



Meeting of the Greater Lincolnshire Combined County Authority

Date: Wednesday, 17 September 2025

Time: 2.00 pm

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

Membership:

Mayor

Dame Andrea Jenkyns DBE

Constituent Members

Councillor Sean Matthews, Lincolnshire County Council*

Councillor Ingrid Sheard, Lincolnshire County Council

Councillor Rob Waltham MBE, North Lincolnshire Council*

Councillor Neil Poole, North Lincolnshire Council

Councillor Philip Jackson, North East Lincolnshire Council*

Councillor Stan Shreeve, North East Lincolnshire Council

*Lead Member

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 dark ink, appearing to read "L. Sirdifield", written over a light yellow rectangular background.

Lee Sirdifield
Chief Operating Officer

**GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY AGENDA
WEDNESDAY, 17 SEPTEMBER 2025**

Item	Title	Pages
1	Welcome and Mayoral Announcements	
2	Apologies and Substitutions	
3	Declarations of Interest	
4	Public Questions To receive questions from the public to the Mayor, Authority Members and Board Chairs in accordance with Combined County Authority Procedure Rule 14 Members of the public may ask questions at this meeting if they have given notice and provided the text of the question to emily.wilcox@lincolnshire.gov.uk and nicola.calver@lincolnshire.gov.uk no later than 10 September 2025, with each question being addressed to the name of the Member the questioner would like the question put. 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. The Monitoring Officer may reject questions that are irrelevant, offensive, repetitive, confidential, personal, service-related, political, or statements. 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.	
5	Minutes of the Meeting on 4 June 2025	7 - 20
6	Membership of the Greater Lincolnshire Combined Authority's Boards and Committees To notify the Authority of those appointments made by Constituent Authorities to the GLCCA, nominations received from nominating bodies to the GLCCA for approval, and those nominations received and appointed under delegation given to the Chief Operating Officer.	21 - 26
7	Review of the Authority's Constitution To consider proposed amendments to the Authority's Constitution following endorsement from the Audit Committee.	27 - 64

8	Corporate Plan - Aims and Objectives	65 - 70
	To consider the outline development of the GLCCA Corporate Plan – “The Greater Lincolnshire Plan”.	
9	GLCCA Budget Update	71 - 80
	To invite the Authority to consider the current financial position and to endorse proposals for the re-allocation of the Authority’s 25/26 budget and the scheme of delegation, to enable a move to a permanent delivery structure.	
10	GLCCA Development Fund	81 - 90
	To seek approval of a Development Fund for the GLCCA.	
11	Risk Management Framework	91 - 100
	To present the proposed GLCCA Risk Management Framework for comment and endorsement, following recommendation from the Audit Committee.	
12	Appointment of Chair and Members to the Economic Advisory Panel	101 - 106
	To consider the recommendations for the appointment of a Chair and Members to the Economic Advisory Panel.	
13	Calendar of Meetings	107 - 114
	To seek approval of the Calendar of Meetings for the remainder of the 2025/26 municipal year and the 2026/27 municipal year.	

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.

Live streaming

Please note that this meeting may be filmed for live or subsequent broadcast via the [GLCCA's internet site](#). At the start of the meeting the Chair will confirm if all or part of the meeting is being filmed.

Generally, the public seating areas will not be filmed; however, by entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting.

Contact

Persons wishing to obtain any further information on this meeting or for details of access to the meeting, please contact democraticservices@lincolnshire.gov.uk

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

This page is intentionally left blank

ALL DECISIONS ARE SUBJECT TO CALL-IN. THE DEADLINE FOR CALLING-IN DECISIONS TAKEN AT THIS MEETING IS 4PM ON FRIDAY 13 JUNE 2025 OTHERWISE THEY WILL BECOME EFFECTIVE FROM 12PM ON MONDAY 16 JUNE 2025.

PRESENT:

Mayor Dame Andrea Jenkyns DBE

Constituent Members:

Councillor S Matthews- Lincolnshire Couty Council
Councillor I Sheard – Lincolnshire County Council (**Deputy Mayor**)
Councillor– Phillip Jackson North Lincolnshire Council
Councillor– Stan Shreeve North Lincolnshire Council
Councillor Rob Waltham MBE – North Lincolnshire Council

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

Officers in attendance:-

Debbie Barnes OBE (Chief Executive – Lincolnshire County Council), Nicola Calver (Member Services Manager – Lincolnshire County Council), Ruth Carver (Interim Deputy Director), Guy Caroline Illingworth (Interim Strategic Lead for Community and Business Engagement), (Lonsdale (Interim s.73 Officer), Debbie Simpson (North East Lincolnshire Council) Lee Sirdifield (Interim Chief Operating Officer), Lisa Tremble (Interim Monitoring Officer and Emily Wilcox (Senior Democratic Services Officer – Lincolnshire County Council)

1 WELCOME AND MAYORAL ANNOUNCEMENTS

The Mayor welcomed everyone to the meeting and acknowledged the significance of the meeting. The Mayor emphasised her commitment to transparency and restoring trust in the electorate and for that reason all meetings would be live-streamed and recorded, and she

2

GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY

4 JUNE 2025

would request all votes be publicly noted. She hoped that the Authority would work as a team united by a shared goal: doing the best for Lincolnshire.

2 APOLOGIES AND SUBSTITUTIONS

There were no apologies or substitutions reported prior to the meeting; however it was reported during the meeting by Cllr Rob Waltham MBE that Councillor Neil Poole wished his apologies to be recorded.

3 DECLARATIONS OF INTEREST

In relation to item In relation to item 17 on the agenda, UK Shared Prosperity Fund (UKSPF), Neal Juster declared an interest in relation to his role as Vice-Chancellor of the University of Lincoln and advised that he would leave the room for the duration of the item 17.

4 MINUTES OF THE INAUGURAL MEETING ON 6 MARCH 2025

In accordance with the Authorities Procedure 19.2 a recorded vote was taken and recorded as follows:

For: **9**

Those voting in for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **1**

Those abstaining: Councillor Stan Shreeve

RESOLVED

That the minutes of the meeting on 6 March 2025 be approved as a correct record and signed by the Mayor.

5 AMENDMENTS TO THE CONSTITUTION

Lisa Tremble, Interim Monitoring Officer, introduced a report which sought approval for a number of amendments to the constitution. The proposed amendments were to remove the pre-mayoral procedures, update the name of the Skills and Employment Board to the Employment and Skills Board for consistency, and to include a new procedure for handling code of conduct complaints.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: **11**

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **0**

RESOLVED

1. that the amended Constitution, as set out within paragraphs 6 and 7 of the report and Appendix A be approved;
2. that 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.

6 APPOINTMENT OF INDEPENDENT PERSONS

The Interim Monitoring Officer presented a report which sought approval for the appointment of Independent Persons on the Audit Committee and the Overview and Scrutiny Committee. Members were advised that under the Localism Act 2011, the Authority was legally required to appoint Independent Persons to support its standards regime, particularly in handling complaints against Members or the Mayor. Following a formal recruitment process it was proposed that the Authority agree the appointment of Andrew Dyson as the Independent Person on the Audit Committee and for standards matters and Andy Quarmby as the Independent Person on the Overview and Scrutiny Committee.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: **11**

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

4

GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY

4 JUNE 2025

Against: **0**

Abstentions: **0**

RESOLVED

1. That Andrew Dyson be appointed as an Independent Person for Audit Committee, and for Standards matters;
2. That Andy Quarmby be appointed as an Independent Person for Overview and Scrutiny Committee.

**7 MEMBERSHIP OF THE GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY
BOARDS AND COMMITTEES**

The Interim Monitoring Officer introduced a report which sought approval for the membership of the Greater Lincolnshire Combined County Authorities Boards and Committees. Further to the recommendations in the report, it was proposed that:

- Recommendations 4 and 5 be withdrawn due to recent changes in political proportionality and there not being adequate time to finalise nominations.
- That the wording of recommendation 6 be amended to delegate authority to the Chief Operating Officer, with the approval of the with the Mayor and Members of the Authority, to accept nominations from Lincolnshire County Council, North East Lincolnshire Council, North Lincolnshire Council and the District Joint Committee for their allocated seats on the Overview and Scrutiny Committee and Audit Committee.
- An additional recommendation be added to agree that the approved appointments to the Overview and Scrutiny Committee and the Audit Committee be reported to the next meeting of the Authority.

The motion, as amended, was moved and seconded and upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: 11

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **0**

RESOLVED

1. That 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. That 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. That 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. That authority be delegated to the Chief Operating Officer in consultation and approval with Members of the Authority and the Mayor to accept the nominations from Lincolnshire County Council, 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.
5. that the approved appointments to the Overview and Scrutiny Committee and Audit Committee be reported at the next meeting of the Authority.

8 APPOINTMENT OF DEPUTY MAYOR

The Mayor was delighted to appoint Councillor Ingrid Sheard as the Deputy Mayor for Greater Lincolnshire. Having worked with Councillor Sheard during the local elections, the Mayor considered her to be passionate, committed, honest, and tough - qualities she felt were essential for the role. In addition, she highlighted Councillor Sheard's professional background in finance, technology, and health, noting that these skills would be invaluable in helping to build a strong future for Lincolnshire. The Mayor expressed confidence that they would make a great partnership.

The Interim Monitoring Officer confirmed that in accordance with the constitution of the Authority, the Mayor had notified the Interim Monitoring Officer in writing of her intention to appoint Councillor Ingrid Sheard as Deputy Mayor of the Authority. The Authority noted the appointment.

The newly appointed Deputy Mayor expressed gratitude for the appointment and was honoured to serve alongside Mayor Andrea Jenkyns and the rest of the Authority. She hoped to contribute to building a brighter future for Lincolnshire, drive innovation and positive change, and emphasised the importance of listening to the community and ensuring transparency in all actions.

9 APPOINTMENT OF CHAIRS TO THE GREATER LINCOLNSHIRE COMBINED COUNTY
AUTHORITY BOARDS, PANELS AND COMMITTEES, AND APPOINTMENTS TO
OUTSIDE BODIES

The Mayor introduced the report which sought appointment of the Chairs to the Authority's Boards, Panels and appointments to outside bodies. The Mayor explained that whilst previous agreements had been made under earlier administrations regarding the appointment of chairs to committees, she wanted the appointments process to be wholly transparent. Therefore, she would invite each nominee to explain why they were suited to their nominated role.

Transport Board

Councillor Sean Matthews was nominated as the Chairman of the Transport Board. Following his nomination, explained his suitability for the role, and highlighted how his professional background in roads policing and in depth engagement with transport related issues; his personal interest in transport and infrastructure and his passion about supporting and improving the road network in Lincolnshire contributed to his overall alignment and suitability for the role of Chairman of the Board and that the role was the best for his experience and interests.

Chairman of the Business and Infrastructure Board

Councillor Phillip Jackson was nominated to be the Chairman of the Business and Infrastructure Board. Following his nomination, Councillor Jackson explained his suitability for the role, citing his experience in the chemical industry and involvement with the Greater Lincolnshire Local Enterprise Partnership (LEP) and infrastructure projects.

Chairman of the Employment and Skills Board

Councillor Rob Waltham was nominated as the Chairman of the Employment and Skills Board. Following his nomination, Councillor Waltham explained his suitability for the role, including that he had worked in the Further Education sector, giving him direct insight into education and training systems, his background in business support where he had created opportunities for people in the communities and create the best life for people in Lincolnshire.

The nominations for the appointment of Chairmen to the Transport Board, Business and Infrastructure Board and the Employment and Skills Board were each moved and seconded and upon being put to the vote were carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: **11**

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **0**

The Authority then considered the recommendations for the following appointments:

- Neal Juster as the Chair for the Economic Advisory Panel
- Andrew Dyson, Independent Person for Audit, as the Chair for the Audit Committee
- Mr Andy Quarmby, Independent Person for Overview and Scrutiny as the Chair for the Overview and Scrutiny Committee
- The Mayor as the co-opted Member for the Transport Board for the North.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: **11**

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **0**

RESOLVED

1. That Councillor Sean Matthews be appointed as Chair for the Transport Board
2. That Councillor Philip Jackson be appointed as Chair for the Business and Infrastructure Board
3. That Councillor Rob Waltham MBE be appointed as Chair for the Employment and Skills Board
4. That Neal Juster be appointed as the Chair for the Economic Advisory Panel
5. That Andrew Dyson be appointed as the Chair for the Audit Committee
6. That Andy Quarmby be appointed as the Chair for the Overview and Scrutiny Committee
7. That the Mayor be appointed as the co-opted member for the Transport for the North

10 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions by members of the public had been received.

11 CALENDAR OF MEETINGS

The Interim Monitoring Officer introduced a report which sought approval for the proposed calendar of meetings, as set out at appendix A to the report, and requested delegation to the Interim Monitoring Officer, following consultation with the Chairs of the relevant Boards or Committees, to amend the Calendar of Meetings as and when required.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: 11

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: 0

Abstentions: 0

RESOLVED

1. That the 2025 Calendar of Meetings 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.

12 GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY ADVISORY PANELS

Caroline Illingworth, Interim Strategic Lead for Community and Business Engagement, presented a report which recommended that the Authority create advisory panels for Innovation, the UK Food Valley (UKFV) Programme, and the Defence & Security sector, plus the national Rural Transport Panel and their terms of reference as set out in the report. The panels were intended support stakeholder engagement and would form the first phase of a broader programme of advisory groups to be developed over the coming year.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: 11

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: 0

Abstentions: 0

RESOLVED

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

13 APPOINTMENT OF STATUTORY SCRUTINY OFFICER

The Interim Monitoring Officer introduced a report on the appointment of the Interim Statutory Scrutiny Officer. Members were advised that having a Statutory Scrutiny Officer was a legal requirement for the Authority to operate effectively. Officers seconded from constituent councils could not be used due to legislative restrictions and district councils lacked the capacity to provide someone for the role. As a result, an external interim appointment was necessary. Interviews had been conducted, and the Monitoring Officer recommended the appointment of Matthew Stickley as the Statutory Scrutiny Officer for the Authority. Mr. Stickley was described as a highly experienced officer who had worked with many local authorities. His expertise included developing scrutiny culture, work programmes, and enhancing the value of scrutiny within organisations.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with the Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: 11

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

10

GREATER LINCOLNSHIRE COMBINED COUNTY AUTHORITY

4 JUNE 2025

Against: **0**

Abstentions: **0**

RESOLVED

That Matthew Stickley be appointed as the Interim Statutory Scrutiny Officer for the Authority.

14 APPOINTMENT OF SECTION 73 OFFICER

Lee Sirdifield, Interim Chief Operating Officer, introduced a report on the appointment of the Section 73 Officer for the Authority. Members noted that the current post-holder, Guy Lonsdale, was moving into an interim Section 151 role at North East Lincolnshire Council and could not hold both positions simultaneously. In line with previous arrangements, the Authority sought to fill the Section 73 role using resources from constituent councils, and it was therefore recommended Debbie Simpson, from North East Lincolnshire Council, be appointed to the role through a secondment agreement. The Interim Chief Operating Officer highlighted Debbie's extensive background in public finance, including work with other combined authorities and involvement in the development of the Freeport for Greater Lincolnshire.

Debbie Simpson also briefly addressed the meeting, outlining her experience and expressing her enthusiasm for supporting the Authority's development.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: 11

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Twedde, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **0**

RESOLVED

That Debbie Simpson as S73 Officer through a secondment agreement with North East Lincolnshire Council.

