

**Council's Executive Scheme of Delegation**

Wards **All**

**18 May 2023**

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**Executive Scheme of Delegation**

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Written Report of the Leader

Purpose of the Report and Summary

This written report is made to inform members of the scheme of delegation which will take effect from 18 May 2023

Councillor Ross  
Leader of the Council

## **APPENDIX ONE**

### **PORTFOLIOS AND DELEGATIONS 2023/24**

These are the updated details of the Leader's delegations and portfolio holders in 2023/24

1. The Cabinet to take all decisions in relation to the consideration and adoption of strategies and policies applicable to all executive functions, save:
  - (a) where a strategy or policy is identified for inclusion within the Council's Policy Framework in which case such strategies or policies require the approval of Council.
2. Cabinet portfolios to be as follows:

#### **Cllr Ross - Leader of the Council**

Responsible for:

Overview of all Council functions  
Strategic Direction & Partnerships  
Lead for Business Engagement  
City Leadership Board & City Plan  
Devolution & Regional Governance  
Promoting the City / Raising the Profile  
Media lead  
Economic Investment  
Cost of Living response  
Strategic Lead for Tourism  
Risk Management  
Liaison with 3<sup>rd</sup> Sector  
Strategic Finance (Medium Term Financial Plan Revenue & Capital Budgets)  
Client Lead – Financial Assessment Services Partnership  
Stadium  
Hull Yorkshire Maritime City

#### **Cllr Dad – Deputy Leader**

Responsible for:

Finance, Corporate Buildings and Internal Audit  
HRA Finance  
Pension Fund  
Digital City (Corporate Strategy, Digital Enablement & Digital City)  
Legal Services/Governance  
Procurement  
Human Resources & Equalities

Corporate Equalities and Diversity  
Corporate Training  
Corporate Policy and Performance  
Hull Yorkshire Maritime City Co-Lead with Leader  
Arms-Length Company Governance liaison  
Emergency Planning  
Industrial Relations

Authority to take any executive decision in the absence of the Leader, or in circumstances when the Leader is not able to act and any executive decision which falls within her portfolio.

### **Cllr Conner - Portfolio: Environment**

Responsible for:

Streetscene  
Waste Management  
Cleanliness  
Grounds Maintenance  
Environmental Health

### **Cllr Tock - Portfolio: Children's Services**

Designated Lead Member for Children's Services

Responsible for:

Prevention & Early Intervention  
Corporate Parenting Champion  
Children's Safeguarding  
Joint Commissioning Children's Services (HWB member)  
Education & School Improvement (including School Liaison)  
Hull Safeguarding Children Partnership (HSCP)  
Youth Services  
Youth Parliament and Youth Consultations  
Hull Training

### **Cllr Chambers - Portfolio: Adult Services and Public Health**

Designated Lead Member for Adult Services

Responsible for:

Adults Safeguarding  
Mental Health Champion  
Health and Wellbeing Champion  
Adult Social Care  
Joint Commissioning ASC & Health (ICS sub-committee member)  
Public Health

Hull Safeguarding Adults Partnership Board  
Hull Place Based Board (Local)  
Better Care Plan

**Cllr Haines - Portfolio: Communications and Communities**

Responsible for:

Climate Change and Sustainability Lead  
Flood Management  
Community renewal, Neighbourhoods and Area Teams  
Wilson Centre and Call Centre  
Welfare and Advice  
Registration Services  
External council communications  
Crematoria and Cemeteries

**Cllr Ieronimo – Portfolio: Transportation, Roads, and Highways**

Responsible for:

Highways & Transport;  
Lead – Transport for the North  
Local Transport Plan  
Modal Shift  
Footpaths and Cycleways  
Network Management & Operational Highways  
Bus Partnership  
Car Parking/Parking Enforcement  
Liaison re. A63  
Bridges and Rivers  
Public Protection Licensing and Taxi Licensing

**Cllr Pritchard - Portfolio: Culture and Leisure**

Responsible for:

Strategic Lead for Diversity  
Libraries  
Parks  
Leisure (Sports Centres and Ice Arena)  
Active Hull (Sports Development)  
City Cultural Regeneration Strategy  
HCAL Lead  
Departmental lead for Tourism  
City of Sanctuary  
Support for Refugees  
Gypsies and Travellers  
Bonus Arena

Status: Final  
Date: 18 May 2023

## **Cllr Drake-Davis - Portfolio: Regeneration and Housing**

Responsible for:

Local Plan and Planning Policy  
Land, Property and Asset use  
Economic and Business Regeneration  
Neighbourhood development  
Major Projects with Relevant Portfolio Holder  
Jobs and Skills strategic planning  
Local Housing Management  
Lettings & Repairs  
Housing Regeneration Strategy & Projects  
Neighbourhood Management of Housing Provision  
Private Housing  
Hostels and Homelessness Strategy (Lead)  
Client Lead – Kingstown Works Limited (KWL)

## **Cllr McCobb – Portfolio: Policy delivery, Engagement and Community safety**

Responsible for:

City wide council engagement  
Reshaping council ethos – listening/consultation lead  
Cross-Council Policy formulation, strategic planning and delivery  
Anti-Social Behaviour  
Police and community safety

