

**West Yorkshire Combined Authority**

**MEETING TO BE HELD AT 10.00 AM ON THURSDAY 26 JUNE 2014  
WELLINGTON HOUSE, WELLINGTON STREET, LEEDS**

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**A G E N D A**

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**
- 3. EXCLUSION OF THE PRESS AND PUBLIC**
- 4. MINUTES OF THE PREVIOUS MEETING HELD ON 29 MAY 2014**  
(pages 7 – 14)

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**ORGANISATIONAL**

- 5. COMBINED AUTHORITY APPOINTMENTS**  
(Lead Member: Cllr Swift)  
(pages 15 – 20)

.....

**TRANSPORT**

- 6. SINGLE TRANSPORT PLAN**  
(Lead Member: Cllr Lewis and Cllr Green)  
(pages 21 – 23)

**ECONOMY**

**7. LEP BUSINESS GROWTH PROGRAMME AND GROWING PLACES FUND**

(Lead Member: Roger Marsh)

(pages 24 – 28)

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**8. DEVELOPMENT OF A LEEDS CITY REGION JOINT COMMITTEE**

(Lead Member: Cllr Swift)

(pages 29 – 31)

.....

**9. ANY OTHER BUSINESS**

**WEST YORKSHIRE COMBINED AUTHORITY**  
**DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**

**NAME OF MEMBER:** .....

**COMMITTEE:**           **Combined Authority Meeting**

**DATE:**                   **26 June 2014**

AGENDA ITEM NO	NATURE OF INTEREST

**Signed** .....

You should complete this form only if you have a disclosable pecuniary interest in any particular item on this agenda. (See attached appendix for schedule of disclosable pecuniary interests.) Completed forms should be handed in to the Secretary and Solicitor **before** leaving the meeting.

**NOTE:** Should you have a disclosable pecuniary interest in an item on the agenda you should not participate in any discussion on the matter, vote on the matter or remain in the meeting during discussion and voting on the matter subject to paragraph 24 of the Code of Conduct.

***If you are unsure of the correct course of action to take, you should seek advice from the Secretary and Solicitor prior to the meeting.***

**SCHEDULE OF DISCLOSABLE PECUNIARY INTERESTS UNDER THE LOCALISM ACT 2011 AND THE  
CODE OF CONDUCT OF THE WYCA**

<b>Disclosable Interest</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant Authority) made or provided within the relevant period in respect of any expenses incurred by a Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the Authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the member's knowledge)—</p> <p>(a) the landlord is the Authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>

## Securities

Any beneficial interest in securities of a body where—

- (a) that body (to the Member's knowledge) has a place of business or land in the area of the Authority; and
- (b) either—
  - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
  - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

If a Member has a disclosable pecuniary interest in a matter under discussion, the Member may not:-

- (a) participate, or participate further, in any discussion of the matter at the meeting;
- (b) participate in any vote, or further vote, taken on the matter at the meeting (unless the Member has requested and been granted a relevant dispensation), or
- (c) remain in the room during the discussion or vote on the matter.

Where Members have a disclosable pecuniary interest in a matter to be considered at a meeting, they may attend the meeting but only for the purposes of making representations, answering questions or giving evidence relating to the matter, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. Once Members have finished, or the meeting decides they have finished, Members must leave the room and may not remain in the room during the discussion or vote on the matter.

**Note: If a close family member has a Disclosable Pecuniary Interest, this is deemed to be a Disclosable Pecuniary Interest of the Member of the Authority.**

## **PUBLIC INSPECTION OF DOCUMENTS AND ACCESS TO MEETINGS OF THE WEST YORKSHIRE COMBINED AUTHORITY**

- (a) Files containing correspondence etc, relating to items to be discussed at the meeting may be inspected by contacting the originating department - please see below. Certain information may be confidential and not open to inspection.
- (b) The attached Agenda Items do not contain any exempt information as defined in Part 1 of Schedule 12A to the Local Government Act 1972.

<b>Compilation of Agenda by:</b>	Angie Shearon
<b>Telephone No:</b>	Leeds (0113) 251 7220
<b>Date:</b>	18 June 2014

**MINUTES OF THE MEETING OF THE  
WEST YORKSHIRE COMBINED AUTHORITY  
HELD ON THURSDAY 29 MAY 2014 IN WELLINGTON HOUSE, LEEDS**

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<b>Present:</b>	Cllr Peter Box (Chair)	-	City of Wakefield MDC
	Cllr David Green	-	City of Bradford MDC
	Cllr Tim Swift	-	Calderdale MBC
	Cllr David Sheard	-	Kirklees MC
	Cllr Keith Wakefield	-	Leeds City Council
	Cllr James Alexander	-	City of York Council
	Roger Marsh	-	Leeds City Region LEP
	Cllr Janet Battye	-	Liberal Democrat Representative (Calderdale MBC)
	Cllr Andrew Carter	-	Conservative Representative (Leeds City Council)
	Cllr Robert Light	-	Conservative Representative (Kirklees MC)

**In attendance:**

	Cllr James Lewis	-	Chair of WYCA Transport Committee
	Adrian Lythgo	-	Combined Authority
	Rob Norreys	-	Leeds City Region
	Nick Winney	-	Combined Authority
	David Burrell	-	Combined Authority

**Note: These minutes number sequentially from the previous meeting.**

**17. Apologies for Absence**

There were no apologies for absence.

**18. Declarations of Disclosable Pecuniary Interests**

There were no pecuniary interests declared by members at the meeting.

**19. Exclusion of the Press and Public**

There were no items on the agenda requiring exclusion of the press and public.

