

TRAFFORD COUNCIL

Report to: Council
Date: 19 July 2023
Report for: Decision
Report of: Director of Legal and Governance and Monitoring Officer

Report Title

The Bee Network Committee - Improving Greater Manchester's Transport Governance

Summary

To propose new governance arrangements to enable a more coordinated and integrated approach to transport governance.

Recommendation(s)

- Agree to the establishment of a new joint transport committee (the Bee Network Committee) of the GMCA, the Mayor and the ten Greater Manchester constituent councils.
- Approve the appointment of members to the Bee Network Committee as set out in Appendix 1 and appoint 1 member, preferably the lead member with responsibility for transport and 1 substitute member to the Bee Network Committee.
- Approve the Terms of Reference of the Bee Network Committee as set out in Appendix 2.
- Note the delegation of the functions of the GMCA as set out in the Terms of Reference to the Bee Network Committee and note the delegation of Mayoral functions as set out in the Terms of Reference, attached at Appendix 2.
- Agree the delegation of the functions of the Local Authority Constituent Councils as set out in the terms of Reference, attached at Appendix 2 (which for the avoidance of doubt are the same delegations given to the former Transport Committee).
- Approve the Rules of Procedure for the Bee Network Committee as set out in Appendix 3.

Contact person for access to background papers and further information:

Name:

Extension:

Background Papers:

Council Report 22 May 2019: GM TRANSPORT COMMITTEE – ROLE AND RESPONSIBILITIES

1. Introduction/Background

- 1.1. The creation of Greater Manchester's (GM's) integrated transport system, the Bee Network, will require a more coordinated and integrated approach to transport governance, that places accountability to local people at its heart.
- 1.2. Local control of the GM transport network, and bus franchising in particular, will change the type and number of decisions being made. GM therefore needs to change the make-up of its decision-making bodies so as to ensure GM's new responsibilities are discharged in an effective and transparent way.

2. Current Arrangements

- 2.1. GMCA, the Mayor and the 10 GM Constituent Councils have delegated some of their functions to the GM Transport Committee (GMTC). The functions delegated provide limited opportunities for GMTC to influence strategic decision-making and therefore transport policy. Its role combines elements of both decision-making around relatively minor issues and performance monitoring which is usually considered to be a scrutiny committee function. This has led to a lack of clarity both within and outside of the GM system.

3. Principles for Future Governance

- 3.1. To help shape future governance, seven principles that set out the requirements of any new structures have been identified. They should:
 - Support shared ownership of the transport agenda across GM, informed by local priorities and driven by consensus.
 - Support an integrated approach to policy development to support the delivery of an integrated network.
 - Separate decision-making and policy development from oversight and scrutiny.
 - Strengthen decision-making, scrutiny and local involvement.
 - Be simplified and transparent.
 - Support enhanced member and public engagement.
 - Ensure delegation to officers to enable operational flexibility, as appropriate.

4. The Way Forward

4.1. In alignment with these principles, the proposal is:

- A new, smaller, and more strategically focussed 'Bee Network Committee' (BNC), which would lead transport decision-making at a regional level, taking greater ownership and responsibility for the GM integrated transport network.
- Strengthened local engagement by increasing opportunities for local councillors and members of the public to contribute to and influence transport policy and services in their area.
 - Formal scrutiny of the Bee Network Committee being part of the work programme of the newly strengthened GM Overview & Scrutiny Committee.

4.2. Although the new committee itself would have greater delegated powers, no additional constituent council functions are to be transferred or delegated to the GMCA.

4.3. The GMCA would delegate additional functions that are already conferred on or delegated to it, to TfGM. Such functions would be of a day-to-day operational nature, for example, local bus information, consultation procedures, transport and road safety studies. This will require corresponding amendments to the GMCA constitution which will be included in the annual review of the constitution.

5. The Bee Network Committee (BNC)

5.1. As with the present GMTTC, the BNC would be structured as a joint committee, able to exercise decision-making powers and develop policy on behalf of the CA, the Mayor and constituent councils.

5.2. It is anticipated that the new committee would have no more than 16 members, as set out below:

- GM constituent councils appoint one member each to ten places (expected to be the transport portfolio holder – see below)
- GMCA appoints to one place
- The Mayor
- Additional members appointed by Mayor for political balance (up to a maximum committee size of 16).

