



**Rural Development Programme for England/LEADER
East Riding of Yorkshire and North Yorkshire
(Ryedale District and Scarborough Borough)**

**LEADER Local Action Group
Coast, Wolds, Wetlands & Waterways**

Local Action Group – Governance framework

Background

The geographic area of the CWWW programme covers much of the East Riding of Yorkshire but omits the sizeable towns of Bridlington and Goole as well as Beverley and surrounding rural areas. In North Yorkshire, it includes relevant and contiguous parts of Ryedale and Scarborough districts. Together these form a clearly identifiable and coherent area of need and common heritage.

The area covers approximately 880 square miles and includes 155 parishes. The total population is 151,985.

The overall rationale for the Programme is based on its strong coherence of landscape character and cultural heritage, its close fit with the key regional indicators of need and the opportunities it offers for both cultural and environmental projects to bring increased prosperity and an improved quality of life.

Reflecting on the needs and opportunities established throughout the analysis of the Area, the aim of the Programme is:

To utilise the unrealised potential of the area's heritage and culture to stimulate local vibrancy, encourage enhanced pride in place, and thereby improve the area's economic performance and social sustainability

Terms and Abbreviations

The following terms are used in this document:

CWWW	Coastal Wolds Wetlands Waterways
Partnership:	The Local Action Group
LAG:	Local Action Group
WLAG:	Wider Local Action Group
DMB:	Decision Making Body
Programme:	CWWW LEADER Programme
Accountable Body:	East Riding of Yorkshire Council
Annual Plan:	The plan drawn up annually to implement the delivery of the Development Plan.
Area:	The LEADER CWWW geographical area of coverage
ERYC	East Riding of Yorkshire Council
NYCC	North Yorkshire County Council
SBC	Scarborough Borough Council
RDC	Ryedale District Council
VCS:	Specifically, the voluntary and community sector.
Community:	Generally, the make-up of a group which is defined by interest or geography

Values:

This programme will adopt a set of values which underpin its working practice. These include:

1. The principles of good governance defined by the European Commission
 - Openness
 - Participation
 - Accountability
 - Effectiveness
 - Coherence
 - Subsidiarity
 - Proportionality
2. The seven Leader specificities
 - Area Based Approach
 - Partnership approach
 - Bottom up approach to development
 - Integrated & multi sectoral approach
 - Innovation/experimentation
 - Co-operation
3. Networking at regional, national and EU-level Equality of opportunity within the area, irrespective of gender, race, colour, ethnic or national origin, marital status, disability, sexual orientation, religious beliefs, age or socio economic disadvantage. Diversity will be both acknowledged and enabled.
4. A code of conduct as laid down in the communications strategy.
5. Privacy and security will be respected, with reference to:
 - Data Protection Act
 - Freedom of Information
 - The communications code of conduct

Part 1: Structure

1. The Partnership has three groups:
 1. LAG
The principal governing body
 2. WLAG
The wider partnership to whom programme information is explicitly communicated
 3. DMB
A subset of the LAG with the specific role of decision making on funding
2. In addition and as required, task groups may be created to address specific issues.
3. The accountable body is responsible for due diligence, fund management and appropriate liaison with funders and other bodies. Administrative staff, employed through the accountable body, undertake this work and provide technical support to the LAG

Part 2: The Local Action Group – Terms of Reference

1. To be responsible for rolling out the Programme in the Area in accordance with:
 - a) the approved programme
 - b) any subsequent reasonable requirements of the funding body,

- c) the agreed and approved Action Plan that is in place at the time
 - d) this Governance Framework and;
 - e) the Communications strategy
2. To set the strategic vision and direction of the Programme. It will normally play no part in taking decisions on the funding of projects put forward for consideration, this power being delegated to the DMB.
 3. To promote and raise awareness and understanding of issues relating to the Programme for the benefit of the area's partners, local communities and visitors in line with the communications strategy.
 4. To act as a forum for discussion, liaison, communication and feedback of major issues affecting rural development and regeneration across the Area. This includes providing information and seeking response from other agencies, bodies and strategies.
 5. To encourage partnership working between all sectors to maximise benefits for all.
 6. To promote innovation and best practice in rural development and regeneration.
 7. To share experience and develop co-operative projects with other relevant groups and networks in the UK and elsewhere, especially within the European Union.