3. Cabinet members are given delegated authority to take executive decisions in relation to their portfolio responsibilities following consultation with the relevant Chief Officer or Assistant Director as appropriate, provided that any executive decision which carries financial implications (other than within the approved Council budget) be taken only after consultation with the Leader of the Council. With the exception of the delegations set out at paragraph 4 below to the Portfolio Holder for Adult Social Care and Public Health, this delegated authority does not include the authority for individual Cabinet members to award contracts or authorise the sale or transfer of interests in land.
4. The Portfolio Holder for Adult Social Care and Public Health is provided with delegated authority to:
  - (a) take any decision that through this Scheme of Delegation is delegated to the Cabinet sub-committee for integrated commissioning,
  - (b) approve city wide health and care strategies in consultation with members of the Health and Wellbeing Board,

subject to prior consultation with cabinet colleagues, health colleagues through the Hull Health and Care Place Joint Committee, relevant Chief Officers and the relevant Scrutiny Commission upon such decisions

5. The exercise of functions in respect of paragraphs 1 to 4 above is subject to:
  - (i) the general provisions set out in the Council's Scheme of Delegation;
  - (ii) the general principles of decision making set out within *Article 7 in Part A* of the Constitution;
  - (iii) the statutory responsibilities of the Council's Section 151 Officer and Monitoring Officer; and
  - (iv) the delegated authority granted to officers pursuant to paragraph 18 of the Officer Delegation Scheme.
6. That the appointments to Outside Bodies that fall within the responsibility of the Leader of the Council including the appointment of Directors to companies in the ownership or joint ownership of the Council are to be as shown at Annex B (Item 16 on the Council Agenda)
7. Delegated authority to the Executive Committees in accordance with the Terms of Reference and quorum for Executive Committees shown at Annex A.
8. Delegated authority to Area Committees to take all executive decisions on matters that exclusively affect their area, including the authority to further delegate such decisions, provided that:
  - (i) no decision may be taken in relation to facilities or services that are provided or used by residents of other areas
  - (ii) no decision shall be taken that would involve the disposal of or acquisition of any property
  - (iii) no decision shall be taken that would set any charges, prices or fees
  - (iv) all decisions taken must as a minimum comply with any standard of service provision set by the Council
  - (v) all decisions must be in line with the financial procedure rules contained within the Constitution
  - (vi) Decisions that have the effect of restricting or opening up community access to Parks are reserved to the Leader of Council in consultation with the Trustee Committee.
9. That as set out in the Constitution, the appropriate authorities are given by the relevant members of the Corporate Strategy Team for Directors and Assistant

Directors to discharge executive functions in accordance with the Officer Scheme of delegation.

(i) **ANNEX A**

**MEMBERSHIP OF COMMITTEES EXERCISING EXECUTIVE POWERS – 2023/24**

**Corporate Trustee Committee**

1. That the membership of the Committee be:-
  - (a) Portfolio Holder for Culture and Leisure
  - (b) Leader of the Council
  - (c) Deputy Leader
  
2. Terms of Reference and quorum as stated in the Council's Constitution :-

Quorum

The quorum – two voting members.

Role and Functions

Discharge the functions of the Council as corporate trustee in relation to those trusts where the Council is the sole trustee.

Make any appointment as a trustee which falls to be made by the Council.

**Cabinet Sub-Committee for Crime Prevention Grants**

- 15.1 That the membership of the Committee be:-
- (a) Portfolio Holder for Policy Delivery, Engagement and Community Safety
  - (b) Portfolio Holder for Children's Services
  - (c) Portfolio Holder for Culture and Leisure

**Quorum**

The quorum – two voting members

**Role and Functions**

15.3 The Committee shall discharge the following functions on behalf of the Leader of Council:

- 15.3.1 The approval of the award criteria for grants;
- 15.3.2 The evaluation and determination of grant applications
- 15.3.3 The monitoring of the delivery of outcomes through the receipt of progress reports

## **Executive Commissioning Committee**

1. That the membership of the Committee be:-

- (a) Deputy Leader (Chair)
- (b) Leader of the Council
- (d) Portfolio Holder for Regeneration and Housing
- (e) Portfolio Holder for Culture and Leisure
- (f) Portfolio Holder for Transportation, Roads, and Highways

2. **Terms of Reference:-**

### **Quorum**

The quorum – three voting members.

### **Role and Functions**

1. To determine and keep under review the scope of services to be delivered on behalf of the Council through in-house companies from time to time;
2. To review and maintain under review the business case for the companies prepared pursuant to the Local Government (Best Value Authorities) (Power to Trade) (England) Order 2009 (“the Trading Order”) and successor statutory instruments;
3. To discharge the Council’s functions as shareholder in relation to companies under the control of the Council.
4. To apply such budget as may be delegated to it by the Leader of Council to commission goods, works, services and events to support delivery of Council strategies in relation to Leisure and Heritage.
5. To determine applications for funding made to the Council pursuant to Section 19(1) of the Local Government (Miscellaneous Provisions) Act 1976 within such budget as may be delegated to the Committee by the Leader of Council.
6. To exercise decision making on behalf of the Council on such matters in relation to the operation of the companies as the Council reserves to itself

## **Humber Leaders' Board**

The Membership shall be:

The Leader of each member Council  
The Deputy Leader of each member Council

Terms of Reference:

- 17.1 The Council is a member of a joint committee known as the Humber Leaders' Board which has the following purposes:
- 17.2 To facilitate cooperation and collaboration between the Humber local authorities on cross Estuary working on the following themes:
1. Clean Growth
  2. Ports including the Humber Freeport
  3. Shared management of Estuary assets

Co-ordinating joint marketing of the Humber for inward investment in relevant sectors.