15 ADOPTION OF RECORDS AND INFORMATION MANAGEMENT POLICY

The Interim Monitoring Officer introduced a report which sought the adoption of a Records and Management Information Policy, as at Appendix A to the report. The policy was part of the Authority's foundation governance framework, and outlined how the Authority would handle its data, specifically how it would receive, store, archive, and, when appropriate, destroy information. The policy was intended to guide both members and officers in managing records responsibly and in accordance with legal and organisational standards.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with the Procedure Rule 19.2 of the Authority, a recorded vote was taken and recorded as follows:

For: **11**

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Twedde, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **0**

RESOLVED

That the records and information management policy be approved.

16 LOCAL TRANSPORT FUNDING UPDATE

Guy Lonsdale, Interim Section 73 Officer, presented a report which confirmed the local transport funding allocations for 2025/26 and proposed the principles for managing future allocations. Members were advised that the total allocation for Greater Lincolnshire was confirmed at £126.6 million, an increase from the previously advised £94.2 million. It was proposed to passport the funding to constituent councils for 2025/26, in line with government guidance. The Combined Authority would retain oversight of local transport plans and could intervene if spending diverged from agreed plans. It was noted that the government was expected to streamline funding after the upcoming spending review, which may mean councils would no longer receive individual breakdowns of allocations.

The recommendations were moved and seconded. Members were advised that only the Mayor and constituent members of the Authority were able to vote on this item. Upon being put to the vote the motion was carried unanimously. In accordance with Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: 6

Those voting for: Councillor Philip Jackson, Dame Andrea Jenkyns DBE, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Rob Waltham MBE

Against: 0

Abstentions: 0

RESOLVED

1. That the updated 2025/26 Local Transport funding allocations be noted.
2. That the acceptance of Local Transport funding allocations as detailed within Appendix A be confirmed.
3. That the principle that 2025/26 funding is passported to constituent councils in line with indicative allocations from Government where applicable be agreed.
4. That the Authority Retain oversight of 2025/26 local transport plans, seeking additional assurance on spend where required.
5. That the Authority Request a further report on the development of underlying principles for the management and distribution of transport funding allocations in future financial periods

17 UK SHARED PROSPERITY FUND (UKSPF)

14:48 – Neal Juster left the meeting.

Ruth Carver, Interim Deputy Director, presented a report on the UK Shared Prosperity Fund (UKSPF), which made recommendations on the allocation of £2.66m of capital funding for the strategic priorities of the Authority. It was proposed that the funding be allocated to two projects, the Institute of Dental and Oral Health and the Enabling Local Growth Program. It was proposed that the approval process for the programmes be delegated to the Chief Operating Officer in consultation with the Mayor, pending full business cases. Additionally, it was noted that this was the last year of UK SPF funding for business support, visitor economy, and investment activity.

The Mayor emphasised her commitment to county-wide inclusivity and ensuring that there was a greater geographical spread of funding to ensure all areas of Greater Lincolnshire benefitted from investments. Other members of the Authority expressed their support for a countywide approach. The Mayor hoped to meet with district councils and MPs to understand local priorities and ensure future funding opportunities distributed across the area.

The recommendations were moved and seconded, and upon being put to the vote the motion was carried unanimously. In accordance with the Procedure Rule 19.2 of the Combined County Authority, a recorded vote was taken and recorded as follows:

For: **11**

Those voting for: Councillor Philip Jackson, Councillor Craig Leyland, Dame Andrea Jenkyns DBE, Marc Jones, Councillor Sean Matthews, Councillor Ingrid Sheard, Councillor Stan Shreeve, Councillor Naomi Tweddle, Councillor Rob Waltham MBE Councillor Nick Worth, Councillor Richard Wright

Against: **0**

Abstentions: **0**

RESOLVED

1. That the funding allocations as set out £2,666,354 of UKSPF capital be accepted
2. That approval be delegated 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. That the approach for regional commissioning of business support, visitor economy and investor development from 26/27, as set out in Section 2.3 be noted

18 **MOTIONS ON NOTICE**

There were no motions on notice received in accordance with the Greater Lincolnshire Combined County Authority Procedure Rules.

The meeting closed at 2.55 pm

This page is intentionally left blank

Greater Lincolnshire Combined County Authority GLCCA	
Date of meeting:	17th September 2025
Report title:	Membership of the Greater Lincolnshire Combined Authority's Boards and Committees
Report of:	Lisa Tremble, Monitoring Officer
Classification:	This report is open
Contact officer:	Nicola Calver, Member Services Manager, Lincolnshire County Council, Nicola.calver@greaterlincolnshire-cca.gov.uk , 01522 555620
Purpose of the report:	This report notifies the Authority of those appointments made by Constituent Authorities to the GLCCA, nominations received from nominating bodies to the GLCCA for approval, and those nominations received and appointed under delegation given to the Chief Operating Officer.
Key decision	No
Voting Arrangements:	Constituent Council Members and Non-Constituent Council Members (or their substitutes/delegates) only. Simple majority vote.
Report has been considered by:	Lead Members of Constituent Councils. GLCCA Chief Officers

Recommendation(s):

That the Authority

- 1) notes the appointments made by Constituent Councils to the GLCCA;**
- 2) notes the appointments made since the previous meeting which were approved under delegation by the Chief Operating Officer; and**
- 3) approves the nominations received from nominating bodies to the GLCCA, its Boards and Committees.**

REPORT CONTENT

Information

1. The Authority has previously noted and approved the Membership of the Authority and its Executive Committees (Boards), along with the respective substitutes and delegates in accordance with rules set out in the Constitution.
2. At its meeting on 4th June 2025 the Authority established an Audit Committee and an Overview and Scrutiny Committee. It also accepted the political balance calculations and nominations received to date for those Committees, and delegated authority to the Chief Operating Officer to approve any further nominations received in consultation with CCA Members and to report them to the next meeting.

Membership Appointments and Nominations Received

3. Constituent Authorities have made changes to their appointments to the GLCCA and these are set out in Appendix A for noting.
4. The District Joint Committee have made changed to their appointments to the GLCCA and these are set out in Appendix A for approval.
5. 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.
6. The Chief Operating Officer received and approved nominations for Members to sit on the established Overview and Scrutiny Committee and Audit Committee, and these appointments are set out in Appendix B.
7. Constituent Authorities and the District Joint Committee have made changes to the Members nominated to sit on the Overview and Scrutiny Committee and Audit Committee, and these nominations are set out in Appendix B for approval. These nominations are in accordance with the political balance rules.

Alternative options considered

8. The Authority may choose not to accept nominations received, however this would create vacancies which would need to be carried until appointments can be made.

Reasons for the recommendation

9. The filling of vacancies and acceptance of appointments and nominations to the Authority, its Boards and Committees is integral to the decision-making and scrutiny arrangements of the Authority.

IMPLICATIONS, ADVICE AND GUIDANCE

Public sector equality duty implications

10. The Equality Act duty has been considered, but no equalities impacts have been identified arising from the proposals in this report.

Legal implications / comments

11. The Authority is required to make appointments to the Authority, its Boards and Committees in accordance with the provisions of the Constitution which covers the requirements of the Greater Lincolnshire Combined County Authority Regulations 2025 and the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017 as amended.

Finance and resource implications / comments

12. There are no specific financial implications arising from this report.

Greater Lincolnshire policy / comments

13. None.

Consultation and Engagement

14. The following have been consulted in the preparation of this report:
 - Monitoring Officers of Constituent Councils
 - Chief Officers of the GLCCA

Overview and Scrutiny Comments

15. Not applicable.

DOCUMENT INFORMATION

Appendices included with this report

The following documents are included:

- Appendix A – Appointments to the GLCCA
- Appendix B – Appointments to the Overview and Scrutiny Committee and Audit Committee (TO FOLLOW)

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
Appointments Report to GLCCA 4 th June 2026	Agenda for Greater Lincolnshire Combined County Authority on Wednesday, 4th June, 2025, 2.00 pm

Appendix A

Greater Lincolnshire Combined County Authority Membership

Representation From	Members	Substitute / Delegates	
North East Lincolnshire Council	Cllr P Jackson (Lead Member) Cllr S Shreeve	Cllr S Swinburn Cllr S Harness Cllr M Cracknell Cllr H Dawkins	FOR NOTING
North Lincolnshire Council	Cllr R Waltham MBE (Lead Member) Cllr N Poole	Cllr E Harper Cllr C Sherwood Cllr R Hannigan Cllr D Rose	FOR NOTING
Lincolnshire County Council	Cllr S Matthews (Lead Member) Cllr I Sheard	Cllr R Gibson Cllr M Cheyne Cllr L Kelly Cllr T Catton	FOR NOTING
District Joint Committee	Cllr N Tweddle Cllr C Leyland Cllr R Wright Cllr N Worth	Cllr D Broughton Cllr A Baxter Cllr J Brockway Cllr D Nannestad	FOR APPROVAL
Police and Crime Commissioner	Marc Jones (Lincolnshire PCC)	Jonathan Evison (Humberside PCC)	NO CHANGE
Associate Member	Neil Juster		NO CHANGE

This page is intentionally left blank

Greater Lincolnshire Combined County Authority GLCCA	
Date of meeting:	17th September 2025
Report title:	Review of the Authority's Constitution
Report of:	Lisa Tremble, Monitoring Officer
Classification:	This report is open
Contact officer:	Nicola Calver, Member Services Manager, Lincolnshire County Council. Nicola.calver@greaterlincolnshire-cca.gov.uk 01522 555620
Purpose of the report:	This report invites the Authority to consider proposed amendments to its Constitution following endorsement from the Audit Committee. It also sets a plan for the ongoing review of the Constitution for awareness.
Key decision	No
Voting Arrangements:	Constituent Council Members and Non-Constituent Council Members (or their substitutes/delegates) only.
Report has been considered by:	Audit Committee (29 th August 2025)

Recommendation(s):

That the Authority

- 1) considers and agrees the proposed amendments and additions to the Authority's Constitution detailed in Appendices A-C; and**
- 2) notes the proposed plan for the ongoing review of the constitution.**

REPORT CONTENT

Information

- 1 The Constitution is a document which sets out how the Authority works, makes decisions, and the procedures followed to ensure that its work is efficient and effective, and it is transparent and accountable to residents. Some of these procedures are set by law, while others are ones the Authority has chosen to follow. The rules of the Constitution prescribe that it should 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, and subsequently approved some minor amendments and additions at its AGM in June 2025. At that meeting it was acknowledged that the Constitution would need to be kept under continual review - especially in the early period of the Authority - in order to ensure that it reflects its emerging operational requirements and can operate in the light of experience and practical application.

Constitution Review 25/26

- 3 This report presents the latest series of changes identified as part of the review, and the reasons for suggesting amendments. Where an area of review has been completed, an appendix to the report has been created showing tracked changes to illustrate, and changed wording in context.

Area for Review	Basis for review	Section of the Constitution	Review Timeline
Recruitment processes for the Economic Advisory Panel	It is proposed that this section in the Constitution reserved of the Economic Advisory Panel is removed.	4.8 – to be removed	GLCCA 17 September 2025
CCA Procedure Rules	To review the procedure rules as part of the evolution of the Authority to reflect emerging operational requirements and provide clarification on its practical application.	4.1 – reviewed APPENDIX A	Audit Committee 29 August 2025 GLCCA 17 September 2025
Terms of reference for the GLCCA Boards	To update the TORs of the Boards as part of the evolution of the Authority in these early stages.	3.5, 3.6, 3.7 – to be updated APPENDIX B	GLCCA 17 September 2025

Audit Committee Terms of Reference	To review the TORs with the Audit Committee to ensure best practice.	3.10 – reviewed APPENDIX C	Audit Committee 29 August 2025 GLCCA 17 September 2025
Officer / Member Protocol	To consider a protocol on the operations of relationships between Members and officers in line with best practice across Local Authority Constitutions	5.7 – to be added	Audit Committee 5 Nov 2025 GLCCA 10 December 2025
Scheme of Delegation	To update the scheme of delegation as part of the evolution of the Authority in these early stages.	3.6 – to be updated	Audit Committee 5 Nov 2025 GLCCA 10 December 2025

- 4 A verbal update will be given to the meeting outlining the proposals detailed in the above table, along with presentation of Appendix A - C which outline specific changes that are proposed for adoption.
- 5 The recruitment process for the Economic Advisory Panel (EAP) was originally intended to be included within the Constitution, however upon further review it is considered that this is an operational process. The Authority is committed that this process will be fair, robust and transparent and the process will be made available on request and is sent to respective candidates when the Authority runs a recruitment campaign. Additionally, Members will note the EAP item on this meeting agenda which demonstrates the process that has been undertaken to recruit the initial Members of the EAP and evidences the Authority's commitment to a fair, robust and transparent process.
- 6 The amendments in Appendix A seek to clarify the practical application of the procedure rules. The amendments suggested include statements to confirm which rules apply to which Boards and Committees and which are excluded, and acknowledging that the Mayor will not chair every Authority or Board meeting and therefore building in flexibility for 'relevant Chairs' to operate and interpret the procedure rules. These changes were endorsed by the Audit Committee, and subsequently one further amendment is suggested at provision 18: Method of Voting.
- 7 The amendments in Appendix B are purely consequential changes arising from the proposals within Appendix A.
- 8 The changes outlines in Appendix C are purely to bring the Constitution in line with current legislation and best practice and have been endorsed by the Audit Committee.

Alternative options considered

- 9 The Authority may consider approving some, all, or not to endorse the changes proposed.

Reasons for the recommendation

- 10 The Authority is asked to approve the suggested changes and additions to ensure the Constitution is relevant and reflective of best practice.
The Authority are asked to note the items for review that will be brought forward to future meetings and offer comment.

IMPLICATIONS, ADVICE AND GUIDANCE

Public sector equality duty implications

- 11 The Equality Act duty has been considered, but no equalities impacts have been identified arising from the proposals in this report.

Legal implications / comments

- 12 The Authority is required under the Localism Act 2011 to prepare and keep up to date a Constitution that complies with Schedule 1 of the GLCCA Regulations 2025. The amendments and additions detailed in Appendices A-C are legislatively compliant and reflective of best practice and guidance.

Finance and resource implications / comments

- 13 There are no financial implications arising from this report.

Greater Lincolnshire policy / comments

- 14 None.

Consultation and Engagement

- 15 The following have been consulted in the preparation of this report:
- Monitoring Officer
 - Audit Committee

Overview and Scrutiny Comments

- 16 Not applicable.

DOCUMENT INFORMATION

Appendices included with this report

The following documents are included:

- Appendix A – GLCCA Procedure Rules
- Appendix B - Terms of Reference for the GLCCA Boards
- Appendix C – Audit Committee Terms of Reference

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 Authority's Constitution	Agenda for Greater Lincolnshire Combined County Authority on Thursday, 6th March, 2025, 3.30 pm
Review of the Constitution Report to Audit Committee on 29 th August 2025	Agenda for Greater Lincolnshire Combined County Authority - Audit Committee on Friday, 29th August, 2025, 2.00 pm

This page is intentionally left blank

Part 4: Procedure Rules

4.1 Combined County Authority Procedure Rules

1 Scope of Procedure Rules

- 1.1 All of the rules set out in these Authority Procedure Rules apply to all meetings of the full Authority.
- 1.2 Rules 5–11, 13-22 inclusive of these Authority Procedure Rules apply to meetings of all Executive Committees of the full Authority, namely: Business and Infrastructure Board, Employment and Skills Board, and Transport Board. These Executive Committees will be referred to collectively as ‘Boards’.
- 1.3 Rules 6-11 (excluding 8.3), 13-16, 19, 22.1 and 22.6 inclusive of these Authority Procedure Rules apply to meetings of all Overview and Scrutiny Committee and Audit Committee.
- 1.4 None of the rules set out in these Authority Procedure Rules apply to meetings of Panels and Informal Groups, who have their procedure rules defined within their terms of reference.
- 1.5 Where the term ‘Member’ is used and it is not elsewhere defined it should be construed as ‘a person of the Membership’ i.e. a collective term referring to the Mayor, appointed Councillors of the Constituent and Non-Constituent Authorities and their substitutes or delegates, Associate Members, and Co-opted Members.

