



CABINET

21 September 2022

A meeting of the CABINET will be held on Thursday, 29th September, 2022, 6.00 pm in Town Hall, Market Street, Tamworth

A G E N D A

NON CONFIDENTIAL

1 Apologies for Absence

2 Declarations of Interest

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

3 Question Time:

To answer questions from members of the public pursuant to Executive Procedure Rule No. 13

4 Matters Referred to the Cabinet in Accordance with the Overview and Scrutiny Procedure Rules

5 Future High Streets Fund Quarterly Update (Pages 5 - 8)
(Report of the Leader of the Council)

6 Agreement of the Terms of Reference for the Staffordshire Leaders Board
(Pages 9 - 22)
(Report of the Leader of the Council)

7 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

- 8 Future Delivery of Disabled Facilities Grants and Adaptations (Pages 23 - 42)**
(Report of the Portfolio Holder for Homelessness Prevention and Social Housing)

Yours faithfully



Chief Executive

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: J Oates, R Pritchard, M Bailey, T Clements, S Doyle, A Farrell and
M Summers.

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Thursday, 29 September 2022

Report of the Leader of the Council

Future High Streets Fund Quarterly Update

Exempt Information

None

Purpose

To update on the progress of the Future High Streets Fund programme.

Recommendations

It is recommended:

1. To endorse the report

Executive Summary

The project has progressed well since the last update. As the programme continues through RIBA (Royal Institute of British Architects) Stage 3, detailed design information is being reviewed ahead of going out to tender for contractors. The Programme Board reviews RIBA Stage 3 details and approves the tendering process. The demolition application for the Co-op retail store has been approved and a contractor appointed to carry out the works. The programme board have agreed to the appointment of Armac as the demolition contractor.

As surveys on the FHSF buildings continue, the project team are discovering more about the condition of the buildings involved and this is helping to refine the scope of works across the programme. Enabling and opening up works have been completed in the Peel Café and the TEC, with works to Middle Entry due to begin once the acquisition of the Middle Entry properties is finalised. Focus now is on procurement strategy, with tender packs being prepared and soft market testing with contractors underway. A major works application has been made to Staffordshire County Council for the highways works required as part of the programme.

Projects

College Quarter: South Staffordshire College have submitted their planning application for the new site and are now awaiting determination, likely to be the October planning committee. Tender via Pagabo framework is due to commence on 9th September following the completion of RIBA Stage 4 on 29th July.

The demolition of the Co-op retail store has now been approved and the tender exercise completed. Armac have been appointed as the successful contractor following approval from Programme Board. Initial meetings have taken place and they are due to start on site in September.

The planning application for the Enterprise Centre is approved and McBains are preparing tender documents for the refurbishment works. RIBA Stage 3 designs have been approved by Programme Board. The strip out of the building will be undertaken by Armac and will enable works on the refurbishment of the building to begin.

Landscape Architects Node have finalised designs for the public realm in St Editha's Square, factoring in market provision and events space in line with the FHSF bid outputs. A meeting was held with the TBC Arts and Events team to review the designs and allow them to comment on suitability for future events, in line with the desired outcomes outlined in the FHSF bid.

Middle Entry:

The legal agreement with Peer Group for the acquisition of the Middle Entry units is now complete. Site investigations on the vacant units will commence shortly. Purcells are refining the design for the retail units that will be constructed at the south of Middle Entry, following pre-application feedback. RIBA stage 3 designs for the Flex building have been approved by Programme Board. Work continues to move forward with the structural engineers to plan the safe removal of the glazed roof and link bridges on Middle Entry. Preparation of documents for the planning application is now underway and designs have been approved by Programme Board.

Landscape architects Node have been appointed to draft designs for the public realm area in front of the Flex building. Designs should be available for comment by mid-September.

Castle Gateway: The planning application for Peel Café has been approved, with the focus now on preparing documents for tender. RIBA Stage 3 designs have now been approved by Programme Board. McBains, Purcells and Nationwide have been collaborating to agree a fit-out strategy for the premises and are due to meet with Building Control soon.