- 17.3 To enable collective decision-making on issues that require sub-regional agreement from the constituent authorities.
- 17.4 To ensure local democratic and financial accountability, working with both the Hull & East Riding and Greater Lincolnshire LEPs and the use of public funding streams which are allocated by Government to the LEPs.
- 17.5 To act as the formal link between local authorities in the Humber on activity relevant to the above themes.
- 17.6 The Committee may delegate the discharge of any of its functions to a sub-committee.
- 17.7 Composition
- 17.8 The Committee shall be comprised of the Leader and one Executive member from each of the following Councils: Hull City Council, East Riding of Yorkshire Council, North East Lincolnshire Council and North Lincolnshire Council.
- 17.9 The Secretariat of and accountable body for the Humber Leadership Board is North East Lincolnshire. Meetings are open to the press and public, and agendas, minutes and papers are published by the Secretariat, in line with the Local Government Transparency Code.

17.10 Quorum

17.11 The quorum of the Committee shall be four members, which must include at least one Committee member from each of the four member Local Authorities.

17.12 Any decision made by the Joint Committee requires unanimous agreement.

17.13 Role and Functions

17.14 Consider, approve and implement decisions relating to the agreed strategic themes of clean growth, ports including the Freeport, shared management of Estuary assets and co-ordination of joint marketing of the Humber for inward investment in relevant sectors, across the Humber, particularly with regard to the Duty to Cooperate, including expenditure of external funding within the sub region on relevant activities.

17.15 Act as an advocate for investment in the sustainable economic development of the Humber sub region and be the managing body for delivery arrangements relating to the four identified strategic themes.

17.16 Align and decide on capital expenditure programmes and ensure policy and programmes are effectively delivered in relation to the sub region's identified four strategic themes.

17.17 Receive reports from both the Hull & East Riding and Greater Lincolnshire LEPs and their sub committees/boards as well as proposed constituent combined authorities and local authorities; and when so minded, refer any recommendations back to the originating body for further consideration.

17.18 Consider strategic funding allocations for operational activities aligned to the four strategic themes identified.

17.19 Be the representative democratic body of the Humber sub region at regional, national and international level.

17.20 Contribute to emerging policy and ensure that decisions of the Humber Leadership Board will be subject to the scrutiny committee process arrangements of each proposed combined authority or local authority (unless and until Joint Scrutiny committee process arrangements are established).

**Hull and East Riding Unitary Leaders' Board**

The Membership shall be:

The Leader of each member Council  
The Deputy Leader of each member Council

Terms of Reference:

- 17.21 The Council is a member of a joint committee known as the Hull and East Riding Unitary Leaders' Board.
- 17.22 Composition
- 17.23 The Committee shall be comprised of the Leader and one Executive member from each of the following Councils: Hull City Council and East Riding of Yorkshire Council.
- 17.24 The Secretariat of and accountable body for the Humber Leadership Board is Hull City Council. Meetings are open to the press and public, and agendas, minutes and papers are published by the Secretariat, in line with the Local Government Transparency Code.
- 17.25 Quorum
- 17.26 The quorum of the Committee shall be two members, which must include at least one Committee member from each of the two member Local Authorities.
- 17.27 Any decision made by the Joint Committee requires unanimous agreement.
- 17.28 Role and Functions
- 17.29 To consider, approve and implement decisions on the strategic themes and schemes limited to the geography of Hull and East Riding ("the North Bank sub-region"), including expenditure of external funding within the sub region on relevant activities.
- 17.30 Act as an advocate for investment in the sustainable economic development of the North Bank sub region and be the managing body for delivery arrangements relating to the strategic themes that are developed for the Humber North Bank sub-region.
- 17.31 Align and decide on capital expenditure programmes and ensure policy and programmes are effectively delivered in relation to strategic themes identified for the North Bank sub region.
- 17.32 Receive reports from the Hull & East Riding LEP and their sub committees/boards as well as proposed constituent combined authorities and local authorities; and when so minded, refer any recommendations back to the originating body for further consideration.
- 17.33 Consider strategic funding allocations for operational activities aligned to the approved strategic themes.
- 17.34 Be the representative democratic body of the North Bank sub region at regional, national and international level.
- 17.35 Contribute to emerging policy and ensure that decisions of the North Bank sub-region will be subject to the scrutiny committee process arrangements of each

proposed combined authority or local authority (unless and until Joint Scrutiny committee process arrangements are established).

## **Hull Place Health and Care Joint Committee**

### **Terms of Reference**

#### **Version control**

Version: 1.0

Approved by:

North Yorkshire and Humber Integrated Care Board  
Hull City Council

Date Approved: 16<sup>th</sup> March 2023

### **1. Introduction**

1.1 The Hull Health and Care (Place Based) Partnership Joint Committee is established as a joint committee of Hull City Council and the North Yorkshire and Humber ICB Board, in accordance with the Constitutions, Standing Orders and Scheme of Delegations of both the Council and the ICB.

1.2 These terms of reference set out the remit, responsibilities, membership and reporting arrangements of this Committee and may only be changed with the approval of the Council and the ICB Board. The Committee has no executive powers, other than those specifically delegated in these terms of reference.