12 Annual Meeting of the Authoritys

- 1.12.1 In a year when there is an ordinary ~~M~~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 1 March and 30 June in line with Schedule 12, paragraph 6A of the Local Government Act 1972.
- 1.22.2 ~~At~~In addition to the items of business specified to be considered at an Ordinary Meeting of the Authority, 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)~~(a) Approve the minutes of the last meeting; Note the appointments from constituent councils of members to serve on the Authority;
 - ~~(e)~~(b) Receive details of the Mayor’s appointments of the Deputy Mayor and arrangements in respect of Mayoral General Functions;
 - (c) Appoint non-constituent members and associate members and their delegates and substitutes;

~~(f)~~(d) Establish Boards and Committees for the ensuing year, including appointing at least one Overview and Scrutiny Committee, and an Audit Committee and such other committees and advisory panels as required, determining their size and terms of reference.

~~(g)~~(e) Approve a programme of Ordinary meetings of the Authority, it's Boards, Committees and Advisory Panels for the year;

~~(f)~~ For meetings and outside bodies where political balance apply, decide the allocation of seats to political groups in accordance with the political balance rules, 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;

~~(h)~~ receive

~~(g)~~ Receive nominations and appoint Members to serve on Boards, Committees, Panels and outside bodies in accordance with their membership requirements set out in this Constitution;

~~(i)~~(h) Appoint Chairmen of the Boards.

~~(j)~~(i) Consider any other business set out in the summons convening the meeting;

~~(k)~~(i) 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.

23 Ordinary MeetingsOrdinary Meetings of the Authority

2.13.1 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~~ 3.2 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 by resolution;
- (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.

~~(d)~~ 3.3 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, in the opinion of the Monitoring Officer, 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 and Rule 5a is not applicable.

5. Quorum

5.1 No business may be transacted at a meeting of the Authority or its Boards unless the following persons are present:

- (a) the Mayor or the ~~D~~deputy ~~M~~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.

~~5.2~~ 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.~~

~~5.3~~5.2 ~~for~~ 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~~Monitoring Officer in consultation with the Mayor for Authority meetings, and the relevant Chair for Board Meetings, or the relevant Chair for Committee meetings.
- 6.2 The ~~Mayor~~relevant Chair shall interrupt proceedings where any meeting has lasted for three hours, whereupon all Members shall stop speaking. The ~~Mayor~~relevant Chair 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.

~~6.3.~~

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~~person presiding at the meeting as to the construction or application of Procedure Rules, or as to any proceedings of the Authority, shall not be challenged. The ~~Mayor~~person presiding at the meeting may consult with the Monitoring Officer or their nominee on any question of interpretation.

8. Items of Business

- 8.1 The Monitoring Officer will give notice to the public of the time and place of a meeting to who these Procedure Rules apply in accordance with Part 4.4 of this Neconstitution. This will include issuing a summons to every member of the body which will give the time, date, place and business to be transacted, along with accompanying reports.

- 8.2 No item of business may be considered at any meeting except:

(a) The business set out in the Summons,

•

(b) Business required by law to be transacted at the annual meeting, or

•

• (c) 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. Urgent decisions will also follow the rules set out in Part 4.6 of the Constitution.

~~8.18.3~~ 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 ~~S~~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~~ relevant Chair 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.~~

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~~ relevant Chair 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 as specified in Rule 14, 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, relevant Chair~~ 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.~~

15.14. Motions and Amendments that may be moved without Notice

15.14.1 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

15.214.2 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.

15.314.3 When one of the following motions has been seconded, the ~~Mayor~~relevant Chair 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.
- ~~(a)~~
- (b) 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.
- (c) 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.
- (d) 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.

- (e) 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.

46.15. Rules of Debate

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

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

46.315.3 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.

46.415.4 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.

17.16. Points of Order and Personal Explanations

17.116.1 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.

17.216.2 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.

17.316.3 The ~~Mayor-relevant Chair~~ 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-relevant Chair~~ may consult on any question of interpretation with the Monitoring Officer or their nominee prior to making a ruling. The ruling of the ~~Mayor-relevant Chair~~ on the matter shall not be open to discussion and will be final.

18.17. Voting

18.117.1 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 ~~D~~deputy Mayor acting in place of the Mayor.

18.217.2 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.

18.317.3 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 matters relating to the Authority budget, the Mayor's budget, mayoral functions and transport functions.

18.417.4 Associate members are not entitled to vote.

18.517.5 Neither the Mayor, Deputy Mayor nor any member or substitute member is to have a casting vote.

18.617.6 If a vote is tied on any matter, it is deemed not to have been carried.

18.717.7 For questions relating to the following matters, the majority under Standing Order ~~178~~.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.

~~48.8~~17.8 For questions relating to the following matters, the majority under Standing Order 178.1(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.

~~48.9~~17.9 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.

~~48.10~~17.10 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.

~~48.11~~17.11 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.

~~48.12~~17.12 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).

~~48.13~~17.13 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~~**17.14 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.

19.18. Method of Voting

~~19.1~~**18.1** Whenever a vote is taken at meetings ~~of the Authority~~ it shall be by a show of hands.

~~18.2~~ ~~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, T~~he voting on any question shall be recorded within the Minutes so as to show whether each Member present gave their vote for or against or abstained from voting.

20.19. Matters Affecting Officers

~~20.1~~**19.1** 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.

20. Public Questions

~~20.1~~ At Ordinary meetings of the Authority and Boards, questions may be asked by members of the public of the Mayor, or Board Chairs.

~~20.2~~ 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.

~~20.3~~ 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.

~~20.4~~ 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.

~~20.5~~ 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.
- 20.6 Those persons who submitted questions and who are present at that meeting of the Authority will be invited to read aloud the questions put.
- 20.7 If a member of the public who has submitted notice of a question is unable to be present at the meeting, the Clerk shall read out the submitted question on behalf of the questioner. The Authority will provide a written response to the questions put.

21. Conduct at Meetings

- 21.1 Whenever the ~~Mayer~~relevant Chair 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 ~~Mayer~~relevant Chair 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-relevant Chair by continued irrelevance or repetitions, by behaving improperly or offensively, or by wilfully obstructing the business of the Authority, the Mayor-relevant Chair may direct the Member to stop speaking. If, following a direction from the Mayor-relevant Chair 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-relevant Chair 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-relevant Chair by continued irrelevance or repetitions, by behaving improperly or offensively, or by wilfully obstructing the business of the Authority, the Mayor-relevant Chair 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-relevant Chair 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-relevant Chair will warn the person concerned. If the member of the public, having been warned, continues their conduct, the Mayor-relevant Chair may order their removal from the meeting room.

21.8 **General disturbance.** If there is a general disturbance making orderly business impossible, the Mayor-relevant Chair may adjourn the meeting for as long as they think necessary.

21.8

22. **Substitute and Delegate Members**

22.

22.1 Substitution and delegation is for the entire meeting.

22.122.2 A~~E~~Each Constituent Authority Member has two named substitutes and those-S
substitute Members may only act for the Authority Member for whom they are the designated substitute.

22.222.3 With the exception of the substitute M~~m~~ember for the Deputy Mayor where the
Deputy Mayor is acting in the place of the Mayor, a substitute M~~m~~ember may only
act when the Authority Member is absent from the meeting.

22.4 The District Joint Committee will appoint a pool of Delegates to represent the four non-
Constituent members from District Authorities. A Delegate Member may act on behalf
of any of these se non Constituent Mmembers in their absence.

22.5 The Police and Crime Commissioner and the Associate Member will have named
Delegates who may act on their behalf.

22.322.6 Appointment, notice and management of substitutions and delegations will operate

23 Attendance at Meetings

~~24.~~

~~23.1~~ 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;

~~24.1~~

(a) Present any reports or recommendations of the Board, ~~C~~committee or ~~S~~sub-~~C~~committee;

• ~~_____~~

• (b) Answer questions about any matter in the minutes of that ~~C~~committee or ~~S~~sub-~~C~~committee, or

(c) Contribute to the discussions about any matter which is relevant to the functions discharged by the ~~e~~~~C~~Committee or ~~S~~sub-~~C~~committee of which they are ~~C~~chair.

•

~~24.2~~ ~~23.2~~ 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.

3.5A. Transport Board

1. Terms of Reference

1.1 This is an Executive decision-making Board-Committee of the Combined County Authority, referred to as one of the three Boards of the Authority. The Transport Board will act in a regional capacity to enable the ambitions and outcomes of the Authority of its transport functions.

1.2 The Transport Board is authorised to carry out any Non-Mayoral transport function¹ of the Authority or any other Non-Mayoral function related to transport in accordance with the strategic and budgetary framework agreed by the Authority, including:

- i. progressing the ambitions and outcomes of the Greater Lincolnshire Plan and policy framework of the Combined County Authority that fall within the remit of this Board, by monitoring and reviewing the outcomes and impact of any policy, investment priorities, strategy or plan,
- ii. submitting bids for devolved and other funding,
- iii. working with key partners and the Mayor to develop and promote a shared understanding, coherent strategies and policies, and joined up service delivery,
- iv. overseeing any project or programme in accordance with the Combined County Authority Assurance Framework²,
- v. Considering and approving the creation and development of Ticketing Schemes under s135-138 of the Transport Act 2000 Concessionary Travel Schemes under s93-104 of the Transport Act 1985,
- vi. Determining what local bus information should be made available, and the way it should be made available, under s139-143 of the Transport Act 2000,
- vii. Considering issues arising from the implementation of schemes for the introduction of smart ticketing systems and innovative technologies, and
- viii. Determining the operation, performance, contract management and development of tendered bus services, bus stations/interchanges and passenger transport services within the agreed Authority budget.

with the exception of

- any function which requires a Statutory Consent where that consent has yet to be given, and
- any function which is reserved to the Combined Authority.

¹ Functions in this context include any function of the Combined Authority in its role as local transport authority, travel concession authority or transport authority and are to be construed in a broad and inclusive fashion, and as including the exercise of the ancillary powers under Section 113A Local Democracy, Economic Development and Construction Act 2009.

² Or otherwise, where the project or programme does not fall to be considered under the Greater Lincolnshire Combined County Authority Assurance Framework

- 1.3 The Transport Board will contribute to the preparation of the Greater Lincolnshire Economic Assessment and the Greater Lincolnshire evidence base through specialist advice, including
- commissioning of appropriate research and studies in relation to the Authority's transport functions and needs
 - formulating, developing and monitoring procedures for public consultation of the Authority's transport policies
- 1.4 It will advise the Authority and the Mayor on the development of policy, strategy and budgets and make recommendations on / to:
- i. the Greater Lincolnshire Local Transport Plan/Transport Strategy;
 - ii. the creation of a transport budget, including but not confined to the allocation of Government transport funding for Integrated Transport and Highway Maintenance (both the Needs and Incentive elements) Block funding, Pothole fund;
 - iii. the development of the Investment Strategy and transport investment;
 - iv. the Authority in respect of any Non-Mayoral Function which is a transport function or function related to transport or any other transport matters requested by the GLCCA Board.
 - v. the Mayor in respect of any Mayoral General Function which is a transport function or other function related to transport.
- 1.5 It will collaborate with other Boards/Committees of the Combined County Authority to achieve the ambitions and outcomes of the Authority.
- 1.6 It will engage with and hold to account those bodies involved in the delivery and operation of transport activities within the Authority area.
- 1.7 It can nominate Authority representatives on transport bodies.
- 1.8 It will respond to any report or recommendation from the Audit Committee or the Overview and Scrutiny Committee.

2. Membership

- 2.1 The membership of the Transport Board shall consist of:

Voting Members

- Mayor
- Two Members/substitute members from each Constituent Authority

Non Voting Members

- Four Non constituent Members /delegate members
- One business member appointed by the Economic Advisory Panel
- any other co-opted members

~~2.2 The Board may invite any Observers as it sees fit, relevant to any item of the agenda, to attend the meeting. These Observers will be able to participate in the meeting at the discretion of the Chair, however will not be able to vote on any matter.~~

2.23 In appointing members to the Transport Board there is no requirement for political balance.

2.34 The Board may co-opt up to 3 additional Non-Voting Membership from partner and stakeholder bodies relevant to the remit of the Board. Further co-opted members may be appointed with the approval of the Authority.

2.4 Substitution and Delegations operate in accordance with the Authority Procedure Rules.

2.5 The Board may appoint one or more sub-committees for the purpose of discharging any of the Board's functions.

3. Chairing the Board

3.1 The Transport Board shall be chaired by a Constituent Member (or substitute) nominated and appointed by the Authority.

3.2 A Vice-Chair will be appointed by the Transport Board from amongst the Constituent Authority membership.

3.3 The Mayor is a voting member of the Board in order to allow them to act in their capacity as the Mayor, they may wish to discharge any relevant mayoral functions via the Board in order to benefit from appropriate advice.

4. Quorum

4.1 The quorum will be 4 voting members ~~including the Mayor and one Member from each of the Constituent Councils~~ accordance with the Authority Procedure Rules.

5. Voting

5.1 Any matters that are to be decided by the Board are to be decided by consensus of the Board where possible.

5.2 When a vote is required, it will be taken in accordance with the Authority Procedure Rules. ~~only voting members of the Board will be entitled to vote at meetings, the Chair does not exercise a casting vote.~~

5.3 Voting on this Board is reserved to the Mayor and constituent members. Non-constituent, associate and co-opted members may not be given a vote on this Board.

5.4 The Board may invite any Observers as it sees fit, relevant to any item of the agenda, to attend the meeting. These Observers will be able to participate in the meeting at the discretion of the Chair, however will not be able to vote on any matter.

6. Frequency

- 6.1 There will be a minimum of five Transport Board meetings each municipal year. (approximately every other month)

7. Review

- 7.1 The terms of reference are to be reviewed on an annual basis by the Transport Board.
- 7.2 The role and arrangements of the Transport Board will be reviewed on an annual basis by the Authority.

Document version control	
Version:	<u>21.0</u>
Date:	<u>January-September 2025</u>
Document approved by:	<u>GLCCA</u>
To be of effect from:	<u>17 September 2025</u>

3.5B. Employment and Skills Board

1. Terms of Reference

- 1.1 This is an Executive decision-making ~~Board-Committee~~ of the Combined County Authority referred to as one of the three Boards of the Authority. The Employment and Skills Board will act in a regional capacity to enable the ambitions and outcomes of the Authority of its employment, skills and adult education functions.
- 1.2 The Employment and Skills Board is authorised to carry out any Non-Mayoral employment, skills and adult education function of the Authority¹ or any other Non-Mayoral function related to employment, skills and adult education in accordance with the strategic and budgetary framework agreed by the Authority, including:
- i. progressing the ambitions and outcomes of the Greater Lincolnshire Plan and policy framework of the Combined County Authority that fall within the remit of this Board, by monitoring and reviewing the outcomes and impact of any policy, investment priorities, strategy or plan;
 - ii. submitting bids for devolved and other funding;
 - iii. working with key partners and the Mayor to develop and promote a shared understanding, coherent strategies and policies, and joined up service delivery and influence the provision of employment, education and training provision;
 - iv. approval of AEB programme plan each year and oversight of its implementation.
 - v. annual agreement of 'draft' and 'final' AEB Funding Rules and Rates.
 - vi. termination of an AEB contract for services/grant agreement.
 - vii. overseeing any project or programme in accordance with the governance and assurance arrangements for administering the adult education and skills functions of the Adult Education Budget and the Combined County Authority Assurance Framework²,

with the exception of

- any function which requires a Statutory Consent where that consent has yet to be given, and
- any function which is reserved to the Combined Authority.

