



Meeting of the Greater Lincolnshire Combined County Authority

Date: Wednesday, 4 June 2025

Time: 2.00 pm

Venue: Council Chamber, County Offices, Newland, Lincoln LN1 1YL

Membership:

Mayor

Dame Andrea Jenkyns DBE

Constituent Members

Two members appointed by Lincolnshire County Council

Two members appointed by North Lincolnshire Council

Two members appointed by North East Lincolnshire Council

Non Constituent Members (5)

Councillor Craig Leyland, East Lindsey District Council

Councillor Naomi Tweddle, City of Lincoln Council

Councillor Nick Worth, South Holland District Council

Councillor Richard Wright, North Kesteven District Council

Marc Jones, Police and Crime Commissioner

Associate Member (1)

Professor Neal Juster

Members of the Greater Lincolnshire Combined County Authority are summoned to a meeting as set out above to transact the following business as set out in the agenda. Attendance of all Members is expected.

Yours sincerely

A handwritten signature in black ink, appearing to read "L. Sirdifield", on a light yellow rectangular background.

Lee Sirdifield
Interim Chief Operating Officer

GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY AGENDA
WEDNESDAY, 4 JUNE 2025

Item	Title	Pages
1	Welcome and Mayoral Announcements	
2	Apologies and Substitutions	
3	Declarations of Interest	
4	Minutes of the Inaugural Meeting on 6 March 2025	7 - 14
5	Amendments to the Constitution To seek approval in relation to a number of amendments to the constitution.	15 - 42
6	Appointment of Independent Persons To seek approval for the appointment of Independent Persons for Audit Committee, Overview and Scrutiny and for Standards Matters.	43 - 50
7	Membership of the Greater Lincolnshire Combined County Authority Boards and Committees To appoint members and substitute members to the Combined County Authority Regulatory Committees and reflect, as reasonably as possible, political balance.	51 - 58
8	Appointment of Deputy Mayor To note the appointment of a Deputy Mayor for the Greater Lincolnshire Combined County Authority.	
9	Appointment of Chairs to the Greater Lincolnshire Combined County Authority Boards, Panels and Committees, and Appointments to Outside Bodies To appoint Chairs to Boards, Panels and Committees of the Greater Lincolnshire Combined County Authority and make appointments to Outside Bodies.	59 - 62
10	Questions from Members of the Public To receive questions from the public to the Mayor, Authority Members and Board and Committee Chairs.	
11	Calendar of Meetings To approve a programme of meetings for Greater Lincolnshire Combined County Authority.	63 - 68

12	Greater Lincolnshire Combined County Authority Advisory Panels To approve the creation of advisory panels for Innovation, the UK Food Valley Programme and the Defence & Security sector, plus the national Rural Transport Panel.	69 - 84
13	Appointment of Statutory Scrutiny Officer To approve the appointment of Statutory Scrutiny Officer for the Greater Lincolnshire Combined County Authority.	85 - 88
14	Appointment of Section 73 Officer To approve the appointment of the Section 73 Officer for the Greater Lincolnshire Combined County Authority.	89 - 92
15	Adoption of Records and Information Management Policy To approve an initial policy to enable the operation of the Greater Lincolnshire Combined Authority Records.	93 - 102
16	Local Transport Funding Update To provide an update on the allocation and management of local transport funding in the 2025/26 financial year and seek agreement on how funding will be managed subsequent financial years.	103 - 110
17	UK Shared Prosperity Fund (UKSPF) To consider a report which makes recommendations on the capital funding allocated to the Greater Lincolnshire Combined County Authority for 2025/26.	111 - 122
18	Motions on Notice To consider motions on notice received in accordance with the Greater Lincolnshire Combined County Authority Procedure Rules.	

Information about this meeting

Members of the Public – Rights to Attend Meeting

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Contact

Persons wishing to obtain any further information on this meeting or for details of access to the meeting, please contact: Matthew Garrard matthew.garrard@lincolnshire.gov.uk or Nicola Calver nicola.calver@lincolnshire.gov.uk

Greater Lincolnshire Combined County Authority, c/o County Offices, Newland, Lincoln LN1 1YL

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PRESENT:

Constituent Members:

Councillor Martin Hill OBE - Lincolnshire County Council (**CHAIRMAN**)
Councillor P A Bradwell OBE – Lincolnshire County Council
Councillor Richard Hannigan – North Lincolnshire Council
Councillor Margaret Cracknell – North Lincolnshire Council
Councillor Rob Waltham MBE – North Lincolnshire Council
Councillor Philip Jackson – North East Lincolnshire Council (VICE CHAIRMAN)

Non-Constituent Members:

Marc Jones (Police and Crime Commissioner for Lincolnshire)
Councillor Craig Leyland (East Lindsey District Council)
Councillor Naomi Tweddle (City of Lincoln Council)
Councillor Richard Wright (North Kesteven District Council)
Councillor Nick Worth (South Holland District Council)

Associate Member:

Professor Neal Juster

Jonathan Evison (Police and Crime Commissioner for Humberside) also attended the meeting as an observer

Officers in attendance:-

Alison Baker (Chief Executive – North Lincolnshire Council), Debbie Barnes OBE (Chief Executive – Lincolnshire County Council), Nicola Calver (Member Services Manager – Lincolnshire County Council), Matthew Garrard (Head of Policy – Lincolnshire County Council), Lee Sirdifield (Head of Paid Service), Tony Kavanagh (Assistant Director – HR and Organisational Support – Lincolnshire County Council), Guy Lonsdale (S73 Officer), Charlotte McKay (Assistant Director – Legal & Monitoring Officer – North Lincolnshire Council), Lisa Tremble (Monitoring Officer), Rob Walsh (Chief Executive – North East Lincolnshire Council) and Emily Wilcox (Senior Democratic Services Officer – Lincolnshire County Council)

1 **ELECTION OF CHAIR**

Debbie Barnes, Chief Executive – Lincolnshire County Council welcomed those in attendance to the inaugural meeting of the Greater Lincolnshire Combined Authority and invited nominations for the election of chair.

**GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY
6 MARCH 2025**

On the nomination of Councillor Phillip Jackson, seconded by Councillor Rob Waltham MBE, it was

RESOLVED

That Councillor Martin Hill OBE be elected as the Chair of the Greater Lincolnshire Combined County Authority.

Councillor Martin Hill OBE reflected on the inaugural meeting of the Authority as a historic day for Greater Lincolnshire, highlighting the significance of the Authority and the creation of more power and influence for Lincolnshire on a national scale. The power of democracy was emphasised, particularly given that Lincolnshire was the home of the Magna Carta and the Charter of the Forest. The new Authority would have the chance to fight for what is right and best for Lincolnshire, and it was hoped that the Authority would work with the other combined authorities in East Midlands, Hull and East Yorkshire to creating a more powerful voice for the region. As one of the first rural combined county authorities, the Authority would work to bring greater investment and greater influence for the area.

2 MEMBERSHIP OF THE GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY

Members noted the constituent membership of the Greater Lincolnshire Combined County Authority (GLCCA) as follows:

- Councillor Martin Hill OBE - Lincolnshire County Council
- Councillor Patricia Bradwell OBE - Lincolnshire County Council
- Councillor Philip Jackson - North East Lincolnshire Council
- Councillor Stan Shreeve - North East Lincolnshire Council
- Councillor Rob Waltham MBE - North Lincolnshire Council
- Councillor Richard Hannigan - North Lincolnshire Council

3 ELECTION OF VICE-CHAIR

Upon the nomination of Rob Waltham MBE, seconded by Councillor Martin Hill OBE, it was

RESOLVED

That Councillor Phillip Jackson be elected the Vice-Chair of the Greater Lincolnshire Combined County Authority.

4 APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor Stan Shreeve (North East Lincolnshire Council). It was reported that Councillor Margaret Cracknell was in attendance as his named replacement.

5 DECLARATIONS OF INTEREST

Due to his intention to stand as a candidate for the Mayor of the GLCCA, Councillor Rob Waltham MBE declared a personal and prejudicial interest in relation to item 10 of the agenda and the recommended scheme of allowance to the Mayor, and advised that he would leave the meeting during deliberation of the item.

6 APPOINTMENT OF STATUTORY OFFICERS

Consideration was given to a report by Tony Kavanagh, Assistant Director – HR and Organisational Support (Lincolnshire County Council) which sought the approval of constituent members to appoint officers to the roles required in statute, through a S113 agreement.

Lee Sirdifield, Guy Lonsdale and Lisa Tremble introduced themselves and explained their prospective roles as part of the Authority.

RESOLVED

1. That Lee Sirdifield be appointed as Head of Paid Service, Senior Information Risk Officer (SIRO) and as the competent responsible person for health and safety.
2. That Guy Lonsdale be appointed as S73 Officer.
3. That Lisa Tremble be appointed as Monitoring Officer and Data Protection Officer (DPO).
4. That the use of S113 to resource the appointments to the statutory posts of Head of Paid Service, Monitoring Officer and S73 between the respective Constituent Councils providing the resources, be agreed.

7 CONSTITUTION AND GOVERNANCE ARRANGEMENTS

Members considered a report by the Lisa Tremble, Monitoring Officer, which sought approval from constituent members on a number of governance related matters that were required under law to be considered at the inaugural meeting of the Greater Lincolnshire Combined County Authority (GLCCA).

Members agreed that Councillor Richard Davies (Lincolnshire County Council) and Councillor Tim Mitchell (North Lincolnshire Council) be appointed as the named substitutes for the Transport for the North's Partnership Board and Rail North Committee to attend any meetings to on behalf of the Chair.

RESOLVED

1. That the draft Constitution at Appendix A of the report be approved for adoption as the Constitution for the Greater Lincolnshire Combined County Authority (GLCCA).

2. That the Protocol in Part 5 of the Constitution be noted as the agreed way of collaborative working with the Constituent and Non-Constituent Councils where consent and concurrency are required, and recommend that the Constituent and Non-Constituent Councils adopt a reciprocal arrangement.
3. That the title of the Mayor under s.42 of the Levelling Up and Regeneration Act 2023 be approved.
4. That the District Joint Committee for Devolution, pursuant to section 11 (1) of the Levelling Up and Regeneration Act 2023, be designated as a nominating body to the Authority so as to nominate such representatives for appointment as non-constituent members to the Authority as provided in the Constitution, subject to the said the District Joint Committee for Devolution consenting to such designation.
5. That pursuant to section 11 (1) of the Levelling Up and Regeneration Act 2023, the Police and Crime Commissioner for Lincolnshire be designated as as a nominating body to the Authority so as to nominate a representative for appointment as a non-constituent member to the Authority as provided in the Constitution, subject to the said Office of the Police and Crime Commissioner for Lincolnshire consenting to such designation.
6. That pursuant to section 11 (1) of the Levelling Up and Regeneration Act 202, the Police and Crime Commissioner for Humber be designated as a nominating body to the Authority so as to nominate a representative for appointment as a non-constituent member to the Authority as provided in the Constitution, subject to the said Office of the Police and Crime Commissioner for Humberside consenting to such designation.
7. That it be noted that the District Joint Committee for Devolution has consented to the designation as a nominating body and in so doing has nominated the following members as non-constituent members of the Authority: Councillors Richard Wright, Naomi Tweddle, Craig Leyland and Nick Worth.
8. That the nominations in (7) be accepted and the members be appointed as non-constituent members of the Authority.
9. That it be noted that the Police and Crime Commissioner for Lincolnshire has consented to the designation as a nominating body and in so doing has nominated the Police and Crime Commissioner for Lincolnshire as a non-constituent member of the Authority and the Police and Crime Commissioner for Humberside to act in their absence.
10. That the nomination be accepted and the Police and Crime Commissioner for Lincolnshire be appointed as a non-constituent member of the Authority and that it be noted that the Police and Crime Commissioner for Humberside would act in their absence.
11. That Neal Juster be appointed as the Interim Associate Member of the Authority.
12. That authority be delegated to the Interim Monitoring Officer the power to:
 - Advertise the vacancy for the Independent Person on the Overview and scrutiny Committee, noting that they will act as the Chair of the Committee, and make recommendations for appointment at a future meeting of the Authority
 - Advertise the vacancy for the Independent Person on the Audit Committee noting that they will act as the Chair of the Committee, and make recommendations for appointment at a future meeting of the Authority

- Advertise the vacancies for Independent Persons for Standards, and
 - Make any amendments to the Constitution in relation to typographical errors or legislative amendments, subject to consultation with the Lead Members of the Constituent Authorities, pending the Mayor taking office at which point consultation would extend to the Mayor as well, ensuring that any amendments are consistent with the provisions of the 2025 Regulations and are reported to the subsequent meeting of this Authority
13. That the Chair of the Authority be appointed as the interim co-opted Member for the Transport for the North's Partnership Board and also the Rail North Committee, and a named substitute be appointed to attend any meetings in the co-opted member's absence.

8 LOCAL ASSURANCE FRAMEWORK

Consideration was given to a report by Matthew Garrard, Head of Policy (Lincolnshire County Council), which sought approval for the Greater Lincolnshire Combined County Authority Local Assurance Framework. The English Devolution Accountability Framework set out how mayors combined authorities would be scrutinised and held to account. The draft assurance framework had been developed in accordance with the constitution, financial rules and best practice from other combined and combined authorities and was set out at appendix A to the report.

RESOLVED

That the Greater Lincolnshire Combined County Authority Local Assurance Framework be approved.

9 BUDGET 2025-26, RESOURCES AND MEDIUM TERM FINANCIAL PLAN

Consideration was given to a report by Guy Lonsdale, S73 Officer, which sought constituent members' approval from for the 2025/26 Budget and provided further detail on the management of the Authority's resources over the medium term.

Councillor Rob Waltham MBE noted the financial contributions that would be made by constituent authorities in the first year, highlighting their commitment to supporting the authority. However, it was noted that this was a limited investment and there was a need for the Authority to be sustainable long term. In addition, he highlighted the significant amount of money coming into Lincolnshire that the Authority would have an influence over. Although it was acknowledged that this was an interim budget, it was emphasised that report set out the tone for the amount of money coming into Lincolnshire and the difference it could make.

Those voting **for: 6**

Councillor P A Bradwell OBE, Councillor Margaret Cracknell, Councillor Richard Hannigan
Councillor M J Hill OBE, Councillor Richard Hannigan, Councillor Phillip Jackson, Councillor
Rob Waltham MBE.

Those voting **against: 0**

Those **abstaining: 0**

RESOLVED

1. That the 2025/26 budget and Medium-Term Financial Plan (Appendix A) be approved.
2. That the adoption of an interim Treasury Management Policy and Strategy Statement be agreed.
3. That it be noted that further work would be required to refine the medium-term financial plan and funding model for the Authority.

That the Authority opt into the national Public Sector Audit Appointment (PSAA) framework to progress appointment of an external auditor.

10 RECOMMENDED SCHEME OF MEMBERS' ALLOWANCES

15:58 Councillor Rob Waltham MBE left the meeting for the duration of the item due to an earlier declared interest.

Consideration was given to a report by Charlotte McKay, Assistant Director (Legal) – North Lincolnshire Council, which sought approval for a recommended scheme of Members' Allowances for the financial year 2025/26 (or for a reasonable period of no longer than four years) in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) (Amendment) Regulations 2024 and The Greater Lincolnshire Combined County Authority Regulations 2025, as set out on pages 287 to 309 of the agenda pack.

RESOLVED

1. That having regard to the Independent Remuneration Panel's report and recommendations, the level of remuneration for the elected Mayor be set at £86,060 (which is within the range recommended by the Independent Remuneration Panel's report) for inclusion in the approved scheme of allowances).
2. That in having regard to the Independent Remuneration Panel's report and recommendations, the Members' Allowance scheme for the 2025/26 financial year or for a reasonable period of no longer than four years be approved and adopted.
3. That authorisation be granted to the Monitoring Officer to carry out additional associated work to implement the scheme and provide members with guidance on how to submit claims for allowances and how and when remuneration will be received.

16:01 – Councillor Rob Waltham MBE re-entered the meeting.

11 ADOPTION OF POLICY

Consideration was given to a report by the Head of Policy – Lincolnshire County Council which sought approval to adopt the initial policies required to enable the establishment and operation of the new strategic authority.

RESOLVED

That the following policies be approved:

- a. Anti-Fraud Policy
- b. Anti-Bribery Policy
- c. Reporting a Concern (Whistleblowing) Policy
- d. Audit Arrangements and Risk Management Policy
- e. Treasury Management Policy
- f. Complaints Policy
- g. Freedom of Information Policy
- h. Data Protection Policy
- i. Information Handling Policy
- j. Security Incident Reporting Policy
- k. Privacy Notice

12 ESTABLISHING THE GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY

Consideration was given to a report from the Assistant Director – HR and Organisational Services, which outlined the key steps for the development of an operating model and organisation structure to ensure the effective and timely establishment, of a fit for purpose Combined County Authority for Greater Lincolnshire (GLCCA).

RESVOLED

- 1. That the proposed operating principles and interim structure for the GLCCA be approved.
- 2. That the Head of Paid Service be appointed as the Interim Chief Operating Officer.
- 3. That the use of Service Level Agreements to resource the interim non statutory posts and functions of the GLCCA be approved, and the adoption of Lincolnshire County Council's pay and grading structure for the GLCCA be approved.

13 APPOINTMENT OF A COMBINED COUNTY AUTHORITY RETURNING OFFICER FOR THE ELECTION OF A MAYOR ON 1 MAY 2025

Consideration was given to a report by the Head of Policy – Lincolnshire County Council, which sought approval to appoint a Combined County Authority Returning Officer for the

proposed election of a Mayor for Greater Lincolnshire on 1 May 2025 as set out in the Greater Lincolnshire Combined County Authority Regulations 2025.

RESOLVED

That the appointment of Rob Walsh, Chief Executive, North East Lincolnshire Council as the Combined County Authority Returning Officer for the proposed election of mayor on 1 May 2025, in accordance with Article 10 of the Combined Authorities (Mayoral Elections) Order 2017, be approved.

14 DELIVERING DEVOLUTION

Consideration was given to a report by Lee Sirdifield, Head of Paid Service, which set out the initial ambitions, activities and forward plan of decision making for the Greater Lincolnshire Combined County Authority. The proposal for devolution provided for the Mayor and the Authority to deliver on the region's ambitions through investment of infrastructure, the environment, high quality skills, training and pathways, and enabling Greater Lincolnshire to have a stronger voice to make the case for more investment in its priorities. Members were referred to the forward plan which set out the initial decisions required to be considered by the Authority to continue work to deliver on the commitments made in the devolution proposal.

RESOLVED

1. That the Greater Lincolnshire Devolution Deal and the Greater Lincolnshire Devolution Proposal as policy be agreed.
2. That the forward plan of decision making to deliver the devolution deal and proposal be agreed.

The meeting closed at 16:10.

Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

AMENDMENTS TO THE CONSTITUTION

Purpose of the Report

This report is to seek approval in relation a number of amendments to the Constitution

Recommendations

It is recommended that:

- 1) the amended Constitution, as set out within paragraphs 6 and 7 of the report and Appendix A be approved; and**
- 2) the Greater Lincolnshire Arrangements for dealing with complaints about the Elected Mayor, Local Authority elected Members and Co-Opted Members under the Localism Act 2011 as set out in Appendix B be approved.**

Voting and consent arrangements

Simple majority vote to include the Mayor.

There are no consent requirements for this decision.

Information

1. The Constitution sets out how the Authority works, makes decisions, and the procedures followed to ensure its work is efficient and effective, and is transparent and accountable to residents. Some of these procedures are set by law, while others are ones the CCA has chosen to follow. The operation of the Constitution will be regularly reviewed, including an annual review to ensure that it remains fit for purpose.
2. The Authority approved the Constitution at its inaugural meeting in March 2025. This report requests that Members agree minor amendments that are proposed to be made to the document since its initial approval.
3. The current Constitution can be viewed using the link at the bottom of this report and the amended Constitution will be published on the Authority's website following this meeting with the agreed amendments incorporated.
4. It is also recognised that the Constitution will need to be kept under review, especially in the early period of the Authority, in order to ensure that it reflects the emerging operational requirements of the Authority and can operate in the light of experience and the practical application of the various procedures, protocols and requirements set out. By necessity the Constitution will evolve and further iterations of the Constitution will be brought to the Authority for approval.
5. To enable this evolution a number of measures have been inserted into the proposed Constitution to ensure appropriate review around Board and Committee scope, membership, delegations and functions take place on an annual basis as a minimum.

