

Constitution Committee

Gloucestershire City Region Board and Scrutiny Arrangements for the Board Report of the Monitoring Officer and Director of Policy, Performance and Governance

Date of Committee:	10 June 2024
Title of Report:	Gloucestershire City Region Board and Scrutiny Arrangements for the Board
Purpose of Report:	<p>To note the changes to the Constitution made by the Monitoring Officer to remove the reference to the Gloucestershire Economic Growth Joint Committee in the Constitution and insert the reference to the Gloucestershire City Region Board;</p> <p>and</p> <p>To recommend that the Council removes the reference to the Gloucestershire Economic Growth Scrutiny Committee and replace it with the creation of the Gloucestershire Economic Strategy Scrutiny Committee, which will comprise members from the County Council and co-opted members from the Gloucestershire District, Borough and City Councils.</p>
Recommendations	<p>That the Constitution Committee:</p> <ol style="list-style-type: none">1. Notes the Monitoring Officer's changes to the Constitution following the end of the Gloucestershire Economic Growth Committee and formation of the Gloucestershire City Region Board as set out in the Annex to this report.2. Recommends that Council:<ol style="list-style-type: none">a) amends the Council's Constitution by removing the reference to the Gloucestershire Economic Growth Scrutiny Committee as set out in Appendix 1.b) creates the Gloucestershire Economic Strategy Scrutiny Committee (GESSC) as set out in Appendix 2 and inserts the GESSC's terms of reference in the Constitution.c) amends the County Council's Co-Optees and Voting Rights Scheme under Paragraph 5 of Part 4 (Rules of Procedure) of the Constitution as set out in Appendix 3.d) appoints a Chairman of the GESSC.e) agrees the GESSC's political proportionality as described in paragraph 7.

Background:	<p>Leader's decision to establish the Gloucestershire City Region Board:</p> <p>https://glostext.gloucestershire.gov.uk/documents/s97958/FOR PUBLICATION City Region Board Report FINAL - Copy.pdf</p>
Officer Contact:	<p>Rob Ayliffe Director of Policy, Performance and Governance Tel: 01452 328506; Email: rob.ayliffe@gloucestershire.gov.uk</p>
<p>Background</p> <p>1. This report provides details of the Monitoring Officers changes to the Constitution following the end of the joint working with the District Authorities through the Gloucestershire Economic Growth Joint Committee and the creation of the Gloucestershire City Region Board. The report also sets out proposals to establish new joint scrutiny arrangements with the District Authorities for the Board.</p> <p>Changes to the Constitution</p> <p>2. A copy of the Monitoring Officer's decision following the end of the Gloucestershire Economic Growth Joint Committee and creation of the Gloucestershire City Region Board may be found in the Annex to this report. The Committee are asked to note the changes made by the Monitoring Officer under Article 15.02.3 of the County Council Constitution.</p> <p>Creation of the Gloucestershire Economic Strategy Scrutiny Committee</p> <p>3. The Council's Constitution sets out a range of scrutiny arrangements and the Council may establish further scrutiny arrangements if it considers it is appropriate. The County Council established a joint scrutiny arrangement with the District Authorities when the Gloucestershire Economic Growth Joint Committee was established in 2014. The proposal is to create a similar joint scrutiny arrangement with the District Authorities for the City Region Board through the creation of the Gloucestershire Economic Strategy Scrutiny Committee (GESSC).</p> <p>4. The proposal in respect of the GESSC is as follows:</p> <p>a. The proposed terms of reference are set out in the Appendix 2. These will enable the GESSC to:</p> <ul style="list-style-type: none"> • review the decisions, plans and policies of the Gloucestershire City Region Board • scrutinise the impact and delivery outcomes of successful Strategic Economic Development Fund (SEDF) bids; • identify future areas of economic growth for inclusion in the Gloucestershire Economic Strategy; 	

- provide a scrutiny function for any potential devolution deal in so far as it relates to the Gloucestershire City Region Board or the Gloucestershire Economic Strategy.
- b. The proposed membership is for the GESSC to comprise 12 members: 6 County Councillors in total and 6 co-opted voting borough/district councillors (one from each district area).
- c. All voting by members (including the co-opted members of the Scrutiny Committee) will be on the basis of one member one vote. There are a number of benefits of giving such co-opted members rights. These include:
- A co-ordinated approach to scrutinising and reviewing cross county issues in relation to the Gloucestershire's economic growth through the delivery of the Gloucestershire Economic Strategy.
 - Encouraging a "partnership" approach to scrutiny decision making.

