

**Council's Executive Scheme of Delegation**

Wards **All**

**23<sup>rd</sup> July 2025**

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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 23<sup>rd</sup> July 2025

A handwritten signature in blue ink, appearing to read 'Ross', is positioned above the printed name of the Council leader.

Councillor Ross  
Leader of the Council

## **APPENDIX ONE**

### **PORTFOLIOS AND DELEGATIONS 2025/26**

These are the updated details of the Leader's delegations and portfolio holders in 2025/26

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  
Cross-Council Policy formulation, strategic planning and delivery  
Lead for Business Engagement  
City Leadership Board & City Plan  
Devolution & Regional Governance  
Promoting the City and strategic tourism  
Media lead  
Economic Investment  
Cost of Living response  
Risk Management  
Strategic Finance (Medium Term Financial Plan Revenue & Capital Budgets)  
Stadium  
Hull Yorkshire Maritime City  
Jobs and Skills strategic planning

#### **Cllr Dad – Deputy Leader**

Responsible for:

Finance and Internal Audit  
Land, Property, Assets and Corporate Buildings  
Legal Services/Governance/Procurement/Internal Capital Project Delivery  
Procurement  
Pension Fund  
Citywide Regeneration delivery  
Major Projects with Relevant Portfolio Holder  
Corporate Policy and Performance  
Hull Yorkshire Maritime City Co-Lead with Leader

In-House Company Governance liaison  
Emergency Planning

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 Quinn - Portfolio: Environment**

Responsible for:

Streetscene  
Waste Management  
Cleanliness  
Grounds Maintenance  
Environmental Health  
Climate Change and Sustainability Lead  
Flood Management  
Public Protection and Licensing (excluding Taxi, Private Hire and Housing)  
Fairtrade

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

Designated Lead Member for Children's Services

Responsible for:

Corporate Parenting Champion  
Children's Safeguarding  
Targeted Early Help and Improvement  
Quality and Performance (IPQ)  
Joint Commissioning Children's Services (HWB member)  
Education & School Improvement (including School Liaison)  
Hull Safeguarding Children Partnership (HSCP)  
Youth Parliament and Youth Consultations  
Youth Services  
Youth Justice  
Prevention and Early Intervention (Young People)  
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 policy delivery**

Responsible for:

External council communications  
City wide Council engagement  
Reshaping Council Ethos – Listening/Consultation Lead  
Corporate Training  
Policy Implementation Lead

**Cllr Ieronimo – Portfolio: Transport and Infrastructure**

Responsible for:

Highways & Transport;  
Local Transport Plan  
Modal Shift  
Footpaths and Cycleways  
Network Management & Operational Highways  
Bus Partnership  
Car Parking/Parking Enforcement  
Liaison re. A63  
Bridges, Rivers and infrastructure  
Taxi and Private Hire Licensing

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

Responsible for:

Libraries  
Parks policy  
Leisure (Sports Centres and Ice Arena)  
Active Hull (Sports Development)  
City Cultural Regeneration Strategy  
HCAL Lead  
Departmental lead for Tourism  
Connexin Live Arena

**Cllr Drake-Davis - Portfolio: Economic renewal, housing and organisational development**

Responsible for:

Local Plan and Planning Policy  
Renewal and Neighbourhood development  
Local Housing Management  
Lettings & Repairs  
Housing Regeneration Strategy & Projects  
Neighbourhood Management of Housing Provision  
Private Housing (including Licensing)  
Hostels and Homelessness Strategy (Lead)  
Client Lead – Kingstown Works Limited (KWL)  
HRA Finance  
Human Resources  
Digital City (Corporate Strategy, Digital Enablement & Digital City)  
Industrial Relations  
Health & Safety

**Cllr Dolman - Portfolio: Communities and Community Safety**

Responsible for:

Strategic Lead for Diversity  
Corporate Equalities and Diversity  
Community renewal, Neighbourhoods and Area Teams  
Liaison with 3<sup>rd</sup> Sector  
Crematoria and Cemeteries  
City of Sanctuary  
Support for Refugees  
Gypsies and Travellers  
Customer Services  
Welfare and Advice  
Registration Services  
Council Customer Safety Services  
Prevention and Early Intervention  
Anti-Social Behaviour  
Police and Community Safety Engagement

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 Health and Care Place Joint Committee, subject to prior consultation with the relevant Scrutiny Commission,
- (b) approve city wide health and care strategies in consultation with members of the Health and Wellbeing Board.