Moving onto Market Street, Julie Anne Florist vacated 26A on 31st August. Following the results of the timber survey, structural propping was recommended to secure the building to prevent collapse. Propping has now been erected which will enable works to continue now that it is safe to enter. A specialist heritage structural engineer has been appointed to help determine the strategy for 26A-27A and a site visit was undertaken at the beginning of September. The conservation officer has been engaged to comment on current designs and will comment on strategy once the structural engineer has issued their report, expected by the end of September.

Ongoing surveys will gather the required information to plan the demolition of the current Nationwide building. The lead contractor will produce a demolition procurement strategy for this area. Discussions around the public realm and area that is left once Nationwide is demolished are ongoing, with landscape architects Node now appointed to develop designs. As part of the public realm area is adopted, we will have to consult with Staffordshire County Highways team once designs have been finalised.

As part of the work to widen Castle Bridge, it has been noted that Western Power Distribution (WPD) have existing electrical cables pinned to the underside of the bridge which will need to be relocated. We have now reached an agreement with WPD that allows us to keep the cables in their current location and avoids having to relocate services. The current focus is to engage with a bridge consultant to start the process of delivering a bridge in the planned location in terms of fabrication options and logistics.

Engagement and Communications

Meetings with businesses and interested parties affected by the upcoming works are being scheduled. Comms strategy is discussed at the monthly delivery team meeting updates, allowing the FHSF project team and comms team to update on progress and potential press releases. As the start on site date for the Co-op demolition approaches, attention is now on developing visuals for display hoardings and announcing the appointment of Armac as the demolition contractor for this site. The TBC comms team are liaising with the College on upcoming press releases and the hoarding for their site.

Budget and Timescales

The cost plan has been reviewed again mid-way through Stage 3 and will continue to be refined as detailed designs are developed and survey results indicate the scope of works required. An updated cost plan has been issued and presented to the TBC Finance team and Programme Board. As the design process progresses, the scope of works are further refined which gives a more accurate picture of the costs associated with delivering the programme. Whilst construction costs are higher than expected due to inflation and the rising cost of materials, the continued review of the cost plan and input from contractors during the tender process will determine the real costs associated with the works.

There are contingency funds allocated across the Programme to mitigate risks associated with the Programme of works . The contingency funds allocated to risks across the Programme are continually reviewed as new survey information becomes available and can shed light on what are likely risks and associated costs versus what can be reduced.

An updated Programme was issued by McBains in August with key planning, tender and start on site dates included. The TBC team continues to review progress with McBains weekly and report progress against key milestones to Programme Board.

Resource Implications

There are no resource implications as a result of this report.

Legal/Risk Implications Background

There are no legal issues

Equalities Implications

There are no equalities issues

Environment and Sustainability Implications (including climate change)

The impact of the Future High Streets Fund programme on sustainability is considered by the consultancy team when designing and implementing the projects.

Background Information

None

Report Author

Anna Miller – Assistant Director, Growth and Regeneration
Alice Poulton– Future High Streets Fund Project Officer

List of Background Papers

None

Appendices

None

29 September 2022

Report of the Leader of the Council**Agreement of the Terms of Reference of the Staffordshire Leaders Board****Exempt Information**

None

Purpose

To enable Cabinet to consider the revised Terms of Reference agreed by the Staffordshire Leaders Board.

Recommendations

1. To endorse the updates made to the Terms of Reference for the Staffordshire Leaders Board as attached at appendix 1

Executive Summary

Cabinet will recall endorsing the report of the Leader of the Council presented on the 17 February 2022, when they agreed participation in the Staffordshire Leaders Board, and approved the Leader of the Council as the representative, along with the Deputy Leader as a substitute member.

Since that time the board has met formally and has discussed and agreed updates to the terms of reference presented with the original report, and have recommended for transparency, these are further endorsed by the executive of all members of the board.

This report seeks that endorsement and the updated terms of reference is attached at appendix 1.

Although contained within appendix 1, for ease of reading, the remit of the Staffordshire Leaders Board will be:

- i. To lead and oversee the development of a county devolution deal for Staffordshire with HM Government.
- ii. To lead and oversee the alignment of relevant local authority action on Climate Change, Waste and Sustainability.
- iii. To lead and oversee the alignment of relevant local authority plans for Enterprise and Government Funding and Investment streams.
- iv. To lead and oversee the alignment of local authority interaction with the Health sector in Staffordshire.
- v. To lead and oversee the alignment of relevant local authority plans for future Infrastructure.
- vi. To lead and oversee the alignment of relevant local authority plans in relation to Housing and Homelessness.
- vii. To initiate, lead and oversee Staffordshire-wide joint initiatives to enhance local government efficiency and effectiveness.
- viii. To act as a local public sector decision-making body for strategic economic growth.
- ix. To act as a conduit to other sub-regional and regional bodies such as the Local Enterprise Partnerships and the Midlands Engine.