1.3 The ICB is part of the North Yorkshire and Humber Integrated Care System, operates within a set of values that inform the approach in the region:

- Improve outcomes in health and healthcare
- Enhance productivity and value for money
- Tackle inequalities in outcomes, experience and access
- Help the NHS support broader social and economic development

1.4 The Hull Health and Care Partnership has developed a shared Health and Wellbeing Strategy and committed to a Memorandum of Understanding committing to the following shared values:

- Co-ordination at Place
- Intelligence based decisions
- Communities driving change
- Collective accountability

1.5 The Partner Organisations are committed to behaving consistently as leaders and colleagues in ways which model and promote our shared values:

1.6 We have agreed to the following principles of engagement:

- **Implement a Place Based Approach** to improve the health of our population;
- **Act As One** to cooperate and establish integrated services in pursuit of our mutual objective to develop a safe and sustainable health and care system;
- **Work together openly, transparently, and constructively** to deliver high-quality standards of health and care and improved health outcomes, consistently and equitably;
- **Achieve Financial sustainability** within our shared resources, ensuring cost effectiveness, avoiding duplication and unnecessary costs, delivering efficiency and better value;
- **Build upon existing established governance structures** where these are working effectively to avoid duplication and inefficient use of resources;
- **Align resources to maximise efficiency** through the removal of any existing duplication of resource;
- **Develop understanding of the culture and working practices** of the partner organisations so as to build trust and confidence
- **Support the development of economic growth** in the city and sub-region, in accordance with plans for regional workforce development and economic growth<sup>1</sup>.
- **Promote citizen engagement** in the co-production of solutions

In furtherance of these objectives we will:

- Brief each other on matters of mutual interest or concern and alert each other to emerging issues which may raise concerns in our respective constituencies;
- Identify and share opportunities for good practice through a transparent and value-for-money partnership;
- Appropriately reflect the content and the spirit of the Memorandum in each other's business plans and strategies;
- Lead the way in achieving advances in health and care;
- **Make the commitment of the time and energy** necessary to ensure success.
- **Hold each other to account** within the framework of the values within the Health and Wellbeing Strategy for the city of Hull.

Our clear vision is: Hull will be a healthy and caring city for all ages, where people who are the poorest improve their health the fastest.

1.7 We have also agreed a number of partnership principles:

- o We start with people – working with people instead of doing things to them or for them, maximising the assets, strengths and skills of Hull' citizens, carers and workforce.
- o Have 'Better Conversations' – equipping the workforce with the skills and confidence to focus on what's strong rather than what's wrong through high support, high challenge, and listening to what matters to people
- o 'Think Family' – understand and coordinate support around the unique circumstances adults and children live in and the strengths and resources within the family
- o Think 'Home First' – supporting people to remain or return to their home as soon as it is safe to do so

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<sup>1</sup> <https://heylep.com/about-the-hey-lep/hey-lep-economic-growth-and-workforce-wellbeing-strategy/>

- o We deliver – prioritising actions over words. Using intelligence, every action focuses on what difference we will make to improving outcomes and quality and making best use of the Hull £.
- o Make decisions based on the outcomes that matter most to people
- o Jointly invest and commission proportionately more of our resources in first class primary, community and preventative services whilst ensuring that hospital services are funded to also deliver first class care
- o Direct our collective resource towards people, communities and groups who need it the most and those focused on keeping people well
- o We are Team Hull – working as if we are one organisation, being kind, taking collective responsibility for and following through on what we have agreed. Difficult issues are put on the table, with a high support, high challenge attitude.
- o Unify diverse services through a common culture
- o Be system leaders and work across boundaries to simplify what we do
- o Individuals and teams will share good practice and do things once

## **2. Membership**

**2.1** This part of the terms of reference describes the membership of the Hull Health and Care (Place Based) Partnership ICB Committee. Further information about the criteria for the roles and how they are appointed is documented separately.

### **2.2 Core membership**

2.2.1 The membership of the Committee will be as follows:

Chair: The Chief Executive of Hull City Council

Deputy Chair: NHS Place Director exercising delegated powers on behalf of the Humber and North Yorkshire Integrated Care Board

#### **Local Authority:**

##### **Portfolio Holder for Adult Services and Public Health**

Hull City Council, Director of Public Health

Hull City Council, Director of Children and Families

Hull City Council Assistant Director of Adult Social Care (the statutory Director of Adult Social Services (Local Authority Social Services Act 1970))

Hull City Council Assistant Director of Housing

#### **Health:**

The Chief Executive of the Humber Teaching NHS Foundation Trust

The Chief Executive of the Hull University Teaching Hospitals NHS Trust

The Chief Executive of the Provider of Community Health Services (City Health Care Partnership Community Interest Company)

Representative of the Humber Primary Care Collaborative<sup>2</sup>

#### **Education:**

The Dean of the Faculty of Health Sciences, University of Hull

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<sup>2</sup> [Humberside LMC: Humber Primary Care Collaborative](#)

The Chair of the Hull Learning Partnership<sup>3</sup>

### **Health and Social Care Community Champion:**

The Contractual Lead for Healthwatch Hull

### **Community and Voluntary Sector:**

Collaborative Lead for [Community and Voluntary Sector](#)<sup>4</sup>

2.3 ICB officers may request or be requested to attend the meeting when matters concerning their responsibilities are to be discussed or they are presenting a paper.

2.4 Any member of the ICB Board can be in attendance subject to agreement with the Chair.

## **3. Arrangements for the conduct of business**

### **3.1 Chairing meetings**

The meetings will be run by the chair. In the event of the chair of the committee being unable to attend all or part of the meeting, the deputy chair will run the meeting. Should neither the chair nor the deputy chair be in attendance for any part of the meeting the remaining members of the committee should appoint a chair for the meeting.