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 – 2025/26**

**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 Communications and policy delivery
  - (b) Portfolio Holder for Children's Services
  - (c) Portfolio Holder for Culture and Leisure
  - (d) Portfolio Holder for Communities and Community Safety

**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) Portfolio Holder for Adult Services and Public Health
  - (d) Portfolio Holder for Economic renewal, housing and organisational development
  - (e) Portfolio Holder for Communities and Community Safety
  - (f) Portfolio Holder for Transportation and Infrastructure

## **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:

- 17.13 The Council is a member of a joint committee known as the Humber Leaders' Board which has the following purposes:
- 17.14 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.
- 17.15 To enable collective decision-making on issues that require sub-regional agreement from the constituent authorities.
- 17.16 To ensure local democratic and financial accountability, working with both the Hull & East Riding and Greater Lincolnshire [Unitary Leaders' Joint Committees] and the use of public funding streams which are allocated by Government to the [Unitary Leaders' Joint Committees].
- 17.17 To act as the formal link between local authorities in the Humber on activity relevant to the above themes.
- 17.18 The Committee may delegate the discharge of any of its functions to a sub-committee.
- 17.19 Composition
- 17.20 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.
- 17.21 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.

17.22 Quorum

17.23 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.

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

17.25 Role and Functions

17.26 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.

17.27 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.

17.28 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.

17.29 Receive reports from both the Hull & East Riding and Greater Lincolnshire [Unitary Leaders' Joint Committees] 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.

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

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

17.32 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 Place Health and Care Joint Committee

### Terms of Reference

#### Version control

Version: 2.0

Approved by:

North Yorkshire and Humber Integrated Care Board

Hull City Council

**(PURSUANT TO THE SECTION 75 AGREEMENT MADE BETWEEN HULL CITY COUNCIL AND HUMBER AND NORTH YORKSHIRE INTEGRATED CARE BOARD)**

<b>Terms of Reference:</b>	<b>Hull Health and Care Partnership</b>
<b>Authorship:</b>	<b>Ian Anderson/Jaimini Chauhan</b>
<b>Board / Committee Responsible for Ratifying:</b>	<b>Hull Health and Care Partnership</b>
<b>Agreed Date:</b>	<b>June 2025</b>
<b>Approved Date:</b>	<b>[1<sup>st</sup> July 2025]</b>
<b>Review Date:</b>	<b>[1<sup>st</sup> July 2026]</b>
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<b>The online version is the only version that is maintained. Any printed copies should, therefore, be viewed as ‘uncontrolled’ and as such may not necessarily contain the latest updates and amendments.</b>	

If any part of these Terms of Reference conflict with Law, these shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this Agreement.

## **1. Background**

In November 2022 the Accountable Officers for the Humber and North Yorkshire Integrated Care System in Hull, Hull City Council, the Humber Teaching NHS Foundation Trust, the Hull University Teaching Hospitals NHS Trust the City Health Care Partnership, the Humber Primary Care Collaborative, the Sector Connect VCS Partnership and the University of Hull entered into a Memorandum of Understanding (Schedule 1) through which they committed to deliver an integrated approach to achieving the ambitions within the NHS Long Term Plan and the People at the Heart of Care: Adult Social Care Reform in the city of Kingston upon Hull.

The partners committed to establishing a Joint Committee and agreed the Terms of Reference including that the Joint Committee would be the forum for accountability management, dispute resolution and the oversight of pooled and aligned funds allocated to the Hull health and care system.

In this regard the Partners have developed commissioning arrangements for the Section 75 ("s75") Services as defined in the Agreement.