- 5.3. The constituent councils would be expected to nominate their cabinet member with transport responsibility to the committee, or another councillor with decision-making responsibility where more appropriate
- 5.4. By bringing together executive members from across the city region, the BNC will be able to take a holistic and integrated view of transport in GM, and can better support and co-ordinate activity across district boundaries e.g. co-ordination of highways management.
- 5.5. Functions of the new committee could include:
- a) Decision-Making – Approving significant changes to transport network operations, and the draw down of funding to invest in transport infrastructure and operations.
 - b) Performance Monitoring – Oversight of the performance and financial sustainability of the transport network, holding transport operators and TfGM to account.
 - c) Policy Development – Developing transport policy to support the delivery of the Local Transport Plan (Greater Manchester 2040 Transport Strategy) and the Greater Manchester Strategy, within the parameters of the budgets set by GMCA.
 - d) Local Coordination – Facilitating coordination between the Constituent Councils to support effective highways management and infrastructure delivery. . For example, oversight of the coordination of road works through the Greater Manchester Road Activity Permit Scheme (GMRAPS):
- 5.6. The GMCA would continue to approve:
- Transport Budgets
 - The Local Transport Plan and any sub-strategies
 - Metrolink and Bus Franchise contract awards
 - TfGM Executive and Non-Executive Appointments

- 5.7. TfGM would make day-to-day operational decisions within agreed parameters and policies.
- 5.8. The TfGM Executive Board would retain responsibility for ensuring TfGM has or develops the organisational capabilities and culture to deliver the transport strategies, policies and interventions of the Transport Authority as directed by the Mayor, the GMCA, GM constituent councils and BNC.

6. Local Arrangements

- 6.1 To further support the new governance arrangements, GM constituent councils are encouraged to constitute a local focus group or committee, such as a Bee Network Working Group or Bee Network Steering Group.
- 6.2 The local entity should be established with the objective of reflecting the principles and objectives detailed in this report and providing a local strategically focussed mechanism to facilitate transport decision-making for the GM integrated transport network by the Bee Committee.
- 6.3 The Council will consider this proposal and, if agreed, shall constitute a local entity which will provide support to the Bee Committee from a Trafford perspective.

7. Strengthened Member and Public Engagement

- 7.1. A key part of these new governance arrangements will be an increased number of opportunities for local councillors and members of the public to influence transport policy and services in their area and better hold TfGM and other agencies to account for the operational performance of the network (e.g. around safety and personal security). These will include:
- Opportunities for local members to inform reviews of the transport network, including regular reviews of the franchised bus network, through direct engagement and consultation.
 - Virtual and in-person drop-ins established for local members to raise issues/concerns directly with TfGM officers.
 - Opportunities for local members to input via Transport Executive Members represented on Bee Network Committee.
 - Opportunities for constituent councils to refer petitions regarding the transport network to the Bee Network Committee, providing they comply with the requirements of that constituent council's petitions scheme.

8. Clear Scrutiny Arrangements

8.1. As GM takes on new responsibilities and functions, it is important that scrutiny arrangements are appropriately strong. Under these proposals, the GMCA's single, integrated Overview & Scrutiny Committee will consider transport matters in one place, alongside other policy areas, allowing for integrated consideration of issues. This approach has been highlighted within the Government's recently published English Devolution Accountability Framework as an example of good practice.

8.2. The Overview & Scrutiny Committee will scrutinise the decisions of the BNC and will be able to call in Decisions as it feels appropriate. It may also initiate task and finish groups, which can provide greater opportunity to focus on a particular issue.

9. Implementation

9.1. The attached draft Terms of Reference (Appendix 2) set out the proposed functions of and delegations to the Bee Network Committee. Appendix 3 sets out a draft of the proposed Rules of Procedure.

9.2. The GMCA and the Mayor at the GMCA meeting held on 26th May 2023 approved the new arrangements and the establishment of the Bee Network Committee as set out in the appendices and recommended it on for approval by the GM district councils. Each GM constituent council will need to agree to the establishment of the new Bee Network Committee, approve the proposed terms of reference and rules of procedure and appoint an appropriate representative and substitute to the committee.