¹ Functions in this context are to be construed in a broad and inclusive fashion, and as including the exercise of the ancillary powers under Section 113A of the Local Democracy, Economic Development and Construction Act 2009

² Or otherwise, where the project or programme does not fall to be considered under the Greater Lincolnshire Combined County Authority Assurance Framework

- 1.3 The Employment and Skills Board will contribute to the preparation of the Greater Lincolnshire Economic Assessment and the Greater Lincolnshire evidence base through specialist advice, including:
- i. commissioning of appropriate research and studies in relation to the Authority's employment, skills and adult education functions and needs; and
 - ii. formulating, developing and monitoring procedures for public consultation of the Authority's employment, skills and adult education policies;
- 1.4 It will advise the Authority and the Mayor on the development of policy, strategy and budgets and make recommendations on /to:
- i. The area-wide Employment and Skills Plan;
 - ii. The development of the Investment Strategy and skills investment;
 - iii. Approval and review of the AEB Assurance Framework
 - iv. Local Skills Improvement Plan (LSIP)
 - v. Relevant governance and decision-making arrangements
 - vi. AEB commissioning strategy, including 'indicative' and 'final' provider allocations
 - vii. Substantive in-year changes to AEB Funding Rules and Rates to improve provider management or to implement new GLA policies,
 - viii. the Authority in respect of any Non-Mayoral Function which is an employment, skills or adult education function or functions related to employment, skills or adult education or any other employment, skills or adult education matters requested by the Authority.
 - ix. the Mayor in respect of any Mayoral General Function which is a employment, skills or adult education function or other function related to employment, skills or adult education.
- 1.5 It will collaborate with other Boards/Committees of the Combined County Authority to achieve the ambitions and outcomes of the Authority.
- 1.6 It will engage with and hold to account those bodies involved in the delivery and operation of employment, skills or adult education activities within the Authority area.
- 1.7 It can nominate Authority representatives on employment, skills or adult education bodies.
- 1.8 It will respond to any report or recommendation from the Audit Committee or the Overview and Scrutiny Committee.

2. Membership

2.1 The Employment and Skills Board will engage and seek advice from a range of key stakeholders including Combined County Authority area Local Authorities, FE Colleges and Independent Training Providers, key Government Agencies such as the Department for Work and Pensions as well as employers in relation to developing the emerging AEB priorities that will meet the local need for year one, as well as advising on future AEB funding priorities.

2.2 The membership of the Employment and Skills Board shall consist of:

Voting Members

- Mayor
- Two Members/substitute members from each Constituent Authority
- Four Non constituent Members /delegate members

Non-Voting Members

- One business member appointed by the Economic Advisory Panel
- any other co-opted members

~~2.35.4 The Board may invite any Observers as it sees fit, relevant to any item of the agenda, to attend the meeting. These Observers will be able to participate in the meeting at the discretion of the Chair, however will not be able to vote on any matter.~~

2.34 In appointing members to the Employment and Skills Board there is no requirement for political balance.

2.45 The Board may co-opt up to 3 additional Non-Voting Membership from partner and stakeholder bodies relevant to the remit of the Board. Further co-opted members may be appointed with the approval of the Authority.

2.5 Substitution and Delegations operate in accordance with the Authority Procedure Rules.

2.6 The Board may appoint one or more sub-committees for the purpose of discharging any of the Board's functions.

3. Chairing the Board

3.1 The Employment and Skills Board shall be chaired by a Constituent Member (or substitute) nominated and appointed by the Authority.

3.2 A Vice-Chair will be appointed by the Employment and Skills Board from amongst the Constituent Authority membership.

3.3 The Mayor is a voting member of the Board in order to allow them to act in their capacity as the Mayor, they may wish to discharge any relevant mayoral functions via the Board in order to benefit from appropriate advice.

4. Quorum

4.1 The quorum will be 4 voting members in accordance with the Authority Procedure Rules~~cluding the Mayor and one Member from each of the~~

5. Voting

- 5.1 Any matters that are to be decided by the Board are to be decided by consensus of the Board where possible.
- 5.2 When a vote is required, ~~it will be taken in accordance with the Authority Procedure Rules. only voting members of the Board will be entitled to vote at meetings, the Chair does not exercise a casting vote.~~
- 5.3 Non constituent members may vote on all matters unless specifically reserved to the Authority.

~~5.4 The Board may invite any Observers as it sees fit, relevant to any item of the agenda, to attend the meeting. These Observers will be able to participate in the meeting at the discretion of the Chair, however will not be able to vote on any matter.~~

6. Frequency

- 6.1 There will be a minimum of five Employment and Skills Board meetings each municipal year. (approximately every other month)

7. Review

- 7.1 The terms of reference are to be reviewed on an annual basis by the Employment and Skills Board.
- 7.2 The role and arrangements of the Employment and Skills Board will be reviewed on an annual basis by the Authority.

Document version control	
Version:	21.0
Date:	January-September 2025
Document approved by:	GLCCA
To be of effect from:	17 September 2025

3.5C. Business and Infrastructure Board

3. Terms of Reference

- 1.1 This is an Executive decision-making BoardCommittee of the Combined County Authority referred to as one of the three Boards of the Authority. The Business and Infrastructure Board will act in a regional capacity to enable the ambitions and outcomes of the Authority of its business growth, innovation, regeneration, housing and environment functions.
- 1.2 The Business and Infrastructure Board is authorised to carry out any Non-Mayoral business growth, innovation, regeneration, housing and environment function³ of the Authority or any other Non-Mayoral function related to business growth, innovation, regeneration, housing and environment in accordance with the strategic and budgetary framework agreed by the Authority, including:
- i. progressing the ambitions and outcomes of the Greater Lincolnshire Plan and policy framework and other relevant strategies of the Combined County Authority that fall within the remit of this Board, by monitoring and reviewing the outcomes and impact of any policy, investment priorities, strategy or plan;
 - ii. progressing those elements of the Mayor's pledges that fall within the remit of this committee, ensuring alignment with the vision and policy framework of the Authority where appropriate,
 - iii. submitting, prioritising and endorsing bids for devolved and other funding,
 - iv. preparing proposals for the acquisition, servicing and sale of land
 - v. working with key partners and the Mmayor to
 - a. develop and promote a shared understanding, coherent strategies and policies, and joined up service delivery, and
 - b. influence the provision of infrastructure including, digital, water and flood management
 - c. promote business growth through innovation, advice and grant support.
 - d. promote strategic sites across the region.
 - e. bring forward infrastructure to unlock sites whose progress is delayed by binding constraints.
 - vi. overseeing any project or programme in accordance with the Combined County Authority Assurance Framework⁴,

³ Functions in this context are to be construed in a broad and inclusive fashion, and as including the exercise of the ancillary powers under Section 113A of the Local Democracy, Economic Development and Construction Act 2009. This includes business growth and productivity, business support, innovation, digital, trade and inward investment.

⁴ Or otherwise, where the project or programme does not fall to be considered under the Greater Lincolnshire Combined County Authority Assurance Framework

with the exception of

- any function which requires a Statutory Consent where that consent has yet to be given, and
- any function which is reserved to the Combined Authority.

1.3 The Business and Infrastructure Board will contribute to the preparation of the Greater Lincolnshire Economic Assessment and the Greater Lincolnshire evidence base through specialist advice, including

- commissioning of appropriate research and studies in relation to the Authority's business growth, innovation, regeneration, housing and environment functions and needs
- formulating, developing and monitoring procedures for public consultation of the Authority's business growth, innovation, regeneration, housing and environment policies

1.4 It will advise the Authority and the Mayor on the development of policy, strategy and budgets and make recommendations on /to:

- i. The area-wide Business and Infrastructure Plan;
- ii. The development of the Investment Strategy and business growth, innovation and environment investment;
- iii. The acquisition, servicing and sale of land
- iv. The establishment and/or use of development areas and/or development corporations
- v. the Authority in respect of any Non-Mayoral Function which is a business growth, innovation, regeneration, housing and environment function or functions related to business growth, innovation, regeneration, housing and environment or any other business growth, innovation, regeneration, housing and environment matters requested by the Authority.
- vi. the Mayor in respect of any Mayoral General Function which is business growth, innovation, regeneration, housing and environment function or other function related business growth, innovation, regeneration, housing and environment.

1.5 It will collaborate with other Boards/Committees of the Combined County Authority to achieve the ambitions and outcomes of the Authority.

1.6 It will engage with and hold to account those bodies involved in

- i. the delivery and operation of business growth, innovation, regeneration, housing and environment activities within the Authority area;
- ii. the delivery and development of land and sites across the region, particularly sites whose progress is delayed by binding constraints

1.7 It can nominate Authority representatives on business growth, innovation, regeneration, housing and environment bodies.

- 1.8 It will respond to any report or recommendation from the Audit Committee or the Overview and Scrutiny Committee.

2. Membership

- 2.1 The membership of the Business and Infrastructure Board shall consist of:

Voting Members

- Mayor
- Two Members/substitute members from each Constituent Authority
- Four Non constituent Members /delegate members

Non-Voting Members

- One business member appointed by the Economic Advisory Panel
- any other co-opted members

~~2.45.4 The Board may invite any Observers as it sees fit, relevant to any item of the agenda, to attend the meeting. These Observers will be able to participate in the meeting at the discretion of the Chair, however will not be able to vote on any matter.~~

- 2.23 In appointing members to the Business and Infrastructure Board there is no requirement for political balance.

- 2.34 The Board may co-opt up to 3 additional Non-Voting Membership from partner and stakeholder bodies relevant to the remit of the Board. Further co-opted members may be appointed with the approval of the Authority.

2.4 Substitution and Delegations operate in accordance with the Authority Procedure Rules.

- 2.5 The Board may appoint one or more sub-committees for the purpose of discharging any of the Board's functions.

3. Chairing the Board

- 3.1 The Business and Infrastructure Board shall be chaired by a Constituent Member (or substitute) nominated and appointed by the Authority.

- 3.2 A Vice-Chair will be appointed by the Business and Infrastructure Board from amongst the Constituent Authority membership.

- 3.3 The Mayor is a voting member of the Board in order to allow them to act in their capacity as the Mayor, they may wish to discharge any relevant mayoral functions via the Board in order to benefit from appropriate advice.

4. Quorum

- 4.1 The quorum will be 4 voting members in accordance with the Authority Procedure Rules~~cluding the Mayor and one Member from each of the~~

5. Voting

- 5.1 Any matters that are to be decided by the Board are to be decided by consensus of the Board where possible.
- 5.2 When a vote is required, ~~it will be taken in accordance with the Authority Procedure Rules only voting members of the Board will be entitled to vote at meetings, the Chair does not exercise a casting vote.~~
- 5.3 Non constituent members may vote on all matters unless specifically reserved to the Authority.

5.4 The Board may invite any Observers as it sees fit, relevant to any item of the agenda, to attend the meeting. These Observers will be able to participate in the meeting at the discretion of the Chair, however will not be able to vote on any matter.

6. Frequency

- 6.1 There will be a minimum of five Business and Infrastructure Board meetings each municipal year. (approximately every other month)

7. Review

- 7.1 The terms of reference are to be reviewed on an annual basis by the Business and Infrastructure Board.
- 7.2 The role and arrangements of the Business and Infrastructure Board will be reviewed on an annual basis by the Authority.

Document version control	
Version:	<u>24.0</u>
Date:	<u>January-September 2025</u>
Document approved by:	<u>GLCCA</u>
To be of effect from:	<u>17th September 2025</u>

3.5F. Audit Committee

Terms of Reference

This is a regulatory committee to the Authority; this is a Committee that the Combined County Authority must have by law.

The function of the Audit Committee is to:

- review and scrutinise the Authority's financial affairs
- review and assess the Authority's risk management, internal control and corporate governance arrangements
- review and assess the economy, efficiency and effectiveness with which resources have been used in discharging the Authority's functions
- make reports and recommendations to the Combined County Authority in relation to reviews conducted under the bullets above
- implement the obligation to ensure high standards of conduct amongst Members.

The Authority must appoint an Audit Committee whose proceedings shall operate in accordance with these terms of reference and the Scrutiny Standing Orders detailed in **Part 4** of the Constitution.

1. Membership

1.1 The membership of the Audit Committee shall consist of:

Voting Membership:

- 2 representatives from each Constituent Council
- 4 representatives from the Non Constituent Councils

Non-Voting Membership

- Up to 2 Independent Persons

1.2 Substitutes for the Audit Committee will operate in accordance with the GLCCA Membership and Substitution Protocol.

1.3 In appointing members to the Audit Committee the Authority must ensure 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.

1.43 For the purposes of political balance considerations, the members of the committee as a whole refers to the voting members of the Committee.

1.54 Neither the Mayor nor any other Authority Member or Substitute or Delegate Member may be a Member of the Audit Committee, Sub-Committee or Task and Finish Group.

2. Chairing the Committee

2.1 The Authority will appoint the Chair of the Committee.

2.2 In the absence of the appointed Chair, the Committee will appoint a Chair for the meeting.

3. Quorum

3.1 The quorum will be two thirds of voting members of the Committee and will be managed in accordance with the Authority Procedure Rules.-

4. Voting

4.1 Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible.

4.2 When a vote is required, only voting members of the Committee will be entitled to vote at meetings, the Chair does not exercise a casting vote as they are a non-voting member of the Committee.

5. Frequency

5.1 There will be a minimum of four Audit Committee meetings each municipal year, meetings shall be held in public.

6. Audit Committee Sub-Committees ~~for Code of Conduct Matters~~

6.1 The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.-

6.2 There will be a Code of Conduct Sub-Committee of the Audit Committee to consider and determine any allegation of failing to comply with the Code in accordance with the arrangements for investigating and making decisions about allegations of failing to comply with the Code.

7. Functions

7.1 The Audit Committee shall undertake the following for the Combined County Authority:

Accounts

- Approve the annual statement of accounts.

Governance

- Review corporate governance arrangements against the good governance framework.
- Review the Annual Governance Statement prior to approval to ensure it properly reflects the risk environment and supporting assurances.
- Annually review the assurance framework to ensure it adequately addresses risks and priorities including governance arrangements of significant partnerships.
- Monitor the Combined County Authority's risk and performance management arrangements including reviewing the risk register, progress with mitigating actions and assurances.
- Monitor the anti-fraud and whistle blowing policies and the complaint process.

Internal Audit

- ~~The Combined County Authority must appoint a Local Auditor to audit its accounts for a financial year not later than 31 December in the preceding financial year.~~
- Provide assurances over the effectiveness of internal audit functions and assuring the internal control environments of key partners.
- Review internal audit requirements undertaken by the Combined County Authority
- Approve the internal audit plan.
- Consider reports and assurances from the ~~Chief Finance Officer~~ Head of Internal Audit in relation to:
 - i) Internal Audit performance;
 - ii) Annual Assurance Opinion on the adequacy and effectiveness of the framework of governance, risk management and control;
 - iii) Risk management and assurance mapping arrangement;
 - iv) Progress to implement recommendations including concerns or where managers have accepted risks that the Authority may find unacceptable.

External Audit

- ~~The Combined County Authority must appoint a Local Auditor to audit its accounts for a financial year not later than 31 December in the preceding financial year.~~
- Review the annual accounts.
- Consider the annual external audit of the Combined County Authority's accounts, including the Annual Audit Letter and assessing the implications and monitoring managers' response to concerns.

Financial Reporting

- Consider whether accounting policies were appropriately followed and any need to report concerns to the Combined County Authority Board.
- Consider any issues arising from External Auditor's audit of the account.
- Ensure there is effective scrutiny of the treasury management strategy and policies in accordance with [CIPFA's Code of Practice](#).
- Maintain an overview of the Combined County Authority's Constitution in respect of contract procedure rules, financial regulations and standards of conduct and make recommendations to the Chief Finance Officer and Monitoring Officer where necessary.