- x. Where appropriate, to agree shared priorities and bids for funding to existing and new funding sources such as Local Growth Funds and the Shared Prosperity Fund.
- xi. To monitor and evaluate projects and programmes of activity commissioned directly by the Committee.
- xii. To communicate and, where unanimously agreed, to align activity across Staffordshire on a range of other key public priorities that affect citizens.
- xiii. To prioritise and make decisions on the use of the funding that the Committee may influence or control.

Options Considered

None

Resource Implications

There are no immediate and significant financial implications arising from the establishment of the Leaders Board in itself. It is intended that it will derive its support from its constituent members. As and when individual projects are commissioned the board will consider the resource requirements necessary to deliver those projects.

Legal/Risk Implications Background

The Joint Committee will act as a Joint Committee under Section 9EB of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.

Equalities Implications

None directly arising from this report

Environment and Sustainability Implications (including climate change)

Climate change and sustainability are noted as a key priority for the Leaders board.

Background Information

Cabinet 17 February 2022

Staffordshire Leaders Board 23 June 2022

Report Author

Andrew Barratt – Chief Executive

List of Background Papers

Nil

Appendices

Appendix 1 terms of reference/constitution of the leaders board



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The Staffordshire Leaders' Board Constitution for the Joint Committee

1. Purpose

- 1.1 To establish a Joint Committee of the local authorities in Staffordshire to explore opportunities for improved joint working and to develop and implement plans for devolution from Government through a County Deal.

2. Governance

- 2.1 The Joint Committee will act as a Joint Committee under Section 9EB of the Local Government Act 2000 and pursuant to Regulation 11 of the Local Authorities (Arrangement for the Discharge of Functions) (England) Regulations 2012.
- 2.2 The Joint Committee will be known as the Staffordshire Leaders' Board ("the Leaders' Board").
- 2.3 The Leaders' Board will comprise the local authorities within the Staffordshire area: Cannock Chase District Council, East Staffordshire Borough Council, Lichfield District Council, Newcastle-under-Lyme Borough Council, South Staffordshire District Council, Stafford Borough Council, Staffordshire County Council, Staffordshire Moorlands District Council, and Tamworth Borough Council ("the constituent authorities").
- 2.4 The Leaders' Board may admit Stoke-on-Trent City Council to membership at a later date and therefrom they will become a constituent authority with all the same rights and obligations as the other constituent authorities.
- 2.5 Political Proportionality rules will not apply to the Leaders' Board as constituted.
- 2.6 The Leaders' Board will be a legally constituted body with powers delegated to it by the constituent authorities in the following areas:
 - a) to prioritise and make decisions on the use of the funding that the Leaders' Board may influence or control.
 - b) to review future governance requirements and delivery arrangements and how these can be best achieved in Staffordshire.



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c) to have direct oversight of the projects and initiatives which the Leaders' Board has initiated or over which it has influence or control of the funding.

d) to have strategic oversight of other key projects and initiatives within its remit as set out herein.

- 2.7 The Leaders' Board will not hold funds or monies on behalf of the constituent authorities.
- 2.8 Should the Leaders' Board work plan necessitate a change in the delegated powers and terms of reference of the Leaders' Board any such change would require the approval of all the constituent authorities.
- 2.9 These terms of reference will be reviewed on a biennial basis or sooner if necessary.

3. Remit

- 3.1 The remit of the Leaders' Board will be:
- i. To lead and oversee the development of a county devolution deal for Staffordshire with HM Government.
 - ii. To lead and oversee the alignment of relevant local authority action on Climate Change, Waste and Sustainability.
 - iii. To lead and oversee the alignment of relevant local authority plans for Enterprise and Government Funding and Investment streams.
 - iv. To lead and oversee the alignment of local authority interaction with the Health sector in Staffordshire.
 - v. To lead and oversee the alignment of relevant local authority plans for future Infrastructure.
 - vi. To lead and oversee the alignment of relevant local authority plans in relation to Housing and Homelessness.
 - vii. To initiate, lead and oversee Staffordshire-wide joint initiatives to enhance local government efficiency and effectiveness.
 - viii. To act as a local public sector decision-making body for strategic economic growth.