Voting arrangements on the proposed Gloucestershire Economic Strategy Scrutiny Committee

5. Paragraphs 11 and 12 of Schedule A1 of the Local Government Act 2000 (as applied by Section 9GB of the 2000 Act) and the Local Authorities' (Committee System) (England) Regulations 2012 allows a local authority to permit a co-opted member of an overview and scrutiny committee of the authority to vote at meetings. However, permission may only be given in accordance with a voting scheme made by a local authority. This would require a scheme to be adopted by the County Council to permit the co-opted members to vote at the Scrutiny Committee. The scheme may include the maximum or minimum number of co-opted members of an overview and scrutiny committee entitled to vote at meetings.
6. Paragraph 5 of Part 4 (Rules of Procedure) of the Constitution sets out the Council's existing Voting Scheme for the Gloucestershire Economic Growth Scrutiny Committee. To implement these changes the Constitution will need to be amended to replace the former Scrutiny Committee with the GESSC. Appendix 3 sets out the proposed amendments to the Constitution. The proposal is for these arrangements to apply to the GESSC, which would require the Council to make a formal decision to amend the existing Voting Scheme and publish those changes under Paragraph 13 of Schedule A1 of the 2000 Act.
7. The political proportionality rules will be applied to County Council members of the GESSC.

Consultation with Leadership Gloucestershire and the Gloucestershire City Region Board

8. Leadership Gloucestershire and the City Region Board were consulted on the proposal to create the GESSC and their comments will be reported to the Constitution Committee.

Timetable for implementation of the proposed changes

9. The proposal is for the new Scrutiny arrangements to come into effect in September 2024 if the Constitution Committee are minded to recommend establishing the GESSC and the County Council decides to endorse the introduction of the new Scrutiny Committee. This means the first meeting of the new Scrutiny Committee would take place on a date that is not before 1st September 2024.

Appendix 1

Proposed deletion of the Gloucestershire Economic Growth Scrutiny Committee from the Constitution

3.12 SCRUTINY COMMITTEES

Gloucestershire Economic Growth Scrutiny Committee 7 County Councillors 6 Co-opted District Councillors	1. To review the decisions, plans and policies of the Gloucestershire Economic Growth Joint Committee and 2. To review the overall impact and delivery outcomes of the Gloucestershire Strategic Economic Plan and to make recommendations to the Gloucestershire Local Enterprise Community Interest Company and Gloucestershire Economic Growth Joint Committee on issues and improvements.
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Appendix 2

Proposed terms of reference for the Gloucestershire Economic Strategy Scrutiny Committee

3.12 SCRUTINY COMMITTEES

<p>Gloucestershire Economic Strategy Scrutiny Committee</p> <p>7 County Councillors</p> <p>6 Co-opted District Councillors</p>	<ul style="list-style-type: none">• To review the decisions, plans and policies of the Gloucestershire City Region Board• To scrutinise the impact and delivery outcomes of successful Strategic Economic Development Fund (SEDF) bids;• To identify future areas of economic growth for inclusion in the Gloucestershire Economic Strategy*;• To provide a scrutiny function for any potential devolution deal in so far as it relates to the Gloucestershire City Region Board or the Gloucestershire Economic Strategy*. <p>The Gloucestershire Economic Strategy Scrutiny Committee may not exercise any function other than those outlined above.</p> <p>*Note: The Gloucestershire’s Economic Strategy (2024-2034) outlines the county’s existing strengths, opportunities and challenges and provides a clear statement of intent for Gloucestershire – to achieve greener and inclusive economic growth that delivers a stronger, more sustainable, economy; and sets us on the journey to achieving a new Gloucestershire 2050 Vision</p>
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Consequential changes to the Constitution

SCRUTINY PROCEDURE RULES

3. MEMBERSHIP

- 3.1 All County Councillors, except Members of the Cabinet, are eligible to be members of scrutiny committees.
- 3.2 The Annual Meeting of the County Council will determine the membership of the Scrutiny Committees, (except members appointed under Scrutiny Procedure Rule 6) which must be politically balanced.
- 3.3 The County Council has determined that Scrutiny Committees, which shall be politically balanced, shall have the following numbers of County Councillors:
 - 3.3.1 Corporate Overview and Scrutiny Committee

13 County Councillors

- 3.3.2 Children and Families Scrutiny Committee
9 County Councillors
- 3.3.3 Health Overview and Scrutiny Committee
9 County Councillors
- 3.3.4 Adult Social Care and Communities Scrutiny Committee
9 County Councillors
- 3.3.5 Environment Scrutiny Committee
11 County Councillors
- 3.3.6 Gloucestershire Economic ~~Growth~~ **Strategy Growth** Scrutiny Committee
6 County Councillors

