

Hull and East Yorkshire Combined Authority Constitution



Contents

Part 1 - Introduction	1
1. Background.....	1
2. The Constitution	2
3. Definitions	3
Part 2 - Articles	6
Article 1 - The Constitution	6
Interpretation.....	6
Reviewing and Approving the Constitution	6
Access to the Constitution	7
Article 2 - The Combined Authority	8
General	8
Membership	8
Chair	8
Deputy Mayors.....	8
Functions	8
Delegations	9
Functions Reserved to the Combined Authority.....	9
Standing Orders of the Combined Authority	9
Article 3 - Membership of the Combined Authority.....	10
Membership	10
Lead Members	10
Substitute Members	10
Terms of Office - Combined Authority Members other than the Mayor	10
Voting	11
General	12
Conduct.....	12
Remuneration	12
Article 4 - The Mayor	13
Election of the Mayor	13
General	13
Deputy Mayor - Appointment and Term of Office	13
Incapacity or Vacancy in the Office of the Mayor	14
Mayoral Functions.....	14
Mayoral Functions - Mayor's Arrangements	14
Mayoral Decision-Making.....	15

Working Groups	15
Conduct.....	15
Remuneration	15
Budget and Finance	15
Mayor's Political Adviser	15
Article 5 - Citizens and the Combined Authority	16
Voting	16
Information	16
Consultation	16
Complaints	17
Citizen's Responsibilities	17
Article 6 - Ordinary (Non-Statutory) Committees	18
Decision-Making Committees	18
Decision-Making Sub-Committees.....	18
Advisory Committees and Sub-Committees	18
General	19
Voting Rights.....	19
Article 7 - Overview and Scrutiny	20
Overview and Scrutiny	20
Call-in of Decisions	20
Accountability Mechanisms.....	20
Proceedings	20
Membership	21
Voting	21
Chair	21
Quorum	22
Scrutiny Officer	22
Article 8 - Audit and Ethical Arrangements.....	23
Audit Committee Arrangements	23
Internal Audit	23
External Audit.....	23
Audit of Accounts	24
Ethical Arrangements - Member Standards and Conduct.....	24
Ethical Arrangements - Officer Standards and Conduct	25
Ethical Arrangements - Role of the Monitoring Officer.....	25
Article 9 - The Hull and East Yorkshire Business Board.....	26
Article 10 - The Hull and East Yorkshire Skills Board	27
Article 11 - Joint Arrangements and Partnership Working	28

Joint Arrangements - Non-Mayoral Functions and Mayoral General Functions.....	28
Transport for the North.....	28
Article 12 - Officers	29
Statutory Officers	29
Head of Paid Service - Statutory Functions	29
Monitoring Officer - Statutory Functions	30
Section 73 Chief Finance Officer - Statutory Functions	30
Data Protection Officer.....	31
Scrutiny Officer	31
Proper Officers.....	31
Duty to Provide Sufficient Resources.....	31
Political Restrictions	31
Delegation to Officers	32
Conduct.....	32
Employment	32
Appointment: Canvassing of and Recommendations by Members	32
Appointment: Relatives of Members or Officers.....	32
Article 13 - Decision Making.....	33
Principles of Decision Making	33
Key Decisions	33
Decision-makers Acting as Tribunals	34
Recording Decisions	34
Article 14 - Finance, Contracts and Legal Matters	35
Grants	35
Levying.....	35
Borrowing.....	35
Precept.....	35
Business Rates Supplements Functions	36
Requirement to Meet Costs	36
Approval of Budgets.....	37
Financial Administration	37
Investments.....	38
Contracts.....	38
Legal matters	38
Part 3	40
3.1 - Introduction	40
Non-Mayoral Functions.....	40