### **3.2 Quoracy**

No business shall be transacted unless a quorum of 7 members are present. This must include representation from the following as a minimum:

- The Chair or his/her nominated Deputy
- The ICB Place Director (if different)
- The Portfolio Holder for Adult Services and Public Health
- Hull City Council, Director of Children and Families or his/her nominated Deputy
- Hull City Council Assistant Director of Adult Social Care (the statutory Director of Adult Social Services (Local Authority Social Services Act 1970) or his/her nominated Deputy

For the sake of clarity:

- a) No person can act in more than one capacity when determining the quorum.
- b) An individual who has been disqualified from participating in a discussion on any matter and/or from voting on any motion by reason of a declaration of a conflict of interest, shall no longer count towards the quorum.
- c) Members are normally expected to attend at least 75% of meetings during the year.
- d) Members of the Committee may participate in meetings by video link, where available with the prior agreement of the Chair. Participation by any of these means shall be deemed to constitute presence in person at the meeting.
- e) With the permission of the person presiding over the meeting, the members may nominate a deputy to attend a meeting of the Committee that they are unable to attend. The deputy must have delegated powers to speak and vote on their behalf. The decision

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<sup>3</sup> [Profiles | Hull Collaborative Teaching School \(hullteachingschool.org\)](#)

<sup>4</sup> Hull Partnership of Voluntary, Community and Social Enterprise Organisations

of the person presiding over the meeting regarding authorisation of nominated deputies is final.

### **3.3 Voting**

- a) The Partnership will operate through individual delegations from the partner organisations to the officers who are members of the Partnership. It is expected that decisions will be reached by consensus. This will mean that core members are expected to compromise and demonstrate the behaviours listed within these Terms of Reference.
- b) If the group cannot reach a consensus on a specific matter, the group will consider inviting an independent facilitator to assist with resolving the specific matter.
- c) The Partnership recognises that some decisions may need to be referred to the respective organisational Boards, however, the expectation is that members will gain support for the Board's Annual Programme and any necessary delegations that arise therefrom from their Boards, so as to ensure that they are in a position to make commitments at Partnership meetings.

### **3.4 Urgent decisions**

In the case of urgent decisions and extraordinary circumstances, every attempt will be made for the Committee to meet virtually. Where this is not possible the following will apply:

- a) The powers which are delegated to the Committee, may for an urgent decision be exercised by the Chair of the Committee and the ICB Lead Place Lead. The Portfolio Holder for Public Health and Adult Social Care must also be consulted.
- b) The exercise of such powers shall be reported to the next formal meeting of the Committee for formal ratification, where the Chair will explain the reason for the action taken, and the ICB Audit Committee for oversight.

### **3.5 Frequency of meetings**

- a) The Committee will meet six times a year unless agreed otherwise by the membership.
- b) Minutes and agreed actions will be circulated within 48 hours of a meeting.
- c) The Chair may call an additional meeting at any time by giving not less than 7 calendar days' notice in writing to members of the Committee.
- d) One third of the members of the Committee may request the Chair to convene a meeting by notice in writing, specifying the matters which they wish to be considered at the meeting. If the Chair refuses, or fails, to call a meeting within seven calendar days of such a request being presented, the Committee members signing the requisition may call a meeting by giving not less than 14 calendar days' notice in writing to all members of the Committee specifying the matters to be considered at the meeting.
- e) In emergency situations the Chair may call a meeting with two days' notice by setting out the reason for the urgency and the decision to be taken

### **3.6 Agendas**

- a) All members will be able to propose agenda items for discussion;
- b) The Agendas will be separated into two parts:
  - a. Formal Public Business;
  - b. Exempt Items (in private)  
This will include the opportunity for informal discussion of items with a view to the development of future Formal Business items

- c) A public notice of the time and place of the meeting and how to access the meeting shall be given by posting it at the offices of Hull City Council and electronically at least seven calendar days before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened.
- d) Papers will be prepared by the member organisation or organisations advancing a proposal in accordance with a template that meets the requirements of governance of the commissioning organisations;
- e) All supporting documentation and agenda items will be circulated to members at the same time;

### **3.7 Admission of the press and public**

Meetings of the Committee will be open to the public.

The Committee may resolve to exclude the public from a meeting or part of a meeting where it would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

The chair of the meeting shall give such directions as he/she thinks fit with regard to the arrangements for meetings and accommodation of the public and representatives of the press such as to ensure that the Committee's business shall be conducted without interruption and disruption.

The public may be excluded from a meeting to suppress or prevent disorderly conduct or behaviour.

## **Membership of Committees exercising non-executive powers**

### **Health and Wellbeing Board**

1. That the membership of the Committee from elected Councillors be:-
  - (a) Portfolio Holder with responsibility for Adult Social Care and Public Health Protection (Chair)
  - (b) Portfolio Holder with responsibility for Children's Services
  - (c) Portfolio Holder with responsibility for Culture and Leisure
  - (d) Deputy Leader
  - (e) Councillor *Bridges* (Opposition Group representative)
  
5. That the co-opted voting members of the Committee be:-
  - (a) The Place Director authorised by the Integrated Care System (ICS) to exercise decision making responsibility in relation to ICS health budgets for the city of Hull;
  - (b) The Chief Officer of the Hull and East Yorkshire Hospitals NHS Trust
  - (c) The Chief Officer of the Humber NHS Teaching Foundation Trust
  - (d) The Chief Officer of the organisation commissioned to provide community health care provision in the city of Hull by the Integrated Care System;
  - (e) The officer authorised by the Primary Care Networks Provider Collaborative for the city of Hull to represent their interests;
  - (f) Director of Public Health
  - (g) Corporate Director, Children and Family Services
  - (h) Director of Adult Social Care
  - (i) The nominated representative of Healthwatch
  - (h) The nominated representative of the Hull Voluntary Sector
  - (j) The nominated representative of the Hull School Learning Partnership
  - (k) The nominated representative of the Humberside Police and Crime Commissioner

#### **Non voting**

Assistant Director (Neighbourhoods and Housing)

Clinical Lead for Vulnerable Groups

NHS England Locality Director

3. Terms of Reference and quorum as stated in the Council's Constitution:-

#### **Quorum**

The quorum – a minimum of six voting members among whom there must be at least two elected members and two co-opted members of the Hull Clinical Commissioning Group

#### **Role and Functions**

As set out in the Council's Constitution (subject to review by Council).

