to circulate the relevant RSS papers in plenty of time ahead of the meeting.

Director,
Planning and
Transport/
Secretariat

The schedule of meetings was **agreed**.

9. Minutes of the Last Meeting – 26 May 2005

These were confirmed as an accurate record.

10. Matters Arising

The update previously circulated was noted.

11. YHA Review

The Honorary Secretary provided members with an update on progress. He explained that Carole Hassan, Interim Chief Executive at the Assembly, had been appointed to lead the review.

He also explained that a meeting had taken place between the ALA/LGMB review groups to discuss the merger of the two organisations and the new structure of the ALA. A further meeting was to be arranged between the YHA/ALA review groups to discuss structures and the relationship between the two organisations. It was **agreed** that early notification should be given of the meeting date.

Chief
Executive/
Secretariat

The Chair and Deputy Chair were to meet with the ALA Chair in September. The YHA Chair and the ALA Chair were also due to meet with Felicity Everiss at Government Office.

12. Regional Spatial Strategy

Chris Martin, Director of Planning and Transport, gave a presentation on the RSS and requested that members provide their views on the emerging strategic direction and content that he had outlined. He offered to meet with Assembly members wishing to talk about the RSS and its impact upon their area as work progressed during the next 3 months. Copies of the full documents referred to in the report were available on request.

The Chair of the Regional Planning and Infrastructure Commission (RPIC), Councillor Galloway, explained that the Commission would only be

meeting to consider the draft RSS a week before the Assembly meeting in November, so it might not be possible to circulate a proposed draft document too far ahead of the meeting. As a solution it was **agreed** to forward to Assembly members papers being distributed for the RPIC meeting, with the views of RPIC being reported to the Assembly meeting.

Director of
Planning and
Transport

During the debate, members made these points:

- A clear distinction needed to be drawn between city regions being used as areas of analysis, strategy development and voluntary collaboration, but delivery being undertaken at local authority level and within established sub-regional structures.
- In discussion about sustainability and the link with RSS, it was explained that much work had been undertaken in this respect. The need to demonstrate that the RSS strategy was sustainable would be addressed.
- There was insufficient consideration given within the strategy to rural areas. National Parks were experiencing numerous planning problems, particularly with affordable housing. It was felt this should be reflected in the strategy. Comment was made about the use of the term 'remote rural'.
- Members did not feel the strategy fairly reflected the education and skills agenda and the importance to RSS.
- A question was raised about whether the Sheffield City Region Development Programme in the Northern Way was consistent with the agreed spatial strategy for South Yorkshire. Chris offered to meet with South Yorkshire Leaders and Chief Executives to clarify this.

Members **agreed** to provide any additional comments on the detail contained in the reports directly to Chris Martin.

Assembly
Members

Members **endorsed** the recent progress as well as the proposed strategic direction and next steps in the preparation of the Draft RSS.

Director of
Planning and
Transport

13. The Northern Way

Mayor Martin Winter, Doncaster MBC, opened the debate by presenting his views on the Northern Way.

Members were advised that, at the ALA Leaders' Group meeting on 13 July, it was agreed that a statement be produced which encapsulated the views of ALA Leaders on Northern Way and sought greater regional involvement. A draft of this had been circulated to YHA members as a background briefing.

Members made the following comments:

- The views of all regional stakeholders should be reflected in any statement, as well as those of local authorities – and so this should have broader endorsement than the statement from the ALA Leaders' Group.

- Transport and connectivity as well as learning and skills were the key issues that could contribute most to the 'step-change' needed in the North.
- There was a need to take the initiative and it was felt the Assembly should take up Yvette Cooper's offer of providing views on how the Northern Way should be taken forward.

It was **agreed** that a paper should be produced, in response to Yvette Cooper's challenge, setting out how the region considers the Northern Way should be taken forward and how the region should be involved. This paper should draw on the draft ALA Leaders' statement and comments made at the YHA AGM. A draft should be circulated to Assembly members for comment and agreement, following which it should be sent to Yvette Cooper and Sir Graham Hall, Chair of the Northern Way Steering Group.

Director of
Planning and
Transport

It was **agreed** that the Northern Way should be a standing agenda item at future Assembly meetings

Secretariat

14. Any Other Business

Felicity Everiss provided members with an update on regional funding allocations and explained that further information would be provided at a future Assembly meeting.

Colin Cramphorn provided members with further information regarding the recent potential bombing incidents in London.

15. Date and Time of Next Meeting

Thursday, 6 October at 2.00 pm.

Stella Jackson, YHA
1 August 2005

AMENDMENTS TO THE CONSTITUTION

Decision

- To approve the Assembly Constitution as amended as recommended by the Regional Executive Board.
- To agree that the provisions of the revised constitution will come into operation immediately and apply to the rest of the proceedings of the Annual General Meeting.

Background

1. The Executive Board, at its meeting on 29 June 2006, agreed amendments to the YHA Constitution for approval by the YHA AGM. These amendments reflect the changes to the governance arrangements agreed by Members at the meeting on 25 May 2006.

Proposed amendments

2. The revised constitution is attached at **Annex A**. A summary of the main amendments is set out below.

Para 1 - **Title**

Title now includes reference to the role of the Assembly as Regional Planning Body, Regional Housing Board and Regional Transport Board.

Para 3 – **Membership**

This paragraph now references Local Government Yorkshire and Humber as the source body for the Local Authority Partners.

Para 7 – **Objectives**

These now include specific reference to the production and maintenance of an Integrated Regional Framework, our role in relation to securing sustainable development, and to the work of the functional boards for housing transport and planning.

Para 8 – **Representation at Meetings**

This sets out the membership of the full assembly and remains substantially the same, although changes the arrangement for substitutes who no longer need to be notified in advance.

Para 9 – **Voting at Meetings**

This clause allows proportional voting when consensus cannot be reached and confirms the 60:40 Local Authority/SEE Partner split of votes.

Amendments to the constitution now require a two-thirds majority rather than three quarters.

Para 10 – **Meetings of the Assembly**

States for the first time that there should be at least three meetings of the full assembly each year (including the AGM).

Deletes the role of Honorary Secretary. A new designation of Secretary is referenced from para 13 onwards – one of the Executive Directors will undertake this role.

Confirms that the Annual General Meeting will also be responsible for approving any amendments to the Governance Arrangements.

Provides for the Assembly to administer a scheme to pay allowances to Members.

Para 11 – **Election of Office Holders**

A new paragraph charges the Assembly with electing the Chairs of the Functional Boards and the Sustainable Development Board from amongst the membership. Each Board having a local authority member and an SEE partner member in each position, in any combination.

A new paragraph has been inserted allowing for the removal of the Chair and Deputy of the Assembly, the Functional Boards and the Sustainable Development Board

Para 12 – **The Regional Executive Board**

This sets out the membership and remit of the new Regional Executive Board.

Para 13 – **Boards and Groups**

This is a new section in the constitution setting out the arrangements for the functional and other Boards, including the requirement to maintain the 60:40 local authority, SEE partner split.

Para 14 – **Conduct of Business**

This sets out the responsibility of the Executive Co-ordination Team in relation to the meeting of the Assembly and Regional Executive Board.

The quorum for the Regional Executive Board is set at 5 (3 x LA partners, 2 x SEE Partners).

Para 15 – **Corporate Responsibilities**

Confirms that the Assembly operates on the basis of consensus wherever possible but deletes the 'no caucusing' clause.

Para 16 – **Advisers**

The reference to Honorary Secretary is deleted.

Para 18 – **Appointment of Support Staff**

Identifies two Executive Directors to manage the Assembly – one to be designated to act as the Secretary for the purposes of the constitution.

Para 19 – **Finance and Administration**

Establishes the Executive Co-ordination Team made up of the Chair and Deputy and the two Executive Directors.

Decision

3. Members are asked to:

- approve the constitution as amended. Note this will require a positive vote from three quarters of the membership entitled to vote under the existing constitution (ie one partner, one vote); and
- agree that the provisions of the revised constitution come into force immediately and apply to the rest of the proceedings of the Annual General Meeting.

Source Papers

Report	Location
Executive Board 29 June 2006 AI 12 New Governance Arrangements AI 12 Annex A Summary of Constitutional Amendments	All available from: Emma King Yorkshire and Humber Assembly 18 King Street Wakefield WF1 2SQ Tel: 01924 331590 E-mail: emma.king@yhassembly.gov.uk

**AMENDED CONSTITUTION FOR THE
YORKSHIRE AND HUMBER ASSEMBLY
FOR APPROVAL AT THE ANNUAL GENERAL
MEETING**

20 JULY 2006

YORKSHIRE AND HUMBER ASSEMBLY CONSTITUTION

1. Title

The name of the organisation is the Yorkshire and Humber Assembly (the Assembly).

The Assembly is designated as the Regional Chamber under the Regional Development Agencies Act 1998; and, when so authorised by the Secretary of State, performs the functions of the Regional Planning Body, the Regional Housing Board and the Regional Transport Board.

2. The Region

The geographical area covered by the Assembly shall comprise the county of North Yorkshire (including the districts of Harrogate, Craven, Ryedale, Selby, Hambleton, Scarborough, and Richmondshire) and the unitary authorities of Calderdale, Leeds, Bradford, Wakefield, Kirklees, Rotherham, Doncaster, Sheffield, Barnsley, North Lincolnshire, North East Lincolnshire, East Riding of Yorkshire, York and Kingston upon Hull.

3. Membership

The following authorities, organisations and agencies will be members (Partners) of the Assembly:

- I. Local Authorities in membership of Local Government Yorkshire & Humber (the LGYH), (Local Authority Partners).
- II. Representatives of sector groupings listed at **Annex A**. (Social, Economic and Environmental Partners).
- III. Representatives of the National Park Authorities listed at **Annex C**. (National Parks Partners).

4. Associate Membership

The Assembly may at any time admit other authorities, organisations or agencies having an interest in the work of the Assembly to be associate members. (Associate Partners).

5. Observers

These will include the Government Office for Yorkshire and the Humber, the Regional Development Agency (Yorkshire Forward), the Environment Agency, the Countryside Agency, the Highways Agency and such other organisations as the Assembly may determine from time to time.

6. **Purpose**

To act as the strategic regional partnership, to promote the economic, social and environmental well-being of Yorkshire and the Humber in the interests of all those who live and work in the Region. In so doing, the Assembly will act transparently and openly, consult widely, and encourage sustainable, partnership approaches to the attainment of the Assembly's objectives. The Assembly will also seek consensus, respect the principle of subsidiarity, avoid duplication and focus on those matters that require, or would benefit from, a co-ordinated approach across the Region.

7. **Objectives**

- I. To prepare, in consultation with other appropriate authorities, organisations and agencies within the Region, an Integrated Regional Framework for the promotion of the sustainable economic, social and environmental well-being of the Region, and deliver the actions required to achieve this.
- II. To promote the region's interests and identity, secure commitment to and involvement in the delivery of the approved Integrated Regional Framework and ensure that the framework is kept under review.
- III. To act as the Regional Planning Body, Regional Housing Body, Regional Transport Body and carry out such other regional functions as may be authorised by the Secretary of State from time to time.
- IV. To seek to ensure that the Partners in preparing Policies, Plans and Guidance take into account and follow the principles in the Integrated Regional Framework at (I) above and lead work to decide overall priorities and aims for other strategies and plans in line with the Integrated Regional Framework.
- V. As the designated Regional Chamber to scrutinise Yorkshire Forward (the RDA); influence its work; ensure regional accountability of the RDA; and to exercise any other functions remitted to such designated bodies.
- VI. To consult and work closely with other regional authorities, organisations, agencies and non-departmental public bodies to make them aware of the purpose and objectives of the Assembly and to encourage them to participate fully in the Assembly's work.
- VII. To strengthen the scrutiny of and influence over other regional authorities, organisations and agencies and non-departmental government bodies as may be appropriate; and strengthen the relationship with the Government Office for Yorkshire and the Humber.
- VIII. To influence and work closely with Central Government, MPs, MEPs, national, regional and European Union institutions and other international bodies so that their plans and strategies better meet the needs of the region.

8. **Representation at meetings of the Assembly**

- I. Each of the principal local authorities in membership of the LGYH will be represented at meetings of the Assembly by one elected member (normally

the Leader). The local authority from which the Chair is drawn will be entitled to appoint another elected member to represent them.

- II. There will be representation from the sector groupings listed in Annex A, as agreed by the Assembly and reviewed from time to time, and the National Park Authorities listed in **Annex C**.
- III. Each Partner may appoint an authorised substitute, to attend meetings, to speak and vote on behalf of their organisation in the absence of their nominated representative.
- IV. Should a vacancy arise during the year, the Regional Executive Board will seek a replacement nomination from the Partner organisation to cover the period until the next AGM.

9. **Voting at meetings of the Assembly**

- I. The Assembly will act, whenever possible, on the basis of consensus but, in the event of a vote being called for, any questions coming before the Assembly will be decided in accordance with II below (see also 15 III), except that National Parks Partners shall only be entitled to vote when any decision is taken relating to the exercise by the Assembly of its functions as Regional Planning Body under the Planning and Compulsory Purchase Act 2004.
- II. Where business cannot be conducted on the basis of consensus, then the Local Authority Partners shall have between them 60% of the vote, and the Social, Economic and Environmental Partners shall have between them 40% of the vote as set out in the voting arrangements in **Annex D**. Associate Members and Observers are not entitled to vote. The Chair is not entitled to vote.

However, on those occasions when the Deputy Chair is undertaking the role of Chair, that person will be entitled to vote in his or her own right.

- III. On the request of any Partner, the voting on any question will be recorded so as to show whether each Partner present and voting gave their vote for or against that question.
- IV. Motions to amend the Constitution must be approved by two thirds of the Partners entitled to vote.

10. **Meetings of the Assembly**

- I. The Assembly will meet at least three times each year, including the holding of an Annual General Meeting in June or July which will be open to the public and widely promoted. It will conduct the following business:
 - a) Appoint from amongst the Local Authority Partners, the Chair of the Assembly
 - b) Appoint from amongst the social, economic and environmental Partners, the Deputy Chair of the Assembly

- c) Approve the Regional Executive Board for the ensuing year
 - d) Approve the appointment of Honorary Treasurer
 - e) Receive from the Regional Executive Board the Annual Report for the preceding year
 - f) Confirm the accounts of the Assembly for the preceding financial year and to consider the report of the Auditor thereon, as presented by the Regional Executive Board
 - g) Approve a schedule of meetings of the Assembly for the ensuing year
 - h) Approve any amendments to the Assembly's constitution
 - i) Approve any amendments to the Governance Arrangements for the Assembly.
 - j) If required, approve and keep under review a scheme for the payment of allowances to members.
- II. Should a vacancy arise during the year for Chair, Deputy Chair or member of the Regional Executive Board, a further nomination will be sought to cover the period until the next Annual General Meeting. The appointment will be approved by the Regional Executive Board at its next meeting.
 - III. At or prior to its last meeting before the end of the financial year the Assembly will approve the business plan and budget for the forthcoming financial year.
 - IV. An extraordinary meeting of the Assembly will be called by the Secretary within 10 working days of receipt of a written request, specifying the business to be considered at the meeting, signed by one third or more of the Partners.

11. **Election of Office Holders**

- I. The LGYH will nominate the Chair of the Assembly.
- II. The Social, Economic and Environmental Partners will nominate the Deputy Chair of the Assembly. Arrangements for receiving nominations for the Deputy Chair will be as follows:

A meeting of Social, Economic and Environmental Partners will be called by the Secretary to consider the nomination for the Deputy Chair. The procedure for the conduct of this meeting is set out at **Annex B**.
- III. The Chairs and Deputy Chairs of the Functional Boards and the Sustainable Development Board will be nominated from amongst the Assembly Partners. For each Board the Chair and Deputy will be a Local Authority Partner and an SEE Partner in any combination.

- IV. On receipt of valid nomination(s) for the Chair and Deputy Chair of the Assembly, the Functional Boards and the Sustainable Development Board voting will be on the basis set out at paragraph 9. II. Election will be by a simple majority of the Partners present and voting at the Annual General Meeting.
- V. The Chair and Deputy Chair of the Assembly will be appointed for a two-year term. The Chairs and Deputies of the Functional Boards and the Sustainable Development Board will be appointed for a one-year term.
- VI. The Deputy Chair of the Assembly will be the Chair of the Scrutiny Board.
- VII. For so long as they continue to be representatives of the Assembly the Chair and/or Deputy-Chair and/or the Chairs and Deputies of the Functional Boards and the Sustainable Development Board may only be removed from office during the period for which they have been elected by a special resolution of the Assembly. This resolution must be approved by a majority of the members present and entitled to vote at the meeting at which the resolution is moved.

12. The Regional Executive Board

- I. The Regional Executive Board shall comprise:
 - The Chair and Deputy Chair of the Assembly (nominated as set out in para 11)*
 - One Local Authority Partner from each sub-region (nominated by the sub regional local authority partnership)*
 - One Local Authority Partner from each city region (nominated by the City Region Partnership) *
 - The Chairs of the Housing, Planning and Transport Boards [or their Deputy Chair if the Chair is already a member via another route] (nominated as set out in para 11)*
 - Social, Economic and Environmental Partner representatives (Nominated as set out in para 12 III below with the number to be determined as set out in **Annex E**)*
 - One local authority Rural Representative (nominated by LGYH)*
 - The Chair of LGYH (if not a member via another route)*
 - One local authority Chief Executive (nominated by the regional Chief Executives Group)
 - Observers (at least 2, one from each of Yorkshire Forward and the Government Office)

*Denotes a voting member
- II. If necessary, after the Annual General Meeting and before the first meeting of the Regional Executive Board, another Local Authority representative(s) will be sought to secure inclusive political representation from the following

political parties: Labour, Conservative and Liberal Democrat ensuring a minimum of one representative for each party.

- III. The Social, Economic and Environmental Partners will agree their membership of the Regional Executive Board at the meeting called to consider the nomination for Deputy Chair (para 11 II above).
- IV. The Regional Executive Board will advise the Assembly on matters relating to the attainment of the Assembly's objectives. It will be authorised to act generally on behalf of the Assembly between meetings on urgent matters, which cannot wait until the next meeting and routine matters within agreed policy guidelines. It will report back to the next meeting, in a manner approved by it, on action taken.
- V. In addition the Regional Executive Board will advise the Assembly on specific issues as requested, receive reports on the achievement of objectives in the Integrated Regional Framework and assess progress.
- VI. The Regional Executive Board will normally meet every month. Other meetings of the Regional Executive Board may be called by agreement between at least three members, including the Chair and one social, economic and environmental Partner.
- VII. The Regional Executive Board will act, wherever possible on the basis of consensus, but in the event of a vote being called for, each voting member will have one vote. Decisions will be made by a simple majority of members present and voting.
- VIII. The Regional Executive Board shall, consider a draft business plan and Budget for the Assembly for the forthcoming financial year. It shall recommend the draft business plan and budget to the Assembly at its last meeting before the end of the financial year, having due regard to the budget setting processes of the Assembly's financial contributors.
- IX. The Regional Executive Board will recommend Honorary Treasurer as set out in para 16 below.
- X. The Regional Executive Board will appoint representatives to serve on any other body to present the views of the Assembly to any meeting of such other body.
- XI. The Regional Executive Board will ensure that proper books and accounts are kept and present a Statement of Accounts and Balance Sheet, accompanied by the Auditor's Report, to the Annual General Meeting of the Assembly.
- XII. The Regional Executive Board will ensure that activity to deliver the Assembly Business Plan is regularly monitored and that an Annual Report is prepared and presented to the Annual General Meeting.

13. **Boards/Groups**

- I. The Assembly may establish Boards and Groups as it considers appropriate from time to time. Without prejudice to the generality of the foregoing there shall be the following Boards:
 - a) Functional - Regional Planning Board, Regional Housing Board and Regional Transport Board. They shall operate in line with government rules and guidance issued from time to time as directed by the Regional Executive Board;
 - b) Scrutiny Board; and
 - c) Sustainable Development Board
- II. Their composition, terms of reference and appointments (including appointment of the relevant Chair and Deputy Chair) shall be determined by the Assembly.
- III. Such bodies shall operate in accordance with the Governance Arrangements document as adopted at the Annual General Meeting. In the event of any conflict between the Governance Arrangements and this constitution then the provisions in the constitution shall prevail.
- IV. In relation to voting all Boards are required to ensure that as far as possible the 60:40 Local Authority, SEE partner proportional split is maintained.
- V. The Regional Executive Board shall oversee the work of all the Boards and Groups including the Functional boards with the exception of the Scrutiny Board, which will report directly to the Assembly.
- VI. The Regional Executive Board will recognise the special circumstances of the Sustainable Development Board. This Board is charged which acting independently in relation to the provision of advice on sustainable development and may therefore direct their own work programmes and report to the Assembly, the Regional Executive Board, other Boards and Groups or external organisations and bodies as appropriate.

14. **Conduct of business**

- I. Notice of meetings will be given by the Secretary. The period of notice for meetings of the Assembly shall be not less than 10 working days.
- II. An agenda specifying the business to be transacted at a meeting will be circulated by the Secretary not less than five working days before Assembly and Regional Executive Board meetings. Agendas for meetings of the Assembly and the Regional Executive Board will be determined by the Chair and Deputy Chair in consultation with the Executive Directors, in the Executive Coordination Team.
- III. At meetings of the Assembly and the Regional Executive Board, the Chair will preside. In the absence of the Chair at any meeting, the Deputy Chair will

preside. In the absence of both, a chair will be appointed from amongst those present.

- IV. In addition to what is set out above, if required, the Assembly may adopt standing orders to formally regulate its conduct of business.
- V. A quorum for the Assembly shall be one third of the local authorities in membership and one-third SEE Partner members.
- VI. A quorum for the Regional Executive Board shall be five including representatives from three Local Authority Partner members and two SEE Partner member.
- VII. The Chair and Deputy Chair, on the advice of the Secretary, will decide prior to circulating papers if an item is to be handled as a Confidential Agenda Item. The principles for determining those items to be deemed Confidential will be the exempt and confidential categories as set out in the Local Government Act 1972.
- VIII. Items deemed Confidential may only be considered by Members (including Associate and Observer Members) unless specific exclusions are agreed by the Assembly on the advice of the Secretary. Prior to consideration of the Confidential Item the Assembly will determine who else may remain in attendance.

15. **Corporate responsibilities**

- I. The Assembly will adopt the Principles, Codes, and Guidance applying from time to time to Local Authorities relating to standards of openness and probity as defined in the Local Government Act 2000 and any modification of it which are attached at **Annex F**. Assembly Partners will be required to make written confirmation of their observance of them.
- II. The Assembly is fully committed to equality and opposes all forms of discrimination. It will work positively to promote inclusivity within its membership and the wider community.
- III. The Assembly shall act, whenever possible, on the basis of consensus and the views expressed publicly by the Chair and Deputy Chair of the Assembly will reflect this approach.
- IV. In making appointments to other bodies, the Assembly will seek to ensure balance in relation to the composition of the Assembly and in relation to the diversity of the Region.
- V. The process for nomination of Local Authority Partners is set out in the constitution for the LGYH. The process for nomination of Social, Economic and Environmental Partners and National Parks Partners should be as inclusive and transparent as possible. In all cases, the mechanism for nomination and the name of the nominee should be notified to the Secretary as soon as possible after the AGM.