Removal of references to procedure prior to the Mayor being elected

6. It is recommended to remove sections 4.4 to 4.14 and 5.1 of the Combined County Authority Procedure Rules in Part 4. These referred to procedure to be followed prior to the election of the Mayor and are therefore now irrelevant. The proposed changes are set out as Appendix A.

Amend the name of the Skills and Employment Board to Employment and Skills Board

7. The rationale behind this amendment is to ensure consistency with existing strategies and policies.

Greater Lincolnshire Arrangements for dealing with complaints about the Elected Mayor, Local Authority elected Members and Co-Opted Members under the Localism Act 2011.

8. These Arrangements set out how a complaint may be made that the Elected Mayor, a Local Authority appointed Member or co-opted Member of Greater Lincolnshire Combined County Authority (the Authority) has failed to comply with the Authority's Code of Conduct. They also set out how the Authority will deal with any complaints of a failure to comply with the Code of Conduct.
9. These arrangements are set out at Appendix B.

Alternative options considered

10. This report sets amendments to the Constitution and as such are governance related matters that the Authority is obliged to consider. Accordingly, no other options have been considered.

Reason for the recommendation

11. The Authority is required to have in place provisions setting out its legal and governance structure, including the adoption of a Constitution This report addresses those issues.

Implications, advice and guidance

12. The implications are set out in detail in the body of the report.

Public sector equality duty implications

13. No specific implications were identified in the preparation of the report.

Legal implications / comments

14. The legal implications of the proposed Constitution are contained in the body of this report. Constitutional requirements are derived from the Levelling up and Regeneration Act 2023, the Greater Lincolnshire Combined County Authority Regulations 2025 and the Combined Authority (Overview and Scrutiny Committees, Access to information and Audit Committees) Order 2017, together with a variety of underpinning Local Government legislation applicable to Combined County Authorities. The approach to the development of the Constitution has been to develop an initial constitution to enable the Authority to be legally compliance and functional from day one of its operation but with the scope to develop and evolve those arrangements, within the legislative framework.

Finance and resource implications / comments

15. There are no direct financial implications arising from the recommendations of this report.

Greater Lincolnshire policy / comments

16. The Constitution is required as part of the arrangements to enable devolution to the Mayor and Greater Lincolnshire Combined County Authority.

Consultation, Boards, Overview and Scrutiny / comments

17. The following have been consulted in the preparation of this report:
- Not applicable.

Appendices included with this report

18. The following documents are included:
- Appendix A – Amended Combined County Authority Rules
 - Appendix B – Arrangements for dealing with complaints about the Elected Mayor, Local Authority elected Members and Co-Opted Members under the Localism Act 2011.

Background Papers used in the preparation of this report

19. The following background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Background Paper	Where it can be viewed
The Greater Lincolnshire Combined County Authority Regulations 2025	https://www.legislation.gov.uk/uksi/2025/117/contents/made
Constitution	07a. GLCCA - Inaugural Meeting - 06032025 - GLCCA Constitution All Parts FINAL JAN 2025.pdf

Contact details for the report

Report on behalf of: Lee Sirdifield, Chief Operating Officer, Greater Lincolnshire Combined County Authority

Report prepared by: Lisa Tremble, Interim Monitoring Officer, Greater Lincolnshire Combined County Authority

Part 4: Procedure Rules

4.1 Combined County Authority Procedure Rules

1 Annual Meetings

- 1.1 In a year when there is an ordinary mayoral election, the Annual meeting of the Authority shall take place within 21 days from the retirement of the outgoing Mayor. In any other year, the Annual meeting shall take place on such day between 1st March and 30th June in line with Schedule 12, paragraph 6A of the Local Government Act 1972.
- 1.2 At the Annual meeting the Authority will:
- (a) Note the Mayor and Constituent council members and substitute members;
 - (b) Receive apologies for absence;
 - (c) Receive any declarations of interest from Members;
 - (d) Approve the minutes of the last meeting;
 - (e) Receive details of the Mayor's appointments of the Deputy Mayor and arrangements in respect of Mayoral General Functions;
 - (f) Appoint non-constituent members and associate members and their delegates and substitutes;
 - (g) Approve a programme of Ordinary meetings of the Authority for the year;
 - (h) Approve committee arrangements and appointments to Boards including appointing at least one Overview and Scrutiny Committee, and an Audit Committee and such other committees and advisory panels as required;
 - (i) Receive nominations and appoint Members to serve on outside bodies;
 - (j) Consider any other business set out in the summons convening the meeting;
 - (k) Consider any business that the Mayor believes to be urgent, in that the matter to be determined has arisen since the publication of the agenda and failure to determine it at this meeting would cause significant adverse impact on the Authority.

2 Ordinary Meetings

- 2.1 Ordinary meetings of the Authority shall take place in accordance with a programme decided at the Authority's Annual meeting. Ordinary meetings will:
- (a) Receive apologies for absence;
 - (b) Approve the minutes of the last meeting;
 - (c) Receive any declarations of interest;
 - (d) Receive any announcements from the Mayor;
 - (e) Deal with any business adjourned from the last Authority meeting;

- (f) Respond to any questions from members of the public;
- (g) Consider reports and recommendations from any Board, Committee or Advisory Panel of the Authority;
- (h) Consider reports and recommendations from any Chief Officer of the Authority;
- (i) Consider motions on notice;
- (j) Consider any other business specified in the summons to the meeting, and for debate;

3. Extraordinary Meetings

- 3.1 The Monitoring Officer may call, and those listed below may require the Monitoring Officer to call, Extraordinary Combined County Authority meetings in addition to Ordinary meetings:
- (a) The Authority;
 - (b) The Mayor (by resolution in their capacity as the Chair of the Authority);
 - (c) Any five Authority Members who have signed requisition which has been presented to the Mayor and the Mayor has refused to call a meeting or has failed to call a meeting within 5 clear working days of the presentation of the request.

Only business specified in the summons may be transacted at an Extraordinary Authority meeting.

4. Chair

- 4.1 The Mayor, or in their absence the Deputy Mayor (who will have the same powers and duties as the Mayor), will preside at meetings of the Authority.
- 4.2 Where the Deputy Mayor is acting in place of the Mayor they cannot also act in their capacity as a Combined County Authority Member. The substitute member for the Deputy Mayor may act in the place of the Deputy Mayor in their capacity as a Combined County Authority Member.
- 4.3 If for any reason the Mayor is unable to act or the office of Mayor is vacant and the Deputy Mayor is unable to act or the office of Deputy Mayor is vacant, the other members of the Authority must act together to appoint a Chair. In such circumstances the Authority will elect a Constituent Member to chair the meeting as its first item of business. Decisions will still be taken by a simple majority.
- ~~4.4 In the period prior to the first day of the first Mayor's Term of Office the Authority must appoint a Chair from among its Constituent Council members and the appointments are to be the first business transacted after the appointment of members of the Combined County Authority, at the first meeting of the Authority.~~
- ~~4.5 A person ceases to be Chair of the Authority if they cease to be a member of the Authority.~~
- ~~4.6 If a vacancy arises in the office of chair, an appointment to fill the vacancy is to be made at the next ordinary meeting of the Authority, or, if that meeting is to be held within 14 days of the vacancy arising, at the meeting following that meeting.~~
- ~~4.7 The Chair of the Authority ceases to hold office at the end of the day before the first Mayor's term of office begins.~~
- ~~4.8 The Authority must appoint a vice-chair from amongst its Constituent council members and the appointment is to be the first business transacted after the appointment of members and the Chair of the Authority, at the first meeting of the Combined County Authority.~~
- ~~4.9 A person ceases to be vice-chair of the Authority if they cease to be a member of the Authority.~~

~~4.10 If a vacancy arises in the office of vice-chair, an appointment to fill the vacancy is to be made at the next ordinary meeting of the Authority or, if that meeting is to be held within 14 days of the vacancy arising, at the meeting following that meeting.~~

~~4.11 The vice-chair must act in place of the Chair if for any reason—
(a) the chair is unable to act, or
(b) the office of Chair is vacant.~~

~~4.12 If for any reason—
(a) the chair is unable to act or the office of chair is vacant, and
(b) the vice-chair is unable to act or the office of vice-chair is vacant, no meeting of the Authority may take place.~~

~~4.13 The office of vice-chair is abolished at the end of the day before the first mayor's term of office begins.~~

~~4.14 Sections 4.4 to 4.14 above and 5.1 below will cease to have effect after the election of the first Mayor in May 2025 and should be removed from the Constitution.~~

5. Quorum

Proceedings on or before the day before the first Mayor's term of office begins

~~5.1 No business may be transacted at a meeting of the Authority unless the following persons are present—
(a) the Chair, or vice-chair acting in place of the Chair, and
(b) at least three members of the Authority appointed by Constituent councils under paragraph 1(2), or substitute members acting in their place.~~

Proceedings on or after the day on which the first Mayor's term of office begins

5.2 No business may be transacted at a meeting of the Authority unless the following persons are present:

- (a) the Mayor or the deputy mayor acting in place of the Mayor, and
- (b) at least three members of the Authority appointed by Constituent councils, or substitute members acting in their place.

5.3 If at the time for which a meeting is called, and for 15 minutes thereafter, a quorum is not present, then no meeting shall take place.

5.4 If during any meeting the Chair, after counting the number of Members present, declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair. If there is no quorum and the Chair does not fix a time for the reconvened meeting, the meeting shall stand adjourned to the next ordinary meeting of the Authority.

6. Time, Place and Duration of Meetings

- 6.1 Authority meetings are held at any place within the Combined County Authority Area as the Authority directs during daytime unless the Authority or the Mayor decides otherwise. Any changes to the date, time and place of meetings or cancellation of meetings will be determined by the Chief Operating Officer in consultation with the Mayor.
- 6.2 The Mayor shall interrupt proceedings where any meeting has lasted for three hours, whereupon all Members shall stop speaking. The Mayor shall, without discussion, take a vote on whether or not the Members wish the meeting to continue.
- 6.3 If the majority of Members present vote to continue the meeting, then the meeting shall continue until all business has been concluded.

7. Suspension, Variation, Revocation, and Interpretation of Procedure Rules

- 7.1 Any motion to vary or revoke these Procedure Rules shall, when proposed and seconded, stand adjourned without discussion to the next Ordinary meeting of the Authority.
- 7.2 Procedure Rules may be suspended in respect of any business at a meeting of the Authority where its suspension is moved and seconded, except where this would be in contravention of statute.
- 7.3 A motion to suspend Procedure Rules shall not be moved without notice unless there are present at least three of the Members of the Authority appointed by Constituent Councils or Substitute Members acting in their place.
- 7.4 The ruling of the Mayor as to the construction or application of Procedure Rules, or as to any proceedings of the Authority, shall not be challenged. The Mayor may consult with the Monitoring Officer or their nominee on any question of interpretation.

8. Items of Business

- 8.1 No item of business may be considered at any meeting except:
- The business set out in the Summons,
 - Business required by law to be transacted at the annual meeting, or
 - Business brought before the meeting as a matter of urgency by reason of special circumstances, which shall be specified in the minutes, and the Mayor is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 8.2 All Members are able to request items of business that could be included in the summons. The Mayor will confirm the items of business to be included in the Summons.

9. Order of Business

- 9.1 Business shall be dealt with in the order in which it is set out in the agenda unless the Mayor acting reasonably decides otherwise.

10. Record of Attendance

- 10.1 The Monitoring Officer will ensure that the name of any Member present during the whole or part of a meeting is recorded.

11. Confirmation of Minutes and Declarations of Interest

- 11.1 Minutes of the last Authority meeting shall be confirmed at the next Ordinary meeting of the Authority.
- 11.2 Only matters relating to the accuracy of the minutes can be raised, which must be done by way of a motion which is proposed, seconded, and voted upon. Where no issues are raised, or after the motion has been dealt with, the Mayor shall initial each page and sign the minutes.
- 11.3 Any Member with a Disclosable Pecuniary Interest in a matter being discussed should declare the nature of the interest and withdraw from the meeting during the item.
- 11.4 Any Member with an Other Registrable Interest or Non-Registrable Interest in a matter being discussed should declare the nature of the interest and should withdraw from the meeting during the item, if required to do so under the Members' Code of Conduct.

12. Motions on Notice

- 12.1 **Notice.** Except for Procedural Motions which can be moved without notice, written notice of every motion, signed by the Member raising the motion and at least one seconder, must be delivered to the Monitoring Officer, not later than midday, at least seven clear working days before the date of the meeting.
- 12.2 Motions for which notice has been given will be listed on the agenda in the order in which they were received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.
- 12.3 No more than one motion may be proposed by Members of each Constituent Councils and no more than one motion may be proposed by the non Constituent Members collectively for each meeting.
- 12.4 **Scope.** Each motion must:
 - (a) clearly and succinctly identify the matter to be debated;
 - (b) be capable of being passed as a formal resolution; and
 - (c) be about matters for which the Authority has a responsibility, or which specifically affect the Authority area.
- 12.5 The Monitoring Officer may, reject a motion which, in their opinion:
 - (a) is irrelevant, defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
 - (b) refers to legal proceedings taken or anticipated by or against the Combined County Authority;
 - (c) requires the disclosure of confidential or exempt information;
 - (d) names or identifies specific service users, members of staff or members of staff of partner organisations without the mover demonstrating they have provided consent;
 - (e) relates to the Member's own personal circumstances;

- (f) expresses support or objection to proposals where the Authority is in the process of consulting with the public or responding to a formal consultation process.
- 12.6 **Alteration.** A proposer may alter a motion on which they have given notice when they come to move it, in which case the amendment becomes part of the substantive motion without debate. Only alterations that could be made as an amendment may be made.
- 12.7 **Withdrawal.** Where a motion on notice is before the Authority having been formally moved and seconded, the mover may subsequently withdraw it only with the consent of the seconder and the meeting. The meeting's consent will be signified without discussion. No member may speak on the Motion after the proposer has asked permission to withdraw it unless permission is refused.
- 12.8 **Motions not moved.** If a motion set out in the summons is not moved by the Member who gave notice of it, it shall, unless postponed by consent of the Authority, be treated as withdrawn and shall not be moved without fresh notice.
- 12.9 **Rescission of earlier resolutions.** No motion or amendment may be proposed to rescind any resolution of the Authority passed within the preceding six months, or which is to the same effect as one which has been rejected within that period, unless:
 - (a) It is proposed by a Board of the Authority,
 - (b) It is required to comply with a statutory duty; or
 - (c) Notice of such motion has been given and signed by at least one third of the total number of members who include members from more than one political group.

13. Amendments

- 13.1 An amendment to a motion must:
 - (a) Be relevant to the motion;
 - (b) Add and/or delete a word or words;
 - (c) Not introduce a new topic;
 - (d) Not negate the motion;
 - (e) Be worded so that, if it is agreed by the Authority, it can be passed as a valid resolution.
- 13.2 The Mayor, following consultation with the Monitoring Officer, may reject an amendment on the grounds set out in Rule 12.5 or 13.1. An amendment will not be accepted if it is substantially the same as a motion or amendment which has already been submitted to the same meeting of the Authority.
- 13.3 **Number of Amendments.** Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of.
- 13.4 **Status of Amendments.** If an amendment is lost, another amendment may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the

motion upon which any further amendment may be moved.

- 13.5 After all amendments have been considered and determined there shall be an opportunity for further debate on the original motion, as amended or otherwise as the case may be, prior to the taking of a vote.

14. Public Questions

- 14.1 At Ordinary meetings of the Authority and Boards, questions may be asked by members of the public of the Mayor, Authority Members and/ or Board and Committee Chairs.
- 14.2 The total time set aside for such questions and answers will be limited to 30 minutes with no extension of time, and questions not dealt with in this time will be dealt with by written responses.
- 14.3 No person may submit more than one question at any one meeting and no more than two questions may be asked on behalf of any one organisation.
- 14.4 Questions must be submitted in writing at least four clear working days before the meeting and include the name and address of the questioner and the name of the Member to whom the questioner would like the question put. Questions so received will be referred to the Monitoring Officer for consideration and inclusion at a meeting.
- 14.5 The Monitoring Officer may reject a question if it:
- (a) is not about a matter for which the Authority has a responsibility, or which specifically affects the Authority;
 - (b) is defamatory, vexatious, frivolous, or offensive;
 - (c) is substantially the same as a question which has been put at a meeting of the Authority in the past six months;
 - (d) requires the disclosure of confidential or exempt information;
 - (e) refers to legal proceedings taken or anticipated by or against the Authority;
 - (f) relates to a day-to-day Authority function or the provision of an Authority service and has not been asked first of the relevant service area;
 - (g) is not related to policy or budget issues;
 - (h) is a statement rather than a question;
 - (i) names or identifies individual service users, members of staff or members/staff of partner agencies;
 - (j) makes or relates to allegations against, or comprise comments about, the conduct of individual Members or officers;
 - (k) relates to an individual or the questioner's own particular circumstances;
 - (l) would more appropriately be responded to under the Freedom of Information Act 2000 or the Data Protection Act

1998; or

(m) is from, or on behalf of, a political party, or bears the name, insignia, or other device of a political party.

- 14.6 Those persons who submitted questions and who are present at that meeting of the Authority will be invited to read aloud the questions put.
- 14.7 If a member of the public who has submitted notice of a question is unable to be present at the meeting, the Mayor shall read out the submitted question on behalf of the questioner. The Authority will provide a written response to the questions put.

15. Motions and Amendments that may be moved without Notice

- 15.1 **Procedural motions.** The following motions and amendments may be moved without notice for consideration when a Chair is in place for the meeting:
- (a) Relating to the accuracy of the minutes of the Authority, a Board, committee or sub- committee;
 - (b) For a change in the order of business;
 - (c) That the meeting proceeds to the next business;
 - (d) That the question be now put;
 - (e) That the debate be now adjourned;
 - (f) That the meeting does now adjourn;
 - (g) To suspend Procedure Rules;
 - (h) Giving consent where consent of the Authority is required by the Procedure Rules
 - (i) Reference of a matter to a Board or Committee,
 - (j) Appointment of or appointment to Board or committee occasioned by an item mentioned in the summons to the meeting;
 - (k) That a Member should not be heard further or should leave the meeting;
 - (l) Adoption of recommendations of Board and Committee any consequent resolutions;
 - (m) That leave is given to withdraw a motion;
 - (n) That leave is given to alter a motion by the mover of that motion;
 - (o) Receipt of reports of officers and any consequent resolutions;
 - (p) Amendment to reports of which notification has been included within the summons of the meeting but where the reports were circulated at a later date than the summons;

(q) Authorising the sealing of documents;

(r) To exclude the press and public

15.2 **Closure motions.** Motions designed to close a debate, e.g. (e)-(h) above, may be moved provided no-one else is speaking at the time. Closure motions cannot be moved by anyone who has moved, seconded, or already spoken in the debate. No person may intervene in the debate of a a motion by moving more than one closure motion.

15.3 When one of the following motions has been seconded, the Mayor shall proceed as follows:

(a) **On a motion to proceed to next business** - unless in their opinion the matter before the meeting has been insufficiently discussed, they shall first give the mover of the original motion the right of reply, and then put to the vote the motion to proceed to next business. This does not remove the mover of the original motion having a right of reply if the vote falls. **On a motion that the question, be now put** - unless in their opinion the matter before the meeting has been insufficiently discussed, they shall put to the vote the motion that the question be now put and, if it is passed, give the mover of the original motion the right of reply before putting the motion to the vote.

