

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
Tel: 01427 676676 Fax: 01427 675170

## AGENDA

**District Joint Committee for Devolution**  
**Thursday, 12th December, 2024 at 10.30 am**  
**The Committee Rooms, City Hall, The City of Lincoln Council**

**Members:** Councillor Ashley Baxter (Leader - South Kesteven DC)  
Councillor Anne Dorrian (Leader - Boston BC)  
Councillor Craig Leyland (Leader - East Lindsey DC)  
Councillor Naomi Tweddle (Leader - The City of Lincoln Council)  
Councillor Nick Worth (Leader - South Holland DC)  
Councillor Richard Wright (Leader - North Kesteven DC)  
Councillor Trevor Young (Leader – West Lindsey DC)

1. **Apologies for Absence**
2. **To Elect a Chairman of the District Joint Committee**
3. **To Elect a Vice-Chairman of the District Joint Committee**
4. **Members' Declarations of Interest**  
Members may make any declarations of interest at this point but may also make them at any point during the meeting.
5. **Standing Orders and Terms of Reference for the District Joint Committee** (PAGES 3 - 12)  
To receive and note the documents agreed by all Constituent Bodies.
6. **Public Participation** (PAGES 13 - 17)  
To agree a public participation scheme for future meetings.  
Draft attached for consideration.

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

7. **Rotation of Appointments**

To consider and agree a rotation pattern for the four representatives on the Greater Lincolnshire Combined County Authority (GLCCA).

8. **To Nominate two additional representatives from the District Joint Committee for Devolution to be the District Councils' representative at meetings of the Greater Lincolnshire Combined County Authority (GLCCA)**

9. **District Joint Committee Administration**

To agree future arrangements for the administration of the District Joint Committee

10. **To Make Appointments to Committees and Panels of the GLCCA as set out**

Four Places on the GLCCA Economy Advisory Panel

Four Places on the GLCCA Business and Infrastructure Board

Four Places on the GLCCA Skills and Employment Board

To note future appointments will need to be made on the following at a time when the GLCCA have advised of the political makeup.

4 places on the Overview and Scrutiny Committee (politically balanced across the whole GLCCA geography)

4 places on the Audit Committee (politically balanced across the whole GLCCA geography)

11. **Forward Planning Discussion**

To identify business for the next meeting.

(VERBAL  
REPORT)

12. **Proposed Schedule of Dates/Times Venues for Future Meetings**

Based on a five weekly meeting cycle

- Thursday 30 January, 2.30 pm, Guildhall Gainsborough.
- Thursday 6 March, 2.30pm venue to be confirmed (proposed Sleaford or Horncastle)
- Tuesday 8 April 2.30pm venue to be confirmed (proposed Sleaford or Horncastle)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Wednesday, 4 December 2024

## Terms of reference for the District Joint Committee of the 7 Lincolnshire District Authorities

### 1. Membership of the District Joint Committee

The following Local Authorities, hereafter known as the “non-constituent authorities” are specified as those which are to form the District Joint Committee;

Boston Borough Council  
City of Lincoln Council  
East Lindsey District Council  
North Kesteven District Council  
South Holland District Council  
South Kesteven District Council  
West Lindsey District Council

### 2. Purpose and Scope

The purpose of the District Joint Committee is to establish a collaborative platform for coordination among the non-constituent authorities to represent their interests on the Greater Lincolnshire Mayoral Combined County Authority (MCCA). The District Joint Committee will nominate 4 district member representatives to participate in meetings of the MCCA on a rotation basis. It seeks to enhance efficiency, effectiveness and accountability in the delivery of services and policies within the MCCA and will promote the shared interests of the authorities for the benefit of Greater Lincolnshire.

The District Joint Committee shall have the following scope:

- a) To exercise oversight of the initial formulation and development of the MCCA,
- b) To approve or adopt any policy as required by the MCCA,
- c) To facilitate joint decision making on matters defined within the MCCA’s remit,
- d) Where appropriate to oversee the implementation of shared initiatives and policies,
- e) Encourage, promote and enable dialogue and cooperation between the 7 non-constituent authorities,
- f) To nominate 4 non-constituent members for a two-year term of office to participate in the MCCA, such members to reflect the view and position of the 7 District Authorities in their entirety.
- g) To nominate members to the MCCA’s Overview and Scrutiny Committee, and Audit Committee in accordance with the MCCA’s requirements for those committees,

- h) To consider any matters being discussed/proposed/implemented by the MCCA and provide collective feedback to the MCCA
- i) To approve appointment and/or representation of a Member(s) on external bodies or groups where appropriate

### 3. Membership and Substitutes

The Joint Committee shall consist of representative members from each non-constituent authority with the aim of creating comprehensive representation. The membership shall include 1 member from each authority, such member being the Leader of that Authority. In the absence of the representative member, each Leader of that authority may appoint one substitute member to attend on their behalf.