Part 3: Membership of the Local Action Group

- 1 The LAG shall be composed of members having the relevant strategic delivery experience, positioning and skills as outlined in the LAG/DMB job outlines. They will either be resident in or have significant interest in the LAG area in accordance with LEADER guidance.
- 2 There will be a maximum of 40 members plus or minus 20% on the LAG. Not more than 49% of Representatives will be Members or officers of public sector bodies (including Parish and Town Councils).
- 3 LAG members who are unable to attend a particular meeting may arrange for an appropriate substitute from their organisation to attend in his/her place.
- 4 An individual acting as a representative of an organisation shall cease to be a member of the LAG should he/she resign from that organisation.
- 5 If a member of the LAG is absent from 3 consecutive meetings, the LAG shall have the right – in default of an acceptable reason being given by such member – to declare a vacancy, whereupon the member shall cease to be a member of the LAG.
- 6 All representatives will be responsible for disseminating information to their respective communities/organisations and to the WLAG as appropriate.
- 7 Individuals and /or representatives from organisations/WLAG with particular skills may be co-opted on to the LAG as non-voting members and for a specified period.
- 8 Membership of the LAG is related to the skills/strategy matrix. Should a position be vacant or a new position be created, then individuals/parties may nominate themselves against

the role identified. If there is more than one nominee, then the nominees may decide whom should be the member. This membership must then be ratified by the LAG. Should the nominees be unable to self select, then the LAG will take a vote on all nominees and record the results in the minutes. The nominee taking membership will be invited to take their position from the next meeting.

- 9 The list of members will be kept up to date and made available to the LAG/WLAG
- 10 There shall be reasonable, proper and fair representation across all the Area (where possible) based on geographic skills and knowledge.
- 11 LAG members will adhere to the value of this governance document.

Part 4: Election of Chairperson and Vice Chairperson

1. Elections for the Chairperson and Vice Chairperson will be held at the Annual General Meeting. The Chair and Vice Chair will act in the best interests of the LAG as a whole. The Chairperson will conduct LAG meetings and have a second or casting vote in the case of an equality of vote.
2. In the case where a vacancy arises the LAG will nominate an Acting Chairperson or Vice Chairperson until the formal election is held.
3. The Chairperson and Vice Chairperson may hold office for up to two consecutive years.

Part 5: Operating Procedures

1. The LAG shall meet at least four times per year, the dates to be fixed a year in advance on a rolling basis. Minutes of all meetings shall be kept, disseminated to the WLAG, and agreed at the next regular meeting of the LAG. Draft minutes will be available online.
2. The LAG will hold an Annual General meeting each year, which will elect the Chairperson, Vice Chairperson and Members of the Decision Making Body.
3. The LAG will co-ordinate its work with other relevant initiatives, strategies and funding programmes.
4. The LAG will receive consolidated information on performance from the Programme staff.
5. The LAG will review the progress of the programme on an annual basis.
6. Administrative support for the LAG will be provided by the Accountable Body.
7. Where possible all administrative staff and activities will adhere to the programme values.
8. All meetings of the Local Action Group will be formal meetings and open to the public.
9. The quorum for all meetings will be 15 Representatives. Not more than 49% of Representatives at any meeting will be Members or officers of public sector bodies (including Parish and Town Councils). There must be a Representative from the Accountable Body at each meeting.