### OUTSIDE BODY MEMBERSHIP 2023/2024 (Updated)

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
<b>CHARITABLE AND EDUCATIONAL TRUSTS</b>									
<b>TRUSTS FOR THE PROMOTION OF TOWN TWINNING</b>									
Council	Freetown Society of Kingston upon Hull – Executive Committee	To promote friendship and understanding between the cities of Kingston upon Hull and Freetown.		3	1 year Members of the Executive can also be trustees	Lord Mayor Neal (K) <b>Herrera-Richmond</b>	19.05.22	2023	Lord Mayor Neal (K) <b>Herrera-Richmond</b>
Council	Freetown Special Projects Trust	To promote charitable purposes for the benefit of Freetown (including the Peninsula Area)		2	1 year.	Woods Neal (K)	19.05.22	2023	Woods Neal (K)
<b>TRUSTS FOR THE RELIEF OF POVERTY &amp; HARDSHIP</b>									
Council	Alderman Jackson's Appeal Trust Fund – Two Ridings	Small grants for the relief of poverty to groups in Hull.		1	Term of office as Chair of Trustee Committee (or their substitute)	Pritchard	19.05.22		Pritchard
Council	Frances and Cyril Bibby Bequest Trustees	For the relief of persons who are in the unfettered opinion of the Trustees necessitous by reason of age who are physically disabled or mentally disabled and, who reside in the City of Kingston upon Hull	4 (1 Independent Board Member)	3	Term of office as Councillor or resignation. 2 Councillors and the Lord Mayor (ex officio member)	Lord Mayor (ex officio member) Pritchard <b>Pantelakis</b>			Lord Mayor (ex officio member) vacancy <b>Pantelakis</b>

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
Council	Hull Aid in Sickness Trust	To help Hull residents who are of low income and are sick, disabled, handicapped or infirm.	7	1	4 years	Pritchard	19.05.22	2026	Conner
Council	Mother Humber Memorial Fund	Makes donations to the residents of Kingston upon Hull for the relief of hardship or distress		2	4 years	Chambers Pritchard	19.5.2022 19.5.2022	2026 2026	Chambers Randall, Mrs C
Council	Hull Merchant Navy Children's Trust Fund	Payment of income for the relief of Children in the care, custody or control of the Sailor's Children' Society		4	Until retirement from appointment	Lord Mayor Neal (T) Pritchard	19.05.22 19.05.22		Lord Mayor Neal (T) Healand Bridges

**TRUSTS FOR THE PROMOTION OF EDUCATION & LEARNING**

Council	Kingston upon Hull Elizabeth F. Walker Foundation	Awarding exhibitions, bursaries/Maintenance Allowances tenable at university/other educational establishment to persons aged under 25 who or whose parents/guardians have been resident in Hull for a minimum of two years before start of the course and who are in need of financial assistance and who		1	Appointed until removed by Council, resignation or not elected	Tock	19.05.22		Tock
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Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
		are studying for a degree or post grad qualification in Chemistry / Mathematics/Physics or similar subject.							
Council	Kingston upon Hull Education Foundation Trust	Scholarships and financial assistance.		6	Appointed until removed by Council, resignation or not elected	<b>Vacancy Gardiner McMurray</b> Vacancy Tock	01.03.19 01.03.19  19.05.22		Payne Gardiner McMurray Tock Henry Nicola
Council	Hull Youth Trust	For the benefit of young persons (aged up to 25 years), resident in the City of Kingston upon Hull to provide financial assistance to enable such young persons as are in need to travel abroad in furtherance of their personal development as individual members of society.		6	Appointed until removed by Council, resignation or not elected	<b>Vacancy Gardiner McMurray</b> Vacancy Tock Payne	01.03.19 01.03.19  19.05.22 19.05.22		<b>Gardiner McMurray</b> Henry Tock Payne
Council	James Reckitt Library Endowment Trustees	Trustees of the legacy James Reckitt provided to give residents of the City a free public library service and the maintenance of the public library.		2	4 years	Fareham <b>Herrera-Richmond</b>	20.05.21 20.05.21	2025 2025	Fareham Herrera-Richmond
Council	Kingston upon Hull William Wilberforce Lecture Trust	The presentation of the Wilberforce Medallion is given to an individual who		2	Unlimited subject to Regulations.	Dorton Brabazon <i>(to fill vacancies: Burton)</i>			Dorton Brabazon <i>(to fill vacancies: Burton)</i>

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
		has made an outstanding contribution to the furtherance of human rights and democracy				McCobb)			McCobb)
<b>AWARD</b>									
Council	Amy Johnson Cup for Courage - Board of Trustees	The cup is especially for children from Hull who have done something very brave. It was given to the city by Amy Johnson.		5	1 year - appointed annually at Council. Four Councillors plus Lord Mayor (ex officio member)	Neal (T) Lord Mayor Vacancy Vacancy <b>Nicola</b>	19.05.22	2023	Neal (T) Lord Mayor Randall, Mr C Vacancy <b>Nicola</b>
<b>HOUSING ASSOCIATION/TRUSTS</b>									
Council	Almshouse Charity (Hull United Charities) - Board of Trustees	Sheltered housing scheme for persons over the age of 55.		3		Chambers Vacancy <b>Singh</b>	19.05.22	2023	Chambers Vacancy <b>Singh</b>
Council	Charterhouse - Nominative Trustees	Charterhouse Board of Trustees oversee the maintenance of the property and interview prospective residents this is sheltered housing for the elderly (aged 60 and over). Five of the Trustees are nominated by Hull City Council.		5	4 years.	Mrs C Randall <b>Pantelakis (took over part term)</b> <b>Mrs A Stanley</b>	19.05.22 20.05.21 19.05.22	2025 2023 2026	Mrs C Randall Mrs A Stanley Neal [Pantelakis]