Appendix 3

SCRUTINY PROCEDURE RULES

5. CO-OPTees AND VOTING RIGHTS SCHEME

- 5.1 Scrutiny Committees shall be entitled to appoint up to three people who are not County Councillors, as non-voting co-opted Members.
- 5.2 In addition to co-opting Members under paragraph 5.1, the Health Overview and Scrutiny Committee and the Gloucestershire Economic **Growth Strategy** Scrutiny Committee shall be entitled to appoint one person from each District Council in Gloucestershire as voting co-opted Members. Each District Council in Gloucestershire may nominate one substitute to attend on behalf of a co-opted Member, and when attending the Health Overview and Scrutiny Committee shall have the same voting rights as a co-opted Member.
- 5.3 Appointments of co-opted Members shall not affect the Council's duty under Section 15 of the Local Government and Housing Act 1989 (political balance).
- 5.4 For the avoidance of doubt, the co-opted Members of the Health Overview and Scrutiny Committee and Gloucestershire Economic **Growth Strategy** Scrutiny Committee shall not be members of the District Council's executive where executive arrangements are in place.

ANNEX

Monitoring Officer's changes to the Constitution

Executive Decision Making by an Officer with Delegated Powers

Decision taken by: Rob Ayliffe, Monitoring Officer and Director of Policy, Performance and Governance

Pursuant to Articles 15.02.1 (3) and 15.02.4 of the Gloucestershire County Council Constitution

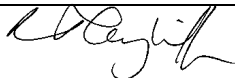
Report title: Proposed Changes to the Constitution - Gloucestershire Economic Growth Joint Committee and insertion of the Gloucestershire City Region Board

The decision	To: <ol style="list-style-type: none">1. Remove the terms of reference to the Gloucestershire Economic Growth Joint Committee from the Constitution together with consequential amendments as shown by the deletions set out in Appendix 1.2. To insert the terms of reference for the Gloucestershire City Region Board as set out in Appendix 2.3. To remove the references to the GFirst LEP following its demise on 1 April 2024.
Background documents	The Leader's decision to establish the Gloucestershire City Region Board: Decision - Gloucestershire City Region Board
Reasons for the decision	To make changes to the Constitution following the end of the joint arrangements established by the Gloucestershire Economic Growth Joint Committee and the creation of the Gloucestershire City Region Board ('the Board')
Resource implications	None
Who has been consulted?	Not relevant as the Monitoring Officer is exercising his powers under the Council's Constitution and making changes to the Constitution to reflect the Leader's decision to establish the Board.
What were their comments?	Not applicable
Background/Context	<ol style="list-style-type: none">1. Article 12.02.3 of the Articles of the Constitution enables the Cabinet to establish joint arrangements with other Local Authorities. In 2014, Gloucestershire Authorities created the Gloucestershire Economic Growth Joint Committee comprising members from Gloucestershire County Council and the district authorities. The Joint Committee was established through an Inter Authority Agreement which expired on 30 September 2023, when the Joint Committee came to an end. Following the conclusion of the Joint Committee, Gloucestershire local authorities agreed to create the Gloucestershire City Region Board. As a result of these changes, the Constitution now needs

to be updated to remove the reference to the Joint Committee and insert the details of the new Gloucestershire City Region Board.

2. In addition to the changes mentioned at paragraph 1, following the changes to the GFirst LEP on 1 April 2024, which resulted in the demise of the organisation, it is proposed to remove all references to the GFirst LEP as part of the Monitoring officer's decision.
3. The Constitution gives the Monitoring Officer the power to make changes to the Constitution to give effect to any decision of the full Council or Cabinet (Article 15.02.1 (3)). Article 15.02.4 confirms that where the Monitoring Officer makes such amendment in respect of an executive function, it shall be reported to the Constitution Committee.
4. These changes are made with immediate effect and, in accordance with Article 15.02.3 of the Council's Constitution and will be reported to the next Constitution Committee meeting.

Signed:



Name:

Rob Ayliffe

Title:

Monitoring Officer and Director of Policy Performance and Governance

Date:

29/05/2024

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Appendix 1

Deletion of the terms of reference to the Gloucestershire Economic Growth Joint Committee

SECTION 6 – JOINT ARRANGEMENTS

The Cabinet has established the following Joint Committee to which it has delegated certain of its responsibilities