Mayoral Functions.....	40
Officer Delegation Scheme	41
Concurrent Functions Protocol	41
3.2 - Non-Mayoral Functions	42
Overview	42
Table A - Non-Mayoral Functions Conferred by the Order (in addition to Transport Functions)	43
Table B - Non-Mayoral Functions Conferred by the Order.....	44
Table C - Non-Mayoral Functions Reserved to the Combined Authority.....	53
Terms of Reference.....	57
3.3 - Mayoral Functions	61
Overview	61
Table D - Mayoral Functions Conferred by the Order	62
3.4 - Hull and East Yorkshire Combined Authority Officer Delegation Scheme: Non-Mayoral and Mayoral General Functions	66
Introduction	66
Officer Delegation Scheme: Delegations	68
Chief Executive	69
S73 Chief Finance Officer.....	70
Monitoring Officer.....	70
3.5 - Protocol for the Exercise of Concurrent Functions and Associated Statutory Consents	73
Part 4	74
4.1 - Procedure Standing Orders	74
1. Definitions	75
2. Interpretation.....	75
3. Suspending and Amending Standing Orders.....	75
4. Annual Meeting.....	76
5. Ordinary Meetings	76
6. Extraordinary Meetings.....	77
7. Place of Meetings	77
8. Notice of Meetings	78
9. Summons to Attend a Meeting.....	78
10. Public Access to Agenda and Reports.....	78
11. Public Access to Meetings	79
12. Public Questions.....	79
13. Substitute Members.....	80
14. Chair	80

15. Quorum.....	81
16. Items of Business	81
17. Order of Business	81
18. Order of Debate	81
19. Motions on Notice	82
20. Amendments.....	83
21. Motions and Amendments that may be moved without Notice	84
22. Voting	85
23. Committees.....	86
24. Method of Voting.....	87
25. Voting on Appointments	87
26. Point of Order	87
27. Record of Attendance	87
28. Attendance at Meetings	87
29. Reporting Proceedings	88
30. General Disturbance.....	88
31. Members.....	88
32. Minutes	89
33. Members' Conduct.....	89
4.2 - Access to Information Rule	90
Rights of the Public: Non-Mayoral and Mayoral General Functions	90
Press Access to a Combined Authority Meeting	99
List of Members	101
4.3 - Code of Practice for Recording Meetings	105
1. Recording by the Public.....	105
2. Combined Authority Recording of Meetings	106
4.4 - Mayoral Rules	107
1. Introduction	107
2. Mayoral General Functions.....	107
4.5 - Budget and Policy Rules	108
1. General	108
2. Mayor's Budget.....	108
3. Approval of Policies - Non-Mayoral Functions	109
4. Approval of Policies - Mayoral Functions.....	110
4.6 - Scrutiny Standing Orders.....	112
1. Membership.....	112
2. Voting	112
3. Chair and Vice Chair(s)	112

4. Conflicts of Interest	113
5. Quorum	113
6. Working Groups	113
7. Work Programme and referral of matters to the Overview and Scrutiny Committee ..	114
8. Meetings	114
9. Attendees	114
10. Reports and Recommendations	115
11. Notice	116
12. Publishing a Document: Confidential and Exempt Information	116
13. Call-In of Decisions	116
14. Implementing and Scrutinising Decisions which are Eligible for Call-In	117
15. Guidance of the Secretary of State	118
16. Statutory Scrutiny Officer	118
17. Additional Rights of Access to Documents	118
18. Public Notice of Proposed Key Decisions	118
19. Interpretation	119

4.7 - Contract Standing Orders 120

Definitions and Principles	120
Works Goods and Services	122
Local Bus Services, Education Transport Bus and Tax Services	127
Issuing Contracts	129
Land	133
Legal	133

4.8 - Financial Regulations 135

1. General	135
2. Staffing	135
3. Accounting Arrangements	136
4. Banking Arrangements	137
5. Budgetary Control	137
6. Capital and Revenue Budget Planning - Medium Term Financial Plans	138
7. Control of Expenditure	139
8. Virements	140
9. Maintenance of Balances / Reserves / Provisions	140
10. Borrowing and Investments	140
11. Contracts	141
12. Estates and Property	141
13. Assets for Disposal	141
14. Income	142