16. **Honorary Treasurer**

There shall be an Honorary Treasurer of the Assembly who shall be responsible for keeping the accounts of the Assembly. The Honorary Treasurer shall be the Director of Finance or such other officer of Wakefield MBC as may be nominated by the Council from time to time.

17. **Advice to Political and other Groups**

Political and other groups reflecting the diverse membership of the Assembly shall be entitled to such reasonable advice and support services from the regional officer team and advisers of the Assembly as is necessary to enable them to function effectively within the Assembly and as agreed from time to time by the Regional Executive Board.

18. **Appointment of Staff**

- I. The Assembly will secure such staff to act on its behalf as it shall consider necessary from time to time and shall designate an officer to act as the Secretary to the Assembly for the purposes set out in this constitution. The Assembly shall be managed by two Executive Directors appointed by the Assembly. The Assembly may delegate such functions to such of the officers as it may consider appropriate from time to time.
- II. Officers may sub delegate their functions as they consider appropriate from time to time.

19. **Finance and Administration**

- I. The Assembly's financial year will run from 1st April to 31st March.
- II. A report will be prepared on the budget for the Assembly by the Regional Executive Board. This shall be approved at the last meeting of the Assembly before the end of the financial year. Subscriptions towards the costs of the Assembly shall be levied on Local Authority Partners and other Partners/Members as considered appropriate from time to time, the amount of the levy being determined each year by the Regional Executive Board. The Assembly may make arrangements with other organisations to collect subscriptions on its behalf.
- III. The Assembly may not invest, lend or borrow money or acquire or dispose of land and buildings without obtaining specific approval at a meeting of the Assembly.
- IV. The Secretary or an Executive Director, and the Chair or any member of the Regional Executive Board of the Assembly shall be authorised to sign documents drawn up in pursuance of the purpose, objectives and current policies of the Assembly.
- V. Accounts of all funds held by or on behalf of the Assembly shall be prepared annually and shall be audited by accountants qualified in accordance with the Local Government Finance Act 1988.

- VI. There shall be an Executive Co-ordination Team (ECT) comprising the Chair and Deputy Chair of the Assembly and the Assembly's two Executive Directors to co-ordinate implementation of the Assembly's corporate strategy, budget and business plans and to provide a forum for discussion of reports to be considered by the Regional Executive Board and the Assembly. Further details of the operation of the ECT are set out in the Assembly's Governing Arrangements.
- VII. Indemnity – each local authority partner, by accepting membership of the Assembly, undertakes jointly with each of the other constituent authorities, whilst it is in membership, to underwrite any liabilities that are not ultra vires and may be incurred in the name of the Assembly with its authority by any officer of the Assembly or by any individual representing any member of the Assembly or by and on behalf of any member of the Assembly.

20. **Property and assets**

- I. Any property or assets acquired for use by the Assembly will be held by and in the name of a Partner of the Assembly for and on behalf of all other Partners who will indemnify the Partner concerned in respect of any liability which may arise in consequence of their holding any such property or assets.
- II. In the event of a dissolution of the Assembly any property or assets held as above will be sold and, after deduction of any expenses properly attributed to such sale, the proceeds of sale will be distributed amongst Partners of the Assembly as at the date of the Assembly's dissolution, in accordance with Clause 22 below.

21. **Resignation**

- I. Any Partner wishing to terminate their membership of the Assembly must give not less than 12 months notice in writing to the Secretary. In the case of local authority Partners, if the expiry of the termination notice falls part way through a financial year the Partner will still be liable for that year's full subscription as set by the Regional Executive Board.
- II. The settlement of any financial issue relating to membership will be a matter for negotiation between the resigning Partner and an Executive Director who will report the outcome of the negotiations to the Regional Executive Board for approval.

22. **Dissolution**

- I. A motion for the dissolution of the Assembly must be approved by three quarters of the Local Authority Partners of the Assembly and three quarters of the Social, Economic and Environmental Partners.
- II. Following approval of a motion for the dissolution of the Assembly, the Executive Directors will ensure that the Assembly's assets are disposed of, that its liabilities are satisfied and that the responsibility for receiving proceeds or meeting liabilities is apportioned amongst the Partners as determined by the Assembly.

23. **Review of this constitution**

This constitution shall be reviewed no later than five years from the date of approval.

Adopted at the AGM
Held on 20 July 2006

YORKSHIRE AND HUMBER ASSEMBLY CONSTITUTION

**The Sector Groupings
(providing the Social, Economic and Environmental Partners)**

Sector	No of representatives
Health	1
Environment	1
Business	3
Trades Union Congress	1
Rural	1
Faith	1
Voluntary and Community	1
Further Education	1
Higher Education	1
Yorkshire Cultural Consortium	1
Learning and Skills Councils	1
Black and Ethnic Minorities	1
Town and Parish Councils	1

Procedure to nominate the Deputy Chair of the Assembly and to agree the membership of the Regional Executive Board amongst the Social, Economic and Environmental Partners.

Introduction

1. Yorkshire and Humber Assembly

- 1.1 Members of the Yorkshire and Humber Assembly will comprise all Local Authority Partners within Local Government Yorkshire & Humber (the LGYH); and representatives from Social, Economic and Environmental Partners (SEE) as listed at Annex A and representatives from the National Parks Partners listed at Annex C.
- 1.2 The LGYH will nominate the Chair of the Assembly.
- 1.3 Representatives from Social, Economic and Environmental Partners will nominate the Deputy Chair of the Assembly.
- 1.4 Both the Chair and the Deputy Chair of the Assembly will be appointed for a two-year term, subject to confirmation at the intervening AGM.

2. Regional Executive Board

- 2.1 Members of the Regional Executive Board will be appointed for a one-year term (from one Annual General Meeting to the next).

3. Scope of Procedure

- 3.1 This procedure relates to the nomination and appointment of the Deputy Chair of the Assembly and other appointments from the Social, Economic and Environmental Partners onto the Regional Executive Board.

The sector groupings providing the SEE partner membership of the YHA are identified in Annex A of the YHA constitution.

The Deputy Chair is appointed for two years, subject to annual confirmation at the YHA AGM; SEE partner members (as with all members) of the Regional Executive Board are appointed for a one-year term (from one Annual General Meeting to the next).

4. Procedure

4.1 Notified Vacancy

- 4.1.1 The election of Deputy Chair of the Assembly will take place at the Annual General Meeting of the Assembly.

- the Annual General Meeting will therefore approve the nomination for a new Deputy Chair as proposed by Social, Economic and Environmental Partners.
- 4.1.2 Regional Executive Board members are appointed for a one-year term. At the Annual General Meeting, the Assembly will therefore:
- approve the nominations for new Regional Executive Board members as proposed by Social, Economic and Environmental Partners.
- 4.1.3 Any of these positions may also become vacant throughout the year. The same procedure for appointing members to the post of the Deputy Chair of the Assembly or a Regional Executive Board member will apply for the outstanding term of the appointment with the appointment being confirmed at the next available Regional Executive Board meeting.
- 4.1.4 Once a vacancy has been notified, the Secretary will arrange a Voting Meeting of the Social, Economic and Environmental Partners.

4.2 Nominations

- 4.2.1 The Secretary will provide representatives from the Social, Economic and Environmental Partners with nomination forms and candidate forms for the vacant post(s).
- 4.2.2 Nominations will need to be submitted using a 'Social, Economic and Environmental Partners Nomination Form'.
- 4.2.3 Nominees agreeing to their name going forward will need to submit a 'Social, Economic and Environmental Partners Candidate Form' within 10 calendar days from issue.
- 4.2.4 Social, Economic and Environmental Partners and their organisations will receive the candidate forms and an invite to a Voting Meeting to be held before the Annual General Meeting.
- 4.2.5 Voting will be by representatives of the Assembly's Social, Economic and Environmental Partners, either the Assembly member or their authorised representative.
- 4.2.6 Written notification (email, fax or letter) of any substitute must be received by the Secretary at least 3 working days prior to the meeting to confirm that the substitute has been properly delegated to act on behalf of the organisation at the Voting Meeting.

4.3 Voting Meeting

- 4.3.1 A non-contesting representative of the Social, Economic and Environmental Partners will chair the Voting Meeting.
- 4.3.2 At the Voting Meeting there will be a secret ballot of those present and eligible to vote. Numbered ballot papers will be used so that voting can be scrutinised after the event, if required.

- 4.3.3 Votes will be cast on the first past the post basis. An Executive Director will act as returning officer.
- 4.3.4 In the event of a tie, this will be resolved either by tossing a coin or by drawing lots, as appropriate.
- 4.3.5 The results of the Voting Meeting will be minuted and recommended appointments will be formally forwarded to the Annual General Meeting.

4.4 Appointment

- 4.4.1 Subject to formal approval at the Annual General Meeting, those nominated will be appointed for the appropriate term of office (i.e. two years as Deputy Chair of the Assembly or one year as a Member of the Regional Executive Board).

YORKSHIRE AND HUMBER ASSEMBLY CONSTITUTION

National Parks Partners

- Yorkshire Dales National Park Authority

- North York Moors National Park Authority

YORKSHIRE AND HUMBER ASSEMBLY CONSTITUTION

Voting Arrangements for Partners on the Yorkshire and Humber Assembly. General

1. The total number of votes will be 177 (excluding those available to the National Park Authorities). These will be split 60% to Local Authority Partners and 40% to Social, Economic and Environmental Partners.
2. The National Park Authorities will have one vote each to be used when any decision is taken relating to the exercise by the Assembly of its functions as Regional Planning Body under the Planning and Compulsory Purchase Act 2004

Local Authority Partners

3. Local Authority Partners in the Assembly are allocated 106 votes distributed as determined by the Local Government Association voting scheme and set out in the table below.

	Votes
West Yorkshire	
Bradford	9
Calderdale	4
Kirklees	7
Leeds	15
Wakefield	7
Sub Total	42
South Yorkshire	
Barnsley	5
Doncaster	5
Rotherham	5
Sheffield	11
Sub Total	26
Humberside	
Hull	5
East Riding	7
North East Lincolnshire	4
North Lincolnshire	4
Sub Total	20
North Yorkshire	
North Yorkshire CC	7
Craven	1
Hambleton	1
Harrogate	1
Richmondshire	1
Ryedale	1
Scarborough	1
Selby	1
Sub Total	14
York	4
TOTAL	106

Social, Economic and Environmental Partners

The Social, Economic and Environmental Partners are allocated 71 votes (40%) distributed as determined by the Social, Economic and Environmental Partners from time to time.

The arrangements will be available following the meeting of the SEE partners to be held on 13 July 2006.

YORKSHIRE AND HUMBER ASSEMBLY CONSTITUTION

Membership of the Regional Executive Board

The number of Social Economic and Environmental Partners on the Regional Executive Board will be determined by the number of local authority partners in membership of the Regional Executive Board drawn from these categories - sub regions, city regions, local authority rural representative and Chair of LGYH - as follows:

Local Authority Partners (60%)	Social, Economic & Environmental Partners (40%)
9	5
8	5
7	4
6	4
5	3
4	3

YORKSHIRE AND HUMBER ASSEMBLY
CODE OF CONDUCT FOR ASSOCIATES

INTRODUCTION

This Code of Conduct customises the Local Authority (Model Code of conduct) adopted as part of the Assembly constitution.

All Members, Associate Members and Observers, Board Members, and other group Members (referred to as "Associates") must sign an undertaking to observe the YHA's Code.

PART I
GENERAL PROVISIONS

Scope

1. (1) An Associate must observe the YHA's code of conduct whenever he/she -
 - (a) conducts the business of the YHA;
 - (b) conducts the business of the office to which he/she has been elected or appointed; or
 - (c) acts as a representative of the YHA,and references to an Associate's official capacity shall be construed accordingly.
- (2) The YHA's code of conduct shall not, apart from paragraphs 4 and 5(a) below, have effect in relation to the activities of an Associate undertaken other than in an official capacity.
- (3) Where an Associate acts as a representative of the YHA on any other body, he/she must, when acting for that other body, comply with the YHA's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General Obligations

2. An Associate must adhere to the following general principles: -
 - (a) **Selflessness**
Associates should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.
 - (b) **Honesty and Integrity**
Associates should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
 - (c) **Objectivity**

Associates should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

(d) **Accountability**

Associates should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with any scrutiny appropriate to their particular office or role.

(e) **Openness**

Associates should be as open as possible about their actions and those of the YHA, and should be prepared to give reasons for those actions.

(f) **Personal Judgement**

Associates may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

(g) **Respect for Others**

Associates should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the YHA's employees.

(h) **Duty to Uphold the Law**

Associates should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

(i) **Stewardship**

Associates should do whatever they are able to do to ensure that the YHA uses its resources prudently and in accordance with the law.

(j) **Leadership**

Associates should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

3. An Associate must not -

(a) disclose information given to him/her in confidence by anyone, or information acquired which he/she believes is of a confidential nature, without the consent of a person authorised to give it, or unless he/she is required by law to do so; nor

(b) prevent another person from gaining access to information to which that person is entitled by law.

4. An Associate must not in his/her official capacity, or any other circumstance conduct himself/herself in a manner which could reasonably be regarded as bringing his/her office or the YHA into disrepute.

5. An Associate -

(a) must not in his/her official capacity, or any other circumstance, use his/her position as an Associate improperly to confer on or secure for himself/herself or any other person, an advantage or disadvantage; and

- (b) must, when using or authorising the use by others of the resources of the YHA -
 - (i) act in accordance with the YHA's requirements; and
 - (ii) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the YHA or of the office to which the Associate has been elected or appointed.
6. An Associate must when reaching decisions have regard to any relevant advice provided to him/her by the Officers of the YHA.

PART 2

INTERESTS

Personal Interests

7. (1) An Associate must regard himself/herself as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under paragraphs 12 and 13 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers or inhabitants of the YHA's area, the well-being or financial position of himself/herself, a relative or a friend or -
- (a) any employment or business carried on by such persons;
 - (b) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in sub-paragraphs (a) to (e) of paragraph 13. below in which such persons hold a position of general control or management.
- (2) In this paragraph -
- (a) "relative" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
 - (b) "partner" in sub-paragraph (2)(a) above means a member of a couple who live together.

Disclosure of Personal Interests

8. An Associate with a personal interest in a matter who attends a meeting of the YHA at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

9. (1) Subject to sub-paragraph (2) below, an Associate with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Associate's judgement of the public interest.
- (2) An Associate may regard himself/herself as not having a prejudicial interest in a matter if that matter relates to -
 - (a) another relevant authority of which he/she is a member;
 - (b) another public authority in which he/she holds a position of general control or management;
 - (c) a body to which he/she has been appointed or nominated by the YHA as its representative; and
 - (d) the YHA's scheme in respect of allowances or expenses.

Participation in relation to Disclosed Interests

10. An Associate with a prejudicial interest in any matter must withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting and not seek improperly to influence a decision about that matter.
11. For the purposes of this Part, "meeting" means any meeting of -
 - (a) the YHA;
 - (b) the Regional Executive Board of the YHA;
 - (c) any of the YHA's or its Regional Executive Board's, committees or sub-committees; or
 - (d) Boards, Commissions or sub-groups.

PART 3

THE REGISTER OF ASSOCIATES' INTERESTS

Registration of Financial and Other Interests

12. Within 28 days of the provisions of the YHA's code of conduct being adopted or within 28 days of him/her becoming an Associate, an Associate must register his/her financial interests in the YHA's register by providing written notification to the YHA's Secretary of -
- (a) any employment or business carried on by him/her;
 - (b) the name of the person who employs or has appointed him/her, the name of any firm in which he/she is a partner, and the name of any company for which he/she is a remunerated director;
 - (c) the name of any person, other than who has made a payment to him/her in respect of his election or any expenses incurred by him in carrying out his/her duties;
 - (d) the name of any corporate body which has a place of business or land in the YHA's area, and in which the Associate has a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
 - (e) a description of any contract for goods, services or works made between the YHA and himself/herself or a firm in which he/she is a partner, a company of which he/she is a remunerated director, or a body of the description specified in sub paragraph (d) above;
 - (f) the address or other description (sufficient to identify the location) of any land in which he/she has a beneficial interest and which is in the area of the YHA;
 - (g) the address or other description (sufficient to identify the location) of any land where the landlord is the YHA and the tenant is a firm in which he/she is a partner, a company of which he/she is a remunerated director, or a body of the description specified in sub-paragraph (d) above; and
 - (h) the address or other description (sufficient to identify the location) of any land in the YHA's area in which he has a licence (alone or jointly with others) to occupy for 28 days or longer.
13. Within 28 days of the provisions of the YHA's code of conduct being adopted or within 28 days of his/her becoming an Associate, an Associate must register his/her other interests in the YHA's register by providing written notification to the YHA's Secretary of his/her membership of or position of general control or management in any -
- (a) body to which he/she has been appointed or nominated by the YHA as its representative;
 - (b) public YHA or body exercising functions of a public nature;
 - (c) company, industrial and provident society, charity, or body directed to charitable purposes;
 - (d) body whose principal purposes include the influence of public opinion or policy; and
 - (e) trade union or professional association.
14. An Associate must within 28 days of becoming aware of any change to the interests specified under paragraphs 12 and 13 above, provide written notification to the YHA's Secretary of that change.

Registration of Gifts and Hospitality

15. An Associate must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the YHA’s Secretary of the existence and nature of that gift or hospitality.

16. Declaration and Undertaking

I, (please PRINT name), as an Associate of the Yorkshire and Humber Assembly, declare that I will duly and faithfully fulfil the requirements of the role according to the best of my judgement and ability.

I undertake to observe this Code of Conduct, which is expected of all Associates of the Yorkshire and Humber Assembly.

I have completed a Register of Interests Form and undertake to provide updated information within 28 days of any change of circumstances relating to my Interests.

Signed

Date

ADOPTION OF GOVERNANCE ARRANGEMENTS

Decision

To discuss and agree the new governance arrangements for the Yorkshire and Humber Assembly as recommended by the Regional Executive Board

1. At the last meeting of the Assembly held on 25 May Members considered the detailed governance arrangements required for the revised Assembly structure. At that meeting the arrangements were agreed but with a number of amendments as follows:

Background and Rationale

- Para 5 – a slightly revised organisation chart better shows the challenge function of the Sustainable Development Board.
- Para 7 – sets out the relationship between the governance arrangements and the constitution.
- Para 8 – States that the governance arrangements will be subject to independent evaluation and review and the findings reported to the Annual General Meeting 2007.

The Full Assembly

- Para 14 – The number of SEE partner votes amended to 71 (corrects the maths).

The Regional Transport Board

- Para 68 - Membership is amended to include the South and West Passenger Transport Executives as observer members.

Sustainable Development Board

- Para 81 – Clarifies that Government Office for Yorkshire and Humber are an observer member of the Board.
- Para 82 – deletes 'the Chair will sit on the Executive Board' – this corrects a drafting error.

Executive Co-ordination and Management

- Para 3.2 - Inserts new bullet - the Executive Directors will 'be accountable to the Regional Executive Board for the effective delivery of all grant-aided activity'.
 - Para 5.1 – slightly amended to clarify the relationship with the constitution.
2. The revised governance arrangements are attached at **Annex A** for discussion and agreement as recommended by the Regional Executive Board.
 3. It should be noted that when agreed these Arrangements will supplement and support those set out in the constitution and can only be amended at an Annual General Meeting. However, in the event of any conflict between the Governance Arrangements and the constitution then the provisions in the constitution will prevail.

Source Papers

Report	Location
YHA 24 January 2006 AI 5 Regional Governance Arrangements	All available from:
YHA 25 May 2006 AI 5 New Governance Arrangements AI 5 Annex A Yorkshire and Humber Assembly Governance Arrangements Draft version 3 May 2006	Emma King Yorkshire and Humber Assembly 18 King Street Wakefield WF1 2SQ Tel: 01924 331590 E-mail: emma.king@yhassembly.gov.uk
Executive Board 19 January 2006 AI 7 Regional Governance Arrangements	
Executive Board 16 February 2006 AI 4 Regional Governance Arrangements Governance for Working Group Paper Regional Governance Group Minutes 16 February 2006-07-05	
Executive Board 29 June 2006 AI 12 New Governance Arrangements AI 12 Governance Arrangements – Final Amendments YHA Governance Arrangements Draft Version 4 June 2006	

Sue Jeffrey, Director
June 2006

**YORKSHIRE AND HUMBER ASSEMBLY
GOVERNANCE ARRANGEMENTS
VERSION 5**

**For approval by the
Yorkshire and Humber Assembly
Annual General Meeting - 20 July 2006**

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1. Background and Rationale
2. An Overview of the Structure
3. The Full Assembly
4. The Regional Executive Board
5. The Regional Housing Board
6. The Regional Planning Board
7. The Regional Transport Board
8. The Sustainable Development Board
9. The Scrutiny Board
10. Protocol for the Operation of the Executive Co-ordination Team

Background and Rationale

1. In order to operate as a respected regional partnership, the Assembly must have efficient, effective and robust governance structures.
2. The arrangements set out in this document have two key drivers:

The Region

It is important to clearly set out the role, purpose, functions and working process of the Assembly so that the arrangements are transparent and understood by all.

The Government

The Government wishes to see regional assemblies provide strong regional leadership and undertake a range of key tasks including:

- Strategic alignment of strategies and resources to address regional priorities
- Regional planning, housing and transport
- Scrutiny of the Regional Development Agency
- Sustainable development

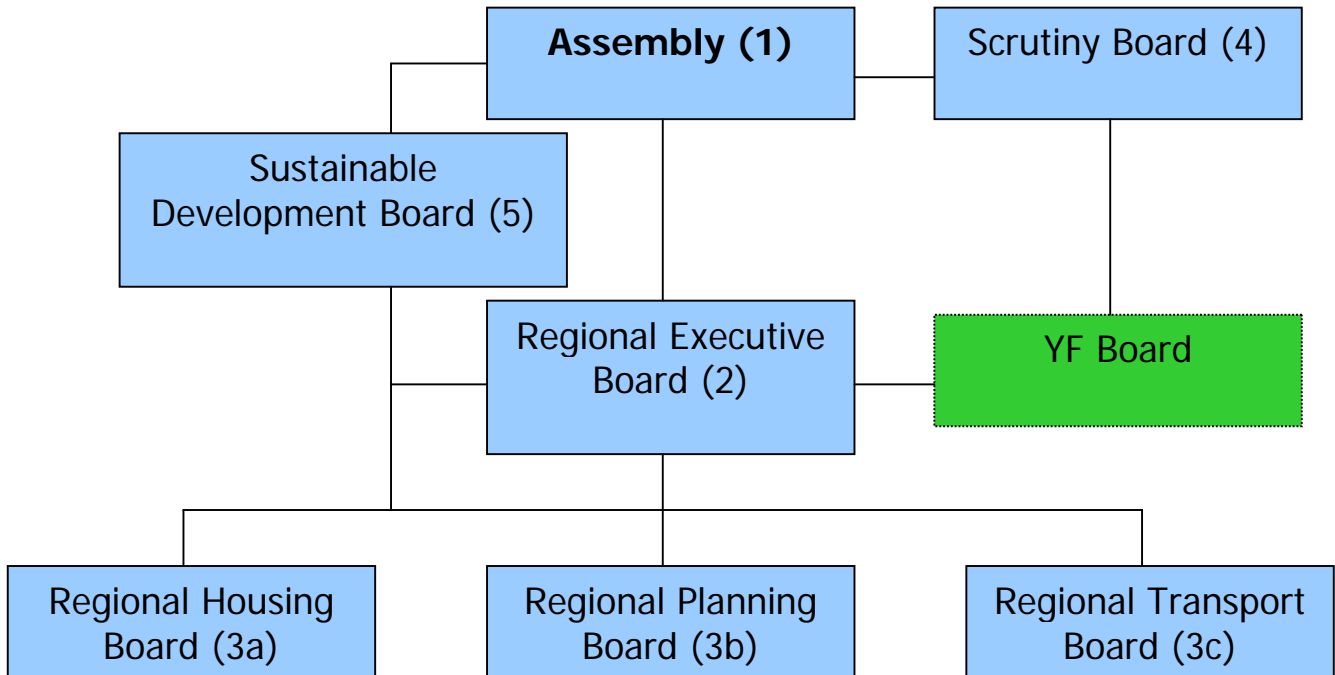
3. The Assembly has gone through a rigorous process to develop these arrangements. A governance symposium held in November 2005 identified the key underlying principles. These were:

- A continued and enthusiastic commitment to regional partnership working in Yorkshire and Humber;
- A clear focus on core functions
- A commitment to ensuring democratic accountability for regional decisions through the active involvement of local government in regional decision making; and
- A strong understanding that the strength of the assembly is a consequence of combining local authority and partner (social, economic, environmental) engagement.