~~6.1 Gloucestershire Economic Growth Joint Committee~~

- ~~1. Pursuant to a partnership arrangements between Cheltenham Borough Council, Cotswold District Council, Gloucester City Council, Stroud District Council and Tewkesbury Borough Council, Forest of Dean District Council and Gloucestershire County Council, the Gloucestershire Economic Growth Joint Committee was formed under Sections 101, 102 of the Local Government Act 1972 and under Part 1A Chapter 2 Section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012~~
- ~~2. The functions of the Gloucestershire Economic Growth Joint Committee are as follows:~~
 - ~~2.1 Each of the Councils empowers the Joint Committee to discharge on their behalf the power to do anything it considers likely to achieve the promotion or improvement of the economic wellbeing of the area of Gloucestershire together with such additional functions as the respective constituent Councils may determine from time to time.~~
 - ~~2.2 To facilitate and enable collaboration between the local authorities on economic development and associated activities.~~
 - ~~2.3 In conjunction with the GFirst LEP Board, to formulate and agree the Gloucestershire Strategic Economic Plan GFirst LEP Plan (and Implementation Plans), the GFirst LEP EU Structural and Investment Fund Strategy, and other plans and strategies related to economic growth, and to work jointly to ensure their delivery.~~
 - ~~2.4 To lobby and carry out other activities that help achieve the promotion or improvement of the economic wellbeing of the area of Gloucestershire.~~
 - ~~2.5 To promote the vision contained in the Gloucestershire Strategic Economic Plan and to make recommendations to the GFirst LEP Board on any other matter relating to the economic wellbeing of Gloucestershire.~~
 - ~~2.6 To have insight and the opportunity to review the GFirst LEP Board's activities and consider any further.~~
 - ~~2.7 To seek the allocation of resources to achieve the promotion or improvement of the economic wellbeing of the area of Gloucestershire.~~
 - ~~2.8 To ensure a co-ordinated approach to and liaise with the:-~~
 - ~~• Local Transport Board~~
 - ~~• County Strategic Planning and Infrastructure Group~~
 - ~~• LEP Investment Panel~~
 - ~~• EU Structural and Investment Fund Board~~
 - ~~• Business Rates Pool Arrangements~~

~~and other relevant Groups/Boards as the respective constituent Councils may determine from time to time.~~
 - ~~2.9 To provide political and democratic accountability by:~~
 - ~~• Monitoring the delivery of each priority, plan, project or programme included in the SEP and by ensuring that action is taken to review and prepare revised action plans as necessary~~
 - ~~• Monitoring the annual SEP budget~~
 - ~~• Reviewing the annual SEP Report of GFirst LEP~~
 - ~~• Advising and making recommendations to the Accountable Body.~~
- ~~3. The membership of the committee comprises~~

- ~~3.1 one elected member from each partner authority on a 'one member, one vote' basis. Such member to be the leader (or other appointed executive member where executive arrangements are in place) from each partner authority.~~
- ~~3.2 the Chair and one other Board member of GFirst LEP or Substitute Board Members notified in advance (non-voting).~~
- ~~4. Each Committee member shall remain in office until removed or replaced by their appointing local authority, or in case of an executive member, until they cease to be a member of the Executive of the appointing local authority.~~
- ~~5. Where a substitute member takes the place of a committee member who is an executive member of the appointing partner authority, the substitute must also be a member of the executive. The substitute member shall have the same rights of speaking and voting at meetings as the member for whom the substitution is made.~~
- ~~6. The Committee will meet formally in public session on a quarterly basis with informal meetings, workshops and visits arranged as and when required.~~
- ~~7. The Committee may appoint working groups, comprising Gloucestershire Economic Growth Joint Committee members; officers from any of the partner authorities to consider specific matters and to report back to the committee with recommendations or any sub-committee with recommendations. Each partner authority may also send any of its officers to committee meetings to support its members or anyone invited to observe at meetings.~~
- ~~8. A Chair and Vice Chair will be elected at the first committee meeting and annually thereafter at the Annual General Meeting.~~
- ~~9. The quorum for a meeting shall be four voting members. If quorum is not reached within 30 minutes of the start of the meeting, (or if quorum ceases to be present during a meeting), the meeting shall be adjourned to the same time and venue five business days later or to such other date, time and venue as the Chair (or other person who is chairing the meeting) shall determine.~~

Consequential amendments to the Constitution

SECTION 4 – RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

Area of responsibility	
4.4.1	Leader of the Council
1.	Overall responsibility for the Council
2.	Regional and national affairs
3.	Economic growth including GFirst LEP and digital connectivity
4.	Engagement with Western Gateway
5.	County Deal and devolution
6.	Performance
7.	Communications
8.	Customer Experience
9.	Equality, Diversity and Inclusion
10.	Public Health
11.	Levelling-Up and Community Development
12.	Welfare reform
13.	Travellers
14.	Public Health advice and information

4.4.4	Cabinet Member - Environment and Planning
1.	Vision 2050 strategic housing, major infrastructure – including Local Transport Plan and highways development management
2.	Sub Regional Transport Partnership
3.	Air Quality and Air Quality Management Strategy
4.	Climate change – including green transport, Electric Vehicle Strategy, Carbon Reduction Strategy, flood resilience, sustainable procurement, and green energy
5.	Minerals and Waste Planning and Planning Authority liaison – duty to co-operate
6.	Waste Disposal, waste reduction and recycling, including energy from waste
7.	Gloucestershire City Region Board