Code of Conduct

- Ensure the Combined County Authority has effective policies and processes in place to ensure high standards of conduct by its Members and Co-opted Members.
- Assisting the Members and Co-opted Members to observe the Code of Conduct.
- Advising the Combined County Authority on the adoption or revision of the Code of Conduct and monitor its operation.
- Advising on training and overseeing the effectiveness of any training for Members and Co-opted Members on matters relating to the Code of Conduct.

General

- To review any issue referred to the Committee by the Chief Operating Officer, Director, s73 Officer, the Monitoring Officer or any Combined County Authority Member.
- Report and make recommendations to the Combined County Authority in relation to the above.

~~The Committee may appoint one or more sub-committees for the purpose of discharging any of the Committee's functions.~~

8. Review

- 8.1 The terms of reference are to be reviewed on an annual basis by the Audit Committee.
- 8.2 The role and arrangements of the Audit Committee will be reviewed on an annual basis by the Combined County Authority.

Document version control	
Version:	<u>24.0</u>
Date:	<u>September January</u> 2025
Document approved by:	<u>Audit Committee / GLCCA</u>
To be of effect from:	<u>17 September 2025</u>

Greater Lincolnshire Combined County Authority (GLCCA)	
Date of meeting:	17th September 2025
Report title:	Corporate Plan – Aims and Objectives
Report of:	Lee Sirdifield – Interim Chief Operating Officer
Classification:	This report is open
Contact officer:	Caroline Illingworth - Interim Strategic Lead for Community & Business Engagement caroline.illingworth@greaterlincolnshire-cca.gov.uk 07385 938242
Purpose of the report:	This report provides information on the outline development of the GLCCA Corporate Plan – “The Greater Lincolnshire Plan”
Key decision	No
Voting Arrangements:	Simply majority to include the Mayor.
Report has been considered by:	This report has not been previously considered elsewhere.
Recommendation(s): That the Authority: <ol style="list-style-type: none"> 1) Notes the process of engagement and development of the Greater Lincolnshire Plan; and 2) Agrees the over-arching themes of the Greater Lincolnshire Plan. 	

REPORT CONTENT

1 Introduction

- 1.1. The Greater Lincolnshire Plan will be the corporate plan for the Greater Lincolnshire Combined County Authority. It will lay out the framework of priorities for the Authority and will form the basis for all Authority activities in the forthcoming years. It will be a public-facing document, designed to be read and understood by residents, businesses and all key stakeholders.
- 1.2. The Greater Lincolnshire Plan will be designed to enable long-term planning which will deliver lasting positive change.
- 1.3. The Greater Lincolnshire Plan will be reviewed and updated annually, to ensure that it remains relevant and focused on what is important to Greater Lincolnshire.
- 1.4. The priorities within the Plan will generate a set of activities against which the performance of the Authority will be measured, via a set of Key Performance Indicators.
- 1.5. The Greater Lincolnshire Plan will provide the top-level view of activity across the Authority. Underneath the Plan will sit:
 - **The Greater Lincolnshire Local Growth Plan** which will provide more detail on the areas of the Greater Lincolnshire economy we believe, will provide the greatest opportunities for growth, investment and job creation. This will incorporate the **GLCCA Investment Plan** which will describe how we will allocate funding to deliver our priority activities, with more detailed delivery plans developed for transport, employment & skills and business & infrastructure.
 - **The Greater Lincolnshire Spatial Development Strategy** which will allow us to plan where activity should take place within Greater Lincolnshire, enabling us to identify areas most suited to development and landscapes we wish to protect.
 - The Greater Lincolnshire Transport Plan, The Greater Lincolnshire Employment and Skills Strategy and the Greater Lincolnshire Business and Infrastructure Strategy.
 - Programmes of activity that result from these plans will predominantly be delivered by Lincolnshire County Council, North Lincolnshire Council and North East Lincolnshire Council, utilising combined authority funding.
- 1.6 Together this set of documents will form the GLCCA Strategic Framework, as shown in Figure 1 below.

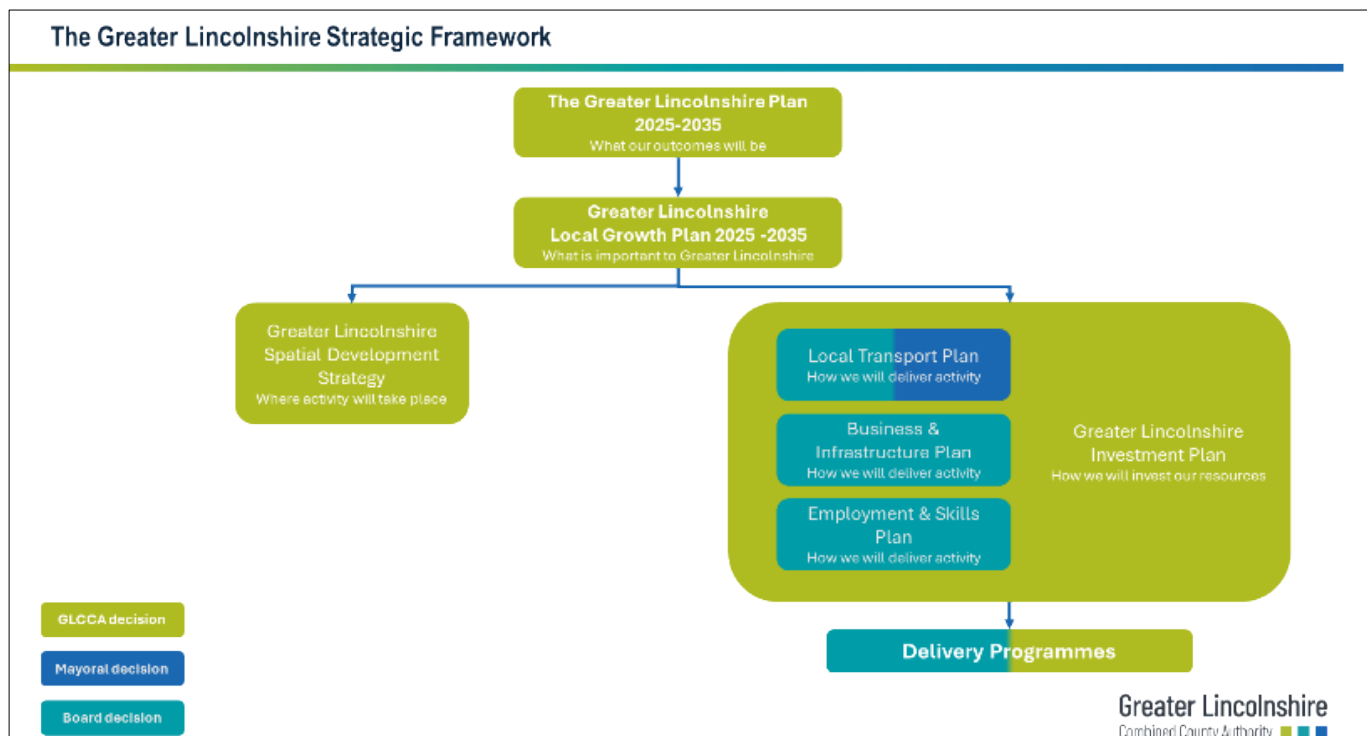


Figure 1: Greater Lincolnshire Strategic Framework

2. Outline content for the Greater Lincolnshire Plan

- 2.1 As a public-facing document, it is proposed that the Greater Lincolnshire Plan be kept as streamlined and straightforward as possible, using clear, accessible language. The plan will set out an overview of Greater Lincolnshire’s economic context, including key indicators and sector strengths. It will identify priority themes and set out a detailed breakdown of each, covering current status, short-term activities (1–3 years), medium-term ambitions (3–10 years), and long-term outcomes (10+ years). It will describe how progress will be measured, the role and powers of the GLCCA, and the Strategic Framework guiding its work.
- 2.2 Delivery of the plan will require the GLCCA to work effectively in partnership with constituent and non-constituent authorities, as well as wider key stakeholders.

3 Priority themes

- 3.1 It is proposed that the Greater Lincolnshire Plan priorities be built around three priority themes as follows:

Bolder Ambitions - Focusing on economic growth, innovation and achieving deeper devolution.

Better Connected - Focusing on transport, including roads and public transport.

Brighter Futures - Focusing on employment & skills and housing.

- 3.2 This provides an opportunity to utilise “Bolder, Better, Brighter” throughout Authority communications and promotions, as shown in Figure 2 below:

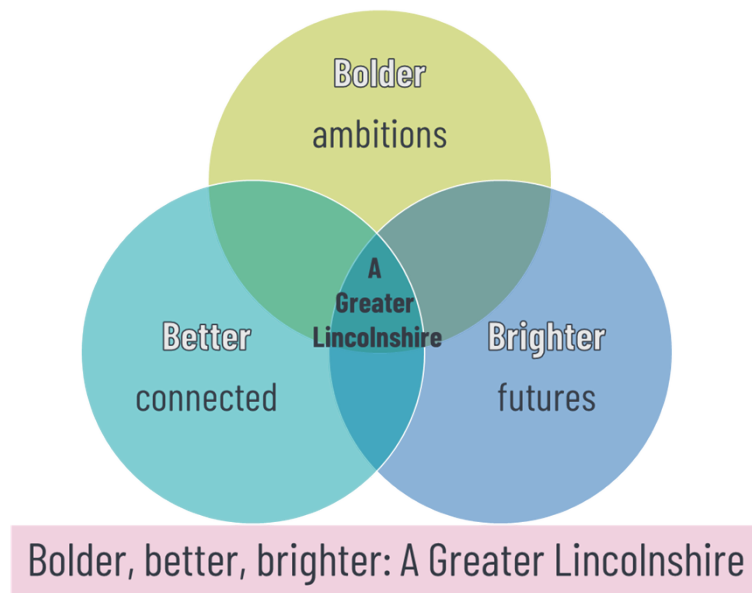


Figure 2: Proposed priority themes for the Greater Lincolnshire Plan

4. Developing the Greater Lincolnshire Plan

- 4.1. Work is now underway to develop the detailed priorities within each theme. This will see engagement with members and officers through a mixture of informal briefings and written comments with both members and officers ahead of scrutiny in November.
- 4.2. It is proposed that engagement with Members of the GLCCA takes place during **September** and **October** with two workshops session being held to aid development of the priorities. One workshop will be face to face and one will be on-line. Engagement will also take place with wider stakeholders, for example, through the Economic Advisory Panel, to ensure a wide range of views are considered.
- 4.3. During October GLCCA Members, Officers and other key stakeholders will be invited to comment on a draft Corporate Plan, with the intention of taking a near draft Corporate Plan to November Scrutiny Panel for the GLCCA.
- 4.4. The finalised Plan will be brought to the Authority for approval on 10th December 2025.

5. Alternative options considered

- 5.1. To not have a corporate plan: Whilst the GLCCA has adopted a number of policy documents, including the devolution deal and the proposal, it is important that the priorities of the organisation recognise the needs and opportunities of Greater Lincolnshire today and how we align with national ambitions.
- 5.2. Without a corporate plan in place, there would be no guiding document that reflected the ambitions for Greater Lincolnshire and for future resources to be aligned against.

6. Reasons for the recommendation

- 6.1 To brief the members of the Combined Authority on the production and engagement on the Corporate Plan.

IMPLICATIONS, ADVICE AND GUIDANCE

7. Public sector equality duty implications

- 7.1 The Greater Lincolnshire Plan will be developed to ensure that all areas and demographic groups within Greater Lincolnshire are fairly represented.

8. Legal implications / comments

- 8.1 There is no legal requirement that the Authority should create a Corporate Plan, however it is considered best practice as it provides a considered rationale for the allocation of the Authority's resources and an assurance that the Authority's activities align with its objectives. It supports decision making and against which the Authority is able to measure progress and performance in accordance with a number of legislative requirements which are in place.
- 8.2 In developing a full corporate plan, stakeholder engagement is required, which will include consultation in accordance with Consultation Principles published by the Cabinet Office together with those contained in the best Practice Guide to consultation and engagement.
- 8.3 The adoption of the Greater Lincolnshire Plan is a function reserved to the Authority.

9. Finance and resource implications / comments

- 9.1 The financial implications of implementing the Greater Lincolnshire plan will be factored into short and medium term financial plans

10. Greater Lincolnshire policy / comments

- 10.1 The Greater Lincolnshire Plan will set the strategic direction of the Authority.

11. Consultation and Engagement

- 11.1 The content of the report has not been subject to consultation or engagement. Engagement activities will take place during the development of the corporate plan, as set out within the report.

12. Overview and Scrutiny Comments

N/A

DOCUMENT INFORMATION

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.

Greater Lincolnshire Combined County Authority (GLCCA)	
Date of meeting:	17th September 2025
Report title:	GLCCA Budget Update
Report of:	Debbie Simpson, Interim S76 Officer
Classification:	This report is open
Contact officer:	Debbie Simpson, Interim S76 Officer, Debbie.simpson@greaterlincolnshire-cca.gov.uk
Purpose of the report:	This report invites Authority to consider the current financial position and to endorse proposals for the re-allocation of the Authority's 25/26 budget and the scheme of delegation, to enable a move to a permanent delivery structure
Key decision	Yes
Voting Arrangements:	Voting on the budget is a reserved matter, only the mayor and constituent members may vote. Voting is a simple majority vote of constituent council members to include the Mayor.
Report has been considered by:	The report has not been considered elsewhere
Recommendation(s): That the Authority: <ol style="list-style-type: none"> 1) Consider the proposed allocation of the budget as detailed in the paper 2) Adopt the amendments and additions set out at 2.1 	

REPORT CONTENT

1.BACKGROUND

- 1.1 The Authority approved the 25/26 budget and medium-term Financial Plan (MTFP) at its inaugural meeting in March 2025. At that meeting it was acknowledged that the budget will need to be kept under continual review - especially in the early period of the Authority, to ensure it reflects its emerging operational requirements and can operate in the light of experience and practical application.
- 1.2 The budget was based on interim resource arrangements and the provision of a series of support services, but with the solidifying of operational requirements, it is now possible to cost proposals to move from transitional arrangements to a longer-term operating position.
- 1.3 This paper sets out the current financial position, along with proposed changes to the 25/26 budget, and associated changes to the scheme of delegation, to enable transition away from an interim operating model.

2.RECOMMENDATIONS

- 2.1 This report presents the latest series of changes identified, and the reasons for recommending amendments.

Area of review and recommendation for approval	Recommendation	Basis of recommendation
Changes to budget allocations for 25/26	To note and accept the proposed changes.	Changes made to reduce the demand on the investment fund
Changes to the scheme of Delegation	To approve the proposed changes to the scheme of delegation.	To ensure effective and proportionate controls are in place that align to the roles within the authority.
Funding	To approve receipt and where appropriate distribute, three funds when received, by the COO and S73: 1. Electric Vehicle Pavement Channels Funding £431,000	To enable effective delivery against each of the funds by the constituent authorities.