4. The outcome from the work of the Symposium was taken forward by a small governance group, drawn from the Assembly Executive Board and led by the Chair, Cllr Peter Box. This group has developed the outline structure set out in this document and ensured consistency between the various bodies and boards. The detailed arrangements have been developed in consultation with a wide-range of Assembly and Commission members.

An Overview of the Structure

5. The new structure will be streamlined, focused on the core work of the Assembly and able to make difficult decisions. It is made up of the five key elements shown in the organisation chart below.



6. In summary this is what each will do.

(1) Full Assembly

The full Assembly is responsible for providing regional leadership, agreeing regional strategic priorities, directing the development of the Region's Integrated Strategic Framework and endorsing key regional strategies. Membership will remain unchanged – with all 22 local authorities directly represented, plus 15 SEE partners, plus National Parks for planning purposes.

(2) Regional Executive Board

The Regional Executive Board (REB) is the key policy co-ordinating body for the Assembly and for the wider region. It is accountable to the full Assembly. This REB will operate as the 'Regional Strategic Board'. It will act as the key co-ordinating body ensuring full and proper strategic alignment in the region and will delegate operational activity to the functional Boards dealing with housing, transport and planning. As well as local authority and SEE partner representatives the REB will include Yorkshire Forward and Government Office as observer members.

(3a, 3b, 3c) Regional Housing, Planning and Transport Boards

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

(4) Scrutiny Board

The Scrutiny Board undertakes scrutiny of Yorkshire Forward and is led by the Deputy Chair of the Assembly. It is accountable to the Assembly and 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.

(5) Sustainable Development Board

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.

7. Set out in the following sections are the arrangements for each of these bodies. These arrangements supplement and support those set out in the constitution and can be amended at the Annual General Meeting. In the event of any conflict between the Governance Arrangements and this constitution then the provisions in the constitution shall prevail.
8. These governance arrangements will be subject to independent evaluation and review and the findings reported to the Annual General Meeting 2007.

The Full Assembly

Purpose

9. 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.'

10. 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

11. 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

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.

- To delegate to the Regional Executive Board responsibility for delivering all other work of the Assembly.

Accountability and Key Relationships

12. 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.
13. 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.
14. 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

15. *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.
16. *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 a non-voting category of Associate membership open to other authorities, organisations or agencies having an interest in the work of the Assembly to be associate members.

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, the

Countryside Agency², the Highways Agency and any other organisations as agreed by the Assembly.

- 17.** *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 Annual General Meeting.
- 18.** *Administration/secretariat support* – This is provided by the Assembly Officer Team
- 19.** *Meeting arrangements* – the full Assembly will meet at least three times a year normally in January, June and November.

² To be replaced by Natural England when the organisation is established.

The Regional Executive Board

Purpose

- 20.** The Regional Executive Board will operate as a 'Regional Strategic Board' with executive status. It will be responsible for delegating operational activity to the functional Boards dealing with housing, transport and planning. It will be 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).

Key Tasks

- 21.** These will be:
- 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) (4)
 - 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/secretarial support* - This is provided by the Assembly Officer Team.
- 29.** *Meeting arrangements* – the Regional Executive Board will meet on the third Thursday of each month. In the months where full Assembly meetings are scheduled, a brief pre meeting will take place before the Assembly meeting.

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 will be a small Officer Support Team made up of officers from the constituent bodies. This Team will be chaired by an Executive Director of the Assembly and will co-ordinate papers, ensure effective policy input to meetings and provide 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 will have 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 will have 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 Government³. 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:
 - One local authority member representative from each sub regional housing partnership (4)
 - Chair and Deputy Chair (2) (Assembly members)
 - 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)
39. *Chairing Arrangements* - Both Chair and Deputy Chair will be Assembly Members and be appointed by the Yorkshire and Humber Assembly at the

³ Regional Housing Boards were originally established by Government with a designated core membership. This will be retained and reviewed after 12 months operation.

Annual General Meeting for a period of two years. One will be a local authority member and one will be a SEE partner. The Chair will sit on the Regional Executive Board⁴.

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

Board Support Structure

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

⁴ 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 will have 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 will have 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. Board Members will need to be clear about their roles and voting arrangements. A code of conduct (covering issues such as conflicts of interest), briefing, support and training is being developed and will be provided to all Members.
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 take decisions outside the cycle of Board meetings will be agreed by the Board.
53. *Membership* - The proposed 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).
- Yorkshire Forward (1).
- Government Office (1) (observer)

- 54.** Membership for Sheffield City Region would be 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 two years. One will be a local authority member and one will be a SEE partner. The Chair will sit on the Regional Executive Board.⁵
- 56.** *Administration/Secretariat Support* – Administrative, secretariat and policy support for the Planning Board would be provided by the Assembly secretariat.
- 57.** *Meeting Arrangements* - the Board would meet a minimum of four times a year on a quarterly basis.

Board Support Structures

- 58.** To ensure that the Board is fully supported and operates effectively there will need to be engagement with (and input from) a wide range of regional partners in spatial strategy and planning matters. An advisory Regional Planning Forum will be established, with representation from all local authorities and a range of social, economic and environmental partners with an interest in planning matters. The Forum will ensure that Board discussions and decisions are informed by the wider views of planning/ spatial strategy stakeholders in Yorkshire and the Humber. The Forum will be evolved from the current Regional Planning and Infrastructure Commission (RPIC).
- 59.** To ensure that the Board is provided with appropriate advice there will need to be an Officer Group (chaired by an Assembly officer) to work with Assembly staff to help undertake programmes of technical work and to help coordinate the advice given to the Board. It is proposed that this Group is based on the Technical Advisory Group that has been in existence for a number of years to support the operation of the Regional Planning & Infrastructure Commission.

⁵ 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; and
- Provides progress reports to the Regional Executive Board.
- 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 will have 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 will have 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.** Board Members will need to be clear about their roles and voting arrangements. A code of conduct (covering issues such as conflicts of interest), briefing, support and training is being developed and will be provided to all Members.
- 68.** 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)
- Two representatives from the environment sector.
- Two representatives from the business sector.
- One representative from the social sector.
- One representative from Yorkshire Forward.
- Observer seats for Government Office, the Highways Agency, Network Rail and the Confederation of Passenger Transport and one from each of the Passenger Transport Executives for West and South Yorkshire (6 in total).

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

70. *Chairing Arrangements* - Both Chair and Deputy Chair will be Assembly Members and be appointed by the Yorkshire and Humber Assembly for a period of two years. One will be a local authority member and one will be a SEE partner. The Chair will sit on the Regional Executive Board⁶.

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

72. *Meeting Arrangements* - The Board will meet a minimum of four times per year on a quarterly basis.

Board Support Structure

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

74. To ensure that the Board is provided with appropriate advice there will need to be an Officer Group to work with Assembly officers to help develop and undertake programmes of technical work and to help coordinate the advice given to the Board. It is proposed that this Group is based on the development of the Transport Officers' Group that has been in existence for a

⁶ See paragraph 25
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number of years to support the operation of the Regional Transport Forum, rationalised with the 'Management Advisory Group' that advised the work of the temporary Transport Board during the Regional Funding Allocations process.

Sustainable Development Board

Purpose

- 75.** 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.
- 76.** The Sustainable Development Board is charged with acting independently and providing constructive, robust and insightful advice.
- 77.** The Sustainable Development Board will work closely with the Scrutiny Board to ensure effective challenge across the regional structures also addresses sustainable development.

Key Tasks

- 78.** Functions of the sustainability board will 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; and
 - 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
 - Liaison with the UK Sustainable Development Commission

Accountability and Key Relationships

- 79.** The Sustainable Development Board is required to retain an 'independent' role in the region and will therefore report 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 will provide an annual report to the Regional Executive Board.

Working Arrangements

- 80.** *Ways of working* - The work programme for the Sustainable Development Board will be 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.
- 81.** Membership – the proposed membership 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)
- 82.** *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 two years. One will be a local authority member and one will be a SEE partner.
- 83.** *Administration and secretarial support* - The administration and policy support for the Sustainable Development Board is provided by the Yorkshire and Humber Assembly.
- 84.** *Meeting arrangements* - The Board meets four times per year on a quarterly basis.

Board Support Structure

- 85.** The work role of the Sustainable Development Board will be supported and complemented by a Technical Advisory Group that will engage sustainability practitioners from partner organisations across the region.
- 86.** The key functions of the Technical Advisory Group will be to:
- Share and distribute good practice on sustainable development policy, appraisal and practice
 - Support local delivery programmes that contribute to regional sustainability aims

- Together the Sustainable Development Board and the Technical Advisory Group constitute the region's Sustainable Development Round Table.

87. The administration and policy support for the Sustainable Development Board is provided by the Yorkshire and Humber Assembly. Other partners will be invited to support the work programme of the Group.

The Scrutiny Board

Purpose

- 88.** 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

- 89.** As directed by the Assembly the Scrutiny Board will:
- Undertake reviews into specific areas of the Regional Economic Strategy.
 - Produce a set of recommendations from each review.
 - Monitor the implementation of the agreed actions by Yorkshire Forward.
 - Report to the Assembly on the progress of scrutiny activity.
 - Seek to engage with a wide variety of regional stakeholders to gain their knowledge and experience to feed into the reviews.

Accountability and Key Relationships

- 90.** The Scrutiny Board will report to the full Assembly, but retain 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.
- 91.** The Scrutiny Board will work closely with the Sustainable Development Board to ensure effective challenge across the regional structures also addresses sustainable development.

Working Arrangements

- 92.** *Ways of working* - The Scrutiny Board will conduct the reviews with rigour and challenge seeking to develop the best performance for the region within the guidelines set by the scrutiny protocols.⁷
- 93.** *Membership* - The Board will be made up of up to six Assembly members. 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 and will be appointed by the Assembly.

⁷ The scrutiny protocols will be reviewed by the Scrutiny Board to ensure they are still appropriate for the new governance arrangements.

- 94.** *Chairing arrangements* - The Board will be chaired by the Deputy Chair of the Assembly.
- 95.** *Administration and secretarial support* - The administration and policy support for the Scrutiny Board is provided by the Yorkshire and Humber Assembly.
- 96.** *Meeting arrangements* - The Board will meet as required subject to the scrutiny review timetable.

Board Support Structure

- 97.** 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
- 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 Network
CBI
Federation of Small Businesses

Public 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)
Government Office Yorkshire and Humber
Yorkshire Forward
Environment Agency
Countryside Agency
Highways Agency

APPOINTMENT OF CHAIR AND DEPUTY CHAIR

For Decision

To confirm the appointment of the Chair and Deputy Chair of the Assembly (2nd year of a two year term, 2005/2007).

1. The Yorkshire and Humber Assembly Annual General Meeting is responsible for appointing the Chair and Deputy Chair. The Chair and Deputy Chair are appointed for two years, subject to annual confirmation at the intervening AGM.

Chair

2. Cllr Peter Box was nominated as Chair of the Assembly, for a two year term, by the ALA AGM on 23 June 2005. Members are requested to confirm this appointment

Deputy Chair

3. Paul Jagger was nominated as Deputy chair of the Assembly, for a two year term, by the SEE Partners on 21 July 2005. Members are requested to confirm this appointment.

ELECTION OF CHAIRS AND DEPUTY CHAIRS OF BOARDS

For Decision

To appoint the Chairs and Deputy Chairs of the Functional and Sustainable Development Boards.

1. The Yorkshire and Humber Assembly Annual General Meeting is responsible for appointing the Chairs and Deputy Chairs of the following:
 - Regional Housing Board
 - Regional Planning Board
 - Regional Transport Board
 - Sustainable Development Board.
2. The Chair and Deputy Chair are appointed for two years, subject to annual confirmation at the intervening AGM.
3. Applications for these positions have been sought and details of applicants will be circulated to Members via e-mail after 18 July 2006 (copies will also be available at the meeting).
4. Where there is more than one applicant for a particular position, the position will be decided by a vote using the proportional voting system. Only those present will be entitled to vote.
5. It should be noted that for each Board the positions are to be filled by an SEE Partner and a Local Authority Partner. Elections will be held for the Chairs first. This means that any applicant for the position of Deputy who is from the same category of partner as the elected Chair will be withdrawn from the election for Deputy Chair. For example, if a SEE Partner is elected as Chair of a particular Board, only applicants from Local Authorities will be considered for the post of Deputy Chair of that particular Board.

APPOINTMENT OF REGIONAL EXECUTIVE BOARD

For Decision

To appoint members to the Regional Executive Board.

1. The members of the Regional Executive Board are drawn from the membership of the full Assembly.
2. Nomination for each of the categories of membership have been sought and members are now asked to confirm the full membership for 2006/2007 as follows:
 - YHA Chair (See Agenda Item 4a)
 - YHA Deputy Chair (See Agenda Item 4a)
 - One Local Authority member from each sub-region (nominated by the sub-regional local authority partnerships and to be appointed at the LGYH AGM 14 July 2006) (4)
 - One Local Authority member from each City Region (nominated by the City Region Partnerships) (3)
 - Cllr Jan Wilson (Sheffield City Region)
 - Cllr Andrew Carter (Leeds City Region)
 - Cllr Carl Minns (Hull and Humber Ports City Region)
 - SEE Partner representation (to be elected at the meeting of the SEE Partners Group on 13 July 2006) (4)
 - The Chairs of the Housing, Planning and Transport Boards (See Agenda Item 4b)
 - A Local Authority rural representative (nominated by LGYH and elected at their AGM on 14 July 2006) (1)
 - The Chair of LGYH (where not already a member of the Regional Executive Board through another route, nominated and elected by LGYH at their AGM on 14 July 2006) (1)

- A Local Authority Chief Executive (nominated by the Regional Chief Executives Group) (Non voting) (1);
 - Paul Rogerson (Leeds City Council)

- Observers from Yorkshire Forward and Government Office (normally the Chief Executive) (Non voting) (2)
 - Tom Riordan (Yorkshire Forward)
 - Felicity Everiss (Government Office)

ELECTION OF CHAIRS AND DEPUTY CHAIRS OF BOARDS

For Decision

To appoint the Chairs and Deputy Chairs of the Functional and Sustainable Development Boards.

1. The Yorkshire and Humber Assembly Annual General Meeting is responsible for appointing the Chairs and Deputy Chairs of the following:
 - Regional Housing Board
 - Regional Planning Board
 - Regional Transport Board
 - Sustainable Development Board.
2. The Chair and Deputy Chair are appointed for two years, subject to annual confirmation at the intervening AGM.
3. Applications for these positions have been sought and details of applicants will be circulated to Members via e-mail after 18 July 2006 (copies will also be available at the meeting).
4. Where there is more than one applicant for a particular position, the position will be decided by a vote using the proportional voting system. Only those present will be entitled to vote.
5. It should be noted that for each Board the positions are to be filled by an SEE Partner and a Local Authority Partner. Elections will be held for the Chairs first. This means that any applicant for the position of Deputy who is from the same category of partner as the elected Chair will be withdrawn from the election for Deputy Chair. For example, if a SEE Partner is elected as Chair of a particular Board, only applicants from Local Authorities will be considered for the post of Deputy Chair of that particular Board.

APPOINTMENT OF HONORARY TREASURER

Decision

To appoint the Honorary Treasurer for the Yorkshire and Humber Assembly.

Background

1. The Annual General Meeting is responsible for appointing the Assembly's Honorary Treasurer, following endorsement by the Executive Board.
2. The Executive Board met on Thursday 29 June 2006 and endorsed the Honorary Treasurer appointment to the Yorkshire and Humber Assembly.

Honorary Treasurer

3. This is a one-year appointment to be undertaken by Judith Badger, Head of Financial Services, Wakefield MDC. Judith has indicated that she is willing to undertake this role and this has been agreed by the Chief Executive, Wakefield MDC.

AGENDA ITEM: 5

**YHA ANNUAL GENERAL MEETING:
20 JULY 2006**



DRAFT ANNUAL REPORT 2005/06

For Decision

To approve the draft Annual Report of the Assembly: 1 April 2005 to 31 March 2006.

1. This report, which covers work undertaken during 2005/6, is attached as **Annex A**.
2. Following discussion by the Executive Board, it is being presented for approval at the Assembly AGM before publication. This basic copy will be supplemented by further information, including:
 - A foreword by Cllr Box as Chair.
 - The Annual Accounts.
 - Information on members and staff.
3. The report will be printed after approval at the AGM and should be available in August.

YORKSHIRE AND HUMBER ASSEMBLY Draft Annual Report 2005 - 2006

Moving Forward

Organisational Changes

The regional stage has changed a great deal since the Assembly was originally formed and the last year has seen new ways of working to help deliver a better region drawn up and agreed by Assembly members and approved by the Government.

Changes to regional policy saw the Assembly involved in the development of regional boards as well as issues around city regions and the Northern Way.

This dovetailed with a review of the role and financial contribution of local authorities on the Assembly and a parallel review of the core work of the organisation to ensure it provided the best possible value for money for all partners and the region as a whole.

Following a regional symposium in November, Assembly Chair Peter Box brought together a small group of members to develop proposed structures prior to our putting forward proposals to Government to suit the particular needs of our region.

The new structures proposed a much more streamlined Assembly, focussing on key business and delivering priorities identified by our members and the Government.

This included a Regional Executive Board, based on the Assembly's existing structure, but to also include representatives from the housing, transport and planning boards, along with city region representative and Yorkshire Forward and Government Office.

In addition, it was agreed to develop a small number of boards, each playing a key role in delivering our work in six key services areas on behalf of the region.

The proposed new structures were:

- The full Assembly would remain, providing regional leadership, setting and co-ordinating policy and taking those major regional decisions that meet the needs of local people and communities;
- A Regional Executive Board would focus on alignment and delivery, overseeing the work of the functional Boards that deal with housing, transport and planning. It would be the key co-ordinating body ensuring that all regional strategies work together properly;

- The Sustainable Development Board would be responsible for advising the Executive, and the functional Boards, on issues relating to Sustainable Development. Its remit will be much more strategic and advisory than the current Sustainability Commission, and its membership will reflect that;
- The Scrutiny Board would be a standing group of full Assembly members responsible for carrying out the scrutiny of Yorkshire Forward;
- There would be three functional Boards dealing with Housing, Planning and Transport. These will be the main policy boards of the Assembly and will ensure we concentrate on the key areas that Government asks us to focus on.

The proposed new structure also included an Executive Co-ordination Team, made up of the Assembly Chair and Deputy Chair, along with two Executive Directors, who role will be to co-ordinate the implementation and delivery of the Assembly's corporate strategy, budget and business plans.

The Assembly structures, and full details of the protocols, terms of reference and constitutional changes required for each board will be discussed at the AGM in July 2006.

On the local government side, a new organisation- Local Government Yorkshire and Humber- was developed through an amalgamation of the former Association of Local Authorities and the Local Government Management Board.

Shaping the Future

Regional Planning and Transport

Planning the future development of Yorkshire and Humber, in terms of where things go, how big they should be and how people can get there, is vital to the region's future.

The Assembly's role as the Regional Planning Body has continued to grow, enabling people, organisations and business across Yorkshire and Humber to help us draw up plans to shape the future of the region on issues such as transport, housing, leisure economic development and the environment.

We have continued work to prepare, monitor, deliver and implement the new Regional Spatial Strategy (RSS)- the overall plan on development and change up to 2021 and beyond- in line with the agreed work programme, the RSS project plan and the new statutory duties of the Assembly as Regional Planning Body.

The draft RSS, known as the Yorkshire and Humber Plan, was the culmination of more than 18 months work, involving views from over 200 organisations and which saw more than 100,000 hits on the Assembly's website during the final three months of consultation.

Following extensive work throughout the Spring, Summer and Autumn, the Draft RSS- was submitted to Government in December 2005. This was a delay to the original timescale, but was agreed with Government Office in a review of the RSS project plan during the summer.

Delaying the submission date for the draft RSS had a number of important benefits, including allowing closer alignment to be achieved between the draft RSS and reviews of the Regional Housing Strategy and Regional Economic Strategy; better integration with propositions coming out of the Northern Way; greater technical robustness and more time for stakeholder engagement, including MPs, particularly on important and difficult issues such as the scale of housing development that is needed over the next 20 years.

Considerable effort was made to ensure full technical engagement of local authority officers in work on the draft RSS. A regular cycle of meetings of the Regional Planning and Infrastructure Commission (RPIC) and the Regional Transport Forum also enabled local authority members and a wide range of stakeholder representatives to help shape the draft document.

In addition, RSS was featured extensively in Assembly publications, the website and newsletters, in the regional and local media, along with speaking engagements attended by Assembly staff to raise awareness and maximise stakeholder involvement.

We also undertook a continuous process of sustainability appraisal during the preparation of the draft RSS, guided by a small member steering group, ensuring effective engagement in the process. This has ensured sustainability principles have helped shape the final document.

Following submission of the draft RSS, a round of public consultation initiatives - including sub regional meetings, media work and innovative publicity materials - was launched in January to raise awareness and encourage stakeholder engagement and responses.

Other work

The 2004 Annual Monitoring Report (AMR) for RSS was issued in June. Work was undertaken to prepare for the 2005 AMR and this was submitted to Government, on target, at the end of February 2006. A series of workshops was held with local authorities to develop common, streamlined indicators for use at regional and local level. This should promote more efficient and cost effective monitoring.

Interim procedures for handling the new statutory planning duties of the Assembly as a consultee on major planning applications and local development documents were also agreed in September 2005. Work is now underway to develop more permanent arrangements.

A wide range of work with partners has taken place during the year to help implement RSS, including setting up a partnership to address freight transport issues.

This led to the launch of the region's first ever Freight Strategy in Spring 2005 and aimed at finding better ways of getting lorries in and out of our towns and villages, while also supporting our cargo businesses. Supported by freight bosses, local authorities and a host of other organisations, the Strategy will be used to develop future work on the issue.