Appendix 1

Bee Network Committee – Joint Committee of the Mayor, the GMCA and the Constituent Councils pursuant to the Greater Manchester Combined Authority (Functions and Amendment) Order 2019 (the GM Transport Order)

1. The number of members of the Bee Network Committee shall not exceed 16.
2. Each Constituent Council shall appoint one of their elected members to be a member of Bee Network Committee.
3. Each of the Constituent Councils is expected to appoint their district's executive member with responsibility for transport to be a member of the Bee Network Committee.
4. Each Constituent Council shall appoint one of their elected members to act as substitute member of the Bee Network Committee in the absence of the member appointed in accordance with clause 3 above.
5. The GMCA will appoint one member of the GMCA to be a member of the Bee Network Committee.
6. The GMCA will appoint one member or substitute member of the GMCA to act as substitute member of the Bee Network Committee in the absence of the member appointed in accordance with clause 5 above.
7. The Mayor will be a member of the Bee Network Committee.
8. The Mayor will appoint, one member or one substitute member of the GMCA (insofar as is reasonably practicable) or (if not reasonably practicable) an elected member of one of the constituent councils to act as substitute member of the Bee Network Committee in the Mayor's absence.
9. The Mayor will appoint up to 4 additional members to the Bee Network Committee, from the elected members of the Constituent Councils. The appointments to the Bee Network Committee made by the Mayor under this clause 9 will be made so as to ensure that the members of the Bee Network Committee, taken as a whole, reflect as far as reasonably practicable the balance of political parties for the time being prevailing among the Constituent Councils when taken together. The appointments to the Bee Network Committee made by the Mayor under this clause 9 will reflect the wishes of the relevant political group as to the members to be appointed to any seat on the Bee Network Committee allocated to that political group.
10. The GMCA will appoint elected members of the Constituent Councils to act as substitute members of the Bee Network Committee in the absence of the members appointed in accordance with clause 9 above.

Appendix 2

Bee Network Committee – Terms of Reference

1. Overview

- 1.1 As a joint committee of the ten Greater Manchester district councils ('the Constituent Councils'), the GMCA and the Mayor, the Bee Network Committee brings together the principal transport decision-makers in Greater Manchester, allowing a holistic, integrated view of transport to be taken.
- 1.2 The Bee Network Committee is responsible for overseeing delivery of Greater Manchester Local Transport Plan set by GMCA and within the transport budgets set by the GMCA.
- 1.3 The Committee leads transport decision-making at a city regional level, and is responsible for monitoring the performance of Greater Manchester's transport network, and the performance of Transport for Greater Manchester (TfGM), the local government body responsible for delivering Greater Manchester's transport strategy and commitments.
- 1.4 The Committee has an important role in developing transport policy, and advising and supporting the Constituent Councils, the GMCA and Mayor on specific transport issues.
- 1.5 The Committee also supports shared ownership of the transport agenda across the city region, informed by local priorities and driven by consensus. It facilitates an integrated approach to policy development to support the delivery of Greater Manchester's fully integrated transport system, the 'Bee Network', which will change the way people travel across the city region.
- 1.6 In summary, the four key roles for the Bee Network Committee are:
 - a) Decision-Making – Determining changes to transport network operations as set out in Part 2, and the draw down of funding to invest in transport infrastructure and operations.
 - b) Performance Monitoring – Oversight of the performance and financial sustainability of the transport network, holding transport operators and TfGM to account.
 - c) Policy Development – Developing transport policy to support the delivery of the Local Transport Plan and the Greater Manchester Strategy, within the parameters of the budgets set by GMCA.
 - d) Local Coordination – Facilitating coordination between the Constituent Councils to support effective highways management and infrastructure delivery.

2. Transport functions of the GMCA delegated or referred to the Bee Network Committee

- 2.1 The following transport functions of the GMCA are delegated or (where indicated) referred for the making of recommendations, by the GMCA or, as the case may be, the Mayor to the Bee Network Committee, without prejudice to the GMCA's or, as the case may be, the Mayor's right to discharge such functions directly, and subject to the Bee Network Committee exercising these functions in accordance with any transport policies of the GMCA and the Mayor, the Local Transport Plan and the agreed transport budget and borrowing limits:
 - a) Determining a programme of reviews to inform changes to the transport network;
 - b) Determining any proposed changes to the transport network resulting from the programme of network reviews, subject to compliance with any statutory

requirements. For example, the introduction of new routes, withdrawal of existing routes, or major changes to routes, frequencies or vehicle specifications;