	2. Local Electric Vehicle Infrastructure Fund (LEVI) £528,000	
--	--	--

3.FINANCIAL UPDATE

3.1 The financial position for Q1 25/26, is detailed in the table below

Revenue Forecast (£'000)	Current Approved Budget	YTD Actuals	Annual Forecast	Annual Variance
Total Costs	3,400	82	4,030	630
Resources	3,090	90	3,720	630
Election Costs	1,650	0	2,280	630
Mayoral Office	115	8	115	0
Operating Structure	965	81	965	0
Non Staffing Costs	360	0	360	0
Corporate Budget - Financing	310	-8	310	0
Borrowing Costs & Investment Income	-400	-8	-400	0
Provisions & Contingencies	35	0	35	0
Corporate & Enabling Costs (SLA's)	675	0	675	0
Total Corporate Funding	-3,740	-600	-4,740	-1,000
Mayoral Capacity Funding	-1,500	-500	-2,500	-1,000
Contribution from Investment Funding	-1,800	0	-1,800	0
Contributions from Constituent Councils	-300	-100	-300	0
Employers NIC contribution	-140	0	-140	0
Grant Funding (net position)	0	-5,072	0	0
Employment & Skills	0	0	0	0
Skills for Jobs - Grant Received	-1,000	0	-1,000	0
Skills for Jobs - Grant Distributed	1,000	0	1,000	0
Adult Skills Fund Implementation - Grant Received	-150	0	-150	0
Adult Skills Fund Implementation - Grant Distributed	150	0	150	0
Transport	0	0	0	0
Transport - Grant Received	-18,509	0	-18,808	-299
Transport - Grant Distributed	18,509	0	18,808	299
Business & Economy	0	-5,072	0	0
UK SPF - Grant Received	-10,143	-10,143	-10,143	0
UK SPF - Grant Distributed	10,143	5,072	10,143	0
Investment Fund	0	0	0	0
Investment Fund - Grant Received	-10,200	0	-10,200	0
Investment Fund - Grant Distributed	10,200	0	10,200	0
Cont. To/From Reserves	340	0	340	0
Cont. To/From Reserves	340	0	340	0
Net Revenue Position	0	-5,589	-370	-370

Capital Forecast (£'000)	Current Approved Budget	YTD Actuals	Annual Forecast	Annual Variance
Total Capital Expenditure	92,344	9,693	125,424	33,080
Corporate	12,000	0	12,000	0
Investment Fund	12,000	0	12,000	0
Business & Economy	4,643	1,857	6,381	1,738
UK SPF (GLCCA)	2,666	0	2,666	0
UK SPF (Passported)	1,977	1,857	3,715	1,738
Transport	75,701	7,836	107,043	31,342
LTP - Active Travel (Passported)	2,227	0	2,227	0
LTP - Maintenance Block (Passported)	53,807	0	53,807	0
LTP - Integrated Travel Block (Passported)	0	7,836	31,342	31,342
LTP - New Funding (Passported)	19,667	0	19,667	0
Capital Funding	-92,344	0	-92,344	0
Capital Funding - External	-92,344	0	-92,344	0
Capital Funding - Internal	0	0	0	0
	0	9,693	33,080	33,080

- 3.2 The financial year has been extended to include March 2025; the first operational month of the Combined Authority. First month figures are included in the Q1 results.
- 3.3 Little revenue expenditure has occurred during Q1 as activities have focused on setting up the combined authority. As a result, funds are being held in treasury to accrue interest. The underspend is primarily due to carrying vacant posts which are currently being recruited to.
- 3.4 Mayoral election costs, currently being finalised, are expected to be £2.3m, compared to the approved budget of £1.7m. Postal costs have contributed to this increase. A more detailed breakdown will be developed once claims are submitted; this will be included in the next finance report.
- 3.5 Transport funds and a proportion of UKSPF have been passported to constituent authorities, but a large proportion of SPF and other grant funding is being held in treasury to accrue interest, until programs of work are completed or payment milestones are reached. The programmes to be funded from UKSPF include:
- 1) Lincoln Institute of Dental and Oral Health
 - 2) Advanced Manufacturing Zone
 - 3) Decision Works and Strategic Vision for Defence
 - 4) Agri – Tech
 - 5) STEP Opportunities & Skills
- 3.6 Plans to develop schemes are progressing at pace, to ensure funds are defrayed in accordance with the terms of the grant. This will mitigate the risk of having to hand back unspent funds.

4. BACKGROUND TO PROPOSED CHANGES TO 25/26 BUDGET ALLOCATIONS

- 4.1 GLCCA current operating model was developed before the full extent of devolved activities and funds were known. A prudent approach was taken to minimise costs and risk.
- 4.2 There is now more certainty over the extent of devolved activities and associated funding mechanisms. The approved 2025-26 Revenue Budget is £3,400,000 and the Capital Programme is £101,889,000.
- 4.3 As a result of government policy and spending review decisions, some funding pots have changed and the Get Britain Working funds have now been received.
- 4.4 Prior to the Mayoral election, a funding bid was submitted to Department for Energy, Security and Net Zero (DESNZ) on behalf of the three constituent authorities. Following discussions at the Business and Infrastructure Board, a revised application for The Mayors Renewable Fund has been sent to DESNZ for assessment, as approved by the Board on 25 June 2025.
- 4.5 Additional in year awards have been offered, and others are open to applications. With these grants we seek the following delegated authority.

1. The Electric Vehicle Pavement Channels Grant of £431,000.00. The grant is subject to application; and approval is requested to delegate authority to the COO and S73, to authorise the application, accept the offer, and distribute funding.
 2. Local Electric Vehicle Infrastructure Fund (LEVI) of £528,000.00. Delegated authority is requested for the COO and S73, to accept and distribute the funds once received, to the constituent authorities.
- 4.6 There are several new and continuing programmes to be delivered in 2025-26, including work on the Great Exhibition, Adult Skills and the government's Connect to Work programme, along with the initial phases of programmes funded through the final year of UK Shared Prosperity funding. There is also a lot of activity required to shape the future provision of transport in the region which will see the launch of the Transport for Greater Lincolnshire and the further development of transition arrangements as powers move from constituent authorities to the GLCCA.
- 4.7 The fast-developing pace of the Combined Authority has highlighted the need and benefits of moving from an interim structure to a more robust and agile delivery model, with permanent staff replacing interim arrangements and some of the services provided through SLAs. This will provide the basis for GLCCA to flex and grow; ensuring GLCCA can deliver its ambition to be the driving force behind economic growth and road, transport, employment and skills, and infrastructure improvements. The focus of activity will however remain strategic as opposed to operational delivery.
- 4.8 The revised budget also allows for relocation of the GLCCA from its temporary accommodation in County Offices and into accommodation that can house the authority staff and meet its wider operational requirements. The cost is based on market rate and may alter slightly depending on the final location chosen; however, ensuring value for money will be a key consideration, and in accordance with the Constitution, the Authority will be presented with options and consulted prior to taking on any lease. It is not possible to remain within the existing accommodation at County Offices as there is insufficient room to support the planned growth of the organisation.
- 4.9 The revised allocation of resources are assessed as being sufficient for the likely demands of known programmes, and to deliver 26/27 strategic objectives, whilst still adhering to the principle that the authority is a light, agile organisation that is able to draw upon the resources of others and minimises duplication.
- 4.10 Strong risk management and performance management frameworks and processes are being developed to mitigate the risks of potential slippage during and after transition to the new model, along with the introduction of process that will ensure rigour around delivery.

5. REVISED BUDGET

- 5.1 The revisions to the revenue budget see growth in the combined authority establishment. This sees increased capacity to support statutory functions, the provision of a mayoral office to manage cases and correspondence received by the mayor, increased communications capacity, along with further capacity directed to

support economic growth programmes, policy development, transport, and strategic planning. Statutory officer appointments will be endorsed by a member panel.

- 5.2 The initial budget for GLCCA, showed all overhead costs being charged to the Investment Fund. Since then, GLCCA has received more programme funds, and this has enabled better utilisation of funds by charging, within funding rules, costs to their associated programmes. GLCCA will expand this approach as additional funds are received, thereby ensuring best use of public money.
- 5.3 Table A below summarises the proposed changes to the revenue budget for 2025-26.
26. The MTFP will be remodelled to reflect these changes.

Revenue Forecast (£'000)	Current Approved Budget	Revised Budget	Annual Variance
Total Costs	3,400	4,060	660
Resources - Mayoral Office	115	262	147
Mayoral Office	115	262	147
Resources - Staff and related costs	965	824	-141
Operating Structure - Gross Personnel Costs	965	1,289	324
Operating Structure - Personnel Costs recharged to other funding sources	0	-465	-465
Resources - Running Costs	2,010	2,740	730
Election Costs	1,650	2,305	655
Non Staffing Costs	360	435	75
Corporate Budget - Financing	310	235	-76
Borrowing Costs & Investment Income	-400	-400	0
Provisions & Contingencies	35	35	0
Corporate & Enabling Costs (SLA's)	675	600	-76
Total Corporate Funding	-3,740	-4,740	-1,000
Mayoral Capacity Funding	-1,500	-2,500	-1,000
Contribution from Investment Funding	-1,800	-1,800	0
Contributions from Constituent Councils	-300	-300	0
Employers NIC contribution	-140	-140	0
Grant Funding (net position)	0	0	0
Employment & Skills	0	0	0
Skills for Jobs - Grant Received	-1,000	-1,000	0
Skills for Jobs - Grant Expensed	1,000	1,000	0
Adult Skills Fund Implementation - Grant Received	-150	-150	0
Adult Skills Fund Implementation - Grant Expensed	150	150	0
Get Lincolnshire Working - Grant Received	0	-100	-100
Get Lincolnshire Working - Grant Expensed	0	100	100
Transport	0	0	0
BSIP - Grant Received	-8,964	-8,594	370
BSIP - Grant Distributed	8,964	8,594	-370
Local Transport Resource Funding - Grant Received		-1,063	-1,063
Local Transport Resource Funding - Grant Expensed		1,063	1,063
Business & Economy	0	0	0
UK SPF - Grant Received	-10,143	-10,143	0
UK SPF - Grant Expensed	10,143	10,143	0
Investment Fund	0	0	0
Investment Fund - Grant Received	-10,200	-10,200	0
Investment Fund - Grant Expensed	10,200	10,200	0
Cont. To/From Reserves	340	680	340
Cont. To/From Reserves	340	680	340
Net Revenue Position	0	0	0

- 5.4 The development of the new budget has included a change in accounting approach, with overhead costs re-charged across programs instead of being drawn from the Investment Fund. In addition, there have been new costs, and costs that have been reduced. The key changes are summarised below.
- **Mayoral Office costs** - £147,000 increase reflecting additional staff and overhead costs, including the payment of the Deputy Mayor's allowance of £17,212 which is 20% of the Mayors allowance, as set out in the Members Allowance Scheme.
 - **Resources, staff and related costs** – Personnel costs have increased from the original budget by £324,000, however £465,000 of staff costs have been recharged to programs instead of being drawn from the Investment Fund. The budget line shows an overall reduction of £141,000.
 - **Resources and running costs** - £730,000 increase, of which £655,000 were an increase in the election costs, and £75,000 an additional sum for rental of new premises and associated set up costs.
 - **Corporate financing** - The £76,000 decrease reflects a reduction in the costs of SLAs; the services provided being replaced with salaried staff charged to programs.
 - **Corporate Funding** – An increase in £1m relating to mayoral capacity funding.
- 5.5 The net effect of the budget changes is an increase of £340,000 available for reserves, and the approach of reapportioning staff costs to programs, instead of drawing from the Investment Fund has ensured the maximum amount of Investment Funding is available to fund key priorities.

6.RESILIENCE FUNDS

- 6.1 To mitigate any financial risks, it is suggested that reserve funds are established.
- 6.2 Elections Reserve.**
- 6.3 The first Mayoral election is estimated to cost £2.3m, an increase on £1.7m the assumed cost. Once full costs are received, an analysis of expenditure will be provided in the next finance report.
- 6.4 It is proposed to create an earmarked reserve from unallocated revenue reserves of £4m to cover the potential costs of the next Mayoral election in 2029. The sum allowed for is higher than the costs for the first election, as GLCCA will need to carry the full cost as local elections will not be taking place at the same time and therefore GLCCA will need to cover full election costs rather than the 50% recovered from Councils this first time round This will avoid the need to reduce funding to other programmes in 2028/29 to meet the costs. This will be accumulated at £1m a year.
- 6.5 Development Fund**
- 6.6 By its nature the work of GLCCA does not always fall neatly into annual budget cycles and there will times when support will be required to start new projects and programmes in-year. It is therefore proposed in 25/26, to start to build a New Programmes Revenue Reserve using unallocated revenue reserves, and a New Programme Capital Reserve from unallocated capital reserves. For 25/26 financial

year £250,000 revenue funding will be allocated, with £500,000 capital contributed in future years.

6.7 General Contingency Fund

- 6.8 As GLCCA is continuing to develop its processes, systems and staffing, it is considered prudent to hold a contingency should any unforeseen expenditure occur. This contingency will be included within the MTFP at £500k.

7. SCHEME OF DELEGATION

- 7.1 As the Authority takes on new powers and its expenditure grows, there is a need to ensure that appropriate officers can authorise expenditure, whilst the suggested introduction of a second sign off for expenditure over £2m, ensures that appropriate checks and balances are in place. The Constitution sets out the framework for financial management and control of the Authority; including the level of expenditure that Officers can sign off. All delegated financial expenditure must be within the budget approved by the Authority at the start of the financial year. The Assurance Framework, which is approved annually by the Authority, details additional controls for programme and capital spend.
- 7.2 This paper does not seek to change the agreed principles, or the limits of delegation as detailed in the Constitution; it simply seeks permission to change the approver titles for within budget expenditure, to reflect the roles that have been established within GLCCA and the operating structure.

Scheme of Delegation Sign off required	Authorisation Limit – within approved budget
CEO & S73	Unlimited
Director of strategy and operations or S73	£2,000,000
Head of Service	£500,000
Service Manager	£150,000
All other level budget holders	£10,000

Alternative options considered

8. The option to the proposed changes would be to continue with the transitional structure. This would not provide the necessary capacity within the organisation to deliver the required work programme.

Reasons for the recommendation

- 9 The interim structure was designed to enable GLCCA to become operational. Now that has been achieved, and the authority moves towards delivering against its strategic objectives, it is more cost effective and efficient, to change the delivery model. This also provides the basis for GLCCA to flex and grow; ensuring GLCCA can deliver

its ambition to be the driving force behind economic growth and road, transport and infrastructure improvements.

IMPLICATIONS, ADVICE AND GUIDANCE

Public sector equality duty implications

10. The Equality Act duty has been considered, but no equalities impacts have been identified arising from the proposals in this report.

Legal implications / comments

11. The Authority is required under the Localism Act 2011 to prepare and keep up to date a Constitution that complies with Schedule 1 of the GLCCA Regulations 2025.

Finance and resource implications / comments

12. Apportionment of the approved budget will change if the report recommendations are approved.

Greater Lincolnshire policy / comments

13. None.

Consultation and Engagement

14. The following have been consulted in the preparation of this report:
- Mayor
 - Monitoring Officer
 - Officers

Overview and Scrutiny Comments

15. Not applicable.

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
Budget 2025-26 Report to GLCCA on 6 March 2025	Agenda for Greater Lincolnshire Combined County Authority on Thursday, 6th March, 2025, 3.30 pm

This page is intentionally left blank

Greater Lincolnshire Combined County Authority (GLCCA)	
Date of meeting:	17th September 2025
Report title:	GLCCA Development Fund
Report of:	Lee Sirdifield, Chief Operating Officer, GLCCA
Classification:	This report is open
Contact officer:	Halina Davies Strategic Lead for Infrastructure and Economic Vision, Halina.davies@greaterlincolnshire-cca.gov.uk, 07799 074247
Purpose of the report:	This report is to ask the Authority for approval of GLCCA Development Fund.
Key decision	No
Voting Arrangements:	Simple majority with the Mayor in the majority. There are no consent requirements for this paper.
Report has been considered by:	This report has not been previously considered elsewhere.
It is recommended that the Authority: 1) Endorses the administration of the GLCCA Development Fund in accordance with the content of this report and supporting guidance note.	