4.4.8	Cabinet Member - Education, Skills and Bus Transport
1.	Gloucestershire Joint Economic Growth Committee
2.	Post 16 education, skills, and apprenticeships
3.	Strategic oversight of education
4.	School funding
5.	School improvement/access and place planning
6.	Special educational needs
7.	Public, community and home to school transport

Appendix 2

Insertion of the terms of reference for the Gloucestershire City Region Board

SECTION 6 – JOINT ARRANGEMENTS

The Cabinet has established the following Joint Committee to which it has delegated certain of its responsibilities

6.1 Gloucestershire City Region Board

1. Governance

1.1 The Gloucestershire City Region Board ("**GCR Board**") is a Joint Committee under ss101(5), 102 Local Government Act 1972 and under Part1A Chapter 2 Section 9EB of the Local Government Act 2000 and pursuant to the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

1.2 Political Proportionality rules will not apply to the GCR Board as so constituted.

1.3 The GCR Board will include all of the Partner Authorities.

2. Host Authority

2.1 The GCR Board will be hosted under local government arrangements by Gloucestershire County Council. The Host Authority will provide Secretary/Clerk, s151 and Monitoring Officer roles of the GCR Board.

3. **Functions of the GCR Board**

3.1 Each of the Partner Authorities empowers the GCR Board to:

3.1.1 engage in strategic discussion and act as the primary consultative forum to set a dynamic vision for Gloucestershire and to present and discuss issues relating to the following:

- (a) economy and growth;
- (b) funding and bids;
- (c) devolution; and
- (d) skills and employment;

3.1.2 develop and support a shared vision for strategic growth and economic success for the County of Gloucestershire;

3.1.3 champion that shared vision and its delivery with a single voice inside and outside Gloucestershire, including with strategic partner organisations such as the Western Gateway Partnership.

3.1.4 lobby and bid for funding and support via government growth programmes and Western Gateway Partnership and other partners to support the delivery of the GCR Board's ambitions;

3.1.5 promote the success of the Gloucestershire City Region and its strengths to attract inward investment and growth;

3.1.6 work closely with all sections of the Gloucestershire City Region communities, businesses and agencies to engage them in the generation and delivery of the vision;

3.1.7 build upon the inter-related strengths of the communities of the Gloucestershire City Region to fulfil the ambitions of each place and maintain their identities;

3.1.8 create a positive vision for vibrant rural communities, businesses and infrastructure to maximise their contribution to Gloucestershire;

- 3.1.9 work with partners to ensure the Gloucestershire City Region Vision can guide and integrate with future strategic spatial and infrastructure plans;
 - 3.1.10 ensure the development of a Gloucestershire Vision complements other visioning and strategic plans in the County of Gloucestershire;
 - 3.1.11 aim to create, through the Gloucestershire City Region Vision, a special county which has uniquely attractive offers as a place to live and visit and a vibrant economy firmly based on modern commercial activity, built on the strengths of our communities;
 - 3.1.12 discharge on behalf of Partner Authorities the power to do anything it considers likely to achieve the promotion or improvement of the economic wellbeing of the area of Gloucestershire together with such additional functions as the respective constituent Councils may determine from time to time;
 - 3.1.13 facilitate and enable collaboration between the Partner Authorities on economic development, employment and skills, and associated activities;
 - 3.1.14 formulate and agree the GCE Strategy from time to time and other plans and strategies related to economic growth, and to work jointly to ensure their delivery;
 - 3.1.15 lobby and carry out other activities that help achieve the promotion or improvement of the economic wellbeing of the area of Gloucestershire;
 - 3.1.16 promote the vision contained in the GCE Strategy;
 - 3.1.17 seek the allocation of resources to achieve the promotion or improvement of the economic wellbeing of the area of Gloucestershire; and
 - 3.1.18 ensure a co-ordinated approach to and liaise with such relevant Groups/Boards as the Partner Authorities and/or the Senior Officer Group may determine from time to time.
- 3.2 To provide political and democratic accountability by:
- 3.2.1 monitoring the delivery of each priority, plan, project or programme included in the GCE Strategy and by ensuring that action is taken to review and prepare revised action plans as necessary;
 - 3.2.2 monitoring the Annual Budget;
 - 3.2.3 advising and making recommendations to the Administering Authorities;

3.2.4 providing Leadership Gloucestershire with regular updates in respect of the work of the GCR Board and (where appropriate) the governance of the GCR Board.