(b) **On a motion to adjourn the debate or the meeting** - if in their opinion the matter before the meeting has been insufficiently discussed on that occasion, they shall put the adjournment motion to the vote without giving the mover of the original motion the right of reply on that occasion.

(c) **On a motion to exclude the public** - they shall ascertain the grounds for the motion and seek the advice of the Monitoring Officer. If members of the public may be lawfully excluded, the Mayor will allow the mover of the original motion a right of reply on the proposal to exclude the public and then put the motion to the vote. If it is passed, the Mayor may, at their discretion, either immediately require the public to leave the room or adjourn the debate until some convenient time later in the meeting when the public shall have been excluded.

(d) **On a motion that a named Member, be not further heard or leave the meeting** - they shall put the motion to the vote without discussion. If it is passed, the named Member shall not be permitted to speak again during the meeting on any motion or amendment relating to the same matter or shall be required to leave the room.

16. Rules of Debate

16.1 **Motions and Amendments.** No motion or amendment shall be discussed unless it has been proposed and seconded. Where required by the Mayor, motions or amendments shall be put in writing and handed to the Mayor before they are further debated or put to the meeting.

16.2 **Seconders' Speech.** When seconding a motion or amendment, a Member may advise the Mayor that they will reserve their right to speak until a later period in the debate.

16.3 **Content and length of speeches.** A Member will confine their speech to the

question under discussion, a personal explanation, or a point of order. All speeches shall not exceed five minutes.

16.4 **When a Member may speak again.** A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- (a) To speak once on an amendment moved by another Member;
- (b) If the motion has been amended since they last spoke, to move a further amendment;
- (c) If their first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which they spoke was carried;
- (d) Where the mover of a motion exercises their right to reply:
 - (i) at the close of the debate on the motion, immediately before it is put to the vote;
 - (ii) if an amendment is moved, at the close of the debate on the amendment (but they shall not otherwise speak on it). The mover of an amendment shall have no right of reply to the debate on their amendment.
- (e) On a point of order referring to a specific Procedure Rule or statutory provision (which must be cited);
- (f) By way of personal explanation.

17. Points of Order and Personal Explanations

- 17.1 A Member may raise on a point of order or in personal explanation and shall be entitled to be heard immediately. A Member raising a point of order must specify a Procedure Rule or statutory provision and the way in which they consider it has been breached.
- 17.2 A personal explanation shall be confined to some material part of a former speech by them which may appear to have been misunderstood or misquoted in the current debate.
- 17.3 The Mayor will hear the Member and give a ruling on the point of order or the admissibility of the personal explanation before the debate continues. The Mayor may consult on any question of interpretation with the Monitoring Officer or their nominee prior to making a ruling. The ruling of the Mayor on the matter shall not be open to discussion and will be final.

18. Voting

- 18.1 Subject to the following Standing Order, any question that is to be decided by the Authority on or after the day on which the first Mayor's term of office begins excluding approval or amendment of the Mayor's budget and questions relating to functions mentioned in GLCCA Regulation 23(7)(b) is to be decided by—
 - (a) a vote of the members of the Authority, and any substitute members acting in place of members of the Authority, and the Mayor or the deputy mayor acting in place of the Mayor present

and voting on that question at a meeting of the Authority, and

(b) a majority of those voting that includes the Mayor, or the deputy Mayor acting in place of the Mayor.

- 18.2 The Mayor, and each Member of the Authority appointed by a Constituent council, or substitute Member acting in that Member's place, is to have one vote.
- 18.3 A non-constituent member will be entitled to vote on all matters as identified in Part 3 of the Constitution with the exception of those matter relating to the Authority budget, the Mayor's budget, mayoral functions and transport functions.
- 18.4 Associate members are not entitled to vote.
- 18.5 Neither the Mayor, Deputy Mayor nor any member or substitute member is to have a casting vote.
- 18.6 If a vote is tied on any matter, it is deemed not to have been carried.
- 18.7 For questions relating to the following matters, the majority under Standing Order 18.1(b) must include all lead members designated by the Constituent councils or, where any substitute members are acting in place of lead members, all lead members and all such substitute members:
- (a) approval or amendment of a budget;
 - (b) the setting of any transport levy under section 74 of the Local Government Finance Act 1988 and in accordance with regulations made thereunder; and
 - (c) such other plans and strategies as may be determined by the Authority and set out in its standing orders.
- 18.8 For questions relating to the following matters, the majority under Standing Order 18.1(b) must include the lead member for any Constituent council whose area contains any part of the land subject to the proposed compulsory acquisition, or a substitute member acting in place of such a lead member:
- (a) The exercise of the functions by the Authority conferred by Regulations 6, 7 and 11 of the GLCCA Regulations 2025 in section 17(3) of the Housing Act 1985 (insofar as this function is exercised for the compulsory purchase of land), section 9(2) of the Housing and Regeneration Act 2008, section 226 of the Town and Country Planning Act 1990 and section 197(1) of the Localism Act 2011.
- 18.9 The following matters concerning the Mayor's budget must be decided by a two thirds majority of the members, or substitute members acting in their place, of the Authority present and voting on the question at a meeting of the Authority:
- (a) Any decision to veto the Mayor's draft budget (or draft revised budget) and approve the Mayor's draft budget incorporating the Authority's recommendations.
 - (b) Any decision to determine the relevant amounts and calculations that are to be used for the financial year where the Mayor has failed to notify the Authority of the Mayor's

draft budget before 1st February.

- 18.10 Any exercise by the Mayor of the general functions mentioned in Regulation 23(1) of the GLCCA Regulations 2025 which results in a financial liability falling on a Constituent council requires the consent of the lead member of that Constituent council. Such consent is to be given at a meeting of the Authority.
- 18.11 Any exercise by the Mayor of the functions corresponding to the functions contained in section 199(1) of the Localism Act 2011 (exclusion of land from Mayoral development areas) in respect of any Mayoral development area requires the consent of each member of the Authority whose local government area contains any part of the area to be excluded from a Mayoral development area or substitute members acting in place of those members. Such consent is to be given at a meeting of the Authority.
- 18.12 Any exercise by the Mayor of the functions corresponding to the functions contained in section 202(2) to (4) of the Localism Act 2011 (functions in relation to town and country planning) in respect of any Mayoral development area requires the consent of the lead members of the Authority whose local government area contains any part of the area to be designated as a Mayoral development area or substitute members acting in place of those members. Such consent is to be given at a meeting of the Authority. (These powers also require the consent of the district council if the functions are to be exercised within their areas).
- 18.13 Any exercise by the Mayor of the functions conferred by sections 108, 109 and 112 of the Transport Act 2000 requires them to consult with the Authority and the members of the Authority may amend plans made pursuant to sections 108, 109 and 112 of the 2000 Act if agreed by a two thirds majority of the members, or substitute members acting in their place, of the Authority present and voting on the question at a meeting of the Authority.
- 18.14 **Offices and appointments.** If on a vote no person receives more than half of the votes cast, the name of the person with the fewest number of votes will be withdrawn. Further votes will be held until one person receives a clear majority.

19. Method of Voting

- 19.1 Whenever a vote is taken at meetings of the Authority it shall be by a show of hands.
- 19.2 On the requisition of any Member of the Authority eligible to vote, supported by two other Members (also eligible to vote) who signify their support by rising in their places, and before the vote is taken, the voting on any question shall be recorded so as to show whether each Member present gave their vote for or against or abstained from voting.

20. Matters Affecting Officers

- 20.1 If any question arises at a meeting at which the public are in attendance as to the appointment, promotion, dismissal, remuneration, pension matters, conditions of service or conduct of any person employed by the Authority, such question shall not be the subject of discussion until the Authority has decided whether or not to exclude the public.

21. Conduct at Meetings

- 21.1 Whenever the Mayor rises during a debate at a Authority meeting, the meeting shall be silent.

- 21.2 Mobile phones and other electronic devices must be switched to 'silent' during meetings.
- 21.3 Filming or recording of any meeting of the Authority is permitted, subject to the following:
- (a) Filming or recording is done openly.
 - (b) That the Mayor has been notified at the commencement of the meeting.
 - (c) That anybody attending the meeting, with the exception of Members and officers, may request not to be filmed or recorded.
 - (d) Filming or recording may only take place when members of the public are entitled to attend in person.
 - (e) That any footage so recorded is not edited in a way to misrepresent any Member or the Authority.
- 21.4 Placards banners and such like are not permitted during meetings.
- 21.5 **Member not to be heard further.** If a Member persistently disregards the ruling of the Mayor by continued irrelevance or repetitions, by behaving improperly or offensively, or by wilfully obstructing the business of the Authority, the Mayor may direct the Member to stop speaking. If, following a direction from the Mayor to stop speaking, the Member continues to speak, the Mayor (or any other Member) may move that the Member be not heard further. If seconded, the Mayor shall put the motion to the vote without discussion and if passed, the Member shall not be permitted to speak on the same matter again during the meeting.
- 21.6 **Member to leave the meeting.** If a Member persistently disregards the ruling of the Mayor by continued irrelevance or repetitions, by behaving improperly or offensively, or by wilfully obstructing the business of the Authority, the Mayor may request them to leave for the remainder of the meeting or for any lesser period. If following a request to leave the meeting, the offending Member does not leave, the Mayor (or any other Member) may move that the Member named leave the meeting. The motion shall be put and, if seconded, voted upon without discussion. If carried, the Mayor shall give directions for the removal of the Member and such other directions as are necessary for restoring order to the proceedings.
- 21.7 **Removal of member of the public.** If a member of the public interrupt's proceedings, causes a disturbance or behaves improperly, offensively, or wilfully obstructs the business of the Authority, the Mayor will warn the person concerned. If the member of the public, having been warned, continues their conduct, the Mayor may order their removal from the meeting room.
- 21.8 **General disturbance.** If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as they think necessary.
- 22. Substitute and Delegate Members**
- 22.1 A Substitute Member may only act for the Authority Member for whom they are the designated substitute.
- 22.2 With the exception of the substitute member for the Deputy Mayor where the

Deputy Mayor is acting in the place of the Mayor, a substitute member may only act when the Authority Member is absent from the meeting.

- 22.3 A Delegate Member may act on behalf of any of the non constituent members in their absence.

24. Attendance at Meetings

- 24.1 The Mayor may invite the Chair of any Board, Committee, or sub-committee of the Authority to attend and speak at any meeting of the Authority to;
- Present any reports or recommendations of the Board, committee or sub-committee;
 - Answer questions about any matter in the minutes of that committee or sub-committee, or
 - Contribute to the discussions about any matter which is relevant to the functions discharged by the committee or sub-committee of which they are chair.
- 24.2 The Mayor may invite any person to attend and speak at meetings. In such circumstance the Mayor is required to notify the Monitoring Officer at the earliest opportunity providing the details of the person(s) invited to speak and the agenda item they have been invited to speak in relation to.

Appendix B

GLCCA ARRANGEMENTS FOR DEALING WITH COMPLAINTS ABOUT THE ELECTED MAYOR, LOCAL AUTHORITY APPOINTED MEMBERS AND CO-OPTED MEMBERS UNDER THE LOCALISM ACT 2011

1. Introduction

- 1.1 These "Arrangements" set out how a complaint may be made that the Elected Mayor, a Local Authority appointed Member or co-opted Member of Greater Lincolnshire Combined County Authority (the Authority) has failed to comply with the Authority's Code of Conduct. They also set out how the Authority will deal with any complaints of a failure to comply with the Code of Conduct.
- 1.2 Under Section 28 of the Localism Act 2011, the Authority must have in place Arrangements under which allegations that an Elected Mayor, a Local Authority appointed Member or co-opted Member of the Authority has failed to comply with that Authority's Code of Conduct can be investigated and decisions made on such allegations.
- 1.3 Such Arrangements must provide for the Authority to appoint at least one Independent Person, whose views must be sought by the Authority before it takes a decision on an allegation which it has decided to investigate. The Independent Person may also be consulted by the Monitoring Officer at any stage of these Arrangements and may be consulted by the Elected Mayor / Subject Councillor against whom an allegation has been made.

The Independent Person is a local impartial member of the public who has no personal or professional ties to any Local Authority appointed Member or co-opted Member or the Elected Mayor. References to the Independent Person in these Arrangements are references to any person appointed by the Authority as an Independent Person pursuant to Section 28(7) of the Act.
- 1.4 These Arrangements reflect the commitment of the Constituent Councils to maintaining high standards of conduct and their wish to demonstrate that commitment by playing a leading role.
- 1.5 These Arrangements relate solely to Local Authority appointed Members or co-opted Members acting in the capacity as GLCCA Representatives and to the Mayor solely in their capacity as the Mayor of the GLCCA. Complaints concerning Councillors acting in the capacity of either Parish, District or County Councillors should be made to the relevant District / County Council's Monitoring Officer and it should be understood that these Arrangements do not provide a route of escalation or appeal for such complaints.

2. The Code of Conduct

- 2.1 The Authority has adopted a Code of Conduct, which is attached as **Appendix A** to these Arrangements and is available for inspection on the Authority's website or on request from the Monitoring Officer.

3. Making a Complaint

- 3.1 A complaint should be made to the Monitoring Officer, who is a senior officer of the Authority who has statutory responsibility for maintaining the register of Members' interests and who is responsible for administering the system in respect of complaints of Member misconduct.
- 3.2 A complaint must be made on the Code of Conduct Complaint Form (attached at **Appendix B** to these Arrangements) and returned in hard copy by post or in electronic format by e-mail to:

The Monitoring Officer
Greater Lincolnshire Combined County Authority
County Offices
Newland
Lincoln
LN1 1YS

E-mail: lisa.tremble@greaterlincolnshire-cca.gov.uk

Provision is made to complete an interactive form via the Authority's website.

If a Complainant cannot complete the form for any reason, they should please contact the Monitoring Officer at the above addresses for assistance or call 01522 555620 to speak with the Head of Democratic Services.

- 3.3 In completing the form, Complainants should provide their name and a contact address or email address, so that we can acknowledge receipt of the complaint and keep the Complainant informed of its progress.

If Complainants want to keep their name and address confidential, they should indicate this in the space provided on the complaint form together with the reason why they feel their identity should not be disclosed.

As a matter of fairness and natural justice, the Elected Mayor / Subject Councillor should normally be informed who has complained about them.

The Authority will not consider anonymous complaints unless there is a clear public interest in doing so. In the interests of transparency and fairness, the identity of the Complainant will be made known to the subject of the complaint (the Elected Mayor / Subject Councillor) and to those who have to deal with the complaint. When a Complainant requests confidentiality, this will be considered by the Monitoring Officer who retains ultimate discretion as to whether to release details to the Elected Mayor / Subject Councillor or other officers.

In considering such cases the Monitoring Officer will consult with the Independent Person and in reaching a decision will balance the public interest in ensuring that the Elected Mayor / Subject Councillor is aware of who has complained against them against the Complainant's wish that their identity be withheld.

If the Monitoring Officer decides to refuse a request for confidentiality, they will offer the Complainant the opportunity to reconsider resubmitting the complaint with their identity disclosed.

- 3.4 Any complaint must provide sufficient detail about why the person complaining (the Complainant) considers that there has been a failure to comply with the Code of Conduct. Complainants should please limit the amount of supporting documents (if any) to those that are directly relevant and material to the complaint. If, on consideration of the complaint, further information / documentation is thought necessary, Complainants will be asked to provide it.
- 3.5 There may be exceptional circumstances where the Monitoring Officer, after consulting with the Independent Person, will not accept a complaint. In such circumstances, Complainants will be notified of the reasons.
- 3.6 The Monitoring Officer's decision, at all stages, is final and there is no right of appeal or review of their decision.

4. Initial Assessment of a Complaint

- 4.1 On receipt of the complaint the Monitoring Officer will acknowledge receipt within five working days of receiving it and will keep Complainants informed of the progress of their complaint.
- 4.2 Before assessment of the complaint begins the Monitoring Officer must be satisfied that the complaint:
 - 4.2.1 is against a serving Councillor of a Constituent or Non-Constituent Council within the GLCCA area OR a Co-Opted Member of the GLCCA OR the Elected Mayor of Greater Lincolnshire;
 - 4.2.2 is about the Elected Mayor or a Councillor/Co-Opted Member who was in office at the time of the alleged misconduct and acting in their official capacity at that time; and
 - 4.2.3 if proven, would be a breach of the Code of Conduct in force at the time of the alleged misconduct.

If the complaint fails any one of these tests, it will not be progressed as a breach of the Code of Conduct and no further action will be taken on it.

- 4.3 Whether the Elected Mayor / Subject Councillor was acting in their official capacity on the GLCCA is a judgment to be made in individual cases. Relevant considerations will be whether the Elected Mayor / Subject Councillor claimed to act or gave the impression that they were acting in their capacity as a representative of the Authority, rather than acting in a purely private capacity. The substance of the complaint and whether it concerned the business or functions of the Authority will also be a relevant consideration.
- 4.4 The standards complaints process does not exist to determine how well the Mayor, a Councillor or co-opted Councillor fulfils their role on the Authority or to determine dissatisfaction on the part of a resident as to the way that person has

responded to their concerns. Examples would include a delay or failure to respond to a query - these are matters for the democratic process with which it would be inappropriate for the Monitoring Officer to become involved. If in the view of the Monitoring Officer a complaint relates to a Councillors fulfilment of their role, they will refer the complaint to the relevant Group Leader at the relevant Constituent/Non-Constituent Council to consider, but no further action will be taken on the complaint under these Arrangements.

- 4.5 Before assessing a complaint the Monitoring Officer will inform the Elected Mayor / Subject Councillor (copying in the relevant Group Leader if applicable) that a complaint has been received and invite the Elected Mayor / Subject Councillor's views on the complaint. Once the Elected Mayor / Subject Councillor's views have been received, the Monitoring Officer will consult the Independent Person and share them with the complaint and Elected Mayor / Subject Councillor's views. The Monitoring Officer may seek further information from either the Complainant or Elected Mayor / Subject Councillor before making a decision on the assessment.
- 4.6 The Monitoring Officer will keep the Complainant, Elected Mayor / Subject Councillor (and relevant Group Leader if applicable) informed of progress at regular intervals.
- 4.7 In assessing the complaint the Monitoring Officer will consider the documents received under paragraph 4.5 together with the views of the Independent Person and will be guided by the following criteria, although a complaint would not normally progress beyond the assessment stage if the Monitoring Officer considers any of these criteria to be met:-
 - 4.7.1 If the complaint is deemed to be the same or substantially the same as a previous complaint (regardless of whether it is the same Complainant), which has already been the subject of assessment and there is nothing more to be gained by further action being taken;
 - 4.7.2 If the event/s/incident/s complained of took place more than six months prior to the date of the complaint being received;
 - 4.7.3 If the complaint is deemed to be unreasonable or there is no overriding interest in it being pursued;
 - 4.7.4 If the complaint discloses only a minor or trivial breach of the Code of Conduct that it is not in public interest to pursue;
 - 4.7.5 If the complaint is deemed malicious, vexatious, persistent or otherwise submitted with an improper motive and the complaint is not considered to disclose sufficiently serious potential breaches of the Code of Conduct to merit further consideration;
 - 4.7.6 If the Elected Mayor / Subject Councillor has remedied or made reasonable endeavours to remedy the complaint (for example, by apologising) or the complaint is considered capable of other informal resolution (see paragraph 4.8 below);

- 4.7.7 If the Elected Mayor / Subject Councillor is suffering with ill health to a level deemed that it would not be in the public interest to pursue the complaint at the current time;
- 4.7.8 If it is deemed that the complaint concerns, or is really about dissatisfaction with, an Authority decision or policy rather than a breach of the Code of Conduct;
- 4.7.9 The complaint is such that it is unlikely that an investigation will be able to come to a firm conclusion on the matter and where independent evidence is likely to be difficult or impossible to obtain;
- 4.7.10 Where the allegation is anonymous, unless it includes documentary or photographic evidence indicating an exceptionally serious or significant matter and it is considered in the public interest that it be investigated;
- 4.7.11 It is considered that having regard to the nature of the complaint and the level of its potential seriousness, it would not be proportionate or in the public interest to incur the cost of an investigation.
- 4.7.12 In all the circumstances, there is no overriding public benefit or interest in carrying out an investigation.
- 4.8 In appropriate cases, the Monitoring Officer may, following consultation with the Independent Person, deem that the complaint is capable of informal resolution without the need for a formal investigation. Such informal resolution may involve the Elected Mayor / Subject Councillor accepting that their conduct was unacceptable and offering an apology, or that the complaint may be considered suitable for mediation or such other remedial action. Where the Elected Mayor / Subject Councillor concerned makes a reasonable offer of informal resolution such as an apology or other remedial action, but the Complainant is not willing to accept that offer of informal resolution, the Monitoring Officer will take this into account in deciding whether the complaint merits further actions under these Arrangements.
- 4.9 The Monitoring Officer may also, following consultation with the Independent Person, refer a previously considered complaint for formal investigation if attempts to informally resolve a matter break down, or if either party does not act in good faith in attempting to reach a mutually acceptable outcome.
- 4.10 It should be noted that complaints which allege that the Mayor or Councillors may have committed a criminal offence in breaching the 'disclosable pecuniary interest' provisions under Section 34 of the Localism Act 2011, will be referred by the Monitoring Officer to Lincolnshire or Humberside Police for consideration (whichever is appropriate).
- 4.11 The Monitoring Officer may also refer allegations of criminal activity or a breach of other regulations to the police or any other regulatory body for consideration. In such cases, it is likely that the Authority will pause the assessment of your complaint.
- 4.12 All complaints must be treated with the strictest confidence during assessment and investigation and all parties are requested to respect this. This is to ensure the integrity of the process, and to comply with the relevant legislation.