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- ix. To act as a conduit to other sub-regional and regional bodies such as the Local Enterprise Partnerships and the Midlands Engine.
- x. Where appropriate, to agree shared priorities and bids for funding to existing and new funding sources such as Local Growth Funds and the Shared Prosperity Fund.
- xi. To monitor and evaluate projects and programmes of activity commissioned directly by the Committee.
- xii. To communicate and, where unanimously agreed, to align activity across Staffordshire on a range of other key public priorities that affect citizens.
- xiii. To prioritise and make decisions on the use of the funding that the Committee may influence or control.

4. Membership

- 4.1 One member from each constituent authority (such member to be the Leader from each constituent authority) and for the purposes of these terms of reference this member will be known as the principal member.
- 4.2 Each constituent authority to have a named substitute member who must be an executive member.
- 4.3 Where both the principal member and the substitute member attend a meeting of the Leaders' Board the principal member shall be deemed as representing their authority by the Chair or Vice Chair.
- 4.4 In the event of any voting member of the Leaders' Board ceasing to be a member of the constituent authority which appointed him/her, the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.
- 4.5 Where a member of the Leaders' Board ceases to be a Leader of the constituent authority which appointed him/her or ceases to be a member of the Executive of the constituent authority which appointed him/her, he/she shall also cease to be a member of the Leaders' Board and the relevant constituent authority shall as soon as reasonably practicable appoint another voting member in their place.



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- 4.6 Each constituent authority may remove its principal member or substitute member and appoint a different member or substitute as per that authority's rules of substitution, and by providing twenty-four hours' notice to the Chair or the Secretary.
- 4.7 The Leaders' Board may from time to time, following a unanimous vote of those present and voting, co-opt additional non-voting members ("co-opted members") at its discretion but such co-opted members will not be members or officers of the constituent authorities.
- 4.8 Each constituent authority may individually terminate its membership of the Leaders' Board by giving twelve months written notice of its intent to leave the Leaders' Board to the Chair or the Secretary. At the end of these twelve months, but not before, the authority will be deemed to no longer be a member of the Leaders' Board.
- 4.9 Where an authority has previously terminated its membership of the Leaders' Board it may rejoin the Leaders' Board with immediate effect on the same terms as existed prior to its departure.

5. Quorum

- 5.1 The quorum shall be 5 members. No business will be transacted at a meeting unless a quorum exists at the beginning of a meeting. If at the beginning of any meeting, the Chair or Secretary after counting the members present declares that a quorum is not present, the meeting shall stand adjourned.

6. Chair and Vice Chair

- 6.1 The Chair of the Leaders' Board will be the principal member of Staffordshire County Council (subject to para 6.2 below)
- 6.2 The Leaders' Board will vote annually at its first meeting after all the constituent authorities' annual meetings as to whether the Chair should continue to be the principal member of the County Council or should be the principal member of one of the other constituent authorities.
- 6.3 The position of Vice Chair shall be filled by the principal member of one of the other constituent authorities of the Leaders' Board and



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this role will rotate annually between those other constituent authorities.

- 6.4 The Chair or in their absence the Vice Chair or in their absence the member of the Leaders' Board elected for this purpose, shall preside at any meeting of the Leaders' Board.
- 6.5 Appointments will be made in May of each year.
- 6.6 Where, at any meeting or part of a meeting of the Leaders' Board both the Chair and Vice Chair are either absent or unable to act as Chair or Vice Chair, the Leaders' Board shall elect one of the members of the Leaders' Board present at the meeting to preside for the balance of that meeting or part of the meeting, as appropriate. For the avoidance of doubt, the role of Chair and Vice Chair vests in the principal member concerned and in their absence the role of Chair or Vice Chair will not automatically fall to the relevant constituent authority's substitute member.