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
Council	Pickering and Ferens Homes Trust	Management of the Housing Association	12	2	Maximum of 2 terms of 4 years (overall maximum period of 9 years permitted under the National Housing Federation Code of Governance)	Randall (Mr) Chambers	19.05.22 10.05.22	2026 2026	Payne
Council	Reserve Forces' and Cadets' Association for Yorkshire and the Humber (RFCA)	The provision and maintenance of accommodation for the Royal Navy Reserve, Royal Marine Reserve, Territorial Army, Royal Auxiliary Air Force, the Army Cadet Force and Air Training Corps. The recruitment and well-being of all volunteer forces.		1	Term of office as Councillor or resignation.	Neal (K)	19.05.22		Neal K

**NEIGHBOURHOOD/COMMUNITY DEVELOPMENT**

Council	Pickering and Newington Development Association (03096304)	Community Centre Development	7	1	Term of office as Councillor or resignation.	Henry	19.05.22		Henry
Council	Freedom Community Trust Limited (04012143)	Community Centre Development	11	Up to 2 Must be from wards defined in the 'location'	3 years	Bridges	20.05.21		Bridges
Council	Northern Hull Community Development Limited (Unity in	Community Centre Development	7	1	Term of office as Councillor or resignation.	Burton	19.05.22		Burton

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
	the Community) (03484285								

**LOCAL AUTHORITY SPONSORED CHARITABLE COMPANIES (VISITOR DESTINATION)**

Council	Absolutely Cultured Ltd	Management of the delivery of City of Culture Ltd	Minimum of 10	2	Restricted to 2 Council Appointees by Charitable status	Director of Public Health and Adult Social Care;	May 2022	n/a	<b>Director of Public Health and Adult Social Care</b>
Council	Freedom Festival Arts Trust	Management of the Freedom Festival	12	2	Restricted to 2 Council Appointees by Charitable status	Portfolio Holder Pritchard Assistant Director (Major Projects, Culture and Place)	19.05.22 8.06.22	2023	Portfolio Holder Pritchard Assistant Director (Major Projects, Culture and Place)
Council	Hull Truck Theatre Co. Ltd. – Board of Directors	Management of the Hull Truck Theatre	12	2	Restricted to 2 Council Appointees by Charitable status	Bisbey Pritchard	19.05.22 19.05.22		Robinson Pritchard
Council	EMIH Ltd Charity (The Deep)	Management of the Deep	9	1 current Councillor or an individual who was a Councillor within the preceding 4 years; 4 non-Councillors: 1 Council Representative	4 years after ceasing to be a Councillor or resignation.; Restricted to 1 Councillor/former Councillor by Charitable status Also appoint three Members of the company	HA Gemmell (2 Years) (Chairman) Susan Lockwood Alan Kirkman (Directors and Members) Furley Observer: Head of Culture, Place and City Centre Formal Member: Director of Legal Services and Partnerships	01.05.05 01.03.16 01.03.16 19.05.22	2024 2024 2024 2026	HA Gemmell (2 Years) (Chairman) Susan Lockwood Alan Kirkman (Directors and Members) Furley Observer: Head of Culture, Place and City Centre Formal Member: Director of Legal Services and Partnerships

**GOVERNANCE OF WHOLLY EXTERNAL BODIES**

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
Council	Hull Business Improvement District Ltd	To market promote and develop the city centre in partnership with business	12	2	1 Member Director (ordinarily Portfolio Holder)/1 Officer Director until BID Election (July 2021)	Leader of the Council (Ross) Assistant Director Major Projects Culture and Place (Garry Taylor)	19.05.22 20.05.21		Leader of the Council (Ross) Assistant Director Major Projects Culture and Place (Garry Taylor)

### POLICY INFLUENCE & DEVELOPMENT

Council	Local Government Association (LGA) General Assembly	The LGA General Assembly meets once a year and acts as the "parliament" for local government		4	1 year. (Leader & Leader of largest Opposition Group + 2 others)	Ross Dad Hale Bridges	19.05.22	2023	Ross Dad Hale Bridges
Council	Nuclear Free Local Authorities National Steering Committee	It takes a leading part in Government consultations on nuclear policy, provides consultancy advice for member authorities and seeks to provide an effective voice for local authorities on all nuclear issue.		1	Term of office as Councillor or resignation.	Randall (Mrs)	19.05.22		Vacant

### SPORTS ASSOCIATION/PARTNERSHIPS

Leader	Humberside Playing Fields Association	Within the Humberside region furthering the aims and objects of the National Playing Fields Association, through the protection, preservation,		1	Term of office as Portfolio Holder	Portfolio Holder for Parks and Open Spaces (Conner)	19.05.22		Conner
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Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
		provision, maintenance or improvement of public parks, recreation grounds or open space.							
Council	East Riding of Yorkshire and Kingston upon Hull Joint Local Access Forum	The Local Access Forum's primary purpose is to provide an opportunity for representatives of users and land owners and other relevant bodies to advise East Riding of Yorkshire Council and HCC on the improvement of public access to land for the purpose of open-air recreation and the enjoyment of that area.		1	3 years	Portfolio Holder for Parks and Open Spaces (Conner)	19.05.22	2025	Conner
<b>LOCAL AUTHORITY CONTROLLED COMPANIES</b>									
Leader/Council	Kingstown Works Ltd – Board of Directors	Management of the Council's Housing repairs, maintenance and capital works services, vehicle supply, maintenance and street lighting.	9	9	1 year.	Neal (K) Randall (Mr) Woods Robinson Hatcher Henry Hale Harrison Wareing	19.05.22	2023	Neal (K) Randall (Mr) Byrne Keal Robinson Loft Hale Bridges McMurray