Councillors and the Mayor should not discuss the matter with others, including at public meetings, as this may constitute a breach of the Code of Conduct.

- 4.13 If, following the assessment, the Monitoring Officer determines that no further action should be taken, the Monitoring Officer will notify the Complainant and Elected Mayor / Subject Councillor (copying in the relevant Group Leader where appropriate) with details of the decision made and the reasons for the same.

5. Further action following assessment

- 5.1 Where following assessment, and following consultation with the Independent Person, the Monitoring Officer considers that the complaint merits further action, they will inform the Complainant and Elected Mayor / Subject Councillor (and relevant Group Leader where appropriate) of their decision. This may involve the following:
- 5.1.1 Arranging for other action to be taken with a view to addressing the issues raised in the complaint. A decision to take 'other action' might involve the Elected Mayor / Subject Councillor being asked to attend a relevant training course or engage in a process of conciliation or mediation with the Complainant.
 - 5.1.2 Following consultation with the relevant Group Leader, refer the complaint to the relevant Group Leader for action; or
 - 5.1.3 Refer the complaint for formal investigation.
- 5.2 Where the Monitoring Officer determines that a formal investigation is required, they will appoint a suitable person to investigate the complaint, either in whole or in part. This person will be a Senior Officer of a Constituent Council, or an External Investigator.
- 5.3 The Investigating Officer will decide whether they need to meet or speak to the Complainant to better understand the nature of the complaint and so that the Complainant can explain their understanding of events and suggest what documents the Investigating Officer needs to see, and who the Investigating Officer needs to interview.
- 5.4 The Investigating Officer would normally write to the Elected Mayor / Subject Councillor against whom the complaint has been made and provide them with a copy of the complaint and invite the Elected Mayor / Subject Councillor to provide their explanation of events, and to identify what documents they would want the Investigating Officer to consider and who they need to interview. In exceptional cases, where the Monitoring Officer has determined that the complaint should proceed with the Complainant's anonymity being preserved, the Monitoring Officer will delete the Complainant's name and address from the papers given to the Elected Mayor / Subject Councillor.
- 5.5 Where a complaint is raised by an officer and while it is being investigated, the Elected Mayor / Subject Councillor must comply with any measures deemed appropriate by the Monitoring Officer in consultation with the Independent Person.

- 5.6 Ordinarily the Authority would hope that investigations will take no more than 6 months to complete from the date the decision to investigate is taken, and this will depend on the facts of each complaint. Some investigations may conclude earlier. If they will take longer, all parties will be informed of the reasons for any delay.
- 5.7 It is vital to the timely completion of investigations that the Complainant, and the Elected Mayor / Subject Councillor under investigation, comply with the reasonable requirements of the Investigating Officer in relation to interview attendance and the supply of relevant documentation. Should the Complainant not cooperate the Monitoring Officer may determine that they no longer wish to proceed with the complaint. If the Elected Mayor / Subject Councillor does not comply, the investigation will proceed in the absence of their contribution.
- 5.8 At the end of the investigation, the Investigating Officer will produce a draft report and will send copies of that draft report, in confidence, to the Complainant and Elected Mayor / Subject Councillor concerned, to give both an opportunity to identify any matter in the draft report which they might disagree with or which they consider requires more consideration or clarification.
- 5.9 Having received and taken account of any such comments, the Investigating Officer will send their final report to the Monitoring Officer. If the Monitoring Officer is not satisfied that the investigation has been conducted properly, they may ask the Investigating Officer to reconsider the report.
- 5.10 Where the Investigating Officer concludes their investigation and determines that there has been no breach of the Code of Conduct, the Monitoring Officer, will consult with the Independent Person, and if satisfied with the Investigating Officer's report will notify the Elected Mayor / Subject Councillor, Group Leader (where appropriate) and Complainant that no further action is to be taken on the complaint.
- 5.11 Where the Investigating Officer concludes their investigation and determines that there has been a breach of the Code of Conduct, the Monitoring Officer, in consultation with the Independent Person, will consider whether Local Resolution should be attempted, or the matter proceed to a Local Hearing.

6. Local Resolution

- 6.1 The Monitoring Officer will consult with the Independent Person and the Complainant and seek to agree what is considered to be a fair resolution which helps to ensure higher standards of conduct for the future. Such resolution may include the Elected Mayor / Subject Councillor accepting that their conduct was unacceptable and offering an apology, and/or other remedial action by the Authority.
- 6.2 If the Elected Mayor / Subject Councillor complies with the suggested resolution, the Monitoring Officer will report the matter to a formal meeting of the GLCCA for information but will take no further action. However, if the suggested resolution is not complied with, the Monitoring Officer will refer the matter for a Local Hearing.

7. A Local Hearing

- 7.1 A Local Hearing will be conducted by three non-Executive Members – one from each of the Constituent Councils and represent at least two political groups, each nominated separately by the Chairman of the Audit Committee at each Constituent Council. The Chairman of the Audit Committee will consult with Group Leaders on these nominations.
- 7.2 The Local Hearing will be conducted in accordance with the Hearing Process attached at Appendix C to these arrangements. Prior to the Local Hearing the Monitoring Officer will engage with the Complainant and Elected Mayor / Subject Councillor with a view to attempting to narrow the issues in dispute and agreeing those facts that are not in dispute, so that the Local Hearing may proceed more fairly and economically.
- 7.3 Where the Local Hearing determines that a breach of the Code of Conduct has occurred they will make recommendations to the relevant Group Leader (where appropriate) who will decide the appropriate actions and notify the Elected Mayor / Subject Councillor and the Monitoring Officer. The Monitoring Officer will notify the Complainant. Where there is no group leader appropriate actions will be prescribed by the Hearing.
- 7.4 Where the Local Hearing, having consulted with the Independent Person, decides that a breach has occurred and that the breach is of extreme seriousness the Local Hearing may determine that a motion of censure or reprimand of the Elected Mayor / Subject Councillor be referred to the next Authority meeting.
- 7.5 The Monitoring Officer or Local Hearing have no power to suspend or disqualify the Elected Mayor / Subject Councillor, to withdraw basic or special responsibility allowances or to recommend other outcomes.

8. Special Applications

- 8.1 In cases where the Elected Mayor / Subject Councillor complained about is not part of a recognised political grouping, the Monitoring Officer will proceed as detailed above, save from liaison with any Group Leader.
- 8.2 In cases where the complaint is against a Member who is a Group Leader, the Monitoring Officer will proceed as detailed above save that the Monitoring Officer will consult a Senior Member from outside the Authority (nominated for that purpose in advance of any complaint by the Group Leader) in all cases where they would have consulted a Group Leader. In such cases, the Local Hearing will consult that Senior Member in addition to the Independent Person. In such cases the Local Hearing will make recommendations as to the action to be taken under paragraph 7.3 above to the relevant Deputy Group Leader who will decide the appropriate action to be taken.
- 8.3 Where the Monitoring Officer is unable to act in relation to these arrangements by reason of any conflict of interest or otherwise they may appoint a Deputy Monitoring Officer for the purpose from within the Constituent Councils to act as Monitoring Officer for the purposes of these Arrangements.

9. Revision of these Arrangements

- 9.1 The Authority may by resolution agree to amend these Arrangements and has delegated to the Monitoring Officer the right to depart from these Arrangements, including the Local Hearing procedure under Appendix C where they consider that it is expedient to do so to secure the effective and fair consideration of any matter.

10. Appeals

- 10.1 There is no right of appeal for the Complainant or Elected Mayor / Subject Councillor against a decision of the Monitoring Officer or the decision or recommendations of the Local Hearing. If a Complainant believes that the Authority has failed to deal with their complaint in accordance with these Arrangements, they may submit a complaint to the Local Government Ombudsman.

11. Reporting

- 11.1 The Monitoring Officer will, in their annual report to the GLCCA, report on the efficacy of these Arrangements, including the number of complaints received and action taken.

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Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

APPOINTMENT OF INDEPENDENT PERSONS

Purpose of the Report

This report seeks approval for the appointment of Independent Persons for Audit Committee, Overview and Scrutiny Committee and for Standards Matters.

Recommendations

It is recommended that the Authority:

- 1) appoints Andrew Dyson as an Independent Person for Audit Committee, and for Standards matters; and
- 2) appoints Andy Quarmby as an Independent Person for Overview and Scrutiny Committee.

Voting and consent arrangements

Simple majority vote to include the Mayor.

There are no consent requirements for this decision.

Information

Independent Person for Standards Matters

1. The Localism Act 2011 places a duty on the Authority to promote and maintain high standards of conduct for elected and co-opted members. This includes a requirement for the Council to have a code of conduct with which all Members must comply and have arrangements in place to deal with complaints regarding breaches of the code. The Act provides that the Authority must appoint at least one Independent Person to help with any such complaints.
2. The Independent Person has the following functions
 - They must be consulted by the Authority before it makes a finding as to whether a Member has failed to comply with the code of conduct following investigation or decides on action to be taken in respect of that member;
 - They may be consulted by the Monitoring Officer in respect of a standards complaint at any other stage; and
 - They may be consulted by a Member or a Co-opted Member of the Authority against whom a complaint has been made.

Independent Member for Audit Committee

3. The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 requires at least one Independent Person to be appointed by the Authority to sit on the Audit Committee.
4. The Co-opted Independent Member for Audit Committee will assist with the scrutiny of the Authority's statement of accounts, reviewing corporate governance arrangements, considering reports relating to internal and external audit and risk management, and to scrutinise finance strategies and policies. On that basis an Independent Person for Audit should have sound knowledge and understanding of local government finance and the ability to understand and scrutinise complex issues.
5. In addition, the Audit Committee monitors the operation of the Authority's Code of Conduct and therefore there is a natural intersection between the Independent Person for Standards and Independent Person for Audit Committee.

Independent Person for Scrutiny

6. The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 makes provision for the appointment of Independent Persons to Overview and Scrutiny Committees of Combined County Authorities for the purpose of Chairing Overview and Scrutiny Committee Meetings to provide an independent and impartial presence and make valuable contributions to the scrutiny of the decisions taken by the Mayor and the Authority.

All Independent Persons

7. Regulations also require the Authority to establish a panel of at least two Independent Persons appointed by itself or another authority to advise it in considering a decision relating to the dismissal of any of its statutory officers – i.e. the Head of Paid Service, Monitoring Officer or Chief Finance Officer (Section 151 Officer).
8. An Independent Person cannot be a Member, Co-Opted Member, or employee of the GLCCA or of any of the principal authorities in Greater Lincolnshire or have held such a role within the previous five years. They also cannot be a close friend or relative of any of those persons. In addition, Independent Persons for the GLCCA should not be a member of a political party.

Current Position

9. A person cannot be appointed as an Independent Person unless the vacancy has been advertised, the person submitted an application to fill the vacancy and the person's appointment has been approved by a majority of the members of the Authority. At its Inaugural meeting on 6th March 2025, the GLCCA gave delegated authority to the Interim Monitoring Officer to publicise vacancies for these appointments and to conduct a recruitment exercise, which has been duly undertaken.
10. As a result, a recommendation for two people for the roles of Independent Person for Standards Matters and Audit Committee, and Independent Person for Overview and Scrutiny Committee is put forward for agreement. Details of both people are attached at Appendix A to this report.
11. Although largely voluntary, in line with practice across the sector, the role of Independent Person carries with it an annual payment to reflect the need for appointees to maintain availability for ad hoc advice, meetings, and to recognise the responsibilities of the role. This is reflected in the agreed Scheme of Members' Allowances. It is worth noting that under the 2011 Act, a person's independence is not undermined by the fact that a payment is made.
12. The Authority's Constitution makes provision for the Independent Persons for Audit and Scrutiny to be appointed as Chairs of the Audit Committee and Overview and Scrutiny Committee. Within the recruitment exercise, assurance was gained that the recommended persons put forward have the requisite skills to deliver this function should it be required.

Alternative options considered

13. The Authority's statutory obligations to appoint Independent Persons are such that a decision not to appoint to these vacant positions is not recommended.
14. The Authority can instruct the Interim Monitoring Officer to continue a recruitment exercise to recommend additional, or alternative persons for the vacant Independent Persons positions.

15. The recruitment exercise brings forward the strongest candidates for these positions, therefore, to reject the proposal will trigger a repeat of this process.

Reason for the recommendation

16. A thorough recruitment exercise has been carried out to identify the strongest candidates with the highest levels of skills for these positions.
17. The appointment of two Independent Persons will ensure that the Authority is able to fulfil its responsibilities and comply with legislative requirements.

Implications, advice and guidance

18. The implications are set out in detail in the body of the report.

Public sector equality duty implications

19. No specific implications were identified in the preparation of the report.

Legal implications / comments

20. The Authority's statutory obligations in relation to the appointment of Independent Persons are set out in the Report. This includes compliance with The Localism Act 2011, The Levelling Up and Regeneration Act 2023, and The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017. The appointment of the two Independent Persons in accordance with the recommendation will ensure that the Authority is compliant with its obligations.
21. The appointment of Independent Persons as Co-Opted Members of the GLCCA is a matter reserved for the GLCCA to agree and cannot be delegated.

Finance and resource implications / comments

22. The appointment of Independent Persons for Scrutiny and Audit purposes will support effective internal controls, governance and value for money.
23. The positions will be remunerated in accordance with the Members' Allowance Scheme for which budgetary provision has been made.

Greater Lincolnshire policy / comments

24. Appointing to these roles is required both by law and by the arrangements of the constitution.

Consultation, Boards, Overview and Scrutiny / comments

The following have been consulted in the preparation of this report:

- Not applicable.

Appendices included with this report

The following documents are included:

- Appendix A – Independent Persons

Background Papers used in the preparation of this report

The following background papers were used in the preparation of this report.

Background Paper	Where it can be viewed
The Greater Lincolnshire Combined County Authority Regulations 2025	https://www.legislation.gov.uk/uksi/2025/117/contents/made
Levelling Up and Regeneration Act 2023	https://www.legislation.gov.uk/ukpga/2023/55/contents
Combined Authority (Overview and Scrutiny Committees, Access to information and Audit Committees) Order 2017	https://www.legislation.gov.uk/uksi/2017/68/contents/made
Localism Act 2011	Localism Act 2011

Contact details for the report

Report on behalf of: Lisa Tremble, Interim Monitoring Officer, GLCCA

Report prepared by: Nicola Calver, Democratic Services Lead, GLCCA, 01522 555620,
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Appendix A

Recommended Candidates for the Roles of Independent Person for Standards Matters, Audit Committee and Overview and Scrutiny Committee.

Andrew Dyson

Andrew is an experienced audit, risk, and governance financial professional. This experience has been gained in both public and private sectors and in different parts of the UK. Andrew has particular expertise in partnerships, procurement, strategic projects, business continuity, housing and environmental audits and risks and has provided audit services and advice to organisations undergoing significant change. He has previous experience of Audit Committees, including 6 years in the Chair position.

Andy Quarmby

Andy has a wealth of lived experience of Scrutiny through his military career and in senior management and executive roles within the MoD, HSE and the NHS. He has undergone training and served on governing boards for secondary schools and as an expert witness for several legal chambers and the HSE. He is an experienced chairperson with excellent communication skills with a sound knowledge of the remit of the GLCCA and its legislative powers.

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Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

Membership of the Greater Lincolnshire Combined County Authority Boards and Committees

Purpose of the report

The purpose of this report is to comply with a statutory requirement under the Greater Lincolnshire Combined County Authority Regulations 2025 and the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) (Amendment) Regulations 2024, which requires each constituent council to appoint members and substitute members to the Combined County Authority Regulatory Committees and reflect, as reasonably as possible, political balance.

Recommendation

It is recommended that:

1. the Authority's Boards, Panels and Committees, along with their Terms of Reference, as set out in the Constitution be established for the 2025/26 municipal year in accordance with CCA Procedure Rule 1.2;
2. the Membership of the Authority and the Boards of the Authority, and their respective substitutes and delegates as set out at Appendix 1 be noted;
3. the size and the political balance for the Overview and Scrutiny Committee and the Audit Committee as set out at paragraph 10 be agreed;
4. the appointments of Members and substitute and delegate Member nominations by Constituent Councils and the Districts Joint Committee for devolution to the Overview and Scrutiny Committee as set out at paragraph 13 be approved;
5. the appointments of Members and substitute and delegate Member nominations by Constituent Councils and the Districts Joint Committee for devolution to the Audit Committee as set out at paragraph 14 be approved; and
6. authority be delegated to the Chief Operating Officer to accept the appointments from North Lincolnshire Council, North East Lincolnshire Council and the Districts Joint Committee for their allocated seats on the Overview and Scrutiny Committee and Audit Committee.

Voting and consent arrangements

Simple majority including the Mayor.

There are no consents requirements for this matter.

Information

Membership of the Boards

- 1 The Authority has previously noted and approved the Membership of the Authority and the respective substitutes and delegates.
- 2 The Authority is now asked to note and approve the Membership of the three Boards to the Authority. This is set out at Appendix A.
- 3 Members will note that the Membership of the Boards is the same for all three Boards and mirrors that of the Authority due to the executive arrangements that are in place in relation to the governance framework of the Authority.

Political Balance Calculations

- 4 The Authority established an Overview and Scrutiny Committee (OSC) and an Audit Committee (AC) at its inaugural meeting in March 2025.
- 5 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) (Amendment) Regulations 2024 sets out the rules for membership. The regulations ((SI 2017/68 as amended by SI 2024/430) at Article 4(1) requires that:

(1) The combined authority [or, as the case may be, combined county authority,] must: (a) appoint such a number of members of each of the constituent councils to an overview and scrutiny committee, so that the members of the committee taken as a whole reflect so far as reasonably practicable the balance of political parties for the time being prevailing among members of the constituent councils when taken together;

A similar provision exists for Audit Committees and can found in Article 14.