The Assembly also led on work which could see pensioners across the region enjoying cheaper bus fares. We funded a feasibility study into the introduction of a Yorkshire and Humber wide concessionary bus pass for pensioners and the disabled. The study will investigate the possibility of developing a pass which could be used across the entire region. Local authorities, transport executives and bus companies are all expected to be involved in the work.

Other work included liaising with local authorities on renewable energy and floods assessments; work to look at access to the Humber Ports; work with Northern Way partners to ensure RSS issues and priorities are reflected; and ensuring national agencies are aware of regional priorities.

In addition, through councillors on the Yorkshire Regional Flood Defence Committee, the Assembly helped secure extra funding of £500,000 to help protect local communities and businesses from floods.

Progressing the Region

Regional strategies

Leading on and helping develop delivery of the growing regional agenda is a key part of the Assembly's role.

Advancing Together continues to be used as the basis for regional strategy development and has underpinned all the regional strategies developed and reviewed this year.

Key activity has included input to the review of regional strategies (Regional Economic Strategy and Regional Housing Strategy) and work with Government Office and Yorkshire Forward to input to the 2006 spending review.

The Assembly has continued to contribute as a key partner in both strategy development and to monitoring activity through the annual monitoring document for Advancing Together, Progress in the Region, the 2005 version of which was launched in November.

Key conclusions from the report included:

- The region has made improvements in the economy, skills, natural environment and some aspects of housing development;
- Yorkshire and Humber is not making progress on some indicators and for some, performance is deteriorating. These include transport, crime, civic participation and waste.

The report's findings will inform regional and local decision and drive action and delivery of projects on the ground.

Work has already started on the 2006 edition including ongoing review of high-level indicators.

The Assembly has also continued to deliver work around key strategies including housing, rural framework, skills, health, asylum and refugees, energy, waste (including work to help local authorities draw down more Government money for waste management and work with Yorkshire Forward to develop business markets for waste) and developing an effective e-region strategy.

As detailed earlier in this report, significant work has also taken place to implement government proposals for regional boards (housing, transport) as appropriate and contribute to development of Northern Way proposals. New Boards have been established for Transport and Regional Co-ordination. Support for Housing Board continues with details from government about the merger of the Board with the Assembly as regional planning body expected in summer 2006.

Rural- Work to help the region's rural communities meet challenges in areas such as transport and housing has been supported by the Assembly.

The Yorkshire and Humber Rural Framework, which was endorsed by Assembly members and submitted to Defra, sets out the region's rural priorities and looks at how these need to be addressed through more simplified and customer focused delivery structures.

Drawn up following more than 18 months work involving a wide range of regional and national partners, its aims include better targeting of resources and devolved responsibility for decision making to tackle rural disadvantage, clear, well defined accountable roles for delivery and a better understanding of the impact of public sector spending on rural areas.

E-region - Developing and helping the region lead on the new of new technology is one of the key drivers to building economic success. As part of this, members contributed to the regional launch and development of Yorkshire and Humber Connects - a new approach to bring together a wide range of organisations to drive through a co-ordinated regional plan to help access to and promotion of information technology. This included supporting and servicing E-region groups on health, education, business and government and supporting technical groups such as the Web Managers Group to ensure effective collaboration and coordination across the region. This work was successfully transferred from the Assembly to Local Government Yorkshire and Humber.

Evolving, Improving

Delivering Effective Scrutiny

Creating and encouraging better economic performance and prosperity is a key tool in building a brighter future for Yorkshire and Humber.

One of the Assembly's statutory responsibilities, and one which is funded by Government, is to scrutinise collective delivery of the Regional Economic Strategy, led by Yorkshire Forward. This is done via a scrutiny review process.

Each review is a time-limited, member-led, in-depth inquiry, with evidence in particular taken from the business community and including a public hearing. A report, including recommendations and an action plan from Yorkshire Forward, is then produced. From there, the Assembly works with partners to monitor progress.

The report into Cluster policy in the region was published in June 2005. Key issues included a need for Yorkshire Forward to take full account of its clusters activity, achievements and policies in the review of the RES and a need to develop a higher level framework for measure the impact of cluster strategies.

The report for the Marketing and Inward Investment scrutiny enquiry was published in August 2005. Key issues included developing a clear understanding of the core values and role of "Yorkshire Alive with Opportunity" among stakeholders so it is increasingly seen as the region's brand, rather than Yorkshire Forward's; a re-evaluation of all inward investment and marketing activity to ensure continued value for money in supporting the region's economy; and a need for improved understanding by stakeholders of Yorkshire Forward's inward investment strategy and its links to sustainable development;

The Skills Scrutiny review report - which took a different approach from previous enquiries in that a short and accessible document is produced supported by a more technical appendix- was approved by the Assembly in November and was due to be published once an action plan was drawn up and agreed by the Yorkshire Forward board.

The next review will consider the way the region will best benefit from the Northern Way growth strategy. This review will pilot a new approach based around a 'Public Discussion', replacing the traditional question-and-answer hearings used in previous scrutiny enquiries. It will take place over a half-day and will be facilitated by an independent organisation who will open up the discussion in an organised manner to a wide and informed audience.

Following a review of activity within the context of the wider review of the Assembly's functions and structures and involving stakeholder views, the Assembly decided to change the way it carries out scrutiny. Members agreed to establish a standing group to carry out and monitor delivery of scrutiny, led by the Assembly's deputy-chair. This will be developed during 2006 following the pilot of the Northern Way scrutiny.

Natural Resources

Sustainable Development

Living within our resources and ensuring a fair share of those resources for everyone will ensure a better quality of life for people today and generations to come.

The Assembly's work in this field is helping ensure the region is making the most of what it has, as well as protecting our future.

We have completed sustainability appraisals and strategic environmental assessments on the Draft Regional Spatial Strategy and the Regional Housing Strategy. Both appraisals positively influenced the development of these regional strategies.

We have implemented the action plan in the Regional Sustainable Development Framework and have commenced a review of the Framework that takes account of members'/partners' feedback, the new UK strategy on sustainable development and the new regional governance arrangements.

The Climate Change Action Plan has been developed and is being implemented. A key area of work we are initiating and will undertake in partnership with local authorities is improving greenhouse gas emission monitoring.

A renewed Energy Forum was launched to oversee development of a regional energy strategy. The Forum has developed and adopted a Coal Vision for the region that sets out the steps to achieve 50% reduction in carbon dioxide emissions from coal-fired electricity production by 2020 compared to 2005 levels.

The Assembly's First Energy Policy Manager- with a remit to ensure sustainable energy issues are firmly integrated in regional strategies-was appointed.

This helped Yorkshire and Humber become the first region in the UK to sign up all its local authorities as members of the fuel poverty charity National Energy Action and events including a conference on renewable energy.

In addition, the Assembly now hosts of region's first Bio-Diversity Co-ordinator, funded by English Nature. The role is to integrate bio-diversity issues into regional programmes and structures, as well as targeting £1.5m from the Sita Trust landfill tax credit initiative into regional initiatives.

Working for all the region

Increasing awareness and involvement in the regional agenda.

Engaging and involving traditionally less well-represented groups in regional work has formed an important part of the Assembly's work. This has included:

Faiths - The Assembly has supported the creation of the Yorkshire and Humber Faiths Forum, which was launched at a ceremony in December, attended by the new Archbishop of York, Dr John Sentamu. This development is designed to encourage faith communities to work together on matters of regional policy, strategy and action.

Children and young people - successful TRYP (Transport and Young People) events, designed to seek the views of young people on transport, took place in all three northern regions in March, completed by a pan-regional event in June. Young people are now taking TRYP forward in their own local authorities. We are also involved in developing a regional participation network for workers with GOYH and the Regional Youth Work Unit. In addition, the region hosted a conference looking at the needs of young refugees in the UK and further afield, which attracted experts from across Europe.

Black and minority ethnic communities (BME) - The Assembly is involved with the BME Steering Group, set up to develop a new BME Regional Panel. Events were held throughout the region to encourage groups and individuals to join the panel and to increase minority ethnic group involvement in regional issues. The main objectives are to create effective BME advocacy by improving collective understanding of diversity and by working at a strategic policy level with regional partners.

Older People - The Assembly is represented on the Yorkshire & Humber Regional Forum on Ageing. This aims to increase understanding of older peoples' needs and provide opportunities for older people to participate in regional issues. The Assembly supported the Forum to produce the Future Years report about the midlife challenge facing the region. The report, launched in September, provides key messages and actions that need consideration by regional agencies.

Health- The Assembly helped develop and support strategies overseen by the Regional Health Group, including the 5 A DAY healthy eating programme which reached almost 1.5 million people in Yorkshire and Humber.

Practice Makes Perfect - This report, commissioned by the Regional Forum and supported by the Assembly, presents a range of groundbreaking voluntary sector projects seeking to deliver Advancing Together at local level. It was launched in September (funded by the Regional Chambers Fund), in conjunction with a major piece of research led by Professor Gary Craig into future contributions of the voluntary and community sectors to our region.

Good Governance and Civic Participation - A Good Governance and Civic participation external sounding board, composed of regional experts and partners, was set up by the Assembly to promote, oversee and monitor work on good governance and civic participation in the region. Meeting for the first time in June, they agreed key work strands including piloting the application of the National Good Governance Standard for public services in the region with partner sectors; the possible development of a Good Governance award in the region; and research into the feasibility, cost and sustainability of a regional on-line consultation panel.

Yorkshire and Humber in Europe

The region's Brussels Office

The EU is Yorkshire and Humber's largest export market, producer of some 60% of UK legislation and investor of almost one billion pounds in the region.

It is a key factor in shaping our everyday lives and the region's prosperity, which is why the region's European Office continues to be an important resource for the region.

Based in the heart of Brussels, the office is able to anticipate and provide early intelligence on European policy developments; influence European institutions' decisions on the shape of future policy, through working with other regions in Brussels; and exploit the wealth of funding opportunities in areas such as research and innovation, skills, environment and transport.

Working closely with the Assembly and Yorkshire Forward, the European Office contributes to the delivery of the priorities set out in Advancing Together and the Regional Economic Strategy (RES) to help to grow the region's economy.

The European Office has been involved in activities important to all parts of the region over the past year. These include:

- lobbying on the future of European Regional Policy, to ensure the region gets a good deal in the next round of funding from 2007 to 2013;

- Organising a high profile event in Brussels, to showcase the leading position Yorkshire and Humber has on Corporate and Social Responsibility, which led to the European Commission taking away ideas to share across the whole of the EU;
- Hosting an event in Sheffield on meeting the needs of young refugees, focusing on the exchange of best practice and policy from around the EU. This was a follow-up to the successful event held in Brussels in November 2004, which showcased the Yorkshire and Humber Regional Refugee Integration strategy to other EU regions, the European Commission and MEPs;
- Organising and hosting over 30 delegations from Yorkshire and Humber to Brussels, including Businesses, Chambers of Commerce, Universities, Local Authorities and Yorkshire Forward, helping them to seize the opportunities the EU has to offer.

The European Office has also created a new service, providing regional organisations with up to the minute EU funding opportunities and guidance on how to apply for European funds.

Our Voice in the region

Promoting the Assembly

Promoting the work and views of the Assembly to the region and beyond has continued to develop over the last year.

Assembly members and partners represent diverse geographical areas and communities and the past 12 months has seen a growing audience become better informed and involved in our work and contribution to Yorkshire and Humber.

Our activities have been covered by regional and local media; the website has seen more than 250,000 visitors log on; there is a rising demand for publications- including regular printed and e-newsletters-; our wide range of events are increasingly filled to capacity and Government minister Yvette Cooper was the key note speaker at the AGM.

Of particular note was the success of the Regional Spatial Strategy activity, which included a well-attended House of Commons event, radio and bus-side advertising to promote the consultation and media work, which saw more than 100,000 hits on the Assembly website in the three months from January 2006.

Work continues to ensure full Member engagement in YHA business, with all new members offered induction support. The review of the Assembly has enabled renewed dialogue with partners about the purpose and effective working of the Assembly and an opportunity to promote our work.

AGENDA ITEM: 6

YHA ANNUAL GENERAL MEETING:
20 JULY 2006



DRAFT STATEMENT OF ACCOUNTS 2005/06 AND APPOINTMENT OF HONORARY TREASURER

For Decision

- In accordance with paragraph 12 (xii) of the Constitution, the YHA Executive Board recommends the Assembly/ALA's accounts for 2005/06 to the AGM for confirmation (Annex A).
- In accordance with paragraph 10e of the Constitution, the YHA Executive Board recommends the appointment of the Honorary Treasurer of the Yorkshire and Humber Assembly for approval (see paragraphs 19-20).

For Information

- To note progress on the 2004/05 Audit Action Plan (see paragraphs 16-17 and Annex B).

CONSOLIDATED ACCOUNTS 2005/06

Introduction

1. The Executive Board agreed the draft Statement of Accounts of the Assembly/ALA for the financial year ending 31 March 2006 at its meeting on 29 June 2006 and recommends this Statement for approval.
2. This paper should be read in conjunction with the Annual Report presented to this meeting.

Annexes

3. The draft accounts and associated information are set out in the following annexes:

Annex A

Draft Consolidated Accounts

Annex B

Audit Action Plan 2004/05

Annex C

Supplementary schedule of Income and Expenditure by funding stream, incorporating comparison to budget.

Audit Certification

4. These accounts have not yet been audited. The audit has commenced and the final accounts and audit report will be brought to the October YHA meeting.

Context

5. The first stage of the organisational review was completed in January 2005. Following the initial decisions, 2005/06 was a transitional year with a budget set based on the following assumptions:
 - Activity as set out in the 2004/05 Corporate Plan;
 - Local Authority subscriptions set at 50% of 2004/05 levels with all authorities in membership;
 - Staffing levels in accordance with establishment levels previously agreed. Recruitment to permanent posts to continue to be frozen with interim measures to enable activity to continue;
 - Accumulated reserves utilised to balance the budget.
6. It was recognised that it was not ideal to set a budget which relied so heavily on reserves without detailed action plans to reduce spending. However, there was a need to comply with constitutional requirements for budget setting and to submit a bid for Regional Chambers funding. A risk assessment was therefore carried out and, in light of the significant level of reserves being carried, it was concluded that the approach outlined above was sustainable for 2005/06.

Income and Expenditure Account 2005/06 – Annex A: Consolidated Accounts page 13

7. **Income:** Total income has decreased by 19% from 2004/05 levels.
 - *Local Authority Contributions:* Local Authority contributions were decreased as determined during the review of the Assembly/ALA to reflect the planned new structure and focus of the organisation. All local authorities income was collected as per budget.
 - *Central Government Funding: Regional Planning Guidance:* Funding awarded remained at the same level as 2004/05. No funding was brought forward from 2004/05 (£214,000 in 2004/05). All funding was utilised during the year with additional expenditure of £25,000 funded from the Planning Reserve (£126,000 unutilised in 2004/05).

- *Central Government Funding: Regional Chambers Fund:* Funding awarded reduced by £6,000 to £594,000, the £6,000 being retained centrally by ODPM to cover contingencies. All funding was utilised during the year (£43,000 unutilised in 2004/05).
 - *Central Government Funding: Capacity Building:* Income comprises £270,000 brought forward from 2004/05. All funding has been utilised and the project is now complete.
 - *Central Government Funding: E-Government:* £50,000 was received from ODPM with a further £10,000 brought forward from 2004/05. The project has transferred to LGYH from 1 April 2006 and the balance of unutilised funding (£61,000) will be transferred.
 - *Cash and In-Kind Contributions:* This represents contributions by a number of partners to the work of the Assembly and includes contributions to the European Office, Housing Forum, ARO and E-Government. Income attributable to 2005/06 has reduced as income deferred by the Housing Forum and ARO has increased, and contributions to regional Chambers Activity have fallen.
 - *Other income:* Income has decreased as secondments attracting reimbursement of salary have ended.
8. **Expenditure:** Expenditure has increased by £210,000 (6%) from 2004/05, largely due to the full utilisation of Regional Chambers funding (£170,000 unutilised in 2004/05).
- *Employee Costs:* The 7% increase in costs reflects salaries inflation and the increased reliance on short term arrangements (agency staff, and secondees) during the moratorium on permanent recruitment in place during the review.
 - *Accommodation & Equipment:* A 5% reduction in costs has been achieved despite some transitional costs being incurred earlier than anticipated.
 - *Consultancies:* The 4% increase in consultancy costs in 2005/06 reflects increased costs of IT support and the use of consultants to carry out essential functions of posts kept vacant during the organisational review.
 - *Other Costs:* The 10% increase in other costs arises from a new requirement for an internal audit to be carried out and from transitional costs (including legal fees) incurred earlier than anticipated.
9. A **deficit** for the year of £559,000 has been funded reserves, £234,000 less than the budgeted reserves usage.

Balance Sheet - Annex A: Consolidated Accounts page 14

10. Fixed Assets: Expenditure has been incurred largely on IT to accommodate the new organisational structures, the accommodation of LGYH in the King Street premises and the consequent need to support home-working. Some of the assets acquired will be transferred to LGYH in 2006/07.

11. Current Assets:

- Debtors have decreased due to improvements in credit control (see paragraph 17).
- A reserve (held by Wakefield Council) has been established to cover the YHA/ALA liability for repair and redecoration of its King Street premises at the end of the lease.
- The balance held in Wakefield MDC's bank account has decreased significantly as a result of the decision to reduce Local Authority subscriptions by 50% pending completion of the review of the activity and structure of the Assembly/ALA.
- The balance held in the Brussels office account has increased due to the need for the office to hold higher balances to pay directly for agency staff employed to mitigate the effects of the moratorium on permanent recruitment.

Current Liabilities:

- Sundry creditors remain at 2004/05 levels. A number of factors contributes to creditors remaining at this level including:
 - late receipt of invoices re secondees - £41,000
 - expenditure incurred late in the year re re-organisation costs (equipment and recruitment advertising) - £32,000
 - Housing Research commissioned late in the year following GO agreement to utilise 2005/06 SRA funding and so increase Housing Research funding available for 2006/07 - £31,000
 - payments due for agency staff and consultants filling vacant posts - £21,000

£25,000 of creditors outstanding relates to expenditure reclaimable from other organisations and is offset by debtors balances.

- Accruals have increased due to late invoicing of European Project costs and allowance for salary payments due to the former Chief Executive.

- Deferred income has decreased by £224,000 due to completion of the Capacity Building project.
- Grants paid in advance represents £16,000 deferred SRA funding in respect of lease costs to be released to income in 2006/07. This liability has decreased by £170,000 as the Assembly has fully utilised its Regional Chambers Fund award in 2005/06.

12. Long Term Liabilities:

- *Grants paid in advance:* This has fallen to £0 as all remaining deferred SRA funding in respect of lease costs is to be released to income within one year.

Reserves - Annex A: Consolidated Accounts page 14

- 13. Movements on Reserves:** The minimum reserve level is now £194,000, maintaining the ratio between minimum reserve as originally set and budgeted turnover for 2006/07.
- 14.** £25,108 Planning Reserve has been utilised during the year. The balance of £48,000 is to be retained in the event of any legal challenges arising from the RSS.
- 15.** General reserves and cash balances have decreased significantly during 2005/06 due to the decision to reduce Local Authority contributions by 50% pending the outcome of the organisational review. As a result of the review, the ALA separated from the Assembly early in 2006/07 and the agreed proportion of reserves will be transferred as follows:
- YHA to retain specific reserves (lease reserves and Planning reserve)
 - YHA and LGYH to be allocated sums from general and minimum reserves sufficient to cover potential liability for redundancy costs relating to relevant YHA/ALA staff.
 - Any balance remaining to be allocated 30% to YHA and 70% to LGYH (in line with proportion of Local Authority subscriptions).

Members will be asked to adopt an appropriate revised policy for the Assembly during 2006/07.

Audit Action Plan – Annex B

- 16.** Progress against the 2004/05 Audit Action Plan is reported at Annex B. Agreed actions are substantially complete with the exception of the implementation of a Risk Management Framework: as it was not possible to resource this work during 2005/06, it has been deferred to 2006/07.

17. *Debtors and Creditors*; year end balances are shown in the accounts at Annex A. No debtors were outstanding for more than thirty days. 82% of creditors were paid within 30 days with an average payment time for all creditors of less than 31 days.

Supplementary Schedules of Income and Expenditure by funding stream incorporating comparison to budget – Annex C

18. Annex C provides a more detailed analysis of the outturn for the year together with a comparison to budget and explanatory notes.

APPOINTMENT OF HONORARY TREASURER 2006/07

19. The Annual General Meeting is responsible for appointing the Assembly's Honorary Treasurer, following endorsement by the Executive Board. This is a one-year appointment.
20. For some years Andrew Hughes, former Head of Financial Services at Wakefield Council has been our Honorary Treasurer. During the 2005/06 Andrew took on a new role at the Council. The new Head of Financial Services is Judith Badger who has indicated that she is willing to take on the role. This has been agreed by the Chief Executive, Wakefield MDC.

Source Papers

Report	Location
<p>ALA Leaders' Group: 10 February 2005 2005/06 Budget and Subscriptions</p> <p>YHA: 24 February 2005 2005/06 Budget and Subscriptions</p> <p>YHA EB 15 September 2005 Consolidated Accounts 2004/05 – Audit opinion and action plan Budget 2005/06 – Review Of Risk Assessment</p> <p>YHA Executive Board: 10 November 2005 Mid year review of budget 2005/06</p> <p>YHA Executive Board: 16 February 2006 Review of Progress at 31 December 2005</p> <p>YHA Executive Board: 29 June 2006 Draft Annual Report 2005/06</p> <p>YHA Executive Board: 29 June 2006 Draft Statement of Accounts 2005/06 and Appointment of Honorary Treasurer</p>	<p><u>Available from:</u></p> <p>Emma King Yorkshire & Humber Assembly 18 King Street Wakefield WF1 2SQ</p>

Andrew Hughes
Honorary Treasurer
June 2006

Sue Jeffrey
Director

Catherine Cook
Resources Manager



YORKSHIRE AND HUMBER ASSEMBLY/ASSOCIATION OF LOCAL AUTHORITIES

DRAFT CONSOLIDATED ACCOUNTS 2005/06

June 2006

18 King Street, Wakefield, WF1 2SQ

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FOREWORD AND FINANCIAL SUMMARY BY THE HONORARY TREASURER

1. INTRODUCTION

This document is the Statement of Accounts for the Yorkshire and Humber Assembly/Association of Local Authorities. It covers the financial year from 1 April 2005 to 31 March 2006 and shows the Assembly/ALA's financial position and the values of income and expenditure.

The Yorkshire and Humber Assembly was established to act as the regional strategic partnership, to promote the economic, social and environmental well-being of Yorkshire and Humber in the interests of all those who live and work in the Region.

There are 37 Member Seats, 1 Associate Member and 5 Observer Seats. The Chair is independent. The two National Parks are also in membership solely for Planning matters (a list of all members is included on page 25).

The Association of Local Authorities was established to act as a strategic body for local government and for the promotion of democratic locally elected community leadership in the Yorkshire and Humber region. Its members are the twenty-two local authorities in the region.