15. Insurance	143
16. Risk Management.....	143
17. CIPFA Treasury Management Code of Practice	144
18. Internal Audit.....	144
19. External Audit.....	145
20. Orders for Goods, Works or Services	145
21. Payment of Accounts	145
22. Petty Cash and Purchase Cards	145
23. Taxation	146
24. Internal Control	146
25. Stocks and Stores.....	147
26. Security.....	147
27. Preventing Fraud and Corruption	148
28. Financial Systems and Procedures	148

4.9 - Recruitment and Appointment Procedure for Private Sector Representatives 150

Part 5 151

5.1 - Members' Code of Conduct.....	151
1. General Principles of Conduct	151
2. Application of the Code of Conduct	151
3. Standards of Conduct.....	152
4. Gifts and Hospitality.....	154
Annex 1 - The Seven Principles of Public Life	155
Annex 2 - Interests.....	156
Annex 3 - Summary of Criminal Offences and Sanctions	161
Annex 4 - Dispensations	162
Annex 5 - Gifts and Hospitality Policy	163

5.2 - Code of Conduct for Officer 165

1. Purpose	165
2. Objectives of the Code	165
3. Responsibilities.....	165
4. Political Neutrality	166
5. Personal Relationships with Members of the Combined Authority (Members), the Public and Other Officers	166
6. Equality and Diversity	166
7. The Combined Authority Property.....	166
8. Conflict with Duties	166
9. Whistleblowing	166

10. Treatment of Information.....	167
11. Investigations by Monitoring Officer.....	167
12. Comprising the Impartiality of the Combined Authority's Officers	167
13. Improper Use of Position	167
14. Considering Advice Provided.....	167
15. Personal and Prejudicial Interests	167
16. Registers of Interests - Legislative Implications.....	168
17. Gifts and Hospitality.....	168
18. Equality Impact Assessment.....	168
19. Formal Action.....	168
20. Changes to Policy.....	169
Schedule 1 - Notification of Interests	170

5.3 - Conflicts of Interest Policy 174

1. Introduction	174
2. Definition	174
3. General	175
4. Combined Authority Members and Voting and Local Authority Co-optees on any Combined Authority Committee and/or Working Group.....	175
5. Members of any Advisory Boards who are not subject to the Members' Code of Conduct and non-voting Private Sector Members on the Combined Authority's Committees and/or Working Groups	175
6. Officers	176
7. Loans or Grants to Businesses.....	176
8. Adult Skills	176

5.4 - Conflicts of Interest Protocol: Loans or Grants to Businesses 177

1. Purpose	177
2. Scope.....	177
3. General	177
4. Setting Policies and Strategies Relating to Loans and Grants	178
5. Members to Notify Businesses of their Involvement with the Combined Authority	178
6. Applying for a Loan or Grant - Applicant Business	179
7. Members' Actions Where a Conflict of Interest Arises	179
8. Advising on Loan and Grant Applications	180
9. Considering Loan and Grant Applications	180
10. Reporting	181

5.5 - Member and Officer Protocol 182

1. Purpose	182
2. Principles	182
3. The Role of Members	183

4. Relationships with Officers	183
5. The Role of Officers	184
6. The Relationship between Members and Officers: General	185
7. The Combined Authority as Employer	185
8. Mayor, Combined Authority Members and Officers	186
9. Overview and Scrutiny Members and Officers	187
10. Members of other Committees or Sub-Committees and Officers	188
11. Party Groups and Officers	188
12. Members' Access to Documents and Information	189
13. Media Relations	190
14. Correspondence	191
15. Access to Premises	191
16. Use of Combined Authority Resources	192
17. Interpretation, Complaints and Allegations of Breaches	193