7. Voting

- 7.1 One member, one vote for each constituent authority.
- 7.2 All questions shall be decided by a majority of the votes of the members present, the Chair having the casting vote in addition to their vote as a member of the Committee. Voting at meetings shall be by show of hands.
- 7.3 On the requisition of any two Members, made before the vote is taken, the voting on any matter shall be recorded by the Secretary so as to show how each Member voted and there shall also be recorded the name of any Member present who abstained from voting.

8. Sub-Committees and Advisory Groups

- 8.1 The Leaders' Board may appoint sub-committees from its membership as required to enable it to execute its responsibilities effectively and may delegate tasks and powers to the sub-committee as it sees fit.
- 8.2 The Leaders' Board may set up advisory groups as required to enable it to execute its responsibilities effectively and may delegate tasks as it sees fit to these bodies, which may be formed of officers



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or members of the constituent authorities or such third parties as the Leaders' Board considers appropriate.

9. Hosting and Administration

- 9.1 The Leaders' Board will at their first meeting decide which of the constituent authorities will be the host authority, and the Head of Democratic Services (or equivalent post) from that authority shall be Secretary to the Committee ("the Secretary").
- 9.2 The Leaders' Board will at their first meeting decide which of the constituent authorities will provide the s151 Officer role
- 9.3 The Leaders' Board will at their first meeting decide which of the constituent authorities will provide the Monitoring Officer & Legal Adviser to the Leaders' Board.
- 9.4 The administrative costs of supporting the committee will be met equally by the constituent authorities, with each authority being responsible for receiving and paying any travel or subsistence claims from its own members.
- 9.5 The functions of the Secretary shall be:
 - a) to maintain a record of membership of the Leaders' Board and any sub-committees or advisory groups appointed
 - b) to publish and notify the proper officers of each constituent authority of any anticipated "key decisions" to be taken by the Leaders' Board to enable the requirements as to formal notice of key decisions as given under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to be met;
 - c) to carry out such notification to and consultation with members of any appointing constituent authority as may be necessary to enable the Leaders' Board to take urgent "key decisions" in accordance with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012;
 - d) to summon meetings of the Leaders' Board or any sub-committees or advisory groups;
 - e) to prepare and send out the agenda for meetings of the Leaders' Board or any sub-committees or advisory groups; in consultation



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with the Chair and the Vice Chair of the Committee (or sub-committee/ advisory group);

- f) to keep a record of the proceedings of the Leaders' Board or any sub-committees or advisory groups, including those in attendance, declarations of interests, and to publish the minutes;
- g) to take such administrative action as may be necessary to give effect to decisions of the Leaders' Board or any sub-committees or advisory groups;
- h) to perform such other functions as may be determined by the Leaders' Board from time to time

10. Meetings

- 10.1 The Leaders' Board will meet no less than every four months and meetings will be aligned where necessary with deadlines for decisions on resources and investment plans.
- 10.2 Meetings will be held at such times, dates and places as may be notified to the members of the Leaders' Board by the Secretary, being such time, place and location as the Leaders' Board shall from time to time resolve.
- 10.3 Meeting papers will be circulated five clear working days in advance of any meeting. The Chair may choose to accept or reject urgent items that are tabled at any meeting.
- 10.4 Additional ad hoc meetings may be called by the Secretary, in consultation, where practicable, with the Chair and Vice Chair of the Committee, in response to receipt of a request in writing, which request sets out an urgent item of business within the functions of the Leaders' Board, addressed to the Secretary:
 - (a) from and signed by two members of the Leaders' Board, or
 - (b) from the Chief Executive of any of the constituent authorities.
- 10.5 The Secretary shall settle the agenda for any meeting of the Leaders' Board after consulting, where practicable, the Chair or in their absence the Vice Chair; and shall incorporate in the agenda any items of business and any reports submitted by:
 - (a) the Chief Executive of any of the constituent authorities;
 - (b) the Chief Finance Officer to any of the constituent authorities;



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- (c) the Monitoring Officer to any of the constituent authorities; or
- (d) any two Members of the Leaders' Board.

10.6 The Leaders' Board shall, unless the person presiding at the meeting or the Leaders' Board determines otherwise in respect of that meeting, conduct its business in accordance with the procedure rules set out in paragraph 13 below.