The s75 Joint Committee comprises of Humber and North Yorkshire ICB ("the ICB") and Hull City Council ("the Council") (together the "s75 Partners").

The Partnership comprises of such other partners as may pool funds together with the ICB and the Council ("together the Place Partnership") to deliver outcomes agreed annually and incorporated into the section 75 agreement ("the Outcomes").

The s75 Joint Committee will operate alongside the Place Partnership. The s75 Joint Committee and the Place Partnership will meet in one forum to be known as the Hull Health and Care Partnership.

This document shall set out the roles, responsibilities, and workings of the s75 Joint Committee and the Place Partnership.

## **2. Governance**

These Terms of Reference shall commence on the date of approval of the Leader of Hull City Council following confirmation of the agreement of the ICB. They will be subject to an annual review by the s75 Joint Committee to ensure it remains consistent with the evolving requirements, of any changes to legislation, developments in best practice or requirements imposed by or on the Partners in relation to the s75 arrangements; and will be published by the Partners on their websites.

## **3. Roles and Responsibilities of the Place Partnership**

The role of the Place Partnership is to:

- Provide the decision making forum within which joint decisions upon Outcomes framework, plans and budgets included in the s75 Agreement are made.
- Act as the authorising environment for joint and aligned system leadership for the city of Kingston upon Hull
- Ensure peer accountability for the charter of behaviours and delivery of objectives.
- Contribute to delivery of the Health and Wellbeing Strategy for the city of Kingston upon Hull and the Integrated Care Strategy for HNY in response to the Joint Strategic Needs Assessments for Hull residents – aligning national and local agendas to establish priorities for the local population.
- Ensure the capability, skills, capacity and supporting infrastructure are in place to deliver the Outcomes.

The objectives of the Place Partnership are included in the Memorandum of Understanding set out at Schedule 1

### **The s75 Joint Committee**

Where there is not a consensus across the Partnership, the s75 Partners will determine matters brought to a meeting for decision that fall within the s75 Services at the conclusion of the meeting.

The Joint Committee will provide an annual assurance and escalation report to the ICB Board and to the Health and Wellbeing Scrutiny Commission.

#### **4. Membership, Quoracy and Chair of the Partnership and s75 Joint Committee**

##### **Members and Attendees of the Place Partnership and s75 Joint Committee**

Meetings shall comprise of the Members of the S75 Joint Committee and the Attendees from the Place Partnership.

##### **The s75 Joint Committee**

The Members of the s75 Joint Committee are:

The Portfolio Holder for Adult Social Care and Public Health  
The Hull Place Director

##### **The Place Partnership**

The Attendees of the Partnership are:

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

##### **Education:**

The Dean of the Faculty of Health Sciences, University of Hull  
The Chair of the Hull Learning Partnership

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

The Contractual Lead for Healthwatch

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

### **Collaborative Lead for Community and Voluntary Sector**

Only the s75 Partners in attendance at the meetings of the Place Partnership have formal decision making powers in relation to the s75 Agreement. All other individuals present from other organisations are Attendees only.

The Chair of the Place Partnership shall be the Chief Executive of the Council which shall be renewed annually and will chair any of the Place Partnership meetings.

The Vice Chair of the s75 Joint Committee shall be the Hull Place Director which shall be renewed annually, and will act as deputy chair for any of the Place Partnership meetings.

The role of Chair and Vice Chair shall not be fulfilled by individuals drawn from the same Partner at the same time. Should the Chair be unable to attend, then the role of the Chair shall be fulfilled by the Vice Chair, and they shall be referred to as the Chair for the purposes of that attendance.

The Chair shall be responsible for approving the agenda and ensuring that discussions progress the objectives as set out in these Terms of Reference. A forward plan will be developed to support the setting of the agenda.

The resignation of a s75 Partner from their role shall require replacement of that Member with another Member with equal delegation.

The resignation of an Attendee from their role within the Place Partnership may be replaced with another Attendee with similar standing.

Each Attendee will be permitted to have a nominated deputy from their organisation. This deputy will have the same rights and responsibilities as the Attendee.

