

Local Government North Yorkshire and York 16 September 2011

LGNY Y Spatial Planning and Transport Board

- 1 LGNY Y agreed at its meeting on 24 June 2011 that the Transport and Spatial Planning Boards would be formed into a single Board and that the Chief Executives' Group - North Yorkshire and York would be requested to consider how this single Board shall operate and be supported.

- 2 Draft terms of reference are attached as an appendix to this report. In particular, it is proposed that:
 - 2.1 The purpose of the Board would be to promote effective elected member-led strategic work between local authorities in North Yorkshire and York on transport and spatial planning issues that are 'larger than local'. The Board would focus on developing appropriate strategic connections and consultation between authorities; each authority would retain its statutory decision making responsibilities.

 - 2.2 Membership would comprise one elected member or equivalent from each member of LGNY Y. It is anticipated that this would be the authority's Executive / Cabinet portfolio holder or equivalent. In some authorities, one portfolio holder is responsible for both issues, in others there are separate portfolio holders. For this reason, it is proposed that each member would have a named substitute, allowing authorities a choice of representative for a particular meeting depending on the agenda (eg a transport portfolio holder if the agenda focussed on transport).

 - 2.3 In addition, it is proposed that the York and North Yorkshire Local Enterprise Partnership is invited to nominate a member of the Board to facilitate appropriate connections between transport, strategic planning and the promotion of business growth.

 - 2.4 The Chair and Vice Chairs would be appointed in a similar way to that for LGNY Y. Following its first meeting, the Board would only meet when there is appropriate business to conduct and normally no more than four times a year. If required, the Board could establish time-limited task and finish groups to undertake specified tasks related to the purpose of the Board.

 - 2.5 The City of York Council would provide the secretariat. Each member of the Board could be supported at meetings in a non-voting capacity by an officer from their authority. Existing officer groups (one transport focused and one spatial planning focused) would continue to meet as required to facilitate the work of the Board and effective work between local authorities in North Yorkshire and York on spatial planning and transport issues. The Chairs of these groups would work with the Secretariat to facilitate the overall working of the Board.

- 3 The business of the Board will be to enable:
 - 3.1 Highway authorities (North Yorkshire County Council and City of York Council) to engage strategically with District Councils, NPAs and the LEP on key issues such as Local Transport Plans, the transport implications of Local Development Frameworks, and the implementation of civil parking enforcement.
 - 3.2 All planning authorities to work together strategically at the sub-regional level, against a backdrop of a rapidly and radically shifting national policy framework including the abolition of regional planning and the introduction of the Duty to Cooperate under the Localism Bill

- 4 It is recommended that LGNYY considers and agrees terms of reference for the LGNYY Spatial Planning and Transport Board.

Richard Flinton
Honorary Secretary
Local Government North Yorkshire and York
5 September 2011

Appendix:

- Draft terms of reference for LGNYY Spatial Planning and Transport Board

Appendix: Draft terms of reference for LGNYY Spatial Planning and Transport Board

Title	LGNYY Spatial Planning and Transport Board
Status	LGNYY thematic board with terms of reference agreed by LGNYY and reporting to LGNYY
Purpose	<p>To promote effective elected member-led strategic work between local authorities in North Yorkshire and York on transport and spatial planning issues that are ‘larger than local’.</p> <p>The Board will focus on developing appropriate strategic connections and consultation between authorities; each authority retains its own statutory responsibilities.</p>
Membership	<p>One elected member nominated by each of:</p> <ul style="list-style-type: none"> • Craven District Council • Hambleton District Council • Harrogate Borough Council • Richmondshire District Council • Ryedale District Council • Scarborough Borough Council • Selby District Council • North Yorkshire County Council • City of York Council <p>One authority member nominated by each of:</p> <ul style="list-style-type: none"> • North York Moors National Park Authority • Yorkshire Dales National Park Authority <p>The Chairman of the York and North Yorkshire Local Enterprise Partnership will also be invited to be a member, or nominate a non-local authority member of the LEP Board as a member</p> <p>Each local authority, NPA and the LEP may appoint a named substitute member to attend in the absence of their nominated member.</p> <p>Each member of the Board may be supported in a non-voting capacity by an officer from their authority.</p>
Chair	<p>The Board shall appoint a Chair and two Vice Chairs at its first meeting after 1 May each year. The post of Chair shall rotate annually between a member of North Yorkshire County Council, a member of the District Councils, and a member of the City of York Council. The posts of Vice-Chairs shall also rotate annually, being drawn from the members of the two types of council not represented by the Chair for that year.</p> <p>Should a vacancy arise in the office of Chair or Vice Chair, an appointment to fill the vacancy shall be made at the next meeting of the Board held after the date on which the vacancy occurs.</p> <p>The Chair, if present, and in the absence of the Chair, one of the Vice Chairs shall preside at a meeting of the Board. If the Chair and both Vice Chairs are absent from a meeting, the meeting shall appoint a member to</p>

	<p>preside at that meeting.</p> <p>The Chair of the Board or his/her nominee is authorised to carry out any necessary duties (including attendance at meetings with officers) which are related to the discharge of the purpose of the Board.</p>
Secretariat	City of York Council
Meetings	<p>Following its first meeting, the Board shall only meet when there is appropriate business to conduct and normally no more than four times a year.</p> <p>Board meetings shall be convened by the Secretariat at the request of the Chair or a simple majority of Board members.</p> <p>If required, the Board may establish time-limited task and finish groups to undertake specified tasks related to the purpose of the Board.</p>
Conduct of business	<p>The Secretariat shall circulate an agenda specifying the business at least five clear working days before a meeting of the Board.</p> <p>The Secretariat shall determine the content of the agenda following consultation with the Chair (or in their absence a Vice Chair).</p> <p>The Secretariat shall be responsible for making the minutes of every meeting available to every constituent authority.</p>
Officer groups	Existing officer groups (one transport focused and one spatial planning focused) will continue to meet as required to facilitate the work of the Board and effective work between local authorities in North Yorkshire and York on spatial planning and transport issues. The Chairs of these groups will work with the Secretariat to facilitate the overall working of the Board.