4. Membership of the GCR Board and appointment of the Chair

4.1 The GCR Board shall be comprised of:

4.1.1 One member from each of the District Authorities ; each such member to be an appointed executive member (where executive arrangements are in place) from the relevant District Authority (voting); and

4.1.2 One member from the Administering Authority, such member to be an appointed executive member (where executive arrangements are in place) from the Administering Authority (voting), who shall also act as the Chair.

The GCR Board may from time to time at its absolute discretion appoint one non-voting member to the GCR Board from Gloucestershire's business community. Each such appointment shall continue for a fixed term (to be determined by the GCR Board) unless removed earlier by the GCR Board.

4.2 Each District Authority shall appoint a substitute member (being an executive member of the relevant District Authority where executive arrangements are in place). The substitute member shall have the same rights of speaking and voting at meetings as the member for whom the substitution is made.

4.3 The Administering Authority shall appoint a substitute member (being an executive member of the Administering Authority where executive arrangements are in place). The substitute member shall have the same rights as the member for whom the substitution is made in respect of speaking, voting and acting as the Chair at meetings.

4.4 Each GCR Board member appointed by a Partner Authority shall remain in office until removed and replaced by his or her appointing Partner Authority, or in the case of an executive member, until he or she ceases to be a member of the Executive of the appointing Partner Authority.

5. Voting

5.1 One member one vote for each Partner Authority.

5.2 Normal rules as to declarations of interest to be applied in accordance with the Gloucestershire County Council Code of Conduct.

5.3 Except as otherwise provided by the Local Government Acts 1972 and 1985 and subject to the protocol in respect of the Chair's casting vote set out in Appendix 1, all matters shall be decided by a majority of the votes of the voting members present.

5.4 Subject to the protocol in respect of the Chair's casting vote set out in Appendix 1, in the event of an equality of votes the Chair shall have the casting vote in addition to their vote as a member of the GCR Board.

6. **Quorum**

6.1 The quorum for a meeting shall be the member from the Administering Authority together with 3 (three) other voting members. No business shall be transacted unless quorum is reached. If quorum is not reached within thirty (30) minutes of the start of the meeting (or if quorum ceases to be present during a meeting), the meeting shall be adjourned to the same time and venue to a date determined by the Chair.

7. **Meetings**

7.1 The Chair of the meeting shall be the member from the Administering Authority or their substitute, also from the Administering Authority.

7.2 Each member entitled to attend will send a substitute member as per paragraphs 4.2 and 4.3 in the event of his or her unavailability. The Secretary/Clerk for the GCR Board shall be informed prior to the commencement of the meeting of any substitute members attending.

7.3 A meeting of the GCR Board must be convened by the Chair within twenty-eight (28) days of the receipt of a requisition of any two voting members of the GCR Board addressed to the Secretary/Clerk to the GCR Board. All requisitions shall be in writing and no business other than that specified in the requisition shall be transacted at such a meeting.

8. **Constitution**

8.1 The Constitution of Gloucestershire County Council shall apply to the GCR Board.

9. **Attendance**

9.1 Members of the SOG, together with the Administering Authority's s151 Officer, Legal Advisor and the Clerk shall be entitled to attend meetings of the GCR Board to advise the GCR Board on matters relevant to the functions and activities of the GCR Board but shall have no voting rights.

9.2 Each Partner Authority may send any of its officers (as it considers to be appropriate) to meetings of the GCR Board, or any sub-committee thereof, to support its GCR Board Members or those invited to observe the meeting.

10. Responsibilities of the Chair and (if applicable) their substitute

10.1 The role of the Chair and (if applicable) their substitute, is to ensure that the meetings of the GCR Board are conducted efficiently and in accordance with the Standing Orders and Rules of Procedures.

10.2 The role of the Chair's substitute is to deputise for the Chair during any period of the Chair's absence or at other times as appropriate and his responsibilities shall be the same as those of the Chair.

10.3 Subject to the protocol in respect of the Chair's casting vote set out in Appendix 1, the Chair or (if applicable) their substitute shall have a second or casting vote in the event of an equality of votes when presiding at a meeting of the GCR Board.

11. Meetings of the GCR Board

11.1 Part I of Schedule 12 of the LGA 1972 shall apply to meetings of the GCR Board.

11.2 At its first meeting and at each Annual General Meeting thereafter the GCR Board shall:

11.2.1 adopt a Scheme of Delegation; and

11.2.2 approve the schedule of meetings for the remainder of the year.

11.3 Subject to paragraph 11.5 below, and the need exceptionally to call additional meetings, the GCR Board shall meet at least four times each year. The Chair shall decide the venue, date and time of all meetings of the GCR Board. Wherever practicable, at least ten (10) Business Days' notice of such meetings shall be given to each GCR Board Member, the Senior Manager, the Administering Authority's s151 Officer, the Legal Advisor and to each of the Partner Authorities by the Clerk.