### 4. Chairperson and Vice Chairperson

The District Joint Committee shall elect a Chairperson and Vice-Chairperson from amongst its members during the initial meeting for a two-year term of office. Subsequent elections of Chairperson and Vice-Chairperson shall be held on a bi-annual basis for two-year term of office.

The Chairperson and Vice-Chairperson, upon election to their respective office, will each automatically be designated one of the District Council's four seats as non-constituent members on the MCCA.

### 5. Democratic Administration and Standing Orders

The democratic administration will be agreed at the formation of the Joint Committee and shall be provided by XXXXX.

The Standing Orders for the Joint Committee are at Appendix 1

### 6. Frequency and Quorum of Meetings

The frequency of meetings shall be determined by the District Joint Committee at its initial meeting and shall where possible align with the meeting cycle of the MCCA.

#### Quorum

A quorum of 4 members is required for the Joint Committee to conduct its business.

7. Decision making and voting

The District Joint Committee should in the first instance seek consensus but if that is not reached matters will be decided through voting. Each member shall have one vote and decisions determined by a simple majority.

If there are equal numbers of votes, the Chairperson shall exercise a second, casting vote.

8. Access to Information

As this Joint Committee is formed pursuant to the provisions of section 101 Local Government Act 1972, the usual arrangements relating to access to information requirements will apply.

9. Expenses

Member expenses shall be sought through their respective authorities pursuant to the usual processes and procedures.

10. Review and amendments

These terms of reference shall be periodically reviewed by the Joint Committee to ensure they remain fit for purpose and complement the evolving circumstances of the MCCA.

Any amendments to these terms of reference will be subject to the governance arrangements of the respective non-constituent authority.

The Joint Committee may make Standing Orders for the regulation of the proceedings of Joint Committee and may vary or revoke any such Orders.

Effective Date xxxxxxx

# **Joint Committee of the seven Lincolnshire District Authorities**

## **Standing Orders**

### **1. MEMBERSHIP**

- 1.1 The District Joint Committee will have a membership of seven, with each second-tier local authority in Lincolnshire being entitled to appoint one member.
- 1.2 The following local authorities are those which are to constitute the District Joint Committee:
- Boston Borough Council  
City of Lincoln Council  
East Lindsey District Council  
North Kesteven District Council  
South Holland District Council  
South Kesteven District Council  
West Lindsey District Council
- 1.3 The member appointed by each of the authorities set out in paragraph 2.1 will be the Leader of the Council.
- 1.4 In the absence of the representative member, each Leader of that authority may appoint one substitute member to attend meetings of the District Joint Committee on their behalf.
- 1.5 The term of office for members of the District Joint Committee will end when they are no longer Leader of their respective authority.

### **2. APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON**

- 2.1 The District Joint Committee will elect a Chairperson and Vice-Chairperson from amongst its members during its inaugural meeting for a two-year term of office, and bi-annually thereafter.
- 2.2 The District Joint Committee Chairman and Vice-Chairman will be rotated on a bi-annual basis, unless all present at the meeting unanimously agree that a Chairperson or Vice-Chairperson should continue for a further term.
- 2.3 Nominations for the appointment of Chairperson and Vice-Chairperson must be proposed and seconded with the successful candidate requiring the majority of votes.
- 2.4 Where there are three or more nominations that have been proposed and seconded, the candidate with the least number of votes will be removed from the process. This process will be repeated until there are two candidates and one has received the majority of votes.

- 2.5 The Chairperson and Vice-Chairperson, upon election to their respective office, will each automatically be designated one of the District Council's four seats as non-constituent members on the Mayoral Combined Authority.

### **3. FREQUENCY OF MEETINGS**

- 3.1 The frequency of meetings of the District Joint Committee will be determined by the Committee at its inaugural meeting and will, where possible, align with the meeting cycle of the Mayoral County Combined Authority.
- 3.2 The Chairperson shall be entitled to call extraordinary meetings of the Joint District Committee, in consultation with the Vice-Chairperson of the Committee. Only matters for which the meeting was called may be considered at an extraordinary meeting of the Joint Committee.