- c) Receiving updates, where appropriate, on other operational changes to the transport network, such as: schedule changes to improve reliability, minor route changes, capacity changes, changes in response to emergency events and planned temporary changes;
 - d) Determining the operation of subsidised bus services in Greater Manchester;
 - e) Determining the operation of the GMCA's accessible transport provision pursuant to Sections 106(1) and 106(2) of the Transport Act 1985;
 - f) Approving the draw down of capital funds to invest in transport infrastructure, services and operations in accordance with the budgets set and the capital programme/s approved by the GMCA;
 - g) Monitoring the performance of Greater Manchester's transport network, including the parts of the network which are not within the control of the Mayor, the GMCA or local authorities such as rail services and the strategic highways network managed by National Highways;
 - h) Monitoring delivery of the Local Transport Plan and other transport policies of the Mayor and the GMCA;
 - i) Monitoring delivery of key transport programme including, but not limited to, the transport capital programme;
 - j) Monitoring and overseeing the activities and performance of TfGM (and where appropriate recommending that the GMCA exercise the power pursuant to Section 15(6) of the Transport Act 1968 to give to TfGM such directions as appear to the Bee Network Committee to be appropriate to secure the observance of the rights of the GMCA);
 - k) Ensuring that TfGM secures the provision of appropriate public passenger transport services pursuant to Section 9A(3) of the Transport Act 1968 and monitoring the operation and performance of these services and initiating appropriate action, including making recommendations to the GMCA and/or the Mayor;
 - l) Ensuring that TfGM implements those actions delegated to it for promoting the economic, social and environmental well-being of Greater Manchester and its residents pursuant to Section 99 of the Local Transport Act 2008;
 - m) Undertaking policy reviews and development, to support the delivery of the Local Transport Plan and the Greater Manchester Strategy, in accordance with any transport policies of the GMCA or Mayor, and the GMCA's agreed transport budget and borrowing limits;
 - n) Reviewing fares, tariffs, charges and concessions functions and making recommendations to the GMCA, in accordance with any transport policies of the GMCA and the Mayor, the Local Transport Plan and the agreed transport budget and borrowing limits;
 - o) Considering proposals by TfGM to promote or oppose any Bill in Parliament pursuant to Section 10(1)(xxix) of the Transport Act 1968 and making recommendations to the GMCA as to whether it should approve such proposals; and
 - p) Promotion of Greater Manchester's transport and travel interests as set by the GMCA and the Mayor.
- 2.2 In respect of functions under section 39(2) and (3) of the Road Traffic Act 1988 ('the road safety function'), which may be exercised concurrently with Constituent Councils, the GMCA delegates to the Bee Network Committee responsibility for:
- a) Producing and developing policies in relation to the road safety function;

- b) Drawing up budgets in relation to the road safety function insofar as it is exercised by the TfGM. Determining the tasks to be carried out in relation to the road safety function by TfGM;
- c) Making recommendations to the GMCA and the Mayor in respect of the development of policies for the promotion and encouragement of safe transport to, from and within its area under s108 Transport Act 2000; and
- d) Monitoring and overseeing the activities and performance of TfGM, in respect of the road safety function.

3. Transport functions of the Constituent Councils delegated directly to the Bee Network Committee

- 3.1 The following transport related functions of the Constituent Councils are delegated directly to the Bee Network Committee subject to the Bee Network Committee exercising these functions in accordance with any policies of the GMCA (as local transport authority), the Local Transport Plan and the terms of the delegation from the Constituent Councils:
 - a) Carrying out actions to facilitate the performance by local traffic authorities of their duty to manage their road traffic on their own roads and facilitating the same on other local authorities' roads pursuant to Sections 16 and 17 (except for sub-sections 17 (2) and (3)) of the Traffic Management Act 2004, including in particular –
 - i. establishing processes for identifying things (including future occurrences) which are causing or have the potential to cause road congestion or other disruption to the movement of traffic on the road network;
 - ii. determining specific policies and objectives in relation to strategic roads; and
 - iii. monitoring the effectiveness of traffic authorities in managing their road network.
- 3.2 The delegated functions referred to in paragraph 3.1 enable the Bee Network Committee to coordinate local authority transport responsibilities, where cross border cooperation is required.