11.4 Meetings of the GCR Board shall be open to the public and press except during consideration of items containing confidential or exempt information in accordance with the provisions of sections 100 to 100K of the LGA 1972; and reports to and the minutes of the GCR Board shall (subject to the provisions of sections 100 to 100K of the LGA 1972) be available to the public and press as though they were the reports or minutes of a meeting of a Partner Authority.

11.5 Any GCR Board Member may requisition a meeting of the GCR Board by giving notice of such requisition to the Chair and to the Clerk. Immediately upon receipt of such requisition, the Chair shall call a meeting of the GCR Board in accordance with paragraph 11.3 which shall be no later than ten (10) Business Days after the receipt by the Clerk of the notice of requisition.

11.6 The Standing Orders and Rules of Procedure shall be applicable to meetings of the GCR Board. The Standing Orders and Rules of Procedure may only be amended or replaced if the amendment or replacement is agreed by not less than three-quarters of the GCR Board Members.

11.7 If a quorum is not present within thirty (30) minutes of the time set for the commencement of a meeting of the GCR Board (or a quorum ceases to be present during a meeting) the meeting shall be adjourned to the same time and venue five (5) Business Days later or to such other date, time and venue as the Chair (or other person who is chairing the meeting) shall determine.

11.8 The Chair shall normally preside at all meetings of the GCR Board. If the Chair is not present within fifteen (15) minutes of the time for the commencement of a meeting, or being present does not wish to preside or is unable to do so, then their substitute shall preside at that meeting. If (in the event of the absence or non-availability of the Chair) their substitute is not present within fifteen (15) minutes of the time for the commencement of the meeting or does not wish to preside or is unable to do so, the meeting shall be adjourned to the same time and venue five (5) Business Days later.

12. **DELEGATION TO SUB COMMITTEES AND OFFICERS**

12.1 The GCR Board may arrange for any of its functions to be discharged in accordance with the provisions of a Scheme of Delegation as approved by the GCR Board.

12.2 The GCR Board may appoint working groups consisting of GCR Board Members, officers from the Administering Authority (including of the SOG) and officers of any of the Partner Authorities to consider specific matters and report back to the GCR Board or any sub-committee with recommendations.

13. **Scrutiny Arrangements**

13.1 Subject as set out in this paragraph 13 the decisions made by the GCR Board shall for the time being be subject to the Scrutiny Arrangements of each Partner Authority and each Partner Authority acknowledges the requirements in paragraph 13.6 below for cooperation between the respective Scrutiny Committees of each Partner Authority and Stroud's Strategy and Resources Committee.

13.2 Any decision of the GCR Board, except those agreed as urgent in accordance with paragraph 13.3 shall not be implemented until the Scrutiny Arrangements of the Partner Authority whose membership has called in the decision or action has been completed.

13.3 Where the GCR Board decides that a decision must be implemented without delay and as a matter of urgency it shall record the reasons for such urgency in the minutes of the meeting and any subsequent 'call in' of that decision should normally relate only to the process leading to the decision and not to the decision itself and the chairmen of the Partner Authorities Scrutiny Committees and Stroud's Strategy and Resources Committee shall be advised immediately.

13.4 A summary record of decisions made by the GCR Board will be made available to the public via the website of the Administering Authority within two (2) Business Days of the decision being made. At the same time the Administering Authority will provide a copy of the summary record of decisions to all Partner Authorities for them to make available to their members as they see fit. The summary record will

indicate which of the decisions are subject to the urgency provision and therefore are not available to be 'called in' prior to implementation.

- 13.5 All decisions of the GCR Board (unless urgency is specified in accordance with paragraph 13.3) to be subject to call-in processes of each Partner Authority. If not called in during that period any decision shall then be available for implementation.
- 13.6 The GCR Board Members and the relevant officers from each Partner Authority shall fully cooperate with the relevant Scrutiny Committee of any of the Partner Authorities or (as applicable) Stroud's Strategy and Resources Committee and attend as directed by the Scrutiny Committee/Stroud's Strategy and Resources Committee. The GCR Board Chair may nominate the GCR Board Member(s).
- 13.7 Where a decision is called in by more than one Partner Authority, the Scrutiny Committee of each of the Partner Authorities or (as applicable) Stroud's Strategy and Resources Committee calling in the decision will be invited to request the County Council to convene a meeting of the Gloucestershire Economic Strategy Scrutiny Committee (GESSC) to hear evidence, views, options considered, reasons for decision and to ask questions of appropriate GCR Board Member(s) and officers of the Administering Authority (including of the SOG) and others invited to participate.
- 13.8 After these "hearings", each relevant Scrutiny Committee or (as applicable) Stroud's Strategy and Resources Committee will meet separately to decide on what comment, view or recommendations (if any) it wishes to make to the GCR Board.
- 13.9 Where the account to be given to the Scrutiny Committee or (as applicable) Stroud's Strategy and Resources Committee requires the production of a report, then the GCR Board Member or officer concerned will be given sufficient notice to prepare the documentation.
- 13.10 Once it has formed recommendations on a call-in (or proposals for development in accordance with paragraph 13.13) a Scrutiny Committee or (as applicable) Stroud's Strategy and Resources Committee shall prepare a formal report and submit it for consideration by the GCR Board.
- 13.11 The GCR Board shall consider the report of a Scrutiny Committee or (as applicable) Stroud's Strategy and Resources Committee at its next suitable meeting and shall issue a formal response to such a report.
- 13.12 The Clerk shall monitor the operation of the provisions relating to call-in and urgency annually, and submit a report to the GCR Board with proposals for review if necessary.
- 13.13 A Scrutiny Committee or (as applicable) Stroud's Strategy and Resources Committee should notify one of the GCR Board Members for its Partner Authority if it includes in its work programme any aspect of policy development or review relating to the work or functions of the GCR Board.