**20. Minutes of the Meeting held on 1 April 2014**

**Resolved:** That the minutes of the meeting of the WYCA held on 1 April 2014 be approved and signed by the Chair.

**21. Adoption of the Strategic Economic Plan (SEP)**

The Combined Authority considered a report and received a presentation from Roger Marsh which outlined the Strategic Economic Plan (SEP) as submitted to Government at the end of March 2014 and informed members of the ongoing process of negotiating a settlement with Whitehall Departments. The Combined Authority were also asked to consider the adoption of the SEP as the overarching Integrated Economic Plan for the WYCA.

The Committee welcomed the ambition of the plan and stressed the importance that the WYCA had a robust mechanism that would be overseen by the Investment Committee to deliver and effectively monitor and evaluate the SEP's progress. Whilst recognising that the full 1500 page Plan needed to include technical information to meet the Government's criteria it was essential that the Plan was communicated in a clear and understandable format for the general public both in overall terms for the Combined Authority area and for individual Cities and Towns.

**Resolved:**

- (i) That the Strategic Economic Plan (SEP) be adopted as the overarching Integrated Economic Plan of the Combined Authority.
- (ii) That a report outlining the proposed mechanism for overseeing and delivering the SEP be prepared for the next ordinary meeting.

**22. Single Transport Plan**

The Combined Authority considered a report on a proposal to undertake a review of current transport plans with a view to developing a single transport plan for the WYCA.

It was noted that there were a number of existing strategic plans and programmes in respect of transport and the economy for West Yorkshire and York. Board Members discussed the significant developments since the adoption of the Local Transport Plan 3 including the West Yorkshire Plus Transport Fund, the Strategic Economic Plan and the development of HS2. Members highlighted the importance of east-west connectivity as well as north-south. It was also recognised that many residents were most concerned about local issues. They proposed that a review be undertaken to



develop a Single Transport Plan for West Yorkshire and York that set out a clear strategy highlighting the WYCA's objectives and ambitions for transport development in underpinning and economic growth.

The Combined Authority noted that the Single Transport Plan should incorporate:

- Consultation with stakeholders to develop the plan.
- Robust links with the SEP to underpin economic growth.
- Focus not just on national connectivity but also connectivity across the North of England and within West Yorkshire.
- Improved integration across all transport modes.

**Resolved:-**

- (i) That the proposed work to develop a Single Transport Plan, to run in parallel with the Strategic Economic Plan, be approved.
- (ii) That the comments made on the approach to the objectives for the Plan be noted.
- (iii) That technical work on the review be delegated to the Transport Committee with appropriate input from the Investment Committee.
- (iv) That a draft single transport plan be brought to a future meeting of the WYCA.

**23. Single Appraisal Framework**

The Combined Authority considered a report outlining the emerging city region Single Appraisal Framework (SAF) that would provide the consistent process and mechanism by which all investment projects whether for transport, skills, housing or economic development would be developed and appraised across the city region, to inform the investment decisions of the WYCA.

**Resolved:**

- (i) That the Single Appraisal Framework (SAF) be endorsed as the process and mechanism for developing and appraising the project pipeline, to be overseen by the Investment Committee.
- (ii) That the SAF proposals and the ongoing activity and engagement with local authorities and other partners to further develop and test the emerging approach be noted.
- (iii) That further details be reported once the initial testing phase has been undertaken.

## **24. Superfast Broadband Extension Programme**

The Combined Authority considered a report outlining the emerging issues and opportunities relating to a potential extension of the Superfast Broadband Programme to cover West Yorkshire and York.

Whilst welcoming the opportunity for an extension programme, it was noted that there were a number of outstanding issues requiring clarification. These included competition in the market and the need for certainty on the coverage of broadband arising from any investment in main centres, deprived and regenerated areas. Board Members commented that State Aid dispensations be sought by the Government and that Planning Authorities should take into consideration the provision of Superfast Broadband when granting planning permission for new housing and business developments.

### **Resolved:**

- (i) That the progress with regard to the implementation of the Superfast West Yorkshire broadband infrastructure, demand stimulation, business support programmes and the York programme be noted.
- (ii) That the proposed joint West Yorkshire and York collaboration on the broadband extension programme and the process be endorsed.
- (iii) That delegated authority be given to the LEP Director/WYCA Head of Economic Strategy in consultation with the Chair of the Investment Committee and the West Yorkshire and York Project Board Chairs to consider and sign off the programme by the end of June submission date.
- (iv) That representations be made to the Secretary of State in relation to obtaining State Aid dispensation from the European Commission.

## **25. West Yorkshire Plus Transport Fund**

The Combined Authority considered a report which provided an update on the West Yorkshire Plus Transport Fund (WY+TF). The Committee were asked to consider the progression of three schemes through relevant gateways and to agree an interim budget to progress the development of the previously agreed 'early win' projects during 2014/15.

In noting that it was two years since the City Deal agreement was established, Board Members expressed concern that the Government had since restricted the ability to make levy increases through the Local Audit and Accountability Act and therefore alternative ways of honouring the City Deal were now being sought. The Committee emphasised the need for a meeting with the Chancellor of the Exchequer at the earliest opportunity to agree a mechanism that allowed the Combined Authority to resource the £1.6 billion Fund programme.

**Resolved:**

- (i) That progress on the development of the West Yorkshire Plus Transport Fund be noted.
- (ii) That progression of the Aire Valley Park and Ride project through Gateway 1 be approved.
- (iii) That progression of the Wakefield Eastern Relief Road project through Gateway 1 be approved.
- (iv) That progression of the Pontefract Northern Relief Road through Gateways 2 and 3 be approved.
- (v) That the allocation of £4.587m of capital funding to enable further development of the 'early win' West Yorkshire Plus Transport Fund schemes and the 'loan' to support the delivery of the Pontefract Northern Relief Road be approved.
- (vi) That an urgent meeting with nominated representatives of the WYCA and the LEP be sought with the Chancellor of the Exchequer.