- 10 All decisions will be put to the vote. A matter will be decided by a simple majority of those present and eligible to vote. In the event of a tied vote the Chair shall have a second or casting vote
- 11 Implicit in being a LAG member is the ethos of acting in the interest of the Programme and its associated values.
- 12 Members have a joint interest in the implementation of all projects in the programme but, from time to time, will need to take part in discussions on issues and projects in which they have a **direct or indirect** interest. Members having a direct financial interest or organisational link to issues or projects under discussion shall declare their interest at the commencement of the item. All such interests shall be minuted. Declaring members shall take no part in the discussion, unless invited by the Chairperson. Members will not be entitled to vote if an interest is declared.
- 13 Where urgent decisions are needed in between regular meetings the Chairperson shall decide whether to call a special meeting of the LAG or a meeting of an urgency group that shall consist of the Chairperson, Vice Chairperson, one representative each of the Accountable Body and the community sector (no more than 49% to be statutory body representatives. If this is the case then steps to be taken to invite another community representative to address this issue).
- 14 A complaints procedure will be made publicly available. It will identify the chain of communication for the filing of a complaint which will be:
 - firstly be through the vice chairperson- if this is not satisfactory or inappropriate then;
 - secondly through the chairperson- if this is not satisfactory or inappropriate then;
 - thirdly through the accountable body's recognised complaints procedures
- 15 The LAG may set up, manage and dissolve such Sub-Groups as it sees fit.
- 16 The LAG lifetime is a minimum of the lifetime of the Programme and its succession has to be agreed in the last year of the Programme.

Part 6: The Decision Making Board (DMB)

1. Local Action Group Decision Making Body is responsible for:

- a) Approving Programme projects,
- b) Commissioning Programme projects,
- c) Monitoring and reviewing the progress of projects to meet agreed outputs/expenditure and:
- d) Preparing an Annual Plan and an Annual Report for consideration by the LAG

2. The role of the DMB is to take prompt decisions on project applications, monitor the operation of approved projects and to function as a discussion group to develop the Annual Action Plan for consideration by the LAG.

3. There will be a maximum of 12 Members of the DMB. Not more than 5 will be Members or officers of public sector bodies (including Parish and Town Councils). The system of a rotating Chairperson will operate.

4. Members of the DMB will be selected at the Annual General Meeting by the LAG. Members of the DMB must be representatives serving on the LAG. Any vacancies will be filled by election at any meeting of the LAG.
5. The DMB will meet on an annual pre-determined schedule as appropriate.
6. All meetings of the DMB will be formal meetings and not open to the public.
7. The quorum for all meetings will be 5 Members. There must be a representative of the Accountable Body present at each meeting. No more than 49% of members present will be representatives of Statutory organisations.
8. All decisions will be put to the vote. Any matter will be decided by a simple majority vote of those present and eligible to vote. In the event of a tied vote the Chair shall have a second or casting vote.
9. Significant changes to approved activities or variations in budget must be reviewed by the DMB.
10. New activities requiring funding have to present their proposals to the DMB.

Part 7: The WLAG

- a. Terms of reference:
 - To act as a forum for discussion of major issues affecting rural development and regeneration across the Area.
 - To support the wider communications infrastructure of the LAG with reference to the communications strategy
 - To work within the LAG values
 - To offer up items for the LAG agenda as appropriate
- b. Membership
 - The WLAG shall have a membership of interested parties from across the Area or having a definable interest in the Area

Part 8: Legal and Financial Matters

1. The LAG has appointed East Riding of Yorkshire Council to be the Accountable Body.
2. The main role of the Accountable Body is to be the legally responsible body to accept and efficiently distribute the European and Defra grant, via GOYH, to projects and to satisfy GOYH on behalf of Europe that all necessary procedures have been properly undertaken.
3. The Accountable Body will be the employing organisation for the LAG staff and has the final say in matters of detail relating to personnel issues and in matters relating to the financial probity of projects.
4. Programme staff will provide financial updates to the LAG at least twice per year.
5. LAG members will be encouraged to offer appropriate support to those developing projects. Members must ensure that any such advice is in line with their own personal and professional skills and experience and ensure that such support does not result in personal liability.

6. The appraisal of project applications may involve access to sensitive business information. In this event, members must respect requests for confidentiality.

7. Members who have no procedure for claiming back expenses from their organisation, will be entitled to reasonable refunds from Programme subject to any regulations in place at the time.

Part 9: Changes to the Constitution

1. This Constitution shall be open to review at any time but any proposed variation shall require the agreement of the LAG in accordance with its normal voting procedures.

Signed: _____

(Chairman of the CWWW LEADER Local Action Group)

Date: _____