5.6 - Anti-Fraud, Bribery and Corruption Policy 194

1. Introduction	194
2. Definition and Scope.....	194
3. Policy Statement.....	195
4. Legal and Regulatory Framework.....	196
5. Managing the Risk of Fraud, Bribery and Corruption	196
6. Roles and Responsibilities.....	197
7. Risk Identification.....	198
8. Anti-Fraud and Corruption Strategy.....	198
9. Training	200
10. Review	201
11. Procedure/Fraud Response Plan	201

Appendix A - Summary of Fraud and Similar Offences Set Out in UK Legislation..... 204

5.7 - Whistleblower Policy and Procedure 206

1. Scope.....	206
2. Aims.....	206
3. Roles and Responsibilities.....	206
4. Procedure	208
5. Protection for Whistleblowing	210
6. Relationship with the Complaints Procedure	211

Part 6 212

6.1 - Member's Allowances Scheme 212

Part 1 - Introduction

1. Background

- 1.1 The Hull and East Yorkshire Combined Authority (the Combined Authority) was established by Order in 2025 (the **Order**) to bring together two local councils and businesses to champion the region's interests nationally and internationally, securing investment from Government and other sources to drive the economy forward, by carrying out **economic regeneration and development functions** as well as acting as the **local transport authority** for Hull and East Yorkshire. The Combined Authority was established for the **Combined Authority's Area**, which is the area consisting of the areas of the Constituent Councils.
- 1.2 The **Constituent Councils** of the Combined Authority are:
 - Kingston upon Hull City Council
 - East Riding of Yorkshire Council.
- 1.3 The **Non-Constituent Bodies** of the Combined Authority are those bodies designated by the Combined Authority as such in accordance with Schedule 1 of the Hull and East Yorkshire Combined Authority Order 2025 (the **Order**).
- 1.4 In November 2023, Kingston upon Hull City and East Riding of Yorkshire Councils agreed a “minded to” devolution deal with Government. The deal included a £400m investment fund over 30 years and other funding, to be subject to local influence and decision making (enabling spend on local priorities), together with a range of new devolved functions. The devolution deal was subject to the Combined Authority adopting the model of a directly elected mayor (the Mayor) over the Combined Authority's Area (Hull and East Yorkshire), that is becoming a **mayoral combined authority**.
- 1.5 The Combined Authority has now been established by the **Order** as a mayoral combined authority, with the first election of a Hull and East Yorkshire Mayor taking place on 1 May 2025. The Mayor is directly elected by the local Government electors in Hull and East Yorkshire.
- 1.6 The functions exercised by the Combined Authority as a mayoral combined authority include:
 - **Transport functions**, including responsibility for an area-wide Local Transport Plan; and to set up and coordinate a Key Route Network (KRN) on behalf of the Mayor.
 - **Adult education and skills functions**, new powers to shape local skills provision to better meet the needs of the local economy and local people.
 - **Housing supply, regeneration and place-making functions**, along with provision of housing and land, land acquisition and disposal and the development and regeneration of land functions.
 - **Economic development and regeneration functions**.

1.7 Functions of the Combined Authority are:

- **Non-Mayoral Functions** (functions which are not the responsibility of the Mayor) which are exercisable by the Combined Authority, or
- **Mayoral Functions** (functions which are the responsibility of the Mayor).

2. The Constitution

2.1 This Constitution sets out the governance arrangements for the Hull and East Yorkshire Combined Authority, including for Non-Mayoral and Mayoral Functions. It sets out how decisions are made and the procedures that are followed to ensure that the Combined Authority operates efficiently, effectively and is transparent and accountable.

2.2 The Constitution has six parts:

Part 1: Introduction to the Combined Authority and the Combined Authority's Constitution, including how the Constitution is arranged and an index of definitions used in the Constitution.

Part 2: Articles of the Constitution which set out the underpinning legal framework of the Combined Authority and signpost readers to relevant aspects throughout the Constitution.

Part 3: Responsibility for Functions setting out who is responsible for exercising each function of the Combined Authority.