**26. Rail North Partnership**

The Combined Authority considered a report which provided an update on the plans for the devolution of rail services in the North of England and outlined the proposed governance arrangements to implement a new partnership with the Department for Transport (DfT).

**Resolved:**

- (i) That progress on Rail Devolution as part of the City Deal be noted.
- (ii) That the WYCA Transport Committee oversee the development of the detailed specification for the next two rail franchises.
- (iii) That a further report be prepared for a future meeting seeking approval to formally establish Rail North Ltd and to enter into a partnership with the Department for Transport once detailed proposals have been developed.
- (iv) That Councillor James Lewis be confirmed as the West Yorkshire and York representative on the Rail North Leaders' Sub Forum.
- (v) That Councillor David Green be confirmed as the 'East of Pennines' representative on the Electrification Task Force.

## **27. East Coast Mainline: Business Case for Investment**

The Combined Authority considered a report which provided information on work being undertaken by a Consortium of East Coast Main Line Authorities in the case for further investment of the line. Board Members welcomed the work undertaken to date and noted the need for the Combined Authority to continue to be involved and influence progress.

### **Resolved:**

- (i) That the work on the business case for investment in the East Coast Main Line be noted.
- (ii) That Councillor Eric Firth be confirmed as the WYCA representative on Consortium of East Coast Main Line Authorities.

## **28. DCLG Consultation on Combined Authority Legislation**

The Combined Authority considered a report which sought members' views and delegated approval for a response to be formulated to Government's proposal to amend legislation relating to Combined Authorities. The Committee recognised the importance of making progress to the City of York's involvement in the Combined Authority and to wider involvement with other LCR partner authorities.

### **Resolved:**

- (i) That the Government's proposals to amend the legislation relating to Combined Authorities be noted.
- (ii) That the WYCA Head of Paid Service be delegated, in consultation with the Chair and the West Yorkshire and York Chief Executives, to prepare and submit a response by the 24 June 2014 deadline.

## **29. Consideration of Revenue and Capital Budgets**

The Combined Authority considered a report on the revenue and capital budgets of the WYCA and how they could inform the work to set the 2015/16 budgets.

It was proposed that a Board Member working group be established to work with the WYCA Transport Committee to oversee the setting of the budgets for 2015/16 to ensure that they aligned with the aspirations of the Combined Authority.

### **Resolved:**

- (i) That the Transport Business Plan for 2014/15 be approved.

- (ii) That a Board Member working group be established to liaise with the WYCA Transport Committee in undertaking preparatory work for the 2015/16 budget setting process.

**30. Governance and Audit Committee**

The Combined Authority considered a report which sought approval to decisions recommended by the Governance and Audit Committee at its meeting held on 30 April 2014.

**Resolved:**

- (i) That the Internal Audit Charter be approved.
- (ii) That the Internal Audit Plan 2014/15 be approved.
- (iii) That the External Audit Plans for 2013/14 be approved.

**31. West Yorkshire Combined Authority Communications Strategy**

The Combined Authority considered a report and a draft of the West Yorkshire Combined Authority Communications Strategy which set out the role that communications would play in delivering the organisation's objectives over its first year.

The Committee referred to the proposed Media Protocol which would support the WYCA Communications Strategy. They requested that any media protocol had the flexibility to enable Board Members to promote the Combined Authority through the media and that the protocol be updated to reflect that. Leaders as well as District Press Officers should be included in all consultation.

**Resolved:**

- (i) That the WYCA Communications Strategy for 2014/15 be approved subject to the requested changes.
- (ii) That the WYCA Communications Strategy reflect the model outlined in paragraph 2.2 of the submitted report with the WYCA's work representing the way in which our cities, towns communities and individuals are impacted by the business and economic aims set out by the LEP in the SEP and that planned work to establish formally the Combined Authority's Vision and Values reflects that model.
- (iii) That the practice of the WYCA teams at Wellington House to call upon the local knowledge and skills offered by constituent councils' communications teams be approved.

- (iv) That the development and use of Social Media channels, initially Twitter, be used to communicate WYCA decisions and activities to underpin the organisation's commitment to transparency and the momentum of this work be supported by the active involvement of senior WYCA officers and members as set out in the Strategy.

**32. Minutes of the Meeting of the Transport Committee held on 25 April 2014**

**Resolved:** That the minutes of the meeting of the Transport Committee held on 25 April 2014 be noted.

**33. Minutes of the Meeting of the Governance and Audit Committee held on 30 April 2014**

**Resolved:** That the minutes of the meeting of the Governance and Audit Committee held on 30 April 2014 be noted.

**34. Minutes of the Meeting of the West Yorkshire and York Investment Committee held on 15 May 2014**

**Resolved:** That the minutes of the meeting of the West Yorkshire and York Investment Committee held on 15 May 2014 be noted.

**35. Any Other Business**

**WYCA Committee Membership**

At its previous meeting the Combined Authority had agreed that the membership of all Committees would be reviewed following the local elections. The finalisation of proposals for WYCA Committee members be delegated to the Head of Paid Service in consultation with the Chair of the Combined Authority prior to adoption at the next Combined Authority meeting.

## ITEM 5

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**Report to:** Combined Authority

**Date:** 26 June 2014

**Subject:** Combined Authority Appointments

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### 1. Purpose

- 1.1. Following the results of the recent council elections:-
  - 1.1.1. to note the changes in the substitute members appointed by the Constituent Councils and the City of York Council;
  - 1.1.2. to appoint co-opted members to ordinary committees;
  - 1.1.3. to appoint Combined Authority members to ordinary committees.
- 1.2. To inform the Authority of proposals in relation to the District Consultation Sub-Committees of the Transport Committee, and requests for nominations for district members for those sub-committees.