11. Access to Information

- 11.1 Meetings of the Leaders' Board will be held in public except where confidential or exempt information, as defined in the Local Government Act 1972, is being discussed.
- 11.2 These rules do not affect any more specific rights to information contained elsewhere under the law.
- 11.3 The Secretary will ensure that the relevant legislation relating to access to information is complied with. Each constituent authority is to co-operate with the Secretary in fulfilling any requirements.
- 11.4 Any Freedom of Information or Subject Access Requests received by the Leaders' Board should be directed to the relevant constituent authority(s) for that authority to deal with in the usual way, taking account of the relevant legislation. Where the request relates to information held by two or more constituent authorities, they will liaise with each other before replying to the request.

12. Attendance at meetings

- 12.1 The Chair may invite any person, whether a member or officer of one of the constituent authorities or a third party, to attend the meeting and speak on any matter before the Leaders' Board.
- 12.2 Third parties may be invited to attend the Leaders' Board on a standing basis following a unanimous vote of those present and voting.
- 12.3 Where agenda items require independent experts or speakers, the Officer or authority proposing the agenda item should indicate this to the Secretary and provide the Secretary with details of who is required to attend and in what capacity. The participation of independent experts or speakers in Leaders' Board meetings will be subject to the discretion of the Chair.



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13. Procedure Rules

13.1 Attendance

13.1.1 At every meeting, it shall be the responsibility of each member to enter their name on an attendance record provided by the Secretary from which attendance at the meeting will be recorded.

13.2 Order of Business

13.2.1 Subject to paragraph 13.2.2, the order of business at each meeting of the Leaders' Board will be:

- i. Apologies for absence
- ii. Declarations of interests
- iii. Approve as a correct record and sign the minutes of the last meeting
- iv. Matters set out in the agenda for the meeting which will clearly indicate which are key decisions and which are not
- v. Matters on the agenda for the meeting which, in the opinion of the Secretary are likely to be considered in the absence of the press and public

13.2.2 The person presiding at the meeting may vary the order of business at the meeting.

13.3 Disclosable Pecuniary Interests

13.3.1 If a Member is aware that he/she has a disclosable pecuniary interest in any matter to be considered at the meeting, the Member must withdraw from the room where the meeting considering the business is being held:

- (a) in the case where paragraph 13.3.2 below applies, immediately after making representations, answering questions or giving evidence;
- (b) in any other case, wherever it becomes apparent that the business is being considered at that meeting;
- (c) unless the Member has obtained a dispensation from their own authority's Standards Committee or Monitoring Officer. Such



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dispensation to be notified to the Secretary prior to the commencement of the meeting.

- 13.3.2 Where a member has a disclosable pecuniary interest in any business of the Leaders' Board, the Member may attend the meeting (or a sub-committee or advisory group of the committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

13.4 Minutes

- 13.4.1 There will be no discussion or motion made in respect of the minutes other than except as to their accuracy. If no such question is raised or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

13.5 Rules of Debate

- 13.5.1 A Member wishing to speak shall address the Chair and direct their comments to the question being discussed. The Chair shall decide the order in which to take representations from members wishing to speak and shall decide all questions of order. Their ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.
- 13.5.2 A motion or amendment shall not be discussed unless it has been proposed and seconded. When a motion is under debate no other motion shall be moved except the following:
- i. To amend the motion
 - ii. To adjourn the meeting
 - iii. To adjourn the debate or consideration of the item
 - iv. To proceed to the next business
 - v. That the question now be put
 - vi. That a member be not further heard or do leave the meeting
 - vii. To exclude the press and public under Section 100A of the Local Government Act 1972



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13.6 Conduct of Members

13.6.1 Members of the Leaders' Board will be subject to their own authority's Code of Conduct.

14. Application to Sub-Committees

14.1 The procedure rules and also the Access to Information provisions set out at paragraph 11 shall apply to meetings of any sub-committees of the Leaders' Board.

15. Scrutiny of decisions

15.1 Each constituent authority which operates executive arrangements will be able to scrutinise the decisions of the Leaders' Board in accordance with that constituent authority's overview and scrutiny arrangements.

16. Winding up of the Leaders' Board

16.1 The Leaders' Board may be wound up immediately by a unanimous vote of all constituent authorities.

17. Amendment of this Constitution

17.1 This Constitution can only be amended by resolution of each of the constituent authorities.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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