The Place Partnership are committed to transparency of decision making therefore whenever possible will make decisions and recommendations within the Place Partnership forum.

Attendees will not be voting Members of the s75 Joint Committee, but may contribute by discussion.

The meeting will be divided into Part 1 which will run as the Place Partnership meeting and Part 2 which will run as the s75 Joint Committee meeting.

On occasions where the presence of any individual present at the Place Partnership meetings would cause conflicts of interest that cannot be reasonably managed within the single forum or where a consensus does not exist, decisions will be made in Part 2 of the meeting by the s75 Joint Committee.

The s75 Joint Committee / Place Partnership may have regard to the impact of its work on other organisational partners and potential partners outside of the s75 Agreement, the wider Humber and North Yorkshire Health and Care Partnership (together, "stakeholders").

The s75 Joint Committee/Place Partnership may consider involving stakeholders in specific

items of business to be considered at the Place Partnership meetings. Such stakeholders may attend and participate in discussions but shall not participate in any recommendation or decision-making.

The partner organisations will ensure that, except for urgent or unavoidable reasons, their respective Members or Attendees (or their Nominated Deputies) attend and fully participate in the meetings of the s75 Joint Committee/Place Partnership.

## **5. Meeting Frequency, Quoracy and Decisions Frequency**

The Place Partnership will meet no less than 6 times per year. Additional meetings may take place as required.

To be deemed in attendance, for the purposes of the s75 Joint Committee, Members must attend in person, and only decisions made in that forum by Members deemed in attendance shall be counted towards the quorum.

### **Quorum**

The s75 Joint Committee will be quorate when each of the Partners are equally represented by Members. No decision may be taken, nor recommendation be made at any s75 Joint Committee meeting unless it is quorate.

Nominated Deputies in attendance count towards the quorum.

No person can act in more than one capacity when determining the quorum.

If any member of the s75 Joint Committee has been disqualified from participating in an item on the agenda, by reason of a declaration of conflict of interest, then that individual shall no longer count towards the quorum.

If the quorum has not been reached, then the meeting may proceed if those attending agree, but no decisions may be taken, nor may any recommendation be made.

### **Decision Making**

The s75 Joint Committee must comply with the framework for making decisions as set out in the s75 Agreement and have regard to the matters specified in this paragraph.

The s75 Joint Committee will seek to make decisions on a consensus basis. In cases where consensus cannot be reached a decision cannot be taken, and dispute resolution may need to be considered.

Any decisions taken will be recorded in the minutes of the meeting.

If a decision is needed which cannot wait for the next scheduled meeting, decisions will be made by published Joint Decision Record signed by Members.

## **Recommendations**

Members who have organisational responsibility through delegation for Partner functions, will retain decision making responsibility for those functions. In these cases, the Place Partnership can only contribute by discussion informing any recommendations.

The Place Partnership can make recommendations to the s75 Joint Committee on matters that are relevant to their joint objectives. Recommendations are not binding on the accountable individual organisation. Recommendations will be made through consensus following discussion with contributions from Members and Attendees. Voting arrangements do not apply to recommendations made by the Place Partnership. If a consensus recommendation cannot be reached, the accountable organisation will ensure that it gives due regard to the contributions of the Place Partnership.

## **6. Behaviours and Conduct**

The Members and Attendees of the Place Partnership commit to behave consistently as leaders and colleagues in ways which model and promote our shared values and have aligned these to the Nolan Principles which define the standards of conduct expected by a person or people in public office.

The Place Partnership's agreed charter of behaviours are included in the Memorandum of Understanding at schedule 1

## **Equality and diversity**

The Place Partnership must demonstrably consider the equality and diversity implications of decisions they make.

## **7. Accountability and Reporting**

The s75 Joint Committee is accountable to each of the Partners' respective Cabinet and Board. An annual report will be prepared and shared with the respective Cabinet and Board of each of the Partners (and any other statutory or other committees as notified by that Partner).