### 2. Information

- 2.1. Following the elections, there have been changes in political representation within the councils represented on the Authority. To reflect these changes, appropriate nominations have been requested from all councils in relation to co-opted members of those Councils which the Authority may appoint to its committees.

#### **Substitute Members of the Combined Authority**

- 2.2. Except in respect of the LEP Member, members of the Authority together with their substitute members are appointed by the Constituent Councils and City of York Council. Following the elections, the membership of the Authority has not changed but notice has been received of a change to one of the substitute members as detailed in the table below:-

Member	Substitute
David Green	Imran Hussain
Tim Swift	Barry Collins
David Sheard	Peter McBride
Keith Wakefield	Judith Blake
Peter Box	Denise Jeffery
James Alexander	Tracey Simpson-Laing
Janet Battye	Stewart Golton
Robert Light	Glen Miller
Andrew Carter	Monica Graham
Roger Marsh	Bob Cryan

### Ordinary and Advisory Committee Membership

- 2.3. The current membership of ordinary and advisory committees of the Authority includes co-optees nominated by the Councils and appointed by the Authority.
- 2.4. The table in **Appendix 1** attached sets out the proposals for changes in membership of the Authority's committees, further to the nominations received. It should be noted that to better reflect political balance across the Councils represented on the Combined Authority, it is proposed that the membership of the Transport Committee be increased by 1 co-opted member to 16 and 1 WYCA member.

### Overview and Scrutiny Committee

- 2.5 The Authority is legally obliged to appoint at least one member of each Constituent and non Constituent Council to an Overview and Scrutiny Committee. The committee cannot include any member of the Combined Authority or Transport Committee.
- 2.6 Further to the elections, nominations from the Councils have now been received in respect of a revised membership of the Overview and Scrutiny Committee. The table in **Appendix 1** sets out the proposals for changes in membership of this committee.

### Combined Authority Membership of Ordinary Committees

- 2.7 The Combined Authority must appoint at least one of its members to the Transport Committee, the West Yorkshire and York Investment Committee and the Governance and Audit Committee. Those appointments will be confirmed at the meeting.

### Voting rights

- 2.8 For the avoidance of doubt, Members should note that there are no proposals to rescind or vary any voting rights granted by the Authority at its meeting on 1 April 2014.



## **Appointment of Chairs**

- 2.9 The Authority may appoint the chairs of its committees, delegate the appointment of a chair to a committee, or a committee may appoint its own chair in the absence of an appointment or delegation by the Authority.

## **District Consultation Sub-Committees**

- 2.10 At its meeting on 13 June, the Transport Committee approved terms of reference and membership proposals for the District Consultation Sub-Committees, which have replaced the former Passenger Consultative Committees and District Liaison Committees of the WYITA. The minutes of the Transport Committee meeting of the 13 June are available to the Authority.
- 2.11 The Transport Committee wishes to call on districts to nominate further members to these sub-committees as well as representatives of the public and from accessibility groups. Letters have been sent to the District Councils seeking nominations to the District Consultation Sub-Committees.

## **3 Financial**

- 3.1 Schedule 1 of The Members' Allowances Scheme reflects the change in membership of the Transport Committee and is attached to this report as **Appendix 2**.

## **4 Legal Implications**

- 4.1 Political balance requirements apply when appointing members of the Authority to ordinary and advisory committees. The appointment of co-optees (who are not members of the Authority) is not, however, specifically subject to these requirements.
- 4.2 Given the proposals that 1 or 2 members of the Authority will sit on each committee, it is not possible to satisfy the political balance requirements relating to membership of committees by members of the Authority. However, the requirements do not apply if arrangements are approved in accordance with S17 Local Government and Housing Act 1989. The Authority approved these arrangements at its meeting on 1 April 2014
- 4.3 In the absence of an appointment by the Authority, a committee may appoint its own chair, and in any event may appoint deputy chairs.

## **5 Staffing Implications**

- 5.1 None.

## **6 Consultation**

- 6.1 This report has been prepared in consultation with the Head of Paid Service.

## 7 Recommendations

- 7.1 That the Authority notes the substitute members appointed by the Constituent Councils.
- 7.2 That the Authority appoints its representatives to the Transport Committee, West Yorkshire and York Investment Committee and the Governance and Audit Committee.
- 7.3 That the Authority appoints co-opted members to the Transport Committee, West Yorkshire and York Investment Committee, Governance and Audit Committee and the Overview and Scrutiny Committee as set out in **Appendix 1**.
- 7.4 That the Authority appoints, or delegates the appointment of, Chairs to the Transport Committee, West Yorkshire and York Investment Committee, Governance and Audit Committee and the Overview and Scrutiny Committee.
- 7.5 That the Authority notes the proposals for district representation on the District Consultation Sub-Committees.