REPORT CONTENT

Information

1. Introduction

2. This paper sets out how the Development Fund, if approved by the budget update report, will be administered by the Greater Lincolnshire Combined County Authority (GLCCA).
3. As highlighted by the budget update report, not all activities of the GLCCA will neatly fall into annual budget cycles. As a result, an element of the investment fund should be earmarked to enable new projects or programmes in year.
4. Wherever possible, the GLCCA will seek external funding from Government and from the private sector to achieve their economic ambitions. However, in order to develop robust business cases, concept or preparatory work needs to be undertaken to inform deliverability, and value for money.
5. Concept development activity will also be used to support the ambitions of the Local Growth Plan which is currently being co-developed with Government. There is a requirement that the Plan will see the development of an investment pipeline of projects.
6. The Development Fund will support the GLCCA and its partners in undertaking the necessary preliminary work to develop a pipeline of deliverable projects for Greater Lincolnshire.

7. The Development Fund

8. The Development Fund will help unlock strategic projects or programmes within Greater Lincolnshire. The fund will support development activities such as advanced feasibility, master planning, viability studies and technical studies. The purpose of the fund is to unlock and accelerate strategic schemes through to delivery stage and to achieve outcomes for the residents, businesses and communities across Greater Lincolnshire. The attached guidance note set out in more detail the use of the fund.
9. An initial sum of £500,000 per annum is envisaged, which will be reviewed regularly subject to demand and other funding available. £250,000 is requested this financial year, and this is contained within the Budget paper.
10. The fund will draw upon revenue or capital allocations from the Investment Fund depending on whether the development proposals can be capitalised. Development Fund applications will be capped at a £100,000 contribution with an ambition to achieve a 20% cash contribution towards the project from external applicants prior to application.
11. The Local Transport Revenue Grant, a separate fund, is utilised for transport development work, and the criteria and methodology is currently being developed with the Transport Authorities.

13. To be eligible for the Fund, projects should;
- significantly contribute to the GLCCA's Corporate Plan
 - lead to a strategic capital scheme or strategic revenue project in Greater Lincolnshire in the near term
 - fully meet the detailed criteria in the guidance note (Appendix A)
 - be submitted by the GLCCA, a Constituent, or non-Constituent authority of the Combined Authority,

14. Eligible Organisations

15. The GLCCA welcomes applications to the Development Fund from constituent and non-constituent authorities of the Authority, and from the GLCCA. These may have been developed by the respective authority, or in partnership with businesses in Greater Lincolnshire.
16. Applications can be made at any time from the Combined Authority or a Local Authority within Greater Lincolnshire.
17. It is envisaged that the use of the fund may change over time as local priorities and government policy are updated. The GLCCA therefore reserves the right to develop a focused and bespoke themed call as required to seek proposals against areas within the Corporate Plan.

18. Decision Making and Governance

19. Applicants will be invited to complete a Development Fund application form for assessment, and then if the scheme is approved for funding, the GLCCA will follow Local Assurance Framework rules accordingly in terms of approval.
20. Applications will be assessed by a Technical Officer Group (TOG), with recommendations for approval made to the Mayor and the Chief Operating Officer in line with delegations.

21. Revolving Approach

22. Wherever possible, the Development Fund will work on the principle of funds being replenished. In these cases, an appropriate percentage of the funding originally allocated to that scheme could be drawn from the implementation funding for that project to replenish the Development Fund and enable the development of further opportunities.

23. Timescales

24. Subject to approval of the budget and the administration, the Development Fund could be formally launched by the Mayor and open for applications in October 2025. The GLCCA would work with constituent and non-constituent members to evaluate opportunities and allocate funding where appropriate during Q3 and Q4 of 2025/26.

Alternative options considered

25. Alternative options considered were to not to establish a development fund, and to rely on partners to fund development work themselves. This however is a recognised long-term barrier to delivery in our area, and establishing a fund would help accelerate projects and assist the CCA in understanding emerging strategic priorities.

Reasons for the recommendation

26. To establish a Development Fund that helps unlock and accelerate strategic projects or programmes across Greater Lincolnshire.

IMPLICATIONS, ADVICE AND GUIDANCE

Public sector equality duty implications

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

Legal implications / comments

28. If funding is approved the GLCCA legal team will be consulted on the offer letter, and where required draft the necessary documentation.

Finance and resource implications / comments

29. The financial implications are covered within the Budget Update Paper, and there is a suggested allocation of £250,000 for the fund in this financial year. If approved, the resource implications require the GLCCA to allocate a lead officer and within the Constituent Authorities to develop a Technical Officers Group to assess applications and make recommendations to the GLCCA.

Greater Lincolnshire policy / comments

30. Local and national policy will be considered in the strategic assessment of applications.

Consultation and Engagement

31. The following have been consulted in the preparation of this report:
- GLCCA Officers Group 29th July 2025 and 3rd September
 - Business and Infrastructure Officers Group 1st September

Overview and Scrutiny Comments

32. Not applicable.

DOCUMENT INFORMATION

Appendices included with this report

33. The following documents are included:

- Appendix A – Development Fund Guidance Note

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.

This page is intentionally left blank

GLCCA Development Fund Guidance Note – September 2025

Purpose - The purpose of the fund is to support and development a future investible pipeline of projects across Greater Lincolnshire.

Process - Applications will be required to outline how they will accelerate the delivery of economic growth and investment and address the cross-cutting priorities of the GLCCA's Corporate plan and its Local Growth Plan.

The project or programme submitted for development funding should focus on the more detailed and technical aspects of delivery, including advanced feasibility work, surveys, master planning, viability studies, technical studies, legal issues and business and financial planning.

Pilot studies on progressed concepts which address an identified gap in existing provision may also be considered where the Board considers that they will significantly progress the priorities identified in the Greater Lincolnshire Local Growth Plan and Investment Plan or are a response to exceptional economic circumstances.

Subject to budget approval, the Development Fund will initially allocate a fund of circa £500,000 per annum for four years from the annual Investment Fund, with an allocation of £250,000 in 2025/26. Development Fund applications will be capped at a £100,000 contribution from the CCA and aiming for a 20% cash match in place prior to application.

The fund is not for: new early ideas, capital works costs, equipment purchases, contingency costs, land acquisition, wage incentives, costs incurred prior to the date of the allocation, payments for activity of a political nature, reclaimable VAT, expenditure on works or activities which any person has a statutory duty to undertake, any liability arising out of negligence.

Highways development work would not be eligible in the first four years, as Government has confirmed three years of the Local Transport Revenue Grant to support CCA transport priorities and establishment of a transport authority. This will be kept under review.

To be eligible for the Fund, projects should either

- significantly contribute to the CCA's Corporate Plan
- lead to a strategic* capital scheme or strategic* revenue project in Greater Lincolnshire in the near term
- fully meet the detailed criteria in the guidance note
- be submitted by a Constituent or non-Constituent member of the Combined Authority

The following criteria will apply:

- Applications can be made at any time of the year from the Combined Authority or a Local Authority within Greater Lincolnshire. The GLCCA reserves the right to develop a focused and bespoke themed call as required to seek proposals against areas within the Corporate Plan periodically.
- The maximum amount of funding available to applicants for individual projects is £100,000 unless there are extenuating circumstances agreed with the GLCCA.
- All external applicants seeking funding must demonstrate that at least 20% of total development costs are either secured or expended to date as match funding
- Pilot schemes would be considered only where they significantly contribute towards achieving GLCCA priorities and where there is an identified gap in existing provision
- Applicants seeking funding must be able to demonstrate some previous investment made in the project in terms of overall development and progress made to date
- Applicants must be able to demonstrate that GLCCA funding sought is the last resort and all other means to secure funding to meet the costs for development of the required project or programme have been exhausted
- In order to ensure value for money and to justify the amounts requested, the GLCCA will expect applicants to be compliant with procurement rules and evidence compliance.

Eligible Costs

Costs which would be considered for funding by the GLCCA are identified as follows:

- Professional fees relating to undertaking/completing detailed design
- Technical and feasibility studies and surveys or onsite investigations required to discharge planning conditions or that will enable final feasibility and due diligence to be completed by the applicant
- A contribution towards costs of preparing detailed planning applications including professional and Planning Authority fees
- Development of a masterplan to enable progression of key sites within a strategic location
- Activity which pilots' innovative approaches identified by Government or the GLCCA directly
- Other potential fees and costs may be considered on a project-by-project basis.

Revolving Approach - Where a capital scheme is subsequently funded as a result of feasibility work covered by the GLCCA Development Fund, the funding originally allocated to that scheme can be capitalised and an agreed percentage amount can be

top sliced accordingly from the wider delivery funding for the project to help replenish the Development Fund in order to help support early development of future schemes. This provides greater flexibility and creates a useful cycle of project evolution.

Application Process - Applicants will be required to complete a one-stage application form available from the GLCCA website. The application form must be submitted electronically to [XXXXXXXXXXXXX](#).

Detailed information will be required to identify for what purpose the funding is required. As a minimum this should include detail of all surveys/studies, timescales for undertaking the work and associated costs. Quotations should be provided wherever possible as supporting information.

Match funding and costs already expended by applicants should be identified. The applicant should demonstrate through the application process that as with any investment from the GLCCA all development work will be completed, and the scheme will be in a position to move to implementation stage, with any conditions or other issues to be addressed clearly identified.

Applicants will also be required to provide a clear programme for delivery and progressing projects from the development and design stage through to implementation. All costs must be evidenced and justified and in sufficient detail to enable consideration to be given by the appraisal team.

Assessment and approval of individual applications will be delegated to a technical officer's group (TOG) within the GLCCA, subject to formal endorsement by the Chief Operating Officer or relevant GLCCA board depending on the allocation amount or whether or not it is an individual project or programme. As a rule all submissions under £100,000 will be considered by the Chief Operating Officer for approval.

If your application is successful -Successful applicants will be notified by the GLCCA and will be sent a formal offer letter to confirm funding approved. Copies of all completed feasibility reports, studies or masterplans are to be provided to the GLCCA upon completion.

UK Subsidy Control - Grant funding will be awarded under the UK Subsidy Regulation. Applicants will, therefore, be required to demonstrate in writing that the grant requested will not result in them receiving more in state support than is allowable, particularly where a public/private partnership approach is taken by the lead authority.

Timetable

Application Review by TOG	Within 3 weeks
Decision made	Within 1 month
Notification to applicants	Within 2 weeks of the decision being made

Greater Lincolnshire Combined County Authority (GLCCA)	
Date of meeting:	17th September 2025
Report title:	Risk Management Framework
Report of:	Lee Sirdifield – Interim Chief Operating Officer
Classification:	*This report is open
Contact officer:	Caroline Illingworth - Interim Strategic Lead for Community & Business Engagement , caroline.illingworth@greaterlincolnshire-cca.gov.uk , 07385 938242
Purpose of the report:	To present the proposed GLCCA Risk Management Framework for comment and noting, following recommendation from the Audit Committee.
Key decision	No
Voting Arrangements:	Voting by simple majority to include the Mayor. There are no consent requirements for this paper.
Report has been considered by:	The Risk Management Framework has been recommended by the Audit Committee (29 th August)
Recommendation(s): That the Authority: 1) Note the Risk Management Framework.	

REPORT CONTENT

Information

1. This report provides a proposed framework for identifying, assessing, and managing risk within the Greater Lincolnshire Combined County Authority (GLCCA) in identifying, assessing, mitigating, and monitoring risks that could impact on our objectives, assets, operations, and reputation covering both strategic and operational risks.
2. The draft framework is provided at Appendix A and is based on the principles utilised by Lincolnshire County Council and other authorities.
3. The Authority is asked to note risk management framework.
4. The framework will be applied to a risk register which will be presented to a future Audit Committee meeting.

Alternative options considered

5. Not to implement a risk management framework. This option is not recommended due to the risk of inadequate and inconsistent risk management with no framework in place.

Reasons for the recommendation

6. Adoption of this framework will provide a consistent and clear approach to risk management within the Authority, with clearly defined risk thresholds and procedures.

IMPLICATIONS, ADVICE AND GUIDANCE

Public sector equality duty implications

7. This framework has been designed as an internal process and policy document. There are no known equality duty implications at this stage.

Legal implications / comments

8. There are no legal implications arising from this paper

Finance and resource implications / comments

9. There are no financial implications arising from this policy

Greater Lincolnshire policy / comments

10. The risk management framework represents an approach to assessing risk with the GLCCA, which can then be applied to the risk register. This is the first step developing a risk management approach.

Consultation and Engagement

11. The following have been consulted in the preparation of this report:
- GLCCA Corporate Leadership Team
 - LCC Risk Management Team who lead on the Service Level Agreement for the Combined Authority.
 - Audit Committee

Overview and Scrutiny Comments

12. N/A

DOCUMENT INFORMATION

Appendices included with this report

The following documents are included:

- Appendix A – Draft Risk Management Framework

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 Orange Book: Management of Risk – Principles and Concepts, HM Government, 2023	https://assets.publishing.service.gov.uk/media/6453acadc33b460012f5e6b8/HMT_Orange_Book_May_2023.pdf

APPENDIX A

Risk Management Framework

1. Purpose

- 1.1. This document describes the framework for identifying, assessing, and managing risk within the Greater Lincolnshire Combined County Authority (GLCCA), covering both strategic and operational risks.

2. Risk Management Process

- 2.1. The risk management process follows a cyclical approach as defined in Figure 1. This cycle ensures that continual improvement can take place by enabling risks to be regularly reviewed to ensure their definitions, assessment, and associated actions remain relevant and appropriate.



Figure 1: The Risk Management Cycle

Source: The Orange Book: Management of Risk – Principles and Concepts, HM Government, 2023

3. Reporting Structure, Roles and Responsibilities

- 3.1. Figure 2 describes the reporting structure, and the roles and responsibilities of each person or group within that structure. The upward reporting chain also provides the escalation route, as described in more detail in Section 7.
- 3.2. The role of the Audit Committee with regards to risk is further detailed in the [GLCCA Audit Arrangements and Risk Management Policy](#).



1. Figure 2: GLCCA risk reporting structure

Risk Definition

- 3.3. A risk is something which may occur. If it becomes a certainty, it is no longer a risk, it then becomes an issue.
- 3.4. Risks will be defined using an "Event", "Cause", "Consequence" model.
- 3.5. Each risk will also be assigned an Assurance Status of "Substantial", "Adequate", "Limited", or "Low", as defined in Figure 3 below.
- 3.6. A Direction of Travel will be assigned to each risk, indicating whether the risk is increasing, decreasing or static.
- 3.7. Risk assurance and risk assessment are two separate areas of consideration.

Assurance Level	Definition	What does this mean?
Substantial	A consistent and reliable system of control exists. The risk is well managed, supporting achievement of objectives.	We have substantial assurance that the risk is well managed and everything within our control is being done to manage this risk and/or to

		respond to this risk should it occur.
Adequate	A generally reliable system of control exists, the risk is being managed, supporting objectives. There is scope for improvement of the control systems in place	We have adequate assurance that the risk is managed at an acceptable level and key controls available to us are in place and operating effectively. Additional controls are being developed but are not yet operational.
Limited	An inconsistent system of control exists, the risk is not well managed. Improvement of the control system is required.	We have limited assurance that the risk is managed well. Key controls may not be having the intended impact on the risk, or the risk is influenced by external sources and some aspects are uncontrollable.
Low	No control system exists, immediate action is required to address fundamental gaps and weaknesses. The risk is not currently being managed.	We have no assurance that this risk is being managed effectively. There are no controls operational. This risk may be an emerging risk.

Figure 3: GLCCA Assurance definitions

4. Risk Assessment

- 4.1. For each risk, two scores will be assessed – the current risk score, and the target risk score. The target risk score should be set at a level at which the Authority is comfortable to accept as part of Business-As-Usual activity, once all mitigations or controls have been completed.