The minutes of the meetings shall be formally recorded by the secretariat and the Chair /Vice will ensure these are shared to be included in each of the Partners' respective Cabinet and Board meetings and shall draw to the attention any issues that require disclosure or require action.

**Sub-Groups of the Place Partnership**

The Place Partnership may develop sub-groups as appropriate to support the discharge of its functions. The Place Partnership retains responsibility and accountability for the work of any appointed sub-groups. To provide a consistent approach in receiving assurance back to the Place Partnership, all groups accountable to the Place Partnership will complete a standardised form that will include key messages and shall draw the attention of any issues that require disclosure or require action. These forms will be managed by the secretariat and submitted to the Place Partnership following each meeting.

**Sub-Groups of the Place Partnership**

- Digital Sub-Group
- Integrated Neighbourhoods Sub-Group

## 8. Secretariat and Administration

The s75 Joint Committee/Partnership shall be supported with a secretariat function provided by Hull City Council which will include ensuring that:

- The agenda and papers are prepared by the secretariat and distributed no less than 5 working days ahead of each meeting, having been agreed by the Chair in consultation with the Vice Chair. By exception, and only with the agreement of the Chair or Vice Chair, acting reasonably, amendments to papers may be tabled before the meeting.
- No matters shall be considered which are not included in the agenda for the meeting, unless this is agreed by the Chair and the Vice Chair and the reasons for the urgency are minuted.
- At least 10 clear working days prior to a meeting of the s75 Joint Committee
  - notice of the time and place of the intended meeting shall be published by the Partners; and
  - an invitation to attend the meeting shall be sent by email to the Partnership and any other stakeholders.
- The draft minutes of each meeting will be circulated promptly to Members only as soon as reasonably practical and no later than 2 working days after the meeting. The Chair will be responsible for approving the draft minutes before circulation.
- Attendance of those invited to each meeting is monitored by the secretariat. Those that do not meet a minimum of 75% attendance in a 12-month period are highlighted to the Chair.
- Good quality minutes shall be taken and agreed with the Chair and a record of matters arising, action points and issues to be carried forward shall be maintained by the secretariat.
- Action points are taken forward between meetings and progress against those actions is monitored.
- The secretariat is responsible for ensuring that the annual programme of business is regularly updated according to the Partnership objectives and associated risks.
- Records of Members' appointments and renewal dates and the s75 Joint Committee is prompted to renew membership and identify new Members where necessary.
- The Chair is supported to prepare and deliver reports to the Board.

## 9. Virtual Meetings / Recording of Meetings

Before starting a recording, the Chair is legally required to inform those in attendance if the meeting is being recorded and that the purpose of the recording is as an administrative tool to support the provision of clear and accurate minutes.

The recording is only retained for the period of drafting the minutes and then subsequently deleted from all systems.

No person admitted to a meeting of the Place Partnership, will be permitted to record the proceedings in any manner without written approval from the Chair.

#### **10. Conflicts, Potential Conflicts and Declarations of Interest**

In advance of any meeting of the Place Partnership, consideration will be given as to whether conflicts of interest are likely to arise in relation to any agenda item and how they should be managed.

Where anyone in attendance at the Place Partnership meeting believes that they have any actual or perceived conflicts of interest in relation to one or more agenda items, they must declare this at the beginning of the meeting wherever possible, and always in advance of the agenda item being discussed. If the existence of an interest becomes apparent during a meeting, then this must be declared at the point at which it arises.

It will be responsibility of the Chair to decide how to manage the conflict and the appropriate course of action having regard to the Memorandum of Understanding at Schedule 1.

Any interests which are declared at a meeting must be recorded within the minutes of the meeting. Individuals must ensure that they comply with both the ICB's and their employing organisation's policies / professional codes of conduct with regard to the recording of declarations

#### **11. Freedom of Information Act 2000**

The minutes and papers of this Committee are considered public documents, except where matters are specifically deemed to be unsuitable for publication, having regard to the criteria for confidential and exempt information within Schedule 12A of the Local Government Act 1972 (as amended). This will usually be due to draft work in progress, issues of confidentiality, or commercial sensitivity.