- 6 The combined membership of the OSC and AC should reflect so far as reasonably practicable the balance of political parties of the three Constituent Councils. The balance is therefore based on membership of political parties, not political groups, on the four constituent councils.
- 7 The Authority agreed that to ensure an equitable representation across each constituent and non-constituent Councils, two members from each Constituent council and 4 Members from the District Joint Committee for Devolution should be appointed to the OSC, representing a total membership of ten elected persons.
- 8 In order to assess the political balance of both the OSC and AGC, it is first necessary to look at the combined political party make-up of the four constituent councils, this is shown in the following table:

	Seats on Council	Proportionality (%)
Total Seats	155	100.00
Conservative	59	38.06
Labour	34	21.94
Liberal Democrat	8	5.16
Reform	45	29.03
Independent Network	9	5.81
QUALIFYING SEATS	155	100.00

- 9 The political proportionality of the OSC and AC is based upon the total number of councillors on the three constituent councils from political parties that are registered nationally with the Electoral Commission. Therefore, the total number of councillors across the combined authority area disregards those in groups that are not registered nationally with the Electoral Commission.
- 10 The share of overall political balance divided into the ten members creates the following committee entitlement:

	Overview and Scrutiny Committee	Overview and Scrutiny Committee	Audit Committee	Audit Committee
	Proportional Seats	Allocated Seats	Proportional Seats	Allocated Seats
Conservatives	3.81	4	3.81	4
Reform	2.90	3	2.90	3
Labour	2.19	2	2.19	2
Liberal Democrats	0.52	1	0.52	0
Independent Network	0.58	1	0.58	0

	Overview and Scrutiny	Audit
Conservatives	4	4
Reform	3	3
Labour	2	2
Liberal Democrats	1	0
Independent Network	0	1
Total	10	10

- 11 Subsequently each Constituent Council and the Joint Committee was provided with these political balance calculations and requested to provide appointments to the Overview and Scrutiny Committee and the Audit Committee.

- 12 The Authority has agreed that substitute and delegate members should be appointed for each position on the Audit Committee and the Overview and Scrutiny Committee. Any substitute members should come from the same party as the Member they are substituting for to maintain political balance.

Appointments to the Overview and Scrutiny Committee

- 13 The following Members have been appointed to the Overview and Scrutiny Committee as follows:

Appointed By:	Members	Substitutes/Delegates
Lincolnshire County Council	Councillor PJ Roberts (Reform) Councillor C Parkinson (Reform)	Councillor JW Brookes (Reform) Councillor BH Colliers (Reform)
North Lincolnshire Council	TBC	TBC
North East Lincolnshire Council	TBC	TBC
District Joint Committee for Devolution	TBC	TBC

Appointments to the Audit Committee

- 14 The following Members have been appointment to the Audit Committee as follows:

Appointed By:	Members	Substitutes/Delegates
Lincolnshire County Council	Councillor D East (Reform) Councillor R Woods (Reform)	Councillor PJ Roberts (Reform) Councillor PT Lock (Reform)
North Lincolnshire Council	TBC	TBC
North East Lincolnshire Council	TBC	TBC
District Joint Committee for Devolution	TBC	TBC

Alternative options considered

- 15 No other options have been considered as the Authority is legally required to have in place these regulatory committees.

Reasons for the recommendation

- 16 The recommendations in this report comply with a statutory requirement under the Greater Lincolnshire Combined County Authority Regulations 2025 and the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) (Amendment) Regulations 2024, which requires each constituent council

to appoint members and substitute members to the Combined County Authority Regulatory Committees and reflect as reasonably as possible political balance

Implications, advice and guidance

- 17 The implications are set out in detail in the body of the report.

Public sector equality duty implications

- 18 None

Legal implications / comments

- 19 The Greater Lincolnshire Combined County Authority Regulations 2025 set out the membership requirements for the Combined County Authority. The proposals within this report are in accordance with those regulations and the constitution.
- 20 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017, as amended by the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) (Amendment) Regulations 2024, set out membership requirements for appointing to Regulatory Committees.

Finance and resource implications / comments

- 21 In accordance with the Greater Lincolnshire Combined County Authority Regulations 2025, no remuneration is payable to the Combined County Authority members other than allowances for travel and subsistence paid in accordance with a scheme drawn up by the Combined County Authority.
- 22 The Combined County Authority may pay an allowance following a review by an Independent Remuneration Panel to independent persons appointed under article 5 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017(1); and members of the Overview and Scrutiny Committee and members of the Audit Committee.
- 23 The Authority may only pay an allowance to the people listed above if it has: a) considered a report published by the independent remuneration panel which contains recommendations for such an allowance; and b) approved a scheme for the payment of the allowance providing that scheme does not provide for the payment of allowances of an amount in excess of the amount recommended by the independent remuneration panel.
- 24 A budget will need to be allocated to cover the costs of agreed payments for any allowances following a review of the Independent Remuneration Panel, this will be covered by the Authority budget allocation.

Greater Lincolnshire policy / comments

- 25 None

Appendices included with this report

The following documents are included:

- Appendix A – Membership of the Boards.

Background Papers used in the preparation of this report

The following background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Background Paper	Where it can be viewed
The Greater Lincolnshire Combined County Authority Regulations 2025	https://www.legislation.gov.uk/uksi/2025/117/contents/made
Levelling Up and Regeneration Act 2023	https://www.legislation.gov.uk/ukpga/2023/55/contents
Combined Authority (Overview and Scrutiny Committees, Access to information and Audit Committees) Order 2017	https://www.legislation.gov.uk/uksi/2017/68/contents/made
Localism Act 2011	Localism Act 2011

Contact details for the report

Report on behalf of: Lee Sirdifield, Chief Operating Officer, Greater Lincolnshire Combined County Authority

Report prepared by: Lisa Tremble, Interim Monitoring Officer, Greater Lincolnshire Combined County Authority

Membership of the Boards of the Authority

(Transport Board, Business and infrastructure Board and Employment and Skills Board)

Constituent Council Members

Council	Member	Substitute
Lincolnshire County Council	Councillor Sean Matthews (Lead)	TBC TBC
	TBC	TBC TBC
North Lincolnshire Council	Councillor Rob Waltham (Lead)	Councillor Tim Mitchell Councillor Julie Reed
	Councillor Neil Poole	Councillor Richard Hannigan Councillor John Davison
North East Lincolnshire Council	Councillor Philip Jackson (Lead)	Councillor Stewart Swinburn Councillor Stephen Harness
	Councillor Stan Shreeve	Councillor Margaret Cracknell Councillor Hayden Dawkins

Non Constituent Members

Designating Body	Member	Delegate
District JC for Devolution	Councillor Richard Wright (NKDC) Councillor Naomi Tweddle (CoLC) Councillor Craig Leyland (ELDC) Councillor Nick Worth (SHDC)	Councillor Ashley Baxer (SKDC) Councillor Ann Dorian (BBC) Councillor Trevor Young (WLDC) Councillor Donald Nannestad (CoLC)
PCC for Lincolnshire	Marc Jones	Jonathan Evison
Associate Member	Neal Juster	

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Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

Appointment of Chairs to the Greater Lincolnshire Combined County Authority Boards, Panels and Committees, and Appointments to Outside Bodies

Purpose of the report

The purpose of this report is to appoint the Chairs for the Boards, Panel and Committee of the greater Lincolnshire Combined County Authority (the Authority).

Recommendation

It is recommended that the Authority:

1. **Appoint a Chair for the Transport Board,**
2. **Appoint a Chair for the Business and Infrastructure Board,**
3. **Appoint a Chair for the Employment and Skills Board,**
4. **Appoint the Interim Associate member, Mr Neal Juster, as the Chair of the Economic Advisory Panel,**
5. **Appoint the Independent Person for Audit, Mr Andrew Dyson, as the Chair for the Audit Committee,**
6. **Appoint the Independent Person of Overview and Scrutiny, Mr Andy Quarmby, as the Chair for the Overview and Scrutiny Committee, and**
7. **Appoint the Mayor as the Co-opted Member for the Transport for the North**

Voting and consent arrangements

Simple majority vote to include the Mayor.

There are no consent requirements for this decision

Information

- 1 The Authority's Constitution provides that Chairs for the Boards, Panel and Committees should be appointed by the Authority. The appointment of Vice Chairs will be a matter for the relevant Board, Panel and Committee to do at their first meetings. The Mayor is automatically the Chair of the Authority.

The Boards

- 2 The Authority invites nominations from the Members in relation to the Chairs for the three Boards. The Chairs of the Boards must be Constituent Council Members.

Economic Advisory Panel

- 3 The terms of Reference for the Economic Advisory Panel set out the Chair will be a Private Sector Representative, who is nominated by the Mayor and confirmed by the Authority.
- 4 The Chair of the Economic Advisory Panel will become an Associate Member of the Combined County Authority.
- 5 However, the formation of the Members to the Panel is progressing and thus it is recommended that Mr Neal Juster as the Interim Chair until such time as a permanent Chair may be appointed.

Audit Committee

- 6 This is a key role within the governance arrangements of the organisation in ensuring effective governance and oversight within the Authority. The primary role of the Chair of the Audit Committee is to bring objectivity, impartiality, experience outside of the Authority and credibility with the public and help achieve a non-political focus on governance, risk and control matters. It is believed that an independent Chair will supplement the knowledge and experience of Members in specific areas, such as audit or financial reporting and provide continuity outside the political cycle.
- 7 Thus, it is recommended that the Independent Person appointed earlier in this meeting is appointed as the Chair of this Committee.

Overview and Scrutiny Committee

- 8 Guidance issued by the Ministry of Housing, communities and Local Government states that the Chair of an Overview and Scrutiny Committee is a leadership role that is largely responsible for establishing its profile, influence and ways of working. This Chair should pay special attention to the need to guard the Committee's independence. Importantly, however, they should take care to avoid the Committee being, and being viewed as, a de facto opposition to the Authority and its Boards.

- 9 The Local Democracy, Economic Development and Construction Act 2009 Act makes provision that the Chair of an Overview and Scrutiny Committee is an Independent Person, as defined by the order) or an appropriate person who is a member of one of the combined Authority's Constituent Councils.
- 10 The Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 provides that a person is independent if the person—
(a) is not a member, co-opted member or officer of the combined authority;
(b) is not a member, co-opted member or officer of a constituent council or a parish council for which a constituent council is the principal authority;
(c) is not a relative, or close friend, of a person within sub-paragraph (a) or (b); and
(d) was not at any time during the 5 years ending with an appointment as chair of the overview and scrutiny committee under arrangements made by the combined authority in accordance with paragraph 3(4)(a) of Schedule 5A to the 2009 Act—
(i) a member, co-opted member or officer of the combined authority; or
(ii) a member, co-opted member or officer of a constituent council or a parish council for which a constituent council is the principal authority.
- 11 The 2009 Act sets out that an Appropriate Person, in relation to a mayoral combined authority, means a person who is not a member of a registered political party of which the mayor is a member.
- 12 The Authority may choose which type of Chair it appoints however given the important independent element of the role it is recommended that the Independent Person appointed earlier in this meeting is appointed as the Chair of this Committee.

Appointments to Outside Bodies

- 13 The Constitution provides that the responsibility for making Member appointments to Outside Bodies lies with the Authority.
- 14 The Authority has received a request for nominations for co-opted Members to the Transport for the North's Partnership Board and also the Rail North Committee.
- 15 Transport for the North's Constitution states the co-opted member must be the Elected Mayor, Leader or Chair, provided that if responsibility for transport has been formally delegated to another member of the GLCCA that member may be appointed. The substitute co-opted member can be an elected member from Authority.
- 16 Post election of the Mayor it is recommended that the Mayor is appointed as the Member for the Transport for the North's Partnership Board and the Rail North Committee and the Deputy Mayor is appointed as the substitute.

Alternative options considered

No other options have been considered as the Authority is required to appoint Chairs in order to support the good governance of the Authority.

Reasons for the recommendation

The recommendation aligns with the provisions in the Constitution and support good Governance.

Implications, advice and guidance

The implications are set out in detail in the body of the report.

Public sector equality duty implications

N/A

Legal implications / comments

This report and recommendations aligned with provisions as set out in the Constitution.

Finance and resource implications / comments

Chairs of the regulatory committees will receive an allowance as set out in the Member Allowance Scheme which Member approved in March 2025.

Greater Lincolnshire policy / comments

N/A

Consultation, Boards, Overview and Scrutiny / comments

The following have been consulted in the preparation of this report:

- Members and Officers of the Constituent Councils were consulted during the drafting of the Constitution and supported the provision of the Authority appointing Chairs of the Boards and Committees and further supported the Independent Persons being the Chairs of Audit and Overview and Scrutiny Committees.

Background Papers used in the preparation of this report

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Contact details for the report

Report on behalf of: Lee Sirdifield, Chief Operating Officer, Greater Lincolnshire Combined County Authority

Report prepared by: Lisa Tremble, Interim Monitoring Officer, Lincolnshire Combined County Authority

Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

CALENDAR OF MEETINGS

Purpose of the Report

This report seeks approval of the Calendar of Meetings for the remainder of 2025, as detailed in Appendix A to this report.

Recommendations

It is recommended that:

- 1) **The 2025 Calendar of Meetings, attached at Appendix A, be approved and the points outlined in paragraph 6 be noted; and**
- 2) **Delegated authority be granted to the Interim Monitoring Officer following consultation with the Chairs of the relevant Board(s) or Committee(s) to amend the Calendar of Meetings as and when required.**

Voting and consent arrangements

Simple majority vote to include the Mayor.

There are no consent requirements for this decision.

Information

1. Each year the Authority will consider a calendar of meetings for its use during the forthcoming municipal year. This ensures that meetings of the Authority take place at such hours and on such days as the Authority may determine and ensures that it operates an efficient meeting schedule that meets the needs of Members and facilitates decision-making in line with statutory deadlines.
2. In allowing the Authority the flexibility required during its initial year to determine how best to meet its decision-making, regulatory and scrutiny requirements, a schedule of meetings is proposed to complete the current calendar year only. A review of the effectiveness of the schedule to meet the needs of the Authority will be conducted prior to submission of an 18-month schedule which will establish an annual report to the Authority for this purpose from that point forward, agreeing the calendar of meetings approximately 6 months in advance of commencement.
3. Appendix A to the report details the proposed calendar of meetings June – December 2025 for the Authority's consideration.
4. The schedule has been drawn up using the frequency of meetings as prescribed within the constitution, and committing to using a Wednesday afternoon for the majority of meetings in order to assist appointed Members with managing commitments from their respective Councils.
5. Initially, meetings will be hosted by Lincolnshire County Council. Venues for future meetings will form part of the review of the schedule to meet the needs of the Authority.
6. Members are asked to note the following points:
 - All Members and relevant officers will be sent electronic appointments for the meetings of the Boards / Committee which they will attend as listed in the calendar;
 - All formal Board and Committee meetings will be held in person in accordance with legislative requirements.
7. The delegation at recommendation 2 provides a responsive means to enable the Calendar of Meetings to be varied as appropriate. This flexibility enables a date or commencement time for a meeting to be amended or an additional meeting to be arranged – for example to enable scrutiny of a decision which may otherwise fall between the usual meeting cycle.

Alternative options considered

8. In order to provide the requisite legal notice for local authority meetings, a schedule of meetings sets out the timescales to which the Authority will operate and provides clarity and an ability to forward plan decision-making and scrutiny of those decisions. Therefore, it is not recommended to choose to schedule meetings as and when required.

Reason for the recommendation

9. A schedule of meetings, as well as conducting a timely review of its operation is required to support the decision-making structure of the Authority, provide clarity to Members appointed to its Boards and Committees, and provide a framework from which forward-planning can operate.
10. Permitting a margin of flexibility to alter the calendar of meetings where necessary and in consultation with Chairs, allows the Authority the ability to be responsive to its governance requirements and enhances its transparency and value for money.

Implications, advice and guidance

11. The implications are set out in detail in the body of the report.

Public sector equality duty implications

12. No specific implications were identified in the preparation of the report.

Legal implications / comments

13. The Authority's constitution provides for the GLCCA to approve a programme of ordinary meetings for the forthcoming year. This decision is within the remit of the GLCCA to agree.

Finance and resource implications / comments

14. There are no specific financial implications arising from the recommendations of this report.

Greater Lincolnshire policy / comments

15. Not applicable.

Consultation, Boards, Overview and Scrutiny / comments

The following have been consulted in the preparation of this report:

- Not applicable.

Appendices included with this report

The following documents are included:

- Appendix A – GLCCA Calendar of Meetings

Background Papers used in the preparation of this report

No background papers were used in the preparation of this report.

Contact details for the report

Report on behalf of: Lisa Tremble, Interim Monitoring Officer, GLCCA

Report prepared by: Nicola Calver, Democratic Services Lead, GLCCA, 01522 555620,
Nicola.calver@greaterlincolnshire-cca.gov.uk

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Greater Lincolnshire Combined County Authority (GLCCA)			6			4			17			10					
GLCCA – Audit Committee							30				5						
GLCCA – Economic Advisory Panel											19						
GLCCA – Employment and Skills Board							2			15							
GLCCA – Greater Lincolnshire Business and Infrastructure Board						25				1							
GLCCA – Greater Lincolnshire Transport Board							16			29							
GLCCA – Overview and Scrutiny Committee							30				5						

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Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

Greater Lincolnshire Combined County Authority Advisory Panels

This report makes recommendations for the Greater Lincolnshire Combined County Authority (the Authority) to create advisory panels for Innovation, the UK Food Valley (UKFV) Programme, and the Defence & Security sector, plus the national Rural Transport Panel.

Recommendation

It is recommended that the Authority:

1. Agrees the Terms of Reference for the UKFV Panel, Defence & Security Panel, Innovation Panel and Rural Transport Panel; and
2. Agrees to the transition arrangements for the UKFV Panel and Defence & Security Panel.

Voting and consent arrangements

Simple majority vote to include the Mayor. There are no consent requirements for this decision.

1. Information

- 1.1. The Greater Lincolnshire Devolution Deal specifies the creation of advisory panels or partnerships relating to the UK Food Valley (UKFV), water management, rural housing, rail, coastal development and nature recovery. We wish to move ahead with three GLCCA advisory panels, relating to innovation, the UKFV, and the defence & security sector.
- 1.2. The devolution deal also specifies the creation of a national Rural Transport Panel, to be chaired by the Greater Lincolnshire Mayor with membership from all combined authorities with an interest in rural transport.
- 1.3. Innovate UK have expressed an interest in developing a joint Innovation Action Plan with the Authority and there will be a requirement to create a steering group to support the governance of the Action Plan.
- 1.4. The members of the GLCCA advisory panels will consist of external stakeholders from the business community and key partner organisations across Greater Lincolnshire.
- 1.5. The GLCCA panels will not have decision-making powers, but will provide additional strategic guidance into the decision-making processes, by providing external stakeholder perspectives and insights;
- 1.6. The panels will form a key part of the stakeholder engagement activity within the GLCCA.
- 1.7. The Greater Lincolnshire LEP managed a Food Board and a Defence & Security Advisory Board. These groups are now being managed by Lincolnshire County Council. It is proposed that the current membership of these groups be maintained during the transition into the new structure, to maintain continuity. This will enable the Authority to build on the valuable knowledge and expertise currently provided by the members of these groups.
- 1.8. Once the new structure is in place, new members will be recruited via open and transparent recruitment processes.
- 1.9. Work programmes for the panels will be set by the groups once they are in place, with the first meetings being used to look at GLCCA priorities and how the groups will align to and support those priorities.
- 1.10. Panel details:
 - 1.10.1. **UK Food Valley (UKFV) Programme Panel**
To be managed and delivered by Lincolnshire County Council on behalf of the GLCCA, and reporting once per year to the Business & Infrastructure Board. This panel will build on the work delivered by the Greater Lincolnshire LEP Food Board, with membership updated and refreshed to ensure relevant representation for GLCCA priorities. New members will be

selected via an open recruitment process, led by the LCC UKFV Programme Manager.

1.10.2. Innovation Panel

To be created as a working group of the Business & Infrastructure Board for an initial period of one year. Members to be recruited via an open recruitment campaign.

1.10.3. Defence & Security Panel

To be managed and delivered by Lincolnshire County Council on behalf of the GLCCA and reporting once per year to the Business & Infrastructure Board. This Board acts as the Steering Group for the [Greater Lincolnshire Regional Defence & Security Cluster](#) and will build on the work delivered by the Greater Lincolnshire LEP Defence & Security Advisory Board.