2. GENERAL INFORMATION

The Assembly and its assets and liabilities are shared by the Member Authorities, with Wakefield MDC acting as the Accountable Body for the Regional Chambers Fund and for employment and formal contractual matters. The Honorary Treasurer role reflects the Accountable Body position. The Assembly has its own accounting records and systems and employs a Finance Manager.

The Assembly was constituted, in its present format, in November 2001 to reflect extra responsibilities given to it by Government.

3. ACCOUNTABILITY AND FINANCIAL REPORTING

The Assembly's constitution requires that accounts of all funds held by or on behalf of the Assembly shall be prepared annually and shall be audited by accountants qualified in accordance with the Local Government Act 1972.

4. THE STATEMENTS

The Income and Expenditure Account summarises the income and expenditure of the Assembly/ALA during the year and identifies further contributions to reserves due to expenditure being lower than the budgeted level.

The Balance Sheet sets out the financial position of the Assembly/ALA as at 31 March 2006 and indicates the present robust financial health of the organisation.

5. FINANCIAL SUMMARY

Income for the year was £3.4 million, a decrease of £0.8 million compared with 2004/05. Deficit for the year was £560,000 and was funded from reserves.

The net assets of the Assembly/ALA stood at £0.9 million as at 31 March 2006 (2005 £1.5 million).

Capital expenditure in 2005/06 totalled £45,000 and was comprised of replacement IT and Office equipment, and furniture.

Reserves and cash held by Wakefield MDC have, as planned, reduced significantly as a result of the decision to reduce Local Authority subscriptions by 50% pending a comprehensive review of the activity and structure of the Assembly/ALA. As a result of the review, the ALA will separate from the Assembly from 2006/07 and an appropriate proportion of reserves will be transferred.

From 2007/07, expenditure will be aligned with income while maintaining prudent levels of reserves for proper purposes.

Other debtors (excluding cash held by Wakefield MDC) have decreased significantly due to improved credit control.

Creditors have decreased significantly as a result of grants being spent more fully during the financial year.

6. SIGNIFICANT MATTERS

In September 2004 the members of the ALA instigated an organisational review of the structure of the organisations. The first stage of this review was completed in January 2005. Following the initial decisions, 2005/06 was a transitional year with a budget set based on the following assumptions:

- Activity as set out in the 2004/05 Corporate Plan;
- Local Authority subscriptions set at 50% of 2004/05 levels with all authorities in membership.
- Staffing levels in accordance with establishment levels previously agreed. Recruitment to permanent posts to continue to be frozen with interim measures to enable activity to continue.
- Accumulated reserves utilised to balance the budget.

It was recognised that it was not ideal to set a budget which relied so heavily on reserves without detailed action plans to reduce spending. However, there was a need to comply with constitutional requirements for budget setting and to submit a bid for Regional Chambers Funding. A risk assessment was therefore carried out and, in light of the significant level of reserves being carried, it was concluded that the approach outlined above was sustainable for 2005/06.

7. FURTHER INFORMATION

The availability of the accounts for inspection by the public was advertised in the Yorkshire Post. The public inspection for 2005/06 commenced on 16 June for a period of 20 working days.

Further information on the accounts is available from Catherine Cook, Yorkshire and Humber Assembly, 18 King Street. Wakefield WF1 2SQ.

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

THE ASSEMBLY/ALA'S RESPONSIBILITIES

The Assembly is required:

- To ensure that accounts of all funds held by or on behalf of the Assembly shall be prepared annually and shall be audited by accountants qualified in accordance with the Local Government Act 1972.
- To confirm the accounts of the Assembly for the preceding financial year and to consider the report of the Auditor thereon, as presented by the Executive Board.
- To ensure that proper books and accounts are kept and present a Statement of Accounts and Balance Sheet, accompanied by the Auditor's Report, to the Annual General Meeting of the Assembly.

The ALA is required:

- To confirm the accounts and Auditor's report.

THE HONORARY TREASURER'S RESPONSIBILITIES

The Honorary Treasurer, through the Finance Manager, is responsible for keeping the accounts of the Assembly/ALA.

In preparing this statement of accounts, the Finance Manager has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Financial Reporting Standards for Smaller Entities (FRSSE);
- applied the accounting concept of a "going concern" by assuming that the Assembly/ALA will continue to operate for the foreseeable future.

The Finance Manager has also:

- Kept proper accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT ON THE SYSTEM OF INTERNAL CONTROL

Scope of responsibility

1. The Yorkshire and Humber Assembly is responsible for ensuring that its business is conducted in accordance with the law, proper standards, and conditions of funding, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
2. In discharging this responsibility the Assembly is also responsible for ensuring that there is a sound system of internal control which facilitates the effective delivery of the Assembly's business plan and which includes the management of risk

The purpose of the system on internal control

3. The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness.
4. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Assembly's policies. Aims and objectives, to evaluate the likelihood of those risks being realised and impact should they be realised, and to manage them efficient, effectively and economically.
5. The system of internal control has been in place at the Assembly for the year ended 31 March 2006 and up to the date of the approval of the annual report and accounts.

The internal control environment

6. The Assembly operates a system of internal control which is currently being reviewed and enhanced:
 - To take account of new governance arrangements being established following a comprehensive review of the Assembly; and
 - Following a recommendation in the 2004/05 SAS 610 report from the Audit Commission to 'establish a formal risk management strategy and appoint an internal audit'.
7. These are the current elements of the control system.

- **Establishing and monitoring the achievement of the Assembly's objectives** – the Assembly has a three-year business plan produced to guide all of its work, and to draw down grant funding from Government. The business plan covers the period 2005-2008 and has ten objectives. Progress against Business Plan outcomes is reported every six months to the Executive Board and to Government Office Yorkshire and Humber.
- **Facilitating policy and decision-making** – The Assembly's constitution sets out our governance arrangements and how decisions are made.
- **Ensuring compliance with established policies and procedures** – Directors are responsible for delivery of specific objectives within the business plan and ensuring that this work is delivered within the framework of established policies and procedures set out in operational guidelines and other documents.
- **Risk Management** – Directors carry out risk assessments against each objective in the Business Plan as they are developed and these are reported to members. However risk management is not yet fully embedded in the activity of the Assembly and is an acknowledged area for development in 2006/07.
- **Financial Management** – Exceptionally for 2005/06 the budget was for one year only to take account of the changing circumstances arising from the review of the Assembly. Throughout the year the additional risk associated with this approach has been regularly reviewed and reported to Members. From 2006/07 a new three-year budget has been agreed.
- **Performance Management** – progress against business plan objectives is monitored by Directors and reported half yearly to the Executive Board. The Assembly reports publicly on performance in our Annual Report that is widely circulated in the region.
- **Health and Safety** – the Assembly has a Health and Safety policy statement which sets out the Assembly's commitment to health and safety and identifies individuals with responsibilities under the policy. During 2006/07 this will be updated to reflect the new structure. A Health and Safety Facilities Management Group meets regularly with representation from managers, staff and the trade union.

Review of effectiveness

8. A fundamental review of the operation and effectiveness of the Assembly was completed and implemented in 2005/06. This was undertaken by a group of senior local authority officers under the direction of the Assembly Honorary

Secretary. As a result significant changes have been agreed by the Assembly. These affect the governance structure, staffing structure and operational arrangements and will ensure a renewed focus on core objectives and delivery of a cost effective, value for money service.

Internal Audit Arrangements

9. An internal audit review has been undertaken in the following areas management and staffing structures, competence and training, risk management and internal control, financial management and budgetary control, standards of conduct, ordering and purchasing procedures, payroll procedures, travel and subsistence claims, petty cash, control of assets and monitoring of Brussels office transactions.
10. The overall assessment from the review was 'fair'. A detailed action plan will be developed to address the issues raised in the report to be implemented in 2006/07.

Significant internal control issues

11. The Assembly is aware that there are still key areas for improvement despite making significant progress in the implementation of a robust control environment following the 2004/05 SAS 610 Report from the Audit Commission. These relate particularly to the development of robust risk management arrangements, and ensuring other control systems and procedures are properly established under the new organisational arrangements.

Peter Box
Chair of the Assembly

Date

Executive Director (with responsibility for internal control)

Date

CERTIFICATE

I certify that the Statement of Accounts gives a 'true and fair view' of the position of the Assembly/ALA at 31 March 2006 and its Income and Expenditure for the year ended 31 March 2006.

.....

Honorary Treasurer, **XXX** 2006

APPROVAL OF THE ACCOUNTS

*As the Chair of the body considering the Yorkshire and Humber Assembly/Association of Local Authorities for 2005/06, I certify that the said accounts were approved by the Executive Board on **XXX** 2006.*

.....

PETER BOX

Chair of Yorkshire and Humber Assembly, **XXX** 2006

AUDITOR'S OPINION TO BE INSERTED HERE

Yorkshire and Humber Assembly/ALA Consolidated Accounts

Income and Expenditure Account for year ended 31 March 2006

This account summarises the income and expenditure for the organisation

<u>2004/05</u> £		<u>2005/06</u> £	<u>Notes</u>
	INCOME		
1,543,999	Local Authority Contributions	771,995	
2,087,881	Central Government Funding	2,247,079	1
402,845	Cash and In-Kind Contributions	254,183	
180,647	Other Income	124,954	
<u>4,215,372</u>	Total Income	<u>3,398,211</u>	2
	EXPENDITURE		
2,021,414	Employee Costs	2,166,714	3, 4, 5
301,445	Accommodation & Equipment	286,226	
1,006,821	Consultancies	1,045,425	6
417,587	Other Costs	459,129	7
<u>3,747,267</u>	Total Expenditure	<u>3,957,494</u>	
<u>468,105</u>	(Deficit)/surplus for year	<u>(559,283)</u>	

Yorkshire and Humber Assembly/ALA Consolidated Accounts

Balance Sheet for year ended 31 March 2006

The Balance Sheet summarises the financial position of the organisation. It shows the value of the Organisation's assets and liabilities at the end of the financial year.

2004/05 £		2005/06 £	Notes
FIXED ASSETS			
32,707	Equipment	23,239	
<u>24,689</u>	Furniture	<u>23,814</u>	
<u>57,396</u>		<u>47,053</u>	10
CURRENT ASSETS			
3,566	Stocks	5,960	11
2,448,727	Debtors and Payments in Advance	1,622,592	12
<u>4,222</u>	Cash at Bank and in Hand	<u>9,418</u>	
<u>2,456,515</u>		<u>1,637,970</u>	
LESS CURRENT LIABILITIES			
885,157	Creditors and Receipts in Advance	746,091	
<u>185,540</u>	Grants in Advance	<u>16,000</u>	
<u>1,070,697</u>		<u>762,091</u>	13
<u>1,385,818</u>	NET CURRENT ASSETS	<u>875,879</u>	
LONG TERM ASSETS			
<u>55,000</u>	Payment in Advance	<u>0</u>	14
LESS LONG TERM LIABILITIES			
<u>16,000</u>	Grants in Advance	<u>0</u>	15
<u>1,482,214</u>	NET ASSETS	<u>922,932</u>	
RESERVES			
78,000	Lease payments (net of grant)	39,000	
12,000	Repair & redecoration at end of lease	16,000	
72,917	Ring fenced planning reserve	47,809	
206,000	Minimum reserve level	194,000	
<u>1,113,297</u>	General reserves	<u>626,122</u>	16
<u>1,482,214</u>		<u>922,931</u>	

I certify that the Balance Sheet has been prepared in accordance with the Financial Reporting Standards for Smaller Entities (effective June 2002). The financial statements were approved by the Executive Board on 15 September 2006

Judith Badger
Honorary Treasurer

STATEMENT OF ACCOUNTING POLICIES

This statement explains the basis of the figures in the accounts.

1. INTRODUCTION

The financial statements have been prepared under the historical cost conception and in accordance with the FRSSE (effective June 2002). The following accounting concepts are relevant to the Assembly/ALA's circumstances and have been adopted as policies in preparing the financial statements.

2. FUNDAMENTAL ACCOUNTING CONCEPTS

The Statement of Accounts has been prepared in accordance with the fundamental accounting concepts set out below:

Accruals

The financial statements have been prepared on an accruals basis. The non-cash effect of transactions has been recorded for the accounting period to which they relate and not in the period in which any cash has been received or paid.

Relevance

The objective of the financial statements is to provide information about the Assembly's financial performance that is useful for assessing the stewardship of public funds and for making economic decisions.

Consistency

Consistent accounting policies have been applied both within the year and between years. Where accounting policies are changed, the reason and effect have been separately disclosed.

Reliability

The financial information provided is also reliable and conforms to the following:

- (a) It reflects the substance of the transactions and other events that have taken place;
- (b) It is free from deliberate or systematic bias;
- (c) It is free from material error;

- (d) It is complete within the bounds of materiality;
- (e) Under conditions of uncertainty, it has been prudently prepared.

Comparability

The Statement of Accounts has been prepared with consistency and adequate disclosure in accordance with the FRSSE to allow comparability.

Understandability

All reasonable efforts have been taken in preparation of the financial statements to ensure they are as easy to understand as possible.

Materiality

An item of information is material if its mis-statement or omission might reasonably be expected to influence assessments of the stewardship, economic decisions, or comparisons with other entities, based upon the financial statements. Strict compliance with this concept is not necessary where the amounts involved are not material to the fair presentation of the financial position and transactions of the Assembly/ALA.

Going Concern

The Statement of Accounts has been prepared on the assumption that the Assembly/ALA will continue in operational existence for the foreseeable future. The income and expenditure accounts and balance sheet assume no intention to curtail significantly the scale of operation.

Primacy of Legislative Requirements

The Assembly/ALA derives its powers from statute and its financial and accounting framework is closely controlled by primary and secondary legislation. To the extent that treatments are not prescribed by law, the accounting concepts outlined above may not apply in all cases. It is a fundamental principle of local authority accounting that, where specific legislative requirements and accounting principles conflict, legislative requirements shall apply.

3. FIXED ASSETS

Fixed Assets are accounted for in accordance with Financial Reporting Standard (FRS) 15 "Tangible Fixed Assets" which sets out the principles of accounting for the initial measurement, valuation and depreciation of tangible fixed assets, with the exception of investment properties. The Assembly/ALA has no investment properties.

Recognition

Expenditure on the acquisition, creation or enhancement of fixed assets with a value in excess of £500 and with estimated useful lives in excess of two years are capitalised on an accruals basis in the accounts.

Measurement

All fixed assets are included in the balance sheet at their current value (replacement cost less depreciation). Certain short lived assets such as furniture, plant and equipment are included at historical cost as a proxy for current value.

Disposals

Disposals are written off at net book value. Any surplus/deficit arising is charged/credited to the Income and Expenditure Account.

Depreciation

In accordance with the requirements of FRS 15, the only ground for not charging depreciation on fixed assets (other than Non-depreciable land and Non-operational investment properties) is that the depreciation charge is immaterial.

Depreciation has been provided for, using the straight line method, on office equipment, computer equipment and furniture with a purchase cost in excess of £500.

The useful lives of the various assets held on the Asset Register are as follows:

- Office equipment 3 years
- Computer equipment 3 years
- Furniture 10 years

4. ACCRUALS OF INCOME AND EXPENDITURE (DEBTORS & CREDITORS)

a) Receipts

Receipts in the form of fees, charges and contributions are accrued and accounted for in the period to which they relate.

b) Interest

Interest is credited based on the level of cash balances. The amounts are calculated based on the seven day LIBOR rate.

c) Supplies and Services

The cost of supplies and services are accrued and accounted for in the period during which they were consumed or received. Accruals are made for all material sums unpaid at the year end for goods and services received or works completed.

5. CONTINGENT LIABILITIES

Contingent Liabilities are not accrued in the accounting statements. Material contingent liabilities are disclosed as a note to the Consolidated Balance Sheet if there is a possible obligation which may require a payment or a transfer of economic benefits.

6. CONTINGENT ASSETS

Contingent Assets are not accrued in the accounting statements. Material contingent assets are disclosed as a note to the Consolidated Balance Sheet if the inflow of a receipt or economic benefit is probable.

7. GOVERNMENT GRANTS

Government grants and subsidies have been credited to the appropriate accounts on an accruals basis. An ODPM grant relating to lease payments in advance is credited to income in line with the release of rental payments to expenditure.

8. LEASES

Operating Leases

Rentals payable, net of benefits received or receivable, under operating leases are charged to expenditure on a straight-line basis over the term of the lease.

9. PENSION COSTS

Employees are employed by Wakefield Metropolitan District Council. Employees, subject to certain qualifying criteria, are eligible to join the Local Government Pension Scheme administered by the West Yorkshire Pension Fund (WYPF). The pension cost charged to the Council's accounts is equal to the contributions due to the funded pension scheme for those employees.

Further costs arise in respect of certain pensions paid to retired employees on an unfunded basis. From 1 April 2002 the method of funding these costs (capitalised cost of paying pension early and any added years entitlement)

has changed. The new method requires that the capitalised cost of each payment be recovered by the WYPF over a period of 5 years. The ongoing annual added years costs will continue to be charged as appropriate for early retirements approved prior to 1 April 2002. For the 2004/05 accounting year the Council is required to comply with the new accounting standard FRS17.

10. PROVISIONS

Provisions are recognised in the accounts, where:

- a) The Assembly/ALA has a present obligation (legal or constructive) as a result of a past event;
- b) It is probable that a transfer of economic benefits will be required to settle the obligation; and
- c) A reliable estimate can be made of the amount of the obligation.

11. RESERVES

Amounts set aside for purposes falling outside the definition of provisions are reserves and are disclosed on the Balance Sheet. In addition to General Reserves, the Assembly/ALA maintains other reserves for specific rather than future general expenditure.

12. FOREIGN CURRENCY TRANSACTIONS

Foreign currency transactions are translated into sterling at the rate of exchange prevailing on the final day of the month in which the transaction took place. The balance on the Assembly/ALA's euro bank account is translated at the rate of exchange prevailing on the final day of the financial year and any exchange rate adjustment arising is charged/credited to the Income and Expenditure account.

13. POST BALANCE SHEET EVENTS

Any material post balance sheet events, which did not exist at the date of the balance sheet, have been disclosed as a separate note to the accounts.

14. STOCKS

Stocks are valued at most recent cost, and shown in the accounts at the lower of cost or net realizable value.

15. TAXATION

Wakefield MDC is the Assembly's "accountable body". Local authorities are exempt from Income, Corporation and Capital Gains Taxes. Value Added Tax is included in the accounts only to the extent that it is irrecoverable: the Assembly currently recovers all its VAT.

16. EXCEPTIONAL ITEMS, EXTRAORDINARY ITEMS AND PRIOR YEAR ADJUSTMENTS

There are no material exceptional or extraordinary items to disclose in the 2005/06 accounts. There are no material prior period adjustments in the 2005/06 accounts.

17. ACQUIRED OR DISCONTINUED OPERATIONS

The Assembly had no material operations which it acquired or which were discontinued in the year and therefore no separate disclosure is required in respect of the revenue and balance sheet accounts.

DISCLOSURE NOTES TO THE CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT AND BALANCE SHEET FOR THE YORKSHIRE AND HUMBER ASSEMBLY/ ASSOCIATION OF LOCAL AUTHORITIES 2005/06

The following notes provide more detailed information in order to assist understanding of the main financial statements.

1. GOVERNMENT GRANTS

Funding was received from the Office of the Deputy Prime Minister as follows:

	2004/05	2005/06
	£	£
Regional Planning Guidance & Planning Delivery Grant: current year	1,196,032	1,322,500
Regional Planning Guidance: brought forward	213,674	0
Strengthening Regional Accountability	556,928	594,500
Capacity Building: current year	49,799	0
Capacity Building: brought forward	31,448	270,201
E-Government: current year	40,000	50,000
E-Government: brought forward	0	9,878

The Regional Chambers funding awarded was comparable to that awarded for 2004/05: in 2004/05, £170,000 was unspent and repaid to ODPM.

2. TOTAL INCOME

Government grants increased as detailed in note 1. Local Authority contributions decreased by 50% in line with new funding levels agreed by Local Authorities.

Contributions and other income decreased with reduced contributions for Housing Forum, Planning and Strengthening Regional Accountability, and the termination of secondments attracting reimbursement of salary.

3. PENSION COSTS

The Assembly paid an employers contribution of 10.8% of employees' pensionable pay into the West Yorkshire Pension Fund (WYPF) administered by City of Bradford MDC.

In 2005/06 the YHA/ALA paid contributions of £143,000 (2004/2005, £133,000) into the WYPF. The increase in contributions paid reflects an

increased contribution rate and an increase in the proportion of staff members in membership. The employee contribution was 6% of pensionable pay. The contribution rate was determined by the Fund's actuary based on a triennial actuarial valuation carried out at 31 March 2001.

In addition the Assembly is responsible for all pension payments relating to added years benefits it has awarded, together with the related increases. In 2005/06 these amounted to £4,246 (2004/05, £4,118).

Under FRS17, the Assembly/YHA is required to recognise the cost of retirement benefits when they are earned by employees, rather than when they are actually paid to pensioners. The overall change to the revenue account is limited to the employer's contributions payable to the pension fund in the year. There has been no separate valuation of liability relating to the Assembly/ALA.

A separate Statement of Accounts is produced by the West Yorkshire Pension Fund, and further information can be obtained from its Chief Financial Officer, PO Box 67, Britannia House, Hall Ings, Bradford, BD1 1UP.

4. DISCLOSURE OF REMUNERATION OF SENIOR STAFF

The table below indicates the numbers of employees whose remuneration was greater than £50,000. (Remuneration being amounts paid to or receivable by an employee, including payments in kind, but pension contributions payable by the employee or employer are excluded).

Remuneration Band £	Number of Employees	
	2004/2005	2005/2006
50,000-59,999	2	0
60,000-69,999	1	3
70,000-79,999	0	0
80,000-89,999	1	0
90,000-99,999	0	1*

* includes payments relating to termination of employment.

The increased staffing costs in total reflect the agreed establishment created to continue delivery of the approved Business Plan.

5. TOTALS OF MEMBERS' ALLOWANCES PAID IN YEAR

2004/2005	2005/2006
£12,551	£17,944

A scheme for paying members' allowances was first agreed at the Assembly and ALA AGMS on 21 July 2003 and 23 June 2003 respectively.

6. CONSULTANCY COSTS

The small increase in consultancy costs in 2005/06 reflects increased costs of IT support and the use of consultants to carry out essential functions of posts kept vacant during the organisational review.

7. AUDIT FEES

Under the FRSSE, it is necessary to publish the fees paid to external auditors. Fees payable to the Audit Commission for 2005/06 £17,410 (2004/05 £17,410).

8. RELATED PARTY TRANSACTIONS

A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a charge is made. Examples of related party transactions include:

- i. The purchase, sale, lease, rental or hire of assets between related parties;
- ii. The provision of a guarantee to a third party in relation to a liability or obligation of a related party;
- iii. The provision of services to a related party;
- iv. Transactions with individuals who are related parties of the Assembly.
- v. The materiality of related party transactions is judged not only in terms of their significance to the Assembly, but also to its related party.
- vi. Material transactions with related parties, not disclosed elsewhere in the Statement of Accounts, are required to be disclosed as a note to the Consolidated Revenue Account.