## APPOINTMENTS TO COMBINED AUTHORITY 2014 - 2015

	Bradford	Calderdale	Kirklees	Leeds	Wakefield	York	LEP
<b>APPOINTMENTS</b>							
<b>Combined Authority</b>	David Green (L)	Tim Swift (L)	David Sheard (L)	Keith Wakefield (L)	Peter Box (L)	James Alexander (L)	Roger Marsh
<b>Substitutes</b> <i>Chair: Peter Box</i> <i>Dep Chair: Tim Swift</i>	Imran Hussain	Barry Collins	Peter McBride	Judith Blake	Denise Jeffery	Tracey Simpson-Laing	Bob Cryan
<b>Members appointed to achieve political balance:</b>		<b>Liberal Democrat</b> Janet Battye	<b>Conservative</b> Robert Light	<b>Conservative</b> Andrew Carter			
<b>Substitutes</b>		Stewart Golton (Leeds)	Glenn Miller (Bradford)	Monica Graham (Wakefield)			
<b>NOMINATIONS</b>							
<b>Transport Committee</b>	Ruth Billheimer (L) Abid Hussain (L) Michael Johnson (L) Rebecca Poulsen (C)	David Kirton (C) Daniel Sutherland (L)	Eric Firth (L) Gwen Lowe (L) Elizabeth Smaje (C)	Andrew Carter (C) James Lewis (L) Michael Lyons (L) Eileen Taylor (L)	Yvonne Crewe (L) Martyn Ward (L)	David Levene (Observer status)	
<b>Member appointed to achieve political balance:</b>			Andrew Pinnock (LD)				
<b>West Yorkshire &amp; York Investment Committee</b>	Val Slater (L)	Barry Collins (L)	Peter McBride (L)	Richard Lewis (L)	Denise Jeffery (L)	David Levene (L)	Roger Marsh
<b>Governance and Audit</b>	Lynne Smith (L)	Stephen Baines (C)	Hilary Richards (L)	Ryk Downes (LD) Ghulam Hussain (L)	Glenn Burton (L)	Neil McIlveen (L)	
<b>Overview and Scrutiny</b>	Simon Cooke (C) Hassan Khan (L) Michelle Swallow (L)	Ferman Ali (L) Stephen Baines (C) James Baker (LD)	Andrew Cooper (G) Andrew Palfreeman (C) Graham Turner (L)	Pauleen Grahame (L) Kim Groves (L) Peter Harrand (C)	Ron Halliday (L) Albert Manifold (L) Elizabeth Rhodes (L)	Keith Aspden (LD) Barbara Boyce (L) Julie Gunnell (L)	

**SCHEDULE 1**

	<b>BASIC</b>	<b>SRA</b>	<b>Total per member</b>	<b>Estimated Annual Total</b>
<b>Transport Committee (16 members)</b>				
Chair (1 member)	£4,500	£24,800	<b>£29,300</b>	£29,300
Deputy Chairs (2 members)	£4,500	£9,920	<b>£14,420</b>	£28,840
District Consultation Sub-Committee Chairs (5 members)	£4,500	£1,575	<b>£6,075</b>	£30,375
Members (8 members)	£4,500	-	<b>£4,500</b>	£36,000
<b>Overview &amp; Scrutiny (18 members)</b>				
Chair (1 member)	£1,350	£11,016	<b>£12,366</b>	£12,366
Members (17 members)	£1,350	-	<b>£1,350</b>	£22,950
<b>Governance &amp; Audit Committee (8 members)</b>				
Chair (1 member)	-	£6,643	<b>£6,643</b>	£6,643
Members (7 members)	-	-	-	-
<b>Statutory Independent Persons (2 People)</b>	£800 (Annual Retainer)	Allowance per conduct meeting: £220.19		£1,600
<b>TOTAL</b>				<b>£168,074</b>

Originator: Jeff English  
Assistant Director  
Development



## ITEM 6

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**Report to:** Combined Authority

**Date:** 26 June 2014

**Subject:** Single Transport Plan

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### 1. Purpose

1.1. To provide further strategic input to the development of a single transport plan.

### 2. Information

2.1. At its meeting on 29 May 2014, the Combined Authority noted the range of strategic plans and programmes that currently set out transport's contribution to the economic well-being of West Yorkshire and York, as well as transport's impact on the environment and people's quality of life. These plans and programmes include:-

- Strategic Economic Plan (SEP);
- Local Transport Plans (for West Yorkshire and York);
- West Yorkshire plus York Transport Fund;
- Leeds City Region Transport Strategy;
- High Speed 2.

2.2. The Combined Authority agreed that a review be undertaken of current transport plans with a view to developing a single transport plan for West Yorkshire that reflects the ambition of the Combined Authority, the evolution of the Transport Fund, the role of the SEP, the need to prepare for HS2 and work streams on bus strategy and rail devolution.

2.3. At that meeting, the Authority also adopted the SEP as the overarching Integrated Economic Plan of the Combined Authority. The single transport plan will support the delivery of the economic ambition set out in the SEP.

2.4. The Authority noted that a single plan should incorporate:

- Strong links with the SEP and economic growth;
- Longer term vision with greater ambition;
- Focus on national connectivity as well as regional and internal connectivity;

- Focus on east-west connectivity across the north to maximise the benefits of HS2;
  - Better integration between transport modes;
  - Consultation with stakeholders.
- 2.5. The Combined Authority agreed to provide further input to the development of the plan whilst delegating the detailed work on the review to the Transport Committee, working closely with the Investment Committee.
- 2.6. As part of the initial development work, the Combined Authority are invited to provide guidance in a number of strategic areas. Table 1 suggests an initial set of topics for discussion.

**Table 1: Suggested Discussion Topics - Strategic Guidance**

<b>Transport Vision</b>	<ul style="list-style-type: none"> <li>• What does transformational change involve?</li> <li>• What new objectives may we want to set?</li> </ul>
<b>Barriers</b>	<ul style="list-style-type: none"> <li>• What could get in the way? (e.g. are any new powers necessary or new areas of collaboration between Districts Councils needed.)</li> </ul>
<b>Priorities and Focus</b>	<ul style="list-style-type: none"> <li>• Are there key choices and/or trade-offs? (e.g. influencing demand/asset management/enhancements/skills and young people/jobs, carbon, quality of life/health objectives.)</li> <li>• How best to secure and build on wider initiatives such as HS2, Northern Hub, E-W Connectivity, Yorkshire Rail Network Study?</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• How best to engage with stakeholders at a District/West Yorkshire level?</li> <li>• How best to engage with the LCR Panels?</li> </ul>

### **3. Financial**

- 3.1 The development of the single transport plan is being undertaken within existing approved budgets.