Appendix 3
Bee Network Committee
Rules of Procedure

1. Interpretation, Suspension and Variation/Revocation of Rules of Procedure

- 1.1. These Rules shall apply to the Bee Network Committee.
- 1.2. The ruling of the Chair on the interpretation of these Rules in relation to all questions of order and matters arising in debate shall be final.
- 1.3. References in these Rules to the “Chair” mean the member of the Bee Network Committee for the time being presiding at the meeting of the Bee Network Committee. References in these Rules to the “Secretary” means the officer of the GMCA who is appointed to discharge the role of the Secretary to the Bee Network Committee
- 1.4. * Except for those provisions which accord with the provisions of the Local Government Acts (and which are indicated with an asterisk *) any Rule may be suspended at a meeting of the Bee Network Committee with the consent of the majority of the whole number of members of the Bee Network Committee but not otherwise.
- 1.5. * These Rules (except for those Rules marked with asterisk*) may be varied or revoked by a decision of a two-thirds majority of the Bee Network Committee and any motion to vary or revoke any of these Rules shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Bee Network Committee which shall determine the matter having considered a report of the Secretary to the Bee Network Committee on the proposed variation or revocation.

2. Chair

- 2.1. *The Chair of the Bee Network Committee will be appointed annually by the Mayor from among its members and shall, unless they resign, cease to be members of the Bee Network Committee or become disqualified, act until their successor becomes entitled to act as Chair.
- 2.2. The appointment of the Chair, for recommendation to the Mayor, shall be the first business transacted at the Annual Meeting of the Bee Network Committee.

- 2.3. *On a vacancy arising in the office of Chair for whatever reason, the Bee Network Committee shall recommend an appointment to fill the vacancy at the next ordinary meeting of the Bee Network Committee held after the date on which the vacancy occurs, or, if that meeting is held within 14 days after that date, then not later than the next following meeting. The member appointed shall hold such office for the remainder of the year in which such vacancy occurred

3. Meetings

- 3.1. The Annual Meeting of the Bee Network Committee shall be held in June or the month after local elections on a date and at a time determined by the Bee Network Committee.
- 3.2. Ordinary meetings of the Bee Network Committee for the transaction of general business shall be held on such dates and at such times as the Bee Network Committee shall determine
- 3.3. An Extraordinary Meeting of the Bee Network Committee may be called at any time by the Chair

4. Notice of Meetings

- 4.1. At least five clear days before a meeting of the Bee Network Committee:
- a) notice of the time and place of the intended meeting shall be published by the Secretary and posted at Broadhurst House, Oxford Street, Manchester, M1 6EU; and
 - b) a summons to attend the meeting, specifying an agenda for the meeting, shall be sent by electronic email to the usual email address of each member of the Bee Network Committee, or any other email address notified to notified to the Secretary by a member of the Bee Network Committee
- 4.2. Lack of service on a member of the Bee Network Committee of the summons shall not affect the validity of a meeting of the Bee Network Committee
- 4.3. A member of the Bee Network Committee may require a particular item of business, including any motion, which is relevant to the powers of the Bee Network Committee, to be discussed at an ordinary meeting of the Bee Network Committee subject to at least eight clear days' notice of such intention being given to the Secretary in writing, signed by the member concerned and specifying the business to be discussed. The Secretary shall set out in the agenda for each meeting of the Bee Network Committee the items of business requested by members (if any) in the order in which they have been received, unless the member concerned has given prior written notice to the Secretary prior to the issue of the agenda for the meeting, for it to

be withdrawn. If the member concerned is not present at the meeting when an item of which they have given notice comes up for discussion, this item shall, unless the Bee Network Committee decides otherwise, be treated as withdrawn. A member shall not have more than one item of business, or motion, standing in their name to be discussed at any meeting of the Bee Network Committee

- 4.4. No motion by way of notice to rescind any resolution which has been passed within the preceding six months, nor any motion by way of notice to the same effect as any motion which has been negatived within the preceding six months, shall be in order, unless the notice thereof shall have been given in time for inclusion on the agenda for the meeting, in accordance with paragraph 4.3 above, and the notice shall have been signed by four other members in addition to the member who is to propose the motion.
- 4.5. * Except in the case of business required by these Rules to be transacted at a meeting of the Bee Network Committee, and other business brought before the meeting as a matter of urgency, and of which the Secretary shall have prior notice and which the Chair considers should be discussed at the meeting, no business shall be transacted at a meeting of the Bee Network Committee other than that specified in the agenda for the meeting.