Two or more parties are related parties when at any time during the financial period:

- i. one party has direct or indirect control of the other party; or
- ii. the parties are subject to common control from the same source; or
- iii. one party has influence over the financial and operational policies of the other party to the extent that the other party might be inhibited from pursuing at all times its own separate interests; or
- iv. the parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

The Assembly's accountable Body, Wakefield MDC, has entered into a 5-year lease for the Assembly/ALA's premises at 18 King Street, Wakefield at a cost of £55,000 per annum (total cost £275,000). Prior to the start of the lease, the Assembly transferred £275,000 to WMDC being the full cost of the lease. The unused portion of this payment is shown on the Balance Sheet as a payment in advance.

The Assembly/ALA is funded in part by contributions from all member authorities being the Local Authorities of Yorkshire and The Humber.

9. POST BALANCE SHEET EVENTS

In September 2004 the members of the ALA instigated a review of the structure of the organisations. As a result of this review total Local Authority subscriptions for 2005/06 and subsequent years have been reduced to 50% of the 2004/05 level. At the beginning of 2006/07 the ALA merged with the LGMB to form Local Government Yorkshire and the Humber. The Assembly continues in existence with a more focussed remit and a new staffing structure appropriate to this remit.

10. TANGIBLE FIXED ASSETS

Depreciation is charged in the accounts as explained in the Statement of Accounting Policies (note 3) and analysed overleaf.

COST	Furniture	IT & Office Equipment	Total
	£	£	£
Opening balance	42,660	180,458	223,118
Disposals	0	(11,064)	(11,064)
Additions	4,196	40,928	45,124
As at 31/03/06	<u>46,856</u>	<u>210,322</u>	<u>257,178</u>

DEPRECIATION

Opening balance	17,971	147,751	165,722
Disposals	0	(11,064)	(11,064)

Charge for Year	5,071	50,3961	55,467
As at 31/03/06	<u>23,042</u>	<u>187,083</u>	<u>210,125</u>
Net Book Value at 31/03/06	<u>23,814</u>	<u>23,239</u>	<u>47,053</u>
Net Book Value at 31/03/05	<u>24,689</u>	<u>32,707</u>	<u>57,396</u>

11. STOCKS

Stocks comprise stationery and IT consumables and are valued at most recent cost, and shown in the accounts at the lower of cost or net realisable value.

12. DEBTORS AND PAYMENTS IN ADVANCE

Debtors represent monies owed to the Assembly at the Balance Sheet date which are yet to be received as cash. The Assembly also makes provision for outstanding monies which it is anticipated will not be recovered.

Amounts falling due in one year:	31 March 05	31 March 06
	£	£
European Office accommodation bond	6,918	6,746
Debtors	243,208	125,584
Prepayments	21,065	21,921
Accrued income	0	706
Lease: repair & redecoration	12,000	16,000
Lease: advance payment held by WMDC	55,000	55,000
Cash Balance held by WMDC	2,110,536	1,396,635

Debtors have decreased due to better credit control. Lease repair and redecoration is a sum held by Wakefield MDC for repair and redecoration of the King Street premises at the end of the lease. Advance lease payment held by Wakefield MDC is rental due on the Assembly/ALA's King Street premises in 2006/07.

Sterling cash balances are held on behalf of the Assembly/ALA by Wakefield MDC and are included as a creditor in that body's accounts. The cash balance held by Wakefield MDC and the level of general reserves have, as planned, decreased significantly in 2005/06 as a result of the decision to reduce Local Authority subscriptions by 50% pending a comprehensive review of the activity and structure of the Assembly/ALA.

13. CREDITORS AND RECEIPTS IN ADVANCE

Creditors represent monies owed by the Assembly at the Balance Sheet date falling due within one year which have not yet been paid.

	31 March 05	31 March 06
	£	£
Sundry creditors	399,123	400,255
Accruals	15,957	99,498
Deferred income	470,077	246,338
Grants paid in advance	185,540	16,000

Accruals have increased due to salary payments due, and late invoicing of European project costs. Deferred income has reduced due to the completion of the Capacity Building project. Grants paid in advance has reduced as the Assembly fully utilised its Regional Chambers Fund award in 2005/06.

Deferred income comprises:

Association of Regional Observatories	106,155
E-Government	61,086
Housing Forum	74,799
European Office	4,300

Grants paid in advance comprises:

Deferred SRA funding in respect of lease costs	16,000
--	--------

14. LONG TERM ASSETS

Amounts falling after more than one year:	31 March	31 March
	05	06
	£	£
Lease: advance payment held by WMDC	55,000	0

Advance lease payment held by Wakefield MDC is rental due on the Assembly/ALA's King Street premises.

15. LONG TERM LIABILITIES

The long term creditors figure has fallen to £0 as all remaining deferred SRA funding in respect of lease costs is to be released to income within one year.

16. GENERAL RESERVES

As explained in note 12, general reserves and cash balances have decreased significantly during 2005/06 due to the decision to reduce Local Authority contributions by 50% pending a comprehensive review of the activity and structure of the Assembly/ALA. As a result of the review, the ALA will separate from the Assembly from 2006/07 and an agreed proportion of reserves will be transferred as follows:

- YHA to retain specific reserves (lease reserves and Planning reserve)
- YHA and LGYH to be allocated sums from general and minimum reserves sufficient to cover potential liability for redundancy costs relating to relevant YHA/ALA staff.
- Any balance remaining to be allocated 30% to YHA and 70% to LGYH (in line with proportion of Local Authority subscriptions).

An appropriate reserves policy will be adopted by the Assembly during 2006/07.

MEMBERS OF THE YORKSHIRE AND HUMBER ASSEMBLY/ALA

There are 37 Member Seats, 1 Associate Member and 5 Observer Seats. The Chair is independent. The two National Parks are also in membership solely for Planning matters.

Name	Organisation	Interests represented
Wendy Pawson	Association of Colleges Yorkshire & Humberside	
Steve Houghton*	Barnsley Metropolitan Borough Council	
Sajda Shah ^{o*} Peter Singh ^o	BME Regional Network	Black and Minority Ethnic Communities
Margaret Eaton	Bradford Metropolitan District Council	
John Ford	Calderdale Metropolitan Borough Council	
Penny Hemming	CBI	Business
Julian Cummins	Churches Regional Commission	Faith Communities
Steve Galloway	City of York Council	
Carl Lis	Craven District Council	
Martin Winter	Doncaster Metropolitan Borough Council	
Steve Parnaby*	East Riding of Yorkshire Council	
Chris Glen	Federation of Small Businesses	Business
Arthur Barker*	Hambleton District Council	
Mike Gardner	Harrogate Borough Council	
Shelagh Marshall	Public Health	Health
Ken Branson	Kingston upon Hull City Council	
Kath Pinnock*	Kirklees Metropolitan Council	
Paul Jagger* (<i>Deputy Chair</i>)	Learning and Skills Councils	Post 16 Learning
Mark Harris	Leeds City Council	
Keith Brookes	North East Lincolnshire Council	
Alan Holgate	North Lincolnshire Council	
Helen Schroeder	North York Moors National Park Authority	
John Weighell	North Yorkshire County Council	
Cate Hammond*	Regional Environmental Forum	Environment
John Blackie	Richmondshire District Council	
Roger Stone	Rotherham Metropolitan Borough Council	
Robert Wainwright	Ryedale District Council	
Eileen Bosomworth	Scarborough Borough Council	
Mark Crane	Selby District Council	
Tim Rippon	Sheffield City Council	
Cliff Williams	TUC	Trade Unions
Peter Box* (<i>Chair</i>)	Wakefield Metropolitan District Council	
Phil Dobson	Wakefield Metropolitan District Council	
Frank Carter	Yorkshire and Humber Chambers of Commerce	Business
Neil Irving*	Yorkshire and Humber Regional Forum	Voluntary and Community Sector
Gary Topp	Yorkshire Culture	Culture
Jerry Pearlman	Yorkshire Dales National Park	
Gill Stilwell	Yorkshire Local Councils Associations/ the East Riding and Northern Lincolnshire Local Councils Association	Town and Parish Councils
Wendy Bundy	Yorkshire Rural Community Council	Rural
Professor Chris Taylor	Yorkshire Universities	Higher Education

Associate Member		
Colin Cramphorn	West Yorkshire Police	Police
Observers		
Hazel Thomas	Countryside Agency	
Felicity Everiss	Government Office for Yorkshire and the Humber	
John Bagley	Highways Agency	
Terry Hodgkinson	Yorkshire Forward	
Andrew Wood	The Environment Agency	
*denotes Executive Board member		
°one seat job shared		
Commission Chairs		
Frank Carter	Economy Commission	
Wendy Pawson	Education and Skills Commission	
Julian Cummins	Quality of Life Commission	
Stephen Galloway	Regional Planning and Infrastructure Commission	
Arthur Barker	Sustainability Commission	

Issue Date 20 June 2006

Audit of Financial Statements- SAS 610 Report Action Plan

**Yorkshire and Humber Assembly/Association
of Local Authorities**

Audit Year: 2004/05

**Yorkshire & Humber Assembly/Association of Local Authorities
Audit Action Plan – Audit Year 2004/05**

Issue Date 20 June 2006

Recommendation	Priority 1 = Low 2 = Med 3 = High	Who	Agreed	Comments	Date	Action
<p>R1 - The assembly should ensure that its accounts are complete and present fairly. In particular, ensure they provide:</p> <ul style="list-style-type: none"> - An explanatory foreword; - audit costs; - a statement of responsibilities; - an adapted form of statement of internal control (SIC); - FRS17 disclosures; - appropriate disclosure for related party transactions; - supporting written evidence for all items of account; - Audit opinion. 	3	FM	Yes	Will comply with FRSE and agree with Audit Commission any best practice additional information, which assists presentation and understanding of accounts.	Dec 05 for 2005/06 Accounts	FRSEE reviewed, issues identified for clarification with auditors
		HT		Will research accounts of other regional assemblies (Audit Commission have examples).	Dec 05 for 2005/06 Accounts and subsequent years	Accounts obtained: reviewed by Honorary Treasurer
		FM		Will Create more capacity in finance team to overcome staff shortages.	Sept 05	Complete: temporary management accountant appointed to end of May 2006
		DPS/ HT		Will review role/relationships with Honorary Treasurer under the new arrangements.	Mar 06	To be considered as part of Assembly review of governance: proposals to AGM
		FM		Will work more closely with WMDC finance team in developing accounts and controls, including in particular FRS17 and SIC (accountancy and internal audit).	Mar 06	Meeting held 9.11.05 with Internal Audit. Draft SIC produced and included in draft accounts
Classification and description of some items in the Accounts to be amended.	3	FM	Yes	Amendments have been made for all of these items and will be correctly described in future Accounts.	Done	Complete
R2 - Prepare a bank reconciliation each month in the Wakefield Office to ensure segregation of duties and assist in monitoring the Brussels office.	3	MA	Yes	Arrangements to be put in place to develop effective procedures.	Oct 05	Complete Procedure in place
R3 - Ensure this reconciliation is checked at regular intervals.	3	FM	Yes	Reconciliations to be signed off by Finance Manager.	Oct 05	Complete Procedure in place
		FM		Will consider separate revenue account for the office in Brussels, subject to outcome of review.	Mar 06	Separate cost Centre (D001) maintained to monitor transactions

Recommendation	Priority 1 = Low 2 = Med 3 = High	Who	Agreed	Comments	Date	Action
R4 - Develop a formal authorisation process for the payroll function each month.	3	MA	Yes	Procedure note to be developed and agreed with HR Manager.	Oct 05	Ongoing implementation WMDC of new HR system: Assembly information requirements specified. Analytical review completed to end Dec 05 – Director to sign off.
R5 - Maintain a formal record to show that the monthly payroll output has been checked and inform WMDC that it is correct	3	FM	Yes	Analytical reviews of value of payroll to be produced to help substantiate monthly payment. Evidence of signing-off payroll to be maintained by Finance Manager and sent monthly to WMDC payroll team.	Oct 05 Oct 05	Information required from new system specified.
R6 - Include the stationery stock in the balance sheet.	2	FM	Yes	Done for 2004/5 accounts and will be included in Future Accounts.	Done	Complete
R7 - Appoint a staff member to be responsible for stationery and other stock items.	2	OM	Yes	Controls to be strengthened, bearing in mind the level of risk involved.	Dec 05	Appointment made. Responsibility allocated in job description. Audit of stock at year end by temporary management accountant
R8 - Keep stationery items in a locked cupboard and establish a proper system of control.	2	OM	Yes	As above	Dec 05	As above
R9 - Implement a formal journal authorisation procedure.	3	FM	Yes	Procedure note to be developed and adhered to. Must be an independent authorisation of all journals.	Oct 05	Complete Procedure in place
R10 - Monitor Creditors and debtors regularly and report these to the Executive Board on a quarterly basis.	3	FM FM	Yes	Procedure to be developed and adhered to, with quarterly reports to the Executive identifying outstanding and cleared debtor and creditor balances. Utilise Agresso 'Accounts Receivable' reports and develop internal system prior to go-live on Agresso 'Accounts Payable'.	Oct 05 Oct 05	Debtors – Procedure in place Debtors balances included in Executive Board Papers Creditors – Excel spreadsheet developed to identify balance at any given date. Creditors balance included in Executive Board Papers
R11 - Ensure that service level agreements are in place where appropriate and are kept up to date.	2	HT	Yes	Assembly to identify services to be formalised via SLAs. Will produce SLA for Wakefield services, which is a required outcome from Central Recharges review presently taking place. Will renegotiate service levels as part of new agreement. Will formalise arrangements for lease (2002 to 2007) whilst reviewing future intentions within above SLA.	Sept 05 Dec 05 Dec 05	Complete Costs notified. Ongoing negotiations re HR and IT support Negotiation on-going

Recommendation	Priority 1 = Low 2 = Med 3 = High	Who	Agreed	Comments	Date	Action
R12 - Ensure that the assembly establishes a formal risk management strategy and appoints an internal audit.	3	DPS	Yes	Will progress risk management as support tool through change process and for new organisation(s). Audit plan 2005/06 includes resources to audit Assembly, based upon risk assessments. To be formalised under new arrangements as an annual internal audit (via SLA).	Mar 06 Mar 06	Documents supplied by Internal Audit at meeting 9.11.05 outlining requirements for Risk Management. Some preliminary work (eg H & S) carried out. To be progressed 2006/07
R13 - Ensure more frequent reporting of YHA's financial position during the year.	3	DPS FM FM FM	Yes	Constitution or new organisation(s) to refer to quarterly reports to members. Capacity to be developed in finance to support expanded monitoring framework to both officers and members, within a strengthened approach to financial management across the organisation. Monthly reports to Management Team (particularly on risk areas such as Regional Chambers Fund) and quarterly reports to Executive Board. Review financial systems being utilised, including considering WMDC new systems eg Agresso.	Mar 06 Done Oct 05 Dec 05	Legal structures currently under review Complete Management Accountant appointed until May 06 Complete; systems in place. Reports to Executive Board Formal request made to WMDC agreement for Assembly amongst first group of Service Areas to utilise Agresso Accounts Payable system: timescale to be confirmed

Key to Abbreviations

HT Honorary Treasurer
FM Finance Manager
MA Management Accountant
DPS Director of Policy & Strategy
OM Office Manager

**YHA/ALA CONSOLIDATED DRAFT INCOME AND EXPENDITURE
ACCOUNTS: FINANCIAL YEAR 2005/06**

CONSOLIDATED ACCOUNTS: 2005/06

	Budget for Year £'000	Actual for year £'000	variance £'000	variance %
<u>INCOME</u>				
Local Authority Subscriptions	772	772	0	0%
ODPM Grants	2233	2247	14	1%
Other	424	379	-45	-12%
TOTAL	3429	3398	-31	-9%
<u>EXPENDITURE</u>				
Staff Costs	2528	2167	361	14%
Accommodation & Equipment Costs	274	286	-12	-4%
Consultancy Costs	1045	1045	0	0
Other Costs	414	459	-45	-11%
TOTAL	4261	3957	304	7%
<u>SURPLUS/-DEFICIT</u>	-832	-559	273	
Transfer of net rental charges from rental reserve to general reserve	39	39	0	
Net increase in general reserves	-793	-520	273	

Context

1. In September 2004, Members took the decision to carry out a review of ALA/Assembly activity with a view to reducing the income from Local Authority subscriptions by 50% from 2005/06.
2. ALA and YHA have a consolidated budget, funded from a number of sources. 2004/05 was the final year of a 3 year YHA Corporate Plan. Due to the review and proposed restructure of the Assembly/ALA, there was nor Corporate Plan in place for 2005/06. It was therefore agreed at the ALA Leaders' Group meeting in February 2005 that a budget would be set using the assumptions that activity would be as set out in the Corporate Plan ending in March 2005 and that Local Authority subscriptions would reduce by 50%. As substantial reserves were held, a deficit budget was therefore set anticipating that £793,000 of reserves would be utilised.

Income and Expenditure Account 2005/06

3. Headlines from the accounts are:

- All Local Authority subscription income was collected as per budget;
- A deficit of £559,000 will be funded from reserves.

4. Details are set out below.

Core Activity in Wakefield and Brussels

CORE ACTIVITY IN WAKEFIELD AND BRUSSELS: 2004/05

		Budget for year £'000	Actual for period £'000	variance £'000	variance %
INCOME:	Local Authority subscriptions	772	772	0	0%
	ODPM Grants	0	0	0	0%
	Other	225	199	-26	-12%
	TOTAL	997	971	-26	-3%
STAFF COSTS		1224	989	235	19%
ACCOMMODATION & EQUIPMENT COSTS		129	170	-41	-32%
CONSULTANCY COSTS		259	177	82	32%
MEETINGS, PUBLICATIONS AND OTHER (office) COSTS		217	169	48	22%
		829	1505	324	18%
SURPLUS/-DEFICIT		-832	-534		
transfer of net rental charges from rental reserve to general reserve		39	39		
Net increase in general reserves		-793	-495	298	

note: 1/3 King Street accommodation and overhead costs are borne by Planning/SRA and Other projects.

5. This element of the consolidated budget includes expenditure in five key areas:

- Activity that underpins Strengthening Regional Accountability (SRA) work funded by the Regional Chambers Fund where we are required to show 'additionality' including some scrutiny costs and work to join-up regional strategies within the framework of Advancing Together and the Regional Sustainable Development Framework, as well as policy and other support across a range of regional issues.
- E-region activity (over and above the e-government work funded by ODPM).

- Delivery of the YHA/ALA member infrastructure including secretariat services, promotional material and publications, events and meetings including the Commissions (not Planning).
- Work to deliver the ALA key opportunities, including relationships with the LGA.
- Work to sustain the organisation in Wakefield and Brussels and support its development.

6. Key points at the year end are as follows:

Income

- Income is within 3% of budget.

Expenditure

- **Staff Costs are £235,000 below budget.** £200,000 of this represents direct savings on staff costs resulting from the recruitment freeze. The balance of £35,000 represents savings on associated costs including recruitment and training costs.
- **Accommodation and Equipment Costs are £41,000 above budget.** This arises from transitional costs incurred earlier than anticipated on equipment and building modifications to accommodate the new organisational structure.
- **Consultancy costs are £82,000 below budget.** This is in due to the non-delivery of organisational development work for which there were insufficient staffing resources during the organisational review.
- **Other Costs are £48,000 below budget.** This is due to savings on events and publications costs offset by expenditure on legal fees arising from the re-organisation and audit fees not originally budgeted.

Regional Chambers Fund - Strengthening Regional Accountability (SRA)

REGIONAL CHAMBERS FUND: STRENGTHENING REGIONAL ACCOUNTABILITY (SRA): 2005/06

	Budget for year £'000	Actual for period £'000	Variance £'000	variance %
INCOME: ODPM grant	600	594	-6	-1%
Other contributions	328	296	32	10%
STAFF COSTS	272	298	-26	-10%
NON STAFF COSTS				
<hr/>				
SURPLUS/-DEFICIT	0	0	0	
<hr/>				

7. ODPM has paid a Regional Chambers Fund SRA grant of £594k for 2005/06 against a Business Plan which is required to demonstrate additionality (i.e. is additional to activity funded by the core budget). Key points at the year end are as follows:

Income

- **Income is £6,000 below that originally expected** as ODPM retained a central contingency fund.

Expenditure

- **Overall expenditure is £6,000 below budget.** This is in line with the actual funding allocation. Staff costs are below budget due to the moratorium on recruitment. This is offset by increased expenditure on non staff costs as other means were used to deliver planned activity.

Regional Chambers Fund – Planning

REGIONAL CHAMBERS FUND: PLANNING: 2005/06

	Budget for year £'000	Actual for period £'000	variance £'000	variance %
INCOME: ODPM grant				
ODPM Grant	1323	1323	0	0%
STAFF COSTS	819	707	112	14%
NON STAFF COSTS	504	641	-137	-27%
<hr/>				
SURPLUS/-DEFICIT	0	-25	-25	
<hr/>				

8. ODPM has paid a Regional Chambers Fund Planning grant of £1,322,000 for 2005/06. Expenditure has exceeded income by £25,000 which has been funded from the Planning Reserve. Key points at the year end are as follows:

Income

- **Income has been received as budgeted.**

Expenditure

- **Staff Costs are 14% below budget** due to the moratorium on permanent recruitment. This is offset by additional expenditure on non staff costs as other means have been employed to deliver planned activity.
- Non Staff Costs include meeting one third of Wakefield accommodation and office costs.
- **The variance arises primarily from consultancy, meetings and publications expenditure:** this is due partly to delays in recruitment of additional staff (which did not take place as early in the year as anticipated) and delaying the commissioning of consultancy work.

Other Projects

OTHER PROJECTS: 2005/06

	Budget for year £'000	Actual for period £'000	variance £'000	variance %
INCOME: Grants & Contributions	510	493	-17	-3%
STAFF COSTS	122	158	-36	-30%
NON STAFF COSTS	388	335	53	14%
<hr/>				
SURPLUS/-DEFICIT	0	0	0	
<hr/>				

9. This is a combination of activity that is:

- funded by Government but not from the Regional Chambers Fund (para 10);
- work undertaken by partner organisations where we act as banker and employer (para 11).

10. Local Authority Capacity Building and E-Government

CAPACITY BUILDING: 2005/06

	Budget for year £'000	Actual for period £'000	variance £'000	variance %
INCOME: Grants & Contributions	0	270	270	N/A
STAFF COSTS	0	25	-25	N/A
NON STAFF COSTS	0	245	-245	N/A
<hr/>				
SURPLUS/-DEFICIT	0	0	0	
<hr/>				

Income comprises ODPM grant received in 2004/05 and brought forward into 2005/06. When the 2005/06 budget was set, it was not anticipated that income would be deferred. This project is now complete.

E-GOVERNMENT: 2005/06

	Budget for year £'000	Actual for period £'000	variance £'000	variance %
INCOME: Grants & Contributions	310	70	-240	-77%
STAFF COSTS	18	23	-5	-28%
NON STAFF COSTS	292	47	245	84%
<hr/>				
SURPLUS/-DEFICIT	0	0	0	

This project is funded primarily by ODPM. Income brought forward from 2004/05 was less than originally budgeted. Unutilised funding of £61,000 has been deferred into 2006/07. From 2006/07, the project will transfer to LGYH.

