

# CONSTITUTION - PART 4- RULES OF PROCEDURE

## Harrogate International Centre Management Board Rules

### 1. TERMS OF REFERENCE

The Board shall have the terms of reference set out at Table 1 to these Rules.

### 2. MEMBERSHIP

- (a) The Board shall consist of up to nine members, viz, the Leader of the Council, the Cabinet Member for Finance and Resources, two Councillors appointed by Council, the Director of Harrogate International Centre or nominated deputy in his/her absence and two Members from the independent private sector, the Chair of Destination Harrogate and a national expert on the Conference and Exhibition trade.
- (b) The Council Members appointed to the Board by Council shall remain as members until;
  - (a) they resign membership of the Board;
  - (b) the Council resolves to remove them from the Board;
  - (c) they resign or otherwise cease to be a member of the Council;
- (c) The Board shall seek the approval of the Council to any proposals to amend the terms of appointment, tenure of office, remuneration if any and other matters pertinent to the appointment of the private sector Board Members.
- (d) All private sector members of the Board shall be given a copy of these rules and the Members' Code of Conduct in Part 5 of this Constitution on being coopted onto the Board.

### 3. CHAIR

- (a) The Leader of the Council shall automatically assume the role of Chair of Harrogate International Centre Board.
- (b) In the absence of the Chair (subject to 5 below – Quorum) the Board shall appoint a Chair for the meeting.

#### **4. MEETINGS**

- (a) Meetings of the Board will be held at the Harrogate International Centre at such time as the Board shall determine.
- (b) The Chair in consultation with the Director may call a Special Meeting of the Board at any time.

#### **5. QUORUM**

No business shall be transacted at a meeting of the Board unless two councillors and the Director or nominated deputy are present.

#### **6. AGENDA**

- (a) At least three clear days (excluding weekends and Public Holidays) before a meeting of the Board, notice of the meeting shall be given to Board Members, and shall specify the business to be transacted.
- (b) The Chair may at his discretion admit other business provided he is satisfied as to its urgency.
- (c) In November each year the Director will report to the Board on all foreign travel undertaken by designated officers on HIC business including his/her own. The report will include a record of all such travel undertaken in the year ending on 30 September and anticipated or prospective trips for the forthcoming year. The report will also set out the costs of such travel to HIC, the business reasons for which each trip was or will be pursued and the benefits realised or anticipated in each case.

#### **7. OFFICERS**

- (a) The Head of Legal and Democratic Services will act as Secretary to the Board.
- (b) The Board will be required to use the Council's in-house Legal, Building Management and Financial Services and may only utilise alternative services with the prior written agreement of the Chief Executive which shall be given in consultation with the Director of Resources and/or Solicitor to the Council.
- (c) Harrogate International Centre will continue to use the Council's ledger, payroll, creditor systems etc and will be subject to external and internal audit.
- (d) In the event that the Board Members have resolved to be in dispute with the Director, they shall refer the issue to the Chief Executive for appropriate action.

## **8. POLITICAL RULE**

The following specific rules of conduct for the Board are laid down in order to remove party politics from the commercial operation of HIC and are in addition to the terms of the Officer/Member protocol in part 5 of this Constitution.

- (1) there will be no political point scoring in the Board;
- (2) the Board will meet in private in order to ensure that there will be no press representatives and no gallery to play to;
- (3) there will be no discussion of party political concerns when the private sector Board members are present either in the Board or at Board events, eg training days;
- (4) no politicians are to be associated in any party political way with HIC conferences, exhibitions, events or related civic functions unless it is an intrinsic part of a conference or exhibition for which HIC has been hired, eg a political party conference or a conference at which the politician is a speaker.
- (5) no photographs of any politician for political purposes will be allowed inside HIC premises (or indeed in any council premises generally) unless it is an intrinsic part of a conference or exhibition for which HIC has been hired, eg a political party conference or a conference at which the politician is a speaker.
- (6) no references to political issues, in an HIC context, will be made in any Council publications close to elections ie during the election period or very close to election day.

## **9. REPORTING ARRANGEMENTS**

The Board shall:-

- (a) make half yearly reports to the Council on the operation of Harrogate International Centre and shall report at such other times as the Board or the Council deem necessary; and
- (b) direct its half yearly reports and recommendations to Council via the Cabinet.

## **10. HIC EMPLOYMENT SUB-COMMITTEE**

- (1) The Board shall be reconstituted as a politically proportional Sub-Committee of Human Resources Committee in order to carry out the functions of an Employment Panel of that Committee or those of the Chief Officer Employment Committee for the Officers of HIC listed in Appendix 1 of the Officer Employment Procedure Rules.

- (2) For the purposes of disciplinary proceedings or dismissal only elected Members shall form part of the Sub-Committee. For all other purposes the Director HIC and the coopted Members may participate but may not vote.
- (3) When so acting the Sub-Committee will have the same powers as are delegated to an Employment Panel of the Human Resources Committee or, depending on the position of the Officer involved, the powers of the Chief Officer Employment Committee of the Council.
- (4) The HIC Employment Sub-Committee will operate within the Officer Employment Procedure Rules set out in this part of the Constitution.
- (5) At such times as the Board is sitting as a Sub-Committee it will be chaired by an elected Member and its political proportionality will be achieved by appointments from the Human Resources Committee made by the Chair of the General Purposes Committee. Only Councillors will be permitted to vote on appointments.

## **TABLE 1**

### **TERMS OF REFERENCE**

To support and give advice to the Director of the Harrogate International Centre in the development and implementation of a business plan and medium term strategy for Harrogate International Centre; to monitor the performance of Harrogate International Centre against financial and other targets set by the Council and the business itself and to provide advice to the Council on the performance of the Harrogate International Centre in operational and financial terms.

In particular, this will require the Board to give attention to:-

1. The retention of existing business and the attraction of additional national and international conferences, exhibitions and trade fairs including consideration annually of a report on foreign travel, undertaken and proposed, by officers on HIC business; its costs and actual and potential benefits to the business.
2. The provision of a balanced entertainments programme for the benefit of the residents and visitors.
3. The provision of special events.
4. All publicity relating to Harrogate International Centre's area of operation.
5. Catering issues, including licensed bars and catering concessions affecting Harrogate International Centre's area of operation.
6. All aspects of business tourism and the provision of information bureaux and all necessary publicity and marketing in respect of both business and holiday tourism throughout the District.

7. Monitoring the operation of the Direct Service Operations of Harrogate International Centre.
8. The Harrogate International Centre Car Parks in relation to the charges and hours of their operation.
9. The preparation of estimates, the capital programme and charges for services.

10. Ensuring that the Council's building maintenance standards apply in respect of the property occupied by Harrogate International Centre.
11. Proposals for virement of expenditure or income as set out in the Financial Rules (Financial Regulations)