5. Chair of Meeting

- 5.1. * At each meeting of the Bee Network Committee the Chair, if present, shall preside
- 5.2. * If the Chair is absent from a meeting of the Bee Network Committee, the Secretary shall invite the members present to elect a member to preside for the duration of the meeting or until such time as the Chair joins the meeting
- 5.3. Any power or function of the Chair in relation to the conduct of a meeting shall be exercised by the person presiding at the meeting

6. Quorum

- 6.1. * No business shall be transacted at any meeting of the full Bee Network Committee unless at least 6 of the members are present).
- 6.2. If at the time for which a meeting is called, and for 15 minutes thereafter, a quorum is not present, then no meeting shall take place.
- 6.3. If during any meeting of the Bee Network Committee the Chair, after counting the number of members present, declares that there is not a quorum present, the meeting shall stand adjourned to a time fixed by the Chair. If there is no quorum and the Chair does not fix a time for the reconvened meeting, the

meeting shall stand adjourned to the next ordinary meeting of the Bee Network Committee.

7. Order of Business

7.1. At every meeting of the Bee Network Committee the order of business shall be to select a person to preside if the Chair is absent and thereafter shall be in accordance with the order specified in the agenda for the meeting, except that such order may be varied –

- (a) by the Chair at his/her discretion, or
- (b) on a request agreed to by the Bee Network Committee

7.2. The Chair may bring before the Bee Network Committee at their discretion any matter that they consider appropriate to bring before the Bee Network Committee as a matter of urgency

8. Rules of Debate

Motions

8.1. A Motion (or amendment) shall not be discussed unless it has been proposed and seconded. It shall, if required by the Chair, be put in writing and handed to the Chair, who shall determine whether it is in order before it is further discussed or put to the meeting.

8.2. A member when seconding a Motion or amendment may, if they then declare their intention to do so, reserve their speech until a later period of the debate. No member may, except at the discretion of the Chair, address the Bee Network Committee more than once on any Motion. The mover of the original Motion may reply but shall confine such reply to answering previous speakers and shall not introduce any new matter into the debate. After the reply the question shall be put forthwith.

8.3. A member when speaking shall address the Chair. If two or more members signify their desire to speak, the Chair shall call on one to speak: the other or others shall then remain silent. While a member is speaking no other member shall intervene unless to raise a point of order or by way of personal explanation.

8.4. A member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. No speech shall exceed five minutes except by consent of the Chair.

Amendments to Motions

8.5. An amendment shall be relevant to the Motion and shall be:-

- (i) to leave out words from the Motion:

(ii) to leave out words from, and insert or add others to, the Motion:

(iii) to insert words in, or add words to, the Motion.

but such omission, insertion or addition of words shall not have the effect of negating the Motion before the Bee Network Committee

- 8.6. Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of. The mover of an amendment shall read the same before speaking to it.
- 8.7. If an amendment is rejected, other amendments may be moved on the original Motion. If an amendment is carried, the Motion as amended shall take the place of the original Motion and shall become the substantive Motion upon which any further amendment may be moved, except any amendment which would be inconsistent with that already carried. The right of reply under paragraph 9.2 above shall not extend to the mover of an amendment which, having been carried, has become the substantive Motion. No member shall move more than one amendment on any Motion
- 8.8. A member with the consent of the Bee Network Committee, signified without discussion:-
- a) alter a Motion of which they have given notice
 - b) with the consent of their seconder alter a Motion which they have moved if in either case the alteration is one which could be made as an amendment thereto.
- 8.9. A Motion or amendment may be withdrawn by the mover with the consent of the Bee Network Committee (which shall be signified without discussion) and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.
- 8.10. When a Motion is under debate no other Motion shall be moved except the following:-
- a) That the Motion be amended
 - b) That the Bee Network Committee proceed to the next business
 - c) That the question be put
 - d) That the debate be adjourned
 - e) That the meeting be adjourned
 - f) That the member named be warned
 - g) (By the Chair under paragraph 11.2 below) That the member named leave the meeting, or

- h) That the press and public be excluded (in accordance with Section 100A of the Local Government Act, 1972)

8.11. A member who has not already spoken on the item under consideration may move without comment at the conclusion of a speech of another member “That the Bee Network Committee proceed to the next business”, “That the question be put”, “That the debate be adjourned” or “That this meeting of the Bee Network Committee be adjourned” and on the seconding of that Motion the Chair shall proceed as follows:

- a) on a Motion to proceed to the next business, unless in their opinion the original Motion or amendment has been insufficiently discussed, they shall first give the mover of the original Motion a right of reply, and then put to the vote the Motion to proceed to the next business; if this latter Motion is carried, the original Motion or amendment under discussion shall be deemed to be withdrawn
- b) on a Motion that the question be put, unless in their opinion the Motion or amendment before the meeting has not been sufficiently discussed, they shall first put to the vote the Motion that the question be put and, if it is carried, they shall then give the mover of the original Motion their right of reply under paragraph 9.2 above, before putting the Motion or any amendment then under discussion to the vote
- c) on a Motion to adjourn the debate, if, in the Chair’s opinion, the Motion or amendment before the meeting has not been sufficiently discussed, and cannot reasonably be sufficiently discussed on that occasion, they shall put to the vote a Motion to adjourn the debate to the next meeting of the Bee Network Committee, or to a time stated, without giving the mover of the original Motion their right of reply on that occasion; if the adjournment Motion is carried, then, on the resumption of the debate, the Chair shall reintroduce the Motion or amendment before the meeting at the time the debate was adjourned, and the member who moved the adjournment of the debate shall be entitled to speak first
- d) on a Motion to adjourn a meeting of the Bee Network Committee until a specified date and time, the Chair shall forthwith put such a Motion to the vote without giving any right of reply to the mover of any Motion under discussion and, if the Motion is carried, the remaining business of the day shall stand adjourned until the date and time stated in the Motion.

On the resumption of the meeting of the Bee Network Committee the procedure in paragraph 9.11(c) above shall apply

- 8.12. No member may move any of the Motions in paragraph 9.11 above on more than one occasion at each meeting and, when such a Motion is not carried, a second Motion of the like nature shall not be made within half an hour unless, in the opinion of the Chair, the circumstances of the question are materially altered.

Points of Order

- 8.13. A member may, with the permission of the Chair, raise a point of order or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of the Rules of Procedure or statutory provision and the member shall specify which part of the Rules of Procedure or statutory provision and the way in which they consider it has been broken. A personal explanation shall be confined to some material part of a former speech by the member which they consider to have been misunderstood in the present debate.
- 8.14. The ruling of the Chair on a point of order, or the admissibility of a personal explanation, shall not be open to discussion.
- 8.15. Whenever the Chair intervenes during a debate a member then speaking or offering to speak shall give way.

Motion to exclude the Press and Public

- 8.16. A Motion to exclude the press and public in accordance with Section 100A of the Local Government Act, 1972 may be moved, without notice, at any meeting of the Bee Network Committee during an item of business whenever it is likely that if members of the public were present during that item there would be disclosure to them of confidential or exempt information as defined in Section 100A of the Local Government Act 1972.

9. Voting

- 9.1. Whenever a vote is taken at meetings of the Bee Network Committee it shall be by a show of hands. On the requisition of any member of the Bee Network Committee, supported by four other members who signify their support by rising in their places, and before the vote is taken, the voting on any question

shall be recorded so as to show whether each member present gave their vote for or against that question or abstained from voting.

9.2. * In the case of an equality of votes, the Chair shall have a second, or casting, vote.

9.3. *A member may demand that his/her vote be recorded in the Minutes of the meeting.

10. Conduct of Members at meetings

10.1. If at a meeting any member of the Bee Network Committee, misconducts him or herself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by willfully obstructing the business of the Bee Network Committee, the Chair or any other member may move "That the member named be warned" and the Motion if seconded shall be put and determined without discussion.

10.2. If the member named continues such misconduct after a Motion under the foregoing paragraph has been carried, the Chair shall either:-

- a) move "That the member named leave the meeting" (in which case the Motion shall be put and determined without seconding or discussion)
- b) adjourn the meeting of the Bee Network Committee for such period as they consider expedient

10.3. In the event of general disturbance, which in the opinion of the Chair, renders the due and orderly dispatch of business impossible the Chair, in addition to any other power vested in him or her may, without question put, adjourn the meeting of the Bee Network Committee for such period as he or she considers expedient

11. Disturbance by Members of the Public

11.1. If a member of the public interrupts the proceedings at any meeting the Chair shall warn him or her. If they continue the interruption the Chair shall order his or her removal from the room. In the case of general disturbance in any part of the room open to the public the Chair shall order that part to be cleared.