1.10.4. Rural Transport Panel

To be chaired by the Mayor, this will be a new national group including Strategic Authorities with a self-identified rural transport priority. The panel will provide a report to government once per year, The number of members and quorum will be determined by the number of authorities who declare an interest.

The panel will produce an annual report to government, to include relevant evidence base and policy proposals, and highlighting challenges and opportunities within the rural transport landscape.

2. Alternative options considered

- 2.1. To not convene any of these panels. This option is not recommended. The GLCCA advisory panels will provide the Authority with valuable business insight into two of our priority growth sectors, and support our aspirations to increase levels of business innovation across Greater Lincolnshire. The Rural Transport Panel will provide the Authority with an opportunity to have a leading voice nationally with influence into central government on a key priority for Greater Lincolnshire. Convening a Rural Transport Panel and UKFV Programme Panel are both agreed within the devolution deal.

3. Reason for the recommendation

- 3.1. Approving these Terms of Reference will provide the structure to enable the Authority to move forwards with the development of the advisory panels.
- 3.2. Maintaining the current membership of the Food Board and Defence & Security Advisory Panel will allow a smooth transition to take place and initial priorities to be set. Once the new structure is in place, membership can be refreshed using an open and transparent recruitment process.

4. Implications, advice and guidance

- 4.1. The implications are set out in the main body of the report above.

5. Public sector equality duty implications

- 5.1. Representation across the GLCCA advisory panels will be balanced to ensure representation from across Greater Lincolnshire.

6. Legal implications / comments

- 6.1. This decision is within the remit of the Authority under the terms of the constitution.

7. Finance and resource implications / comments

- 7.1. The UKFV Programme Panel and Defence & Security Panel will be delivered by LCC, with no additional resource or finance implications for the Authority.

8. Greater Lincolnshire policy / comments

- 8.1. The recommendations above are in line with the Greater Lincolnshire Devolution Proposal, which was adopted as a policy of the Authority on 6th March 2025.

9. Consultation, Boards, Overview and Scrutiny / comments

- 9.1. The following have been consulted in the preparation of this report:
- 9.1.1. LCC officers in the Infrastructure Investment team, who will be managing the UKFV Programme Panel and Defence & Security Panel on behalf of the Authority.

10. Appendices included with this report

Appendix A: Terms of Reference (ToRs) for the UKFV Programme Board;

Appendix B: ToRs for the Innovation Panel working group;

Appendix C: ToRs for the Defence & Security Board;

Appendix D: ToRs for the Rural Transport Group.

11. Background Papers used in the preparation of this report

Background Paper	Where it can be viewed
Greater Lincolnshire Devolution Deal	https://www.gov.uk/government/publications/greater-lincolnshire-devolution-deal-2023/greater-lincolnshire-devolution-deal
Greater Lincolnshire Regional Defence & Security Cluster	https://www.greaterlincolnshirerdsc.com/

Contact details for the report

Report on behalf of: Lee Sirdifield, Interim Chief Operating Officer

Report prepared by: Caroline Illingworth, Interim Strategic Lead for Community & Business Engagement

UK Food Valley Programme Panel

Terms of Reference

This is a standing advisory group to the Authority and the Mayor; it seeks to provide a clear and measurable strategy for the [UK Food Valley](#), in support of the exercise of Combined County Authority and Mayoral functions. The UKFV Programme Panel will build upon the work which was undertaken by the Greater Lincolnshire LEP Food Board.

The purpose of the UK Food Valley programme is to position Greater Lincolnshire's agri-food sector as a top 10 global food cluster. It supports growth and encourages inward investment through promoting the scale, diversity and importance of the Greater Lincolnshire food sector, and by ensuring that existing food sector companies and new investors are supported.

The secretariat function of the UKFV Programme Panel will be delivered by Lincolnshire County Council on behalf of the GLCCA. The UKFV Programme Panel will report in to the GLCCA Business & Infrastructure Board once per year.

The Panel may appoint one or more sub-groups for the purpose of discharging any of the Panel's roles or responsibilities.

Purpose

The purpose of the UK Food Valley Programme Panel is to deliver the UK Food Valley strategy by exploring, developing, and commissioning solutions around:

- Giving domestic businesses and inward investors the confidence to invest, notably:
 - Identifying areas in which the UK is a big net importer of food where domestic production could be sustainably and competitively expanded;
 - Taking R&D out of the lab into the field or onto the factory floor, by supporting the innovation to commercialisation journey, increasing skills to adopt innovative technology in industry and by prioritising higher level skills activity in the sector;
- Ensuring that industry is supported to invest by addressing key enablers of business expansion, by advising the GLCCA on how best to:
 - Support commercial investment in the industry to increase production volumes and modernisation through globally competitive investment incentives including agri-tech, food manufacture, and aquaculture;
 - Support the industry with a positive planning framework and premises supply strategy to support businesses from start-ups looking for their first food grade unit, to multi-nationals investing in large scale sites. The GLCCA will prepare and deliver an investment programme which provides the right combination of developable sites and ready-to-use business premises for the food sector in the area;
 - Support food chain investment with modern infrastructure including access to sustainable energy and water supplies; high speed digital connectivity; and transport infrastructure. Defra will support the Panel in its aims by being an active champion of the sector across government;
 - Provide specialist food chain innovation to accelerate technology innovation, commercialisation, and adoption. Defra will support this aim by providing

updates and information around programmes and incentives for the agricultural sector to diversify into high value food production.

- Acting as champions of, and advocates for, the UK Food Valley, supporting promotional activity to increase awareness of the opportunities, capabilities and potential within the UK Food Valley.

Membership

The membership of the UK Food Valley Programme Panel shall consist of a maximum of 12 members, typically constituted of:

Private Sector Representation – large businesses (7 Representatives)

Senior business leaders with a local, national and/or international profile, representing an agri-food business which is resident and/or operating within Greater Lincolnshire;

Private Sector Representation – SMEs (3 Representatives)

Business leaders from SMEs in the agri-food sector, resident and/or operating within Greater Lincolnshire;

Academia (2 Representatives)

Senior leaders of academic organisations with demonstrable research and innovation interests relating to the agri-food sector, resident and/or operating within Greater Lincolnshire, or directly linked to one or more of the UK Food Valley's priorities;

A member will cease to be a member of the Panel if they fail to attend three meetings in a rolling twelve-month period.

All members of the UK Food Valley Programme Panel will be appointed for a term of three years.

All Private Sector Representation will be recruited to through an open recruitment process which will be managed by Lincolnshire County Council. Appointments will be confirmed by the Combined County Authority.

Academic representatives will be coordinated by the UK Food Valley Programme Manager.

Defra will meet annually with the Panel to discuss key topics of value to its members.

Chairing the Committee

The UK Food Valley Programme Panel Chair will be a Private Sector Representative, who is nominated by the Mayor and confirmed by the Combined County Authority.

A Vice-Chair will be appointed by the UK Food Valley Programme Panel from amongst the panel membership.

In the absence of the appointed Chair or Vice-Chair the UK Food Valley Programme Panel will appoint a Chair for the meeting.

Reporting

The UK Food Valley Programme Panel will nominate a representative to report findings and recommendations to the following Authority governance bodies:

1. Business and Infrastructure Board

If the nominated member is unable to attend a Board meeting, then they may nominate a delegate from the UK Food Valley Programme Panel to attend on their behalf.

Quorum

The quorum will be four voting members including the Chair (or Deputy Chair)

Voting

Any matters that are to be decided by the UK Food Valley Programme Panel are to be decided by consensus where possible.

All Members of the Panel will be entitled to vote. The Chair will not have a casting vote.

Frequency

There will be a minimum of three UK Food Valley Programme Panel meetings each municipal year, meetings are not required to be held in public with provision for Public Forum.

Review

The terms of reference are to be reviewed on an annual basis as part of the annual Constitutional review.

Innovation Panel

Terms of Reference

This is a temporary working group of the GLCCA Business & Infrastructure Board; it seeks to provide advice and guidance on improving the levels of innovation across the Greater Lincolnshire economy, in support of the exercise of Combined County Authority and Mayoral functions.

Purpose

The purpose of the Innovation Panel is:

- To work with the Authority and the Mayor via the Business & Infrastructure Board to provide strategic leadership for the Greater Lincolnshire innovation agenda;
- To support the Authority in designing the innovation narrative and offer to industry, government and investors;
- To support the Authority to develop and agree an Innovation Action Plan with Innovate UK;
- To review the portfolio of business advisory, financial and accelerator support services available to local businesses;
- To work with partners to identify where capital investments are required to support improvements in the levels of R&D across Greater Lincolnshire;
- To advise on the development of a programme of activities and events designed to support businesses to engage with, and improve levels of, innovation;
- To support the development of increased innovation activity around our innovation assets;
- To support the development of place-based propositions which enhance flagship innovation zones;
- To explore and support schemes which increase the level of spinouts and commercialisation activity leading on from initial research.

Membership

The membership of the Innovation Panel shall consist of a maximum of 12 members as follows:

Private Sector Representation – large businesses (6 Representatives)

Senior business leaders with a local, national and/or international profile, representing a business which is resident and/or operating within Greater Lincolnshire with a strong track record in R&D and innovation;

Private Sector Representation – SMEs (2 Representatives)

Business leaders from SMEs, resident and/or operating within Greater Lincolnshire with a demonstrable desire to increase innovation within their sector;

Research and Finance Organisations (3 Representatives)

Senior leaders of bodies with demonstrable research and innovation interests or interests in financing innovation projects, resident and/or operating within Greater Lincolnshire, or directly linked to one or more of Greater Lincolnshire's priority sectors;

Innovate UK Representative (1 Representative)

A nominated representative from Innovate UK, usually the regional representative covering Greater Lincolnshire.

A Member will cease to be a Member of the Panel if they fail to attend three meetings in a rolling twelve-month period.

Private sector members of the Innovation Panel will be appointed for a term of three years.

All Private Sector Representation will be recruited to through an open recruitment process and appointed by the Combined County Authority.

Research Organisation and Innovate UK Representatives will be proposed by Officers and appointed by the Combined County Authority for a term of three years.

Chairing the Committee

The Innovation Panel Chair will be a Private Sector Representative, who is nominated and confirmed by the Business & Infrastructure Board.

In the absence of the appointed Chair the Innovation Panel will appoint a Chair for the meeting.

Reporting

The Innovation Panel will nominate a representative to report findings and recommendations to the following Authority governance bodies:

1. Business and Infrastructure Board

If the nominated member is unable to attend a Board meeting, then they may nominate a delegate from the Innovation Panel to attend on their behalf.

Quorum

The quorum will be four voting members including the Chair.

Voting

Any matters that are to be decided by the Innovation Panel are to be decided by consensus where possible.

All Members of the Panel will be entitled to vote. The Chair will not have a casting vote.

Frequency

Frequency will be decided by the Business & Infrastructure Board and will be flexible depending on tasking.

Review

The terms of reference are to be reviewed on an annual basis as part of the annual Constitutional review.

Defence & Security Panel

Terms of Reference

This is a standing advisory group to the Authority and the Mayor; it will contribute to a clear and measurable strategy for the further development of the Greater Lincolnshire Defence & Security sector, in support of the exercise of Combined County Authority and Mayoral functions.

The Defence & Security Panel will build upon the work which was undertaken by the Greater Lincolnshire Defence & Security Advisory Board. It will also act as the Steering Group for the [Greater Lincolnshire Regional Defence & Security Cluster](#) (GLRDSC).

The secretariat function of the Defence & Security Panel will be delivered by Lincolnshire County Council on behalf of the GLCCA. The Defence & Security Panel will report to the GLCCA Business & Infrastructure Board once per year.

The Panel may appoint one or more sub-groups for the purpose of discharging any of the Panel's roles or responsibilities.

Purpose

The purpose of the Defence & Security Panel is to:

- Lead, influence, and champion the Defence & Security agenda;
- Support the development of Greater Lincolnshire as a national Defence & Security innovation, production and service hub;
- Promote Government and industry defence and security capabilities and programmes in order to increase regional wealth through greater public and private inward investment and the creation of high-value, better paid jobs;
- Facilitate the joining up of national and local business support and simplifying the local offer;
- Help shape GLCCA strategy and policy on Defence & Security;
- Influence GLCCA prioritisation, planning and investment in the Defence & Security sector to support provision and the shape of delivery;
- Support the strategic aims of the GLCCA;
- Make governance and spending decisions for the Greater Lincolnshire Regional Defence and Security Cluster, until such time that the Cluster becomes financially and administratively self-sustaining.

Membership

The membership of the Defence & Security Panel shall consist of a maximum of 12 members, typically constituted of:

Private Sector Representation – large businesses (7 Representatives)

Senior business leaders with a local, national and/or international profile, representing a defence & security focused business which is resident and/or operating within Greater Lincolnshire;

Private Sector Representation – SMEs (3 Representatives)

Business leaders from SMEs in the defence & security sector, or an SME directly supporting the sector, resident and/or operating within Greater Lincolnshire;

Academia (2 Representatives)

Senior leaders of academic organisations with demonstrable research and innovation interests relating to the defence & security sector, resident and/or operating within Greater Lincolnshire;

A member will cease to be a member of the Panel if they fail to attend three meetings in a rolling twelve-month period.

All members of the Defence & Security Panel will be appointed for a term of three years.

All Private Sector Representation will be recruited through an open recruitment process which will be managed by Lincolnshire County Council. Appointments will be confirmed by the Combined County Authority.

Academic representatives will be coordinated by Lincolnshire County Council.

Chairing the Committee

The Defence & Security Panel Chair will be a Private Sector Representative, who is nominated by the Mayor and confirmed by the Combined County Authority.

A Vice-Chair will be appointed by the Defence & Security Panel from amongst the panel membership.

In the absence of the appointed Chair or Vice-Chair the Defence & Security Panel will appoint a Chair for the meeting.

Reporting

The Defence & Security Panel will nominate a representative to report findings and recommendations to the following Authority governance bodies:

1. Business and Infrastructure Board

If the nominated member is unable to attend a Board meeting, then they may nominate a delegate from the Defence & Security Panel to attend on their behalf.

Quorum

The quorum will be four voting members including the Chair (or Deputy Chair)

Voting

Any matters that are to be decided by the Defence & Security Panel are to be decided by consensus where possible.

All Members of the Panel will be entitled to vote. The Chair will not have a casting vote.

Frequency

There will be a minimum of three Defence & Security Panel meetings each municipal year, meetings are not required to be held in public with provision for Public Forum.

Review

The terms of reference are to be reviewed on an annual basis as part of the annual Constitutional review.

The Mayoral Rural Transport Panel

Terms of Reference

The Mayor of Greater Lincolnshire will establish and chair a rural transport group alongside existing Level 3 combined authorities, that will lead the national debate on transport in mayoral rural areas. The group will champion innovation and work in partnership with the Department for Transport to identify pilot projects to address rural connectivity and accessibility challenges.

DfT and Greater Lincolnshire recognise the challenges that rural areas face in the delivery of high quality, sustainable bus services. Greater Lincolnshire MCCA will develop a strategy and spending plan proposals to DfT in relation to future funding opportunities to develop a rural bus pilot that is intended to act as a policy test bed for other rural areas.

This group has been created to deliver the commitments made within the Greater Lincolnshire Devolution Deal.

This is a national advisory panel which works with Department for Transport and informs the work of the Greater Lincolnshire Combined County Authority. The panel will provide a clear and measurable strategy for rural transport in England and in support of the exercise of Combined County Authority and Mayoral functions.

The Panel may appoint one or more sub-groups for the purpose of discharging any of the panel's roles or responsibilities.

Purpose

The purpose of the Rural Transport Panel is to lead the national debate on transport in rural mayoral areas by exploring, developing, and commissioning solutions around:

- **National Leadership:** Providing a strong mayoral voice to highlight the importance of rural transport and influence national policy.
- **Innovation:** Championing innovative solutions to improve rural transport connectivity and accessibility.
- **Partnerships:** Collaborating with regional and national bodies to develop and implement pilot projects.
- **Evidence-Based Approach:** Utilizing data and research to inform decision-making and policy development.

The panel will produce an annual report to government, to include relevant evidence base and policy proposals, and highlighting challenges and opportunities within the rural transport landscape.

Membership

The membership of the Rural Transport Panel shall consist of members as follows:

- **Chair:** Mayor of Greater Lincolnshire;
- **Members:** Representatives from combined authorities who have identified rural transport as a priority;
- **Advisors:** Experts from the Department for Transport and relevant organisations such as Sub-regional Transport Bodies (STBs), Rural Services Network, and other relevant stakeholders.

The GLCCA membership will be agreed by the Authority and the Mayor. Subject matter experts will be invited to join meetings when relevant.

Chairing the Committee

The Rural Transport Panel Chair will be the Mayor of Greater Lincolnshire. A Vice-Chair will be appointed by the Rural Transport Panel from amongst the membership. In the absence of the appointed Chair or Vice-Chair, the Rural Transport Panel will appoint a Chair for the meeting.

Reporting

The Mayor will inform the Council of the Nations and the Regions on the work of the panel; The Department for Transport will be active members of the panel and utilise the panel to test and trial policy approaches.

The GLCCA Mayor will report findings and recommendations to the following Authority governance bodies:

- The GLCCA Board
- The Transport Board

If the nominated member is unable to attend a Board meeting, they may nominate a delegate from the Rural Transport Panel to attend on their behalf.

Quorum

The quorum will be xx voting members including the Chair (or Deputy Chair).

Voting

Any matters that are to be decided by the Rural Transport Panel are to be decided by consensus where possible. All Members of the Panel will be entitled to vote. The Chair will not have a casting vote.

Frequency

There will be a minimum of two Rural Transport Panel meetings each municipal year. Meetings are not required to be held in public with provision for Public Forum.

Review

The terms of reference are to be reviewed on an annual basis as part of the annual Constitutional review.

Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

Appointment of Statutory Scrutiny Officer

Purpose of the report

This report proposes the appointment of the Statutory Scrutiny Officer for the Greater Lincolnshire Combined County Authority (the Authority).

Recommendation

It is recommended that the Combined County Authority

- a. **Appoint Matthew Stickley as the Interim Statutory Scrutiny Officer**

Voting and consent arrangements

Simple majority vote to include the mayor. There are no consent requirements for this decision.

Information

1. A key requirement for the operation of the Authority is the appointment of a Statutory Scrutiny Officer, so that it is legally compliant with the Localism Act 2011 and other legislation.
2. In considering this appointment there are several options available to the Combined County Authority, including:
 - Section 113 – allows a Local Authority to place officers at the disposal of another Local Authority through an agreement. The agreement can be used for the provision of pooled resources, shared services, or the provision of statutory posts.
 - Secondment agreements – are a structured mechanism for seconding an officer to another Local Authority to undertake a specific role.
 - Service Level Agreements (SLAs) – define and ensure quality of service provision and levels being provided by one Authority to another.
 - The use of interim resource from the wider market.
3. The Statutory Scrutiny Officer post protects and promotes the scrutiny function and helps to ensure good governance for the GLCCA. The post will provide support, advice and guidance to both members and officers of the authority. The post will work closely with the democratic services SLA to ensure effective scrutiny takes place.
4. For the Authority, the Statutory Scrutiny Officer cannot be an officer of a Constituent Council. Consideration has been given to appointing an officer from a non-constituent authority. However, due to capacity constraints, this has not been possible. As a result, it has been necessary to appoint an officer directly to the GLCCA, rather than utilising a S113 agreement.
5. The proposed appointment of the Statutory Scrutiny Officer would commence immediately and be reviewed as part of the development of a permanent operating model for the Greater Lincolnshire Combined County Authority. At this stage it is expected that an officer of the Authority will hold the Statutory Scrutiny Officer post in the future.
6. Mr Stickley is experienced in the work of local government, private enterprise, and political environment and combines a successful record of strategic planning with a drive to ensure operational excellence.
 - a. His recent experiences involve overseeing changes to a local authority's governance arrangements, with an emphasis on implementing a refreshed scrutiny system. This involved working closely with Members and senior officers to focus the new scrutiny arrangements on deep-dive issues, ensuring the timeliness of scrutiny and call-ins, and improving transparency of the Authority's decision-making on major decisions.