### **4. Legal Implications**

- 4.1 There is a statutory duty for Local Transport Authorities to keep Local Transport Plans under review.

## **5. Staffing Implications**

- 5.1 The development of the single transport plan is being undertaken within existing staff resources.

## **6. Consultees**

- 6.1 Adrian Lythgo (Head of Paid Service and Chief Executive with lead responsibility for transport) and John Henkel (WYCA Acting Director of Transport) have provided advice in the preparation of this report.

## **7. Recommendations**

- 7.1 That the Combined Authority provide further strategic input to the development of the single transport plan.

## **8 Background Documents**

- Leeds City Region Transport Strategy 2009;
- DfT Full Guidance on Local Transport Plans 2010;
- West Yorkshire Local Transport Plan 2011 – 2026;
- City of York Council Local Transport Plan 2011 – 2031;
- High Speed Rail – Investing in Britain’s Future 2013;
- West Yorkshire plus York Transport Fund 2014;
- Leeds City Region Enterprise Partnership Strategic Economic Plan 2014.

Originator: Rob Norreys,  
LEP Director & Head  
of Economic Strategy



## ITEM 7

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**Report to:** Combined Authority

**Date:** 26 June 2014

**Subject:** LEP Business Growth Programme and Growing Places Fund

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### 1. Purpose

- 1.1. To provide an update on the key funding programmes which are supporting local businesses across the Leeds City Region to expand and grow, creating new jobs and increasing their competitiveness.

### 2. Information

- 2.1. The Leeds City Region Enterprise Partnership (LEP) currently operates three key funding programmes supporting businesses in the City Region:
- **Business Growth Programme (BGP)** – This £25m programme is operated by the LEP but is funded by the Government’s Regional Growth Fund which was launched in February 2013. The BGP provides **grants** of between £10k and £1m to businesses in the LEP key growth clusters towards capital investment or research and development activities which are aimed at creating new jobs.
  - **Growing Places Fund (GPF)** – This £35.5m programme is also funded from Government and provides **loans** to support capital investment in infrastructure projects that will help to accelerate economic growth, deliver new jobs and remove barriers to development. The LEP has issued two rounds of GPF offering loans of between £0.25m and £5m.
  - **Revolving Investment Fund (RIF)** – This is a £20m fund, with the funding ‘pooled’ from seven of the city region authorities, providing **loans** of £1m upwards focussing on major construction and development projects. This Fund is a later addition to the funding products offered by the city region to support business growth and development projects, and applications are currently being considered; although no loans have to date been made.



2.2 The following provides an update on the BGP and GPF Programmes which are managed by the LEP Investment Panel.

**Business Growth Programme Update**

2.3 The BGP is split into two elements, grants of under £100k and over £100k. The reason for the split is that the appraisal and due diligence process is simpler on grants under £100k which makes it easier for small businesses to make applications and enables quicker decision making. Turnaround times for dealing with loan applications has been only 2-3 weeks for smaller schemes, and 4-5 weeks for larger schemes, providing a rapid response to local business growth and job creation opportunities.

2.4 In the 16 months that the BGP has been open, 1118 enquiries have been received and a full breakdown by sector and local authority area is attached as Appendix A. Intense marketing and promotion of the programme was undertaken when it was first launched. Ongoing activity promoting the fund at business events and through regular media stories are maintaining publicity which is being reflected in an ongoing constant flow of applications for support from local businesses.

2.5 However, based on the current level of applications it is expected that the Programme will run out of funding by September 2014, although due to the critical importance of continuing to support local businesses and jobs growth, negotiations are ongoing with Government to seek to extend funding for this programme beyond September. It is a requirement of the Regional Growth Fund that all expenditure must be paid out by the end of March 2015.

2.6 A total of 355 applications have now been received and 247 local businesses have been awarded grants; some businesses have applied for and received more than one grant. The achievement of the Programme against targets are as follows:

Description of Target	Target	Approved Project Commitment
<b>Grants of less than £100,000 (small programme)</b>		
Jobs Directly Created / Safeguarded	638 + 290 = 928	1,296 (gross) 140%
Public / Private Leverage	1: 6	1: 8
All expenditure completed by March 2015	£4,804,240 (RGF3) £5,415,000 (RGF4) Total: £10,219,240	£8,259,012 (committed) 81%
<b>Grants of more than £100,000 (big programme)</b>		
Jobs Directly Created / Safeguarded	1608 (average)	1,169 (Net) 73%
Public / Private Leverage	1: 4	1: 9
All expenditure completed by March 2015	£14,376,000	£9,236,534 (committed) 64%

2.7 As is shown above, the BGP programme has already been more successful in supporting jobs growth than originally anticipated; creating nearly 2,500 new jobs in the private sector and leveraging in over eight times more private sector investment

over the 16 months it has been operating. This has been at a time when local businesses, particularly small to medium sized companies, have found it difficult to access finance for growth; so the funding has provided a much needed boost for local job creation at a very challenging time.

### **Growing Places Fund Update**

2.8 Over £17.5m has to date been allocated to eight GPF projects, with a further £16m worth of loans in the pipeline which are currently going through the due diligence process. The major projects that have loan agreements in place will result in the following outcomes:

- 1800 construction jobs
- Potential of over 1000 permanent jobs
- Estimated GVA boost of £147m (with a potential uplift of £805m)
- Private sector leverage of £103m
- 1,712 new homes
- 44ha of land remediated
- 1km flood defences built
- 6 new public spaces
- 13k sqm new and 2.7k sqm refurbished commercial space

2.9 The concept of the GPF is that the fund revolves and as loans are repaid, finance is made available to support new projects. This has already happened in the city region with one project which took out a loan of over £1m to remediate a contaminated site (for which no other funding was available). This project has been completed and the site is currently being redeveloped to provide new educational facilities. The loan has now been fully repaid, within 12 months of issue, which is now being recycled to support further local development schemes and jobs.