#### **12. Review**

The Place Partnership/s75 Joint Committee will review its effectiveness at least annually.

These terms of reference will be reviewed at least annually and more frequently if required. Any proposed amendments to the terms of reference will be submitted to the each of the s75 Partners' respective Council Leader and Board for approval.

**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) Deputy Leader
- (d) Councillor *Hoffman* (Main Opposition Group representative)
- (e) Councillor *Wareing* (Minor 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) A Representative of the Hull and East Yorkshire Hospitals NHS Trust
- (c) A Representative of the Humber NHS Teaching Foundation Trust
- (d) A Representative 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

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

**Role and Functions**

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

**Annex B****Annual Council (Item 18)**

Appointments to Outside Bodies pursuant to Article 3.12 para 10:

The Leader of Council may discharge the local choice functions contained in Schedule 2 of the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 set out in the left hand column of the table below subject to the limitations in the right hand column....

Function	Limitation
10. The appointment of any individual: (1) To any office other than an office in which the person is employed by the authority. (2) To any body other than: a.             The authority b.             Joint committee of two or more authorities; or (3) To any committee of sub-committee of such a body, And the revocation of any such appointment.	In the case only of all those appointments which fall to be made between each Annual Meeting of the Council following consultation with political group leaders.

# OFFICIAL

## OUTSIDE BODY MEMBERSHIP 2025/2026 (Updated)

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
<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>	15.05.25	May 2026	Lord Mayor <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.	Neal (K) <b>Herrera-Richmond</b>	15.05.25	May 2026	Lord Mayor Herrera-Richmond Pritchard
<b>TRUSTS FOR THE RELIEF OF POVERTY &amp; HARDSHIP</b>									
Council	Alderman Jackson's Appeal Trust Fund – <b>Hull Community Fund</b> 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	18.05.23	Term of office	Continuing
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) <b>Pantelakis Neal, K</b>		Term of office	Continuing

# OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
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		16.05.24	2028	VACANT
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 Dad	16.5.2022 16.5.2024	May 2026 May 2028	Continuing Continuing
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 Bridges	During office 19.05.22 16.04.24 16.04.24	Term of office	Continuing
<b>TRUSTS FOR THE PROMOTION OF EDUCATION &amp; LEARNING</b>									
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		1	Appointed until removed by Council, resignation or not elected	Tock	19.05.22	Term of office	Continuing

OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
		start of the course and who are in need of financial assistance and who 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	Payne Gardiner Grossov Tock Henry Nicola	16.05.24 01.03.19 16.05.24 19.05.22 16.05.24 16.05.24	Term of office	Continuing
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	Gardiner McMurray Grossov Tock Payne Henry	01.03.19 01.03.19 16.05.24 19.05.22 19.05.22 16.05.24	Term of office	Continuing
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		2	4 years	Pritchard <b>Herrera-Richmond</b>	16.05.24 15.05.25	2028 May 2026	Continuing Continuing

# OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
		the maintenance of the public library.							
Council	Kingston upon Hull William Wilberforce Lecture Trust	The presentation of the Wilberforce Medallion is given to an individual who has made an outstanding contribution to the furtherance of human rights and democracy		2	Unlimited subject to Regulations.	Dorton McCobb			Continuing
<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)	Lord Mayor Neal, T Randall Nicola	15.05.25	May 2026	Continuing [1 Vacancy]
<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	Term of office as Councillor	Chambers Neal T Singh	19.05.22 16.05.24 19.05.22	Term of office	Continuing
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		5	4 years.	McMurray Kassim Neal T Conner Fareham	17.07.25 03.06.24 03.06.24 19.05.23 19.05.23	May 2029 May 2028 May 2028 May 2027 May 2027	McMurray Continuing Continuing Continuing Continuing

# OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
		nominated by Hull City Council.							
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)	Payne Conner	18.05.23 May 2025	May 2026	Continuing
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	Term of office	Continuing
<b>NEIGHBOURHOOD/COMMUNITY DEVELOPMENT</b>									
Council	Pickering and Newington Development Association (03096304)	Community Centre Development	7	2	Term of office as Councillor or resignation.	Petrini Henry	1/1/2015 19.05.22	Term of office	Continuing

OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
Council	Freedom Community Trust Limited (04012143)	Community Centre Development	Minimum of 5 maximum of 11	Up to 2 Councillors who represent wards defined in the 'location' (5 miles of Southcoates/ Marfleet) (14/5/2019)	3 years	Bridges	16.05.24	May 2027	Continuing
Council	Northern Hull Community Development Limited (Unity in the Community) (03484285	Community Centre Development	Minimum of 8 Maximum of 12	No more than 4, but limited to 19.99% of directors; (Corporate Members; Written Resolution 19/4/2001)	Term of office as Councillor or resignation.	Burton	16.05.24	Term of office	Continuing
<b>LOCAL AUTHORITY SPONSORED CHARITABLE COMPANIES (VISITOR DESTINATION)</b>									
Council	Absolutely Cultured Ltd	Management of the delivery of City of Culture Ltd	Minimum of 9 Board members; Board Directors are automatically members of the company	Article 24.3) (proposed revision to 1 Appointee/1 observer)	Term of office as Councillor or resignation.	Pritchard	February 2025	Upon the Council revoking an appointment by notice to the charity	Continuing
Council	Freedom Festival Arts Trust	Management of the Freedom Festival	Minimum of 5 maximum of 20 (Articles 12/8/2016);	2 Council Appointees (Article 20A.1) (proposed revision to 1 Appointee, 1 Observer)	5 years (maximum of 3 terms of office)	Portfolio Holder Pritchard Observer: Head of Culture, Place and City Centre	18.05.23	2028	Continuing
Council	Hull Truck Theatre Co. Ltd. – Board of Directors	Management of the Hull Truck Theatre	Minimum of 5 and Maximum of 20	2	3 years; Restricted to 2 Council	Dad Pritchard	16.05.24 18.05.23	2026 2026	Continuing

# OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
			(Resolution 29/9/21); Board members automatically members of the company		Appointees by Charitable status				
Council	EMIH Ltd Charity (The Deep)	Management of the Deep	9	9 Trustees appointed by an Appointments Panel comprising The Leader, University representative and Board representatives.	Restricted to 1 Councillor/former Councillor by Charitable status	To be appointed by Panel: [Former Member:Furley]  Formal Member: Director of Legal Services and Partnerships	Cyclical		n/a
<b>GOVERNANCE OF WHOLLY EXTERNAL BODIES</b>									
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 Assistant Director (Economic Development and Regeneration)	17.05.22 26.02.25	While Portfolio Holder	Continuing
Council	Hull and East Yorkshire Combined Authority Executive Board	Devolved body allowing for the transfer of powers and funding from national to local government to address issues that affect Hull and East Yorkshire as a whole	2 (if which one should be designated at Lead Member, + 2 substitute members)	2 (if which one should be designated at Lead Member, + 2 substitute members)		Leader of the Council Deputy Leader of the Council	15.05.25 15.05.25	May 2026	<b>Continuing:</b> Leader (Lead Member) Deputy Leader  <b>Substitutes:</b> Ieronimo Tock

# OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
	Hull and East Yorkshire Combined Authority Scrutiny Committee	Ditto	12	6: (3 Liberal Democrat; 2 Labour; 1 Independent Group)	Until May 2026 (subject to no change in proportionality of the Council)	n/a	15.05.25	May 2026	Robinson (LD) Coward (LD) Randall (LD) Hale (Labour) McMurray (Labour) Gary Wareing (Independent)
	Hull and East Yorkshire Combined Authority Audit Committee	Ditto	8	4 (2 Liberal Democrat; 2 Labour)	Until May 2026 (subject to no change in proportionality of the Council)	n/a	15.05.25	May 2026	Neal K (LD) Kemp (LD) Hererra-Richmond (Labour) Matthews (Labour)

## 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	15.05.25	May 2026	Continuing
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.	Henry	18.05.22	Term of office	Continuing