Alternative options considered

7. To not appoint a Statutory Scrutiny Officer. This is not recommended because the position is a statutory requirement to enable effective overview and scrutiny activities to be undertaken.
8. To appoint an officer of a non-constituent council under a S113 agreement. Unfortunately, due to capacity constraints, this option could not be delivered.

Reason for the recommendation

9. The proposed appointment enables the Authority to meet its statutory requirements and make use of existing expertise from the constituent council as part of an interim operating model for the Authority to be reviewed as the new authority matures.

Implications, advice and guidance

10. The proposed appointment will advise the Combined County Authority in its work across the whole of the Greater Lincolnshire.

Public sector equality duty implications

11. No specific implications were identified in the preparation of this decision.

Legal implications / comments

12. The Combined County Authority is required to designate one of its officers as Statutory Scrutiny Officer in accordance with the Local Government Act 2000 and Combined Authorities (Overview and Scrutiny committees, Access to Information and Audit Committees) Order 2017.

Finance and resource implications / comments

13. The costs associated with post are contained within the Authority's budget model and are to be financed from grant contributions. Longer term the Pay and Grading structure will shape the pay and remuneration of permanent Authority employees.

Alignment with Greater Lincolnshire policy / comments

14. The proposed appointment of the statutory officer are consistent with the operating model principle set out in the proposal for Devolution to Greater Lincolnshire..

Consultation, Boards, Overview and Scrutiny / comments

The following have been consulted in the preparation of this report:

- N/A

Background Papers used in the preparation of this report

The following background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Background Paper	Where it can be viewed
Combined Authorities (Overview and Scrutiny committees, Access to Information and Audit Committees) Order 2017	https://www.legislation.gov.uk/uksi/2017/68/article/9/made
Local Government Act 2000	https://www.legislation.gov.uk/ukpga/2000/22/section/9FB

Contact details for the report

Report on behalf of: Lee Sirdifield, Chief Operating Officer, GLCCA

Report prepared by: Lee Sirdifield, Chief Operating Officer, GLCCA

Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

Appointment of Section 73 Officer

Purpose of the report

This report proposes the appointment of the Section 73 Officer for the Greater Lincolnshire Combined County Authority (the Authority).

Recommendation

It is recommended that the Authority:

- a. appoint Debbie Simpson as S73 Officer through a secondment agreement with North East Lincolnshire Council.**

Voting and consent arrangements

Simple majority vote to include the mayor. There are no consent requirements for this decision.

Information

1. A key requirement for the operation of the Authority is the appointment of appropriate statutory officers, in order that it is legally compliant with the Local Government and Housing Act 1989 and other legislation.
2. Due to changes within North East Lincolnshire, there is now a requirement to appoint a new S73 Chief Finance Officer for the Authority.
3. In considering this appointment there are several options available to the Authority, including:
 - Section 113 – allows a Local Authority to place officers at the disposal of another Local Authority through an agreement. The agreement can be used for the provision of pooled resources, shared services, or the provision of statutory posts.
 - Secondment agreements – are a structured mechanism for seconding an officer to another Local Authority to undertake a specific role.
 - Service Level Agreements (SLAs) – define and ensure quality of service provision and levels being provided by one Authority to another.
4. A secondment agreement will allow for officers of one council to support the work of the combined county authority and discharge the S73 duties. The secondment agreement will be between the Authority and North East Lincolnshire Council.
5. The allocation of resource from North East Lincolnshire Council is in keeping with the inaugural meeting decision made on 6 March 2025 which seeks in the first instance for the authority to explore alternative options with the Constituent Councils to ensure delivery of the agreement.
6. The proposed appointment would commence immediately and be reviewed as part of the development of a permanent operating model for the Authority.

Alternative options considered

7. To not appoint a Section 73 Officer. This is not recommended as the appointment of a s.73 Officer is a statutory requirement and no appointment would create a governance risk to the Authority.

Reason for the recommendation

8. The proposed appointment enables the Authority to meet its statutory requirements and make use of existing expertise from a Constituent Council as part of an interim operating model for the Authority to be reviewed as the new authority matures.

Implications, advice and guidance

9. The proposed appointment will advise the Combined County Authority in its work across the whole of the Greater Lincolnshire.

Public sector equality duty implications

10. No specific implications were identified in the preparation of this decision.

Legal implications / comments

11. The Authority is required to designate one of its officers as Section 73 Officer under Section 4 of the Local Government and Housing Act 1989.

Finance and resource implications / comments

12. The costs associated with post are contained within the Authority's budget model and are to be financed from grant contributions. Longer term, the Pay and Grading structure will shape the pay and remuneration of permanent Authority employees.

Alignment with Greater Lincolnshire policy / comments

13. The proposed appointment of the statutory officer and secondment arrangement are consistent with the operating model principle set out in the proposal for Devolution to Greater Lincolnshire. Specifically, this includes drawing on Constituent Council expertise.

Consultation, Boards, Overview and Scrutiny / comments

The following have been consulted in the preparation of this report:

- Appropriate discussions have been had with the Constituent Council who are supportive of the use of the secondment agreement for the role outlined in the report.

Background Papers used in the preparation of this report

The following background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Background Paper	Where it can be viewed
The Greater Lincolnshire Combined County Authority Regulations 2025	https://www.legislation.gov.uk/ukxi/2025/117/contents/made

Greater Lincolnshire Combined County Authority Inaugural Meeting – 6 March 2025	Meeting of the Greater Lincolnshire Combined County Authority – Greater Lincolnshire CCA
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Contact details for the report

Report on behalf of: Lee Sirdifield, Chief Operating Officer, GLCCA
Report prepared by: Lee Sirdifield, Chief Operating Officer, GLCCA

Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

Adoption of Records and Information Management Policy

Purpose of the report

This report asks the Combined County Authority to consider and approve an initial policy required to enable the operation of the Greater Lincolnshire Combined County Authority.

Recommendation

It is recommended that the Authority:

Approve the Records and Information Management Policy

Voting and consent arrangements

Simple majority vote to include the Mayor.
There are no consent requirements for this decision.

Information

- 1 This document sets out the Authority's policy on the storage, access, retention and disposal of information and records.
- 2 It applies to all information and records, regardless of format, held by the Authority, or transferred to the Authority.
- 3 This policy defines where information should be stored, how access to it should be managed, and how long information and records should be retained before they are either destroyed or archived.
- 4 It sets out the roles and responsibilities of the Records Manager and the Information Asset Owners, and the expectations on officers in fulfilling their duty to manage records.
- 5 The Authority's Constitution sets out that policy, plans and strategy should be determined at meetings of the authority, except for a limited number of mayoral functions. Agreed policy will be published in a policy library on the authority's website.

Alternative options considered

- 6 No other options have been considered as it is considered necessary for the Authority to adopt this policy to enable good governance and the operation of the Authority.

Reasons for the recommendation

- 7 The proposed policy is deemed necessary to ensure compliance with a range of requirements and for the good governance of the new Authority as set out in the policy document.

Implications, advice and guidance

- 8 The implications are set out in detail in the body of the report.

Public sector equality duty implications

- 9 No specific implications were identified in the preparation of this decision

Legal implications / comments

- 10 Approval and/or amendments to policies of the Combined County Authority is a function reserved to the Combined County Authority.

Finance and resource implications / comments

- 11 There are no specific financial implications arising from the suite of policies presented. However, the policies collectively will contribute towards a sound internal control environment and the efficient and effective management of public funds.

Greater Lincolnshire policy / comments

- 12 The establishment of the combined county authority arises from the Greater Lincolnshire Devolution Deal and the proposed policies are necessary as part of that establishment.

Consultation, Boards, Overview and Scrutiny / comments

The following have been consulted in the preparation of this report:

- N/A

Appendices included with this report

The following documents are included:

- Appendix A – Records and Information Management Policy

Background Papers used in the preparation of this report

No background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Contact details for the report

Report on behalf of: Lee Sirdifield, Chief Operating Officer, Greater Lincolnshire Combined County Authority

Report prepared by: Lisa Tremble, Monitoring Officer, Greater Lincolnshire Combined County Authority

Policy

Records and information management

Purpose

This policy sets out how we manage our records, business value information, and non-value information.

Document Owner Monitoring Officer

Document Version V1.0

Approved By GLCCA xxxxxxx

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Records and information - definition

Records and information, in the context of this policy, are sub divided into three categories. The categories apply to all records and information regardless of format.

- A record is information created or received by us that provides evidence of activities and transactions of business.
- Business value information is referential material that supports decision-making and provides value.
- Non-value information is material that does not provide evidence or hold business value such as:
 - Duplicated
 - Trivial
 - Obsolete information

Records and information lifecycle

All records and information are to be subject to a defined four stage lifecycle:

- Create or receive - creation or receipt of a record or information
- Use - active use of a record or information. Active is generally defined as being accessed at least every three months
- Store - no longer active and stored in an appropriate manner with a retention date applied
- Destroy or preserve - destroyed or passed to an archive for permanent preservation once a retention date has passed

Roles and responsibilities

The Records Manager will:

- Act as the subject matter expert, ensuring colleagues are provided with professional and timely advice
- Implement, manage, plan, and continually improve the corporate approach.
- Be the first point of contact for specialist knowledge
- Implement and lead on records management projects. Ensure support is offered to projects with a wider scope
- Develop and maintain strong, positive working relationships. Raise and promote awareness of good practice

Information asset owners will:

- Take ownership of records and business value information
- Lead and foster a culture that values, protects, and uses records and information effectively

- Know what records and information they hold and where they are. They will ensure they are subject to the records and information lifecycle
- Take action to address known weaknesses or risks created in their approach
- Ensure records and information management by default is embedded in their approach
- Achieve an adequate level of confidence that their records and information are subject to proper management
- Be the decision makers for the records they hold

Managing records and information

Managing records

Records will be subject to the record and information lifecycle.

Records will be created, used, maintained, and retained to provide information about and evidence of our transactions and activities.

Appropriate systems must be in place to document decisions and activities. Records must have the following characteristics:

- Authentic - it is what it claims to be
- Reliable - full and accurate record of the transaction or activity. Created close to the time of the transaction or activity
- Integrity - is complete and unaltered, and protected against unauthorised alteration. Alterations after creation can identify the individual making the changes
- Useable - can be located, retrieved, presented, and interpreted. Context can be established through links to other records in the transaction or activity. If in a digital format access should be maintained when moving to newer platforms

Digital records must be stored in an official record keeping system.

Hard copy records must be stored in appropriate storage when they are not active.

Records must be maintained and stored in such a way that they can be easily identified and located to support business activities.

Records must be disposed of in accordance with agreed retention schedules.

Retention schedules will set out the minimum period for which a record should be retained.

Retention schedules will be reviewed regularly and amended as necessary.

Retention schedules will be agreed by the information asset owner for the relevant service function.

Records will be stored and destroyed in a manner commensurate with the sensitivity of the record or information.

Destruction of hardcopy records must be recorded in the central destruction register.

Destruction of electronic records must be completed in accordance with the council's retention schedule.

Managing business value information

Business value information will be subject to the record and information lifecycle.

Business value information must be maintained and stored in such a way that it can be easily identified and located to support business activities.

It must be stored and destroyed in a manner commensurate with the sensitivity of the information.

Hard copy business value information should be sent to off-site storage with the records they support with retention applied.

Business value information should be reviewed regularly and destroyed when no longer required.

Managing non-business value information

Non-business value information should be reviewed regularly and destroyed when no longer required.

It must be stored and destroyed in a manner commensurate with the sensitivity of the information.

Compliance

Breaches of policy may lead to the employee going through our disciplinary procedure in accordance with:

- the code of conduct
- our disciplinary policy and procedure

We may revoke access to our records and information to individuals who are not our employees and who fail to comply with our policies.

Further Information

For further information or guidance please contact IA@greaterlincolnshire-cca.gov.uk

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Report to Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

Local Transport Funding Update

Purpose of the report

To brief the Greater Lincolnshire Combined County Authority (the Authority) on the allocation and management of local transport funding in the 2025/26 financial year and seek agreement on how funding will be managed subsequent financial years.

Recommendation

It is recommended that the Authority:

- i. Note the updated 2025/26 Local Transport funding allocations
- ii. Confirm acceptance of Local Transport funding allocations as detailed within Appendix A
- iii. Agree the principle that 2025/26 funding is passported to constituent councils in line with indicative allocations from Government where applicable.
- iv. Retain oversight of 2025/26 local transport plans, seeking additional assurance on spend where required.
- v. Request a further report on the development of underlying principles for the management and distribution of transport funding allocations in future financial periods.

Voting and consent arrangements

Simple majority vote

There are no consent requirements for this decision

Information

1. Background, context and reason for report

- 1.1. Greater Lincolnshire Combined County Authority (GLCCA) has assumed the role of Local Transport Authority for the new combined county authority area.
- 1.2. This responsibility includes managing the Local Transport Plan (LTP) and coordinating a Key Route Network (KRN).
- 1.3. Total local transport funding of £94.2M was incorporated within the 2025/26 Budget approved by the CCA at its inaugural meeting on 6th March 2025.
- 1.4. The report noted that further local transport funding allocations were still to be confirmed by Department for Transport (DfT)
- 1.5. Subsequently the CCA has received confirmation of three further funding allocations; integrated travel, local transport grant and resource funding.
- 1.6. These allocations take total local transport funding for Greater Lincolnshire to £126.6M.

2. Detailed information to achieve the purpose of the report

- 2.1. Local Transport funding for 2025/26 is divided into several blocks, each supporting different aspects of local transport provision. The blocks are detailed below:
 - 2.1.1. **Maintenance Block:** Focuses on maintaining and improving the transport network based on local knowledge, circumstances, and priorities.
 - 2.1.2. **Bus Service Improvement Plan (BSIP):** Providing bus service improvements throughout England.
 - 2.1.3. **Active Travel:** Supporting the development and construction of walking, wheeling, and cycling facilities in England.
 - 2.1.4. **New Fund (Pothole):** Supports various local transport initiatives and improvements
 - 2.1.5. **Integrated Transport Block:** Funds transport capital projects to make transport safer and more accessible for all users.
 - 2.1.6. **Local Transport Grant:** A capital fund for 2025/26 to support local transport maintenance and enhancements for authorities in the North and Midlands that do not receive funding from the City Region Sustainable Transport Settlements. The DfT have referenced this as a 'top up' to the Integrated Transport Block
 - 2.1.7. **Resource Funding:** Used to build capability and capacity, including developing and updating Local Transport Plans and effectively delivering local transport infrastructure priorities
- 2.2. As referenced within the 2025/26 Budget and MTFP report, it is proposed that Local Transport Funding is passported to constituent authorities in 2025/26 where appropriate.
- 2.3. The amounts passported are expected to be in line with indicative allocations as notified by Government.

- 2.4. GLCCA will retain oversight of the local transport plans of the constituent councils until a Greater Lincolnshire local transport plan has been developed and seek additional assurances where necessary.
- 2.5. Where spend is not expected to be defrayed in line with plans, the CCA will retain the authority to reallocate funding across the Greater Lincolnshire area.
- 2.5.1. In terms of Resource Funding to build capability and capacity, the CCA will retain oversight of this funding stream to support the organisation through the transitional period and ensure spend aligns to Mayoral priorities. Decisions in relation to Resource Funding will be made in partnership with the constituent authorities and confirmed via the Transport Board.

3. Advice of the author, asks and considerations

- 3.1. The future design of local transport funding is currently under review and will be announced following the conclusion of the Government's Spending Review process in June 2025.
- 3.2. The Government has indicated that it is committed to consolidating and streamlining funding for local areas wherever possible.
- 3.3. Within Greater Lincolnshire, it is unlikely that future transport funding allocations will be broken down by constituent council.
- 3.4. Different funding allocation methodologies exist for the various transport funding blocks. These include but are not limited to; population, rurality, deprivation and length of the road network. Although the formulas are different the individual methodologies for disaggregating the various ratios of funds does not greatly differ from one year to the next.
- 3.5. As a consequence, it will be necessary for GLCCA to establish clear underlying principles for the management and distribution of transport funding allocations in future financial periods.
- 3.6. These underlying principles are expected to incorporate transparency, fairness, and equity in the allocation of funding.
- 3.7. The Local Government Association (LGA) outlines that combined authorities must meet specific criteria and functions, including the allocation of transport funding.
- 3.8. All decisions will need to be underpinned by a robust business case planning process and local assurance framework to meet the expectations of Government.
- 3.9. Clear member direction, oversight, and decision-making on transport matters will be essential to deliver ambition, modernisation, growth, and strategic transport governance within Greater Lincolnshire.

4. Any relevant timelines

- 4.1. It will be necessary for underlying principles to be determined ahead of budget setting processes for 2026/27 and beyond.

5. Alternative options considered

- 5.1 None.

6. Reason for the recommendation

- 6.1 The recommendations detailed above are required to support the effective management of resources and demonstrate value for money in the allocation and oversight of local transport funding.

Implications, advice and guidance

- 7.1 None

7. Legal implications / comments

- 8.1 The recommendations within this report are within the remit of the Authority.

8. Finance and resource implications / comments

- 9.1 The financial implications of the proposed local transport funding allocations are significant, with a total of £126.6M allocated for the 2025/26 financial year. Effective management of these resources is crucial to ensure that the funding is utilised efficiently and delivers value for money in improving the transport infrastructure and services within Greater Lincolnshire.

10. Greater Lincolnshire policy / comments

- 10.1 As the Local Transport Authority for Greater Lincolnshire, GLCCA is responsible for managing the Local Transport Plan and coordinating a Key Route Network. The proposed local transport funding allocations align with the strategic objectives outlined in the Greater Lincolnshire Devolution Deal 2023, which emphasizes the importance of enhancing transport infrastructure and services to support economic growth, improve accessibility, and promote sustainable travel options within the region.

11. Consultation, Boards, Overview and Scrutiny / comments

- 11.1 Not Applicable

12. Appendices included with this report

- 12.1 Appendix A - 2025/26 Local Transport Funding allocations

13. Background Papers used in the preparation of this report

- 13.1 The following background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Background Paper	Where it can be viewed
Greater Lincolnshire Devolution Deal 2023	https://www.gov.uk/government/publications/greater-lincolnshire-devolution-deal-2023

Contact details for the report

Report on behalf of: Guy Lonsdale, Interim Chief Finance Officer

Report prepared by: Guy Lonsdale, Interim Chief Finance Officer

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Appendix A

2025/26 Local Transport Funding allocations

FUND	NELC (£000)	NLC (£000)	LCC (£000)	TOTAL (£000)
Active Travel	345	319	1,562	2,226
BSIP	3,733	2,908	11,868	18,509
Maintenance Block	3,059	6,541	44,207	53,807
New Fund (Pothole)	1,068	2,364	16,235	19,667
Integrated Transport Block *	1,490	1,168	3,337	5,995
Local Transport Grant *	6,124	5,164	14,059	25,347
Resource Funding *	222	229	611	1062
TOTAL	16,041	18,693	91,879	126,613

* Additional 2025/26 allocations

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Report to the Greater Lincolnshire Combined County Authority

Meeting on 4 June 2025

UK Shared Prosperity Fund (UKSPF)

Purpose of the report

This report is to make recommendation on the capital funding allocated to the Greater Lincolnshire Combined County Authority (the Authority) for 2025/26.

Recommendation

It is recommended that the Authority:

1. Accepts the funding allocations as set out £2,666,354 of UKSPF capital,
2. Delegates approval to the Chief Operating Officer in consultation with the Mayor – subject to the approval of the two business cases, and the proposals as set out at Section 2, and
3. Considers the approach for regional commissioning of business support, visitor economy and investor development from 26/27, as set out in Section 2.3 and provides a view to assist Officers in developing this programme.

Voting and consent arrangements

Simple majority vote to include the Mayor.