### **4. QUORUM**

- 3.1 The quorum for the District Joint Committee will be four members.
- 3.2 If there is no quorum at the published start time for the meeting, a period of 15 minutes will be allowed, or longer at the Chairperson's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.
- 3.3 If the meeting becomes inquorate after the meeting has commenced, the meeting will be closed and the remaining items will be declared null and void.

### **5. DECISION-MAKING AND VOTING**

- 5.1 The District Joint Committee should in the first instance seek consensus. If a consensus cannot be reached then matters will be decided through voting.
- 5.2 Each member of the District Joint Committee will have one vote.
- 5.3 Any member appointed as a substitute will have full voting rights at meetings of the District Joint Committee.
- 5.4 All votes will be carried out by a show of hands and will be determined by a simple majority.
- 5.5 If there are an equal number of votes, the person presiding the meeting will exercise a second, casting vote.
- 5.6 A recorded vote will be held if requested by the majority of those members in attendance at a meeting of the District Joint Committee.

5.7 Any member may request that their vote for, against or in abstention of a proposal voted upon be recorded in the minutes at a meeting of the Joint Committee.

## **6. ACCESS TO INFORMATION**

6.1 Meetings of the District Joint Committee will be held in person.

6.2 Members of the public may attend all meetings of the District Joint Committee.

6.3 At least five clear working days before a meeting of the District Joint Committee, the Council appointed as secretariate will make copies of the following documents available for inspection by members of the public at each of the constituent Councils' offices and publish these documents on its website:

(a) The agenda for the meeting

(b) Any reports which are to be made available to the public in accordance with these Standing Orders

6.4 Where the meeting is convened at less than five clear working days' notice, a copy of the agenda and associated reports will be made available for inspection at the time the meeting is convened.

6.5 If an item is added to the agenda after it has been made publicly available, the revised agenda and any report relating to the item for consideration will be made available for inspection from the time the item was added to the agenda.

6.6 Where reports are prepared after the summons has been sent out, each such report will be made available to the public as soon as the report is completed and sent to Councillors.

6.7 Council appointed as secretariat will supply copies of the following documents to any person on payment of a charge for postage and any other appropriate costs, or for free via the Council's website:

(a) Any agenda and reports that are open to public inspection

(b) Any further statements or particulars necessary to indicate the nature of the items in the agenda that are open to public inspection

(c) Copies of any other documents supplied to Councillors in connection with an item, should the Monitoring Officer of the Council appointed as secretariat deem it appropriate



- 6.8 The District Joint Committee will ensure that copies of the following are available for public inspection for at least six years after the date of a meeting:
- (a) The minutes of the meeting and records of decisions taken
  - (b) A summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record
  - (c) The agenda for the meeting
  - (d) Reports relating to items when the meeting was open to the public
- 6.9 The Monitoring Officer of the Council appointed as secretariat will set out in every report a list of those documents (called background papers) relating to the subject matter of the report which in their opinion:
- (a) Disclose any facts or matters on which the report or an important part of the report is based
  - (b) Have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information (as defined below) and in respect of Cabinet reports, the advice of the political advisor (if any)
- 6.10 The District Joint Committee will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers at the offices of the Council appointed as secretariat and will also be available on the Council's website.

## **7. EXCLUSION OF ACCESS BY THE PUBLIC TO MEETINGS**

### ***Confidential information – requirement to exclude the public***

- 7.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.
- 7.2 Confidential information means information given to the District Joint Committee or its constituent Councils by a Government Department on terms that forbid its public disclosure, or information that cannot be publicly disclosed by order of a Court.

### ***Exempt information – discretion to exclude the public***

- 7.3 The public may, by resolution of the meeting concerned, be excluded from meetings whenever it is likely in view of the nature of the business to be

transacted or the nature of the proceedings that exempt information would be disclosed.

- 7.4 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.
- 7.5 Exempt information means information falling within one or more of the categories specified in the left hand column on the table below, subject to any condition specified in respect of that category in the right hand column of the table.