14. **ANNUAL BUDGET**

14.1 The GCR Board and the Partner Authorities will prepare the Annual Budget for future Financial Years in accordance with the following deadlines:

14.1.1 No later than 31 July in each Financial Year the Administering Authority or the Senior Manager (if appointed) shall submit a draft Annual Budget to the SOG in respect of the next Financial Year;

14.1.2 The SOG shall within twenty (20) Business Days of receipt of the draft Annual Budget consider and provide comments on or suggest amendments to be included in a revised draft Annual Budget;

14.1.3 No later than 30 September in each Financial Year the GCR Board will approve the draft Annual Budget;

14.1.4 Each Partner Authority will consider, as part of its budget setting process the draft Annual Budget;

14.1.5 No later than 30 November in each Financial Year each Partner Authority will provide any comments or proposed amendments to the draft Annual Budget to the GCR Board;

14.1.6 No later than 15 January in each Financial Year the Administering Authority's s151 Officer will insert the actual costs to the GCR Board into the draft Annual Budget and circulate it to the s151 officer and to the GCR Board;

14.1.7 No later than 18th February in each Financial Year each Partner Authority will approve any amendments to the draft Annual Budget; and

14.1.8 The GCR Board will approve the Annual Budget by no later than 28 February in each Financial Year.

14.2 If the Partner Authorities or the GCR Board are unable to approve the draft Annual Budget for a Financial Year before 26 February in any year, the GCR Board shall perform its delegated functions and activities set out in paragraph 2 in conformity with the approved Annual Budget for the previous Financial Year, subject to an adjustment for inflation using indices determined by the Administering Authority's s151 Officer from time to time, until such time as an Annual Budget is approved in accordance with this paragraph 14.

14.3 At any time within a Financial Year the GCR Board may agree by a majority vote amendments to the Annual Budget for that Financial Year to accommodate any unforeseen change in circumstances and to assist the GCR Board in performance of its functions.

- 14.4 Where the GCR Board is to consider amendments in accordance with paragraph 14.3 above, the County Council or the Senior Manager (if appointed) shall forthwith notify the Chief Executive of each of the Partner Authorities of the proposed amendments to the Annual Budget. Each Partner Authority shall have a period of twenty (20) Business Days from receipt of the proposed amendments in which to consider them and to notify the County Council or the Senior Manager (if appointed) that such amendments require the approval of the Partner Authority.
- 14.5 Where no Partner Authorities serve notice (in accordance with paragraph 14.4) on the County Council or the Senior Manager (if appointed) the GCR Board may implement such proposed amendment.
- 14.6 Where one or more of the Partner Authorities has notified the County Council or the Senior Manager (if appointed) that it needs to approve the proposed amendments, the GCR Board shall not implement such proposed amendments unless and until the notifying Partner Authority has approved the proposed amendments and informed the County Council or the Senior Manager (if appointed) that it has approved such proposed amendments.
- 14.7 The Partner Authorities shall pay any due contribution of the Annual Budget to the Administering Authority in accordance with clause 12 of the Agreement and any additional contributions which may arise as a result of the operation of paragraphs 14.3 to 14.6 above shall be paid in accordance with clause 6.2.1 of the Agreement.

15. **GCR BOARD MEMBER CONDUCT**

- 15.1 GCR Board Members shall be subject to the code of conduct for elected members adopted by the Partner Authority that nominated them to be a GCR Board Member.

16. **LIABILITY OF GCR BOARD MEMBERS**

- 16.1 A GCR Board Member shall have the same responsibilities and liabilities as those that apply when sitting on other committees and bodies as an appointed representative of his nominating Partner Authority.

