

Chief Executives' Group - North Yorkshire and York

Terms of reference and governance arrangements (Amended 2 April 2014)

These terms of reference and governance arrangements set out how the Chief Executives' Group - North Yorkshire and York (the Group) will be administered and managed. They record the agreed working arrangements between the different organisations involved in the Group.

All the organisations involved acknowledge the need to work together effectively, in a spirit of co-operation and partnership, to enable local citizens to benefit from a joined up approach to service delivery.

1. The role of the Chief Executives' Group - North Yorkshire and York (the Group) is to provide leadership and coordination across sub-regional partnership structures and public services generally and to advise Local Government North Yorkshire and York.
2. The members of the Group shall be the following representatives of the named organisations or any successor bodies:
 - Chief Executive of North Yorkshire County Council
 - Chief Executive of Craven District Council
 - Chief Executive of Hambleton District Council
 - Chief Executive of Harrogate Borough Council
 - Managing Director of Richmondshire District Council
 - Chief Executive of Ryedale District Council
 - Chief Executive of Scarborough District Council
 - Chief Executive of Selby District Council
 - Chief Executive of City of York Council
 - Chief Executive of North York Moors National Park Authority
 - Chief Executive of Yorkshire Dales National Park Authority
 - Chief Executive/Accountable officer NHS Harrogate and Rural District Clinical Commissioning Group (CCG) (representing all North Yorkshire CCGs)
 - Chief Executive/Accountable officer NHS Scarborough and Ryedale Clinical Commissioning Group (CCG) (representing all North Yorkshire CCGs)
 - Chief Constable of North Yorkshire Police
 - Chief Fire Officer/Chief Executive of North Yorkshire Fire and Rescue Service
 - Chief Executive of West and North Yorkshire Chamber of Commerce
 - Chief Executive of North Yorkshire and York Forum ¹
3. Any member may nominate a named substitute with appropriate seniority and knowledge to attend and act in their absence.
4. Whilst the work of the Group may influence the decision and policy making of member organisations, those Members appreciate that they are independent of each other and need to make their own decisions in relation to the work outcomes

¹ Formerly known as North Yorkshire and York Forum for Voluntary Organisations

of the Group and implementation in accordance with their own organisation's procedures. Their responsibilities cannot be delegated to the Group. Each member representative therefore remains accountable to their own organisation or interest group and, in the case of local authority members, they are collectively accountable to Local Government North Yorkshire and York.

5. Other representatives from interested organisations may be invited to meetings as necessary. Such representatives shall receive appropriate agendas and papers for Group meetings and shall have the right to speak at such meetings but not vote on any item.
6. Changes to membership will be agreed by a simple majority of members present and voting.
7. The Group shall meet at least four times a year on dates agreed by the Group. Additional meetings may be called by the Chair and shall be called upon the request of at least eight members.
8. The Group will be quorate if 25% of the membership is present.
9. The Chair and Vice-Chair will be elected by the Group for a period of two years and may be re-elected. In the event of the Chair and Vice-Chair not being present the Group shall have power to elect a Chair from amongst the members present at the meeting for the duration of that meeting.
10. Every effort will be made to ensure that decisions are taken by consensus. In the event of a consensus not being reached, a decision will be reached by a simple majority of members present and voting at the meeting, with each member of the Group having one vote. In the event of it not being possible to reach a decision by a simple majority of members present and voting, the Chair will have an additional casting vote. Voting shall generally be by way of show of hands or, where agreed by a simple majority of members present and voting, by secret ballot.
11. Where conflict is unavoidable, members are expected to respect each others' views and seek to identify and deal with the issues of concern. If necessary, the Chair of the Group will identify a mutually acceptable person/group, or process, to guide the relevant partners to a resolution.
12. The secretariat will be provided by North Yorkshire County Council. The agenda and reports will normally be distributed no later than seven days before the meeting date. Minutes will normally be distributed no later than 14 days after the meeting date. All agendas, reports to, and minutes of, meetings of the Group shall be publicly available, subject to the provisions below.
13. Protocol for confidential items – where there are items which might be considered in a confidential manner the following protocol will be followed:
 - Any member of the Group may request that an item of business be considered in a confidential manner by the Group if, for example, it is commercially sensitive or related to negotiations between partners and others which have yet to be concluded.

- Requests should be made to the Chair of the Group. If the Chair agrees that the item of business should be considered in a confidential manner, all relevant papers will be marked confidential and only circulated to members of the Group until the Group has had the opportunity to consider the item at a meeting of the Group.
 - When considering an item of business marked confidential, the Group will agree whether or not it should continue to be treated as confidential.
 - If the item continues to be treated as confidential, a separate confidential minute of the discussion and decision shall be kept; with a note being included in the normal (public) minutes indicating that a confidential discussion had taken place and as far as appropriate the subject and outcome of the discussion.
13. Information sharing between Group members will accord with all relevant statutory provisions and any local information sharing protocols.
14. These terms of reference and governance arrangements will be reviewed by the Group as necessary, but not less than every two years. Any change will require a simple majority of members present and voting.

Agreed 12 May 2011

Last reviewed and amended 19 April 2013