Part 4: Procedure Rules which govern how the Combined Authority, and its decision-makers operate, including:

- formal meetings of the Combined Authority and its committees,
- how to access information, and
- procedures relating to finance and contracts.

Part 5: Ethical Standards including codes of conduct for Members and officers of the Combined Authority, and protocols relating to conduct, conflicts of interest and relationships between officers and members.

Part 6: Members' Allowances scheme.

3. Definitions

3.1 Throughout the Constitution, unless otherwise expressly stated, the following definitions shall apply:

Reference	Meaning
Associate Member	A member of the Combined Authority appointed under section 104B of the 2009 Act
2009 Act	Local Democracy, Economic Development and Construction Act 2009
2025 Order	Hull and East Yorkshire Combined Authority Order 2025 (SI 2025/113)
Combined Authority	Hull and East Yorkshire Combined Authority
Combined Authority's Area	Area of the Combined Authority consisting of the areas of the Constituent Councils - see below
Combined Authority Member	A member of the Combined Authority.
Concurrent Function	Any function of the Combined Authority (including a function exercisable by the Mayor) conferred by the 2025 Order which is exercisable concurrently with the Constituent Councils. That is, both the Combined Authority and Constituent Councils may exercise the function
Constituent Councils	Kingston upon Hull City Council and East Riding of Yorkshire Council
Constituent Council Combined Authority Member	Combined Authority Member appointed by a Constituent Council under paragraph 1 of Schedule 1 of the 2025 Order
Constitution	Parts 1 - 6 of this document
Co-optee	Person who is not a Combined Authority Member but is a member of a committee of the Combined Authority
Deputy Mayor	The person appointed by the Mayor as the Mayor's deputy, under Section 107C of 2009 Act

Reference	Meaning
Function	A power or duty; any reference to a Function is to be taken as including a reference to doing anything which is calculated to facilitate or is conducive or incidental to the discharge of the function, except where the context requires otherwise.
Head of Paid Service	The officer designated by the Combined Authority as the Head of Paid Service under Section 4 of the Local Government and Housing Act 1989
Key Decision	A Key Decision within the meaning of Article 11 of the Combined Authorities (Overview and Scrutiny Committees, Access to Information and Audit Committees) Order 2017/68
Lead Member	The Constituent Council Member designated as such by the relevant Constituent Council
Local Auditor	Local Auditor appointed under Section 7 of the Local Audit and Accountability Act 2014 or provision made under that Act
Local Authority Co-optee	Co-optee who has been nominated by a Constituent Council
Mayor	Person elected as the Hull and East Yorkshire Mayor under Article 4 of Part 2 of the 2025 Order
Mayoral Function	Function of the Combined Authority exercisable only by the Mayor - Section 107G(7) of the 2009 Act
Mayoral General Function	Mayoral Function other than any Function - Section 107D(2) of the 2009 Act
Monitoring Officer	Officer designated by the Combined Authority under Section 5 of the Local Government and Housing Act 1989
Non-Constituent Body	A body which is asked to nominate a member to the Combined Authority under paragraph 2 (2) of Schedule 1 of the 2025 Order
Non-Constituent Body Combined Authority Member	Combined Authority Member appointed by a Non-Constituent Body under paragraph 2(2) of Schedule 1 of the 2025 Order

Reference	Meaning
Non-Mayoral Function	Function of the Combined Authority which is not a Mayoral Function
the Offices of the Combined Authority	The Guildhall, Alfred Gelder Street, Kingston upon Hull, HU1 2AA
the Order	The Hull and East Yorkshire Combined Authority Order 2025
Section 73 Chief Finance Officer	Officer responsible for the administration of the Combined Authority's financial affairs under Section 73 of the Local Government Act 1985
Statutory Officer	Head of Paid Service, Section 73 Chief Finance Officer, and Monitoring Officer
Substitute Combined Authority Member	Person appointed under Schedule 1 of the 2025 Order to act in the absence of a Combined Authority Member