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
Leader/ Council	NPS Humber Limited – Board of Directors	Management of the Council's Property Services (architecture, landscaping, estates and surveying).	7	2 (One Councillor and Corporate Director)	1 year	Dad Director of Regeneration	19.05.22	Company being discontinued	
Leader/ Council	Hull Culture & Leisure Ltd	Management of the Council's Culture and Leisure Services	7	7 (9)	1 year	Collinson Bisbey Henry Keal Neal (T) Randall (Mr) Brabazon Pantelakis Thompson (D)	19.05.22	2023	Ross Dad Pritchard Tock Director of Regeneration Assistant Director (Finance) Managing Director (HCAL)

### JOINT VENTURES

Leader	Hull Esteem Consortium LEP Ltd	Management of the Esteem Framework Contract	1	1	While fulfilling role as Corporate Director	Director of Legal Services and Partnerships	19.05.22		Director of Legal Services and Partnerships
Leader	Fruit Market LLP	Development of the Fruit Market within a Joint Venture	4	2	While fulfilling role of Director	Ross Herrera-Richmond			Ross Herrera-Richmond
Leader/ Council	Humber Archaeology Partnership Joint Board	Humber Archaeological Partnership – Humber Archaeological Service comprises two separate sections, the Humber Sites and		2	1 year. Portfolio Holder and one other	Hatcher Quinn	19.05.22	2023	Hatcher Quinn

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
		Monuments Record, and Humber Field Archaeology.							
Leader	Humber Freeport Company Ltd	Operation of Humber Freeport	12 (plus independent chair)	1	[Term of office]	Director of Regeneration	New Appointment		Director of Regeneration

### JOINT WORKING

Council	Trans-Pennine Trail Steering Group	Consists of Elected Members & Officer Representatives from our 26 Partner Authorities across the Trail plus representatives of user groups and project funding organisations. The role of this group is to guide the overall direction of the project		3	Term of office as Councillor or resignation. Portfolio Holder for Culture, Leisure & Tourism + 2 other Councillors.	Ieronimo Conner <b>Nicola</b>	19.05.22		Ieronimo Conner Nicola
Council	North Eastern Inshore Fisheries and Conservation Authority	Responsible within its area for the enforcement of UK and EU legislation and of local byelaws.		1	1 year.	Cllr Rhys Furley	2022	2023	<b>Furley</b>
Council	East Riding Pensions Committee	To advise the Council on arrangements for dealing with the Pension Fund in conjunction with other bodies who contribute to the Fund in accordance with the Local Government Pension	10	1 (none voting)	1 year.	Dad	19.05.22	2023	<b>Dad</b>

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
		Scheme Regulations 2013 (as amended) and associated legislation.							
Leader	Transport for the North” Sub-National Transport Body formed pursuant to the Cities and Devolution Act 2016	Information Committee seeking to procure the devolution of Transport Strategy and Development to a Sub-National Transport Body		1	Term of office as Portfolio Holder	Leader of the Council (Ross)	19.05.22	2023	<b>Ross</b>
Leader	Rail North Leaders Committee (being re-formed as the Rail Franchising arm of “Transport for the North”)	Informal committee led by the former passenger transport executives of Greater Manchester, South and West Yorkshire formed to procure the devolution of responsibility for rail services in the north of England to Rail North as part of the Transport for the North Sub-National Transport Body		1	Term of office as Portfolio Holder	Leader of the Council (Ross)	19.05.22	2023	Ross
Leader	The Consortium of East Coast Main Line Authorities	Reference Body for Local Authorities and Scottish Regional Transport Partnerships throughout the area served by the East Coast Main Line.		1	Term of office as Portfolio Holder	Leader of the Council (Ross)	19.05.22	2023	<b>Ross</b>

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
Leader	Yorkshire Regional Flood & Coastal Committee	Established by the Environment Agency under the Flood and Water Management Act 2010 to ensure collective, coherent plans and investment in managing flood and coastal erosion.	21	1	Term of office as Portfolio Holder	Ieronimo	19.05.22	2023	Haines
Leader	Welcome to Yorkshire	Membership of Company (together with 25 regional Local Authorities) for development and marketing of Regional Tourism offer		1	No automatic director. Restricted to exercise of role of Council as a Member of the company	Director of Legal Services and Partnerships	19.05.22		Director of Legal Services and Partnerships (membership role)

**HEALTH / SOCIAL CARE TRUST**

Leader	Humber NHS Teaching Foundation Trust	To hold the Non-Executive Directors individually and collectively to account for the performance of the Board of Directors, and to represent the interests of the members of the Trust as a whole and the interests of the public in relation to the provision of		1	Portfolio Holder for Adult Social Care and Public Health	Portfolio Holder for Adult Social Care and Public Health (Chambers)	19.05.22		<b>Chambers</b>
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Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Appointees
		Health Services by the Trust							
Leader	Learning Disability Partnership Board	The Partnership Board purpose is to drive forward and monitor the strategy and to ensure the engagement and participation of people with learning disability and their carers.		1	Term of office as Councillor or resignation. (Portfolio Holder Adult Social Care and Public Health) (non-voting)	Portfolio Holder for Adult Social Care and Public Health (Chambers)	19.05.22		<b>Chambers</b>