

THE CONSTITUTION

Part 4 – RULES OF PROCEDURE

HARROGATE CONVENTION CENTRE MANAGEMENT BOARD RULES

[Terms of Reference](#)

[Membership](#)

[Chair](#)

[Meetings](#)

[Quorum](#)

[Agenda](#)

[Officers](#)

[Political Rule](#)

[Reporting Arrangements](#)

[HCC Employment Sub-Committee](#)

CONSTITUTION - PART 4 - RULES OF PROCEDURE

(Last revised March 2017)

Harrogate Convention Centre Management Board Rules

1.0 TERMS OF REFERENCE

The Board shall have the Terms of Reference set out below.

The Board has no direct Executive authority but supports and gives advice to the Director of the Harrogate Convention Centre (HCC) in the development and implementation of a business plan and medium-term strategy for HCC; to monitor the performance of HCC against financial and other targets set by the Council and the business itself, and to provide advice to the Cabinet and the Council on the performance of HCC in operational and financial terms. In particular, this will require the Board to give attention to:

- 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 HCC business; its costs and actual and potential benefits to the business
- The provision of a balanced and financially viable entertainments' programme for the benefit of the residents and visitors
- The provision of special events
- All publicity relating to HCC's area of operation
- Catering issues, including licensed bars and catering concessions affecting HCC's area of operation.
- All aspects of business tourism throughout the District
- Monitoring the operation of the Direct Service Operations of HCC
- The preparation of estimates, the capital programme and charges for services
- Ensuring the Council's building maintenance standards apply in respect of the property occupied by HCC
- Proposals for virement of expenditure or income as set out in the Financial Rules (Financial Regulations)

2.0 MEMBERSHIP

2.1 The Board shall consist of up to ten members:

- The Leader of the Council
- Two other Councillors from the majority Group
- One Councillor from a minority Group
- Director of Harrogate Convention Centre
- Three Members recruited from the independent private sector
- A representative of Destination Harrogate and a representative of Harrogate Destination Management Organisation (Visit Harrogate)

- 2.2 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.
- 2.3 The independent private sector board members shall be appointed on a consultancy basis with the Director of HCC being responsible for the appointments in consultation with the Chair of the Board
- a) The appointments will be on a term of two years for £2,000 per annum plus expenses.
 - b) The appointment selection criteria will be based on skills and knowledge that can assist develop the HCC business and will include financial, human resources, business planning and Conference and Exhibition experience.
- 2.4 The appointment of the representatives from Destination Harrogate and Visit Harrogate be made on a consultancy basis with the Director of HCC being responsible for the appointments in consultation with the Chair of the HCC Board
- 2.5 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.
- 2.6 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 co-opted onto the Board.

3.0 CHAIR

- 3.1 The Leader of the Council shall have discretion to nominate a member of the Harrogate Convention Centre Management Board to act as Chair,
- 3.2 In the absence of the Chair (subject to item 5 below – Quorum) the Board shall appoint a Chair for the meeting.

4.0 MEETINGS

- 4.1 Meetings of the Board will be held at the Harrogate Convention Centre (HCC) at such a time as the Board shall determine.
- 4.2 The Chair, in consultation with the Director, may call a Special meeting of the Board at any time.

5.0 QUORUM

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

6.0 AGENDA

- 6.1 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.
- 6.2 The Chair may, at his discretion, admit other business provided he is satisfied as to its urgency.
- 6.3 In November each year the Director will report to the Board on all foreign travel undertaken by designated officers on HCC business including his/her own. The report will include a record of all such travel undertaken in the year ending on 30th September and anticipated or prospective trips for the forthcoming year. The report will also set out the costs of such travel to HCC, the business reasons for which each trip was, or will be pursued, and the benefits realised or anticipated in each case.

7.0 OFFICERS

- 7.1 The Head of Legal and Governance will act as Secretary to the Board.
- 7.2 HCC is required to use the Council's in-house Legal, Building Management, Human Resources 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 Chief Financial Officer and Monitoring Officer.
- 7.3 HCC will continue to use the Council's ledger, payroll, creditor systems, etc, and will be subject to external and internal audit.
- 7.4 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.
- 7.5 The Council's Head of Paid Service, Chief Financial Officer and Monitoring Officer shall have a right of attendance and to address the Board on any issues of concern.

8.0 POLITICAL RULE

- 8.1 The following specific rules of conduct for the Board are laid down in order to remove party politics from the commercial operations of HCC 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 at the Board or at Board events,
eg: training days;
 - (4) No politicians are to be associated in any party political way with HCC conferences, exhibitions, events or related civic functions unless it is an

- intrinsic part of a conference or exhibition for which HCC 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 HCC premises (or indeed in any Council premises generally) unless it is an intrinsic part of a conference or exhibition for which HCC 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 HCC context, will be made in any Council publications close to elections, eg: during the election period or very close to election day.

9.0 REPORTING ARRANGEMENTS

The Board shall:

- 9.1 make half-yearly reports to the Council on the operation of HCC and shall report at such other times as the Board or the Council deem necessary; and
- 9.2 direct its half-yearly reports and recommendations to Council via the Cabinet.

10.0 HCC EMPLOYMENT SUB-COMMITTEE

- 10.1 The Board shall be reconstituted as a politically-proportionate 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 HCC listed in Appendix 1 of the Officer Employment Procedure Rules.
- 10.2 For the purposes of disciplinary proceedings or dismissal, only elected Members shall form part of the Sub-Committee. For all other purposes, except those related to their own appointment or terms and conditions, the Director of HCC and the co-opted Members may participate but may not vote.
- 10.3 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.
- 10.4 The HCC Employment Sub-Committee will operate within the Officer Employment Procedure Rules set out in this part of the Constitution.
- 10.5 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.