2.10 As headroom is being created, consideration is being given to launching a third local round of GPF. This would offer loans of between £0.5 to £1m, with projects requiring loans of over £1m being funded through the Revolving Investment Fund.

### **BGP and GPF Communications**

2.11 The LEP Communications Team is working closely with Communications teams in all local authorities to encourage more localised media coverage for the programmes. Press coverage in the last few months has been strong for these programmes, with the following numbers of local press releases in local authority areas.

<b>Local Authority</b>	<b>BGP coverage</b>	<b>GPF coverage</b>
Bradford	2	
Kirklees	3	
York	2	
Wakefield	2	7
Leeds	1	5
Calderdale		2
Harrogate	6	

2.12 A number of case studies have been developed and placed on the LEP's website and these are being added to as projects achieve results.

### **3. Financial**

3.1. There are no additional financial implications for running the programmes for the Combined Authority. Staff and other expenses for the BGP and GPF are covered through the individual programmes.

### **4. Legal Implications**

4.1 There are no specific legal implications for the Combined Authority at this time. Legal support is coordinated through Leeds City Council.

4.2 In relation to the Revolving Investment Fund it is anticipated the Combined Authority will become the accountable public body, and potentially be involved in the establishment of a Special Purpose Vehicle (SPV) company to administer the fund. Strategic direction for the SPV is envisaged could be provided via the Investment Committee. The Authority has begun work with the LCR to progress this.

### **5. Staffing Implications**

5.1 There are no specific staffing implications at this time. Resources for operating the GPF and GPF programmes are funded through the individual programmes.

### **6. Recommendations**

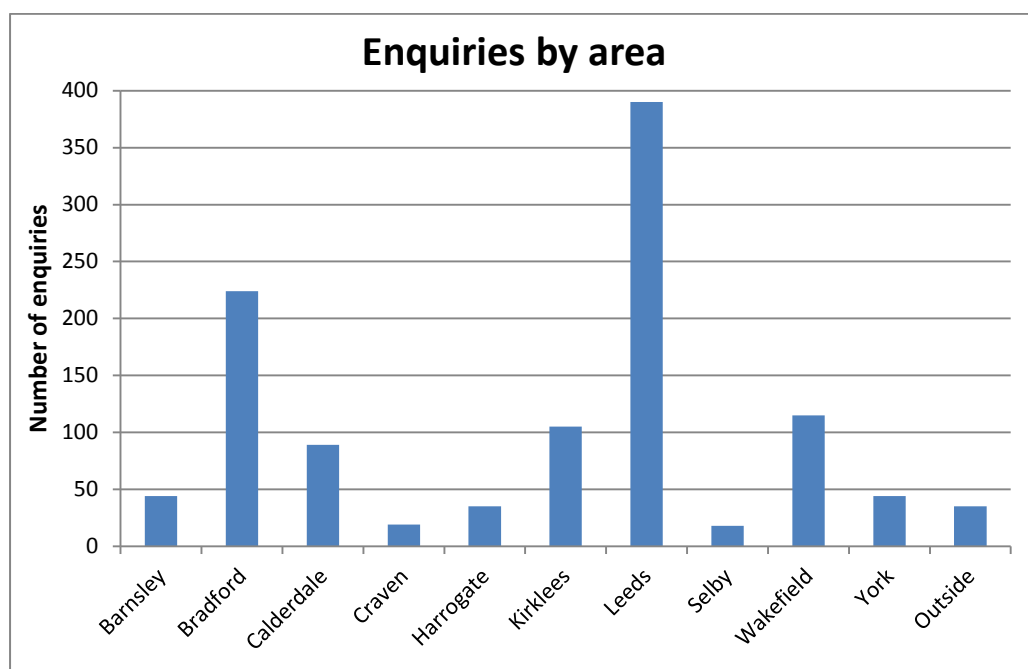
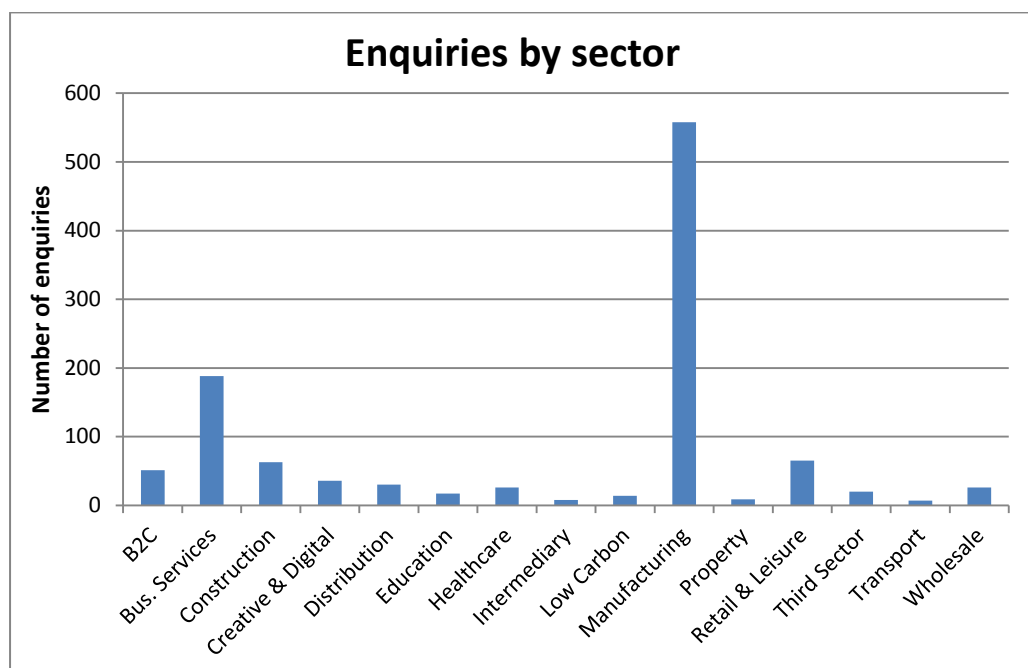
6.1 That the Combined Authority:

- (i) welcomes the progress by the constituent authorities of the Combined Authority and its private sector partners in supporting businesses to expand, grow and create new jobs across the city region;
- (ii) supports the ongoing discussions with Government emphasising the critical importance of continuing the funding programmes to support local businesses and local development projects; and
- (iii) considers how it should influence the future development and priorities of these programmes to support the Strategic Economic Plan.

## Appendix 1 Business Growth Programme Enquiries Analysis

Date: 9 June 2014

Total Number of Enquiries: 1118



## ITEM 8

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**Report to:** Combined Authority

**Date:** 26 June 2014

**Subject:** Development of a Leeds City Region Joint Committee

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### 1. Purpose

1.1 To inform members of proposals relating to:-

1.1.1. The dissolution of the Leeds City Region Leaders Board;

1.1.2 The establishment of a Joint Committee between the WYCA and other Leeds City Region authorities to replace the Leeds City Region Leaders Board.

### 2.1 Information

2.1 All decisions relating to Leeds City Region funding and activity are currently routed through the Leeds City Region Leaders Board, for which Leeds City Council acts as the accountable body.

2.2 In a bid to create a more streamlined and less bureaucratic structure, the intention is to dissolve the Leeds City Region Leaders Board by June 2015, and for the West Yorkshire Combined Authority to then assume the responsibilities and accountabilities currently held by Leeds City Council.

2.3 Therefore, an alternative governance arrangement needs to be put in place following the dissolution of the Leeds City Region Leaders Board to ensure the non-West Yorkshire and York Leeds City Region authorities can play their part in directing Leeds City Region activity.

2.4 It is proposed that work begins to establish a Joint Committee between the WYCA and Barnsley, Craven, Harrogate, North Yorkshire and Selby to fulfil this function.

2.5 Should a Legislative Reform Order be passed, the WYCA would then determine whether or not to formally reconstitute and expand its membership, thus rendering the need for a Joint Committee arrangement with any authority except Barnsley obsolete (a local authority can only be a member of one Combined Authority.)

- 2.6 The key considerations for the formation of a WYCA and Leeds City Region Joint Committee are governance, terms of reference, functioning and funding. These will form the basis of future reports to the Leeds City Region Leaders Board and to the Combined Authority.
- 2.7 **Governance:** The question of matters such as membership, voting rights, political balance and protocols for the exercise of functions must be considered to enable legal officers to prepare the necessary papers for approval by the authorities affected. Of particular importance for the Combined Authority will be the number of members that it should have on the committee in view of the requirement that each member on a joint committee may have only one vote.
- 2.8 **Terms of Reference:** The Joint Committee could assume responsibility for a range of decisions relating to matters within the remit of the Combined Authority, or wider issues affecting the City Region. One suggestion is that this committee could replace the Combined Authority's Investment Committee to ensure that economic and transport investment received the widest strategic consideration.
- 2.9 **Functioning:** The Joint Committee could serve as a vehicle for flexible collaboration across the Leeds City Region. Protocols could be agreed between member authorities that would permit the WYCA to deliver particular functions in their areas, but not others, if this was the most appropriate means. Work is already underway to enable the WYCA to deliver functions for some City Region authorities in this way, such as the Green Deal.
- 2.10 **Funding:** For non-transport matters, authorities will need to make arrangements for the funding of the Joint Committee's functioning, by agreement. In relation to the resource needs of the Joint Committee itself, modest contributions from each authority served by the Joint Committee would be required. These could be funded via the existing arrangements for funding the LCR Leaders' Board.

### 3. Legal Implications

- 3.1 Critical functions of the Combined Authority such as setting the transport levy for the Combined Authority area may only be discharged by the Combined Authority and could not be delegated to a Joint Committee.
- 3.2 Decisions by the authorities represented on the Combined Authority to delegate any of their functions to the Joint Committee, and on what basis, will need to be made by those authorities.
- 3.3 It is important to ensure that the Combined Authority has sufficient members on the Joint Committee to ensure it can properly serve the districts that it represents.
- 3.4 Unlike the Combined Authority and its ordinary committees, it is likely that political balance rules will be applicable to a joint committee but this depends on the number of members appointed to it by each authority.

#### **4 Financial Implications**

- 4.1 There are no financial implications at this time. A further report will be brought back to the Authority when development of Joint Committee proposals is more advanced.

#### **5 Staffing Implications**

- 5.1 The staff that currently support the Leeds City Region Leaders Board are formally employed by Leeds City Council. Work is underway to formally transfer these staff to the West Yorkshire Combined Authority by April 1<sup>st</sup> 2015.

#### **6 Consultation**

- 6.1 This report has been prepared in consultation with the Head of Paid Service and the LCR LEP Director and Head of Economic Strategy.

#### **7 Recommendations**

- 7.1 That this report be noted.
  - 7.1.1 That work continues to develop proposals for a Joint Committee between the WYCA and the other Leeds City Region authorities.
  - 7.1.2 That further details on the emerging plans for the Joint Committee be brought forward for the WYCA's consideration