There are no consent requirements for this decision.

1.0 Information

During the Autumn statement in October 2024, Government announced plans to extend UKSPF for an additional 'transitionary' year as Government moves toward new funding arrangements from 2026. UKSPF 2022/25 has delivered a broad range of interventions across Communities and Place, Business Support and People and Skills.

Greater Lincolnshire local authorities have been allocated £12,119,794 (25% capital and 75% revenue) of additional UKSPF. The Authority has been allocated capital funding of £2,666,354 for 2025/26, totalling £14, 786,148 for the area.

This report makes recommendations on the Capital Funding allocated to the Authority for 2025/26.

1.1 UKSPF background

The UK Shared Prosperity Fund (UKSPF) is a £2.6 billion fund, replacing the European Structural and Investment Funds (ESIF), to support local investment across the UK. It aims to boost economic growth, improve public services, and enhance community cohesion by focusing on communities and places, supporting local businesses, and investing in people and skills. It has run for three years previously and is running for a further year. Government set out 4 key changes to the UKSPF allocation for 2025/26:

- Multiply, which helps individuals with numeracy skills, will not continue as a specific, ringfenced programme. However, areas may continue this using UKSPF if there is a desire too.
- Change in the core capital and revenue splits – The total allocation for 2025/26 capital is a higher proportion of capital compared to previous years.
- Pivoting of capital in England towards Mayoral Combined Authorities (MCAs) - £68m of the total capital is reserved for MCAs to support the early development of local growth plans and local priority investments.
- Targeting Deprivation – Allocations have been adjusted to prioritise areas with the highest levels of deprivation.

The funding for UKSPF is allocated to the Authority, and North East Lincolnshire Council (NELC) has been appointed as Lead Authority to coordinate distribution of funding, monitor spend and collate required grant returns on behalf of the GLCCA. All government reporting and monitoring arrangements will be same as for the wider UKSPF programme for 2025/26.

2.0 Proposals

2.1 Project 1 - Lincolnshire Institute of Dental and Oral Health

This proposal meets the strategic priority of better skills and jobs for our people and will see a new Institute of Dental and Oral Health at the Lincoln Medical Centre at the University of Lincoln's Brayford Campus. It is phase one of a wider programme to address Greater Lincolnshire's oral health challenges by developing a skilled workforce, improving dental access and fostering economic growth. It will reduce healthcare strain on wider services by

supporting individuals impacted by poor oral health, helping them re-enter the workforce, train a local workforce, and strengthen Lincolnshire's case for hosting a future dental school.

The new facility would act as hub for dental development across the area, and from September 2026, will offer;

- a new foundation course upskilling student to progress to Hygiene and therapy dental training
- Short courses for dental professionals support career progression and workforce retention
- New BSC in Hygiene and Therapy training 36 students annually

The outputs for Project 1 are increasing skills level for 36 people per annum.

Project	Proposed Projects	Estimated Cost	Delivery Organisation
Institute of Oral Health	<p>A new Lincolnshire Institute of Dental and Oral Health at the Lincoln Medical School offering new courses to train in dental hygiene and therapy.</p> <p>The benefit will be an increase in dental skills across the whole of Greater Lincolnshire</p>	<p>Total £2,033,268</p> <p>£1,516,354 Capital from UKSPF</p> <p>£471,000 Revenue from University of Lincoln</p>	<p>CCA Capital Grant to Lincoln University</p> <p>£1,516,354</p>

2.2 Project 2 - Enabling Local Growth Programme

The Enabling Local Growth Programme will consist of a programme of feasibility studies and business cases that moves delivery forward for the strategic priorities of the Combined Authority. It will fund the necessary work to develop the priorities into business cases or investible propositions, that would then be used to either seek government or private sector funding, or to access the investment fund.

The proposal is that the remaining capital funding of £1,150,000 would be utilised for the Enabling Local Growth Programme. The programme would be managed by the GLCCA Team, and work in partnership with the relevant local authorities and partners to ensure alignment with other activities and feasibility already undertaken. The initial projects under the programme are as follows, with a summary of each project attached at Appendix 1.

Project	Proposed Studies and Benefits	Estimated Cost	Delivery Organisation
AgTech Centre - A new incubator centre for new and expanding business on the University of Lincoln's Riseholme Campus	<p>Assessment of Infrastructure requirements</p> <p>An assessment of current state and gap of the skills and enterprise support landscape in AI and Robotics and Ag Tech, including Ag, food, Horticulture and Seafood sectors.</p> <p>Assessment of demand</p> <p>Development of a full Business Case</p>	£300,000	GLCCA to procure, and work in partnership with LCC, NELC, and the University of Lincoln

	Business across the area will benefit, especially those seafood business in North East Lincolnshire, the agricultural businesses in Lincolnshire, and the Food Manufacturing businesses in South Lincolnshire.		
Advanced Manufacturing Zones in Northern Lincolnshire	<p>Development of Advanced Manufacturing Zones across Greater Lincolnshire and would consist of a visioning exercise, site options and develop of full business case including support for planning, LDO and utility studies, site infrastructure, and development ready.</p> <p>New and existing business in North and North East Lincolnshire will benefit from new facilities in advanced manufacturing.</p>	£500,000	GLCCA to procure and work in partnership with NLC and NELC, and WLDC
<p>DecisionLab</p> <p>The Decisionlab will create a new innovation facility to deliver 'Decision Advantage' for the UK.</p> <p>It will focus on excellence in decision-making in high stakes scenarios and in an era of rapid change, big data and AI in Defence.</p>	<p>Undertake an assessment of demand and scope for the proposed Decision Lab</p> <p>Assess associated infrastructure on the Lincoln Science and Innovation Park</p> <p>Develop a full business case</p> <p>Increasing the level of skills and innovation in Big Data and AI will benefit the whole of Greater Lincolnshire, especially those tech businesses who are involved in Defence, Health and Agriculture.</p>	£200,000	GLCCA to procure, and work in partnership to deliver the business case.
STEP – Enterprise and Skills opportunities for Greater Lincolnshire	<p>Develop a Greater Lincolnshire vision for opportunities from FUSION</p> <p>Develop a plan for skills needs, enterprise and supply chain opportunities and advanced manufacturing facilities.</p> <p>Increasing skills and supply chain opportunities for businesses will provide benefit for WLDC and North and North East Lincolnshire.</p>	£150,000 with match to be confirmed	GLCCA to procure, and work in partnership with LA's to procure
Total		£1,150,000	

The output for Project 2 Enabling Local Growth is the development of four feasibility studies. Both funding allocations are subject to full business cases being approved.

Project Delivery

The Authority will develop the scope for the feasibility work and procure the relevant consultants to support. Officers will project manage the enabling local growth programme, and grant process for the dental development centre. All capital funding projects once determined by due process will be monitored and managed on behalf of the Authority by NELC as part of the wider UKSPF programme and reports made back to the Authority later in the year.

2.3 Beyond UKSPF and Regional Commissioning

The Government confirmed when announcing the policy that UKSPF funding for the financial year 2025-26 is a transitional arrangement that prioritises stability. There are clear statements that this will be reformed after this transitional year for and Greater Lincolnshire needs to be prepared to enact in its regional plans from 1 April 2026. We expect the form of these changes to be confirmed in some form by the Government over the coming year, starting with the conclusion of Phase 2 of the Spending Review that is now expected to take place in June 2025. Whilst no decisions have been taken, the Authority can reasonably assume that there will be clarity forthcoming in the next financial year on the objectives and framework for any UKSPF successor to operate from 1 April 2026 and what model of funding that will take for areas not funded by an Integrated Settlement from that point. Established Mayoral Strategic Authorities, a term used in the Devolution White Paper published in 2024 will see any future UKSPF funding incorporated into their Integrated Settlement in future.

All Lincolnshire local authorities agreed therefore that the one-year extension would continue existing activities and programmes, but that the local authorities would work together on maximising where possible regional commissioning such as business support and the visitor economy. The Authority will need to start to prepare for new arrangements and regional commissioning of services in areas such as Business Support, Visitor Economy and Investor Services. For example, we recognise the current system of business support is co-ordinated through the Business Lincolnshire Growth Hub, but that it is a patchwork and fragmented for 2025-26 year whilst a fundamental review of the system is undertaken to support new commissioning from 2026-27. This might mean taking the first steps to grasping the opportunities for new, area-wide approaches on activities that will bring scale benefits through greater strategic coherence across the new devolved geography.

The Board is asked to agree the approach and ask Officers to work together to develop a single regional commission for Business Support, Visitor Economy and Investment, and align with the Investment Plan, Corporate Plan and Local Growth Plan of the Combined County Authority.

Alternative options considered

Several options have been considered that would meet the criteria and ensure that the Authority provides a Greater Lincolnshire impact for this funding. The criteria used to make the recommendations look at the early development of strategic growth priorities, delivery by 31 March 2026, value for money and meet government requirements for outputs and outcomes UKSPF. The options of doing nothing was not considered as this would have resulted in lost funding to Greater Lincolnshire.

Reasons for the recommendation

UKSPF funding was delegated to GLCCA on behalf of the area from 1 April 2025. The Authority **has been allocated capital funding of £2.66 million for 25/26** which the guidance says should be used for early development of local growth plans and local priority investments, for example preparatory work or feasibility work.

3.0 Implications, advice and guidance

The implications are set out in the main body of the report above, and the proposals meet the criteria of MHCLG's UKSPF criteria.

Public sector equality duty implications

The School of Oral Health will aim to increase oral health skills across Greater Lincolnshire. The increase in skills will impact on NHS dental provision across the entirety of Greater Lincolnshire and will therefore ultimately benefits across all protected characteristics . The Enabling Local Growth Programme will support feasibility studies across Greater Lincolnshire, and will prepare business cases to seek additional funding. The breadth of schemes proposed are intended to impact the whole of Greater Lincolnshire, and more detail will be considered in the full business cases.

Legal implications / comments

The Authority must follow the rules and guidance set for the UKSPF . The programme will be subject to the Authority's normal Overview & Scrutiny and Authority procedures in terms of decision making. Key decisions, including the scope, finance and resourcing, will require Authority approval GLCCA, through NELC as the Accountable Body has been designated as the lead funding authority for UKSPF in 2025-26 . GLCCA will be required to review its funding mechanisms following any review implemented in distribution of UKSPF funding, and it is helpful to note this intention within this decision paper.

Finance and resource implications / comments

UKSPF capital funding outlined in this report, has been included as part of the Budget 2025-26 and Medium Term Financial Plan 2025-2030 report agreed at the inaugural Meeting on 6th March 2025.

This is one of the first allocations of funding for the new County Combined Authority for Greater Lincolnshire, and due to the UKSPF rules of spend and outcomes being achieved in 25/26, an early decision has been developed and is now being sought. The UKSPF therefore

should be seen within a wider context of feasibility studies and projects being brought forward during the year from the Investment fund.

GL CCA has been allocated capital funding of £2.66 million for 25/26 which the guidance says should be used for early development of local growth plans and local priority investments, for example preparatory work or feasibility work.

Greater Lincolnshire policy / comments

The recommendations above are in line with the Greater Lincolnshire Devolution Proposal, which was adopted as a policy of the Authority on 6th March 2025. The recommendations deliver against two of the priorities; namely brighter future and bolder ambitions, through an increase in skills, and opportunities for people and businesses.

Consultation, Boards, Overview and Scrutiny / comments

The following have been consulted in the preparation of this report:

Engagement has taken place with the constituent authorities

Appendices included with this report

The following documents are included:

- Appendix 1 – Details of the recommended projects including strategic justification, intended outcomes & benefits and financial considerations.

Background Papers used in the preparation of this report

The following background papers within Section 100D of the Local Government Act 1972 were used in the preparation of this report.

Background Paper	Where it can be viewed
Prospectus	UK Shared Prosperity Fund: prospectus - GOV.UK

Contact details for the report

Report on behalf of: Lee Sirdifield, Chief Operating Officer
Report prepared by: Ruth Carver, Deputy Director

Project 1 - Lincolnshire Institute of Dental and Oral Health

Phase 1 of a wider programme to increase the provision of oral health across Greater Lincolnshire. This phase will see a new Lincolnshire Institute of Dental and Oral Health at the Lincoln Medical School. The UKSPF capital funding will cover the refurb and new equipment. Phases 2 and 3 will seek support for research and innovation, and increased dental provision.

Strategic Justification

Oral health in Lincolnshire needs improvement, and an investment in education, provision and research. This proposal meets the strategic priority of better skills and jobs for our people. It is phase one of a wider programme to address Greater Lincolnshire's oral health crisis by developing a skilled workforce, improving dental access and fostering economic growth.

It will reduce healthcare strain on wider services by supporting individuals impacted by poor oral health, helping them re-enter the workforce, train a local workforce, and strengthen Greater Lincolnshire's case for hosting a future dental school.

Intended Outcomes and Benefits

- A new Lincolnshire Institute of Dental and Oral Health
- A new degree foundation course upskilling student to progress to Hygiene and therapy dental training
- Short courses for dental professionals support career progression and workforce retention
- New BSC in Hygiene and Therapy training 36 students annually

Increased skills levels in Dentistry will impact across the whole of Greater Lincolnshire and the centre will work with existing providers on pathways into the Centre.

Financial Considerations

£1,516,354 capital funding from UKSPF, with the revenue costs being met from the University of Lincoln.

Project 2. 1 Enabling Local Growth Programme – AgTech Centre

A new Ag tech centre that attracts new business to Greater Lincolnshire, and provides space for students to develop new businesses and space for university spin out companies. Ag tech is a wider ranging sector that encompasses technology in agriculture, horticulture, and aquaculture with the aim of improving yield, efficiency, and profitability.

Strategic Justification

Ag tech is one of the sectors which Greater Lincolnshire has a competitive advantage nationally. In order to maintain and grow this initial competitive advantage, facilities need to be developed to bring together farmers, scientists, technologists, and entrepreneurs to develop skills and ideas, and tech for a sustainable, productive, and profitable system.

The existing facilities at Riseholme campus for businesses to land, grow and expand are full, and the proposal is for an new Ag Tech Centre that will attract new ag tech businesses to Greater Lincolnshire, and support those spinning out of University programmes such as LINCAM, and Launchpad. The Facility will add to the degree and PHd education offer provided by the University of Lincoln and increase the number of businesses in Ag Tech in Lincolnshire, both through inward investment and new starts. It will also strengthen the offer to attract students, businesses and investors to Greater Lincolnshire.

Agri Food is the highest employing sector within Greater Lincolnshire. Existing business across Greater Lincolnshire already access the support of the University of Lincoln in Innovation and tech, these business are from the Ag tech sector, the Food Manufacturing sector and the Seafood Sector. The new facility will access existing networks but enable a flagship building that acts as a Hub, and enables the University to do more with the business community and therefore have a greater impact across the area from Grimsby to south Lincolnshire.

Evidence - [AGRI-TECH-CLUSTER.pdf](#)

Intended Outcomes and Benefits

- A feasibility study that assesses the options for a business centre for Ag Tech businesses.
- An assessment of current state and gap of the skills and enterprise support landscape in AI and Robotics and Ag Tech across Greater Lincolnshire
- Assessment of demand
- Assessment of Infrastructure requirements at Riseholme
- Development of a full Business Case including options for funding and delivery

GLCCA to procure, and work in partnership with LCC, NELC, and the University of Lincoln to develop

Financial Considerations

Up to £300,000

Project 2.2 Enabling Local Growth Programme – Advanced Manufacturing Zones

Focussing on North and North East Lincolnshire, the feasibility will build on existing work by North Lincolnshire and test the vision, demand and opportunity to bring forward land, businesses park, skills and innovation facilities to grow the advanced manufacturing sector in Greater Lincolnshire, building on existing sector analysis. Explore the whole range of advanced manufacturing sector opportunities in areas such as offshore wind, defence, energy, CCUS, and hydrogen.

Strategic Justification

Manufacturing accounts for nearly a quarter of the total economy in Greater Lincolnshire and is growing at a faster rate than nationally. Advanced Manufacturing has the opportunity to develop businesses and people further, and replace traditional sub sectors. Employment 62,500 people in advanced manufacturing is spread across the area, with the highest concentrations in north and north east Lincolnshire.

There are opportunities to ensure connections with existing industry and develop a large advanced manufacturing cluster in northern Lincolnshire, and increase the levels of skills, innovation and business growth. The advanced manufacturing cluster would support existing business such as British Steel, and would support industry in the Humber and into Greater Lincolnshire.

Intended Outcomes and Benefits

- Building on existing work undertaken by North Lincolnshire
- Develop a vision for advanced manufacturing in Northern Lincolnshire
- Assess the current supply chain opportunities in advanced manufacturing
- Assess the current facilities for the advanced manufacturing sector and identify proposals for future economic growth in areas skills, innovation, and business parks.
- Look at options for an Advanced Manufacturing Zone
- Develop a full business case including support for planning, LDO and utility studies, site infrastructure, and development ready.

Financial Considerations

Up to £500,000 of UKSPF

Project 2.3 Enabling Local Growth Programme – STEP

STEP Enterprise and Skills opportunities for Greater Lincolnshire

Strategic Justification

Global energy demand will increase in the second half of the century, with the global energy market expected to be worth trillions of pounds per year — commercial fusion will have a big role to play. The ‘Megawatt Valley’ region on the Nottinghamshire and Lincolnshire borders could become a global catalyst hub for a wide range of technological, engineering and scientific expertise, leading to massive economic opportunities.

Feasibility work will develop options for increased skills, supply chain programmes and a manufacturing park in WLDC and Northern Lincolnshire and beyond. The economic estimate is that the Fusion Plant will be circa 2,976 jobs per year during construction, generating an annual economic boost of £236 million. After construction, there will also be circa 6,440 operational jobs, adding £489 million per year to the regional economy. This will lead to higher value jobs and longer term employment opportunities for local people, and improvements in infrastructure. Many of these opportunities will be in Gainsborough, Lincoln and North and North East Lincolnshire.

Intended Outcomes and Benefits

- Building on existing work undertaken by Partners,
- Develop a FUSION Skills Plan - Understand and map the future and current skills needs for Lincolnshire from STEP.
- Develop a Fusion Supply Chain Programme – Map existing and future requirements for supply chain opportunities and programmes
- Explore options for manufacturing park for the supply chain

Financial Considerations

Up to £150,000 of UKSPF, and aligned budget tbc from partner local authorities

Project 2.4 Enabling Local Growth Programme – Decision Lab – Commercial in Confidence

This will be the first dedicated facility in Lincolnshire in the globally expanding sector of AI and big data, one of the economic priorities of Government.

DecisonLab is a high stakes Decisionlab that will further the art, science and practice of decision-making in digitalised, data-heavy and AI-enabled environments for critical defence and dual-use missions such as Nuclear and Health. A new national facility, it will consist of a range, a lab, incubator and a hub for academics, students, and entrepreneurs to develop and test AI and develop innovation projects at pace, form up joint proposals for external funding and identify commercialisation opportunities.

Partners would be defence companies, GLCCA and University of Lincoln

Strategic Justification

Data, and AI are future growth opportunities for Lincolnshire, especially in areas of our existing strengths such as Defence, Nuclear, and Health.

There are no existing AI facilities and many other places are considering and taking forward opportunities as outlined in the AI Opportunities Plan published in November 24 and the recent call for AI sites by Government.

The DecisionLab will increase levels of Innovation, levels of skills, and attract new businesses to the area to collaborate.

Intended Outcomes and Benefits

The feasibility work will develop a

- Vision for Greater Lincolnshire AI and Big Data Cluster
- Develop a full options analysis and business case for DecisonLab
- Learning from the work can be utilised with partners that are developing AI Growth Zones, and therefore will benefit other areas in Greater Lincolnshire

Should the centre be developed the facility will develop innovation, skills and generate new business opportunities in AI and Big Data for local people, and attract new tech businesses to the area, supporting existing proposals for Mega Data Centres in North Killingholme, and Southern Lincolnshire.

Financial Considerations

£200,000