- 4.2. Figure 4 below defines the scoring matrix which will be used to determine the current and target risk scores.

Overall score is Probability x Impact					
Probability	4 Almost Certain 76-99%	4	8	12	16
	3 Likely 51-75%	3	6	9	12
	2 Possible 26-50%	2	4	6	8
	1 Unlikely 1-25%	1	2	3	4
		1 Minor	2 Moderate	3 Major	4 Critical
		Impact			

Figure 4: Risk scoring matrix

- 4.3. Figure 5 below provides guidance on impact definitions.

	1 Minor	2 Moderate	3 Major	4 Critical
Financial impact	Less than 0.5% budget or revenue lost	Less than 3% budget or revenue lost	Less than 5% budget or revenue lost	More than 5% budget or revenue lost
Relationships, influence & reputation impact	Temporary impact on a limited number of stakeholder relationships or partnership - easily recovered using standard stakeholder management procedures and/or limited negative local media coverage	Some difficulty aligning strategies within a partnership with some impact on delivery of objectives - recovery requires targeted effort in relationship rebuilding and/or extensive negative local media coverage	Difficulty aligning strategies within key partnerships, impacting delivery of key objectives or long-term impact on some stakeholders and/or limited national negative media coverage	Full breakdown of critical partnerships, leading to an inability to deliver key objectives and/or permanent loss of relationships and/or extensive negative national media coverage
Governance & powers impact	Negative feedback from regulatory or funding bodies, requiring limited mitigating action or breach of guidelines	Negative feedback from regulatory or funding bodies, requiring limited mitigating action or breach of guidelines resulting in the potential for low level fines	Formal criticism from regulatory or funding bodies with sanctions imposed or significant mitigating actions required	Breach of regulation with potential for removal of funding or powers
Operational or delivery impact	No external impact on partners or stakeholders. Some internal impacts may be experienced, but key operations are able to continue uninterrupted	Temporary external impact on delivery. Key operations are able to continue with workarounds in place	External impacts occur which may adversely affect some key operations	Severe disruption to operations, with key activities unable to be carried out
Scheduling impact	Delay in key milestones of 3 months or less, not passing the end of the FY or an externally imposed deadline	Delay in key milestones of 4-6 months, not passing the end of the FY or an externally imposed deadline	Delay in key milestones of 7-9 months and/or delay in key milestones passing from one FY into the next and/or delay will exceed an externally imposed deadline	Delay in key milestones of > 9 months and delay in key milestones passing from one FY into the next or exceeding an externally imposed deadline

Figure 5: Impact definitions

5. Risk Management and Reporting

- 5.1. The risk register will be reviewed by CCA's Corporate Leadership Team (CLT) monthly, using information provided by risk owners, plus consideration of the wider operating environment in the case of identification of emerging risks.
- 5.2. An updated register of strategic risks will be reported to the Audit Committee at each quarterly meeting.

6. Escalation Procedures

- 6.1. Escalation of rapidly evolving risks will be via CLT.
- 6.2. Where the implementation of mitigation actions may require a decision from the Authority, this will be escalated to the Authority via a CLT recommendation.

Version Control		
Version	Date	Changes
0.1	July 2025	Initial draft

This page is intentionally left blank

Greater Lincolnshire Combined County Authority (GLCCA)	
Date of meeting:	17th September 2025
Report title:	Appointment of Chair and Members to the Economic Advisory Panel
Report of:	Lee Sirdifield – Interim Chief Operating Officer
Classification:	This report is open
Contact officer:	Caroline Illingworth - Interim Strategic Lead for Community & Business Engagement caroline.illingworth@greaterlincolnshire-cca.gov.uk 07385 938242
Purpose of the report:	This report provides recommendations on the appointment of a Chair and Members to the Economic Advisory Panel
Key decision	No
Voting Arrangements:	Simple majority to include the Mayor
Report has been considered by:	Mayor of Greater Lincolnshire and Constituent Council Leaders

Recommendation(s):

That the Authority:

- 1) Appoints Alison Hands as Chair of the Economic Advisory Panel and as the Associate Member for Business for the Authority;**
- 2) Appoints five additional private sector members of the Economic Advisory Panel as detailed in paragraph 10 of this report;**
- 3) Appoints Prof. Neal Juster as the Education representative on the Economic Advisory Panel;**
- 4) Appoints Katrina Pierce as the Business Representative Organisation member of the Economic Advisory Panel, and**
- 5) Delegates the Chair of the EAP to undertake an open recruitment process to recruit further members to the areas identified within the report.**

REPORT CONTENT

Information

1. The Economic Advisory Panel (EAP) Terms of Reference (ToRs) mandates the membership of the Economic Advisory Panel as:
 - 1.1. Up to 10 Private Sector members, including the Chair of the panel, each for a 3-year term;
 - 1.2. One Education Sector representative to alternate between HE and FE each 2-year term;
 - 1.3. One representative from a Business Representative Organisation (BRO), to rotate between organisations each 2-year term.
2. The Chair of the EAP will also hold the position of Associate Member for Business on the Authority.
3. The ToRs mandate that all Private Sector representation, including the position of Chair, is recruited through an open recruitment process and appointed by the Authority.
4. The ToRs also mandate that the Business Representation Organisation and Education Sector representatives are proposed by Officers and appointed by the Authority.
5. A recruitment campaign for private sector representatives was held between March and May 2025.
6. Shortlisting of candidates was undertaken during June, with interviews held during July and August by Prof. Neal Juster, Associate Member for Business, and Ruth Carver, Deputy Director.

Appointment of the Chair

7. Following the interviews, it is recommended that the Authority appoint Alison Hands as Chair of the EAP.
8. It is recommended that as a result, Alison Hands is also appointed as the Associate Member for Business on the GLCCA Board.
9. **Alison Hands: CEO - Lincolnshire Co-op**

Alison has been CEO of the Lincolnshire Co-op since 2023, where she has implemented the “Purpose Beyond Profit 2030” strategic plan, focused on delivering sustainability for the business whilst also using their “...energy, ideas and resources to make life better for our communities”. Formerly Managing Director of Wilko Retail between 2018 and 2022, with an extensive background in retail management. Alison is also a Trustee of the Lincoln City Foundation and for the Lincolnshire Centre for Grief and Loss. Lincolnshire Co-op has facilities across Greater Lincolnshire.

Appointment of Private Sector representatives

10. Following the interviews, it is recommended that the Authority appoint the following as Private Sector members of the EAP:

10.1. **James Birch: Co-owner – Doddington Hall, NKDC**

Doddington Hall near Lincoln has over 300,000 visitors per year and is running the largest re-wilding project in the East Midlands. James has a background in senior global finance roles. James is the current Chair of the Historic Lincoln Trust, and a former President of Historic Houses, which required interaction with DCMS Ministers and MPs. James also chairs Chartwell, a leading speaker agency and is a Board member of Peters, Fraser and Dunlop, the UK's oldest literary agency.

10.2. **Andrew Dawes: Director, Humber – Associated British Ports**

Andrew has been Humber Director for ABP since 2024, overseeing operations and strategic initiatives across the ports of Grimsby, Immingham, Hull and Goole. ABP has land assets across the Humber. He has an extensive global career in ports, logistics and energy in a series of senior executive roles.

10.3. **Julian Knight: Co-founder – Fairman Knight & Sons Ltd**

Fairman Knight & Sons Ltd is the UK's first commercial-scale Black Soldier Fly farming business, based in Holbeach in southern Lincolnshire. Julian has an extensive background in environmental finance as a trader and asset manager, after beginning his career in the RAF. Julian is also an Authorised Lay Minister and Church Warden for the Loveden Deanery in the Lincoln Diocese.

10.4. **Steve Maxwell: CEO – Worldwide Fruit**

Steve has worked at Worldwide Fruit for 25 years, and has been CEO since 2014. In this role he has led involvement with the South Lincolnshire Food Enterprise Zone, the UK Food Producers Network at the Lincolnshire Chamber of Commerce, the Greater Lincolnshire Careers Hub and the Festival of Fresh in Spalding.

10.5. **Andrew Ward - Ward Farms**

Andrew is Director of Roy Ward Farms Ltd, and presents a YouTube channel, "Wardy's Waffle", sharing examples of farming best practice and innovation. Andrew delivers regular lectures to students at Bishop Burton and Riseholme Colleges. He is a lifetime member of the Lincolnshire Agricultural Society and is the Lincolnshire representative on the NFU National Council.

11. It should be noted that this leaves four remaining private sector positions currently vacant. In terms of sector and geographical representation, there are gaps in defence, manufacturing industry and eastern Lincolnshire. This raises the potential to target invitations towards the business community over the coming months to potentially fill these gaps through a further recruitment process. The recommendation is that the Authority delegates the Chair of the EAP to undertake an open recruitment process to recruit further members to

the areas identified above and seek approval for those appointments from the CCA.

Appointment of an Education representative

12. The Vice-Chancellors of the University of Lincoln and Bishop Grosseteste University, and the Chair of the Federation of Lincolnshire Colleges, were approached to agree a nomination for the Education representative. They have nominated Prof. Neal Juster from the University of Lincoln.
13. It is recommended that Prof. Neal Juster be appointed as the Education representative.

Appointment of a Business Representative Organisation (BRO) representative

14. The following BROs were approached as a group and asked to agree a nomination for the BRO representative on the EAP:
 - 14.1. CBI - Yorkshire & the Humber;
 - 14.2. Lincolnshire Chamber of Commerce;
 - 14.3. Hull & Humber Chamber of Commerce;
 - 14.4. Federation of Small Businesses (FSB) – Lincolnshire;
 - 14.5. Institute of Directors – Greater Lincolnshire & Rutland;
 - 14.6. Make UK – Midlands & East of England;
 - 14.7. E Factor Group Ltd.
15. These organisations agreed to nominate Katrina Pierce from the Lincolnshire FSB.
16. It is therefore recommended that Katrina Pierce is appointed as the BRO representative on the EAP.

Alternative options considered

17. A total of 48 candidates for the private sector positions were considered against the criteria published in the recruitment pack. Candidates for interview were selected on that basis, with consideration also taken with regards to the balance of sectors and geographies represented across the group.
18. 12 candidates were invited to interview and were all asked the same questions and scored against the same set of criteria.
19. A decision to not appoint would result in the Authority being unable to convene an Economic Advisory Panel with the resulting loss of business voice.

Reasons for the recommendation

20. All private sector candidates have been assessed against the published criteria in the recruitment pack, with interviewed candidates all undergoing the same interview assessment, to ensure they meet the requirements.
21. The education and BRO representatives have been nominated by those groups after discussion and agreement within those groups.

IMPLICATIONS, ADVICE AND GUIDANCE

Public sector equality duty implications

22. There are no public sector equality implications.

Legal implications / comments

23. The Authority is required under the Constitution to create the EAP – appointments to this Panel fall within the remit of the Authority and enables to Panel to operate.

Finance and resource implications / comments

24. The approval to move to open recruitment will result in associated recruitment costs.

Greater Lincolnshire policy / comments

25. The GLCCA constitution requires the creation of an Economic Advisory Panel, with Terms of Reference included in the constitution. The creation of an Economic Advisory Panel is also referenced in the Greater Lincolnshire Devolution Deal.

Consultation and Engagement

26. The following have been consulted in the preparation of this report:
 - Mayor of Greater Lincolnshire;
 - Constituent Authority Leaders.

Overview and Scrutiny Comments

27. N/A

DOCUMENT INFORMATION

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
Economic Advisory Panel Terms of Reference	Section 3.5D – GLCCA Constitution

Greater Lincolnshire Combined County Authority GLCCA	
Date of meeting:	17th September 2025
Report title:	Calendar of Meetings
Report of:	Lisa Tremble, Monitoring Officer
Classification:	This report is open
Contact officer:	Nicola Calver, Member Services Manager, Lincolnshire County Council. Nicola.calver@greaterlincolnshire-cca.gov.uk 01522 555620
Purpose of the report:	This report seeks approval of the Calendar of Meetings for the remainder of the 2025/26 municipal year and the 2026/27 municipal year.
Key decision	No
Voting Arrangements:	Simple majority vote to include the Mayor.
Report has been considered by:	Lead Members of Constituent Councils. GLCCA Chief Officers

Recommendation(s):

That the Authority

- 1) approves the Calendar of Meetings for the remainder of the 2025/26 municipal year attached at Appendix A;**
- 2) approves the Calendar of Meetings for the 2026/27 municipal year attached at Appendix B; and**
- 3) delegates authority to the 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.**

REPORT CONTENT

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 was agreed by the Authority that completed the current calendar year only.
3. The effectiveness of the schedule has been considered, and an 18-month schedule is now submitted in line with the resolution of the Annual Meeting which meets the needs of the Authority.
4. As previously advised, from September 2026 onwards the Authority will receive 12 month schedules for ensuing municipal years.

Calendar of Meetings

5. Appendix A to this report details the proposed Calendar of Meetings for January-June 2026. Meetings of the Authority, Transport Board, Audit Committee and Overview and Scrutiny Committee will take place in the Council Chamber at County Offices, Lincoln. Venues for the Employment and Skills Board and Business and Infrastructure Board will be agreed with the respective Chairs and information circulated to the Membership.
6. Appendix B to this report details the proposed Calendar of Meetings for June 2026 to June 2027.
7. The schedule has been drawn up using the frequency of meetings as prescribed within the Constitution, and committing to using a Wednesday afternoon in order to assist appointed Members with managing commitments from their respective Councils.
8. Members are asked to note the following points:
 - All Members and relevant officers will be sent electronic appointments for the meetings of the Boards / Committees which they will attend as listed in the calendar;
 - All meetings contained within this schedule are considered formal and will be held in person in accordance with legislative requirements.

9. The delegation at recommendation 3 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

10. 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.

Reasons for the recommendation

11. A schedule of meetings 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.
12. 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

Public sector equality duty implications

13. The Equality Act duty has been considered, but no equalities impacts have been identified arising from the proposals in this report.

Legal implications / comments

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

Finance and resource implications / comments

15. There are no specific financial implications arising from this report.

Greater Lincolnshire policy / comments

16. None.

Consultation and Engagement

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

- Lead Members of Constituent Councils
- Chief Officers of the GLCCA

Overview and Scrutiny Comments

18. Not applicable.

DOCUMENT INFORMATION

Appendices included with this report

The following documents are included:

- Appendix A – Calendar of Meetings January to June 2026
- Appendix B –Calendar of Meetings June 2026 – June 2027

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
Calendar of Meetings Report to GLCCA 4 th June 2026	Agenda for Greater Lincolnshire Combined County Authority on Wednesday, 4th June, 2025, 2.00 pm

	JAN	FEB	MAR	APR	MAY	JUN
Greater Lincolnshire Combined County Authority (GLCCA)		25		29		24
GLCCA – Audit Committee		4			20	
GLCCA – Economic Advisory Panel						
GLCCA – Employment and Skills Board	21			22		
GLCCA – Greater Lincolnshire Business and Infrastructure Board	7		25			
GLCCA – Greater Lincolnshire Transport Board	14			1		
GLCCA – Overview and Scrutiny Committee	28			15		10

This page is intentionally left blank

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Greater Lincolnshire Combined County Authority (GLCCA)	24		26		21		9		24		21		16
GLCCA – Audit Committee				2			2		3			19	
GLCCA – Economic Advisory Panel													
GLCCA – Employment and Skills Board		22		30		18		27		24		26	
GLCCA – Greater Lincolnshire Business and Infrastructure Board		1		9		4		13		10	28		
GLCCA – Greater Lincolnshire Transport Board		15		16		11		20		17		12	
GLCCA – Overview and Scrutiny Committee	10	29			7	25			10		7		2

This page is intentionally left blank