11. Association of Regional Authorities and Regional Housing Forum

ASSOCIATION OF REGIONAL OBSERVATORIES : 2005/06

	Budget for Year £'000	Actual for period £'000	variance £'000	variance %
INCOME: Grants & Contributions	100	44	-56	-56%
STAFF COSTS	33	33	0	0%
NON STAFF COSTS	67	11	56	84%
<hr/>				
SURPLUS/-DEFICIT	0	0	0	

REGIONAL HOUSING FORUM : 2005/06

	Budget for year £'000	Actual for period £'000	variance £'000	variance %
INCOME: Grants & Contributions	100	109	9	9%
STAFF COSTS	71	78	-7	-10%
NON STAFF COSTS	29	31	-2	-7%
<hr/>				
SURPLUS/-DEFICIT	0	0	0	

These projects are funded by contributions from partner organisations. Expenditure is at the discretion of the projects' managing boards. Unutilised funding has been deferred into 2006/07.

SCHEDULE OF YHA MEETINGS 2006/2007

Decision

To note the schedule of meetings for the Yorkshire and Humber Assembly for 2006/07.

Yorkshire and Humber Assembly Meetings

1. The draft schedule below details the proposed meetings of the Yorkshire and Humber Assembly (including the Regional Executive Board) in accordance with the provisions of the Constitution.

Yorkshire and Humber Assembly Meetings

19 October 2006
15 February 2007
12 July 2007 (AGM)

YHA meetings will commence at 2.00pm. The venue for these meetings will be confirmed nearer the time but is likely to be Wakefield.

Regional Executive Board

28 September 2006
16 November 2006
21 December 2006
18 January 2007
15 March 2007
12 April 2007
17 May 2007
21 June 2007

Regional Executive Board meetings will take place from 10am – 12noon. The venue for these meetings will be the YHA, 18 King Street, Wakefield.

2. In addition, the Regional Executive Board will get together before each YHA Meeting from 1.00pm – 1.30pm for a short meeting.

Functional Boards

3. The draft schedule below gives the proposed dates for the Functional Boards.

Regional Housing Board

20 September 2006
10 January 2007
28 March 2007
27 June 2007

Regional Housing Board Meetings will take place from 10am – 12noon. The venue for these meetings will be the YHA, 18 King Street, Wakefield.

Regional Planning Board

15 September 2006
5 January 2007
13 April 2007
29 June 2007

Regional Planning Board Meetings will take place from 10am – 12noon. The venue for these meetings will be the YHA, 18 King Street, Wakefield.

Regional Transport Board

22 September 2006
19 January 2007
20 April 2007
22 June 2007

Regional Transport Board Meetings will take place from 10am – 12noon. The venue for these meetings will be the YHA, 18 King Street, Wakefield.

Sustainable Development Board

4. The draft schedule below gives the proposed dates for meetings of the Sustainable Development Board.

26 September 2006
21 November 2006
16 January 2007
20 March 2007
22 May 2007
3 July 2007

Sustainable Development Board Meetings will take place from 10am – 12noon. The venue for these meetings will be the YHA, 18 King Street, Wakefield.

Scrutiny Board

5. The schedule of meetings for the Scrutiny Board will be finalised at the AGM and will be linked to the scrutiny review timetable.

AGENDA ITEM: 8

YHA ANNUAL GENERAL MEETING:
20 JULY 2006



MEMBERS ALLOWANCES

Decision

To consider adopting a revised members allowance scheme.

Background

1. The original members allowance scheme was devised by a panel advised by Dr Declan Hall (University of Birmingham). The scheme was agreed at the YHA AGM in July 2003 and at that time it was agreed to review the scheme after a year. The review has been delayed until now to take account of any changes arising from review of the Assembly.
2. It was noted at the Assembly meeting on 25 May 2006 that Dr Hall was undertaking the review (including inviting views from all Assembly members). The recommendations of the review would then be brought to the Annual General Meeting for consideration.

Progress so far

3. Dr Hall's report is currently being finalised and will be sent out to Members as soon as it is received.

Decision

4. The report is presented for members to consider.

Source Papers

Report	Location
YHA AGM, 21 July 2003 Report on Members Allowance and Expenses	Available from: Emma King Yorkshire and Humber Assembly 18 King Street Wakefield WF1 2SQ Tel: 01924 331590 E-mail: emma.king@yhassembly.gov.uk

Sue Jeffrey, Director
June 2006

AGENDA ITEM: 9

YHA ANNUAL GENERAL MEETING:
20 JULY 2006

MINUTES OF THE YORKSHIRE AND HUMBER ASSEMBLY MEETING: 25 May 2006

Action

Welcome/Introductions

The Chair welcomed new Members to the meeting and thanked those who had stood down after the local elections. The Chair then introduced a confidential item on the management of the Assembly.

1. Apologies

These were noted.

2. Minutes of the Assembly Meeting, 24 January 2006

These were confirmed as an accurate record.

3. Matters Arising

The update note previously circulated was noted.

4. Executive Board Report

Members **agreed** to endorse the activities and decisions undertaken by the Executive Board at its meetings on 15 February and 20 April 2006.

5. New Governance Arrangements

NB: noted correction to paragraph 82 – the Chair of the Sustainable Development Board will not have a seat on the Regional Executive Board.

Members **agreed** the new Governance Arrangements with the following points:

- that consequential amendments to the constitution should be considered by the Regional Executive Board and brought to the Annual General Meeting for approval.
- to delegate responsibility for agreeing the split of SEE partner votes to the SEE partners.
- delegate to the Regional Executive Board the responsibility for agreeing a final list of nominating organisations to the various Boards.

- The Passenger Transport Authorities would have full Member seats on the Regional Transport Board and the Passenger Transport Executives would be able to nominate observers.
- that Boards agree their own system of substitutes providing that the arrangement continues to provide representation from both the same status of member (e.g. Councillor) and the same constituency (e.g. a sub region)
- The arrangements for leadership of the Assembly were noted
- the Deputy Chair, working with the current Scrutiny Board Members will revise the protocols for scrutiny to take account of the new governance arrangements for approval by the full Assembly.
- to undertake an independent review of the governance arrangements to report to the Assembly's Annual General Meeting in 2007.
- The points on communication and access to information in the report were noted.
- The arrangements for members allowances were noted

6. Revised Budget 2006-7

Members were informed that an additional £120,000 had been allocated from Government for the Housing Board to cover the period September 2006 to April 2008. GOYH told the meeting that this settlement reflected the resource allocated on a national level.

The Regional Chambers Fund income had been confirmed at the amount bid, less a reduction of £19,000 in Planning Delivery Grant.

It had now been determined that the Brussels Office finances will be handled by the Assembly with funding of £340,000 provided by Yorkshire Forward. A paper on the detailed operational arrangements for the European Office would be brought to the Regional Executive Board on 29 June.

Members **approved** the revised Assembly budget 2006/07 as recommended by the Executive Board.

7. Yorkshire and Humber Rural Framework

The Chair explained that it had been agreed with GOYH that the nominated LGYH rural representative on the Assembly's Executive Board would act as vice Chair of the new Rural Board.

David Fraser, Rural Director - Government Office Yorkshire and Humber gave a verbal update on the Rural Framework.

GOYH

David Fraser thanked Assembly staff for their participation in putting the document together.

In relation to the strategy development and endorsement, a number of points were raised relating to the role of the Assembly. It was noted that to be effective, the Assembly members must be able to influence and shape regional strategies and plans. It was agreed that further consideration should be given to ways in which this can be achieved.

The cultural sector raised some concerns about the depth of consultation on the strategy. GOYH agreed to discuss these concerns with the cultural sector separately.

David Fraser said the paper was only part of the process and he was happy to talk to Members about its implementation outside of the meeting.

The meeting endorsed the framework subject to GOYH addressing the concerns raised by the cultural sector.

8. Regional Spatial Strategy (RSS): Appropriate Assessment

Members **agreed** that in light of the new Government guidance an appropriate assessment should be undertaken of the draft RSS (the Yorkshire and Humber Plan) under the terms of the EU Habitats Directive.

Felicity Everiss agreed to check with Government Office whether Local Development Frameworks would be affected by the EU Habitat Directive.

GOYH

9. Northern Way

Terry Hodgkinson (Yorkshire Forward) and Paul Jagger reported back on the last meeting of the Northern Way Steering Group on 16 May. The meeting had agreed the focus around which the Northern Way submission on CSR 2007 would be developed. It had also taken a strategic stocktake of the Initiative so that it would be more focused on long term priorities.

Members raised their concern that there wasn't enough focus on transport and that there needed to be a forceful case for more resources for implementing our transport priorities.

Secretariat

10. Information Items

NB: Additional information notes were at the meeting:

- Yorkshire and Humber Police Reform – Update
- Draft Rural Development Programme for England 2007-2013 Consultation Response
- Regional Economic Strategy for Yorkshire and Humber 2006-2015
- EU Funding Update
- Energy Action Plan

- Securing the Region's Future
- Regional Funding Allocations

Copies of the additional papers will be circulated to Members after the meeting.

Secretariat

Members noted the upcoming review of sub-national delivery and that this would be an important item for discussion at the Regional Executive Board on 29 June.

11. CONFIDENTIAL ITEM – Scrutiny – Northern Way Review

Visitors and Observers were asked to leave for the confidential item. The confidential Scrutiny item was endorsed and forwarded to Yorkshire Forward.

12. Date and time of next meeting:

29 June – Executive Board, YHA

20 July – AGM, Council Chambers, Wakefield

AGENDA ITEM: 10

YHA ANNUAL GENERAL MEETING:
20 JULY 2006



MATTERS ARISING – FOR NOTING

YHA Meeting: 25 May 2006

1. This note provides an update on matters arising (not covered elsewhere on the agenda) since the Assembly meeting on 25 May 2006.

Item 7 Yorkshire and Humber Rural Framework

2. Government Office are having ongoing communications with the cultural sector about their future involvement in delivering the Regional Rural Framework following concerns raised by the Cultural Sector representative at the last meeting.
3. The Rural Framework was made available on 5 July 2006 at the Rural Affairs Forum and is available on Government Office's website at www.gos.gov.uk/goyh/menvrur/rp/rurstat/rdf/

Item 8 Regional Spatial Strategy (RSS): Appropriate Assessment

4. At the last Assembly meeting, GOYH offered to follow up on some information for Cllr Liz Redfern about how the Appropriate Assessment regulations for the RSS related to Local Development Frameworks. A letter was sent to Cllr Redfern on 6 June 2006 answering this query.

EXECUTIVE BOARD REPORT

For Endorsement

To endorse the activities and decisions undertaken by the Executive Board at its meeting on 29 June 2006.

Integrated Regional Framework

1. Work on developing a blueprint for making Yorkshire and Humber a more sustainable region is being led by the Assembly.
2. In line with recent Government guidance on strengthening delivery of sustainable development in the English regions, the Assembly is leading work on a new Integrated Regional Framework- to ensure regional strategies and investment work collectively to improve delivery of regional priorities.
3. As well as fulfilling these requirements, the new framework (which will merge the existing Advancing Together and Regional Sustainable Development frameworks) will resolve gaps and conflicts in current strategies and lead to better policy and decision making.
4. With a September deadline set for how the region intends to press ahead with the work and a draft for consultation required by April 2007, discussions have already taken place between the Assembly, Yorkshire Forward and Government Office to draw up the most efficient and effective approach.
5. Members agreed the Regional Executive Board (REB) should oversee the framework's development, implementation and monitoring. As a first step to this, it was agreed to establish a working group of officers from regional organisations and partners to scope the work, prepare an initial response for September and take the issue forward.

Draft Regional Spatial Strategy

6. Director of Planning Chris Martin updated members on progress with the draft RSS and the Examination in Public due to take place in September.

7. Much of the Assembly's current work involves preparing background papers for both the formal hearing and a series of pre-hearing seminars being organised by the independent panel, responding to requests from the panel and testing the evidence of the draft RSS in light of new information which has come to light.
8. Members agreed a flexible approach to handling the Assembly's case at the formal panel hearing to allow a balance to be struck between member consideration/endorsement and officer delegation.

Scrutiny

9. Details of the procedure to establish membership of the Regional Scrutiny Board in line with other Boards were agreed by members.
10. This involves inviting members of the interim scrutiny panel to continue as members of the new board, with other nominations being sought from within the full Assembly membership, prior to confirmation at today's AGM. A provisional scrutiny timetable, which sees Innovation as the next review subject (to start in September), was also agreed by members.

Other Business

Sub National Review of Economic Development and Regeneration

11. As part of work informing the 2007 Comprehensive Spending Review, regional assemblies have been asked to comment as a group on how best to deliver government objectives for regional economic performance and regeneration. The assemblies' work, being drawn together by the English Regions Network, is seen as a key part in the current debate about devolved decision making.
12. Members agreed a generic response about ensuring flexibility to allow regions to develop tailor-made policies and agreed to hold a one-off further meeting to draw up a more detailed, specific Yorkshire and Humber response.

Environment Agency

13. The Assembly and the Environment Agency have been working together to develop an approach for supplying the region and its local authorities with up-to-date waste management information - a vital tool in improving recycling and other waste issues.
14. This arrangement has been recognised nationally as best practice and is being duplicated across the country. Members agreed the Assembly should

enter into a formal working arrangement with the Environment Agency to help ensure a consistent approach to benefit the region.

European Office Arrangements

- 15.** As part of the Assembly review, Yorkshire Forward has agreed in principle to fund the region's European Office until March 2009 to help ensure the region makes the most of opportunities available in the developing European agenda. Members discussed key elements of the office's proposed business plan for 2006/7 and endorsed the work, although stressing a need to focus the work on targets and measuring success. It was agreed that regular reports on the work of the European Office be presented to the Executive Board.

SCRUTINY

For Decision:

- Members are asked to agree to review 'Innovation' as the second scrutiny pilot, as a suitable replacement for 'Sub-Regional Investment Planning'
- Members are asked to agree the provisional timetable of scrutiny topics that the new standing Scrutiny Board will take forward

Introduction

1. On 15 September 2005, Executive Board members agreed to undertake two interim scrutiny reviews, to pilot alternative ways of conducting scrutiny. Members also agreed to form an Interim Scrutiny Panel to deal with the development of scrutiny and to oversee the two pilot scrutiny reviews, prior to the establishment of a standing Scrutiny Board. Members confirmed that the first pilot review would be the 'Northern Way Opportunities', and that 'Sub-Regional Investment Planning' would be the second pilot.
2. The Assembly's review on the 'Northern Way Opportunities' concluded in April 2006, and Assembly members approved the report at their meeting on 25 May 2006. Paul Jagger, Chair of the Scrutiny Panel, informed members at the meeting that Yorkshire Forward were conducting a review of Sub-Regional Investment Planning, and advised that it was therefore no longer appropriate to undertake a scrutiny on a process that would soon change.
3. The Interim Scrutiny Panel met on 12 June 2006 to discuss a suitable replacement topic, the timeframe for the second pilot, and potential topics for future scrutiny reviews.

Second Scrutiny Pilot: Innovation

4. The recent scrutiny of the 'Northern Way Opportunities' identified a number of issues with innovation activity within Yorkshire and Humber. As a result, the Interim Scrutiny Panel made a recommendation in their report that Innovation should be reviewed further in a future scrutiny enquiry. This was supported by the Assembly Executive Board at its meeting on 29 June 2006.
5. The Interim Scrutiny Panel recommended that the second scrutiny pilot is on 'Innovation' for two reasons. Firstly, scrutiny reviews should not be done in isolation of each other but should be inter-related. 'Innovation' is a logical follow-up review to the 'Northern Way Opportunities'.

Secondly, as membership of the new Scrutiny Board (see Agenda Item 4d) will include a number of those who oversaw the 'Northern Way Opportunities' review, this approach will provide continuity and enable those members to apply the knowledge and experience of innovation issues that they gained from the 'Northern Way Opportunities' review.

6. The scrutiny review on 'Innovation' will address Objective 2 of the new Regional Economic Strategy. Objective 2 is concerned with competitive businesses, and considers the fostering of innovation to develop new products and markets, growing employment in knowledge based clusters, and applying best practice for business success.
7. The lines of enquiry for the review will be informed by independent baseline information for the Yorkshire and Humber region, and statistical analysis of trends. However, the scrutiny review on 'Innovation' may cover the availability of suitable business incubation and growth premises, mechanisms for encouraging small and medium sized businesses to innovate, and engagement and investment in research and development activity.
8. The second scrutiny pilot will begin in September 2006, following the production of a statistical report by Yorkshire Futures to set the scene on the scrutiny topic. The enquiry will conclude in mid February 2007 with the Assembly's approval of the report.
9. The review will involve a Public Discussion similar to the one used on the 'Northern Way Opportunities' review. However, the questions for Yorkshire Forward will be unscripted, and it is intended that the event will be more widely publicised and attended by a broader range of stakeholders and partners. It is hoped the review will also pilot online scrutiny with Assembly members and partners.

Provisional Timetable

10. To provide the new standing Scrutiny Board with an indication of future scrutiny reviews, the Interim Scrutiny Panel has developed a provisional timetable, based on the suggestions of scrutiny topics from partners and Assembly Policy Officers.
11. Once established, the new Scrutiny Board will need to finalise the forward work programme for scrutiny. The provisional timetable, below, is intended merely as a guide for when scrutiny topics may be covered:

a) Employment (January to July 2007)

Although previous scrutiny reviews have looked at economic inclusion and skills policy, the Assembly has not yet looked at employability in the region. The review could look at labour market growth, where jobs have been created and safeguarded, rapid response activity for redundant workers, and the use of labour from other European Union countries in specific industrial sectors.

b) Rural Economy and Tourism (June to November 2007)

The Assembly has previously reviewed Market Towns, but has not looked specifically at the development of the rural economy. The review could look at Yorkshire Forward's responsibilities for the Modernising Rural Delivery (MRD) agenda and DEFRA grants, outcomes from Common Agricultural Policy (CAP) reform, rural renaissance, development and support for the region's tourism businesses and promotion of the region's tourism and cultural offer.

c) Regional Spatial Strategy (June to November 2008)

The Regional Spatial Strategy (RSS) is expected to be finalised in Autumn 2007 and the Planning Strategy Team have suggested that the Scrutiny Board review how Yorkshire Forward is supporting the objectives and priorities of the RSS once delivery commences.

12. As with the 'Northern Way Opportunities' review, it is possible that each scrutiny review will identify another topic that the Scrutiny Board may consider to be more pressing than those topics on the provisional timetable.

REGIONAL SPATIAL STRATEGY (THE YORKSHIRE AND HUMBER PLAN)

For Decision

- a) To note the strategic issues arising from the public consultation on the Plan (see paragraphs 6-13)
- b) To consider and agree the Assembly's position on key policy issues arising for the Examination in Public (EiP) on the Plan (see paragraphs 19, 22/23, 25/26 and 28)
- c) To note the outline programme of work to prepare for the EiP and the agreed handlings arrangements (see paragraphs 29-33).

Background

1. The Yorkshire and Humber Plan (the RSS) was submitted to Government in December 2005 as a draft for public consultation. The consultation took place between January and April. In total 320 representations were received on the Plan by the Examination in Public (EiP) Panel. These comprise around 4,000 individual comments, including challenging responses and significant welcome support.
2. The Final Programme for the EiP is published on 7 July, through which the Panel set out the timetable, matters (issues) and participants for the EiP. The programme responds to the approach of the Plan and the nature and scale of public consultation responses. It provides the framework for the EiP to be a debate about whether the draft Plan needs to be changed and allows the Panel to hear different points of view on the Plan.
3. The EiP debate will take place on the basis of the 'December 2005 document'. The Assembly is now one of the participants in the EiP process. In most instances this role will be to explain/ justify the approach set out in the draft Yorkshire and Humber Plan.
4. The Assembly cannot now change the Plan. It is the responsibility of the EiP Panel to recommend changes to the Plan. The opportunity does, however, arise for the Assembly to further consider its position on any policy issues. This position would then be taken forward through the Assembly's participation at the EiP. This report therefore:
 - Summarises the strategic issues arising from the Public Consultation stage
 - Identifies key policy issues arising, and
 - Outlines the Assembly's work and handling arrangements for the EiP.

5. It is important to note that the EIP itself does not change the Plan. The EiP Panel will provide a Report for the Secretary of State recommending changes to the draft Yorkshire and Humber Plan. The Secretary of State will then publish the proposed changes that she is minded to make. There is then a period of further formal consultation (likely to be in spring/ early summer 2007) when the Assembly, local authorities and other participants will be able to make representations on the proposed changes. The Yorkshire and Humber Plan will be finally approved and issued by the Secretary of State, probably in September 2007.

Strategic Issues arising from the Public Consultation Stage

6. The Panel have identified seven main matters for the EiP. These are set out below as headings for reporting the key issues arising from the consultation.

Matter 1 – The Spatial Vision & Core Approach

7. Consultation responses have prompted the need to debate how the Plan addresses relationships with adjoining regions and the Northern Way strategy. The Plan's approach to sustainable development, climate change, settlements and the location of development will also be tested.

Matter 2 – Sub Areas (within the Region)

8. 'Common' and 'tailor made' questions are identified for each sub area. The nature/extent and strategy direction for each sub area will be tested. Specific debates include the likely scale and implications of growth in the Leeds City Region; the effects of regeneration and Robin Hood airport in South Yorkshire; the approach to ports and logistics in the Humber area; how growth is handled across York and its hinterland; the future of Catterick Garrison; and, the approach to the Coast.

Matter 3 - Economy

9. One of the major issues arising has been the Plan's approach to economic growth and how it will deliver a competitive economy. Issues have also been raised with regards to the appropriateness of the Plan's urban focus approach and settlement hierarchy, the approach to retail and leisure development and employment land provision.

Matter 4 - Housing

10. The consistency of the Plan with emerging Government policy and advice on 'planning for housing' has been a recurring theme. Associated with this issue has been the Plan's approach to "Plan, Monitor and Manage" and "Housing Market Areas". The broad issue of housing growth, and in particular the latest ONS household projections, has been identified as an important issue requiring clarification. Questions have also been raised regarding the distribution of the housing provision and, in particular, how it relates to employment growth.

Matter 5 - Environment

11. A key issue raised has been how the Plan's approach to renewable energy contributes to reducing carbon emissions and energy consumption. Further clarification has been sought regarding energy targets for the Region. Whether the Plan adequately considers the implications of development in areas of flood risk will be tested along with the Plan's approach to waste.

Matter 6 – Health and Community

12. How well the plan addresses issues relating to health, social inclusion, crime, community safety and quality of life will be debated.

Matter 7 - Transport

13. One of the key transport issues arising from the public consultation has been whether transport priorities for investment management are clear and relevant and if they adequately consider available funding. Specific concerns have been raised in relation to the Plan's approach to freight, airports and car parking.

Key Policy Issues Arising and Proposed Response

14. Four key issues included in the detail of the Matters require the Assembly to 'consider its position' on policies in the Plan, at this time. This is based on both the Panel's views (as set out in the Matters for debate at the EiP) and further 'RSS work' undertaken to test, develop and respond to new evidence (for example new projections).