12. Interests of Members

12.1.* A member must have regard to the Code of Conduct for Members of the local authority for which they are an elected member and their obligations in

relation to the disclosures of, and possible withdrawal from a meeting, for reason of personal, prejudicial interests and disclosable pecuniary interests.

13. Publication of Reports

- 13.1. * Reports or other documents for the consideration of the Bee Network Committee shall be marked "Private & Confidential Not for Publication" only if the Secretary, as Proper Officer under Section 100B(2) of the Local Government Act 1972 determines that this should be done on one or more of the grounds specified in the Act.
- 13.2. A Member of the Bee Network Committee or a member of the public may request that an item of business containing exempt information should be taken in public and such a request should be dealt with by the meeting at which the item is to be considered in private as the first item on the agenda. The procedure for dealing with such requests is set out in Rules 14 and 15 below.
- 13.3. * Copies of the agenda of meetings of the Bee Network Committee, including prints of reports or other documents to be submitted to the Bee Network Committee (other than reports or other documents marked "Not for Publication") shall be furnished prior to the meeting to representatives of the press, radio and television and shall also be furnished at the meeting to members of the public attending such meetings. Such documents shall also be made available for public inspection, at least five clear days before any meeting, at Broadhurst House, Oxford Street, the Town Hall, Manchester, M1 6EU.
- 13.4. * Where an item or report has been added to an agenda, any revised agenda or additional report shall be available for public inspection as soon as the item or report has been added to the agenda, provided copies are also, at that time, available to members of the Bee Network Committee.

14. Access to Information Procedure Rules

- 14.1. Except as otherwise indicated, these rules apply to all meetings of the Bee Network Committee.
- 14.2. The Rules in Section 14 do not affect any more specific rights to information contained elsewhere in these Rules of Procedure or the law.
- 14.3. The Bee Network Committee will supply copies of:
- a) any agenda and reports that are open to public inspection

- b) any further statements or particulars, if any, as are necessary to indicate the nature of the items in the agenda
- c) if the Secretary thinks fit, copies of any other documents supplied to members in connection with an item
- d) to any person on payment of a charge for postage and any other costs.

14.4. The Bee Network Committee will make available copies of the following for six years after a meeting:

- a) the minutes of the meeting, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information
- b) a summary of any proceedings not open to the public where the minutes open to inspection would not provide a reasonably fair and coherent record;
- c) the agenda for the meeting
- d) reports relating to items when the meeting was open to the public

14.5. The relevant Chief Officer will set out in every report a list of those documents (called background papers) relating to the subject matter of the report that in his/her opinion:

- a) disclose any facts or matters on which the report or an important part of the report is based
- b) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information

15. Admission of the Public

15.1. *All meetings of the Bee Network Committee shall be open to the public (including the press) except to the extent that they are excluded whether during the whole or part of the proceedings either:

- a) In accordance with Section 100A(2) of the Local Government Act 1972;
or
- b) By resolution passed to exclude the public on the grounds that it is likely, in view of the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as defined in Section 100I of the Local Government Act 1972. Any such Resolution shall identify the proceedings or the part of the proceedings to which it applies and state the description, in terms of Schedule 12A to

the Local Government Act 1972 of the exempt information giving rise to the exclusion of the public.

15.2. Exclusion of access by the public to meetings

a) Confidential information – requirement to exclude public

15.2.1. The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed.

15.2.2. Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons stated in Article 6.

(b) Meaning of confidential information

15.3. Confidential information means information given to the Bee Network Committee by a Government department on terms that forbid its public disclosure or information that cannot be publicly disclosed by reason of a Court Order or any enactment.

(c) Meaning of exempt information

15.4. Exempt information means information falling within the following categories (subject to any qualifications):

- (i) information relating to any individual
- (ii) information which is likely to reveal the identity of any individual
- (iii) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (iv) information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the Bee Network Committee or a Minister of the Crown and employees of, or office holders under, the Bee Network Committee
- (v) information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
- (vi) information which reveals that the Bee Network Committee proposes a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment

(vii) information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

In each case, information is exempt information if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(d) Exclusion of Access by the public to reports

15.5. If the Secretary thinks fit, the Bee Network Committee may exclude access by the public to reports which in his/her opinion relate to items during which the meeting is likely not to be open to the public. Such reports will be marked "Not for Publication" together with the category of information likely to be disclosed.