Description of exempt information	Qualification
1. Information relating to any individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
2. Information which is likely to reveal the identity of an individual	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information
3. Information relating to the financial or business affairs of any particular person (including the authority holding the information)	<p>Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p> <p>Information falling within this paragraph 3 is not exempt by virtue of that paragraph if it is required to be registered under:</p> <ul style="list-style-type: none"> <li>(a) The Companies Act 1985</li> <li>(b) The Friendly Societies Act 1974</li> <li>(c) The Friendly Societies Act 1992</li> <li>(d) The Industrial and Provident Societies Acts 1065 to 1978</li> <li>(e) The Building Societies Act 1986</li> <li>(f) The Charities Act 1993</li> </ul>
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising	Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

<p>between the authority or a Minister of the Crown and employees of, or officer holders under, the authority</p>	
<p>5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings</p>	<p>Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>
<p>6. Information which reveals that the authority proposes:</p> <p>(a) To give under any enactment a notice under or by virtue of which requirements are imposed on a person</p> <p>(b) To make an order or direction under any enactment</p>	<p>Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>
<p>7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime</p>	<p>Exempt information if and so long, as in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information</p>

7.6 If the Monitoring Officer of the Council appointed as secretariate thinks fit, the District Joint Committee may exclude access by the public to the whole or any part of reports which in their opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked “*Not for publication*” together with the category of information likely to be disclosed.

## 8. MEMBER CONDUCT

8.1 Members appointed to the District Joint Committee, or attending meetings in the capacity as a substitute, will be bound by the Councillor Code of Conduct of their nominating authority. Any complaint regarding the conduct of a member acting in such capacity should be referred to the Monitoring Officer of the local authority they are a member of.

8.2 If a member persistently disregards the ruling of the person presiding the meeting and behaves improperly or offensively, or deliberately obstructs business, the person presiding the meeting may move that the member be not heard further. If seconded, a vote will be taken without discussion.

8.3 If a member continues to exhibit the behaviour which resulted in a motion being passed that they not be heard further, the person presiding the meeting may move that either the member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion.

## **9. DISTURBANCE BY THE PUBLIC**

9.1 If a member of the public interrupts proceedings, the person presiding the meeting will warn the person concerned. If they continue to interrupt, the person presiding the meeting will order their removal from the meeting room.

9.2 If there is a general disturbance in any part of the meeting room open to the public the person presiding the meeting may call for that part to be cleared.

9.3 If there is a general disturbance making orderly business impossible, the person presiding the meeting may adjourn the meeting for as long as he or she thinks is necessary.

## **10. INTERPRETATION OF STANDING ORDERS**

10.1 The ruling of the person presiding a meeting of the District Joint Committee as to the application and interpretation of these Standing Orders shall be final.

## **11. SUSPENSION OF STANDING ORDERS**

11.1 Any of these Standing Orders may, as far as is lawful, be suspended by motion passed unanimously by those entitled to vote.

## **PUBLIC PARTICIPATION SCHEME FOR THE DISTRICT JOINT COMMITTEE FOR DEVOULTION**

December 2024

**Have you something to say about the way your local services are run, or perhaps an idea or information you would like to pass on to elected Councillors?**

**Maybe you want to tell the Councillors your views about an issue which they are going to discuss at the committee meeting? Either way, you are welcome to come along to meetings to tell us what you think. The thoughts and views of local residents and business people are very valuable in helping the Committee to reach informed decisions. So why not get involved?**

**This leaflet answers the questions which are asked most often by people who want to speak at meetings.**

**To help you make the most effective use of this opportunity, please take a few moments to read this leaflet if you are thinking of coming along.**

### **Questions and Answers**

**Q Who can speak?**

**A** The principal purpose of district councils is to ensure the provision, directly or indirectly, of services for the residents and businesses of the district. The right to speak extends to residents, those employed in the districts, businesses and other organisations based within the districts, and their representatives.

Each District Council operates their own schemes whereby you can participate and ask questions at their Council meetings, these are covered by different arrangements and you should contact the relevant Council area.

This scheme relates to the District Joint Committee for Devolution Only.

The terms of reference for this Committee can be found at  
xxxxxxx

**Q Can I speak at any time during the meeting?**

**A** There is a 15 minute public participation period set aside at the start of each District Joint Committee meeting. This is the opportunity to talk about either general issues under the Joint Committee's area of responsibility or about things which are on the agenda to be discussed in public session.