## SPORTS ASSOCIATION/PARTNERSHIPS

# OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
Leader	Humberside Playing Fields Association	Within the Humberside region furthering the aims and objects of the National Playing Fields Association, through the protection, preservation, provision, maintenance or improvement of public parks, recreation grounds or open space.		1	Term of office as Portfolio Holder	Portfolio Holder (Pritchard)	16.05.25	While Portfolio Holder	Continuing
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 (Pritchard)	16.05.24	While Portfolio Holder	Continuing
<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	The Company determines by ordinary resolution the	Minimum of 2 (Mem and Arts 12/9/2006)	1 year.	Tock Quinn Ieronimo	23/7/2025	May 2026	Ross Tock Ieronimo Hale

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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	Continuing save where indicated to be vacant
		services, vehicle supply, maintenance and street lighting.	maximum and minimum number of directors, subject to there being a minimum of 2.						Byrne  Director of Children and Family Services
Leader/ Council	NPS Humber Limited – Board of Directors	Management of the Council's Property Services (architecture, landscaping, estates and surveying).	2	1	1 year	Dad	19.05.22	Pending dissolution	Continuing
Leader/ Council	Hull Culture & Leisure Ltd	Management of the Council's Culture and Leisure Services	Minimum of 3 (Clause 11.1 of Articles of Association)	Minimum of 3 (Mem and Arts)	1 year	Ross Dad Pritchard  Assistant Director (Finance) Managing Director (HCAL) Director of Regeneration	23/7/2025	May 2026	Dad Pritchard Quinn Preston McMurray Director of Regeneration  Managing Director (HCAL)
<b>JOINT VENTURES</b>									
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		Continuing
Leader	Fruit Market LLP (Co no OC401420)	Development of the Fruit Market within a Joint Venture	4	2	While fulfilling role of Director	Ross Herrera-Richmond			Continuing
Leader/ Council	Humber Archaeology	Humber Archaeological		2	1 year.	Hatcher Byrne	15.05.25	May 2026	Hatcher Drake-Davis

# OFFICIAL

Appointed by	Body	Function	No of Board Members	No. of Council Appointees	Term	Current Council Representative	Date Appointed	Date to be reappointed	Continuing save where indicated to be vacant
	Partnership Joint Board	Partnership – Humber Archaeological Service comprises two separate sections, the Humber Sites and Monuments Record, and Humber Field Archaeology.			Portfolio Holder and one other				
Leader	Humber Freeport Company Ltd (Co No 13470809)	Operation of Humber Freeport	Up to 18 plus an independent chair, 4 entitled to be public sector	1	[Term of office]	Assistant Director (Economic Development and Regeneration)	1.10.23	n/a	Continuing
<b>JOINT WORKING</b>									
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 + 2 other Councillors.	Ieronimo Nicola Quinn	21.06.18 20.05/21 May 2025	Term of office	Continuing
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.	Henry	16.05.24	May 2026	Continuing

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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	Continuing save where indicated to be vacant
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 Scheme Regulations 2013 (as amended) and associated legislation.	10	1 (none voting)	1 year.	Dad	16.05.24	May 2026	Continuing
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	Ieronimo	16.05.24	2025 Combined Authority Appointment	Ended
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	Quinn	16.05.24	While Portfolio Holder	Continuing
Leader	Welcome to Yorkshire	Membership of Company (together with 25 regional Local Authorities) for		1	No automatic director. Restricted to exercise of role of	Director of Legal Services and Partnerships (membership role)	19.05.22	Membership issue only	Continuing

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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	Continuing save where indicated to be vacant
		development and marketing of Regional Tourism offer			Council as a Member of the company				
<b>HEALTH / SOCIAL CARE TRUST</b>									
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 Health Services by the Trust		1	Portfolio Holder for Adult Social Care and Public Health	Portfolio Holder for Adult Social Care and Public Health (Chambers)	16.05.24	While Portfolio Holder	Continuing
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)	16.05.24	While Portfolio Holder	Continuing