Housing Requirements and the new Household Projections

15. The EiP Programme has specifically identified the proposed level of housing growth in and across the region as a key issue for the EiP 'housing week'. The Panel question whether appropriate account has been taken of national projections. 'New' ONS 2003-based household projections were issued by Government in March/April 2006.
16. These 'new' projections show a significant increase in the number of households projected to form in the region for the period 2001-2021. This is in comparison to the previous 1996 national projections and the approach used in preparing the draft Yorkshire and Humber Plan (in the absence of any up-to-date national household projections).
17. Independent analysis of the 'new' projections (commissioned by the Assembly team) has established that migration, rather than natural change, is the main driving factor behind higher rates of household formation in the Region. The 'new' national projections look back only at a five-year migration period, so recent 'high' migration rates are built into the 'new' projections. A view of migration over a ten-year or longer period questions whether this level of

migration will continue. Migration patterns have been shown to be cyclical in nature.

18. There are two basic positions that the Assembly, as Regional Planning Body, can adopt going into the Examination in Public – to stick with the Plan’s current approach or to take on board the new household projections.
19. The draft Yorkshire and Humber Plan needs to take a long-term view. It needs to provide enough homes, support a competitive economy, transform urban areas and address low and high housing demand. The key challenge arising is how best to manage the uncertainty and ensure that clear and responsive mechanisms are in place to deal with change. The principles of a proposed way forward are outlined below. **It is proposed that the Assembly’s position at the EiP should be that:**
 - a) **No change should be made to the housing provision rates set out in the draft Plan** – given the uncertainty over future trends and that a ‘Plan, Monitor, Manage’ approach provides the best basis to deliver any required additional growth in line with the Plan’s approach.
 - b) **The Plan’s approach to ‘Plan, Monitor and Manage’ should be made more precise** – this would seek to make draft RSS clearer about the role of monitoring and the managed release of land (changing supporting text on managed release to a policy).
 - c) **An immediate response mechanism to changing conditions should be built in to the Plan, without a need to review or change the Plan’s policies** – by allowing housing provision above the rates set in the Plan to take place within regional/sub-regional centres, when this supports the Plan’s core approach and sub area policies.
 - d) **To clarify that the process of a selective review of RSS, at a future date, provides a more widespread mechanism to respond to changing conditions** - particularly if higher rates of in-migration materialise as established continuing patterns.
20. The Regional Planning and Infrastructure Commission (RPIC) are considering this proposed way forward in more detail at their meeting immediately before the YHA AGM on 20 July. The RPIC Executive and the Commission’s Technical Advisory Groups have participated in the development of the approach. Further provision would be allowed, but not required by the Plan. Growth would be accommodated in a locationally-specific way to support and strengthen the delivery of the Plan’s core approach.
21. The Plan’s monitoring framework will be developed to ensure that a series of ‘measures or signals’ are clearly identifiable to indicate when this approach is applicable. Appropriate ‘safeguards’ will need to be applied in terms of supporting housing market renewal, avoiding town cramming and delivering an appropriate mix of housing to address needs and affordability.

Sub-Regional Housing Markets

22. The Panel have identified the need for a debate at the EiP on whether housing requirements should be set out in relation to emerging sub regional housing markets. The Regional Housing Board commissioned research to identify 'Sub-Regional Housing Markets' in this Region. The market areas identified by the research fit within and support the Plan's sub areas. In clearly guiding Local Development Frameworks it is important that housing provision requirements are set out at a local authority level. **No change to the Plan's sub area or housing provision approach should be supported or proposed.**
23. **However, it is proposed that the Assembly's position at the EiP should be that the Plan's housing policies should be amended to include reference to the Housing Market Areas and Assessments to help in implementing the Plan's policies.** The Market Areas may have a more prominent role to play in the future in articulating RSS policy. This would be considered at a first review stage – alongside other considerations about how the housing and sub area approaches might be developed.

Gypsy and Traveller Accommodation Needs

24. The EiP Panel ask whether more guidance should be given in the Plan on the provision of housing for gypsies and travellers. At the time of the Plan's preparation no quantitative and qualitative assessment was available on the scale of housing needs for the travelling community in the Region. The Regional Housing Board commissioned research this year to fill that gap. This is near to completion.
25. The research identifies a regional shortfall in provision of up to 500 pitches. **It is proposed that the Assembly's position at the EiP should be that the existing Plan Policy should be made more specific.** It should be recommended to the Panel that Policy H5 in the Plan should:
- Set out that there is a regional shortfall in provision of up to 500 pitches
 - Identify priorities for making this additional provision – namely those local authority areas identified as in urgent need of addressing shortfalls in their area
26. **Any proposed approaches to include individual pitch requirements for individual local authorities in the Plan should be resisted.** Local needs assessments need to be undertaken first. A future review of the Plan could then include this further level of detail.

Leeds City Region Growth Areas Policy

27. The Leeds City Region sub area section in the Plan includes an additional policy on five 'locations for growth'- Airedale north of Bradford, West Leeds / East Bradford, the Wakefield coalfield area (including the '5 towns' and 'green corridor'), Aire Valley South of Leeds/East Leeds and South Dewsbury.

28. Further work has been undertaken to compile a consistent and single evidence base on these areas – to inform the EiP Panel. Reviews of this work with the local authorities and sub-regional investment partnerships have highlighted how the Policy could be clarified and improved. **It is proposed that the Assembly's position at the EiP should be that Policy LCR 2 should be clarified to ensure that:**

- It is clear that these growth areas are based on change and transformation (in a way that complements/develops the Plan's core approach)
- The growth area concept includes economic and transport dimensions, green and social infrastructure
- The focus on settlements and town centres is clearer

Outline of Assembly Work and Handling Arrangements

29. The programme of work now underway on RSS can be summarised as:

- Preparing **Background Papers** - that explain the Plan's approach in a thematic way (for example on how the Plan supports urban areas, rural areas, social inclusion and a more competitive economy).
- Preparing **Seminar Papers** - for the seminars that the Panel is holding on 12 and 13 July.
- **Evidence Testing/Developing** - progressing the further work areas agreed by RPIC on 6 March to test the Plan's approach in the light of new information that has come forward since the Plan was prepared.
- Preparing **Statements of Case** - which will need to be written for all the sub matters to be discussed at the EiP.
- Responding to **Panel Requests/ Issues Arising** - prior to and during the EiP, the Panel may request further papers, notes or responses.

30. The Executive Board considered and agreed handling arrangements for this work. This has rolled forward the principles applied with the final preparation stages of the draft Plan submitted to Government last December. *Member approval will not be sought* for work/ papers that explain the draft plan as it stands now (such as the background and seminar papers) or on changes to the Plan's supporting text.

31. Member approval will be sought for any recommended changes to the Assembly's position on the draft Plan's policies - unless this is of a minor nature that does not alter the intent or direction of the policy. Policy issues arising between 20 July and the start of the EiP will be considered through the arrangements currently approved by the Executive Board for making responses to formal ' planning consultations' – this involves the RPIC Executive agreeing a position for endorsement by the Chair of the Assembly.

32. In practice this is likely to include any possible recommendations for policy changes that may be thought applicable as a result of the Appropriate Assessment work, which is assessing the Plan's impact on European habitat

sites, the findings of the Regional Flood Risk Assessment work and any new information on the plans for the expansion of Catterick Garrison.

33. For Policy issues that arise during the EiP itself it has been agreed that the Chair of the Assembly, in consultation with the chair of RPIC, should have delegated power to agree the Assembly's position - when such consultation is possible. This is likely to be about expressing a view on how a policy might be modified or improved, rather than making any fundamental change. If policy changes are discussed at the EiP that involve particular Local Authorities, then they will also be consulted.

Conclusions

34. The public consultation stage of producing The Yorkshire and Humber Plan has demonstrated a wide recognition of the Plan's significance. This reflects the Plan's spatial role in guiding investment across the region and its new statutory role in the development planning system. It remains important that the Assembly steers the draft Plan through its next intensive and testing stages.
35. The proposed changes to the Assembly's position set out in this report are being debated in more detail by the Assembly's Regional Planning and Infrastructure Commission on the morning of 20 July. A schedule of 'Proposed Changes to the Assembly's Position on Policies' will be circulated for both RPIC and the AGM. This will summarise in more detail the nature and intent of the changes proposed. The rationale for these changes will be considered in more detail by RPIC. The recommendations of the Commission will be verbally reported at the AGM. The RPIC Executive will then provide the mechanism to finalise policy wording.

Richard Wood
Yorkshire and Humber Assembly
6 July 2006

**DRAFT YORKSHIRE AND HUMBER PLAN
EXAMINATION IN PUBLIC**

**SCHEDULE OF PROPOSED CHANGES TO THE
ASSEMBLY'S POSITION ON POLICIES**

AS CONSIDERED BY RPIC 20 JULY 2006

COMPREHENSIVE SPENDING REVIEW 2007

Background

1. The Comprehensive Spending Review will report in 2007 and will cover spending for the period 2008/9, 2009/10 and 2010/11.
2. CSR2007 is going to be tough. In the context of a tight fiscal climate and growing global challenges CSR2007 will be very much focussed on how to make better use of existing levels of funding in order to achieve Government targets and priorities. The prospect of additional funding being made available at the regional level is slim.

Scope of Regional Input

3. As part of the CSR2007, the Government is undertaking a number of Reviews and as reported to the last Assembly meeting this includes **the sub-national review of economic development and regeneration**.
4. This review is concerned with how sub national interventions can better be deployed to deliver on the government's regional economic performance and regeneration commitments. Regional Assemblies have been invited to make a collective high-level submission addressing five strategic questions. This was considered by the Regional Executive Board following their meeting in June. A summary of the key points made in the English Regional Assemblies collective response is included at **Annex A**.
5. Additionally the RDA's nationally made a collective response to the review a summary of this response is attached at **Annex B**.

The Yorkshire and Humber CSR2007 Submission

6. Building on the Regional Funding Allocations process the Regional Assembly and Yorkshire Forward have been invited to submit evidence and advice setting out how existing levels of public funding could be better used to achieve the Government's regional economic performance and regeneration targets. The regional submission is to be framed in terms of the five drivers of productivity and employment – enterprise, skills, innovation, investment and competition. The Treasury clearly states that the advice should concentrate on using existing resources more effectively and should not bid for additional resources.

The regional submissions is to be 20 pages long as is required by the end of September.

Content and consultation

7. Initial discussions have been held with Yorkshire Forward and Government Office to consider the scope of the response and consultation arrangements.

Content

8. Very briefly it is likely that the submission will be set in the context of sustainable development and the overarching strategic framework of Advancing Together. It will have a primarily economic focus and will reflect the importance of 'place' including cities and their contribution to the regions economy. It will set out our successful track record in delivery and then identify the key economic challenges that the region faces building on the Regional Funding Allocations submission and the Regional Economic Strategy (including; creating sustainable and successful businesses, more skills, increased investment particularly in transport, and connecting people to good jobs). Diversity and sustainability issues are themes that run through these challenges. The document will also set out how we work in partnership in the region and our developing governance and accountability arrangements.

Consultation and timetable

9. Given the timeframe for the production of this work, we do not have a significant period for consultation. It has therefore been agreed that the Assembly lead on consultation. An officer sounding board made up of the organisations represented on the Regional Executive Board will provide regional input to the work (this sounding board will also provide ongoing support to the Regional Executive Board as part of the new governance arrangements).
10. Drafting will happen in August with a final draft available by the week beginning 28 August. This will be considered and signed off the by Yorkshire Forward Board on 21 September and the Regional Executive Board on 28 September.

Pan Northern Activity

11. The Northern Way will be considering a submission at the next Steering Group meeting on 7 September. Additionally Jonathan Blackie (Regional Director Government Office North East) on behalf of the three Northern Government Office Directors has written to suggest the three Northern Regions come together before the submissions are made to 'reinforce common themes and avoid contradictions'.

ANNEX A

Sub-National Review of Economic Development and Regeneration

Summary of Submission by the English Region Assemblies Network (ERN)

The English Regions Network is the umbrella organisation for England's eight Regional Assemblies outside London. The ERN welcomes the opportunity to submit this advice to the Government on the high level objectives of the sub-national review of economic development and regeneration. Our statutory responsibilities as Regional Planning Bodies as well as for RDA scrutiny mean that Regional Assemblies have been closely involved with how economic development and regeneration initiatives have been developed at the sub-national level. Regional Assemblies have particular expertise at regional and sub-regional level; with our close links to local authorities we are also well placed to comment on the impact of current sub-national policy with regard to the 'people and places' agenda more locally.

It goes without saying that just as there is considerable diversity across the eight English Regions themselves, there is a similar diversity in approaches and governance arrangements. In this high level submission, we confine our comments to those general points which all Regional Assemblies are happy to support.

There are ten key messages in this submission. In brief they are:

1. The current - still relatively recent – integrated regional strategic arrangements provide a strong base for development.
2. The RFA process was a positive one: the scope of RFA's and regional single pots should be extended.
3. Political and stakeholder engagement is essential at all levels of intervention - regional, sub-regional, local, and neighbourhood.
4. At the regional level Assemblies have a critical role to play as strategic partnerships.
5. We want to see less departmentalism and more alignment across Whitehall.
6. One size doesn't fit all: sub-regional geography should be regionally agreed and consistently applied.

7. A more coherent national policy context on key spatial development issues would be helpful.
8. The framework for devolution could be a regional PSA for each region, which properly aligns with national policy objectives and commits Whitehall to shared goals for each region alongside the regional and local partners.
9. Leadership capacity needs to be fostered if communities are to be engaged to take tough decisions on growth.
10. There is scope significantly to improve the incentives for localities to grow by ensuring that communities see and reap the benefits of growth.

We would welcome the opportunity to develop this thinking as the Treasury review continues and we would be pleased to elaborate further on any of the high level issues canvassed in this brief submission.

ERN

July 2006

ANNEX B

Sub-National Review of Economic Development and Regeneration

JOINT RDA RESPONSE TO FIVE QUESTIONS FOR SUB-NATIONAL REVIEW OF ECONOMIC DEVELOPMENT AND REGENERATION - SUMMARY OF RDA RECOMMENDATIONS

1. A requirement on public organisations to plan policies, programmes and projects in line with the relevant RES would enable Government to achieve greater focus on economic priorities and the economies of all regions would benefit.
2. As a general principle, interventions should be based on priorities and planned at the most appropriate level, not set through Departments in isolation. The principle is that of subsidiarity – action at the level required to achieve coherence of policy, to catalyse partnerships and the capacity to deliver.
3. More formalised, joint planning at the regional level would strengthen the relationship between what is needed and what is delivered at regional and local levels. A requirement on JCP and DfES to align and directly link their planning to reduce worklessness in each region through targeted pathways to work in the most deprived areas based on the clear priorities in each RES would accelerate action to reduce concentrations of worklessness and high IB claimants. Where strong city regional governance exists or is developed this approach might be applied to the city region within the context of the RES. Recycling the savings delivered into locally-led initiatives would multiply the impact.
4. Government should seek to further simplify targets and strategy at the national level.
5. Pan-regional activities should be focused around a small number of issues where there is a clear common aim and use existing delivery structures to maximise efficiency.
6. It would strengthen the delivery of economic objectives if the RES was the primary strategy to whose delivery the whole of the region's economic activity could be geared.
7. An additional means of achieving greater impact would be to broaden the scope of Regional Funding Allocations to allow flexibility to transfer resources (within the overall envelope) based on regional economic priorities. For the same reason, national targets should be more closely informed by regional and

local priorities. The initial RFA exercise has been a good starting point in joining up three forms of funding; but it has excluded other key elements of long-term funding needed to deliver enhanced economic performance, especially in relation to skills and transport.

8. As the fourth block of LAA should be where the RES is delivered by local authorities the RDA should have a formal role in signing them off. Different forms of cross boundary working could be developed in this way, including metropolitan, urban or county wide agreements in rural areas.
9. The RDA tasking framework should be reviewed with the aim of simplifying the relationship between regional and national targets and aligning delivery and targets (including for Departments) with economic priorities.
10. A significantly more formalised, contractual relationship between regional strategies and priorities and local delivery would help clarify relationships and partnership working on the ground.
11. Consistent with the Devolved Decision Making Review, regions need greater freedom to be able to further reduce and align the number of strategies and to be significantly less constrained by national requirements and timetables
12. RDA's are keen to explore options such as regional 'select committees' which would mirror more accurately their accountability to their boards and the DTI Secretary of State while providing more direct democratic scrutiny.
13. Departments should be required to demonstrate how policy proposals have taken account of existing structures and frameworks for delivery and implementation.

Regional Funding Allocations – Transport Announcements

An info note to the May YHA meeting provided a general update on the Regional Funding Allocations (RFA) process following submission of our advice to Ministers in January. The relationship to the Comprehensive Spending Review was also set out.

The advice that the region submitted contained plans for housing, transport and economic development and has been well received. In our advice we place particular emphasis on the 'joined-up' approach adopted by the region and the regional agencies in identifying priorities and the importance of existing strategies and frameworks.

The Transport Secretary, Douglas Alexander, has now written (on 6 July) to respond specifically to the transport proposals. The full list of schemes that DfT expects to fund in the next three years, together with an indicative list of schemes expected to start construction in the period 2009/10 – 2015/16, is attached as Annexes A and B. It is understood that Ministers will be writing separately to us shortly with the Government's overall response to our region's advice on the RFA.

The process has, for the first time, given the region an opportunity to work and consider together a transport programme against the region's high level objectives (set out in Advancing Together) and in the Regional Transport Strategy (as part of the RSS), and which also supports the RES. The Minister has broadly accepted the region's advice, although with some variations that are set out in his letter.

The Secretary of State has said he is keen to build on the experience of the RFA process and expects to seek further formal advice on regional transport priorities within the next two years. He also suggests that discussion needs to take place about including rail in the process. He encourages a continuing dialogue to ensure views on the regional programme are regularly taken into account as schemes progress. These statements reinforce the role that the Assembly's new Regional Transport Board is given under the new governance arrangements.

Further Information

A copy of the letter from Douglas Alexander to the Chair of the Assembly has previously been circulated to Members. Contact Chris Martin on 01924 331591 or by email at chris.martin@yhassembly.gov.uk for any additional information.

Annex A: Schemes for funding within the next three years (2006/07 to 2008/09)

Schemes underway

- A63 Melton Grade Separated Junction (Highways Agency)
- A66 Greta Bridge to Stephen Bank Improvement (Highways Agency)
- A66 Carkin Moor to Scotch Corner Improvement (Highways Agency)
- Leeds Inner Ring Road Stage 7 (Leeds)
- MyBus (Metro)
- Sheffield Northern Inner Relief Road Stages II and III (Sheffield)
- Barnsley Interchange (Barnsley/SYPTE)
- Sheffield Sheaf Square (Sheffield)

Approved schemes not yet underway

- East Leeds Link Road (Leeds)
- A165 Reighton Bypass (North Yorkshire)
- Yorcard Pilot (SYPTE)
- Doncaster A638 QBC (Doncaster/SYPTE)
- A631 West Bawtry Road Improvement (Rotherham)
- Scarborough Integrated Transport Scheme (North Yorkshire)
- Glasshoughton Coalfields Link Road (Wakefield)
- A57 Improvement - M1 Junction 31 to Todwick Crossroads (Rotherham)
- Castleford Integrated Transport Scheme (Metro)
- Hemsworth to A1 Link Road (Wakefield)
- Cudworth and West Green Bypass (Barnsley)
- A65 Kirkstall Road QBC (Metro/Leeds)
- Kirklees Highways Strengthening and Bridge Maintenance (Kirklees)
- Beverley Integrated Transport Scheme (East Riding)
- Bridlington Integrated Transport Scheme (East Riding)

Schemes which do not yet have approval (i.e. not yet accepted into the Programme)

- A160/A180 (Highways Agency)
- A63 Castle Street (Highways Agency)
- Wakefield Westgate Station (Metro)
- Haxby Station (City of York)

Annex B: Indicative list of schemes from 2009/10 to 2015/16

Approved Schemes

- Waverley Link Road (Rotherham)

Schemes which do not yet have approval (i.e. not yet accepted into the Programme)

- Finningley and Rossington Regeneration Route Scheme (Doncaster)
- Leeds Bus Rapid Transit (WYPTE) (proposals yet to be made)
- Sheffield Public Transport (SYPTTE) (possible alternative proposals to South Yorkshire Supertram extensions)

NOTE

While no prioritisation was attempted for other emerging schemes 9 were identified in the advice as being the most likely to deliver RTS priority outcomes.

The Northern Way - Update

This note provides Assembly Members with an update on progress with the Northern Way. It is based on information provided by the Northern Way secretariat.

Investment Priorities

Investment Priority 1: Employment:

- Contracts should be let in August for worklessness pilot projects (in Middlesbrough, Greater Manchester, Liverpool/Wirral, Cumbria (Barrow) and Lancashire West (Blackpool)).
- Performance Reporting mechanisms are being developed to enable detailed progress to also be reported on the developing projects in Sunderland, and the City Region projects in Leeds/Bradford and Hull.
- The evaluation process for these projects, which will incorporate linkages into the CSR07, will start within the month.

Investment Priority 3: Enterprise:

- Attracting Entrepreneurs to the North - Results of research work are expected in July.
- Northern Enterprise Education Programme - Work is ongoing to ensure project activity is launched in September. Results expected early June of work to evaluate examples of current best practice in enterprise in education to inform our investment priorities.

Investment Priority 5: Employer Skills:

- There is significant Skills project activity taking place. Additional activity will be finalised with Yorkshire Forward and One NorthEast.
- The evaluation process, which will incorporate linkages into the CSR07, is expected to get underway within the next month

Investment Priorities 6, 7, 8: Connectivity:

- A study into the growth potential of the northern ports has been published.

Investment Priority 9: Sustainable Communities:

- First module of Northern Way regeneration training programme, led by the regional centres of excellence with BURA, runs in late July in Liverpool, with later modules in Leeds and Newcastle
- Phase 1 of the major project examining how residential offer contributes to economic growth completed, with phase 2 underway.

- Framework on delivering a high quality residential offer in the city regions presented to Sustainable Communities Strategy Group, and to be used in the City Region Development Programmes,

Investment Priority 10: Market The North:

- Results from the feasibility study on Public Art are under consideration. Nine proposals were put to the 13 June Management Group. These would cover key sites across the North. It is envisaged that further refinements to the project will be carried out, with final projects rolled out with partners into the summer.
- An analysis of the Northern Way Overseas Investment Campaign has recently been completed a second phase is being planned.

Flagship Projects

Northern Leadership Academy

- Sue McMahon has been appointed to direct the academy during its set up stages and until a fulltime director can be appointed
- NLA Think Tank meetings have taken place.
- The first draft of the portal scoping document was received this week. It provides a good basis for discussion and making decisions on how the Academy moves forward.

Academy For Sustainable Communities

- Based in Leeds - team recruitment has been completed.
- An introductory Event took place on 11 May. Baroness Andrews, Parliamentary Secretary of State at DCLG gave the keynote address.
- The Business Plan for the ASC received Ministerial sign off and will be used as the basis for the Funding Agreement for 2006/07.

Annual Report

This year's annual report is being launched on 3 August.

Next Steering Group Meeting

Takes place on 7 September. The meeting will focus on the Northern Way submission to the Comprehensive Spending Review.

Further Information

More information about can be found on the Northern Way web-site www.thenorthernway.co.uk or contact Chris Martin on 01924 331591 or by email at chris.martin@yhassembly.gov.uk

YHA, July 2006