**Q Whom should I contact if I want to speak at a meeting?**

**A** Please contact the Democratic Services Team on: 01427 676594 / 01427 676606 or email:

[committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk)

**Q How do I know which Committee I should be talking to?**

**A** Where an item appears on the agenda for a meeting, it is easy – you speak at that meeting. If, however, you want to talk about something in general terms, it may not be quite so obvious. The Democratic Team will be happy to advise you.

**Q Can I ask very specific questions, for example, about The services I personally receive ?**

**A** You can but rather than waiting for a meeting, you should telephone the relevant Council to get sort it out straight away. Contacts at the bottom of this leaflet.

**Q If I want to contact the Councillors, how can I do that?**

**A** If you know who you want to contact, you can write or telephone. If you are not sure, the Democratic Team will be happy to advise you. The contact details for the Joint Committee are available at xxxxxxx

**Q Does everyone have the right to speak?**

**A** Yes. We do, however, have to put a limit on the time which is available. Speakers are selected on a first come, first served basis so it is wise to register your wish to speak as early as possible. We try to fit as many people in as possible, but the practical limit is five.

**Q Do I need to let anyone know that I want to speak at the start of a meeting?**

**A** It is helpful if we have some advance notice. This will allow us to research the answer to your question. Please arrive at least five minutes before the meeting is due to start. If you do not give us advance notice of your question, it may not be possible for it to be answered at the meeting itself. If this is the case, you will be advised that you will be sent a written reply, a copy of which will be sent to all the Councillors present at the meeting.

**Q How long can I speak for?**

**A** You can speak for up to three minutes, although it is helpful if you can be briefer. Those replying are also asked to keep their speeches to less than three minutes.

**Q Is there anything that I can't talk about?**

**A** You can talk about anything in which the Joint Committee has a role to play but questions on issues which are exempt or confidential under the 1985 Access to Information Act are not allowed. Please be aware that you will be speaking in public and press reporters may be present. Please do not say anything which you would not wish to be reported and be aware of the need to be factually correct in what you say. You should particularly note that you should not make derogatory or defamatory remarks about other people. Any such comments may leave you open to legal action.

The Chairman of the meeting has the right to say that any question or statement is not appropriate and will not be accepted. He/she also has absolute discretion regarding the interpretation of this scheme and its temporary suspension, variance or withdrawal at a particular meeting if this would be conducive to the debate or in the event

that it becomes, or threatens to become, disruptive to the conduct of the meeting or the proper and lawful exercise of the council's statutory powers and duties.

**Q May I ask a supplementary question on the same topic after my first question has been answered?**

**A** Normally no, but the Chairman of the meeting may decide to let you speak again if time allows.

**Q Can the same statement or question be put at every meeting?**

**A** No. To be fair, we must give everyone the opportunity of speaking. In particular, we need to avoid pressure groups using the time to seek publicity, or persistent misuse of the time by a few individuals.

**Q Where and when are meetings held?**

**A** The meetings of the Joint Committee are held in various in locations across Lincolnshire and most meetings will be held at 2.30pm the dates and venues can be obtained from the Democratic Services Team [committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk) .

**Q Can I get a copy of the agenda before the meeting?**

**A** The agenda will be available at the meeting and will be available for inspection on each of the District Councils' website and at each District Councils' main offices five clear days before the meeting.

**Q What happens if I do not have the chance to speak?**

**A** Give your question to the Clerk at the meeting. You will be sent a written reply and a copy of your question and the answer will be sent to all the Councillors at the meeting.

Alternatively, you may raise the issue at the next meeting of the committee. If you wish to do this, please let the Democratic Team know.

**Q Can I ask questions of other speakers?**

**A** No.



**Q Can I use photographs or plans or circulate supporting documents?**

**A** Documentation in support of oral representations is permitted provided a copy is submitted to the Democratic team by no later than 12 noon on the working day preceding the committee meeting.

**Q What should I do if I want to ask a question but am unable to attend the right meeting?**

**A** If you have a question, you are welcome to contact:

**West Lindsey District Council**

**Guildhall**

**Marshall's Yard**

**Gainsborough**

**Lincolnshire**

**DN21 2NA**

**Telephone: 01427 676594 / 01427 676606**

**email: [committeeadmin@west-lindsey.gov.uk](mailto:committeeadmin@west-lindsey.gov.uk)**

**Q Whom do I ask if I have any other queries?**

**A** If you have any questions not answered by this leaflet, you are welcome to contact Democratic Services as detailed above.

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If you would like a copy of this in large, clear print, audio, Braille or in another language, please telephone

**01427 676676**

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